

**GMSD Work Session**  
**May 18, 2022 5:00 PM**  
Board Room, GMSD Office

1. GMSD FY 22-23 Other Funds Budget - First Reading
2. GMSD FY 22-23 General Purpose Fund Budget - Second and Final Reading
3. Miscellaneous FY 21-22 Budget Amendments # 26, 27, 28, 29 & 30
4. Approval of Houston Middle School Softball Fee
5. Review / Revision of Policies - First Reading
6. Health Clinic RFP
7. Further Business



# 2023 GMSD OTHER FUNDS

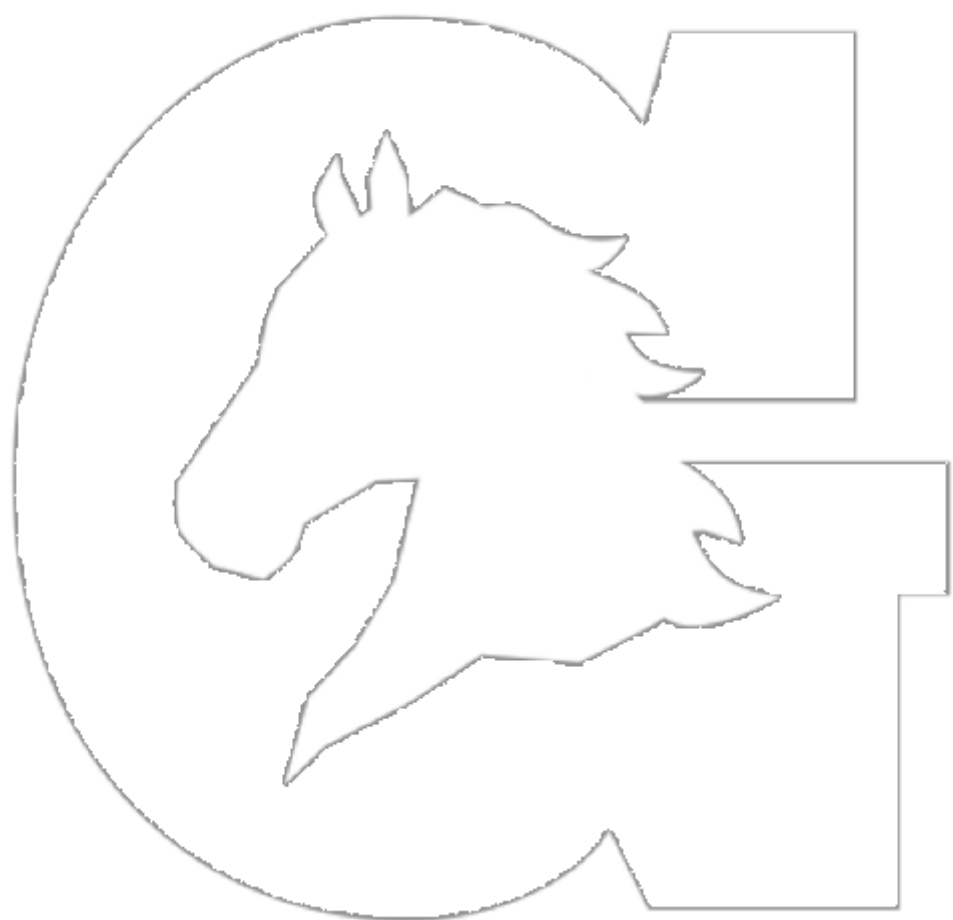
First Reading – May 24, 2022

KEVIN JONES,  
CHIEF FINANCIAL OFFICER

JOSH CATHEY,  
DEPUTY SUPERINTENDENT

JASON MANUEL,  
SUPERINTENDENT

ANGELA GRIFFITH,  
SCHOOL BOARD CHAIR





# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## BOARD OF EDUCATION

Angela Griffith	Chair
Amy Eoff	Vice-Chair
Ryan Strain	Board member
Brian Curry	Board member
Betsy Landers	Board member

## ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources

# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## SCHOOL DISTRICT VISION, MISSION, AND GOALS

### VISION

Inspiring Personal Excellence

### MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

### GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



# CONTENTS

## OTHER FUNDS

4

### FEDERAL PROJECTS REVENUES

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool,

6

### FEDERAL PROJECTS EXPEND

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool

20

### SCHOOL NUTRITION

22

### CAPITAL IMPROVEMENTS

24

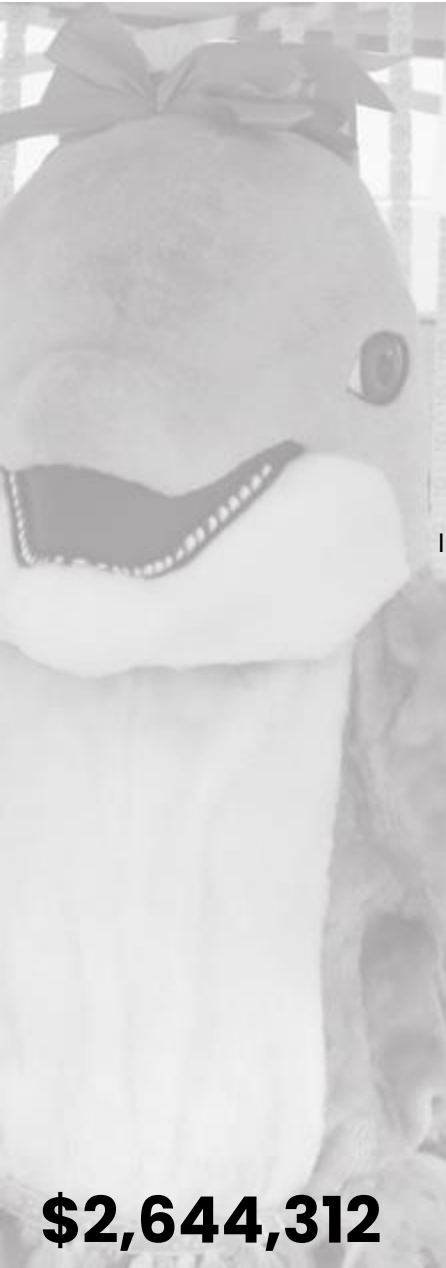
### HEALTH INSURANCE

26

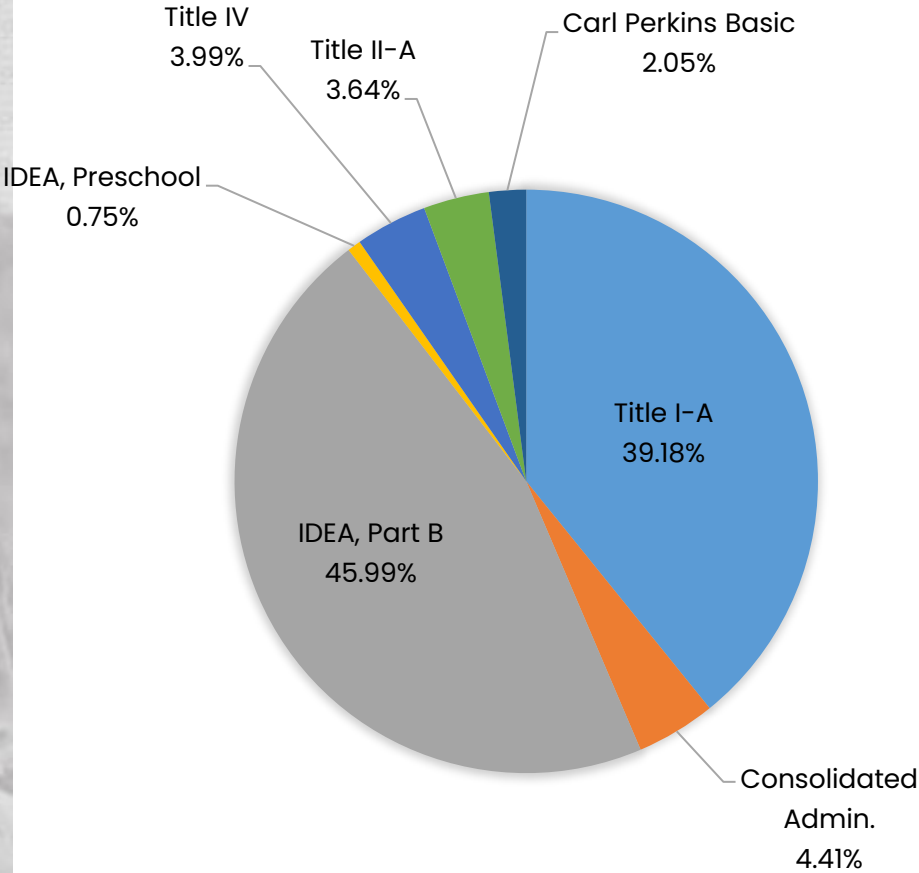
### OPEB TRUST

## Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.



# FEDERAL PROJECTS REVENUES



**\$2,644,312**

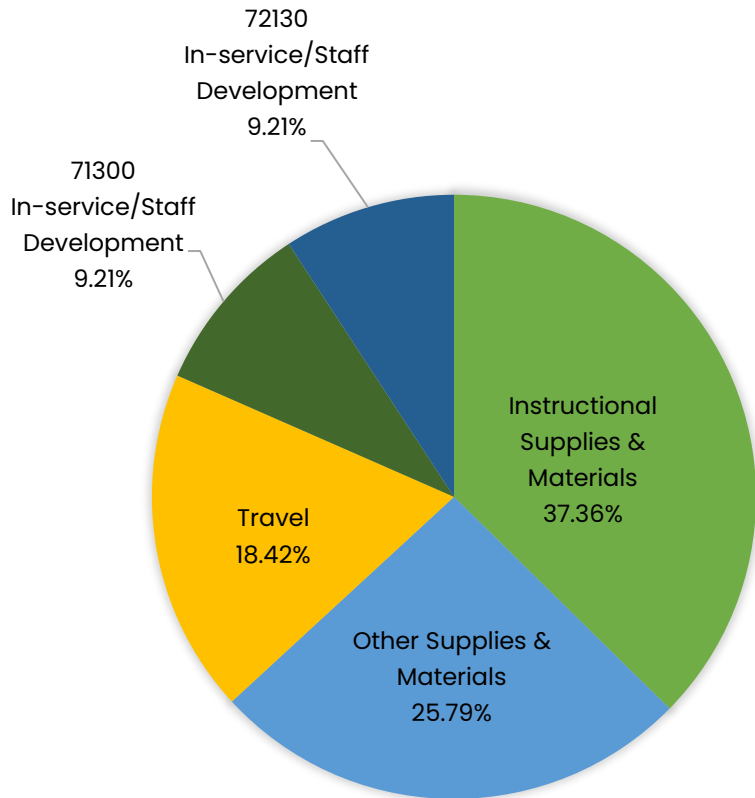
## Subcategories

- Consolidated Admin
- Title I-A
- Title II-A
- Title IV
- IDEA, Part B
- IDEA, Preschool
- Carl Perkins Basic

## FEDERAL PROJECTS REVENUES

<b>Fund</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
47131	Carl Perkins Basic	54,275	50,683	39,248
47131	Carl Perkins Reserve	-	-	41,199
47141	Title I-A	1,035,977	1,151,573	1,446,618
47141	Consolidated Admin.	116,627	143,321	135,528
47143	IDEA, Part B	1,216,048	1,204,376	1,009,040
47143	IDEA, Preschool	19,734	10,220	10,842
47143	IDEA, SPDG	-	-	19,996
47143	IDEA, Preschool Discretionary	-	-	9,584
47146	Title III	-	12,832	12,987
47147	Title IV	105,448	97,611	112,046
47189	Title II-A	96,203	95,022	130,469
	<b>FEDERAL PROJECTS REVENUES TOTAL:</b>	<u>2,644,312</u>	<u>2,765,638</u>	<u>2,967,557</u>

# CARL PERKINS BASIC



**\$54,275**

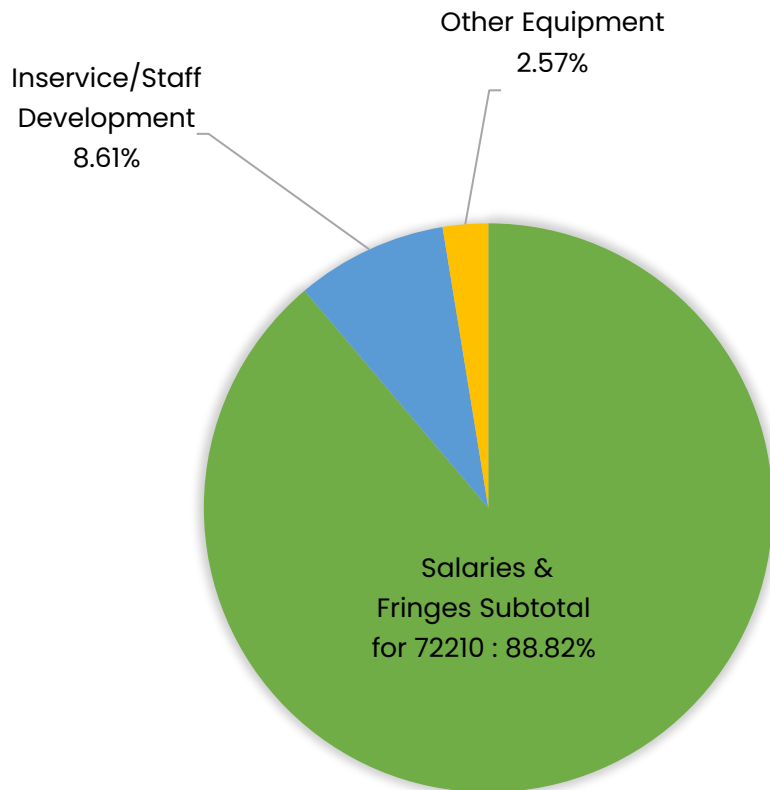
## Overview

Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.

## CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Vocational Instruction (71300)				
429	Instructional Supplies & Materials	20,275	11,075	10,300
499	Other Supplies & Materials	14,000	17,300	3,400
730	Vocational Instructional Equipment	-	6,288	23,268
Other Student Support (72130)				
355	Travel	10,000	9,670	-
524	In-service/Staff Development	5,000	4,050	2,280
Support: Vocational Education (72230)				
524	In-service/Staff Development	5,000	2,300	-
599	Other Charges	-	-	-
Transfers Out (99100)				
504	Indirect Costs	-	-	-
<b>CARL PERKINS BASIC TOTAL:</b>		<u>54,275</u>	<u>50,683</u>	<u>39,248</u>

# CONSOLIDATED ADMINISTRATION



**\$116,627**

## Overview

Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.

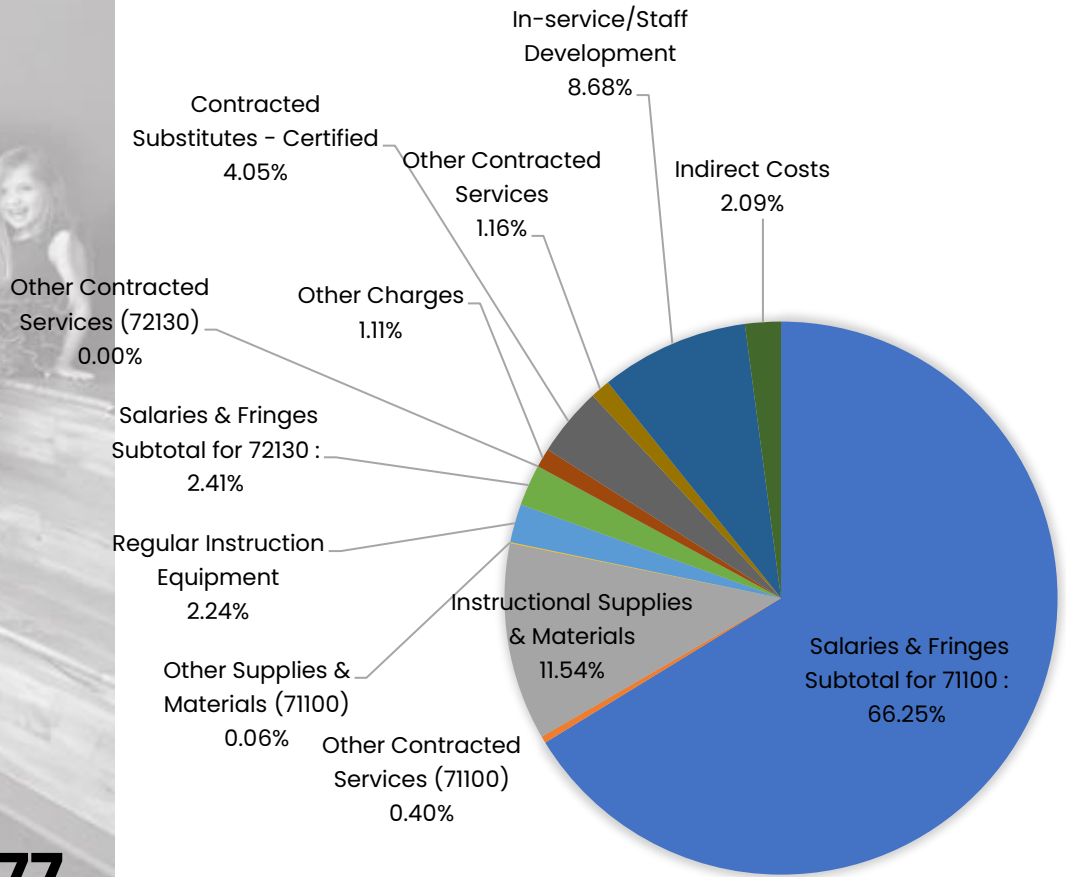
## CONSOLIDATED ADMIN

<b>Fund</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1 FTE)	83,092	98,590	96,657
201	Social Security	5,028	6,113	5,649
204	State Retirement	7,047	10,155	9,927
206	Life Insurance	147	175	156
207	Medical Insurance	7,100	8,255	8,254
212	Medicare	1,176	1,430	1,321
	Salaries & Fringes Subtotal for 72210 :	103,590	124,718	121,964
355	Travel- Mileage	-	-	-
499	Other Supplies and Materials	-	1,700	1,045
524	Inservice/Staff Development	10,037	7,230	709
790	Other Equipment	3,000	3,001	3,843
Transfers Out (99100)				
504	Indirect Costs	-	6,672	7,967
	<b>CONSOLIDATED ADMIN TOTAL:</b>	<b>116,627</b>	<b>143,321</b>	<b>135,528</b>

# TITLE I-A



**\$1,035,977**



## Overview

Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.

# TITLE I-A

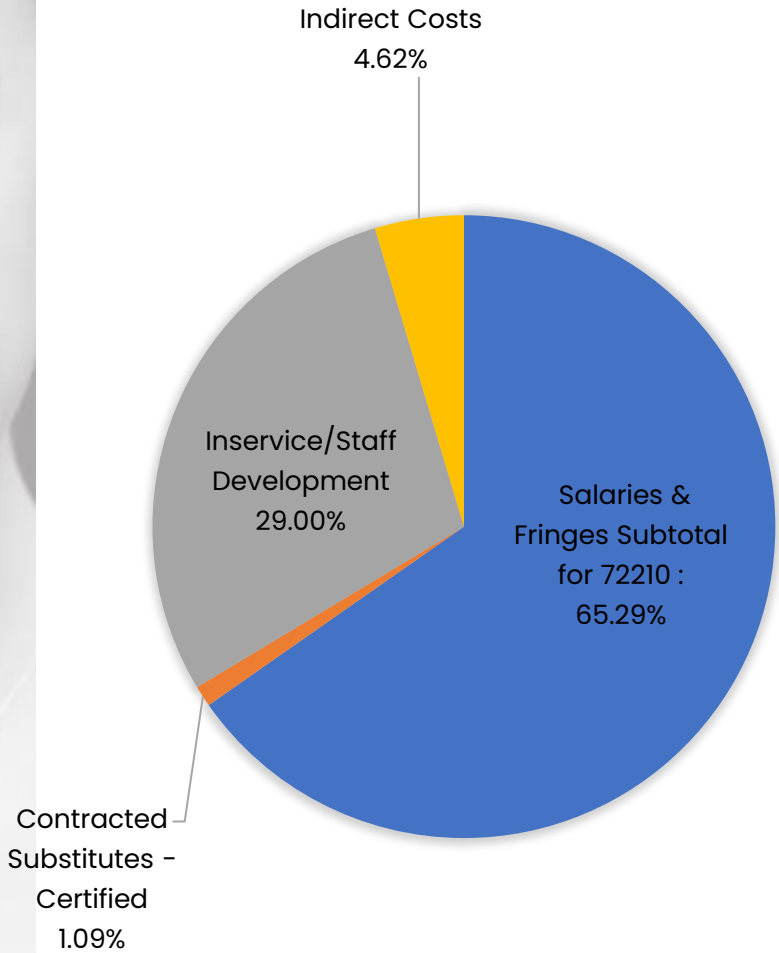
<b>Fund</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
<b>Regular Instruction (71100)</b>				
116	Teachers (7 FTEs)	450,261	304,741	174,640
189	Other Salaries & Wages (2 FTEs)	102,770	80,726	74,487
201	Social Security	34,281	23,899	14,277
204	State Retirement	48,450	40,740	20,062
206	Life Insurance	1,225	875	285
207	Medical Insurance	41,300	24,015	8,495
212	Medicare	8,029	5,589	3,514
	<b>Salaries &amp; Fringes Subtotal for 71100 :</b>	<b>686,316</b>	<b>480,585</b>	<b>295,760</b>
311	Contracts with Other School Systems	-	8,048	10,390
399	Other Contracted Services (71100)	4,145	-	-
429	Instructional Supplies & Materials	119,582	50,718	468,194
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	23,233	64,325	481,085
<b>Other Student Support (72130)</b>				
130	Social Worker	-	-	-
189	Other Salaries & Wages	21,509	3,000	-
201	Social Security	1,332	186	-
204	State Retirement	1,847	315	-
206	Life Insurance	-	81	-
207	Medical Insurance	-	212	-
212	Medicare	311	44	-
	<b>Salaries &amp; Fringes Subtotal for 72130 :</b>	<b>24,999</b>	<b>3,838</b>	<b>-</b>
399	Other Contracted Services (72130)	42	12,000	14,580
599	Other Charges	11,519	152,445	9,789
<b>Support: Regular Instruction (72210)</b>				
189	Other Salaries & Wages (1)	-	168,894	-
201	Social Security	-	10,471	-
204	State Retirement	-	17,500	-
206	Life Insurance	-	525	-
207	Medical Insurance	-	11,823	-
212	Medicare	-	2,449	-
	<b>Salaries &amp; Fringes Subtotal for 72210 :</b>	<b>-</b>	<b>211,662</b>	<b>-</b>
308	Consultants	-	-	-
355	Travel- Mileage	-	1,000	-
369	Contracted Substitutes - Certified	42,000	28,252	11,552
399	Other Contracted Services	12,000	12,000	69,433
499	Other Supplies & Materials (72210)	-	1,000	1,942
524	In-service/Staff Development	89,900	90,417	55,661
790	Other Equipment	-	7,150	699
<b>Transfers Out (99100)</b>				
504	Indirect Costs	21,641	27,533	27,533
<b>TITLE I-A TOTAL:</b>		<b>1,035,977</b>	<b>1,151,573</b>	<b>1,446,118</b>





# TITLE II-A

**\$96,203**



## Overview

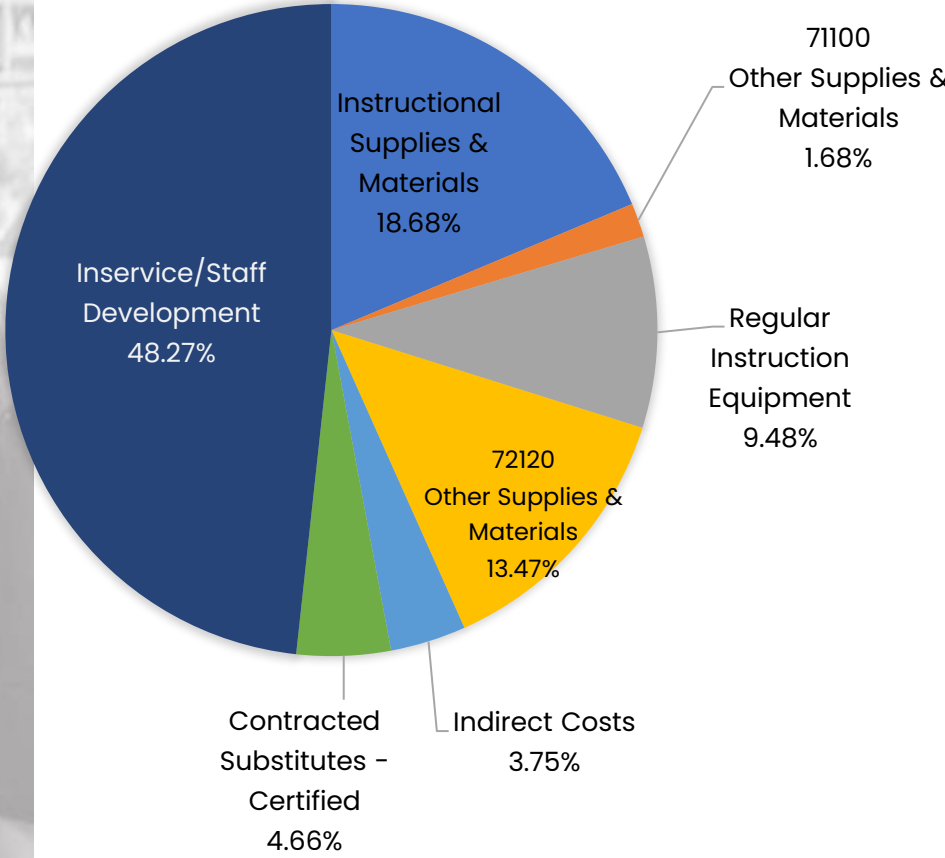
Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

## TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.6 FTE)	50,565	59,864	85,697
196	In-service Training	-	4,239	14,400
201	Social Security	3,140	4,350	5,770
204	State Retirement	4,400	7,500	9,770
206	Life Insurance	70	61	94
207	Medical Insurance	3,892	8,830	6,909
212	Medicare	740	1,050	1,350
308	Consultants	-	-	-
369	Contracted Substitutes - Certified	1,053	-	-
499	Other Supplies & Materials	-	-	-
524	Inservice/Staff Development	27,902	7,008	4,359
790	Other Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	<u>4,441</u>	<u>2,120</u>	<u>2,120</u>
<b>TITLE II-A TOTAL:</b>		<u><u>96,203</u></u>	<u><u>95,022</u></u>	<u><u>130,469</u></u>



# TITLE IV



**\$105,448**

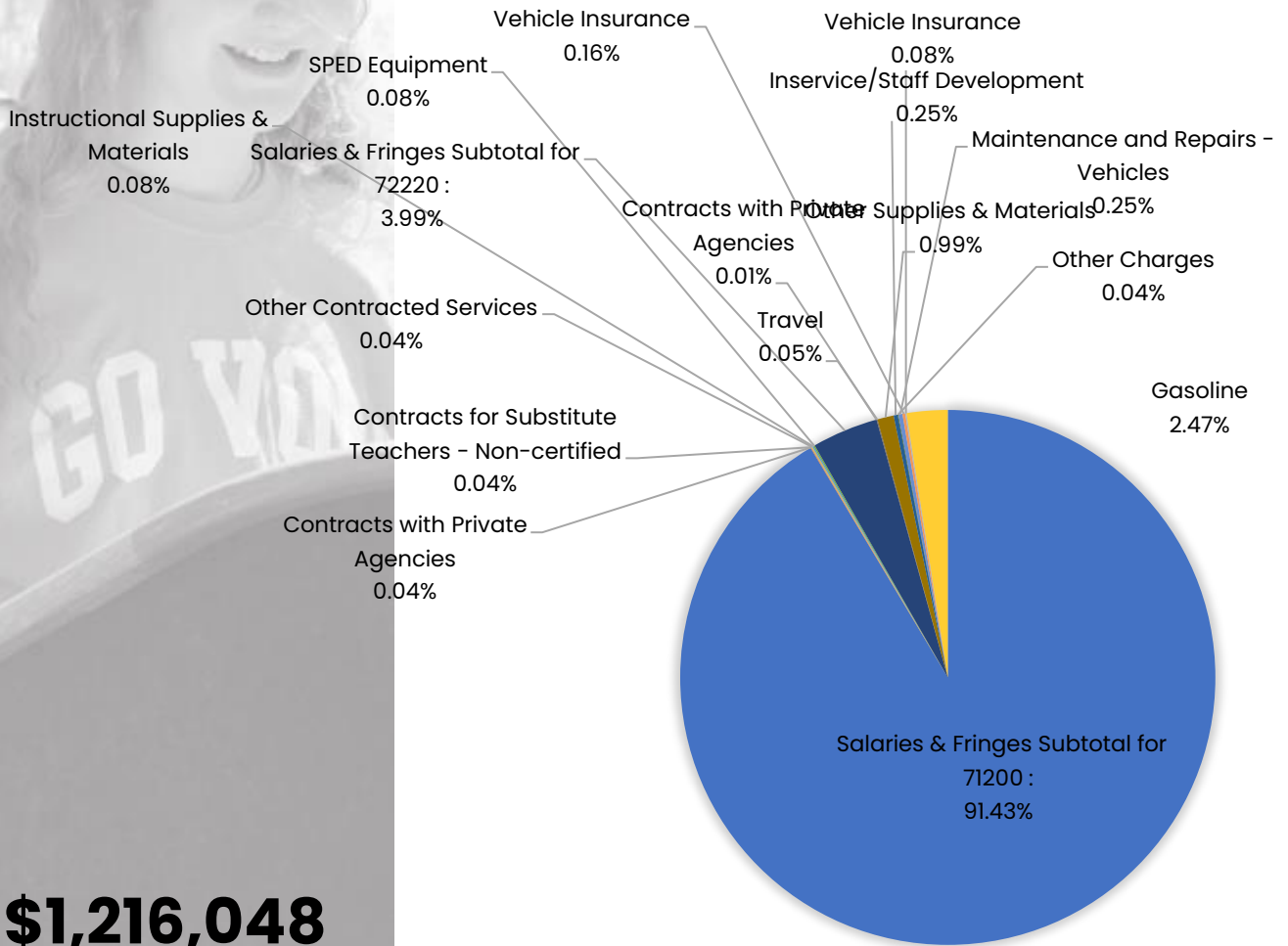
## Overview

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the digital literacy of all students.

## TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	19,700	26,625	37,812
499	Other Supplies & Materials	1,774	-	-
722	Regular Instruction Equipment	10,000	17,000	56,951
Health Services (72120)				
499	Other Supplies & Materials	14,200	14,700	2,458
Transfers Out (99100)				
504	Indirect Costs	3,957	-	-
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	4,914	-	-
399	Other Contracted Services	-	-	300
524	Inservice/Staff Development	<u>50,903</u>	<u>39,286</u>	<u>14,525</u>
<b>TITLE IV TOTAL:</b>		<u><u>105,448</u></u>	<u><u>97,611</u></u>	<u><u>112,046</u></u>

# IDEA, PART B



## Overview

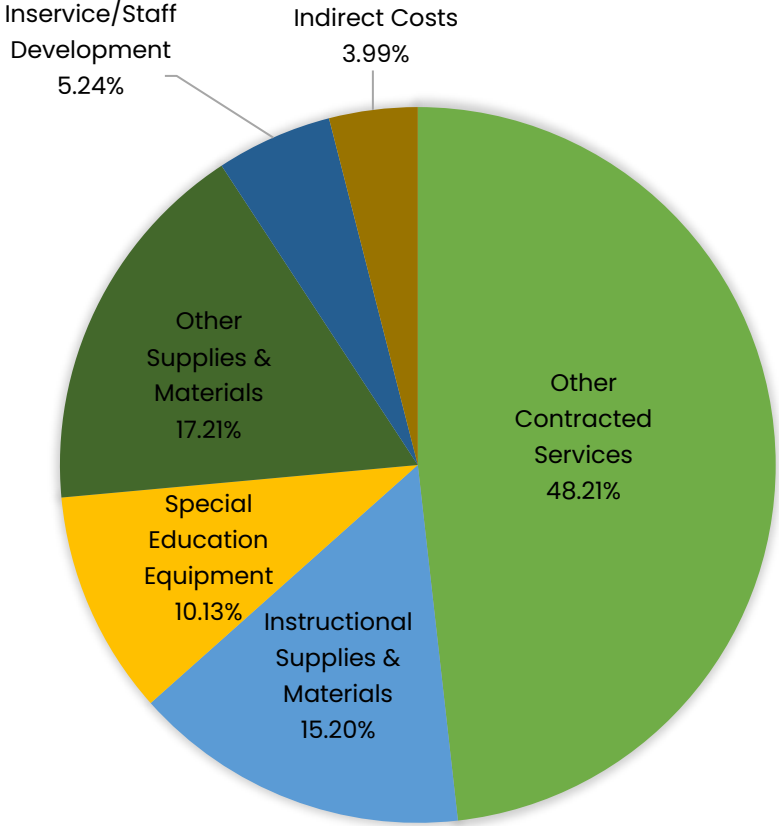
IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

**IDEA-B**

<b>Fund</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
<b>Special Education (71200)</b>				
116	Teachers (2 FTEs)	123,980	116,874	115,613
163	Educational Assistants (26 FTEs)	678,997	630,276	539,564
188	Instructional Responsibility	4,910	-	-
189	Other Salaries & Wages	-	-	1,800
201	Social Security	56,625	49,800	35,995
204	State Retirement	83,857	74,100	51,229
206	Life Insurance	8,840	7,140	1,020
207	Medical Insurance	142,000	136,935	106,293
212	Medicare	12,584	11,500	8,418
	<b>Salaries &amp; Fringes Subtotal for 71200 :</b>	<b>1,111,793</b>	<b>1,026,625</b>	<b>859,932</b>
312	Contracts with Private Agencies	500	3,500	-
370	Contracts for Substitute Teachers - Non-certified	500	-	-
399	Other Contracted Services	500	5,908	-
429	Instructional Supplies & Materials	1,000	5,000	11,532
725	SPED Equipment	1,000	10,000	3,493
<b>Support: Special Education (72220)</b>				
105	Supervisor/Director	37,440	35,000	29,072
201	Social Security	2,228	2,142	1,602
204	State Retirement	3,692	3,550	2,953
206	Life Insurance	81	77	47
207	Medical Insurance	4,581	4,581	4,501
212	Medicare	522	501	375
	<b>Salaries &amp; Fringes Subtotal for 72220 :</b>	<b>48,544</b>	<b>45,851</b>	<b>38,550</b>
312	Contracts with Private Agencies	111	37,007	1,320
355	Travel	600	100	69
399	Other Contracted Services	-	-	-
499	Other Supplies & Materials	12,000	1,000	25,585
524	Inservice/Staff Development	3,000	33,385	7,594
599	Other Charges	500	-	-
<b>Transportation (72710)</b>				
338	Maintenance and Repairs - Vehicles	3,000	3,000	-
425	Gasoline	2,000	2,000	965
511	Vehicle Insurance	1,000	1,000	-
729	Transportation Equipment	-	-	-
<b>Transfers Out (99100)</b>				
504	Indirect Costs	30,000	30,000	60,000
<b>IDEA-B TOTAL:</b>		<b>1,216,048</b>	<b>1,204,376</b>	<b>1,009,040</b>



# IDEA PRESCHOOL



**\$19,734**

## Overview

Federal funds provided for special education services to preschool students.

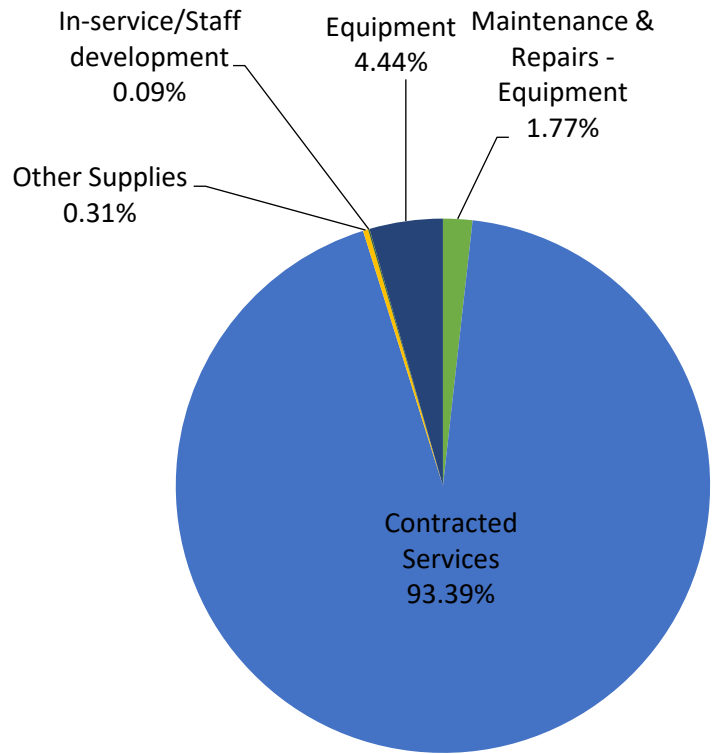
## IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	<b>FY 2023</b> <b><u>Budget</u></b>	<b>FY 2022</b> <b><u>Budget</u></b>	<b>FY 2021</b> <b><u>Actual</u></b>
Special Education (71200)				
399	Other Contracted Services	9,514	-	-
429	Instructional Supplies & Materials	3,000	-	5,076
499	Other Supplies & Materials	-	-	-
725	Special Education Equipment	2,000	2,000	1,604
Support: Special Education (72220)				
399	Other Contracted Services	-	-	77
499	Other Supplies & Materials	3,397	4,410	1,946
524	Inservice/Staff Development	1,035	3,022	1,814
Transfers Out (99100)				
504	Indirect Costs	<u>788</u>	<u>788</u>	<u>325</u>
<b>IDEA- PRESCHOOL TOTAL:</b>		<b><u>19,734</u></b>	<b><u>10,220</u></b>	<b><u>10,842</u></b>





# SCHOOL NUTRITION



**\$2,349,745**

## Overview

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.

## SCHOOL NUTRITION

### REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
43521	Lunch Income- Children	819,225	-	22,864
43522	Lunch Income- Adults	8,000	8,000	8,202
43523	Breakfast Income	170,228	-	1,169
43525	Ala Carte Sales	493,396	459,180	187,922
47111	USDA Lunch	419,994	769,716	801,246
47113	USDA Breakfast	40,780	76,890	124,629
47112	USDA Commodities	95,280	89,836	92,378
47121	Miscellaneous - Other Revenue - Catering	5,000	4,000	1,714
47590	Other Federal Through State	123,830	-	13,630
49800	Transfers In	-	100,000	-
	Reserves	174,012	-	-
	<b>TOTAL NUTRITION REVENUES:</b>	<b>2,349,745</b>	<b>1,507,622</b>	<b>1,253,754</b>

*Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.*

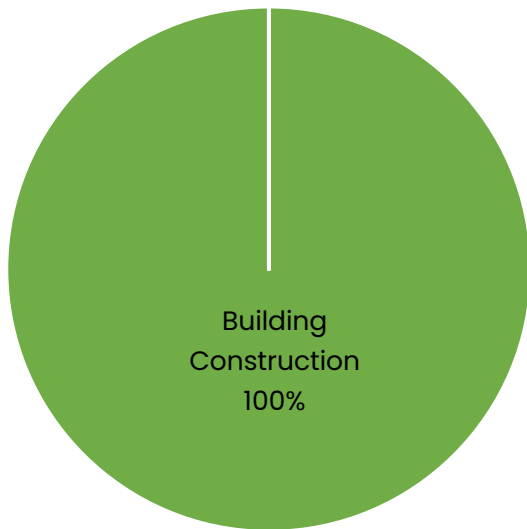
### EXPENDITURES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
336	Maintenance & Repairs - Equipment	40,000	40,000	26,164
399	Contracted Services	2,105,465	1,293,786	1,039,718
499	Other Supplies	7,000	7,000	2,950
524	In-service/Staff development	2,000	2,000	-
710	Equipment	100,000	75,000	90,920
469	USDA Commodities	95,280	89,836	92,378
	<b>TOTAL NUTRITION EXPENDITURES:</b>	<b>2,349,745</b>	<b>1,507,622</b>	<b>1,252,130</b>

*Includes expected contracted service to food service management company.*

<b>CHANGE IN CAFETERIA FUND BALANCE:</b>	<b>-</b>	<b>-</b>	<b>1,624</b>
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# CAPITAL IMPROVEMENTS



**\$4,000,000**

## Overview

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs for a Houston Middle School Addition.

# CAPITAL IMPROVEMENT

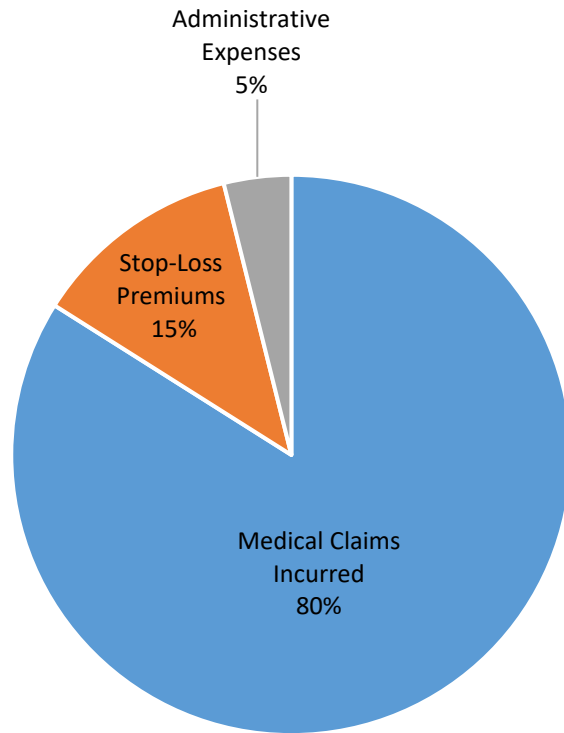
## REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
44190	County Commission	1,500,000	2,200,000	1,776,050
49100	Bond/Note Proceeds	2,500,000	5,000,000	559,210
49810	Transfers from the City of Germantown	-	1,500,000	500,000
39000	Reserves	-	-	-
<b>TOTAL CAPITAL IMPROV. REVENUE:</b>		<u>4,000,000</u>	<u>8,700,000</u>	<u>2,835,270</u>
		8,000,000		

## EXPENDITURES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
304	Architects	-	300,000	699,480
706	Building Construction	4,000,000	8,400,000	583,790
707	Building Improvements	-	-	2,581,180
790	Other Equipment	-	-	96,400
<b>TOTAL CAPITAL IMPROV. EXPENDITURES:</b>		<u>4,000,000</u>	<u>8,700,000</u>	<u>3,960,860</u>
<b>CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:</b>		<u>-</u>	<u>-</u>	<u>(1,125,589)</u>

# HEALTH INSURANCE



**\$6,260,000**

## Overview

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$115,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.

# HEALTH INSURANCE

## REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
42000	Employee Contributions	1,766,260	1,938,402	1,847,188
42100	Employer Contributions	3,295,640	3,606,846	3,439,131
42500	COBRA payments	0	0	0
42900	Other Income	200,000	200,000	227,250
44110	Interest income	0	0	1,481
	Reserves	998,100	428,100	0
<b>TOTAL HEALTH INSURANCE FUND REVENUES:</b>		<b>6,260,000</b>	<b>6,173,348</b>	<b>5,515,050</b>

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

## EXPENDITURES

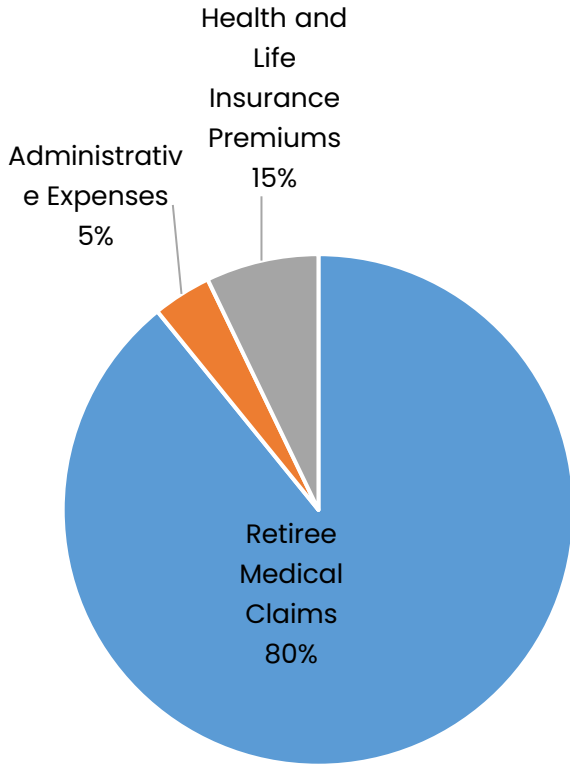
<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
280	Medical Claims Incurred	5,000,000	5,183,348	4,773,424
281	Stop-Loss Premiums	960,000	750,000	565,718
282	Administrative Expenses	300,000	240,000	217,106
<b>TOTAL HEALTH INSURANCE FUND EXPENDITURES:</b>		<b>6,260,000</b>	<b>6,173,348</b>	<b>5,556,248</b>

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

**CHANGE IN HEALTH INSURANCE FUND BALANCE:**      0      0      -41,198



# OPEB TRUST



**\$763,000**

## Overview

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

# OPEB TRUST

## REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
42100	Employer Contributions	755,000	755,000	709,990
42200	Retiree Contributions	80,000	80,000	75,000
44110	Investment Income	75,000	75,000	55,720
44111	Unrealized and Realized Gain/Loss on Investment	292,500	280,000	760,081
<b>TOTAL OPEB TRUST FUND REVENUES:</b>		<u>1,202,500</u>	<u>1,190,000</u>	<u>1,600,791</u>

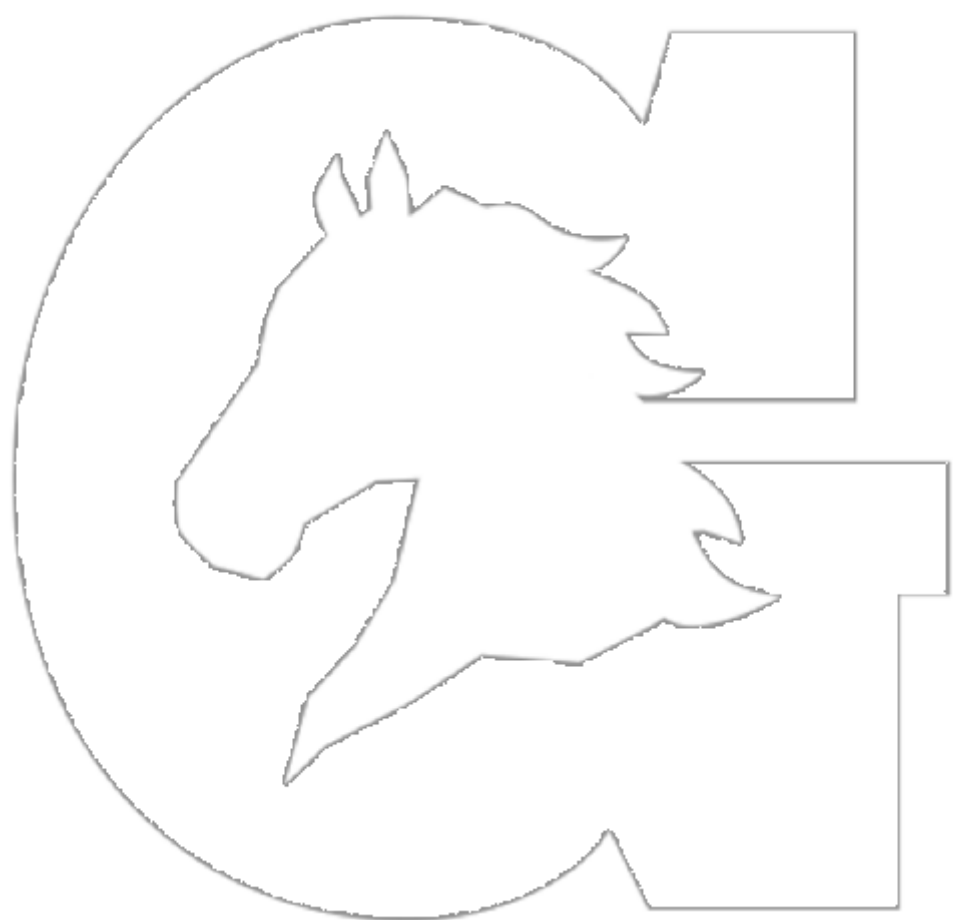
Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMUSD. Unrealized gain on investment assumes a 7% rate of return on investments.

## EXPENDITURES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
28000	Retiree Stipends	90,000	64,000	62,250
28100	Retiree Medical Claims	600,000	600,000	146,138
28200	Administrative Expenses	25,000	25,000	17,600
28300	Health and Life Insurance Premiums	48,000	48,000	38,825
<b>TOTAL OPEB TRUST FUND EXPENDITURES:</b>		<u>763,000</u>	<u>737,000</u>	<u>264,813</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

**CHANGE IN OPEB TRUST FUND BALANCE:**      439,500      453,000      1,335,978



## **HIGHLIGHTED CHANGES TO THE GMSD FY 22-23 GENERAL FUND BUDGET**

Please note the following budgetary changes on the second reading:

1. BEP Revenue, \$23K decrease
2. Property Tax Revenues, \$155K increase (ADA percentage increases from 4.21% to 4.27)
3. Expenditure increases:
4. Career and College Counselor, \$103K
5. Coaching Supplements, Step Increases, \$14K
6. ENA voice application software, \$14K
7. TSBA BOEconnect services, \$1K



# 2023 GMSD BUDGET REPORT

Second Reading – May 24, 2022

KEVIN JONES,  
CHIEF FINANCIAL OFFICER

JOSH CATHEY,  
DEPUTY SUPERINTENDENT

JASON MANUEL,  
SUPERINTENDENT

ANGELA GRIFFITH,  
SCHOOL BOARD CHAIR





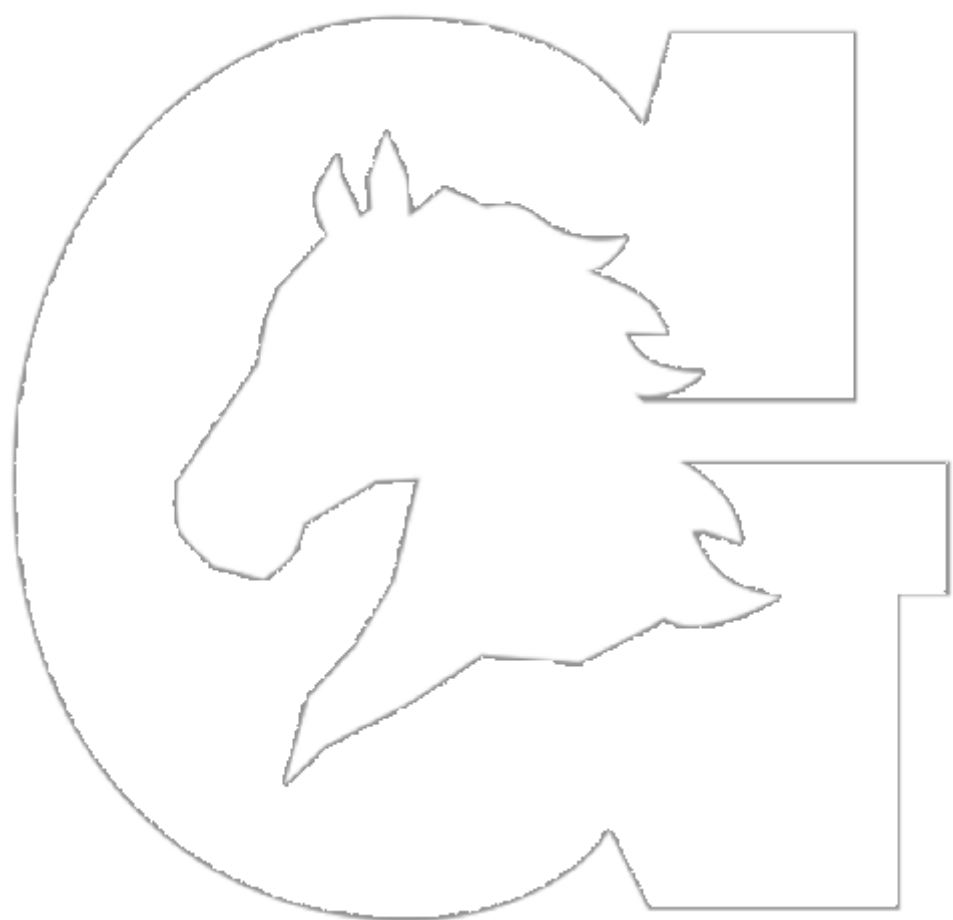
# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## BOARD OF EDUCATION

Angela Griffith	Chair
Amy Eoff	Vice-Chair
Ryan Strain	Board member
Brian Curry	Board member
Betsy Landers	Board member

## ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources



# CONTENTS

1

## BUDGET HIGHLIGHTS

4

## GENERAL FUND REVENUES

State Education Funds, County Taxes, City Taxes, Other State Revenue, Other Local Revenue, Charges for Services, Other Sources

15

## GENERAL FUND EXPENDITURES

17

### STUDENT SERVICES

Attendance & Planning, Health Services, Other Student Support, School Safety

25

### OPERATIONS

Operation of Plant, Maintenance of Plant, Transportation, Regular Capital Outlay, Office of the Principal

35

### HUMAN RESOURCES

Human Resources

37

### FINANCE

Fiscal Services, Cafeteria Transfer

41

### TECHNOLOGY

Technology

45

### EXCEPTIONAL STUDENTS

Special Education Instruction, Support: Spec. Education

49

### TEACHING, LEARNING, & ASSESSMENT

Regular Instruction, Alternative Education, Career Technical Education, Support: Reg. Education, Support: Alt. Education, Support: Career Tech. Education,

59

### SUPERINTENDENT & BOARD OF ED

Office of the Superintendent, Board of Ed. Services

## Inspiring Personal Excellence

Our vision is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

# SCHOOL DISTRICT PROFILE

## SCHOOL DISTRICT PROFILE:

The Germantown Municipal School District (GMSD) and Municipal School board were established by the City of Germantown, TN in 2013. The first year of service to students began July 1, 2014. The 2022-23 budget represents expectations for GMSD in its ninth year of operation. This budget presents projected revenues and expenditures for GMSD based on current student enrollment and projected changes for the coming year.

GMSD is comprised of seven schools; three K-5 (Dogwood, Farmington, and Forest Hill), one K-8 (Riverdale), one 6-8 (Houston Middle), one 9-12 (Houston High), and GOAL, an online learning academy.

## VISION:

Inspiring Personal Excellence

## MISSION:

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

# BUDGET HIGHLIGHTS

## FUND

This budget includes the General Purpose Fund, which is the primary operating fund of the school system and accounts for financial resources of the District.

## ENROLLMENT

The District's enrollment projections for FY 2023 are estimated using FY 2022 enrollment data and enrollment applications made during open enrollment for the FY 2023 school year. Projected enrollment for FY2023 is 6,043.

## REVENUES

The three major sources of revenues for GMSD are from the City of Germantown, Shelby County, and the State of Tennessee.



## BUDGET HIGHLIGHTS

The City of Germantown provides a \$3.1 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes. For FY 2022, the District's share is at 4.27 percent. The net increase in County funds is projected at \$1,280,000 for sales tax revenues.

State funds consist primarily of Basic Education Plan (BEP) funds. The BEP portion of State funds represents a preliminary estimate from the State based upon the FY 2022 average daily membership (ADM). Funding is based on ADM weighted on the 2nd, 3rd, 6th, and 7th attendance periods. Formulas used to determine funding are total weighted student count multiplied by the per pupil allocation, per teacher allocation, staffing formulas and salary allocations, maintenance and operations square foot calculations, plus transportation allowances. There is a projected increase of \$659,000 in BEP funds for FY 2023.

Funds also became available with the elimination of the operating transfer to the cafeteria fund, \$100,000; reduction in the TCRS retirement contribution rate from 10.3% to 8.69%, \$486,000; and the reduction in the Durham transportation contract, \$100,000.

\$8.7 million in reserves will be used to cover \$6 million in capital projects and the remainder to balance the budget.

### RESOURCE MANAGEMENT – INCREASES TO BUDGET

During the budget development process, GMSD will allocate additional resources in alignment with strategic plan goals. Resources will be allocated to departmental functions for engaging, challenging, and innovative academics; for the development of the whole child; to recruit, develop, and retain exemplary staff; to enhance community partnerships; and for other needs.

## **ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS**

- Bringing professional development in-house training- \$25,000
- Instructional Technology Coach - 2 positions- \$185,000
- GOAL Principal and Administrative Assistant (from ESSER 2.0)- \$209,000
- HHS Assistant Principal- \$120,000
- Increases in Software Costs (Naviance & Kami)- \$25,000
- Assessments (moving from 2 to 3 benchmarks per year)- \$33,000
- Textbooks-Math Adoption- \$265,000
- 1:1 Technology Initiative (from ESSER 3.0)- \$600,000
- ESE Speech Therapist- \$72,000
- SPED teacher - FHES- \$93,000
- GOAL Interventionist/SPED/Testing Coordinator- \$93,000

## **WHOLE CHILD**

- 5 Counselors, 2 Psychologists, 1 Homebound Teacher (from ESSER 3.0)- \$666,000
- 504 Clerical position - District Office - to support schools - \$46,000
- Co-curricular Performing Arts Stipends/Materials/Transportation- \$90,000
- Social Emotional Learning Teacher- \$93,000

## **RECRUIT, DEVELOP & RETAIN EXEMPLARY STAFF**

- 2% COLA AND Step Increase- \$1,471,000
- Holiday Bonuses- \$1,000 for FT and \$500 for PT includes federally funded staff - \$771,000
- 20-21 school year frozen steps for teachers- \$550,000
- Advanced degrees compensation pay scale shift- \$350,000
- HR Specialist - 120-day contract - \$39,000
- Analysts to Specialists Upgrades - \$43,000
- School Support Staff Upgrades - \$64,000
- Substitutes (additional personal day for all staff & increased pay rate for substitute teachers) - \$155,000
- Continued funding of OPEB Actuarial Determined Contribution (ADC) for Retiree Health and Life Insurance
- No increase in the health insurance rates for employees

## **ENHANCE COMMUNITY PARTNERSHIPS**

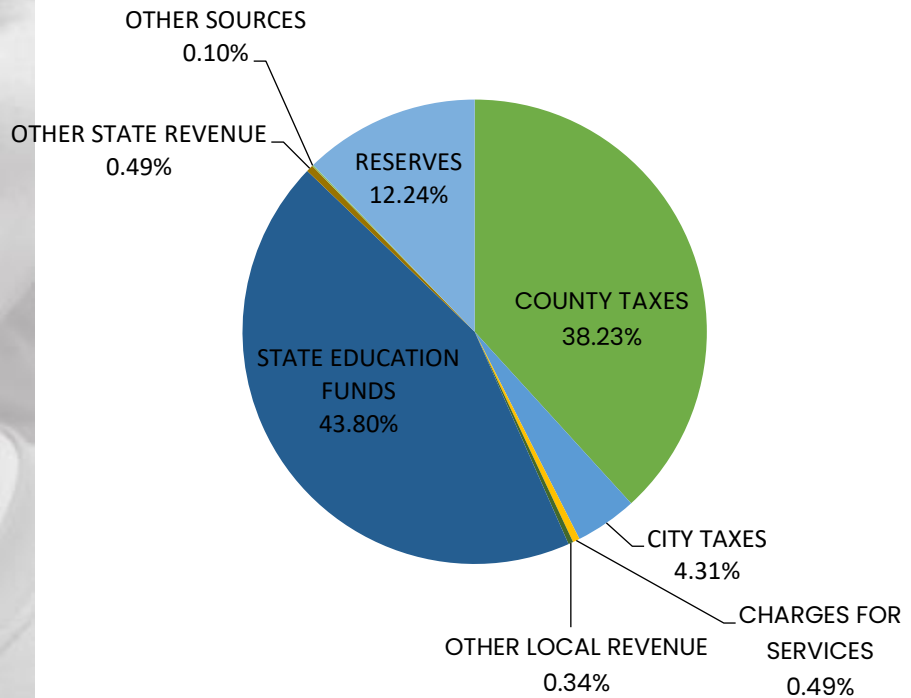
Social Media Coordinator stipends at all schools- \$4,000

## **OTHER INCREASES**

- Diesel fuel costs - \$25,000
- Technology software enhancements - \$56,000
- Legal services - \$35,000
- Audit fees - \$14,000

# GENERAL FUND REVENUES

2022-2023 Projections



## Overview

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

## Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources



# GENERAL FUND REVENUES

## Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

**\$71,589,824**

## Revenue Sources

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

The City of Germantown provides a \$3.0 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes.

State funds consist primarily of Basic Education Plan (BEP) funds. The Basic Education Plan (BEP) portion of State funds represents a preliminary estimate from the State based upon the FY 2022 average daily membership (ADM).

Funding is based on ADM weighted on the 2nd, 3rd, 6th, and 7th attendance periods. Formulas used to determine funding are total weighted student count multiplied by the per pupil allocation, per teacher allocation, staffing formulas and salary allocations, maintenance and operations square foot calculations, plus transportation allowances.

## GENERAL FUND REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
40400	COUNTY TAXES	27,465,822	26,033,951	26,975,407
40800	CITY TAXES	3,082,068	2,549,581	2,549,581
43000	CHARGES FOR SERVICES	347,765	201,305	237,762
44000	OTHER LOCAL REVENUE	242,000	644,000	365,407
46000	STATE EDUCATION FUNDS	31,266,206	29,805,884	30,693,204
46800	OTHER STATE REVENUE	346,441	274,441	374,816
47100	FED FUNDS RCVD THRU STATE		-	146,833
49000	OTHER SOURCES	70,000	70,000	98,045
	RESERVES	8,769,522	606,868	-
<b>REVENUES GRAND TOTAL:</b>		<b><u>71,589,824</u></b>	<b><u>60,186,030</u></b>	<b><u>61,441,055</u></b>



## STATE EDUCATION FUNDS

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
46511	Basic Education Program	31,086,000	29,613,000	29,890,608
46590	Other State Education Funds	-	-	604,369
46591	Coordinated School Health Grant	90,000	90,000	90,000
46610	Career Ladder Program	90,206	102,884	108,227
<b>STATE EDUCATION FUNDS TOTAL:</b>		<b>31,266,206</b>	<b>29,805,884</b>	<b>30,693,204</b>

*Includes Germantown Municipal School District's share of the Basic Education Program (BEP) Funds, grants, and other flow-through state funds, such as Career Ladder.*

## COUNTY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
40110	Current County Property Tax	16,048,856	15,893,810	16,274,399
40120	Trustee Collection - Prior Year	297,152	297,152	120,001
40130	Chancery & Circuit Court - Prior Year	151,462	151,462	129,629
40162	PILOT - Utility	152,970	152,970	126,923
40163	PILOT - Other	126,124	126,124	173,037
40210	Local Option Sales Tax	9,000,000	7,723,175	8,654,913
40240	Wheel Tax	1,477,882	1,477,882	1,474,376
40290	Other Tax	211,376	211,376	22,129
<b>COUNTY TAXES TOTAL:</b>		<b>27,465,822</b>	<b>26,033,951</b>	<b>26,975,407</b>

*Includes Germantown Municipal School District's share of Shelby County property taxes, local option sales taxes, and wheel taxes based on the prior year weighted average daily attendance (ADA) for schools in the Germantown Municipal School District.*

## CITY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
40610	Municipal Property Taxes	3,082,068	2,549,581	2,549,581
		_____	_____	_____
	<b>CITY TAXES TOTAL:</b>	3,082,068	2,549,581	2,549,581

*City of Germantown's contribution to the School District.*

## OTHER STATE REVENUE

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
46850	Mixed Drink Tax	204,000	132,000	153,011
46980	Other State/Local Revenue - SPED State Grant	83,441	83,441	97,692
46981	Safe Schools Grant	59,000	59,000	115,020
46982	School Safety Grant	—	—	9,093

**OTHER STATE REVENUE TOTAL:**

346,441

274,441

374,816

*Includes Germantown Municipal School District's share of one-half of the tax assessed on the seating capacity of establishments serving mixed drinks based on the average daily attendance (ADA) distribution for Germantown Municipal Schools.*

## OTHER LOCAL REVENUE

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
44110	Interest Earned	10,000	25,000	25,672
44120	Lease/Rentals	21,000	21,000	21,000
44160	PEG Funding	136,000	148,000	144,800
44170	Miscellaneous Refunds	-	-	12,849
44530	Sale of Equipment	75,000	450,000	153,023
44990	Other	-	-	8,063
	<b>RECURRING LOCAL REVENUE TOTAL:</b>	<b>242,000</b>	<b>644,000</b>	<b>365,407</b>

*Includes PEG funding from cable companies for the Houston High School TV studio.*

## CHARGES FOR SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
43512	Laptop Insurance	99,420	99,420	111,873
43512	Tuition	248,345	101,885	125,889
<b>CHARGES FOR SERVICES TOTAL:</b>		347,765	201,305	237,762

*Includes revenue for laptop insurance and tuition for out-of-county residents, summer school, and preschool program.*

## FEDERAL FUNDS RECEIVED THRU STATE

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
47304	Technology and Other	-	-	146,833
<b>TOTAL FEDERAL THRU STATE</b>		-	-	146,833

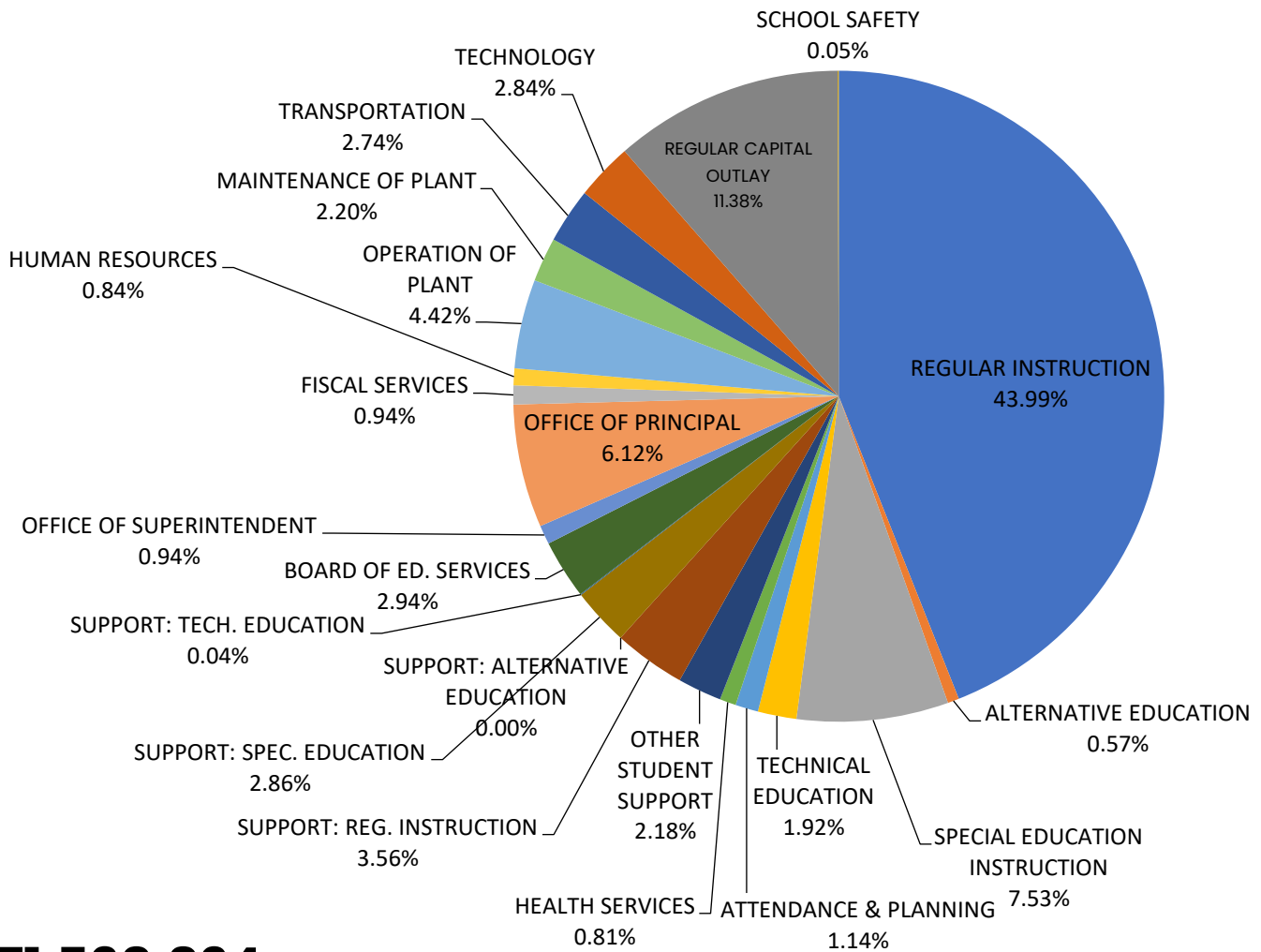
*Includes funds for technology devices.*

**OTHER SOURCES**

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
49800	Transfers In - Indirect Costs	<u>70,000</u>	<u>70,000</u>	<u>98,045</u>
	<b>OTHER SOURCES TOTAL:</b>	70,000	70,000	98,045



# GENERAL FUND EXPENDITURES



**\$ 71,598,824**

## Overview

General Fund expenditures outline Germantown Municipal School District's commitment to its Strategic Plan and is organized in this document by departments.

## Departments

Student Services.....	17
Operations.....	25
Human Resources.....	35
Finance.....	37
Technology.....	41
Exceptional Students.....	45
Teaching, Learning, & Assessment	49
Superintendent.....	59

## GENERAL FUND EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Per.</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
71100	REGULAR INSTRUCTION	355.00	31,442,020	29,038,809	30,036,156
71150	ALTERNATIVE EDUCATION	5.00	404,696	308,423	272,140
71200	SPECIAL EDUCATION INSTRUCTION	84.00	5,379,975	4,738,923	4,636,257
71300	TECHNICAL EDUCATION	16.00	1,370,381	1,271,437	1,202,619
72110	ATTENDANCE & PLANNING	7.50	812,342	725,553	687,882
72120	HEALTH SERVICES	7.75	579,299	540,004	505,972
72130	OTHER STUDENT SUPPORT	19.00	1,660,175	1,225,138	1,172,586
72210	SUPPORT: REG. INSTRUCTION	25.50	2,548,455	2,291,502	2,095,802
72220	SUPPORT: SPEC. EDUCATION	22.61	2,044,015	1,657,398	1,629,107
72230	SUPPORT: TECH. EDUCATION	0.20	31,712	31,057	23,296
72310	BOARD OF ED. SERVICES	5.00	2,100,962	2,030,093	1,907,396
72320	OFFICE OF SUPERINTENDENT	4.40	672,412	649,850	653,452
72410	OFFICE OF PRINCIPAL	52.50	4,376,383	3,928,050	3,782,176
72510	FISCAL SERVICES	5.50	673,354	643,562	568,837
72520	HUMAN RESOURCES	4.50	598,959	509,464	473,009
72610	OPERATION OF PLANT	6.00	3,160,988	2,962,876	2,696,719
72620	MAINTENANCE OF PLANT	6.00	1,571,963	1,442,305	1,388,902
72710	TRANSPORTATION		1,954,445	2,039,351	1,599,020
73100	SCHOOL NUTRITION	0.00	-	-	13,806
72250	TECHNOLOGY	10.00	2,042,369	1,924,506	1,856,032
76100	REGULAR CAPITAL OUTLAY		8,128,225	2,089,035	3,714,302
72830	SCHOOL SAFETY		36,694	38,694	35,721
99100	TRANSFERS OUT		-	100,000	-
<b>EXPENDITURES GRAND TOTAL:</b>		636.46	<u>71,589,824</u>	<u>60,186,030</u>	<u>60,951,189</u>

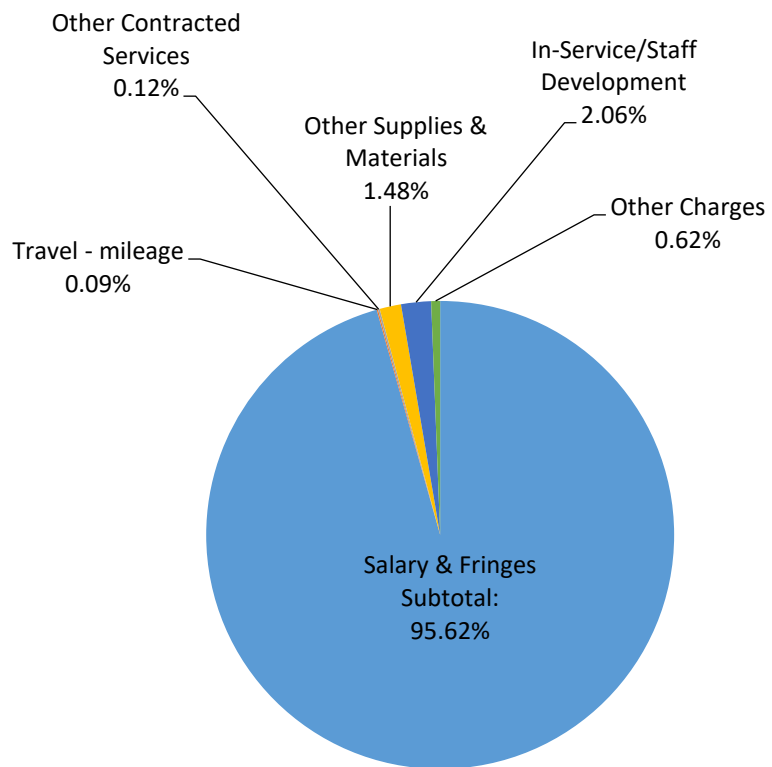


# ATTENDANCE & PLANNING

## Department of Student Services

**Chauncey Bland**

Assistant Superintendent, Student Services



**\$812,342**

## Overview

The GMSD Attendance and Planning (Student Services) department takes pride in monitoring and responding to new and trending student issues. We attend local and state level professional development to assist us in providing the best products and programs. We understand that student success is the focus of the district, and we strive to give them the tools to be productive students and citizens in the community.

## ATTENDANCE & PLANNING

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Director/Supervisor	2	228,769	221,329	214,734
130	Social Worker	2	147,388	139,750	139,010
162	Clerical Personnel	2	104,480	60,725	59,367
18900	Other Salaries	0			
189	Other Salaries	1.5	138,481	128,085	124,612
201	Social Security		38,385	33,595	28,947
204/217	State Retirement		55,987	51,587	48,763
206	Life Insurance		1,875	1,625	792
207	Medical Insurance		52,500	45,500	42,799
212	Medicare		8,977	7,857	7,365
<b>Salary &amp; Fringes Subtotal:</b>		7.5	776,842	690,053	666,389

*Includes salaries and benefits for personnel working in the Student Services department which provides support services for the schools in the areas of attendance, safety, discipline, suspensions, etc.*

355	Travel - mileage		750	750	-
399	Other Contracted Services		1,000	1,000	986
499	Other Supplies & Materials		12,000	12,000	328
524	In-Service/Staff Development		16,750	16,750	13,379
599	Other Charges		5,000	5,000	6,800
<b>Services Subtotal:</b>			35,500	35,500	21,493
<b>ATTENDANCE &amp; PLANNING TOTAL:</b>			812,342	725,553	687,882

*Includes costs for employee local mileage as well as funds for some school personnel to receive specialized training in appropriate areas of school discipline.*

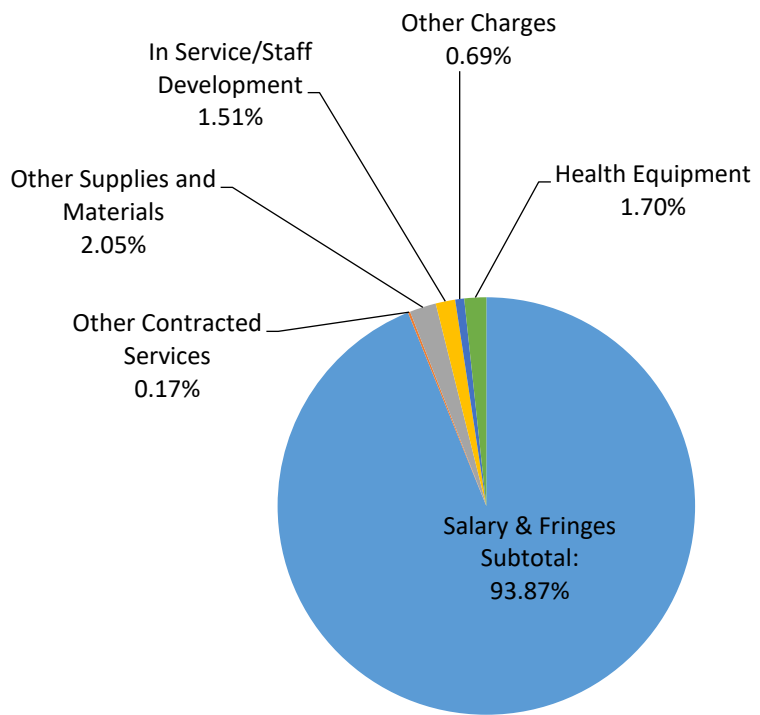


# HEALTH SERVICES

## Department of Student Services

### Chauncey Bland

Assistant Superintendent, Student Services



**\$579,299**

## Overview

GMSD is dedicated to improving the overall health of our students to assure academic and personal success. GMSD demonstrates its dedication by providing funding to support Tennessee's Coordinated School Health initiative by employing a School Health Supervisor. The School Health Supervisor works to develop programs to improve health-conscious opportunities such as; 7<sup>th</sup>/9<sup>th</sup>/ 11<sup>th</sup> grade CPR/AED certification, in and out of class physical activity, nutritional education, safe educational environments for all, increasing staff wellness, student health screenings, and community partnerships though out the city. In addition, GMSD provides funding for a full-time nurse at each school and a district lead nurse for additional medical support.

## HEALTH SERVICES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
105	Student Health Coordinator	0.75	74,843	70,194	70,963
131	School Nurses	7	330,420	301,332	298,043
189	Other Salaries & Wages		4,500	4,500	2,250
201	Social Security		25,405	23,228	21,046
204/217	State Retirement		37,484	34,613	34,518
206	Life Insurance		1,356	1,356	553
207	Medical Insurance		63,925	63,925	51,628
212	Medicare		5,942	5,432	4,922
<b>Salary &amp; Fringes Subtotal:</b>		<b>7.75</b>	<b>543,875</b>	<b>504,580</b>	<b>483,923</b>
<i>Includes salaries and benefits for school nurses.</i>					
399	Other Contracted Services		1,000	1,000	1,000
499	Other Supplies and Materials		11,874	11,874	11,210
524	In Service/Staff Development		8,750	8,750	4,000
599	Other Charges		4,000	4,000	2,839
735	Health Equipment		9,800	9,800	3,000
<b>Services Subtotal:</b>			<b>35,424</b>	<b>35,424</b>	<b>22,049</b>
<b>HEALTH SERVICES TOTAL:</b>			<b>579,299</b>	<b>540,004</b>	<b>505,972</b>

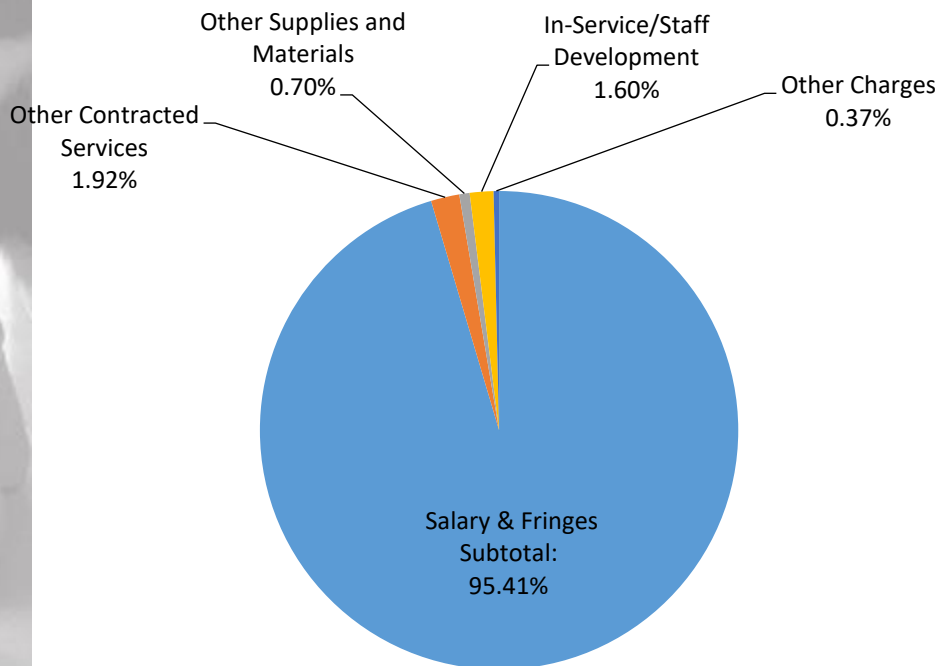


# OTHER STUDENT SUPPORT/ GUIDANCE

Department of Student Services

**Chauncey Bland**

Assistant Superintendent, Student Services



**\$1,660,175**

## Overview

The GMSD Other Student Support department is comprised of 14 School Counselors and 1 Counseling Intervention Specialist. Our school counselors receive local, state, and national professional development, to stay current with new programs that support student development. Houston Middle has received the Recognized ASCA Model Program (RAMP) designation and was honored at the American School Counselors Association conference in New Orleans, LA.

## OTHER STUDENT SUPPORT/GUIDANCE

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
117	Career Ladder Program		3,000	3,000	3,000
123	Guidance Personnel	19	1,261,745	892,298	902,959
188	Instructional Responsibility		1,500	1,500	-
201	Social Security		78,507	55,601	52,326
204/217	State Retirement		110,037	92,370	89,894
206	Life Insurance		3,325	2,450	1,388
207	Medical Insurance		112,100	97,515	78,589
212	Medicare		18,361	13,004	12,238
<b>Salary &amp; Fringes Subtotal:</b>		19	1,588,575	1,157,738	1,140,394
<i>Includes salaries and benefits for School Counselors in Elementary, Middle and High Schools to meet accreditation standards and Strategic Plan goals.</i>					
399	Other Contracted Services		30,000	30,000	5,253
499	Other Supplies and Materials		10,900	10,900	2,301
524	In-Service/Staff Development		25,000	25,000	16,422
599	Other Charges		5,700	1,500	971
790	Other Equipment			-	7,245
<b>Services Subtotal:</b>			71,600	67,400	32,192
<b>OTHER STUDENT SUPPORT TOTAL:</b>			1,660,175	1,225,138	1,172,586
<i>Includes cost of materials used and staff development costs.</i>					



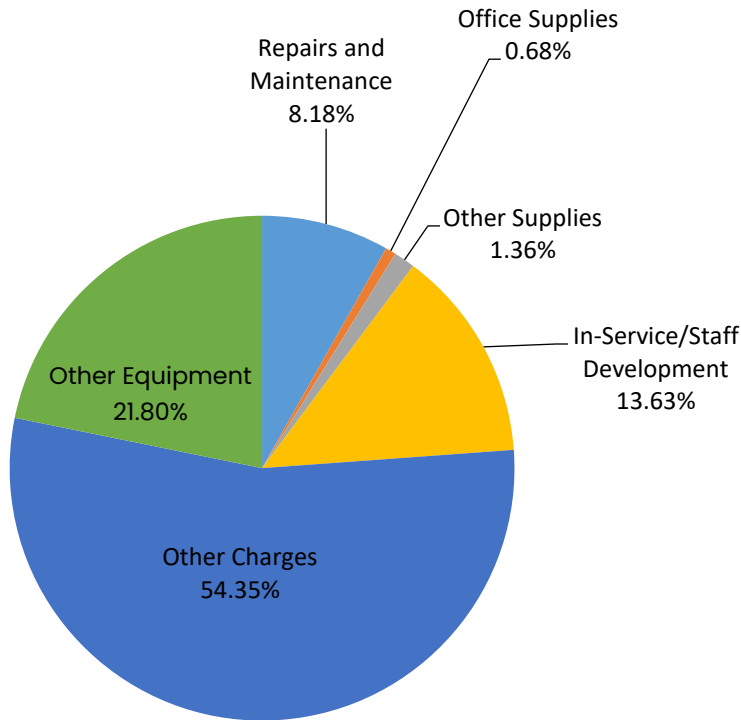
**\$36,694**

# SCHOOL SAFETY

## Department of Student Services

**Chauncey Bland**

Assistant Superintendent, Student Services



## Overview

Each year school districts across the state are awarded Safe Schools Grants. These monies are used to increase school safety awareness as well as to purchase equipment to help GMSD students, faculties, and stakeholders feel safe while on campus. In recent years, we have used a portion of the grant to upgrade and/or replace the security cameras on the exterior and interior of each campus. We have recognized that cell phone coverage is inconsistent on our campuses and realize that phone communications are an essential part of any emergency plan. Each year our School Resource Officer Supervisor attends a national conference where school systems across the nation listen to real life emergency preparedness events and participate in round table discussions to identify programs and procedures that we may be able to implement in GMSD.

## SCHOOL SAFETY

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
336	Repairs and Maintenance	3,000	3,000	-
435	Office Supplies	250	250	250
499	Other Supplies	500	500	504
524	In-Service/Staff Development	5,000	5,000	4,168
599	Other Charges	19,944	21,944	21,101
790	Other Equipment	8,000	8,000	9,698
<b>SCHOOL SAFETY TOTAL:</b>		<b>36,694</b>	<b>38,694</b>	<b>35,721</b>

*Includes cost of employee badges and visitor identification system for all schools.*

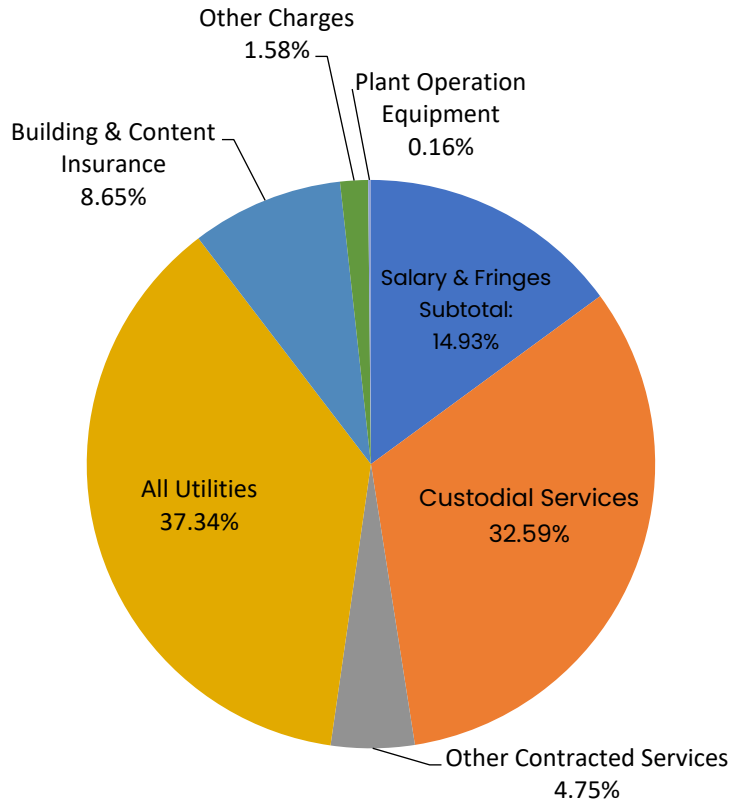


# OPERATION OF PLANT

## Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$3,160,988**

## Overview

Included in this budget are plant manager salaries and fringes, custodial contract, daily trash and recycling collection, monthly elevator maintenance and inspection, security and monitoring contract, TOSHA/OSHA inspections, landscaping contract, light gas and water utility payments, property insurance, pest control contract, and weed control/fertilization.

## OPERATION OF PLANT

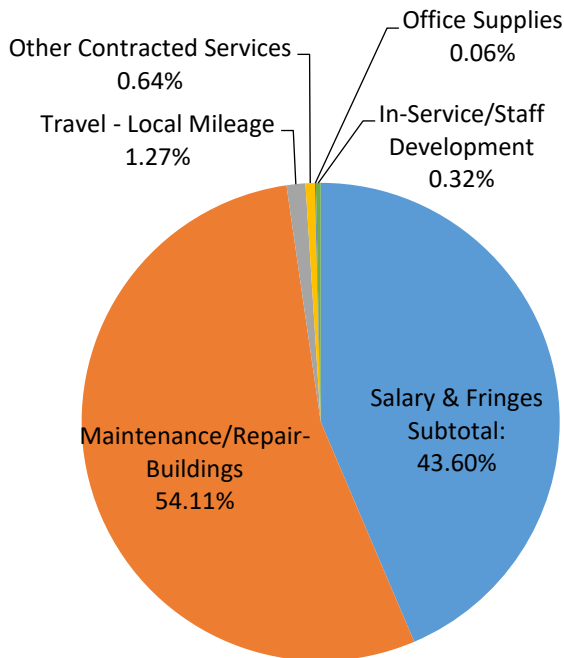
<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
166	Custodial Wages	0	6,000	-	86,858
167	Plant Managers	6	350,287	341,931	315,952
201	Social Security		22,090	20,784	22,863
204/217	State Retirement		32,402	30,170	34,417
206	Life Insurance		900	900	647
207	Medical Insurance		55,998	55,998	48,874
212	Medicare		5,079	4,861	5,347
<b>Salary &amp; Fringes Subtotal:</b>		<b>6</b>	<b>472,756</b>	<b>454,644</b>	<b>514,958</b>
<i>Includes salaries and benefits for personnel in Plant Operations.</i>					
328	Custodial Services		1,030,000	850,000	826,527
399	Other Contracted Services		150,000	150,000	110,329
415	All Utilities		1,180,000	1,180,000	977,203
502	Building & Content Insurance		273,232	273,232	231,978
599	Other Charges		50,000	50,000	35,724
720	Plant Operation Equipment		5,000	5,000	-
<b>Services Subtotal:</b>			<b>2,688,232</b>	<b>2,508,232</b>	<b>2,181,761</b>
<b>OPERATION OF PLANT TOTAL:</b>			<b>3,160,988</b>	<b>2,962,876</b>	<b>2,696,719</b>
<i>Includes costs for all utilities, trash pickup, out-sourcing cleaning, materials and supplies, environmental monitoring, security system maintenance, elevator maintenance, building insurance, and equipment needed to maintain cleanliness of buildings and grounds.</i>					

# MAINTENANCE OF PLANT

Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$1,571,963**

## Overview

Included in this budget are Operations department salaries and fringes, all maintenance of buildings including plumbing, electrical, roofing, HVAC, carpentry, locksmith, grease trap cleanings, security alarm system maintenance/inspections, fire alarm system maintenance/inspections, fire extinguisher maintenance/inspections, fire sprinkler system maintenance/inspections, AHERA asbestos plans, and many other trades, including School Dude maintenance software.

This budget allows the district to stay operational on a day-to-day basis. This maintenance software allows the department to see problem areas, maintenance staffing needs, and to prioritize capital improvement projects by providing data on the number of work orders received from a specific building or priority area.

## MAINTENANCE OF PLANT

<u>Acct</u>	<u>Description</u>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director	1	132,048	125,680	121,800
161	Secretaries	1	68,600	51,359	50,365
167	Maintenance Personnel	4	334,932	289,890	288,365
201	Social Security		33,206	28,734	26,936
204/217	State Retirement		48,802	43,313	42,231
206	Life Insurance		1,500	1,500	733
207	Medical Insurance		59,109	59,109	37,956
212	Medicare		7,766	6,720	6,300
<b>Salary &amp; Fringes Subtotal:</b>		<b>6</b>	<b>685,963</b>	<b>606,305</b>	<b>574,686</b>
<i>Includes salaries and benefits for personnel in the School Plant Maintenance Department (building repairs, heating and air conditioning, plumbing, electrical, glass, roof, door locks and hardware, ground maintenance, etc.)</i>					
335	Maintenance/Repair-Buildings		850,000	800,000	797,091
355	Travel - Local Mileage		20,000	20,000	8,442
399	Other Contracted Services		10,000	10,000	7,881
435	Office Supplies		1,000	1,000	379
524	In-Service/Staff Development		5,000	5,000	423
<b>Services Subtotal:</b>			<b>886,000</b>	<b>836,000</b>	<b>814,216</b>
<b>MAINTENANCE OF PLANT TOTAL:</b>			<b>1,571,963</b>	<b>1,442,305</b>	<b>1,388,902</b>

*Includes costs for materials and supplies to repair and maintain facilities and equipment necessary to perform such functions.*

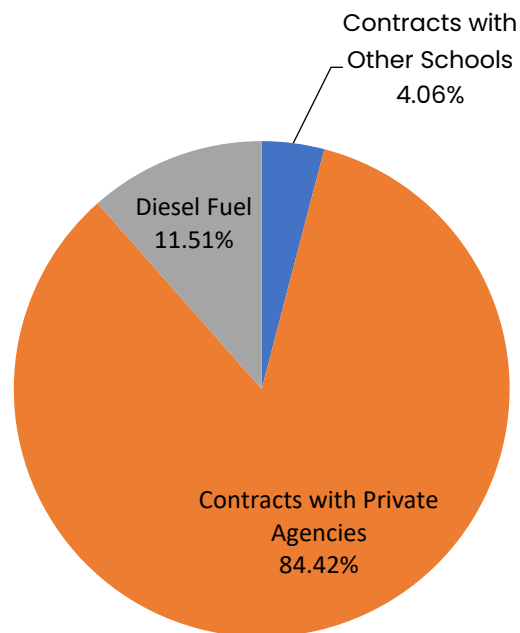


# TRANSPORTATION

## Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$1,954,445**

## Overview

Included in this budget are all costs associated with transportation, including our transportation contract with Durham, diesel fuel, software, and personnel.

## TRANSPORTATION

<b>Acct</b>	<b>Description</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
311	Contracts with Other Schools	79,445	89,351	51,442
312	Contracts with Private Agencies	1,650,000	1,750,000	1,419,504
412	Diesel Fuel	225,000	200,000	128,074
		<hr/>	<hr/>	<hr/>
	<b>Services Subtotal:</b>	1,954,445	2,039,351	1,599,020
		<hr/>	<hr/>	<hr/>
	<b>TRANSPORTATION TOTAL:</b>	1,954,445	2,039,351	1,599,020

*Includes bus transportation support costs for contracted transportation services, shared overhead services, and fuel costs.*

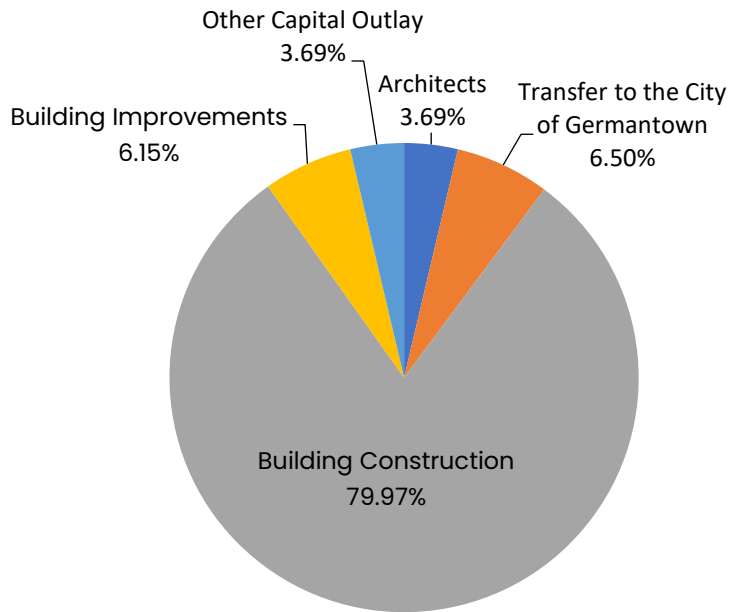


# REGULAR CAPITAL OUTLAY

Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$8,128,225**

## Overview

Included in this budget are architect and engineering fees, payments to the City of Germantown totaling \$526,437 for bond debt for the Riverdale Addition (year 5 of 30) and District Office (year 3 of 12), \$200,000 contribution to the Houston High Arts and Athletics Foundation for the HHS Field House Project (year 4 of 5), \$180,000 for modular lease payments for modular classrooms at Farmington and Dogwood, and all other operating dollars to address capital improvement projects large and small throughout the District.

## REGULAR CAPITAL OUTLAY

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
304	Architects	300,000	300,000	162,041
590	Transfer to the City of Germantown	528,225	526,437	528,068
706	Building Construction	6,500,000	500,000	166,462
707	Building Improvements	500,000	500,000	2,362,443
799	Other Capital Outlay	<u>300,000</u>	<u>262,598</u>	<u>495,288</u>
	<b>REGULAR CAPITAL OUTLAY TOTAL:</b>	8,128,225	2,089,035	3,714,302

*Includes costs for projects of a long-term nature to maintain or improve school facilities, as well as the architect, consultant, and engineering costs associated with larger projects and projects where code enforcement requires professional architecture or engineering plans.*



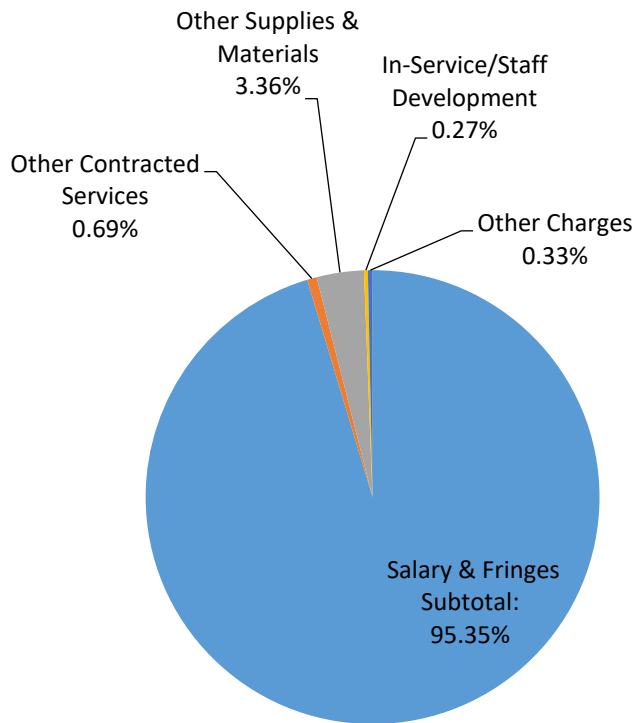
# OFFICE OF THE PRINCIPAL

## Operations

**Josh Cathey**

Deputy Superintendent

**\$4,376,383**



## Overview

Germantown Municipal Schools recognizes that the achievement of the district's strategic plan can only be accomplished through school leadership who shape school-level culture that supports GMSD's visions and missions.

The majority of this budget encompasses the salaries of principals, assistant principals, and office staff at each school campus.

There are some monies allocated for professional development training sessions and for travel expenses.

## OFFICE OF PRINCIPAL

<u>Acct</u>	<u>Description</u>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
104	Principals & Vice Principals	8.00	923,011	794,122	780,555
117	Career Ladder		11,000	11,000	7,000
139	Assistant Principals	16.00	1,441,122	1,304,993	1,289,983
161	School Secretaries	7.50	287,849	253,159	256,072
162	Clerical Personnel	17.00	606,088	510,737	480,368
189	Other Salaries- Lunch Room Monitors	4.00	35,386	36,481	58,194
201	Social Security		204,876	179,485	167,346
204/217	State Retirement		292,361	287,772	275,095
206	Life Insurance		12,125	11,375	4,365
207	Medical Insurance		311,150	293,450	237,903
212	Medicare		47,915	41,976	39,138
<b>Salary &amp; Fringes Subtotal:</b>		52.50	4,172,883	3,724,550	3,596,019
<i>Includes salaries and benefits for school principals, school administration, school clerical and school lunchroom monitors.</i>					
399	Other Contracted Services		30,000	30,000	25,000
499	Other Supplies & Materials		147,000	147,000	147,001
524	In-Service/Staff Development		12,000	12,000	456
599	Other Charges		14,500	14,500	13,700
<b>Services Subtotal:</b>			203,500	203,500	186,157
<b>OFFICE OF PRINCIPAL TOTAL:</b>			4,376,383	3,928,050	3,782,176
<i>Includes costs associated with operation of schools including BEP funds allocated to individual school operations.</i>					

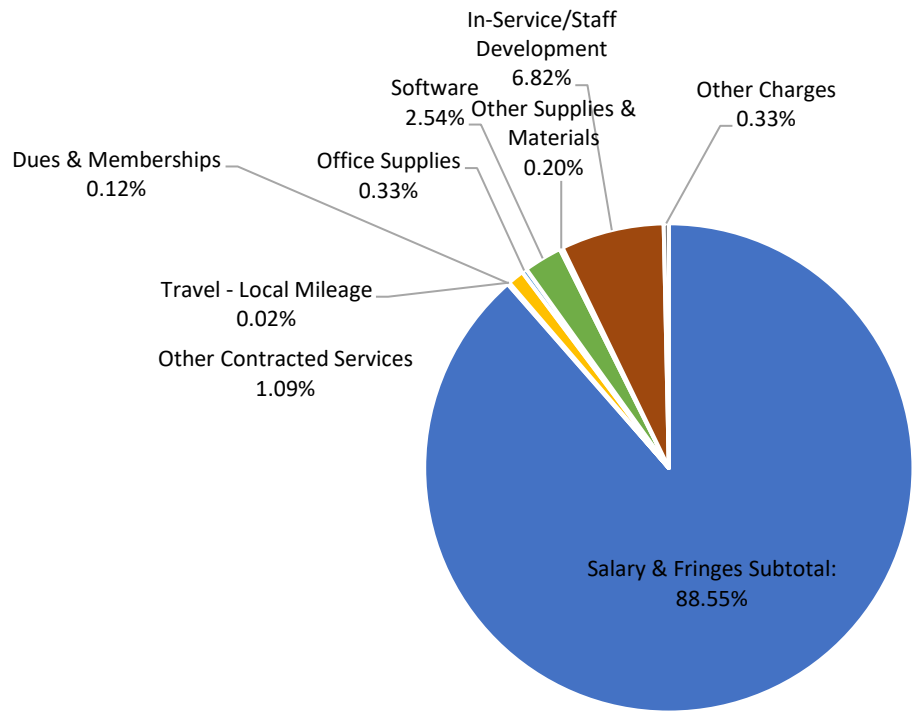


# HUMAN RESOURCES

Department of Human Resources

**Elissa Stratton**

Executive Director of Human Resources



**\$598,959**

## Overview

The Department of Human Resources Budget includes the salaries of an Executive Director, a Human Resources Supervisor, and Human Resources and Benefits Specialists. This department recruits, retains, and develops exemplary staff through employee relations programs. Human Resources also works to develop a competitive, comprehensive benefits package and works with staff in selecting benefits that best meet their differentiated needs during the open enrollment process.

## HUMAN RESOURCES

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
105	Directors/Supervisors	2	223,331	208,261	202,174
161	Human Resources Specialist	1.5	109,657	70,331	68,600
162	Benefits Specialist	1	89,638	68,951	67,274
201	Social Security		26,203	21,125	20,022
204/217	State Retirement		37,842	33,320	38,098
206	Life Insurance		1,125	1,000	540
207	Medical Insurance		31,500	28,000	23,030
212	Medicare		6,128	4,941	4,683
299	Other Fringe Benefits		5,000	5,000	-
<b>Salary &amp; Fringes Subtotal:</b>		4.5	530,424	440,929	424,421

*Includes salaries and benefits for Human Resources. Other fringe benefits include costs for employee assistant program, physicals, drug testing, and other pre-employment costs.*

320	Dues & Memberships		720	720	-
355	Travel - Local Mileage		100	100	-
399	Other Contracted Services		6,500	6,500	5,460
435	Office Supplies		2,000	2,000	990
471	Software		15,200	15,200	11,004
499	Other Supplies & Materials		1,200	1,200	-
524	In-Service/Staff Development		40,815	40,815	29,552
599	Other Charges		2,000	2,000	1,582
<b>Services Subtotal:</b>			68,535	68,535	48,588
<b>HUMAN RESOURCES TOTAL:</b>			598,959	509,464	473,009

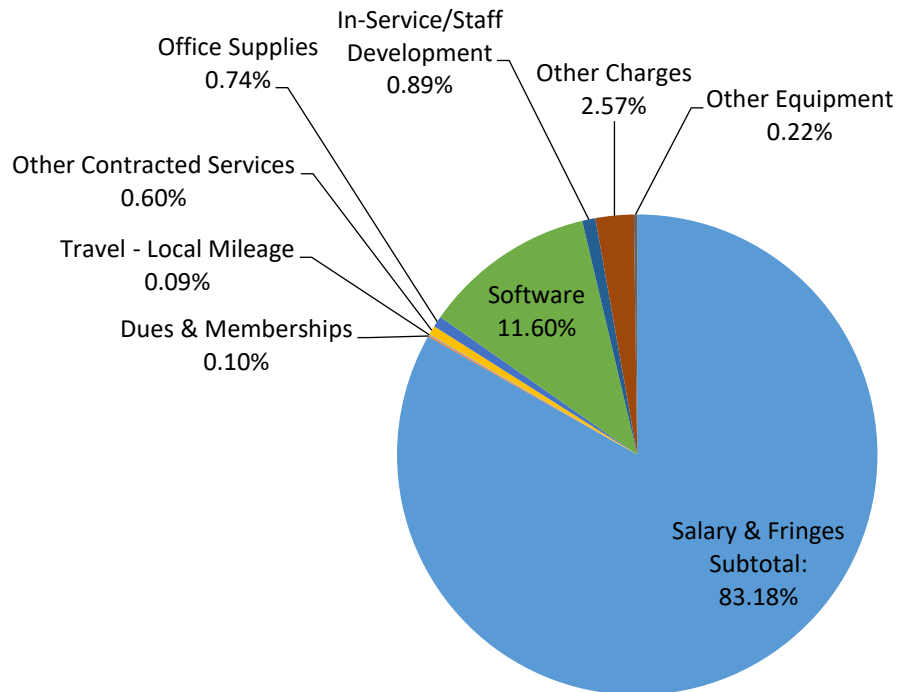
*Includes costs associated with Human Resource department.*



# FISCAL SERVICES

**Kevin Jones**

Chief Financial Officer



**\$673,354**

## Overview

The Finance Department is responsible for processing payroll, paying vendors, preparing financial reports for the Board and for the TN Department of Education, developing budgets, processing grant and federal program reimbursements and cash receipts, accounting for fixed assets and construction projects, assisting staff with procuring goods and services, assisting school financial secretaries with financial reporting processes and compliance, providing staff technical assistance with Skyward systems development, and working with SFE who administers the school nutrition program. The Finance Department processes annually approximately 15,000 vendor payments and payroll direct deposits.

## FISCAL SERVICES

<u>Acct</u>	<u>Description</u>	<b>FY 2023</b> <u>PERS</u>	<b>FY 2023</b> <u>Budget</u>	<b>FY 2022</b> <u>Budget</u>	<b>FY 2021</b> <u>Actual</u>
105	Directors/Specialists	1.00	129,225	125,710	108,439
119	Accounting Specialists	2.50	205,611	174,448	173,832
122	Purchasing Personnel	1.00	29,534	58,366	50,475
161	Assistant	1.00	71,600	62,593	60,488
201	Social Security		27,030	25,597	22,675
204/217	State Retirement		40,327	37,157	34,229
206	Life Insurance		1,375	1,375	609
207	Medical Insurance		49,280	49,280	40,409
212	Medicare		6,322	5,986	5,303
<b>Salary &amp; Fringes Subtotal:</b>		<b>6</b>	<b>560,304</b>	<b>540,512</b>	<b>496,459</b>

*Includes salaries and benefits for CFO, School Accounting, Purchasing, Accounts Payable and Payroll department personnel.*

320	Dues & Memberships		700	700	358
355	Travel - Local Mileage		600	600	-
399	Other Contracted Services		4,000	4,000	-
435	Office Supplies		5,000	5,000	3,316
471	Software		78,000	68,000	53,488
524	In-Service/Staff Development		6,000	6,000	1,152
599	Other Charges		17,250	17,250	13,833
790	Other Equipment		1,500	1,500	231
<b>Services Subtotal:</b>			<b>113,050</b>	<b>103,050</b>	<b>72,378</b>
<b>FISCAL SERVICES TOTAL:</b>			<b>673,354</b>	<b>643,562</b>	<b>568,837</b>

*Includes costs for the new business software implemented.*

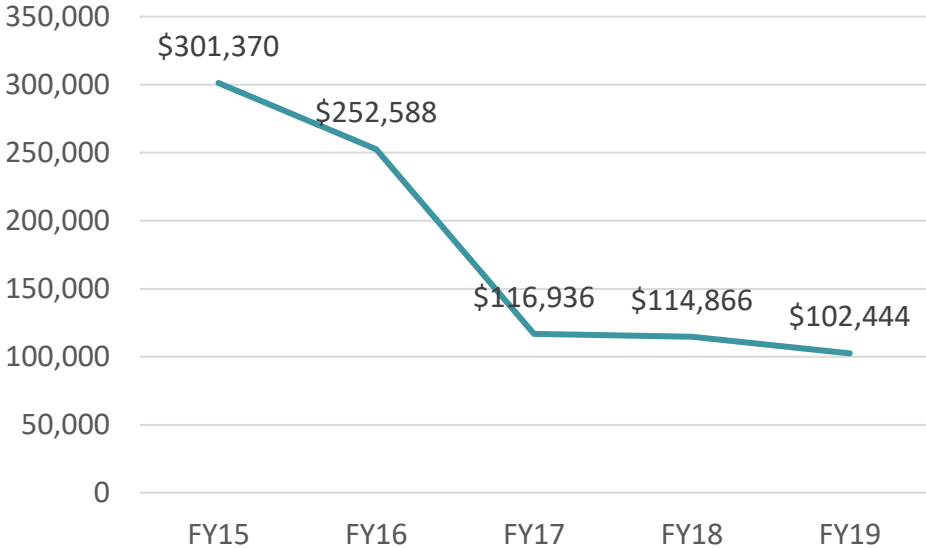
# CAFETERIA (TRANSFERS)

**Kevin Jones**

Chief Financial Officer

In October of 2015, Germantown Municipal School District outsourced its cafeteria operations. The transition has resulted in the cafeteria operations steadily moving towards a financially self-sustaining program.

## Decrease in Cafeteria Transfers



## Overview

This budget category, labeled as 'Transfers Out', accounts for the total transfers from the district to the cafeteria fund. The District previously budgeted \$100,000 should any unexpected shortfall or expenditures occur. For FY23, that transfer has been eliminated due to reserves established in the Cafeteria fund.

**TRANSFERS OUT**

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
590	Transfers to Other Funds	-	100,000	-
<b>TRANSFERS OUT TOTAL:</b>		-	100,000	-

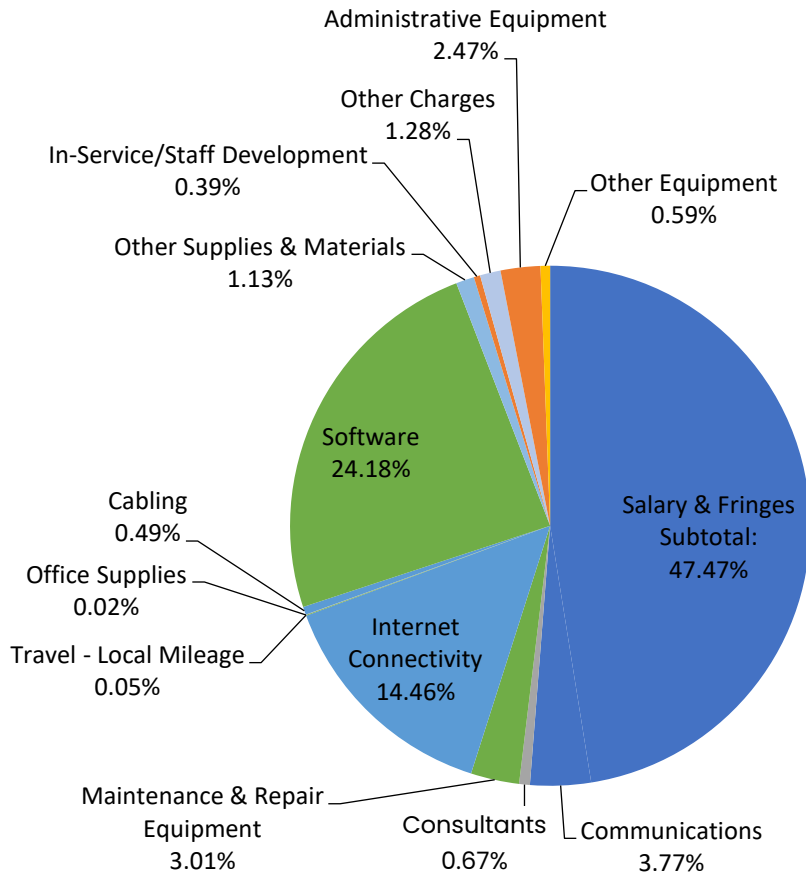
*Includes transfers made to the Cafeteria Fund to compensate for any shortfall.*



# DEPARTMENT OF TECHNOLOGY

**Josh Cathey**

Deputy Superintendent



**\$2,042,369**

## Department Overview

The Germantown Municipal School District is committed to providing students with a 21st Century Classroom environment to better prepare them for their future careers in a technology rich society. The Technology Department provides and supports communication tools that connect students and teachers in digital platforms and also give parents up to date information on classroom assignments, grades, attendance, etc. These tools include the district's student information system (Skyward), the district's notification system (Skylert), the learning management system (Schoology) and the district website. In addition to communication tools, our department provides and supports devices that enhance digital learning, improves computer skills, and helps make instruction seamless from school to home.

## TECHNOLOGY

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Supervisor	1	102,088	112,046	108,695
120	Computer Programmers	6	409,624	378,062	355,102
162	Clerical Personnel	1	41,570	39,401	39,032
189	Other Salaries & Wages	2	181,063	169,621	112,530
201	Social Security		45,529	42,956	37,142
204/217	State Retirement		67,927	62,355	53,207
206	Life Insurance		2,500	2,500	921
207	Medical Insurance		102,920	102,920	55,059
212	Medicare		10,648	10,046	8,686
<b>Salary &amp; Fringes Subtotal:</b>		10	963,869	919,906	770,374

*Includes salaries and benefits for administrative and instructional support technology positions.*

307	Communications		90,400	81,600	81,691
308	Consultants		13,500	13,500	7,973
336	Maintenance & Repair Equipment		61,000	61,000	132,834
350	Internet Connectivity		293,000	291,000	190,696
355	Travel - Local Mileage		1,000	1,000	116
399	Other Contracted Services		-	-	95,172
435	Office Supplies		500	500	161
470	Cabling		10,000	10,000	9,181
435	Software		490,100	448,000	410,632
499	Other Supplies & Materials		23,000	22,000	18,651
524	In-Service/Staff Development		8,000	8,000	5,893
599	Other Charges		26,000	10,000	21,412
701	Administrative Equipment		50,000	46,000	103,902
790	Other Equipment		12,000	12,000	7,344
<b>Services Subtotal:</b>			1,078,500	1,004,600	1,085,658
<b>TECHNOLOGY TOTAL:</b>			2,042,369	1,924,506	1,856,032

*Includes costs for all telephone and internet charges, computers, software, and equipment.*

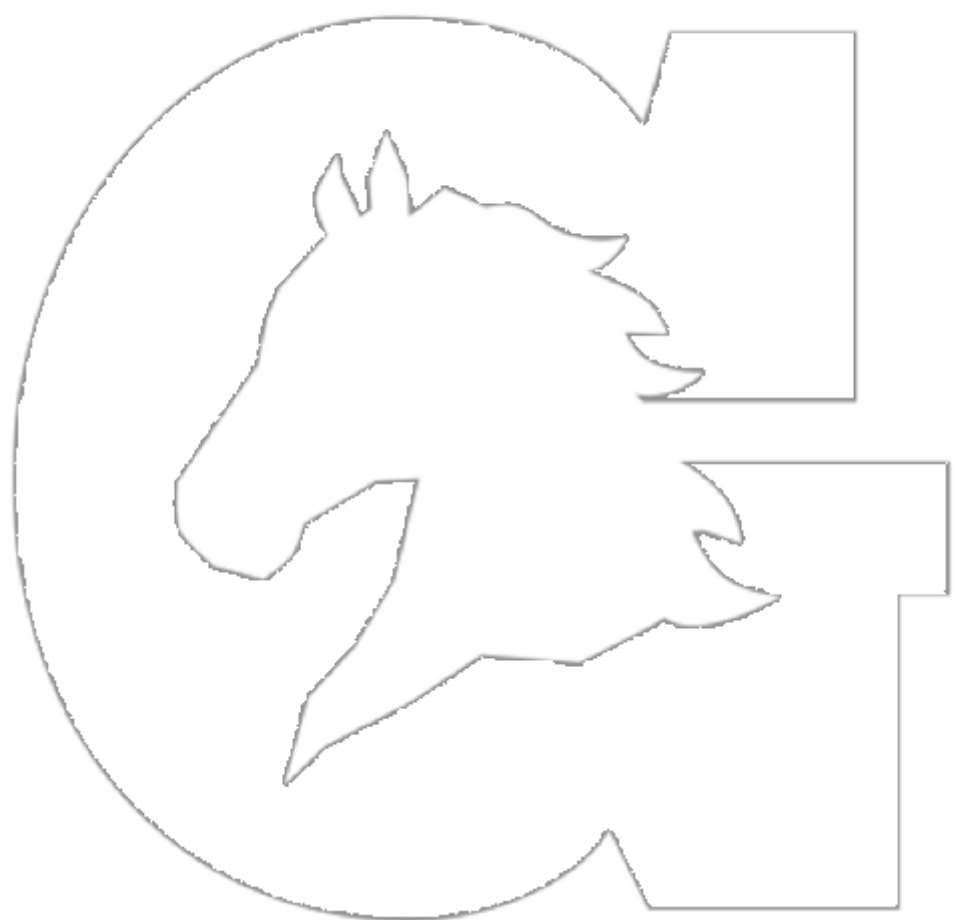


# BLENDED LEARNING PROGRAM

## Program Overview

The Germantown Municipal School District strives to develop students, who are responsible in their use of technology, can use technology advantageously as a communication and presentation device, and can stay current with creative opportunities. In accordance with this, schools has transitioned to blended classrooms and the use of 1:1 devices for all students grades 6-12 and 1:2 devices for all students grades K-5 (7,800 devices). This also includes providing laptops to staff and students who will enroll in our fully online school in FY22. Blended Learning is an aggressive model that has required a substantial financial investment. It has also required a substantial infrastructure investment around capacity and cybersecurity.

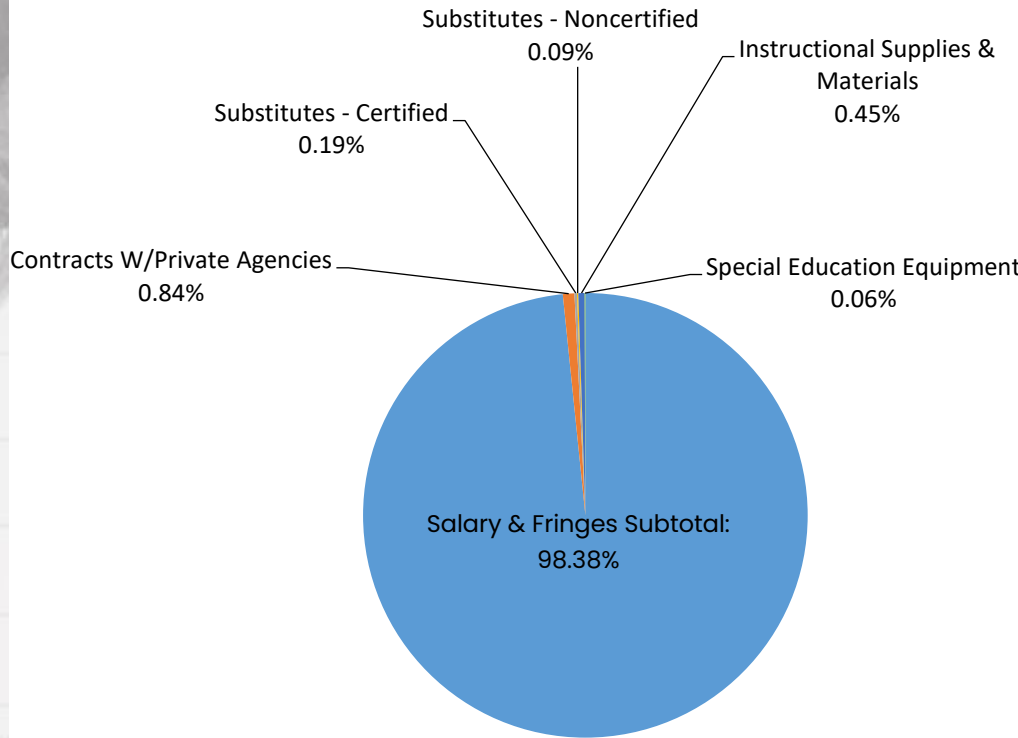
The district continues to place a large emphasis on cybersecurity and students' digital safety by incorporating an active student email monitoring system which scans files in students' web-based GoogleDrive storage. This system scans for inappropriate material, instances of cyberbullying, and incorporates an instant alert reporting system that students can use to share their own concerns about school safety (including bullying, planned fights, students in crisis, threats of violence, weapons brought to school, etc.). Trained professionals monitor this system 24/7/365 and alert district-appointed personnel.





# SPECIAL EDUCATION INSTRUCTION

Department of Exceptional  
Student Education



**\$5,379,975**

## Overview

This function holds all SPED teachers, assistants, speech language pathologists, Board-Certified Behavior Analysts, and contracting services for vision and speech. Instructional Supplies and Materials include teacher discretionary funds. Special education equipment purchases ranged from standers to assistive technology devices.

## SPECIAL EDUCATION PROGRAM

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
116	Teachers	40	2,437,208	2,152,420	2,137,606
117	Career Ladder Program		10,000	10,000	5,000
128	Homebound Teachers	1	66,714	-	8,952
163	Educational Assistants	33	934,888	841,221	819,215
171	Therapists (Speech)	10	626,233	499,048	502,521
188	Instructional Responsibility		122,000	122,000	137,061
201	Social Security		260,217	224,731	209,330
204/217	State Retirement		369,958	362,407	348,397
206	Life Insurance		14,700	13,825	5,424
207	Medical Insurance		390,000	365,000	355,028
212	Medicare		60,857	61,071	48,956

**Salary & Fringes Subtotal:**

84	5,292,775	4,651,723	4,577,490
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*Includes salaries and benefits for teachers, speech therapists, and classroom assistants used in Special Education classes. Includes homebound teachers who go to individual students' homes if they are unable to attend school because of illness or hospitalization.*

312	Contracts W/Private Agencies		44,900	42,000	32,711
369	Substitutes - Certified		10,000	10,000	232
370	Substitutes - Noncertified		5,000	5,000	5,000
429	Instructional Supplies & Materials		24,300	24,300	19,997
725	Special Education Equipment		3,000	5,900	827

**Services Subtotal:**

87,200	87,200	58,767
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**SPECIAL EDUCATION TOTAL:**

5,379,975	4,738,923	4,636,257
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*Includes contracts for services provided by private agencies for services (such as hearing impaired and visually impaired) that cannot be provided in a cost-efficient manner by the District and the cost of instructional materials and supplies, and equipment used to provide Special Education services.*

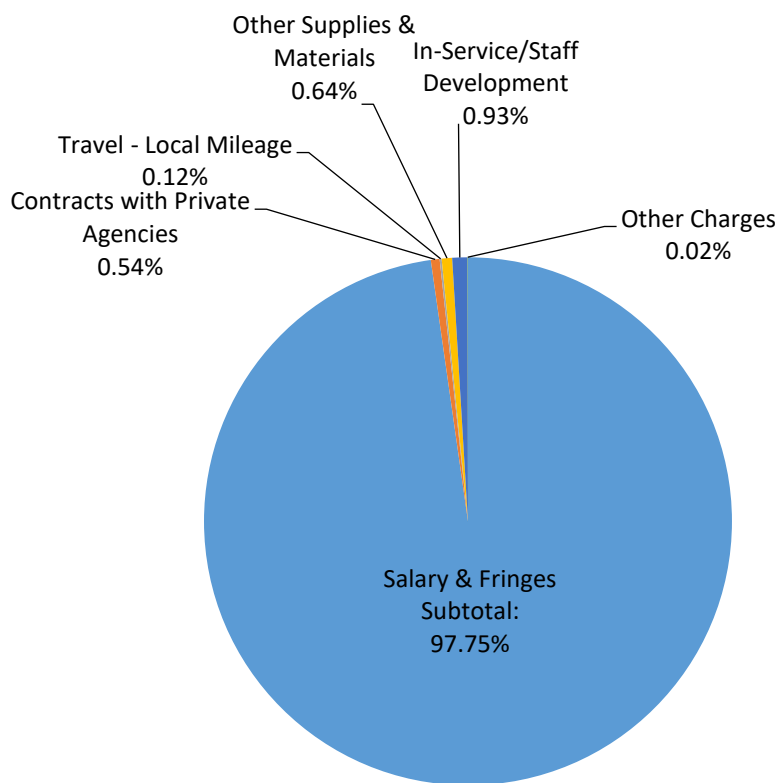


# SPECIAL EDUCATION SUPPORT

## Department of Exceptional Student Education

**Sarah Huffman**

Assistant Superintendent, Exceptional Student  
Education



**\$2,044,015**

## Overview

This budget includes positions that are not common in many systems across the state: clericals assigned specifically to SPED only. These clericals work to schedule meetings, keep paperwork in compliance and assist in parent communication. Occupational and physical therapists and testing, evaluation materials are also included.

## SUPPORT: SPECIAL EDUCATION

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Supervisors/Coordinators	2.61	280,324	258,173	252,534
117	Career Ladder Program		-	1,000	-
124	Psychological Personnel	5.00	413,960	228,941	230,300
131	Medical Personnel (OT/PT)	5.00	347,260	317,519	316,907
161	Assistant	1.00	68,600	60,725	60,065
162	Clerical Personnel	6.00	230,280	202,401	201,762
189	Other Salaries	3.00	250,986	202,833	229,556
201	Social Security		98,667	78,451	75,859
204/217	State Retirement		145,636	117,081	112,542
206	Life Insurance		5,828	5,328	1,927
207	Medical Insurance		133,399	121,599	102,740
212	Medicare		23,075	18,347	17,741
<b>Salary &amp; Fringes Subtotal:</b>		22.61	1,998,015	1,612,398	1,601,933

*Includes salaries and benefits for directors, supervisors, psychologists, occupational and physical therapists, Central Office clerical personnel as well as clerical personnel located at every elementary, middle, and high school.*

312	Contracts with Private Agencies		11,000	-	-
355	Travel - Local Mileage		2,500	2,500	2,424
399	Other Contracted Services		-	10,000	9,274
499	Other Supplies & Materials		13,000	13,000	12,997
524	In-Service/Staff Development		19,000	19,000	1,984
599	Other Charges		500	500	495
<b>Services Subtotal:</b>			46,000	45,000	27,174
<b>SUPPORT: SPECIAL EDUCATION TOTAL:</b>			2,044,015	1,657,398	1,629,107

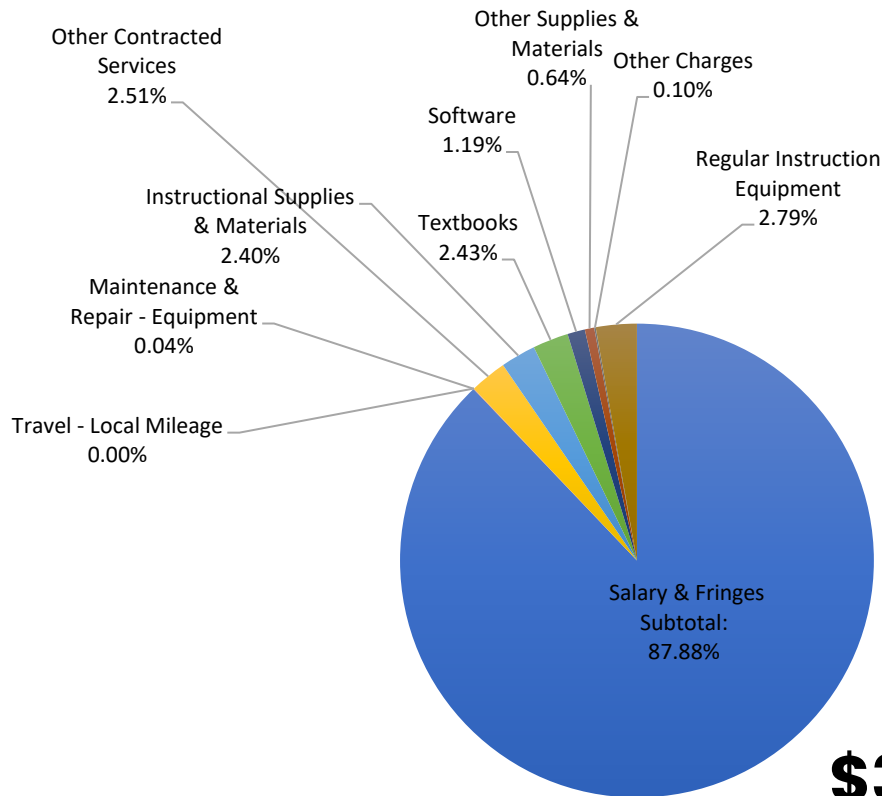
*Includes support for Special Education Department for consultation, travel - local mileage for special education personnel using personal vehicles in the performance of their job, in-service and staff development. Includes specialized supplies, materials, and evaluations used with special populations.*

# REGULAR INSTRUCTION PROGRAM

## Teaching, Learning, and Assessment

**Missy Abel**

Executive Director, Teaching, Learning and Assessment



**\$31,442,020**

## Overview

The Regular Education Program includes activities that provide students in grades K through 12 with learning experiences to provide them with Engaging, Challenging and Innovative academics. This encompasses academics, technology integration, career and technical education, fine arts and athletics. Within this budget, salaries, textbooks, equipment, instructional supplies and materials, TV and media equipment, and other costs are used to ensure academic programming that differentiates to meet the various learning styles of our students. GMSD is recognized as a TN Advancing District where the focus is on the instructional needs of all students. GMSD teachers are highly effective and successfully implement curriculum such as Wit and Wisdom, McGraw Hill, HMH, Eureka Math, Saxon Phonics, Discovery Education, Dual Enrollment, Advanced Placement and other programs to support a rigorous academic experience.. The district offers strings instruction from elementary to high school and has a state-of- the-art television studio. Students are able to take advantage of a technology-rich environment, which includes the blended learning model for all students in grades 6-12 .

## REGULAR INSTRUCTION PROGRAM

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
116	Teachers	326.00	20,928,175	19,494,643	19,906,064
117	Career Ladder		66,000	66,000	58,500
127	Extended Contracts		25,000	25,000	7,769
140	Coaching and Other Supplements		320,800	279,700	252,017
163	Educational Assistants	29.00	709,021	658,725	726,409
188	Instructional Responsibility		66,000	66,000	62,508
201	Social Security		1,371,130	1,276,584	1,220,415
204/217	State Retirement		1,925,763	2,112,213	2,063,960
206	Life Insurance		62,125	62,650	31,696
207	Medical Insurance		1,840,440	1,855,824	1,925,963
212	Medicare		320,667	298,556	285,581
	<b>Salary &amp; Fringes Subtotal:</b>	355.00	27,635,121	26,195,895	26,540,882

*Includes personnel and benefits for teachers and classroom assistants. Career Ladder is a State funded initiative for veteran teachers and administrators.*

336	Maintenance & Repair - Equipment		12,000	12,000	8,931
355	Travel - Local Mileage		1,500	1,500	539
399	Other Contracted Services		789,315	702,430	412,003
429	Instructional Supplies & Materials		753,200	764,400	639,316
449	Textbooks		765,000	500,000	390,389
471	Software		375,000	350,000	224,749
499	Other Supplies & Materials		202,000	169,200	171,877
599	Other Charges		32,384	25,384	25,394
722	Regular Instruction Equipment		876,500	318,000	1,622,076
	<b>Services Subtotal:</b>		3,806,899	2,842,914	3,495,274
	<b>REGULAR INSTRUCTION TOTAL:</b>		31,442,020	29,038,809	30,036,156

*Includes costs for textbooks, materials and supplies and instructional equipment provided to the schools.*



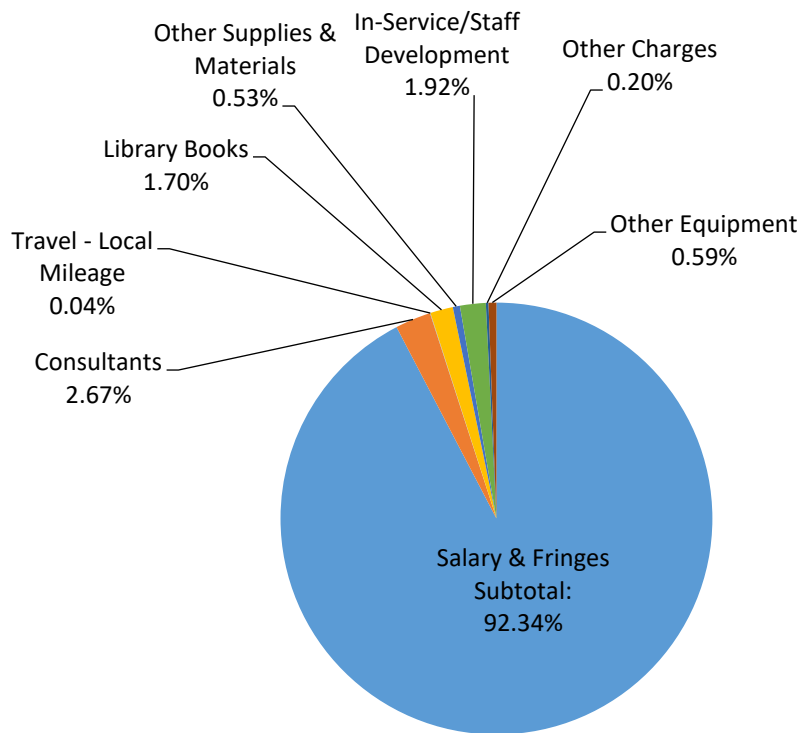


# REGULAR INSTRUCTION SUPPORT

## Teaching, Learning, and Assessment

**Missy Abel**

Executive Director, Teaching, Learning and Assessment



**\$2,548,455**

## Overview

Regular Education Instructional Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, in-service/professional learning, etc. Within this budget, personnel includes instructional supervisors, an Executive Director of Teaching, Learning, and Assessment, Librarians, Audiovisual Personnel, Education Media Personnel, Instructional Computer Personnel, Clerical Personnel, Educational Assistants, and in-service training.

**SUPPORT: REGULAR INSTRUCTION**

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
105	Directors/Supervisors	6.00	702,083	711,384	584,001
117	Career Ladder Program		3,000	3,000	2,000
129	Librarians	7.00	464,347	418,675	420,440
136	Audiovisual Personnel	1.00	75,668	74,666	72,767
137	Education Media Personnel	1.00	65,063	74,113	72,235
138	Instructional Computer Personnel	6.00	396,271	233,111	226,361
161	Secretary	1.00	68,600	58,366	57,100
163	Ed/Library Assistant	2.50	51,456	47,690	43,962
188	Instructional Responsibility		1,500	1,500	1,500
189	Other Salaries & Wages	1.00	66,710	61,918	61,704
201	Social Security		113,335	99,479	89,712
204/217	State Retirement		165,141	153,510	147,272
206	Life Insurance		6,375	6,425	2,396
207	Medical Insurance		147,500	148,500	139,074
212	Medicare		26,506	23,265	20,981
<b>Salary &amp; Fringes Subtotal:</b>		<b>25.50</b>	<b>2,350,604</b>	<b>2,115,602</b>	<b>1,941,505</b>

*Includes salaries and benefits for the Department of Curriculum Directors and Supervisors as well as clerical staff at the Central Office and individual school librarians and library assistants.*

308	Consultants		68,000	43,000	-
355	Travel - Local Mileage		1,000	1,000	-
432	Library Books		43,400	43,400	33,370
499	Other Supplies & Materials		13,500	19,500	12,871
524	In-Service/Staff Development		49,000	49,000	31,663
599	Other Charges		5,000	5,000	8,816
722	Regular Instruction Equipment		-	-	25,563
790	Other Equipment		15,000	15,000	42,014
<b>Services Subtotal:</b>			<b>194,900</b>	<b>175,900</b>	<b>154,297</b>
<b>SUPPORT: REGULAR INSTRUCTION TOTAL:</b>			<b>2,548,455</b>	<b>2,291,502</b>	<b>2,095,802</b>

*Includes costs for library books used in schools for replacement and additional books to address enrollment growth and meet educational standards. Includes costs for mileage for Central Office personnel using personal vehicles in the performance of their job and travel to conferences.*



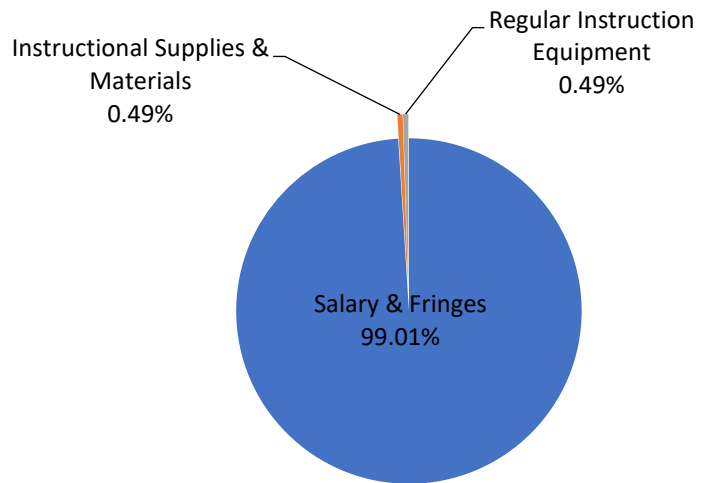


# ALTERNATIVE SCHOOL PROGRAM

## Teaching, Learning, and Assessment

### Missy Abel

Executive Director, Teaching, Learning and Assessment



**\$404,696**

## Overview

Alternative Schools Program is an instruction program designated for students who consistently exhibit behavior that is disruptive to the learning process. This program may also serve at-risk youth or students who have a medical need for an alternative learning environment. Included in this budget are the activities of aides or classroom assistants, teachers, or social workers. The major expenditures for GMSD include teachers, a social worker, homebound instruction, contracts with local agencies for healthcare, and supplies and materials.

## ALTERNATIVE EDUCATION PROGRAM

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
116	Teachers	2	145,338	134,261	134,552
117	Career Ladder		1,000	1,000	-
128	Homebound Teachers	1	77,624	15,000	3,690
130	Social Worker	1.0	65,422	63,071	63,296
163	Educational Assistants	1	28,474	25,133	18,750
201	Social Security		19,707	14,785	12,957
204/217	State Retirement		28,147	23,415	21,990
206	Life Insurance		875	700	340
207	Medical Insurance		29,500	23,600	13,535
212	Medicare		4,609	3,458	3,030
<b>Salary &amp; Fringes Subtotal:</b>		5	400,696	304,423	272,140
429	Instructional Supplies & Materials		2,000	2,000	-
722	Regular Instruction Equipment		2,000	2,000	-
			-	-	-
<b>Services Subtotal:</b>			4,000	4,000	-
<b>ALTERNATIVE EDUCATION TOTAL:</b>			404,696	308,423	272,140

*Includes salaries and fringe benefits for teachers and contracts with outside providers for alternative school academic and counseling programs.*



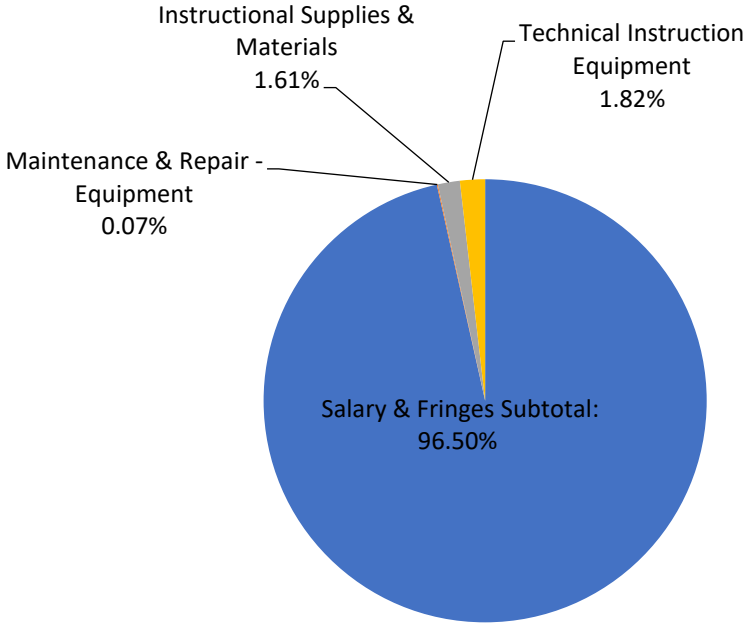
# CAREER AND TECHNICAL ED PROGRAM

Teaching, Learning, and Assessment

**Missy Abel**

Executive Director, Teaching, Learning and Assessment

**\$1,370,381**



## Overview

The Vocational Education Instructional Program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Activities include training both in the classroom and in a supervised work environment. Our Career and Technical Education (CTE) offers programs that align with our area high-demand occupations and provide Early Postsecondary Opportunities for our students who are on the college or career pathway.

## CAREER & TECHNICAL EDUCATION PROGRAM

<b>Acct</b>	<b>Description</b>	<b>FY 2023 PERS</b>	<b>FY 2023 Budget</b>	<b>FY 2022 Budget</b>	<b>FY 2021 Actual</b>
116	Teachers	16.00	1,023,223	925,356	907,782
117	Career Ladder Program		1,000	1,000	-
201	Social Security		63,502	57,434	51,805
204/217	State Retirement		89,005	95,415	89,742
206	Life Insurance		2,800	2,800	1,434
207	Medical Insurance		128,000	128,000	97,370
212	Medicare		14,851	13,432	12,116
<b>Salary &amp; Fringes Subtotal:</b>		16.00	1,322,381	1,223,437	1,160,249

*Includes salaries and benefits for teachers in the Career and Technical Education programs provided at Houston High School.*

336	Maintenance & Repair -Equipment		1,000	1,000	800
429	Instructional Supplies & Materials		22,000	22,000	25,014
730	Technical Instruction Equipment		25,000	25,000	16,556
<b>Services Subtotal:</b>			48,000	48,000	42,370
<b>TECHNICAL EDUCATION TOTAL:</b>			1,370,381	1,271,437	1,202,619

*Includes textbooks, materials and supplies, and equipment in Career and Technical Education programs at Houston High School.*

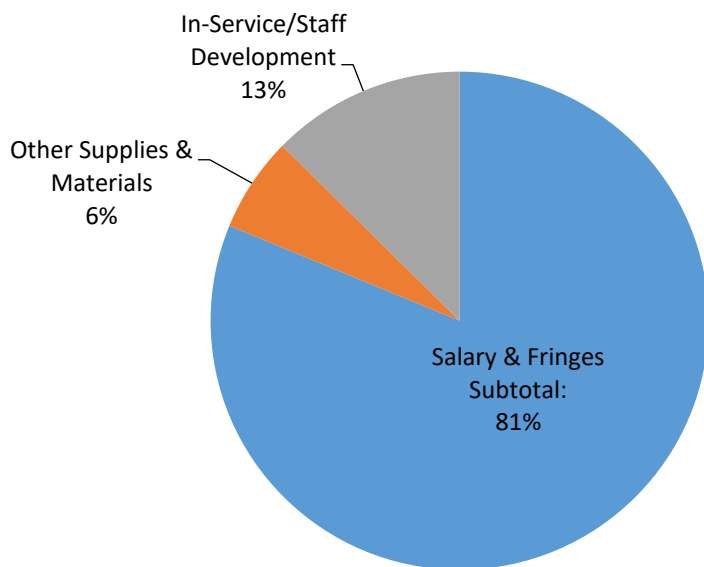


# CAREER AND TECH ED SUPPORT

Teaching, Learning, and  
Assessment

## Missy Abel

Executive Director, Teaching, Learning and  
Assessment



**\$31,712**

## Overview

Vocational Education Instructional Staff Support includes activities primarily for assisting CTE instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills and attitudes, and possibly industry certification needed for employment in an occupational area.

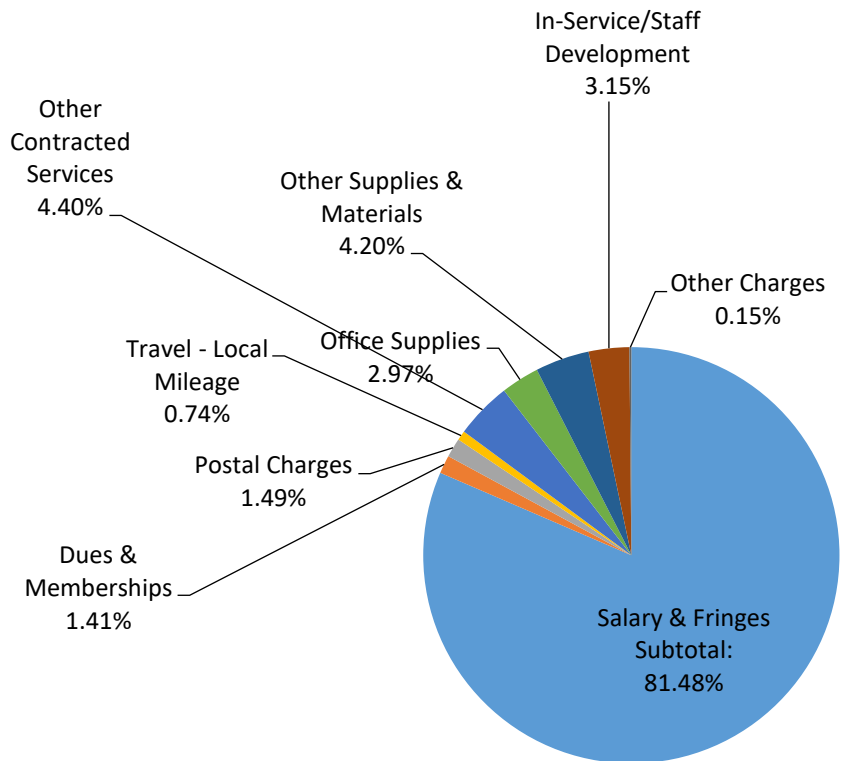
## SUPPORT: CAREER AND TECHNICAL EDUCATION

<u>Acct</u>	<u>Description</u>	<u>FY 2023</u> <u>PERS</u>	<u>FY 2023</u> <u>Budget</u>	<u>FY 2022</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>
105	Director/Supervisor	0.20	19,821	19,051	18,604
201	Social Security		1,229	1,158	1,084
204/217	State Retirement		1,722	1,924	1,674
206	Life Insurance		50	50	30
207	Medical Insurance		2,650	2,650	1,651
212	Medicare		287	271	253
<b>Salary &amp; Fringes Subtotal:</b>		0.20	25,759	25,104	23,296
499	Other Supplies & Materials		1,953	1,953	-
524	In-Service/Staff Development		4,000	4,000	-
<b>Services Subtotal:</b>			5,953	5,953	-
<b>SUPPORT: TECHNICAL EDUCATION TOTAL:</b>			31,712	31,057	23,296

*Includes funds for support staff in the Career and Technical Education Department.*

# SUPERINTENDENT

## Office of the Superintendent



**\$672,412**

## Overview

This budget includes salaries for the Superintendent, communications coordinator and interns, executive secretary, and front desk receptionist.

## OFFICE OF SUPERINTENDENT

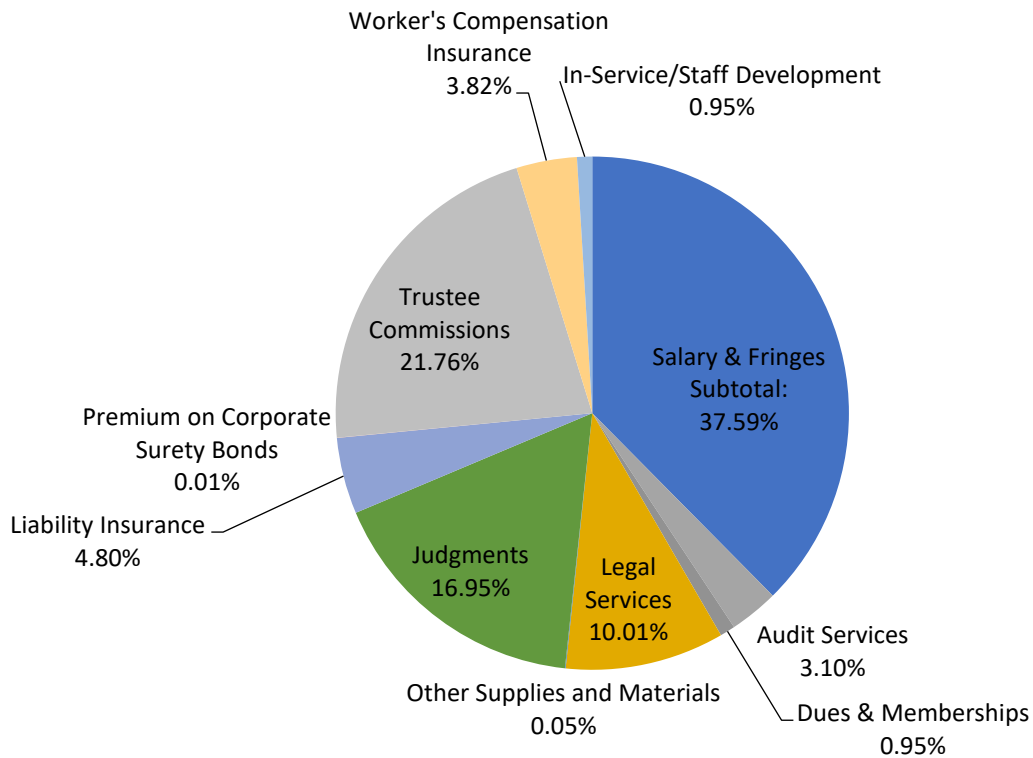
<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
101	County Official/Administrative Officer	1.00	185,456	180,839	178,869
103	Deputy	0.20	14,961	12,735	76,490
117	Career Ladder		1,000	1,000	2,000
161	Secretaries	2.00	115,824	109,401	107,153
189	Other Salaries & Wages	1.20	118,088	108,886	96,775
201	Social Security		26,959	25,097	21,406
204/217	State Retirement		37,309	39,013	39,017
206	Life Insurance		1,760	1,760	700
207	Medical Insurance		33,500	33,500	33,071
212	Medicare		6,305	5,869	6,453
299	Other Fringe Benefits		7,200	7,200	7,200
	<b>Salary &amp; Fringes Subtotal:</b>	<b>4</b>	<b>547,862</b>	<b>525,300</b>	<b>569,134</b>
<i>Includes salaries and benefits for the Superintendent, communications staff, a secretary, and a receptionist.</i>					
320	Dues & Memberships		9,500	9,500	8,292
348	Postal Charges		10,000	10,000	8,537
355	Travel - Local Mileage		5,000	5,000	-
399	Other Contracted Services		29,600	29,600	25,707
435	Office Supplies		20,000	20,000	8,115
499	Other Supplies & Materials		28,250	28,250	26,155
524	In-Service/Staff Development		21,200	21,200	7,512
599	Other Charges		1,000	1,000	-
	<b>Services Subtotal:</b>		<b>124,550</b>	<b>124,550</b>	<b>84,318</b>
	<b>OFFICE OF SUPERINTENDENT TOTAL:</b>		<b>672,412</b>	<b>649,850</b>	<b>653,452</b>

*Includes costs associated with the Office of the Superintendent and leasing costs for the District Office.*

# SCHOOL BOARD

## Board of Education Services

### \$2,100,962



## Overview

This budget includes salaries for school board members, travel, workers' compensation insurance, liability insurance, legal services, and audit services. This budget includes an annual settlement (judgement) payment of \$355,453 to SCS agreed upon during the creation of GMSD.

The School Board has made a commitment to fully fund retiree health benefits (OPEB) since FY15. The total amount of the district's OPEB trust account is \$4.5 million.

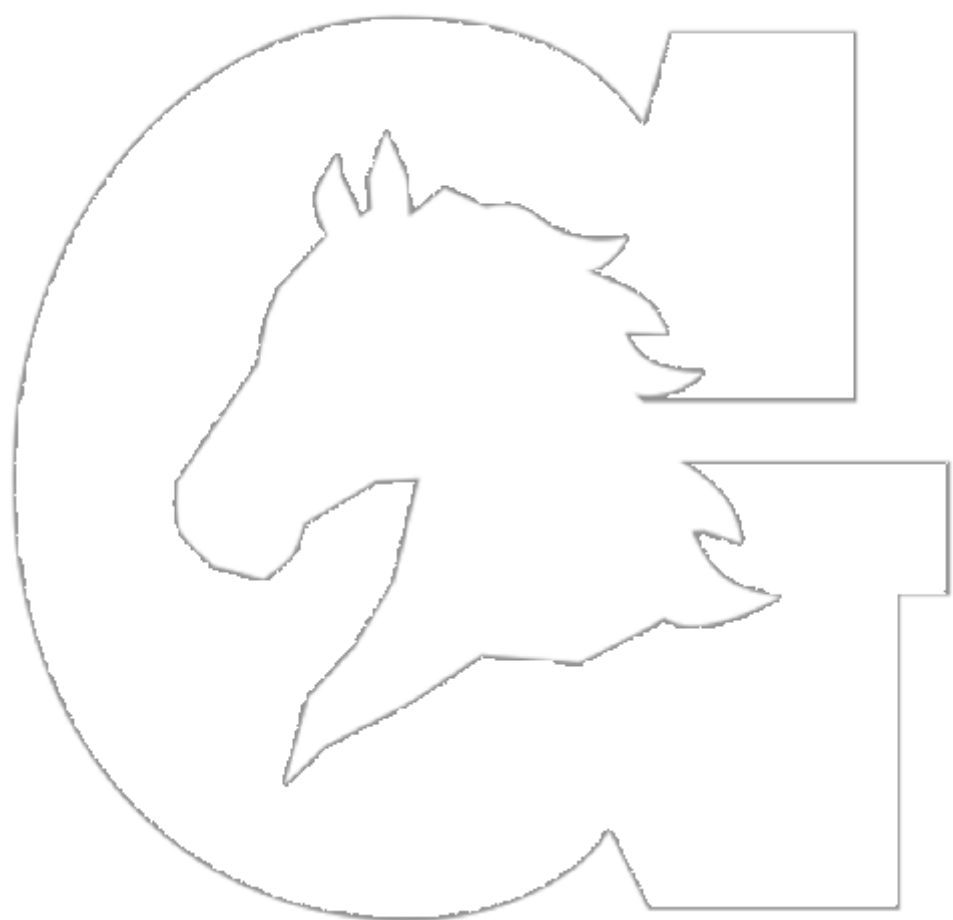
## BOARD OF EDUCATION SERVICES

<b>Acct</b>	<b>Description</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
189	Other Salaries & Wages	5	21,500	21,500	21,500
201	Social Security		1,333	1,333	1,333
206	Life Insurance - Retirees		47,000	47,000	47,000
207	Health Insurance - Retirees		708,000	708,000	662,990
210	Unemployment Compensation		10,000	10,000	3,351
212	Medicare		312	312	312
<b>Salary &amp; Fringes Subtotal:</b>		5	788,145	788,145	736,486

*Includes salaries and benefits for members of the Board of Education. Includes employee benefits related to OPEB contributions.*

305	Audit Services		65,000	51,000	49,150
320	Dues & Memberships		21,000	20,000	16,860
331	Legal Services		210,000	175,000	96,609
499	Other Supplies and Materials		1,000	1,000	-
505	Judgments		355,453	355,453	416,853
506	Liability Insurance		100,748	100,748	81,870
508	Premium on Corporate Surety Bonds		300	300	-
510	Trustee Commissions		459,316	443,447	419,437
513	Worker's Compensation Insurance		80,000	80,000	80,263
524	In-Service/Staff Development		20,000	15,000	9,868
<b>Services Subtotal:</b>			1,312,817	1,241,948	1,170,910
<b>BOARD OF EDUCATION SERVICES TOTAL:</b>			2,100,962	2,030,093	1,907,396

*Includes costs related to operation of the Board of Education, including audit services, legal services and Shelby County Trustee commissions on property and sales tax collections.*





## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 26

<u>GMSD Acct #</u>	<u>GMSD Acct</u>	<u>Original Budget</u>	<u>Changes</u>	<u>Requested Changes</u>	<u>Amended Budget</u>
142-72510-399	Other Contracted Services	-	-	46,200	46,200
142-47405	Revenues - Fiscal Pre-monitoring Grant	-	-	46,200	46,200

**REASON FOR AMENDMENT:**

Grant for ESSER fiscal pre-monitoring support.

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

\_\_\_\_\_ Budget revision is denied for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
GMSD Board Chair \_\_\_\_\_  
Date

\_\_\_\_\_  
GMSD Superintendent \_\_\_\_\_  
Date



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021-2022

Amendment # 27

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
141-72620-167	Maintenance Personnel	229,168	-	9,259	238,427
141-72620-201	Social Security	25,185	-	574	25,759
141-72620-204	Retirement	38,281	-	833	39,114
141-72620-212	Medicare	5,889	-	134	6,023
141-72520-105	Director/Supervisor Salaries	216,139	-	9,871	226,010
141-72520-201	Social Security	22,721	-	612	23,333
141-72520-204	Retirement	35,827	-	888	36,715
141-72520-212	Medicare	5,314	-	143	5,457
141-40210	Local Option Sales Tax Revenue	7,723,175	11,573	22,314	7,757,062

**REASON FOR AMENDMENT:**

Severance/vacation pay for Operations and Human Resources Coordinators.

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

\_\_\_\_\_ Budget revision is denied for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 28

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
<b>141-71100-116 - REGED</b>	Teachers	-	-	245,520	245,520
141-71100-163	Educational Assistants	-	-	37,125	37,125
141-71100-201	Social Security	-	-	17,525	17,525
141-71100-204	TCRS	-	-	29,028	29,028
141-71100-212	Medicare	-	-	4,099	4,099
141-71100-217	TCRS	-	-	2,800	2,800
141-71200-429	Instructional Supplies and Materials	-	-	36,089	36,089
<b>141-72120-131 - HEALTH</b>	Medical Personnel	-	-	7,040	7,040
141-72120-201	Social Security	-	-	438	438
141-72120-204	TCRS	-	-	720	720
141-72120-212	Medicare	-	-	103	103
141-72120-499	Other Supplies & Materials	-	-	1,000	1,000
<b>141-72130-123 - OTH STUDENT SUPPT</b>	Guidance Personnel	-	-	7,920	7,920
141-72130-201	Social Security	-	-	492	492
141-72130-204	TCRS	-	-	815	815
141-72130-212	Medicare	-	-	115	115
141-72130-499	Other Supplies & Materials	-	-	250	250
<b>141-72410-104 - OFC OF PRINCIPAL</b>	Principal Salaries	-	-	9,816	9,816
141-72410-162	Clerical Personnel	-	-	5,952	5,952
141-72410-201	Social Security	-	-	980	980
141-72410-204	TCRS	-	-	1,677	1,677
141-72410-212	Medicare	-	-	230	230
141-72410-435	Office Supplies	-	-	800	800
<b>141-73100-165 - FOOD SERVICE</b>	Cafeteria Personnel	-	-	9,000	9,000
141-73100-422	Food Supplies	-	-	13,000	13,000
141-46590	Revenues - Summer Learning Camps	-	-	432,534	432,534

**REASON FOR AMENDMENT:**

To appropriate Summer Learning Camps funding according to Eplan approvals - Cost Center 1010

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_

\_\_\_\_\_ Budget revision is denied for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
GMSD Board Chair Date

\_\_\_\_\_  
GMSD Superintendent Date



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 29

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	95,040	95,040
141-71100-163	Educational Assistants	-	-	27,000	27,000
141-71100-201	Social Security	-	-	7,570	7,570
141-71100-204	TCRS	-	-	12,450	12,450
141-71100-212	Medicare	-	-	1,775	1,775
141-71100-217	TCRS	-	-	900	900
141-71100-429	Instructional Supplies and Materials	-	-	9,980	9,980
141-72120-131 - HEALTH SVCS	Medical Personnel	-	-	7,040	7,040
141-72120-201	Social Security	-	-	440	440
141-72120-204	TCRS	-	-	725	725
141-72120-212	Medicare	-	-	105	105
141-72120-499	Other Supplies & Materials	-	-	250	250
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	-	-	7,920	7,920
141-72130-201	Social Security	-	-	492	492
141-72130-204	TCRS	-	-	560	560
141-72130-212	Medicare	-	-	114	114
141-72130-217	TCRS	-	-	160	160
141-73100-422 - FOOD SERVICE	Food Supplies	-	-	4,000	4,000
141-46590	Revenues - Bridge Camps	-	-	176,521	176,521

**REASON FOR AMENDMENT:**

To appropriate Bridge Camps funding according to Eplan approval - Cost Center 1011

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_

\_\_\_\_\_ Budget revision is denied for the following reason(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 GMSD Board Chair Date

\_\_\_\_\_  
 GMSD Superintendent Date



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 30

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	15,840	15,840
141-71100-201	Social Security	-	-	983	983
141-71100-204	TCRS	-	-	1,630	1,630
141-71100-212	Medicare	-	-	231	231
141-71100-499	Other Supplies and Materials	-	-	70,897	70,897
141-71100-722	Regular Instructional Equipment	-	-	30,000	30,000
141-73100-422 - FOOD SERVICE	Food Supplies	-	-	4,000	4,000
141-46590	Revenues - STREAM Mini Camp	-	-	123,581	123,581

**REASON FOR AMENDMENT:**

To appropriate STREAM Mini Camp funding according to Eplan approval - Cost Center 1012

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_

\_\_\_\_\_ Budget revision is denied for the following reason(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 GMSD Board Chair Date

\_\_\_\_\_  
 GMSD Superintendent Date

## **5.18.22 RATIONALE FOR REVISION OF POLICIES**

Revisions are recommended for the following, **First Reading 5.23.22 / Second Reading 6.7.22-**

Globally, substituted “Superintendent” for “Director of Schools”, removed footnote numbering, updated citations, capitalized letters and removed superfluous language. Policies with no other references to rationale have recommended changes based on the above rationale.

- 1. Revision Policy 1.106 Code of Ethics – Recommend that forms be filed in the Superintendent’s office rather than just “central office”.**
- 2. Revision Policy 1.301 Executive Committee**
- 3. Revision Policy 1.400 School Board Meetings-Recommend adding statutory language.**
- 4. REPEAL Policy 1.401 Public Hearings-Recommend that this language be removed in that it is unnecessary; the Board possesses the authority to discern whether to hold meetings.**
- 5. Revision Policy 1.402 Notification of Meetings**
- 6. Revision Policy 1.403 Agendas-Recommend that language be removed to be consistent with Board’s practices.**
- 7. Revision Policy 1.407 School District Records-Recommend adding statutory language.**
- 8. Revision Policy 1.501 Visitors to GMSD Property-For security purposes, recommend adding language that sets forth protocols for central office as well as schools. Recommend adding statutory language.**
- 9. Revision Policy 1.600 Policy Development and Adoption**
- 10. Revision Policy 2.600 Bonded Employees-Recommend adding statutory language.**
- 11. Revision Policy 3.400 Student Transportation Management-Recommend adding statutory language.**
- 12. REPEAL Policy 3.401 Scheduling and Routing-Recommend consolidating this policy with Policy 3.400 in order to make policy manual more user friendly.**

- 13. Revision Policy 3.402 Board Owned Vehicles-Recommend consolidating the first portion of this policy with Policy 3.400 in order to make policy manual more user friendly.**
- 14. Revision Policy 4.804 Religious Content of Courses**
- 15. Revision Policy 6.409 Child Abuse and Child Sexual Abuse-Recommend adding statutory language.**
- 16. Revision Policy 6.310 Dress Code – Based upon input from Houston High Administration, recommend updating this policy to be more generational and more apt to ensure consistent enforcement.**
- 17. Revision Policy 6.313 Discipline Policy-Pursuant to Board Member Curry’s recommendation, Category B offenses are the same as Category C offenses; Recommend removing the word “guilty”, globally.**

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>6/**/22</b> <b>12/16/15</b>
		Rescinds: <b>1.106</b>	Issued: <b>12/02/13</b>

## CODE OF ETHICS<sup>1</sup>

### GERMANTOWN MUNICIPAL SCHOOL DISTRICT

#### Section 1. Definitions.

(1) "School district" means Germantown Municipal School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, ~~or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof,~~ of the school district.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

**Section 2. Disclosure of personal interest in voting matters.** An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

**Section 3. Disclosure of personal interest in non-voting matters.** An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on ~~the attached~~ a disclosure form and file the disclosure form with the ~~school district's central~~ **Superintendent's** office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

**Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or

1 judgment of the official or employee in executing decision-making authority affecting the school  
2 district.

3 It shall not be considered a violation of this policy for an official or employee to receive entertainment,  
4 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in  
5 connection with a conference sponsored by an established or recognized statewide association of  
6 school board officials or by an umbrella or affiliate organization of such statewide association of  
7 school board officials.

8 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee (the  
9 “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the  
10 Chairman of the Board of Education with confirmation by the Board of Education. At least two  
11 members of the committee shall be members of the Board of Education. The Ethics Committee shall  
12 convene as soon as practicable after its appointment and elect a chair and a secretary. The records of  
13 the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the ~~director~~  
14 ~~of schools~~ Superintendent, where they shall be open to public inspection.

15 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law  
16 governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be  
17 in writing and signed by the person making the complaint, and shall set forth in reasonable detail the  
18 facts upon which the complaint is based.

19 The School District Ethics Committee may investigate any credible complaint against an official or  
20 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own  
21 initiative when it acquires information indicating a possible violation, and make recommendations for  
22 action to end or seek retribution for any activity that, in the Committee’s judgment, constitutes a  
23 violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such  
24 member shall recuse himself or herself from all proceedings involving such complaint.

25 The Committee may:

- 26 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 27 (2) in the case of an official, refer the matter to the school board body for possible public censure if  
28 the board body finds such action warranted;
- 29 (3) in the case of an employee, refer the matter to the official responsible for supervision of the  
30 employee for possible disciplinary action if the official finds discipline warranted;
- 31 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney  
32 for possible ouster or criminal prosecution; !

33 The interpretation that a reasonable person in the circumstances would apply shall be used in  
34 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes  
35 a violation of a personnel policy ~~or a civil service policy~~, the violation shall be dealt with as a violation  
36 of the personnel ~~or civil service~~ provisions rather than as a violation of this Code of Ethics.

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Legal References

T.C.A 8-17-103

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~~Cross-References~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2 style="text-align: center;">Executive Committee</h2>	Descriptor Code: <b>1.301</b>	Issued Date: <del>6/**/22</del> <b>12/02/13</b>
		Rescinds:	Issued:

1 The Chair of the Board and the ~~director of schools~~ Superintendent shall constitute the Executive  
 2 Committee of the Board, with the Chair of the Board serving as the Chair of the Executive Committee.<sup>1</sup>  
 3 The duties shall be:

- 4 1. To prepare an agenda for each meeting of the Board;
- 5
- 6 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be  
 7 sub- mitted to the Board for its approval;<sup>2</sup>
- 8
- 9 3. To meet at the office of the ~~director of schools~~ Superintendent as often as necessary to  
 10 perform the duties required;
- 11
- 12 4. To advertise for bids and let contracts authorized by the Board;
- 13
- 14 5. To serve as the purchasing agent for the Board;
- 15
- 16 6. To examine all accounts authorized by the Board and ensure that the approved budget is  
 17 not exceeded;
- 18
- 19 7. To submit for approval at each regular meeting of the Board a full report of all business  
 20 **transacted** since the last regular meeting; and
- 21
- 22 ~~8.~~ To transact any other business assigned to the Committee by the Board.<sup>1</sup>

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Legal References

1. T.C.A. 49-2-206; TCA 49-2-205(3)  
 2. T.C.A. 49-2-203(a)(10)(A)(i)

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Cross References

Duties of Officers 1.201  
 Annual Operating Budget 2.200  
 Purchasing 2.805  
 Bids and Quotations 2.806  
 Qualifications/Duties of the Director of Schools 5.802

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>6/**/22</b> <b>10/26/15</b>
		Rescinds:	Issued:

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, ~~except with the attorney to discuss pending or threatened litigation, will~~  
3 ~~be open to the public.~~<sup>1</sup> will be open to the public with the exception of:

4 1. Meetings with the Board Attorney to discuss pending or threatened litigation; and

5

6 2. Any meeting relating to school security, the district-wide school safety plans or the building-  
7 level school safety plans; however, the Board shall not discuss or deliberate on any other  
8 issues or subjects during such a meeting. Though closed to the public, reasonable notice shall  
9 be provided to the general public prior to such a meeting.

10

11 Open meetings will be physically accessible to all students, employees, and interested citizens.<sup>2</sup>

12 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic  
13 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
14 of efficient and orderly public meetings.<sup>3</sup>

15 The ~~Director of Schools~~ Superintendent shall arrange for all business meetings and work sessions of the  
16 Board to be videotaped and shall make the videos available for viewing on the District website.

## 17 REGULAR MEETINGS

18 The Germantown Board of Education shall hold regular monthly meetings at a determined time and  
19 place agreeable to the Members.

20 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
21 by the Chair.

## 22 SPECIAL MEETINGS

23 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
24 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
25 require it, or when requested to do so by a majority of the Board.<sup>4</sup>

26 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
27 or transacted by the Board at a special meeting.

## 28 ELECTRONIC ATTENDANCE<sup>5</sup>

1 Absent Board Members may attend a regular or special meeting by electronic means if the Member is  
 2 absent because of work, a family emergency, or the Member's military service. If a Board Member is  
 3 absent due to military service, he/she may participate electronically as often as he/she is able to do so.  
 4 However, a Board Member may not participate electronically more than two (2) times per year for  
 5 absences due to work and/or family emergencies.

#### 6 *General Requirements*

7 The following requirements apply to all electronic attendance, regardless of the reason for the Member's  
 8 absence:

- 9 1. A quorum of the Board must be physically present at the meeting in order for any Member to attend  
 10 electronically.
- 11 2. Any Member wishing to participate electronically must do so using technology which allows  
 12 the Chair to visually identify the Member.
- 13 3. The responsibility for the connection lies with the Member wishing to participate electronically.  
 14 No more than three (3) attempts to connect shall be made, unless the Board chooses to make  
 15 additional attempts.  
 16  
 17

#### 18 *Work Related Absence*

19 The following requirements apply to electronic attendance due to a work related absence:

- 20 1. The Board Member must be absent from the County due to work.
- 21 2. The Member wishing to participate must give the Chair and ~~director~~ Superintendent at least  
 22 five (5) days notice prior to the meeting of the Member's desire to participate electronically.  
 23

#### 24 *Family Emergency*

25 The following requirement applies to electronic attendance due to a family emergency:

- 26 1. The Member must be absent due to the hospitalization of the Member or the death or  
 27 hospitalization of the Member's spouse, father, mother, son, daughter, brother, sister, son-in-law,  
 28 daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-  
 29 in-law.

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#### Legal References

1. T.C.A. 8-44-102; T.C.A. 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126

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#### Cross-References

School Board Legal Status and Authority 1.100  
 Section 504 and ADA Grievance Procedures 1.802

4. T.C.A. 49-2-202(e)(+)
5. T.C.A. 49-2-203(e)

# Germantown Municipal School District

Monitoring:  <b>Review: Annually, in December</b>	Descriptor Term:  <h2 style="text-align: center; color: red;">Public Hearings</h2>	Descriptor Code: <h3 style="text-align: center;">1.401</h3>	Issued Date: <span style="background-color: yellow;">6/**/22</span> <b>12/02/13</b>
		Rescinds:	Issued:

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee
- 3 shall be entitled to a hearing, upon written request, as provided by law;<sup>1</sup>
- 4
- 5 2. When a student has been suspended and the resolution has not been satisfactory;<sup>2</sup>
- 6
- 7 3. When a parent or legal guardian shall contest the school assignment of their child;<sup>3</sup> and/or
- 8
- 9 4. When the Board deems it to be in the public interest.

10 Any individual(s) requesting a hearing before the Board will make such request in writing stating the  
 11 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the  
 12 specific reasons for requesting the transfer. All requests for hearings must be received by the Board  
 13 or director of schools within the time limit prescribed by law for that category of hearing.

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Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

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Cross References

Appeals To and Appearances Before the Board 1.404  
 Separation Practices for Non-Tenured Teachers 5.201  
 Separation Practices for Tenured Teachers 5.200

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2 style="text-align: center;">Notification of Meetings</h2>	Descriptor Code: <b>1.402</b>	Issued Date: <b>6/**/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

- 1 The Board shall ensure adequate public notice<sup>1</sup> of all regular meetings by publishing a complete
- 2 schedule for the entire school year. This schedule shall be posted in the central office, each school,
- 3 and on the school system's website and sent to the **P**resident of the local education association.<sup>2</sup>
  
- 4 In the event of a special **B**oard meeting, notice shall be provided at least twenty-four (24) hours prior
- 5 to the meeting and shall be posted in the same locations and in the same manner as regular **B**oard
- 6 meetings. All notices of special **B**oard meetings shall state the time, place and purpose of the
- 7 meeting.
  
- 8 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
- 9 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
- 10 notice shall be given to all appropriate parties as is practical.

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Legal References

1. T.C.A. 8-44-103
2. T.C.A. 49-2-202(e)(1)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <del>6/**/22</del> <b>12/02/13</b>
		Rescinds:	Issued:

1 The Executive Committee of the Board shall be responsible for developing an agenda for each Board  
2 meeting. Any Board Member may place items on the agenda for discussion. The particular order  
3 may vary from meeting to meeting in keeping with the business at hand.

4 For a regular Board meeting, the agenda (which shall include the consent agenda), together with  
5 supporting materials, shall be distributed to Board Members at least five (5) calendar days prior to  
6 the scheduled date of the meeting. The agenda shall be available for public inspection and/or  
7 distribution when it is distributed to the Board Members. At the beginning of each meeting, the Board  
8 shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or  
9 deletion of items previously included on the agenda. ~~The Board, however, shall not revise board  
10 policies or adopt new ones, unless such action has been scheduled.~~

11 ~~Items of business may be suggested by any Board member, staff member, student or citizen of the  
12 district. Items submitted by non-Board members to be considered for Board action must be submitted  
13 in writing to the Director of Schools at least ten (10) days prior to the scheduled meeting date. The  
14 inclusion of items shall be at the discretion of the Director of Schools or Chair of the Board.~~ The  
15 agenda shall allow suitable time for the remarks of the public who wish to briefly speak before the  
16 Board.

## 17 **CONSENT AGENDA**

18 While developing the agenda, the Chair and ~~director of schools~~ Superintendent may identify routine or  
19 non-controversial items to be placed on the consent agenda, which shall become a part of the  
20 regular agenda. If any Board Member objects to including an item on the consent agenda, that item  
21 shall be moved to the regular agenda as an action item requiring discussion. The remaining consent  
22 items shall be adopted in a single vote without discussion.

## 23 **ANNUAL AGENDA**

24 ~~At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating  
25 month-by-month actions required by law and those required to carry out the Board's annual goals and  
26 objectives and the State Board of Education's performance standards. In addition, the annual agenda  
27 shall designate dates to monitor/review designated sections of the Board Policy Manual and to evaluate  
28 progress of programs for student achievement.~~

## Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>6/**/22</b> <b>07/11/16</b>
		Rescinds:	Issued: <b>12/02/13</b>

1 The ~~director of schools~~ Superintendent shall maintain all school district records required by law,  
 2 regulation and Board policy. Any citizen of Tennessee shall be permitted, upon written request, during  
 3 business hours to inspect public records maintained by the school district unless otherwise prohibited by  
 4 law. Any citizen of Tennessee may request in writing and receive copies of open public records subject  
 5 to the payment of reasonable cost.<sup>1,2,3,4</sup>

6 No records pertaining to individual students will be released for inspection by the public or any  
 7 unauthorized persons. In addition, information, records, and plans related to security and safety will not  
 8 be released for public inspection.<sup>11</sup>

9 All requests to inspect or receive copies of records shall be submitted to the district's public records  
 10 request coordinator/records custodian.<sup>12</sup>

11 Prior to producing any record, the public records request coordinator/records custodian shall ensure  
 12 confidential information is redacted. Original documents remain intact and confidential information in  
 13 copies produced for a requestor shall be redacted. ~~The director of schools shall develop a procedure to~~  
 14 ~~redact confidential information.~~

15 Tennessee law provides that GMSD is not responsible for sorting through files to compile information  
 16 or to create or recreate a record that does not exist. Any request for inspection or copying shall be  
 17 sufficiently detailed to enable GMSD to identify the specific records for inspection and copying unless  
 18 GMSD determines that the failure to review the public records was for a good cause.

### 19 **REQUESTS FOR INSPECTION<sup>2</sup>**

20 Citizens requesting to inspect public records shall submit their request and a government issued photo  
 21 identification card with the citizen's address to the district's public records request coordinator during  
 22 normal business hours. Requests may be made in person, in writing, or by electronic mail (email).

23 If the records cannot be made available within seven (7) business days, the records custodian shall  
 24 provide a records production letter indicating the time needed to complete the request.

25 If the request to inspect is denied, the records custodian shall provide the citizen with a records request  
 26 denial letter indicating the basis for the denial.

### 27 **REQUESTS FOR COPIES<sup>2</sup>**

1 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
2 a government issued photo identification card with the citizen's address to the district's public records  
3 request coordinator during normal business hours.

4 The public records request coordinator shall provide an estimate of the reasonable costs to produce the  
5 requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel  
6 Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall  
7 be used to determine the reasonable cost. The citizen shall pay the estimated reasonable costs by cash  
8 or check prior to the district producing the copies.

9 If the records cannot be made available within seven (7) business days, the public records request  
10 coordinator shall provide a records production letter indicating the time needed to complete the  
11 request.

12 If the request for copies is denied, the public records request coordinator shall provide the citizen with a  
13 records request denial letter detailing the basis for the denial.

14 GMSD is permitted to charge the hourly wage of the employee(s) reasonably necessary to produce the  
15 requested records above the "labor threshold". The hourly wage is based upon the base salary of the  
16 employee(s) and does not include the benefits. If an employee is not paid on an hourly basis, the hourly  
17 wages shall be determined by dividing the employee's annual salary by the required hours to be worked  
18 per year. The "labor threshold" is defined as the labor of the employee(s) reasonably necessary to  
19 produce requested material for the first hour incurred by the employee(s) in producing the material.

20 If a person makes a request for copies of a public record and, after copies have been produced, the person  
21 fails to pay GMSD the cost for producing such copies, GMSD will not comply with any public records  
22 request from the person until the person pays for such copies.

## 23 FREQUENT AND MULTIPLE REQUESTS

24 ~~When the total number of requests for copies made by a requestor within a calendar month exceeds~~  
25 ~~four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to~~  
26 ~~produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be~~  
27 ~~notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The~~  
28 ~~Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable~~  
29 ~~Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the~~  
30 ~~reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be~~  
31 ~~recorded.~~ If a person makes two (2) or more requests to inspect public records within a six (6) month  
32 period, for each request, the person fails to view the public record within fifteen (15) business days of  
33 receiving notification that the record is available for inspection, GMSD is not required to comply with  
34 any public records request from the person for a period of six (6) months from the date of the second  
35 request to view public records.

## 36 RECORDS RETENTION

37 The ~~director of schools~~ Superintendent and/or his designee(s) shall retain and dispose of school district  
38 records in accordance with the following guidelines.<sup>2,4</sup>

1. The ~~director of schools~~ Superintendent and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;<sup>7,8</sup>
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;<sup>7,8,9</sup>
4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the ~~director of schools~~ Superintendent desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;<sup>6,8</sup> and
5. The ~~director of schools~~ Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>10</sup>

## 16 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>13</sup>

17 Kathleen Crowder  
 18 Communications Specialist Coordinator  
 19 Kathleen.crowder@gmsdk12.org, 901-752-7908

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### Legal References

1. T.C.A. 10-7-503
2. T.C.A. 10-7-504
3. T.C.A. 49-2-104
4. T.C.A. 49-2-301(b)(1)(CC)
5. TCA 10-7-503
6. TCA 10-7-506(a)
7. TCA 49-2-104
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-504(p)
15. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*. Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
16. Public Acts of 2016, Chapter No. 722

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### Cross-References

Financial Reports and Records 2.701  
 Personnel Records 5.114  
 Student Records 6.600



# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Visitors to GMSD Property</b>	Descriptor Code: <b>1.501</b>	Issued Date: <del>6/**/22</del> <b>12/02/13</b>
		Rescinds:	Issued:

1 Except on occasions, such as school programs, athletic events, open house and similar public  
2 events; all visitors will report to the school Office when entering ~~the~~ a school building or the  
3 reception desk when entering the Central Office. Authorization to visit elsewhere in ~~the~~ a school  
4 building, ~~or~~ on the school campus or Central Office building or grounds will be determined by the  
5 Principal or designee or Superintendent or designee. ~~Guest passes shall be issued for~~ All persons  
6 other than students and employees of the school District shall be issued a guest pass in order to  
7 proceed past the school Office or Central Office reception desk.

8 In order to maintain the conditions and atmosphere suitable for learning, no ~~other~~ person shall  
9 enter onto school buses or upon the grounds or into ~~the school~~ District owned or leased buildings  
10 ~~during the hours of student instruction~~ except students assigned to ~~that~~ the bus or school, the staff of  
11 the school, parents of students, employees of the School District ~~and~~ or other persons with lawful and  
12 valid business on the school premises.<sup>†</sup>

13 Any person improperly on the premises of a school or District owned or leased facility shall depart on  
14 the request of the School Principal or his/her designee or the Superintendent or his/her designee.

15 ~~Persons who come onto school property shall be under the jurisdiction of the site~~  
16 ~~administrator/designee.~~ Individuals who come onto ~~school~~ District owned or leased property or who  
17 contact employees ~~on~~ concerning school or District business are expected to behave ~~accordingly~~  
18 ~~respectfully and lawfully.~~ Specifically, actions that are prohibited include, but are not limited to:

- 19 1. Cursing and use of obscenities;
- 20 2. Disrupting or threatening to disrupt school or **Central** Office operations;
- 21 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 22 4. Verbal or written statements or gestures indicating intent to harm an individual or property;
- 23 and
- 24 5. Physical attacks intended to harm an individual or substantially damage property.
- 25
- 26
- 27
- 28
- 29

30 ~~The Principal or his/her designee has the authority to exclude from the school premises any persons~~  
31 ~~disrupting the educational programs in the classroom or in the school, disturbing the teachers or~~  
32 ~~students on the premises, or on the premises for the purpose of committing an illegal act.~~<sup>†</sup>

1 The Principal or his/her designee or the Superintendent or his/her designee shall contact law  
2 enforcement officials when he/she believes the situation warrants such measures.  
3 In addition to any criminal penalty provided by law, there is a civil cause of action for an intentional  
4 assault upon educational personnel by any person during school hours or during school functions, if the  
5 parties are on school grounds or in vehicles owned, leased or under contract by GMSD and used for  
6 transporting students or faculty. A person who commits such assault shall be liable to the victim for all  
7 damages resulting from the assault. Upon prevailing, a victim shall be entitled to three (3) times the  
8 amount of the actual damages and shall be entitled to reasonable attorney fees and costs.

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Legal References

1. T.C.A. 39-14-406
2. T.C.A. 49-6-2008

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Cross-References

Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Safety 3.201  
Security 3.205  
Care of School Property 6.311

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Policy Development and Adoption</b>	Descriptor Code: <b>1.600</b>	Issued Date: <del>6/**/22</del> <b>12/02/13</b>
		Rescinds:	Issued:

1 The Board of Education considers policy development its chief function therefore it is the intent of the  
2 Board to develop written policies to serve as guidelines and goals for the successful and efficient  
3 functioning of the schools.

4 Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they  
5 may include why and how much. Policies should be broad enough to indicate a line of action to be  
6 followed by the administration in meeting a number of problems; narrow enough to give guidance.  
7 ~~Policies are guides for action by the administration, which then sets the rules and regulations to provide~~  
8 ~~specific direction to school district personnel.~~

9 A proposed policy or policy change shall be submitted to the Board as part of the agenda. The  
10 Board's approval of the proposal or return for study and/or further revision shall constitute the first  
11 reading.

12 The proposed policy or policy amendment shall be considered at the next Board meeting with the  
13 final vote following the second reading. Adoption shall require an affirmative vote by a majority of  
14 the members of the Board.

15 Policies and amendments adopted by the Board shall be made a part of the minutes and shall be  
16 placed in the policy manual. Policies and amendments shall be effective immediately upon adoption  
17 unless a specific effective date is provided, and shall supersede any previous Board action on the  
18 subject.

## 19 POLICY MAINTENANCE

20 The ~~director of schools~~ Superintendent shall be responsible for drafting policy proposals and  
21 maintaining the *Board Policy Manual*. At least biennially, the Board shall review its policy manual for  
22 the purpose of passing, revising or deleting policies mandated by changing conditions.<sup>+</sup>

23 Policies shall be accessible to all employees of the school system, members of the Board, and  
24 citizens of the community.<sup>+</sup> All policy manuals shall remain the property of the Board and are subject  
25 to recall any time deemed necessary by the ~~director of schools~~ Superintendent.

## 26 PROCEDURE FOR EXPEDITED ACTION

27 On matters of ~~unusual~~ urgency, by an affirmative vote by a majority of the members of the Board, the  
28 Board may waive the second reading limitation and take immediate action to adopt new or revised  
29 policies. The Board may also vote to waive the second reading if a proposed amendment to a policy is  
30 considered housekeeping or clerical in nature.

1 **SUSPENSION OF POLICIES**

2 Any Board policy or part thereof may be suspended by an affirmative vote by a majority of the  
3 members of the Board.

4 **ADMINISTRATION IN POLICY ABSENCE**

5 In cases where the Board has provided no guidelines for administrative action, the ~~director of~~  
6 ~~schools~~ Superintendent shall have the power to act, but report to the Board at its next meeting.

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Legal References

1. T.C.A. 49-2-207(a)

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Cross-References

~~Role of the Board of Education 1.104~~  
~~Agendas 1.403~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2 style="text-align: center;">Bonded Employees</h2>	Descriptor Code: <b>2.600</b>	Issued Date: 6/**/22 <b>03/19/18</b>
		Rescinds: <b>2.600</b>	Issued: <b>05/05/14</b>

1 *General*

2 ~~The Superintendent shall be bonded in the amount of \$100,000.00.<sup>1,2</sup>~~

3 ~~An individual bond in the amount of \$5,000.00 is required for all members of the Board.<sup>2</sup>~~

4 ~~The Board shall require adequate bonding of other school employees who are responsible for handling~~  
 5 ~~\$2,500.00 or more in school funds annually. The amount of the bond shall be prescribed by the Board.~~  
 6 ~~In determining the amount and type of bond, the Board shall consider the amount of money handled or~~  
 7 ~~in account during the period of time covered by the bond. The Board may appropriate money from the~~  
 8 ~~General Fund to cover the costs of bonds for those employees, or it may require that the cost of the~~  
 9 ~~bond be charged against the fund involved.~~

10 Employees of GMSD who handle student body activity fees and other internal school funds accounting  
 11 shall be bonded through a blanket bond in the amount of \$100,000.00

12 The GMSD Chief Financial Officer and GMSD fiscal agents shall be covered by a bond in an amount,  
 13 in the manner and in the form and be conditioned as prescribed by law for County Trustees.

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Legal References

1. ~~TCA 8-19-101 through 103, TCA 49-2-110(a)(1)~~

T.C.A. 8-11-103  
 T.C.A. 8-19-101  
 T.C.A. 49-2-110  
 T.C.A. 49-3-315

*Tennessee Internal School Uniform Accounting  
 Policy Manual, Section 4-21*

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>6/**/22</b> <b>09/25/18</b>
		Rescinds: <b>3.400</b>	Issued: <b>12/18/17</b>

## 1 *General*

2 ~~The director of schools shall contract annually or as otherwise authorized by the board with the bus~~  
3 ~~contractor to provide student transportation services.<sup>1</sup>~~

4 ~~Each bus shall be equipped with the phone number for reporting safety complaints. This number shall~~  
5 ~~appear on the rear bumper.<sup>2</sup>~~

6 ~~All accidents, regardless of the damage involved, must be reported to the transportation supervisor,~~  
7 ~~including incidents in which any part of the bus contacts any other object or vehicle.~~

8 ~~The director of schools shall develop procedures to ensure compliance with the statutory and~~  
9 ~~regulatory requirements for the transportation program.~~

## 10 **RESPONSIBILITIES OF TRANSPORTATION CONTRACTOR**

11 ~~1. Each school bus and all related equipment shall be maintained in condition to operate safely at~~  
12 ~~all times during the school year and shall conform to specifications as set forth by the State Board~~  
13 ~~of Education<sup>1</sup> and National Highway Traffic Safety Administration.~~

14 ~~2. Each bus driver shall obey all applicable state rules and regulations.~~

15 ~~3. Bus Contractor shall have on file on the director of schools' office a current statement of liability~~  
16 ~~and property damage insurance coverage.~~

17 ~~4. Bus Contractor must specify for the director of schools' approval of the name of all designated~~  
18 ~~drivers including approved substitute drivers.~~

19 ~~5. Bus Contractor shall submit to the director of schools the results of every approved bus driver's~~  
20 ~~latest physical examination.~~

21 ~~6. Participate fully in the complaint process as outlined below.~~

22 ~~7. Comply with recordkeeping requirements as outlined below. This includes the responsibility to~~  
23 ~~furnish the transportation supervisor with all necessary records on a regular basis.~~

## 24 **TRANSPORTATION OF SPECIAL NEEDS STUDENTS**

25 ~~If transportation of students with special needs to and from school is necessary, the need for~~  
26 ~~transportation shall be designated in the student's IEP. The transportation of disabled students shall be~~

1 in accordance with the Tennessee Children with Disabilities Act. No Germantown Municipal School  
2 District student with disabilities may be transported in a Board-owned vehicle or bus unless a person in  
3 addition to the driver of any motor vehicle or bus utilized for transporting children with disabilities is  
4 designated to check each vehicle or bus at the school from which the student is being transported and  
5 any destination to which the student is being transported to ensure that all children have left the vehicle  
6 or bus. The name, address, and telephone number of the person designated to check the bus or vehicle  
7 along with the name of the driver of the vehicle or bus shall be entered on a vehicle log each time the  
8 vehicle or bus departs the school and/or arrives at its destination. This same information shall be  
9 recorded on the vehicle log any time students are required to exit the vehicle for any purpose. The  
10 vehicle log shall be kept in the glove compartment of the vehicle at all times.

11 The Superintendent shall designate either a District employee or contracted personnel to keep records  
12 of transportation costs and the number of pupils transported on a monthly basis and report such  
13 information to the Commissioner of Education.

### 14 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

15 The director of schools shall appoint a transportation supervisor for the system. He/she shall be  
16 responsible for the monitoring and oversight of transportation services for the district.

17 The transportation supervisor shall complete a student transportation management training program  
18 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)  
19 hours of training annually.

20 The director of schools shall ensure that training is completed and provide the state department of  
21 education with appropriate documentation.

### 22 **COMPLAINT PROCESS<sup>4</sup>**

23 The following procedure will govern how students, teachers, staff, and community members shall  
24 submit bus safety complaints:

- 25 1. All complaints shall be submitted to the Call Center. The transportation supervisor will access  
26 the Call Center complaints on a daily basis.
- 27 2. Forms may be submitted in person, via phone call, mail, or email.
  - 28 a. Written complaints shall be submitted on forms located on the district's website. In the  
29 ease of a complaint received via phone, the person receiving the phone call shall be  
30 responsible for filling out the form and submitting it to the transportation supervisor.  
31

32 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
33 four (24) hours of receipt.

34 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
35 submit a preliminary report to the director of schools. This report shall include:

- 36 1. The time and date the complaint was received;

1 ~~2. The name of the bus driver;~~

2  
3 ~~3. A copy or summary of the complaint; and~~

4  
5 ~~4. Any prior complaints or disciplinary actions taken against the driver.~~

6 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall  
7 submit a final written report to the director of schools that details the investigation's findings as well as  
8 the action taken in response to the complaint.

9 An annual notice of this complaint process shall be provided to parents and students. This information  
10 shall be made available in the student handbook and district web site.

## 11 **RECORDKEEPING<sup>5</sup>**

12 The transportation supervisor shall be responsible for the collection and maintenance of the following  
13 records:

14 ~~1. Bus maintenance and inspections forms;~~

15  
16 ~~2. Bus driver credentials, including required background checks, health records, and performance~~  
17 ~~reviews;~~

18  
19 ~~3. Driver training records;~~

20  
21 ~~4. Accident/Incident reports; and~~

22  
23 ~~5. Complaints received, and any records related to the investigation and complaints.~~

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### Legal References

1. ~~TCA 49-6-2109; TRR/MS 0520-01-05~~
2. ~~TCA 49-6-2116 (d)(3)~~
3. ~~TCA 49-6-2116 (a) (e)~~
4. ~~TCA 49-6-2116(d)(1),(2)~~
5. ~~TCA 49-6-2116 (d)(5)~~

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### Cross-References

- ~~Scheduling and Routing 3.401~~
- ~~Board-Owned Vehicles 3.402~~
- ~~Private Vehicles 3.403~~

## 25 **Generally**

26 Transportation shall be provided for all Germantown resident elementary school students who live more  
27 than one and one-half (1 ½) miles of the nearest accessible route from the school to which they are  
28 assigned by the Board. Transportation shall be provided for all Germantown resident middle and high  
29 school students who live more than two (2) miles of the nearest accessible route from the school to which  
30 they are assigned by the Board. Transportation for all Germantown non-resident students shall be

1 provided by the students' parents. If a parent chooses to send his/her child to a school in the system other  
2 than the school associated with his/her residential bus stop, the parent must provide transportation to and  
3 from that school.

4 All Board-owned vehicles used to transport students to and from school-related activities shall comply  
5 with applicable rules and regulations promulgated by the State Board of Education. Board-owned buses  
6 or contracted buses may be used by athletic teams and other school groups, provided such trips are  
7 recommended by the Principal and paid for by the school. The Principal shall make all transportation  
8 arrangements with the Superintendent's designee. Only properly licensed bus drivers may drive school  
9 buses for extracurricular trips. The driver of any vehicle rented or leased by the District to transport  
10 students shall be properly licensed and insured according to State and/or Federal laws. At no time may  
11 any Board-owned or rented vehicle be used to transport more passengers than the manufacturer's rated  
12 capacity for the vehicle. Students that are transported in Board-owned vehicles must wear seatbelts  
13 provided in said vehicle.

14 No GMSD employee who has been convicted of any of the following violations may transport GMSD  
15 students:

- 16 (A) Driving under the influence of an intoxicant during five (5) years prior to operating a Board-  
17 owned vehicle;
- 18 (B) Vehicular assault as prohibited by T.C.A. § 39-13-106;
- 19 (C) Vehicular homicide as prohibited by T.C.A. § 39-13-213(a)(2);
- 20 (D) Aggravated vehicular homicide as prohibited by T.C.A. § 39-13-218;
- 21 (E) Manufacture, delivery, sale or possession of a controlled substance as prohibited by T.C.A.  
22 §39-17-417; or
- 23 (F) Manufacture, delivery, sale or possession of a controlled substance analogue as prohibited  
24 by T.C.A. § 39-17-454.

## 25 **Bus Stops**

26 No student may exit the bus at a destination other than that student's designated bus stop. No student  
27 shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student  
28 provides the driver with a signed note from the parent or guardian informing the driver of the change in  
29 the student's bus stop for the day or unless the student poses a safety threat to himself/herself or others.  
30 The driver shall turn the note over to the Principal of the school at which the student attends as soon as  
31 practical after the completion of the route.

32 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's  
33 designated stop in order to preserve the safety of other student passengers or the driver, the driver shall  
34 contact the Superintendent's designee and await instructions for removal of the student from the bus.

35 A driver shall report to school authorities as soon as possible, but no later than the end of the route, any  
36 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than  
37 the student's destination for that trip.

## 1 **Transportation of Special Needs Students**

2 If transportation of students with special needs to and from school is necessary, the need for  
3 transportation shall be designated in the student's IEP. The transportation of disabled students shall be  
4 in accordance with the Tennessee Children with Disabilities Act. No GMSD student with disabilities  
5 may be transported in a Board-owned vehicle or bus unless a person in addition to the driver of any  
6 motor vehicle or bus utilized for transporting children with disabilities is designated to check each  
7 vehicle or bus at the school from which the student is being transported and any destination to which the  
8 student is being transported to ensure that all children have left the vehicle or bus. The name, address  
9 and telephone number of the person designated to check the bus or vehicle along with the name of the  
10 driver of the vehicle or bus shall be entered on a vehicle log each time the vehicle or bus departs the  
11 school arrives at its destination. The vehicle log shall be kept in the glove compartment of the vehicle  
12 at all times.

13 The Superintendent shall designate either a District employee or contracted personnel to:

- 14 a) Keep records of transportation costs and the number of pupils transported on a monthly  
15 basis, and report such information to the Commissioner of Education; and
- 16 b) Be responsible for surveying all bus routes and scheduling bus transportation, including the  
17 determination of bus stops and the assignment of students.  
18

## 19 **Responsibilities of Transportation Supervisor**

20 The Superintendent shall appoint a "Transportation Supervisor". The Transportation Supervisor shall  
21 be responsible for the monitoring and oversight of transportation services for the District.

22 The Transportation Supervisor shall complete a Student Transportation Management Training Program  
23 developed jointly by the Departments of Safety and Education upon being appointed and, thereafter,  
24 shall complete a minimum of four (4) hours of annual training approved by those departments.

25 The Transportation Supervisor shall ensure that the following records are collected and maintained:

- 26 a) Bus maintenance and inspections;
- 27 b) Bus driver credentials, including required background checks, health records, and  
28 performance reviews;
- 29 c) Driver training records; and
- 30 d) Complaints received and any records related to the investigation of those complaints.  
31  
32  
33

34 The Transportation Supervisor shall be responsible for ensuring that this policy is included on the  
35 District's website and in each of GMSD's student handbooks.

36

## **Bus Safety Complaint Procedure**

Students, parents, teachers, staff and the community are encouraged to report school bus safety complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be available at the reception desk of each school, the reception desk of the School District Administration Office and on the District's website. Complaints may also be reported to a telephone number that is displayed on the bumper of each school bus serving the District and which shall also be listed on the District's website. (The Transportation Supervisor shall be responsible for ensuring that said telephone number is displayed on the bumper of each school bus serving the District and that the telephone number is listed on the District's website). If the complaint is made over the telephone, using the aforementioned telephone number, the person designated to field the telephone complaints shall record the complaint on the complaint form that is developed by the Transportation Supervisor. Each complaint form shall be time and date stamped upon receipt by the District.

The Transportation Supervisor shall ensure that the investigation of all complaints of safety violations or concerns is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of the complaint, a preliminary report shall be issued to the Superintendent. The preliminary report shall include the following information:

- a) The time and date of receipt of the complaint;
- b) A copy or summary of the complaint;
- c) The name of the driver of the school bus on which the complaint arose; and
- d) A list of all prior complaints or disciplinary actions, if any, taken against the bus driver.

Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that a final report to the Superintendent that includes the following information is issued:

- a) Any findings of the investigation; and
- b) Any action taken in response to the complaint.

## **Contracted Bus Service**

The Superintendent may contract for student transportation services.

In the event that the Superintendent contracts for student transportation services the Superintendent shall ensure that the following requirements of the bus contractor are satisfied:

- a) Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education and the National Highway Traffic Safety Administration.

- 1
- 2 b) Each bus driver shall obey all applicable state rules and regulations.
- 3
- 4 c) Each school bus owner shall have on file in the Superintendent's office a
- 5 current statement of liability and property damage insurance coverage carried
- 6 on the bus in the amounts prescribed by State Board rules.
- 7
- 8 d) Each school bus driver shall follow GMSD policies regarding the
- 9 transportation of students or be prohibited from transporting GMSD students.
- 10
- 11 e) Each school bus driver must pass an annual physical and mental examination,
- 12 a drug screen and a background check or be prohibited from transporting
- 13 GMSD students.
- 14
- 15 f) Each school bus driver must possess a current Tennessee Commercial
- 16 Driver's License with school bus and passenger endorsements in the
- 17 appropriate Vehicle Class.
- 18
- 19
- 20 g) Each school bus driver must possess the proper school bus endorsement as
- 21 provided by T.C.A. § 55-50-302.
- 22

### 23 **Viewing Video Footage**

24 Parents desiring to view video footage collected from school buses, if any, shall contact the GMSD

25 Deputy Superintendent, Chief of Operations. Video footage shall be viewed under the supervision of

26 the GMSD Deputy Superintendent, Chief of Operations.

27 The viewing of all video footage shall comply with T.C.A. § 10-7-504, the Family Educational Rights

28 and Privacy Act (20 U.S.C. § 1232g), and other relevant state and federal privacy laws.

29 Video footage collected from video cameras installed inside school buses, if any, shall only be kept for

30 ten (10) calendar days.

31

#### **Legal References**

T.C.A. § 49-5-413  
T.C.A. § 49-6-2101  
T.C.A. § 49-6-2105  
T.C.A. § 49-6-2107  
T.C.A. § 49-6-2108  
T.C.A. § 49-6-2109  
T.C.A. § 49-6-2110  
T.C.A. § 49-6-2111

T.C.A. § 49-6-2114	
T.C.A. § 49-6-2115	
T.C.A. § 49-6-2116	1
T.C.A. § 49-6-2118	
T.C.A. § 49-6-2119	2
T.C.A. § 55-50-302	
State Board of Education Rule 0520-01-05	3

<b>Germantown Municipal School District</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Scheduling and Routing</b>	Descriptor Code: <b>3.401</b>	Issued Date: <b>6/**/22</b> <b>05/05/14</b>
		Rescinds:	Issued:

- 1 The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus
- 2 transportation, including the determination of bus stops and the assignment of students.
- 3
- 4 Appeals of transportation decisions shall be made to the director of schools.
- 5
- 6 Students shall not be in transit to and from school more than one hour each way.<sup>1</sup>
- 7
- 8 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
- 9 Buses are not to make any nondesignated stops, except for emergencies, when transporting students.
- 10
- 11 No student may exit the bus at a destination other than that student’s designated bus stop. The director
- 12 of schools shall develop procedures that allow a student to exit the school bus at an alternative
- 13 location.
- 14
- 15 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
- 16 student’s designated stop in order to preserve the safety of other student passengers or the driver, the
- 17 driver may remove the offending student from the bus provided that the driver secures the safety of the
- 18 student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no
- 19 later than the end of the route, any student refusing to obey the driver or exiting the bus without the
- 20 driver’s permission at a point other than the student’s destination for that trip.<sup>2</sup>
- 21
- 22 Students who ride school buses shall attend the school designated unless the Board designates an
- 23 alternate school. If a parent chooses to send her/her child to another school in the system, the parent
- 24 must provide transportation to and from that school.

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Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(c), (d)

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Cross References

Bus Conduct 6.308

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Board Owned Vehicles</b>	Descriptor Code: <b>3.402</b>	Issued Date: <b>6/**/22</b> <b>09/25/18</b>
		Rescinds:	Issued:

1 ~~**BOARD-OWNED VEHICLES**~~

2 ~~All Board-owned vehicles used to transport students to and from school-related activities shall comply~~  
 3 ~~with applicable rules and regulations promulgated by the State Board of Education.<sup>†</sup> Board-owned~~  
 4 ~~vehicles or contracted buses may be used by athletic teams and other school groups, provided such trips~~  
 5 ~~are recommended by the Principal and paid with school funds. The Principal or designee shall make all~~  
 6 ~~transportation arrangements with the Superintendent or designee. Only properly licensed drivers may~~  
 7 ~~drive board-owned vehicles for extracurricular trips. The driver of any vehicle rented, leased, or owned~~  
 8 ~~by the District to transport students shall be properly licensed and insured according to State and/or~~  
 9 ~~Federal laws. At no time may any Board-owned or rented vehicle be used to transport more passengers~~  
 10 ~~than the manufacturer's rated capacity for the vehicle. Students that are transported in Board-owned~~  
 11 ~~vehicles must wear seatbelts provided in said vehicle.~~

12 ~~No Germantown Municipal School District employee who has been convicted of any of the following~~  
 13 ~~violations may transport Germantown Municipal School District students:~~

- 14 ~~(A) Driving under the influence of an intoxicant during five (5) years prior to operating a Board-~~  
 15 ~~owned vehicle;~~
- 16
- 17 ~~(B) Vehicular assault as prohibited by T.C.A. 39-13-106;~~
- 18
- 19 ~~(C) Vehicular homicide as prohibited by T.C.A. 39-13-213(a)(2);~~
- 20
- 21 ~~(D) Aggravated vehicular homicide as prohibited by T.C.A. 39-13-218;~~
- 22
- 23 ~~(E) Manufacture, delivery, sale, or possession of a controlled substance as prohibited by T.C.A. 39-~~  
 24 ~~17-417; or~~
- 25
- 26 ~~(F) Manufacture, delivery, sale, or possession of a controlled substance analogue as prohibited by~~  
 27 ~~T.C.A. 39-17-454.~~

28 The Superintendent or designee shall approve and maintain a list of employees assigned to operate  
 29 Board-owned vehicles on a full-time or occasional basis. Such use shall be restricted to job-related use  
 30 and/or uses approved by the Superintendent or designee. All accidents involving Board-owned vehicles,  
 31 regardless of damage involved, must be immediately reported to the **GMSD Deputy Superintendent,**  
 32 **Chief of Operations.** No one other than Germantown Municipal School District employees, Board  
 33 Members, students, ~~and/or~~ **volunteers and/or persons authorized by the Superintendent or designee** shall  
 34 be permitted to be transported in Board-owned vehicles.

- 1 Employees operating Board-owned vehicles shall be properly licensed. Employees that operate a Board-
- 2 owned vehicle shall submit to an MVR prior to operating a Board-owned vehicle and by no later than
- 3 January 15 of each year thereafter.

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Legal References

1. State Board of Education Rule 0520-01-05

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Cross-References

- ~~Student Transportation Management 3.400~~  
~~Scheduling and Routing 3.401~~  
~~Private Vehicles 3.403~~

## Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Religious Content of Courses</b>	Descriptor Code: <b>4.804</b>	Issued Date: <b>6/**/22</b> <b>07/11/16</b>
		Rescinds:	Issued:

- 1 Educational content which consists of religious themes shall be presented in a factual, objective, and  
 2 respectful manner in accordance with the following guidelines:
- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs  
 4 provided it is essential to the learning experience in the various fields of study and is presented  
 5 objectively;
  - 6 2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
  - 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and  
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,  
 9 foster, or demean any particular religion, religious tenets, or beliefs; and<sup>1</sup>
  - 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-  
 11 beliefs about a religious theme shall be accommodated.

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Legal References

~~1. — Public Acts of 2016, Chapter No. 660~~  
**T.C.A. 49-6-1005**

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~~Cross-References~~

~~Basic Curriculum Program 4.20~~  
~~Staff Rights & Responsibilities 5.600~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Child Abuse and Child Sexual Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>6/**/22</b> <b>10/26/21</b>
		Rescinds: <b>6.409</b>	Revised: <b>08/24/21</b>

1 It is the policy of the GMSD that all instances of suspected child abuse or neglect be reported to the  
2 Department of Children's Services, law enforcement, as well as the appropriate GMSD personnel. All  
3 personnel shall be alert for any evidence of child abuse or neglect.<sup>1</sup> It is the law of the State of  
4 Tennessee that teachers and other persons employed in the public school system are required to report  
5 suspected child abuse and child sexual abuse.<sup>1</sup> The following reporting guidelines will be followed by  
6 all GMSD employees.

7 If any teacher, school official or other personnel has knowledge or reasonable cause to suspect that a  
8 child who attends the school may be a victim of child abuse or child sexual abuse, the teacher, school  
9 official, or other school personnel must follow this policy.

## 10 **Child Abuse Coordinator**<sup>2</sup>

11 A Child Abuse Coordinator and an Alternate Child Abuse Coordinator has been assigned to each  
12 GMSD school. The name and contact information for each Child Abuse Coordinator and Alternative  
13 Child Abuse Coordinator shall be posted in each GMSD school at the commencement of each school  
14 year. Additionally, the names and contact information of the Child Abuse Coordinators and Alternative  
15 Child Abuse Coordinators for each school shall be submitted to the Department of Children's Services  
16 at the commencement of each school year.

17 The Child Abuse Coordinator and the Alternative Child Abuse Coordinator shall serve in the capacity  
18 set forth by TC.A. § 49-6-1601 and shall likewise receive the training set forth in that State law.<sup>2</sup>

## 19 **REPORTING**

20  
21 I. A. If a child voluntarily discloses information about possible abuse to a school teacher,  
22 school official, or other school personnel, then the child must be provided a quiet and  
23 private place to speak and the person receiving the information must listen openly and  
24 speak at the child's level in a positive, non-judgmental tone.

25 B. The person receiving the information from the child must:

- 26 (i) Allow the child to say what happened in the child's own words;  
27  
28 (ii) Avoid conducting an investigation by asking the child detailed questions;  
29  
30 (iii) Make every effort to write down the child's exact words;  
31

- 1 (iv) Refrain from making any statements to the child about the alleged abuse, the  
2 alleged abuser, or the consequences of the child reporting the alleged abuse; and  
3  
4 (v) Immediately notify the school Child Abuse Coordinator and report the  
5 information to the Department of Children's Services and law enforcement<sup>4</sup>,  
6 provided, however, when the alleged abuse involves someone employed by,  
7 previously employed by or otherwise affiliated with the school, the report may  
8 be made directly to the Department of Children's Services and law enforcement  
9 prior to notifying the school's Child Abuse Coordinator.  
10

11 II. Teachers, school officials, and other school personnel should be observant of any bruising,  
12 injury, markings, or other unusual behavior that may be the result of child abuse or neglect,  
13 and immediately report any suspicions to the school's Child Abuse Coordinator.<sup>3</sup>  
14 Photographs of any bruising, injury, or markings must not be taken by any school Child  
15 Abuse Coordinator, teacher, official, or other school personnel. Upon receiving a report of  
16 suspicion of child abuse or child sexual abuse, the Child Abuse Coordinator, along with the  
17 reporting school personnel who obtained the information from the child, must report any  
18 suspected child abuse or child sexual abuse to the Department of Children's Services and  
19 law enforcement.

20 III. If a third party informs a teacher, school official, or other school personnel of a reasonable  
21 suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then  
22 the teacher, school official, or other school personnel must:

- 23  
24 a. Encourage the third party to report the suspicion to the Department of Children's  
25 Services and law enforcement;  
26 b. Notify the school's Child Abuse Coordinator; and  
27 c. Report all information received from the third party to the Department of Children's  
28 Services and law enforcement.

29 IV. Teachers, school officials, and other school personnel must maintain confidentiality of all  
30 information regarding any child abuse or child sexual abuse report and all information regarding the  
31 suspected child abuse or child sexual abuse must be maintained by the school Child Abuse Coordinator  
32 in a confidential file separate from the child's educational file.

33 V. (1) In conjunction with the Department of Children's Services, School Child Abuse  
34 Coordinators, teachers, school officials and other school personnel shall provide information relevant  
35 to the suspected child abuse, child sexual abuse, or neglect to the child's parent or guardian if:

- 36  
37 1. Federal law or regulation mandates disclosure and (2) if the parent or guardian is not alleged to  
38 be the perpetrator, or in any way complicit in the child abuse, child sexual abuse, or neglect.  
39  
40 2. School Child Abuse Coordinators, teachers, school officials, and other school personnel shall

1 NOT provide information relevant to the suspected child abuse or child sexual abuse to the  
 2 child's parent or guardian if: (1) federal law or regulation does not mandate disclosure (2) if the  
 3 parent or guardian is alleged to be the perpetrator or in any way complicit in the child abuse or  
 4 child sexual abuse. Under such circumstances, all questions from parents or guardians  
 5 concerning the alleged child abuse or child sexual abuse shall be referred to the investigating  
 6 law enforcement agency and the Department of Children's Services.

7 VI. The principal or his/her designee will inform the School Resource Officer of all allegations of child  
 8 abuse or neglect which may have occurred on GMSD property. Administration shall make necessary  
 9 notifications as required by Tennessee state law.

## 10 INVESTIGATIONS

11 School administrators and employees have a duty to cooperate, provide assistance, and information in  
 12 child abuse investigations<sup>5</sup> including permitting child abuse investigators to conduct interviews while  
 13 the child is at school. The principal may control the time, place, and circumstances of the interview but  
 14 may not insist that a school employee be present even if the suspected abuser is a school employee or  
 15 another student.<sup>6</sup>

## 16 PENALTIES

17  
 18 Any person required to file a report regarding suspected child abuse and neglect who is found guilty of  
 19 failure to do so is subject to disciplinary action up to and including termination, as well as current legal  
 20 penalties established by state law.

21 Any employee found to have committed child abuse or child sexual abuse upon any GMSD student  
 22 shall be terminated from their employment with GMSD.

23 Any student found to have committed child abuse or child sexual abuse upon another student shall  
 24 receive the appropriate disciplinary action which may include expulsion.

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### Legal References

1. ~~TCA 49-6-1601~~
2. ~~TCA 37-1-408~~
3. ~~TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)~~
4. ~~TCA 37-1-403(a)(2); TCA 49-6-1601~~
5. ~~TCA 37-1-611(b)~~
6. ~~Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)~~

T.C.A. 37-1-403

T.C.A. 37-1-408

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### Cross-References

~~Recommendations and File Transfers 5.203~~  
~~Staff-Student Relations 5.610~~  
~~Interrogations and Searches 6.303~~  
~~Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304~~  
~~Title IX & Sexual Harassment 6.3041~~  
~~Promoting Student Welfare 6.400~~

T.C.A. 37-1-412

T.C.A. 37-1-602

T.C.A. 37-1-605

T.C.A. 37-1-611

T.C.A. 49-6-1601

Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>6/**/22</b>
		Rescinds: <b>6.310</b>	Issued: <b>08/25/20</b>

1 The standards for Germantown Municipal Schools dress reflect “common sense” and a concern for  
2 each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between  
3 neat, appropriate attire and a positive learning environment. Apparel or appearance that tends to draw  
4 attention to an individual, rather than to a learning situation, must be avoided.

## 5 Germantown Municipal School District Dress Code

6 Apparel or appearance that tends to draw attention to an individual rather than to a learning situation  
7 must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

8 To help create the best learning environment for students, the following standards for student dress  
9 must be observed in all Germantown Municipal Schools:

- 10 1. Pants must be worn at the waist, must be appropriately sized, and at a safe length.
- 11 ~~2. Shirts, blouses, and dresses must completely cover the abdomen. **back, shoulders and must**~~  
12 ~~**have sleeves.** Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff~~  
13 ~~**visible. Low-cut blouses, shirts or tops **extremely tight tops, tube tops, or any top that exposes****~~  
14 ~~**cleavage are prohibited. **Shirts, blouses, and tops must be no longer than wrist length.****~~
- 15 3. Head apparel (~~such as hoods, hats, etc.~~), except for religious or medical reasons, must not be  
16 worn inside the school building.
- 17 4. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- 18 5. Clothing and accessories such as backpacks, patches, jewelry, protective masks/face coverings  
19 and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3)  
20 vulgar, subversive, or sexually suggestive images; nor should they promote products which  
21 students may not legally buy, such as alcohol, tobacco, and illegal drugs.
- 22 6. For students in Grades 3-12, ~~“short shorts”, mini skirts are inappropriate attire. No shorts or~~  
23 ~~skirts **shorter than 4 inches above the knee are allowed** **must be fingertip length.**~~
- 24 ~~7. **Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn**~~  
25 ~~**inside school for warmth.**~~
- 26 8. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained  
27 accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas **and blankets** ;  
28 ~~**and (5) facial jewelry (including tongue piercing).**~~

1 The school administration reserves the right to determine whether the student's attire and appearance  
2 are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall  
3 prevail.

4 The principal may allow exceptions in special circumstances or occasions such as holidays, school-  
5 wide programs, or special performances and may further prescribe dress in certain classes such as  
6 physical education, vocational classes, and science labs.

7 Any student whose appearance or attire is not in accordance with the policy shall be subject to the  
8 consequences as defined by the school administration.

9 This policy does not preclude individual schools from piloting alternative dress policies or standards  
10 with permission from the Superintendent after extensive consultation with parents, teachers, and  
11 students. Any deviation from the system-wide policy must be submitted in writing to the  
12 Superintendent/designee for review following Germantown Municipal Schools Policies and  
13 Procedures for Voluntary by School Standardized Dress Guidelines.

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <h2 style="text-align: center;">Discipline Policy</h2>	Descriptor Code: <b>6.313</b>	Revised Date: <b>6/**/22</b> <b>12/14/21</b>
		Rescinds: <b>6.313</b>	Issued: <b>10/26/21</b>

1 This Policy applies to behavior violations that take place on school grounds; property under the  
 2 school’s jurisdiction during school hours; at bus stops; en route to and from school, but not limited to,  
 3 school buses; off grounds at school-sponsored activities; or off school grounds if the behavior is  
 4 disruptive to the learning environment or constitutes a threat to the safety, health, or welfare of a  
 5 student or students and/or school personnel. The following categories of misbehavior and disciplinary  
 6 procedures and options are designed to protect all members of the educational community in the  
 7 exercise of their rights and duties. Alternative disciplinary practices such as parent/student  
 8 teacher conference, parent/student administrator conference, consultation with school counselor or  
 9 district social worker, referral to outside agencies when necessary, behavioral accommodations,  
 10 behavioral contracts or plans, loss of privileges, and individual incentive plans, shall be used when  
 11 disciplining kindergarten and pre-kindergarten students. In these grades, exclusionary discipline shall  
 12 only be used as a measure of last resort.

13 For infractions not specifically listed below, school principals shall assign discipline in accordance  
 14 with the category that appears to be comparable to the offenses specifically listed in the category.

15 This document is not intended to be exclusive or all-inclusive. Its purpose is to maintain a safe learning  
 16 environment. Disciplinary measures shall be implemented in a way that:

- 17 1. Balances accountability with an understanding of traumatic behavior;
- 18 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
 19 allowed at school;
- 20 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
 21 behavioral intervention plans;
- 22 4. Creates consistent rules and consequences; and
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
 25 trauma-informed discipline practices: behavior intervention plans, consultation with school  
 26 counselor or district social worker, referral to outside agencies, multi-tiered system of supports,  
 27 incentives, and restorative practices.

28 **MISBEHAVIORS: *Category A – State Zero Tolerance***

29 ***Examples of Behaviors (not an exclusive listing):***

- 1 1. Aggravated assault resulting in serious bodily injury upon any teacher, principal,  
2 administrator, any other employee of an LEA or SRO;
- 3 2. Unlawful possession, sale, or evidence of use of any drug, including controlled  
4 substances, as defined by T.C.A. § 39-17-402 - § 39-17-415, controlled  
5 substance analogues, as defined by T.C.A. § 39-17-454, or legend drugs, as  
6 defined by T.C.A. § 53-10-101, on school property, or property under the  
7 school's jurisdiction during school hours, or at a school-sponsored activity.
- 8 3. Unauthorized possession of a firearm on school property, or property under the  
9 school's jurisdiction during school hours, or at a school-sponsored event.

10 **Disciplinary Options: Students found **guilty of to have committed** a Category A offense shall be**  
11 **suspended for 180 days. Notification will be made to law enforcement authorities. Any**  
12 **modification of this penalty can only be made by the Superintendent.**

13 In addition to the consequences listed above, the following may be necessary:

- 14 • Referral to school counselor/district social worker or transition specialist
- 15 • Development of behavior plan/determination of additional supports
- 16 • Referral to outside agency

#### 17 **MISBEHAVIORS: *Category B***

##### 18 ***Examples of Behaviors (not an exclusive listing):***

- 19 1. Possession of a knife or any other potentially lethal weapon, taser, or explosive  
20 on school property or at a school-sponsored activity;
- 21 2. Evidence of drinking or possession of alcoholic beverages in school or at a  
22 school sponsored activity;
- 23 3. Off-campus criminal behavior resulting in a felony charge, when the behavior  
24 poses a danger to persons or property or disrupts the educational process;
- 25 4. Gang Activities- Activity that is threatening and/or intimidating, harassing in  
26 nature or recruiting; gang notebook with pledges, codes and symbols that are  
27 used in communication such as threats and warnings and recruiting; gang related  
28 fights, and all types of violent acts; gang graffiti especially drawn on school  
29 property; electronic devices with recognized gang text, gang symbols/signs, and  
30 language or actions that are threatening and or intimidating;
- 31 5. Evidence of use or possession of drug paraphernalia, substances for huffing, any  
32 substance under guise of it being a controlled substance or prescription drug,  
33 and/or medical preparations without proper medical authorization;
- 34 6. Possession, use, or distribution of counterfeit money on school property or at any  
35 school sponsored activity;

1 7. Assault and/or battery upon any teacher, administrator, school resource officer,  
2 or any other employee of GMSD;

3 8. Failure to report threat of mass violence;

4 9. Any hacking or cyberattack of GMSD technology.

5 **Disciplinary Options: Students found guilty of to have committed a Category B offense shall be**  
6 **subject to the following disciplinary options. ~~suspended for 180 days, unless modified via the~~**  
7 **~~DHA appeal process. Notification will be made to law enforcement authorities.~~**

8 ~~In addition to the consequences listed above, the following may be necessary:~~

- 9 ~~• Referral to school counselor/district social worker or transition specialist~~
- 10 ~~• Development of behavior plan/determination of additional supports~~
- 11 ~~• Referral to outside agency~~

12 ○ Restitution

13 ○ Referral to school counselor/district social worker or transition specialist

14 ○ Restorative practices

15 ○ Development of behavior plan/determination of additional supports

16 ○ Referral to outside agency

17 ○ In-School Suspension

18 ○ Out of School Suspension (1-10 days)

19 ○ Expulsion

20  
21  
22  
23  
24 **MISBEHAVIORS: *Category C***

25 ***Examples of Behaviors (not an exclusive listing):***

26 1. Threatening bodily harm to any student or school personnel, including  
27 transmitting by an electronic device any communication containing a credible  
28 threat to cause bodily injury or death to a school employee or student and the  
29 transmission of such threat creates actual disruptive activity at the school that  
30 requires administrative intervention;

31 2. Making a threat, including a false report, to use a bomb, dynamite, any other  
32 explosive or destructive device, including chemical weapons, on school property  
33 or at a school-sponsored event;

- 1 3. Smoking and or the possession of tobacco products by students while in or on  
2 school properties or under the school's jurisdiction during school hours or while  
3 participating in a school-sponsored event. This also includes electronic cigarettes  
4 and/or vapors;
- 5 4. Any gang related activity or action not specified in Category B;
- 6 5. Malicious destruction of or damage to school property, including the property of  
7 any person attending or assigned to the school;
- 8 6. Stealing or misappropriation of school property or personal property (regardless  
9 of the intent to return);
- 10 7. Immoral disreputable conduct;
- 11 8. Insubordination with any teacher, administrator, school resource officer, or any  
12 other employee of the LEA;
- 13 9. Making a false report of harassment, intimidation, bullying, cyberbullying or  
14 hazing;
- 15 10. Providing false evidence in a harassment, intimidation, bullying, cyberbullying  
16 or hazing investigation;

17 **Disciplinary Options: Students found to have committed a Category C offense shall be subject to**  
18 **the following disciplinary options. When appropriate for Category C offenses, notification will be**  
19 **made to law enforcement authorities.**

- 20 ○ Restitution
- 21 ○ Referral to school counselor/district social worker or transition specialist
- 22
- 23 ○ Restorative practices
- 24
- 25 ○ Development of behavior plan/determination of additional supports
- 26
- 27 ○ Referral to outside agency
- 28 ○ In-School Suspension
- 29 ○ Out of School Suspension (1-10 days)
- 30 ○ Expulsion

31 **MISBEHAVIORS: *Category D***

32 ***Examples of Behaviors (not an exclusive listing):***

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s) to a staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to any student or school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee or student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property or any area under the school's jurisdiction during school hours unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense, including school bus stops;
6. Possession of mace or other disabling sprays;
7. Gambling
8. Inappropriate use of electronic media, including but not limited to: all calls (land line, cell phone, computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s, or any type of electronic music or entertainment device, cameras, camera phones, and all social media;
9. Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability;
10. Harassment, bullying, intimidation, cyberbullying, hazing;
11. Inciting, advising, or counseling of others to engage in any acts in Categories A, B, or C;
12. Violating the GMSD Use of Internet policy (depending on severity)
13. Continuous and/or severe Category E offenses

**Disciplinary Options: Students found to have committed a Category D offense shall be subject to the following disciplinary options. When appropriate for Category D offenses, notification will be made to law enforcement authorities.**

- Parent-Principal Conference
- Overnight Suspension
- Referral to guidance, prevention liaison, and/or social worker

- 1                   ○ Restorative Practices
- 2                   ○ Development of a behavior plan/determination of additional supports
- 3                   ○ In-School Suspension
- 4                   ○ Out-of-School Suspension (1-10 days)
- 5                   ○ Expulsion

6 **MISBEHAVIORS: Category E**

7 ***Examples of Behaviors (not an exclusive listing):***

- 8                   1. Disturbances of the classroom, cafeteria, or other school activity;
- 9                   2. Habitual and/or excessive classroom tardiness;
- 10                  3. Cutting class or leaving school grounds without permission;
- 11                  4. Being in an unauthorized area without permission;
- 12                  5. Possession of lighters or matches;
- 13                  6. Cheating and lying;
- 14                  7. Abusive language;
- 15                  8. Failure to do assignments or carry out directions;
- 16                  9. Inciting, advising, or counseling others to engage in any acts in any category;
- 17                  10. Wearing while on the grounds of a public school during the regular school day,  
18                     clothing that exposes underwear or body parts in an indecent manner that disrupts the  
19                     learning environment; and
- 20                  11. Violating the GMSD Use of Internet policy (depending on severity)

21 ***Disciplinary Options: Students found to have committed a Category E offense shall be subject to***  
22 ***the following disciplinary options.***

- 23                   ○ Parent-Principal Communication
- 24                   ○ Verbal reprimand
- 25                   ○ Special Assignment
- 26                   ○ Restricting activities

- 1           ○ Assigning work details
- 2           ○ Counseling
- 3           ○ Withdrawal of privileges
- 4           ○ Strict supervised study
- 5           ○ Restorative Practices
- 6           ○ Detention
- 7           ○ In-school suspension

8 Multiple infractions of any one or more of the offenses in Category E over a period of time by a  
9 student may result in an out-of-school suspension at the discretion of the school administrators.

#### 10 **ADDITIONAL GUIDELINES:**

- 11           1. A student shall not be suspended solely because charges are pending against him/her in  
12           juvenile or other court.
- 13           2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten  
14           (10) days for the same offense.
- 15           3. A teacher or other school official shall not reduce or authorize the reduction of a student's  
16           grade because of discipline problems except in department or citizenship.
- 17           4. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
18           absences except as provided by board policy.
- 19           5. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
20           failure to:
  - 21               a. pay any activity fee;
  - 22               b. pay a library or other school fine; or
  - 23               c. make restitution for lost or damaged school property.

#### 24 **MANDATORY TRAINING**

25 All GMSD teachers, administrators, school support staff, and school resource officers that are directly  
26 responsible for a student's education who interact with students on a professional basis, shall annually  
27 be trained in evidence-based behavior supports in regard to student behavior and discipline.

#### 28 **AUTHORITY TO ENFORCE THE GMSD DISCIPLINE POLICY**

1 GMSD teachers and administrators that have received training in evidence-based behavior supports in  
2 regard to student behavior and discipline are authorized to enforce this GMSD Discipline Policy, in  
3 school, on school buses or at school-sponsored events, including but not limited to sporting events and  
4 approved field trips that take place away from school property.

## 5 **RELOCATION OF STUDENTS**

6 A. All GMSD teachers, administrators, school support staff, and school resource officers that are  
7 directly responsible for a student's education who interact with students on a professional basis, that  
8 have received training in evidence-based behavior support in regard to student behavior and discipline  
9 may:

- 10 a) relocate a student from the student's present location to another location if the student's safety  
11 or the safety of others is in jeopardy; reasonable or justifiable force may only be used if the  
12 student's safety or the safety of others is in jeopardy and cannot be avoided by using other  
13 means to relocate the student.
- 14
- 15 b) intervene in physical altercations between two (2) or more students, or between a student and  
16 a GMSD employee using reasonable or justifiable force, only if necessary, to end the  
17 altercation by relocating the student to another location.

18 If steps beyond the use of reasonable or justifiable force are required, then the student must be allowed  
19 to remain in place until local law enforcement officers or school resource officers can be summoned to  
20 relocate the student or take the student into custody until a parent or guardian can retrieve the student.

- 21 B. a) Any GMSD teacher, administrator, school support staff, or school resource officer that  
22 relocates a student pursuant to the terms of this policy, shall file a brief report with the  
23 Principal detailing the situation that required the relocation of the student.
- 24 b) The report must be kept either in a student discipline file, in which case the report does not  
25 become a part of the student's permanent record, or it must be filed in the student's permanent  
26 record if the student's behavior violated the applicable zero tolerance policy.
- 27
- 28 c) After the teacher administrator, school support staff, or school resource officer files the  
29 report, the student is subject to additional disciplinary action that may include suspension or  
30 expulsion for their school.
- 31
- 32 d) The Principal/designee shall notify the teacher, administrator, school support staff, or school  
33 resource officer of the actions taken to address the behavior of the relocated student.

## 34 **REFERRALS**

35 As a method for managing student behavior, ensuring the safety of students and ensuring students the  
36 opportunity to learn in an orderly and disciplined classroom, a teacher may refer a student to the  
37 Principal/designee.

1 When a teacher refers a student to the Principal/designee, the teacher shall be notified in writing or  
2 electronically of the action taken.

3 Referrals shall be kept in a student discipline file and shall not become a part of the student's permanent  
4 record.

## 5 **REMOVAL**

6 I. A teacher may submit a written request to the Principal/designee to remove a student who  
7 repeatedly or substantially interferes with the teacher's ability to communicate effectively with  
8 the class or with the ability of the student's classmates to learn, if the student's behavior is in  
9 violation of this GMSD Discipline Policy. Said written request must include documentation that  
10 the teacher has previously:

11  
12 a) Taken action to address the student's disruptive behavior;

13  
14 b) Provided consequences for the student's disruptive behavior;

15  
16 c) Conducted an oral conference either by a documented telephone conversation or an in-  
17 person discussion with the student's parent or guardian regarding the student's disruptive  
18 behavior;

19  
20 d) Provided an opportunity for school counseling or other support services deemed  
21 appropriate to address the student's disruptive behavior;

22  
23 e) Developed and implemented a plan to improve the student's behavior in a conference  
24 with the student; and

25  
26 f) Issued a disciplinary referral to address the student's disruptive behavior.

27  
28 II. a) After the request for removal has been received by the Principal/designee, the  
29 Principal/designee must give the student oral or written notice of the grounds for the  
30 teacher's request to remove the student from the teacher's classroom.

31  
32 b) If the student denies engaging in the conduct, then the Principal/designee must explain  
33 what caused the teacher to submit a request to the Principal/designee to remove the  
34 student from the teacher's classroom and give the student an opportunity to explain the  
35 situation.

36 c) If the student's account is deemed to be valid, albeit different from the teacher's account,  
37 and changes the Principal'/designee's perspective of the incident, then the  
38 Principal/designee must render a decision regarding the student's placement.

39 In regard to a teacher request to remove a student from the teacher's classroom Principals/designees shall  
40 take action consistent with this GMSD Discipline Policy, which may include:

- 1 a) Assigning the student to another appropriate classroom for a specified period of time, or  
2 for the remainder of the student's assignment to the class from which the student was  
3 removed;
- 4
- 5 b) Assigning the student to in-school suspension;
- 6
- 7 c) Assigning the student to alternative school;
- 8
- 9 d) Suspending the student;
- 10
- 11 e) Requiring the parents or guardians of a student who is removed from a teacher's  
12 classroom and assigned to another classroom to participate in conferences before the  
13 student is permitted to return to the classroom from which the student was removed; or  
14
- 15 f) Denying the teacher's request to remove a student from the teacher's classroom and  
16 offering appropriate supports for the teacher to address the student's disruptive behavior.

17 Any action taken in response to a teacher's request to remove a student from a teacher's classroom must  
18 comply with all applicable policies, the Individuals with Disabilities Act, Section 504 of the  
19 Rehabilitation Act, the constitutions of the United States and the State of Tennessee, and all applicable  
20 federal and state civil rights laws.

## 21 **TEACHER APPEALS**

- 22 a) A teacher may file an appeal when the teacher's request to remove a student from the teacher's  
23 classroom is denied.
- 24 b) The appeal shall be in writing and addressed to the GMSD Assistant Superintendent of Student  
25 Services.
- 26 c) The appeal must be received by the GMSD Assistant Superintendent of Student Services within  
27 three (3) business days after the teacher receives the denial of the request to remove a student  
28 from the teacher's classroom.
- 29 d) The GMSD Assistant Superintendent of Student Services shall notify the teacher and  
30 Principal/designee, in writing about whether the denial of the request to remove the student from  
31 the teacher's classroom has been sustained or overruled.
- 32 e) The decision of the GMSD Assistant Superintendent of Student Services shall be final.

## 33 **NO RETALIATION**

34 A teacher shall not be terminated, demoted, harassed, or otherwise be retaliated against for filing a  
35 request for a student to be removed from the teacher's classroom, or for appealing a decision to deny the  
36 teacher's request to remove a student.

1 However, if a teacher abuses or overuses the student removal process provided in this policy, then the  
2 Principal/designee must address the abuse or overuse with the teacher and may require the teacher to  
3 complete additional professional development to improve the teacher's classroom management skills.

#### 4 ANNUAL REPORTS

5 Each school shall annually report to the Superintendent, by July 1, the number of requests submitted by  
6 the school's teachers during the immediately preceding school year to remove a student from the  
7 teacher's classroom. The report must document the actions taken by the teacher's Principal/designee  
8 in response to each request for a student's removal. The Superintendent must compile the data  
9 provided in each school's report and issue a district-wide report to the GMSD Board of Education by  
10 August 1 following the July 1 deadline for school reports.

#### 11 ANNUAL REVIEW

12 The GMSD Assistant Superintendent of Student Services must review the district's discipline policies  
13 and practices and data annually and recommend any necessary revisions to discipline policies to the  
14 GMSD Board of Education.

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#### Legal References

T.C.A. § 39-11-603  
T.C.A. § 39-11-609  
T.C.A. § 39-11-610  
T.C.A. § 39-11-612  
T.C.A. § 39-11-613  
T.C.A. § 39-11-614  
T.C.A. § 39-11-621  
T.C.A. § 39-11-622  
T.C.A. § 49-6-3701  
T.C.A. § 49-6-3702  
T.C.A. § 49-6-3703  
T.C.A. § 49-6-3704  
T.C.A. § 49-6-4002 to 4005; ~~20 USCA § 7114, 7118~~  
T.C.A. § 49-6-4009  
T.C.A. § 49-6-4109  
**20 USCA § 7114, 7118**

To: GMSD Board of Education  
From: GMSD Human Resources Department  
Re: Health and Wellness Clinic Recommendation  
Date: May 18, 2022 Work Session Meeting

### **Health and Wellness Onsite/Near Site Clinic**

**Rationale for Health and Wellness Clinic :** As an employee recruitment and retention strategy and in alignment to GMSD Strategic Plan 3.3.1 & 3.3.2, GMSD Human Resources is proposing implementing an Employee Health and Wellness Onsite/Near Site Clinic for the 2022-2023 school year.

Benefits of establishing an Onsite/Near Site Clinic include the following:

- Employee recruitment against other districts that already have a clinic or don't.
- Employee retention because health care is easier and cheaper but still high quality.
- Controlling employment costs by saving on substitutes and lessening the disruption of student learning by allowing staff to stay at school longer.
- Clinics allow for easy access to doctor/lab appointments at no cost and medications are dispensed immediately to the employee

**RFP Respondents:** Medical Analysis, Methodist LeBonheur Healthcare (Community Care Associates) , and One to One Health

### **Estimated Annual Costs (based on current census):**

- Medical Analysis: \$542,000 (not including lease)
- Methodist LeBonheur (Community Care Associates) : \$481,150 (not including lease)
- One to One Health: \$690,544 (not including lease)

### **Health and Wellness Onsite/Near Site Clinic Analysis:**

- All clinic respondents have a goal of offering affordable, accessible, high-quality care to GMSD employees and their families at a significant cost savings to both employees, families, and the health plan.
- All clinic respondents have telehealth services for GMSD employees at no charge.
- Methodist (Community Care Associates) offers a part time licensed Clinical Social Worker or other mental health specialist available onsite as part of their staffing recommendations
- Methodist (Community Care Associates) has already identified potential property sites for the clinic in the city of Germantown

**Recommendation:** The GMSD Human Resources Department is recommending the GMSD Board of Education accept the Health and Wellness Onsite Clinic proposal from *Methodist LeBonheur Healthcare (Community Care Associates)*.

Summation of Evaluation Process  
For  
Request for Proposal # GMSD FY2021-22-08  
***Onsite Medical Clinic Services for the Germantown Municipal School District***

On February 4, 2022, GMSD Procurement issued a Request for Proposal for Onsite Medical Clinic Services for the District. The proposals were issued with the intent to solicit qualified participants to provide one (1) onsite medical clinic for employees, retirees and their dependents of the Germantown Municipal School District.

The proposal outlines a scope of services that includes the offer and management of onsite medical services. The services would include but not be limited to: primary care and women's services, biometric services, immunizations, acute care and primary care exams and screenings, disease management and prescriptions as well as telemedicine. Each proposer has been asked to submit information pertaining to the company history, experience in the field and an operational plan for the required services.

The RFP (Request for Proposal) was published on the GMSD website and also on Vendor Registry, our online vendor management and bid solicitation platform.

Responses were received from three (3) companies. They were Methodist LeBonheur Healthcare, Medical Analysis, and One to One Health. All three companies demonstrated extensive experience in the Onsite Medical Health Clinic Services field.

Each company was asked to submit pricing for comparison purposes. Pricing was submitted for the staffing and operational services of the Health Clinic.

The companies responded with business models utilized in the operation of their individual clinics.

An Evaluation Committee was convened which was comprised of staff members from the departments of Human Resources, Finance, Student Services, and Operations. Britney Spradling of Employee Security Planning served as consultant

with expertise in this field. GMSD Procurement Services served as moderator for the RFP process.

Each Evaluation Committee member was asked to score an evaluation matrix which included weighted scores for these areas: **Experience in the onsite health clinic environment, qualifications and licenses, understanding of the scope and intent of the RFP, and cost.**

Procurement also reached out to references included for each company as part of the proposal packet. The references were questioned as to the performance of each company, the reliability of each company and quality of services.

After completion of the evaluation process, the group voted to recommend that **Methodist LeBonheur Healthcare** be awarded the contract to provide Onsite Health Clinic Services for the Germantown Municipal School District.

The scorecards for each Evaluation Committee Member are included at the end of this summation as well as the Total Evaluation Summary showing the total score for each respondent.

Please contact me if there are any questions.

Respectfully Submitted,

Jackie Saunders  
GMSD Procurement Services



Germantown Municipal School District

*Methodist Health*

*Medical Analysis*

*One to One Health*

**RFP for Onsite Health Clinic**

**Department:** Human Resources

**Due:** February 21, 2022

**Total Evaluation Summary**

**Evaluator Name**

Elissa Stratton

98

95

89

Mason Grace

98

95

89

Josh Cathey

92

89

85

Chauncy Bland

99

96

89

Gina Eddleman

95

86

84

Kevin Jones

100

93

87

**Total Score for Each Respondent**

**582**

**554**

**523**

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Elissa Stratton		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	6	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
<b>Firm Experience and Personnel</b>	<b>15</b>	<b>13</b>	<b>15</b>	<b>14</b>
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	5	7	6
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	3	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
<b>Qualifications and Licenses</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	7	7
<b>Understanding of Scope and Intent</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>19</b>
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	6	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>98</b>	<b>95</b>	<b>89</b>

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Kevin Jones		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	5	5
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	5	5
<b>Firm Experience and Personnel</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	7	7	7
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	3	3
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
<b>Qualifications and Licenses</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>14</b>
Respondent displays any special qualifications and licenses particular to this field.	8	8	7	7
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	7	7
<b>Understanding of Scope and Intent</b>	<b>20</b>	<b>20</b>	<b>19</b>	<b>19</b>
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	7	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>100</b>	<b>93</b>	<b>87</b>

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Gina Eddleman		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>20</b>	<b>19</b>	<b>20</b>
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	5	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
<b>Firm Experience and Personnel</b>	<b>15</b>	<b>11</b>	<b>12</b>	<b>12</b>
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	4	5	5
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	2	2	2
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
<b>Qualifications and Licenses</b>	<b>15</b>	<b>15</b>	<b>12</b>	<b>13</b>
Respondent displays any special qualifications and licenses particular to this field.	8	8	7	7
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	7	5	6
<b>Understanding of Scope and Intent</b>	<b>20</b>	<b>19</b>	<b>16</b>	<b>18</b>
Proposer's understanding of the requirements of the RFP.	7	6	6	6
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	7	8
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	3	4
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>95</b>	<b>86</b>	<b>84</b>

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Mason Grace		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
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Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	6	6	6
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
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Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	5	7	6
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Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project..	7	7	7	7
<b>Understanding of Scope and Intent</b>	<b>20</b>	<b>20</b>	<b>18</b>	<b>19</b>
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	8	6	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>98</b>	<b>95</b>	<b>89</b>

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Chauncy Bland		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>22</b>
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	8	8	8
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	8	8	8
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
<b>Firm Experience and Personnel</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>13</b>
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	6	6	5
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	2	2
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<b>Qualifications and Licenses</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
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Proposer's understanding of the requirements of the RFP.	7	7	7	6
Proposer's dedication of staff, Time and Budget allocation for this project.	8	7	7	7
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	5	5	5
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>99</b>	<b>96</b>	<b>89</b>

<b>Germantown Municipal School District</b>				
<b>RFP: Onsite Medical Clinic</b>				
<b>Department: Human Resources</b>		Methodist Health	Medical Analysis	One to One Health
Reviewer: Cathey		(List 0 if did not meet requirements)		
CATEGORIES	Major Weights	0	0	0
<b>Project Plan</b>	<b>20</b>	<b>17</b>	<b>17</b>	<b>17</b>
Respondent has submitted a comprehensive project plan and Executive Summary which includes all aspects of the proposal.	8	7	6	6
Summary showing proposer's special qualifications, philosophy which may give the respondent the ability to satisfy all RFP requirements.	6	4	5	5
Project Plan demonstrates a full understanding of the requested services and includes adequate staffing to fulfill the RFP requirements.	6	6	6	6
<b>Firm Experience and Personnel</b>	<b>15</b>	<b>15</b>	<b>10</b>	<b>12</b>
Customer references for similar projects representing the three largest school health service management accounts currently serviced by the vendor.	7	7	5	6
Corporate or individual history in k-12 Management of Onsite Medical Clinics and their functions.	2	2	1	1
References, four (4) from public entities, two (2) current and two (2) terminated. It is preferred that two (2) are from school systems.	3	3	1	2
Proposer's background in Medical Clinics and Health Management Functions Management, including an organizational history.	3	3	3	3
<b>Qualifications and Licenses</b>	<b>15</b>	<b>13</b>	<b>15</b>	<b>15</b>
Respondent displays any special qualifications and licenses particular to this field.	8	8	8	8
Organizational chart highlighting the staff and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Respondent lists any special licenses or qualifications of staff assigned to this project.	7	5	7	7
<b>Understanding of Scope and Intent</b>	<b>20</b>	<b>17</b>	<b>20</b>	<b>20</b>
Proposer's understanding of the requirements of the RFP.	7	7	7	7
Proposer's dedication of staff, Time and Budget allocation for this project.	8	6	8	8
How the Proposer will manage the project and ensure the completion of the scope of services as required.	5	4	5	5
<b>Cost</b>	<b>30</b>	<b>30</b>	<b>27</b>	<b>21</b>
*Lowest cost =30 points		30	27	21
Score Calculated for cost submitted				
<b>SCORE</b>				
<b>Total RFP Score</b>		<b>92</b>	<b>89</b>	<b>85</b>

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>05/**/22</b>
		Rescinds: <b>4.700</b>	Issued: <b>08/24/21</b>

1 ~~The Board shall provide for a system-wide testing program which shall be periodically reviewed and~~  
2 ~~evaluated. The purposes of the program shall be to:~~

3 ~~1. Assist in promoting accountability;~~

4 ~~2. Determine the progress of students;~~

5 ~~3. Assess the effectiveness of the instructional program and student learning;~~

6 ~~4. Aid in counseling and guiding students in planning future education and other endeavors;~~

7 ~~5. Analyze the improvements needed in a given instructional area;~~

8 ~~6. Assist in the screening of students with learning difficulties;<sup>1</sup>~~

9 ~~7. Assist in placing students in remedial programs;~~

10 ~~8. Provide information for college entrance and placement; and~~

11 ~~9. Assist in educational research by providing data.~~

12 ~~The Superintendent shall be responsible for planning and implementing the program, which includes:~~

13 ~~1. Determining specific purposes for each test;~~

14 ~~2. Selecting the appropriate test to be given;~~

15 ~~3. Establishing procedures for administering the tests;~~

16 ~~4. Making provision for interpreting and disseminating the results;~~

17 ~~5. Maintaining testing information in a consistent and confidential manner; and~~

18 ~~6. Ensuring that results are obtained as quickly as possible, especially when placement in a~~  
19 ~~special learning program might be necessary;~~

20 State-mandated student testing programs shall be undertaken in accordance with procedures published  
21 by the State Department of Education.<sup>2</sup>

1 Student scores on the Tennessee Comprehensive Assessment Program's grades three through five (3-5)  
2 shall comprise zero (0%) percent of the student's final grade **average for the school year in the spring**  
3 **semester** in the subject areas of mathematics, reading/language arts, science and social studies.<sup>4</sup> Student  
4 scores on the Tennessee Comprehensive Assessment Program's grades six through eight (6-8) shall  
5 comprise ten (10%) percent of the student's final grade **average for the school year in the spring semester**  
6 in the subject areas of mathematics, reading/language arts, science and social studies.<sup>4</sup> The methodology  
7 used to calculate the students' scores will be the "Target Score Methodology." The Superintendent may  
8 exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are  
9 not received by the district at least five (5) instructional days before the end of the school year.<sup>4</sup>

10 Student scores on high school TN End of Course<sup>5</sup> examinations shall be fifteen percent (15%) of the  
11 final **grade** average **for in** the school year. The methodology used to calculate the students' scores will  
12 be the "Target Score Methodology." The Superintendent may exclude end-of-course (EOC) scores from  
13 students' final grades if scores are not received by the district at least five (5) instructional days before  
14 the end of the course.<sup>5,4</sup>

15 Any test directly concerned with measuring student ability or achievement through individual or group  
16 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
17 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

18 Results of all group tests shall be recorded on the students' permanent records and shall be made  
19 available to appropriate personnel in accordance with established procedures.<sup>7</sup>

20 No later than July 31 of each year, the Board shall publish on its website information related to state  
21 and board mandated tests that will be administered during the school year. The information shall  
22 include:<sup>8</sup>

- 23 1. The name of the test;
- 24 2. The purpose and use of the test;
- 25 3. The grade or class in which the test will be administered;
- 26 4. The tentative date or dates that the test will be administered;
- 27 5. The time and manner in which parents and students will be notified of the results of the test;
- 28 6. How parents can access the questions and answers on their student's state-required tests; and
- 29 7. Identification of whether the assessment is State or Board mandated.

30 **Beginning with the 2015-2016 school year and for school years thereafter, t** The testing information  
31 shall also be placed in student handbooks or other school publications that are provided to parents on  
32 an annual basis.

### 33 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

34 Interest inventories shall be made available to middle schoolers. These will include assessments such  
35 as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, Naviance Career Interest Profiler,  
36 or the College Board Career Finder.

- 1 Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high school
- 2 plan of study. Upon receiving the results from these assessments, the school shall provide students with
- 3 information on any available career and technical education opportunities in which the student is eligible
- 4 to participate.

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#### Legal References

~~TCA 49-10-108~~  
~~20 USCA § 1232(g)~~  
TRR/MS 0520-01-03-.03 ~~(H)~~  
T.C.A. § 49-1-617  
State Board of Education Policy 2.102  
~~TRR/MS 0520-01-03-.03(H)(e)~~  
State Board of Education Policy 2.103  
~~TCA 49-1-617~~  
TCA 49-6-412  
~~Public Acts of 2021, Chapter No. 271~~  
T.C.A. § 10-7-504 ~~(a)(4)(A)~~  
T.C.A. § 49-6-6007  
~~State Board of Education Policy 2.102~~  
~~State Board of Education Policy 2.103~~

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#### Cross-References

~~Student Surveys, Analyses, and Evaluations 6.4001~~  
~~Student Records 6.600~~