

GMSD Board Business Meeting
September 26, 2023 6:00 PM
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
 - 6.A. TN Legislative Update
 - 6.B. Chairman's Report
 - 6.C. Financial Report
 - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
 - 8.A. Approval of the Minutes
 - 8.B. Revision of Policies - Second Reading
 - 8.C. Revision of Policies - First Reading
 - 8.D. Miscellaneous FY 23-24 Budget Amendments # 5, 6, 7, 8, 9
9. Board Action Items
 - 9.A. Approval for purchase of Pearson Virtual Schools for Certified Teachers and Curriculum for GOAL
 - 9.B. GBOE Resolution 02/2023-2024 Polling Place
 - 9.C. GBOE Resolution 03/2023 -2024 TISA
 - 9.D. Approval of Houston High School Cosmetology Club Fee
 - 9.E. Approval of ESSER 3.0 Safe Return to In-Person Instruction and Continuity of Services Plan
 - 9.F. Approval of ESSER 3.0 Public Plan for Remaining Funds Addendum
10. Announcements
11. Adjournment

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Germantown Municipal School District 796**

Date: **September 20, 2023**

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2023-2024 Safe Return to School Plan approved in the fall of 2022. Since approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders to inform the school community of the plan and has determined no changes are required at this time. Below are the engagements that have occurred to keep the community up to date since the last update to this plan.

- The District has maintained a link on their website for stakeholders to give their continued feedback for the plan throughout the school year. Through mid September 2023 the link included over 600 views and 140 responses from a variety of stakeholders from this link.
- Additionally, the District has solicited feedback through a survey link sent to stakeholders on February 6, 2023 via text and email. The announcement of the survey will run every Monday thru the end of September 2023. This link <https://form.jotform.com/222214088594054> is shared monthly through the District's monthly newsletter.
- GMSD continues updates via the COVID dashboard daily located on the district's website https://www.gmsdk12.org/apps/pages/index.jsp?uREC_ID=2177952&type=d&pREC_ID=2228036
- The Let's Talk platform allows district leadership to engage in meaningful consultation and feedback with our stakeholders and community members on many topics, including the GMSD School Safety Plan. This platform allowed for a two-way dialogue between stakeholders and District Leadership on components of the plan that was considered when revising the plan.
- The District receives emails, phone calls, and completed surveys from stakeholders to gather feedback.
- GMSD school board members welcomed citizens to attend and provide feedback at the school board meetings to share input and feedback on the plan prior to school board approval.
- The safety plan can be located on the district's website for review by stakeholders.

2. Describe how the LEA engaged the health department in the development of the revised plan.

- District staff continued to participate in phone calls/written communication with Shelby County Health Department (SCHD) when scheduled by health department officials.
- GMSD considers the routine inspections and oral and written reports to determine if revision to the Safety Plan is necessary.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p> <ul style="list-style-type: none"> • All safety policy changes have applied for all students inclusive of students with disabilities. If individual students have health and safety accommodations needs beyond district policies, those accommodations are addressed in the students Individual Education Plan.
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p> <ul style="list-style-type: none"> • One of the key recommendations of the Shelby County Health Department and Center for Disease Control (CDC) is to provide 3-6 feet of social distancing when possible.
<p><i>Hand washing and respiratory etiquette</i></p> <ul style="list-style-type: none"> • Schools will provide opportunities for all students to take regular breaks to wash their hands throughout the day. Restrooms will be regularly checked for necessary materials. Hand sanitizing stations have been placed throughout each building.
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p> <ul style="list-style-type: none"> • Increased cleaning efforts are continuing to be implemented with our custodial service provider, SKB, to include multiple daily cleanings of common areas and increased efforts in each classroom. • GMSD continues the employment of day porters at each school building to both clean and monitor the increased cleaning effort protocols and ensure that their building is in alignment with district standards. • GMSD has purchased eight Clorox Total 360 Cleaning Systems. These systems are often used in hospitals to mitigate the spread of germs. High traffic areas will be disinfected on a regular basis, and classrooms on a case by-case basis. • All School HVAC systems have been upgraded with High-MERV filters. The MERV-13 filters are the industry standard in reducing particles and bacteria in the air. Our HVAC systems also have the ability to circulate fresh air in programmed bursts through the building. GMSD has programmed fresh air in short, frequent bursts.
<p><i>Contact tracing in combination with isolation and quarantine</i></p> <ul style="list-style-type: none"> • Covid Notifications, Quarantines, and Contact Tracing <ul style="list-style-type: none"> • GMSD updates the COVID dashboard daily that is included on the district’s website • Due to privacy issues governed by law, the identity of person(s) with either suspected or positive cases of COVID-19 is not publicly shared. However, parents are reminded of the importance that they report confirmed COVID-19 cases to the school so that proper protocols, tracing, and quarantines can be enacted. (Contact tracing and quarantine is not currently required 9/20/2023) • Covid Related Absences <ul style="list-style-type: none"> • When a student is identified as a direct contact to someone who has tested positive for COVID-19 or has tested positive and needs to quarantine according to the TN Health Department and/or Shelby County Health Department, absences will be excused. Teachers will offer access to lessons and materials to keep students on track during their absence. This access can include Schoology assignments, printed assignments, and/or video-recorded lessons. (Quarantine is not currently required 9/20/2023.) • Students may participate in learning activities each day while quarantined to remain on track with lessons/curriculum; however, they may also wait to submit assignments upon returning according to the GMSD Grading Policy 4.600:

<ul style="list-style-type: none"> • In the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.
<p><i>Diagnostic and screening testing</i></p>
<ul style="list-style-type: none"> • Schools will continue working with families to provide excused absences if students have been exposed to COVID-19 or if they are showing any symptoms. • GMSD wants families to practice the necessary precautions and are ready to work with parents to keep all of our students healthy.
<p><i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i></p>
<ul style="list-style-type: none"> • GMSD partnered with the Shelby County Health Department, Town of Collierville, and City of Germantown to provide a local vaccination site at Germantown Baptist Church for educators and staff in the Spring of 2020. Specific days and times were scheduled for educators, staff, and contractors who service GMSD. • GMSD allows for excused absences for students and staff for vaccinations and/or boosters.
<p><i>Universal and correct wearing of masks</i></p>
<ul style="list-style-type: none"> • Masks are recommended for all person(s) vaccinated and unvaccinated when the COVID-19 Community Level is high. • GMSD's updated policy for universal and correct wearing of masks is included in the GMSD Safety Plan on the districts website and communicated in GMSD's Weekly notifications to parents and staff via the Let's Talk Platform as updates to the safety plans are made.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.

<ul style="list-style-type: none"> • GMSD continues to offer in-person, full-time instruction for the 2023-2024 school year. Additionally, GMSD received state approval for a stand-alone virtual school (GOAL) for students in k-12 beginning the 2021-2022 school. GOAL is again available for students in the 2023-2024 school year. Both instructional models include programming and staffing to ensure that individual students' academic, social, emotional, mental health, and physical health needs are met. In-person learning is inclusive of meeting students' nutritional and transportation needs. GMSD's Back to School Safety Plan includes up-to-date guidelines and protocols for students and staff which supports both in-person learning and virtual learning (GOAL) for students. • The district's Whole Child Department, created in SY 22, was developed to ensure all students' social, emotional and mental health needs are met. • Transportation is provided for students who qualify for transportation services. • Food Services are available to all students and is provided in each schools' cafeteria.
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ESSER 3.0 Public Plan for Remaining Funds

Addendum Guidance

2024

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: **Germantown Municipal School District**

Director of Schools (Name): **Jason Manuel**

ESSER Director (Name): **Missy Abel**

Address: **3350 South Forest Hill Irene Rd. Germantown, TN 38138**

Phone #: **(901) 752-7900.**

District Website: **<http://www.gmsdk12.org>**

Addendum Date: **September 2023**

Total Student Enrollment:	6,019
Grades Served:	K-12
Number of Schools:	7

Funding

ESSER 2.0 Remaining Funds:	\$36,531.48
ESSER 3.0 Remaining Funds:	\$1,719,888.25
Total Remaining Funds:	\$1,756,419.73

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$277,317.60
	Summer Programming		\$37,546.17
	Early Reading		\$195,447.46
	Interventionists		\$371,848.60
	Other	\$25,000.00	\$314,378.77
	Sub-Total	\$25,000.00	\$1,196,538.74
Student Readiness			
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations	\$11,531.48	\$191,622.00
	Mental Health		
	Other		
Sub-Total	\$11,531.48	\$191,622.00	
Educators			
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		\$273,656.65
	Other		
	Sub-Total	\$0.00	\$273,656.65
Foundations			
Foundations	Technology		
	High-Speed Internet		
	Academic Space (facilities)		
	Auditing and Reporting		
	Other		\$58,071.00
	Sub-Total	\$0.00	\$58,071.00
Total		\$36,531.48	\$1,719,888.25

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

- TN ALL Corp Tutoring program including salaries/benefits teachers/tutors during the school year and summer from August 2022 – June 2024
- TN ALL Corp Tutoring High Quality Instructional materials for ELA and Math
- TN ALL Corp Tutoring Professional Development for teachers/tutors
- TN ALL Corp Tutoring teacher/tutors will be issued required instructional equipment

This allocation supports priorities identified in the Needs Assessment to accelerate student achievement as follows:

- TN ALL Corps Tutoring Program will provide a variety of tutoring positions to provide targeted evidence-based intervention programming at a low ratio - high dosage rate students who have experienced learning loss during COVID-19.
- Two K-8 Instructional Coaches will be hired for FY22, FY23 and FY24 to provide teacher professional development in ELA and Math to address student's learning loss due to Covid-19. This will include teacher support for before, during, and after school tutoring programs. Programs impacted by this support will be the TN ALL Corps Tutoring Program and Tier I, Tier II, and Tier III tutoring and intervention programs. Instructional Coaches will provide personalized support to teachers in improving their instructional practices to support increased student achievement.
- Four reading interventionist to support 3rd grade students in achieving proficiency on the 3rd grade TCAP assessment
- The implementation of a comprehensive tutoring program requires high quality evidenced-based instructional materials for ELA and Math. These materials will address student's learning loss in ELA and math.

2. Describe initiatives included in the "other" category.

- Instructional Coaches (2) to provide PD support for teachers in addressing student's learning loss
- Registration for 10 (K-12) teachers and 8 (K-5) TN Corp Tutors to attend Morphology phonics training from the Institute for Multi-Sensory Education in order to improve student reading support.
- Substitutes for PLCs
- Supplies for new interventionists

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

- 1 FTE Special Education Teacher
- 1.5 FTE additional paraprofessionals to provide support to students with disabilities.
- Stipends for teachers and therapists to provide services for beyond their contractual duties to support students with disabilities
- Language - interpretation services to supplement communication with limited English Speaking parents.

2. Describe initiatives included in the "other" category.

N/A

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

Addition of four kindergarten teachers to reduce class size student teacher ratios in order to improve early reading.

2. Describe initiatives included in the "other" category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

N/A

2. Describe initiatives included in the "other" category.

- Helpdesk technician to assist students with instructional technology and troubleshooting digital platforms.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The Federal Programs Supervisor will support the Controller and the Chief Financial Officer and the Assistant Superintendent of Human Resources. Responsibilities include the pre-audit of purchases to determine allowability and compliance with the program budget and proper coding. The specialists will ensure all procurement and travel procedures and policies are followed. Interim audits of payroll and fringe benefits will be performed to determine whether charges are accurate and allowable. The Controller will work with the fixed asset accountant to ensure equipment purchased is properly inventoried and tagged. Monthly financial reports of expenditures will be prepared and presented to the School Board and will be available to the public. ESSER pre-monitoring is being conducted by Forvis to ensure all policies and procedures are being adhered to and to determine whether internal controls over the ESSER programs are adequate.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

- **TN ALL Corps Tutoring Plan-** GMSD began implementation of a comprehensive tutoring program in January 2022. The program includes before/after school tutoring, embedded tutoring during the school day, and summer learning programs/camps that will provide targeted tutoring for student learning loss in math and ELA.

- **Tutoring will be in a high dosage/low ratio setting in reading and math.**
- **Students identified will have demonstrated learning loss, prioritizing students identified as "approaching" on grade content**
- **Tutoring services are embedded during the school day, two times a week (24 weeks), during the 45-minute grade level RTI/Intervention block for the students who do not receive Tier II or Tier III instruction (a total of 90 minutes weekly). Students receiving Tier II and Tier III intervention, receive tutoring services before or after school in 45-minute sessions for 24 weeks (90 minutes weekly).**

- **Summer tutoring /learning camps are designed to mitigate learning loss by providing intensive standards-support for students. Students receive an additional: 32 hours of ELA and math instruction; 16 hours of RTI and Science, Technology, Reading, Engineering, Art, and Math-based learning (STREAM). Instruction occurs in a small group setting (1-3 students in grades 1 thru 5 and 1-4 in grades 6-8).**

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2022-2023 ESSER 3.0 Public Plan for Remaining Funds Plan approved in the fall of 2022. Since TDOE's approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders and the school community of the funding plan for ESSER and has determined no changes to the 2022-2023 Public Plan for Remaining Funds is required at this time. Below are the engagements that have occurred to keep the community up to date following the September 2022 approval of the ESSER 3.0 Public Plan for Remaining Funds for the school year 2022-2023.

- GMSD has maintained a link on their website for stakeholders to give their continued feedback for ESSER 3.0 spending plan throughout the 2022-2023 school year. Through September 2023 the link included 351 views and 94 responses from a variety of stakeholders from this link.
- Additionally, the district has solicited feedback through a survey link added to GMSD's main webpage for stakeholders to easily locate and provide feedback. Notification of the link was sent to stakeholders on February 6, 2023, via text and email. The survey link will continue to be sent to stakeholders via text and email every Monday thru the end of September 2023 and through the district's Superintendent's Weekly GMSD in Focus Newsletter to stakeholders.
<https://form.jotform.com/222214088594054>
- Up to date ESSER Documents posted on GMSD website
- Monthly School Board meetings for public comment

Listed below are the engagements prior to the initial development and approval of the ESSER 3.0 Public Plan for Remaining Funds for the 2023-2024 school year.

In late July 2022, district leadership staff reviewed the final expenditure report for GMSD's FY22 ESSER 3.0 budget. Seventy-four percent of the FY22 budget was expended in FY22, the remaining items were either scheduled to be expended in FY23 and/or FY24 specifically the TN ALL Corp Program or had been delayed purposefully to FY23 or FY24. The leadership team developed an updated draft plan for FY23 which did NOT include significant changes to the original plan. The FY21 budget was developed during multiple engagements with stakeholders in the fall of 2021. All responses from all stakeholders were tabulated, compiled, and used for planning purposes was retained for future reference.

The communication department released the draft FY23 budget to stakeholders via email during early August 2022. The email solicited feedback from parents, staff, and students. In addition to being released by email, the surveys were promoted through our websites The Let's Talk Platform, and social media.

Additionally, the staff made papers copies of the survey to distribute to special populations on curriculum

nights and/or parents nights scheduled in August 2022. Families of students who are enrolled in the TN ALL Corp Tutoring Program and/or enrolled in the summer programming were sent an additional text message asking them to participate in the survey.

The Superintendent shared the survey, including the draft budget with a local civic group and local elected officials.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

- The district used multiple modes of engagement as outlined in the previous question and through the two-way communication tool, "Let Talk" platform. This ensured the minimum 10% percent of stakeholders were engaged representing each applicable group of the diverse student population.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

- GMSD engaged stakeholders, including parents, teachers, students, elected officials, and other civic community members
- With emails, texts, school board meeting, staff meetings, individual conversations, postings on social media.
- GMSD also utilized engagement via text messaging and email notification through the "Let's Talk" platform to students and parents.
- GMSD engaged stakeholders through the Superintendent's Weekly GMSD in Focus.
- Inner-Faith-based lunch and conversation April 2023

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

- Website and social media platforms
- Text messages and email notifications via "Let's Talk Platform".
- Superintendent's Weekly GMSD Neighborhood.
- School Board Meetings

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending August 31, 2023

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
TISA Revenue	35,551,385.00	3,561,931.78	3,561,931.78	(31,989,453.22)	10.02%
Shelby County:					
Property Taxes	17,254,309.00	55,273.57	55,273.57	(17,199,035.43)	0.32%
Sales Tax	9,972,177.00	-	-	(9,972,177.00)	0.00%
Wheel Tax	1,403,882.00	-	-	(1,403,882.00)	0.00%
City of Germantown:					
Maintenance of Effort	3,082,064.00	256,838.67	513,677.34	(2,568,386.66)	16.67%
PEG Funding	124,000.00	-	-	(124,000.00)	0.00%
Mixed Drink Tax	240,000.00	-	-	(240,000.00)	0.00%
Other Local Revenue	280,420.00	115,732.83	250,171.64	(30,248.36)	89.21%
Tuition	106,885.00	26,031.50	47,681.50	(59,203.50)	44.61%
Other State Revenue	161,411.00	2,000.00	2,000.00	(159,411.00)	1.24%
Transfers - Indirect Costs	35,000.00	-	-	(35,000.00)	0.00%
Reserves	4,676,693.59	-	-	(4,676,693.59)	0.00%
TOTAL REVENUES	72,888,226.59	4,017,808.35	4,430,735.83	(68,457,490.76)	6.08%
EXPENDITURES:					
Regular Instruction					
Salaries & Wages	23,375,509.00	1,806,471.66	1,806,471.67	(21,569,037.33)	7.73%
Benefits	5,337,096.00	377,054.97	377,054.97	(4,960,041.03)	7.06%
Contract w/Priv. Agencies	225,000.00	-	-	(225,000.00)	0.00%
Maint & Rep - Equipment	12,000.00	-	-	(12,000.00)	0.00%
Travel	2,500.00	-	-	(2,500.00)	0.00%
Other Contract Svcs	1,050,065.00	68,520.52	75,520.52	(974,544.48)	7.19%
Inst. Supplies	758,829.43	90,756.75	97,162.43	(661,667.00)	12.80%
Textbooks	534,771.40	25,280.85	25,280.85	(509,490.55)	4.73%
Software	375,000.00	26,875.41	186,233.32	(188,766.68)	49.66%
Other Supplies	206,500.00	-	113,603.22	(92,896.78)	55.01%
Other Charges	32,384.00	2,149.00	13,940.85	(18,443.15)	43.05%
Equipment	1,801,028.00	35,807.42	52,405.41	(1,748,622.59)	2.91%
Total Regular Instruction	33,710,682.83	2,432,916.58	2,747,673.24	(30,963,009.59)	8.15%
Alternative Education					
Salaries & Wages	328,171.00	24,944.52	24,944.52	(303,226.48)	7.60%
Benefits	80,183.00	5,026.19	5,026.19	(75,156.81)	6.27%
Inst. Supplies	1,000.00	-	-	(1,000.00)	0.00%
Equipment	1,000.00	-	-	(1,000.00)	0.00%
Total Alternative Education	410,354.00	29,970.71	29,970.71	(380,383.29)	7.30%
Special Education					
Salaries & Wages	4,437,759.00	302,502.50	304,400.00	(4,133,359.00)	6.86%
Benefits	1,091,863.00	69,266.73	69,554.36	(1,022,308.64)	6.37%
Contract w/Priv. Agencies	44,900.00	2,571.24	2,571.24	(42,328.76)	5.73%
Contracts for Sub Teachers	5,000.00	-	-	(5,000.00)	0.00%
Noncertified Subs	5,000.00	-	-	(5,000.00)	0.00%
Inst. Supplies	29,300.00	25,816.00	25,816.00	(3,484.00)	88.11%
Equipment	3,000.00	-	-	(3,000.00)	0.00%
Total Special Education	5,616,822.00	400,156.47	402,341.60	(5,214,480.40)	7.16%

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Career & Technical Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,049,230.00	85,456.64	85,456.64	(963,773.36)	8.14%
Benefits	282,519.00	17,825.53	17,825.53	(264,693.47)	6.31%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	12,950.00	12,950.00	(9,050.00)	58.86%
Equipment	25,000.00	-	-	(25,000.00)	0.00%
Total Career & Technical Education	1,379,749.00	116,232.17	116,232.17	(1,263,516.83)	8.42%
Attendance & Planning					
Salaries & Wages	646,636.00	53,725.94	87,503.30	(559,132.70)	13.53%
Benefits	157,843.00	9,228.99	14,219.73	(143,623.27)	9.01%
Travel	500.00	-	-	(500.00)	0.00%
Other Contract Svcs.	1,000.00	750.00	750.00	(250.00)	0.00%
Other Supplies	5,000.00	2,420.48	2,834.46	(2,165.54)	56.69%
Inservice/Staff Dev.	25,000.00	619.61	619.61	(24,380.39)	2.48%
Other Charges	15,000.00	948.95	948.95	(14,051.05)	6.33%
Total Attendance & Planning	850,979.00	67,693.97	106,876.05	(744,102.95)	12.56%
Health Services					
Salaries & Wages	518,766.00	35,185.32	41,650.34	(477,115.66)	8.03%
Benefits	154,410.00	8,449.17	9,383.99	(145,026.01)	6.08%
Other Contract Svcs.	1,000.00	-	-	(1,000.00)	0.00%
Other Supplies	12,500.00	-	-	(12,500.00)	0.00%
Inservice/Staff Dev.	7,500.00	19.77	317.77	(7,182.23)	4.24%
Other Charges	7,500.00	-	-	(7,500.00)	0.00%
Equipment	8,250.00	258.50	258.50	(7,991.50)	3.13%
Total Health Services	709,926.00	43,912.76	51,610.60	(658,315.40)	7.27%
Other Student Support/Guidance					
Salaries & Wages	1,313,935.00	106,972.52	117,812.48	(1,196,122.52)	8.97%
Benefits	305,420.00	20,633.59	22,201.06	(283,218.94)	7.27%
Other Contract Svcs.	30,000.00	7,500.00	7,500.00	(22,500.00)	25.00%
Other Supplies	15,000.00	-	-	(15,000.00)	0.00%
Inservice/Staff Dev.	25,000.00	29.96	29.96	(24,970.04)	0.12%
Other Charges	19,000.00	11,487.50	11,506.76	(7,493.24)	60.56%
Other Equipment	5,970.00	2,978.00	2,978.00	(2,992.00)	49.88%
Total Other Student Support	1,714,325.00	149,601.57	162,028.26	(1,552,296.74)	9.45%
Reg. Instruction Support					
Salaries & Wages	2,301,338.00	160,220.31	244,092.91	(2,057,245.09)	10.61%
Benefits	497,698.00	32,008.26	44,890.69	(452,807.31)	9.02%
Consultants	68,000.00	5,200.00	16,560.00	(51,440.00)	24.35%
Travel	2,000.00	145.41	145.41	(1,854.59)	7.27%
Library Books/Media	43,400.00	43,398.00	43,398.00	(2.00)	100.00%
Other Supplies	13,500.00	2,035.16	2,175.73	(11,324.27)	16.12%
Inservice/Staff Dev.	55,000.00	25,965.00	26,000.00	(29,000.00)	47.27%
Other Charges	5,000.00	1,511.60	1,613.77	(3,386.23)	32.28%
Other Equipment	10,000.00	-	294.70	(9,705.30)	2.95%
Total Reg. Instruction Support	2,995,936.00	270,483.74	379,171.21	(2,616,764.79)	12.66%

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SPED Support	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,695,782.00	140,244.03	180,771.57	(1,515,010.43)	10.66%
Benefits	423,170.00	28,821.22	34,944.36	(388,225.64)	8.26%
Contract w/Priv. Agencies	918.75	-	-	(918.75)	0.00%
Evaluation & Testing	5,000.00	1,989.00	1,989.00	(3,011.00)	39.78%
Travel	7,500.00	99.56	99.56	(7,400.44)	1.33%
Other Supplies	22,351.25	22,101.75	22,101.75	(249.50)	98.88%
Inservice/Staff Dev.	19,000.00	5,256.84	5,974.00	(13,026.00)	31.44%
Other Charges	1,500.00	442.94	442.94	(1,057.06)	29.53%
Total SPED Support	2,175,222.00	198,955.34	246,323.18	(1,928,898.82)	11.32%
Career and Technical Support					
Director/ Supervisor	20,828.00	1,735.36	3,470.72	(17,357.28)	16.66%
Benefits	5,711.00	398.78	687.72	(5,023.28)	12.04%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	-	-	(4,000.00)	0.00%
Total Vocational Support	32,492.00	2,134.14	4,158.44	(28,333.56)	12.80%
Technology					
Salaries & Wages	801,165.00	67,510.16	133,927.82	(667,237.18)	16.72%
Benefits	251,359.00	14,533.18	25,525.34	(225,833.66)	10.15%
Communications	113,288.62	5,551.64	15,692.95	(97,595.67)	13.85%
Consultants	13,500.00	-	-	(13,500.00)	0.00%
Maintenance & Repairs	71,645.48	9,989.76	18,615.24	(53,030.24)	25.98%
Internet Connectivity	337,849.69	-	28,349.04	(309,500.65)	8.39%
Travel	1,000.00	72.64	171.64	(828.36)	17.16%
Office Supplies	500.00	275.25	275.25	(224.75)	55.05%
Cabling	10,000.00	1,450.31	3,025.79	(6,974.21)	30.26%
Software	638,114.41	6,650.00	371,041.89	(267,072.52)	58.15%
Other Supplies	39,529.16	-	12,969.17	(26,559.99)	32.81%
Inservice/Staff Dev.	8,000.00	-	-	(8,000.00)	0.00%
Other Charges	45,753.72	8,758.14	28,309.72	(17,444.00)	61.87%
Adm Equipment	55,854.84	2,269.66	3,124.49	(52,730.35)	5.59%
Other Equipment	15,000.00	855.30	924.80	(14,075.20)	6.17%
Total Technology	2,402,559.92	117,916.04	641,953.14	(1,760,606.78)	26.72%
Board of Education					
Salaries & Wages	21,500.00	-	-	(21,500.00)	0.00%
Benefits	58,645.00	597.51	753.65	(57,891.35)	1.29%
OPEB	708,000.00	-	-	(708,000.00)	0.00%
Audit Services	65,000.00	-	-	(65,000.00)	0.00%
Dues & Memberships	21,000.00	-	2,000.00	(19,000.00)	9.52%
Legal Services	210,000.00	11,723.13	12,660.84	(197,339.16)	6.03%
Other Supplies	1,000.00	-	-	(1,000.00)	0.00%
Judgments	355,453.00	-	-	(355,453.00)	0.00%
Liability Insurance	100,748.00	66,246.00	66,246.00	(34,502.00)	65.75%
Surety Bond Premium	300.00	-	-	(300.00)	0.00%
Trustee Commissions	472,886.00	1,104.82	1,104.82	(471,781.18)	0.23%
Workers' Compensation	90,000.00	(4,306.41)	72,544.59	(17,455.41)	80.61%
Inservice/Staff Dev.	20,000.00	2,337.55	2,337.55	(17,662.45)	11.69%
Total Board of Education	2,124,532.00	77,702.60	157,647.45	(1,966,884.55)	7.42%

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Superintendent	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	489,052.00	41,728.72	83,457.44	(405,594.56)	17.07%
Benefits	116,308.00	9,352.28	16,878.58	(99,429.42)	14.51%
Dues & Memberships	9,500.00	-	3,088.00	(6,412.00)	32.51%
Postal Charges	10,000.00	1,039.36	1,696.36	(8,303.64)	16.96%
Travel	5,000.00	2,206.92	2,206.92	(2,793.08)	44.14%
Other Contracted Svcs.	29,600.00	389.37	389.37	(29,210.63)	1.32%
Office Supplies	20,000.00	354.82	354.82	(19,645.18)	1.77%
Other Supplies	47,545.00	26,991.93	19,006.44	(28,538.56)	39.98%
Inservice/Staff Dev.	21,200.00	262.20	1,535.64	(19,664.36)	7.24%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	749,205.00	82,325.60	128,613.57	(620,591.43)	17.17%
Office of the Principal					
Salaries & Wages	3,448,043.00	315,903.64	425,866.82	(3,022,176.18)	12.35%
Benefits	837,957.00	60,882.73	77,033.90	(760,923.10)	9.19%
Other Contract Svcs.	35,000.00	35,000.00	35,000.00	0.00	100.00%
Other Supplies	147,000.00	147,000.00	147,000.00	0.00	100.00%
Inservice/Staff Dev.	10,950.00	1,015.24	1,015.24	(9,934.76)	9.27%
Other Charges	15,550.00	15,550.00	15,550.00	0.00	100.00%
Total Office of the Principal	4,494,500.00	575,351.61	701,465.96	(3,793,034.04)	15.61%
Fiscal Services					
Salaries & Wages	463,426.00	35,113.58	69,038.51	(394,387.49)	14.90%
Benefits	128,974.00	7,932.56	13,544.33	(115,429.67)	10.50%
Dues & Memberships	700.00	-	-	(700.00)	0.00%
Travel	600.00	-	-	(600.00)	0.00%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	5,000.00	292.99	724.77	(4,275.23)	14.50%
Software	103,228.00	400.00	71,190.01	(32,037.99)	68.96%
Inservice/Staff Dev.	6,000.00	-	-	(6,000.00)	0.00%
Other Charges	17,250.00	525.82	525.82	(16,724.18)	3.05%
Other Equipment	1,500.00	417.57	417.57	(1,082.43)	27.84%
Total Fiscal Services	736,678.00	44,682.52	155,441.01	(581,236.99)	21.10%
Human Resources					
Salaries & Wages	420,328.00	34,014.54	68,029.08	(352,298.92)	16.18%
Benefits	103,120.00	6,578.59	11,555.69	(91,564.31)	11.21%
Dues & Memberships	844.00	-	-	(844.00)	0.00%
Travel	100.00	-	-	(100.00)	0.00%
Other Contract Svcs.	6,838.00	-	6,837.75	(0.25)	100.00%
Office Supplies	2,000.00	487.68	487.68	(1,512.32)	24.38%
Software	16,285.00	-	13,084.85	(3,200.15)	80.35%
Other Supplies	1,200.00	-	-	(1,200.00)	0.00%
Inservice/Staff Dev.	40,815.00	6,592.49	6,749.94	(34,065.06)	16.54%
Other Charges	2,000.00	-	-	(2,000.00)	0.00%
Total Human Resources	593,530.00	47,673.30	106,744.99	(486,785.01)	17.98%

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Operation of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	580,905.00	42,517.86	87,265.80	(493,639.20)	15.02%
Benefits	188,363.00	9,764.48	17,152.65	(171,210.35)	9.11%
Janitorial Services	1,425,000.00	117,809.96	123,409.96	(1,301,590.04)	8.66%
Other Contract Svcs.	180,000.00	10,847.35	17,920.10	(162,079.90)	9.96%
Utilities	1,300,000.00	118,043.32	167,494.65	(1,132,505.35)	12.88%
Property Insurance	330,000.00	-	317,501.00	(12,499.00)	96.21%
Other Charges	50,000.00	19,763.80	19,763.80	(30,236.20)	39.53%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	4,059,268.00	318,746.77	750,507.96	(3,308,760.04)	18.49%
Maintenance of Plant					
Salaries & Wages	546,932.00	45,077.20	90,154.40	(456,777.60)	16.48%
Benefits	149,667.00	9,643.58	16,866.30	(132,800.70)	11.27%
Maintenance & Repairs	901,850.00	156,631.38	211,820.94	(690,029.06)	23.49%
Travel	25,000.00	2,933.44	3,209.44	(21,790.56)	12.84%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	97.85	(902.15)	9.79%
Inservice/Staff Dev.	10,000.00	-	475.00	(9,525.00)	4.75%
Total Maintenance of Plant	1,644,449.00	214,285.60	322,623.93	(1,321,825.07)	19.62%
Transportation					
Contracts w/Other Schools	74,856.00	6,399.00	12,798.00	(62,058.00)	17.10%
Contracts w/Private Agencies	2,000,000.00	-	-	(2,000,000.00)	0.00%
Diesel	225,000.00	-	-	(225,000.00)	0.00%
Total Transportation	2,299,856.00	6,399.00	12,798.00	(2,287,058.00)	0.56%
Safety					
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	-	(250.00)	0.00%
Other Supplies & Materials	500.00	-	-	(500.00)	0.00%
Inservice/Staff Dev.	10,000.00	1,010.37	1,010.37	(8,989.63)	10.10%
Other Charges	27,500.00	-	5,997.00	(21,503.00)	21.81%
Other Equipment	55,000.00	3,029.72	3,029.72	(51,970.28)	5.51%
Total Safety	96,250.00	4,040.09	10,037.09	(86,212.91)	10.43%
Capital Outlay					
Other Salaries & Wages	0.00	1,539.82	1,979.82	1,979.82	#DIV/0!
Benefits	-	254.91	328.17	328.17	#DIV/0!
Architects	300,000.00	24,000.00	28,595.00	(271,405.00)	9.53%
Transfer to Other Funds	527,676.00	-	276,246.25	(251,429.75)	52.35%
Other Charges	50,000.00	-	-	(50,000.00)	0.00%
Building Construction	577,394.80	10,877.00	10,877.00	(566,517.80)	1.88%
Building Improvements	1,078,683.62	317,243.86	477,714.86	(600,968.76)	44.29%
Other Capital Outlay	1,557,156.42	328,678.99	1,158,101.18	(399,055.24)	74.37%
Total Capital Outlay	4,090,910.84	682,594.58	1,953,842.28	(2,139,376.55)	47.76%
Transfers to Cafeteria Fund	0.00	-	-	0.00	#DIV/0!
EXPENDITURES TOTAL	72,888,226.59	5,883,775.16	9,188,060.84	(63,700,165.75)	12.61%
TOTAL FUND BALANCE	0.00	(1,865,966.81)	(4,757,325.01)		

Germantown Municipal School District
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FEDERAL PROJECTS FUND
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	BUDGET	Month	FYTD	EXPENDED
REVENUES:				
Consolidated Admin	71,300.00	5,415.62	10,381.32	14.56%
Title I	287,500.00	48,794.41	48,794.41	16.97%
Title II	116,189.00	7,326.15	11,144.41	9.59%
Title III	12,295.00	5,940.00	5,940.00	48.31%
Title IV	33,453.00	7,000.59	7,907.26	23.64%
IDEA, Part B	1,208,255.00	53,133.08	54,658.08	4.52%
IDEA, Preschool	21,074.00	18,495.00	18,495.00	87.76%
Carl Perkins - Basic	54,275.00	5,601.40	5,601.40	10.32%
TOTAL REVENUES	1,841,281.00	198,857.53	210,073.16	11.41%

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	52,100.00	4,338.38	8,676.76	16.65%
Benefits	11,746.00	827.24	1,454.56	12.38%
Other Supplies & Materials	500.00			0.00%
Indirect Costs	954.00	-	-	0.00%
Inservice/Staff Dev.	6,000.00	250.00	250.00	4.17%
Total Title - Cons Admin	71,300.00	5,415.62	10,381.32	14.56%

Title I				
Salaries & Wages	161,907.00	5,622.42	5,622.42	3.47%
Benefits	39,464.00	1,275.59	1,275.59	3.23%
Contracts for Sub Teachers	1,290.00	-	-	0.00%
Inst. Supplies	46,139.00	37,696.30	37,696.30	81.70%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	100.00	-	-	0.00%
Inservice/Staff Dev.	30,000.00	4,200.10	4,200.10	14.00%
Regular Instruction Equipment	8,000.00	-	-	0.00%
Total Title I	287,500.00	48,794.41	48,794.41	16.97%

Title II				
Salaries & Wages	44,600.00	3,335.90	6,671.80	14.96%
Benefits	9,920.00	641.25	1,123.61	11.33%
Contracts for Sub Teachers	2,580.00	-	-	0.00%
Indirect Costs	9,000.00	-	-	0.00%
Inservice/Staff Dev.	50,089.00	3,349.00	3,349.00	6.69%
Total Title II	116,189.00	7,326.15	11,144.41	9.59%

Title III				
Instructional Supplies & Materials	10,394.00	5,940.00	5,940.00	57.15%
Other Supplies & Materials	200.00	-	-	0.00%
Inservice/Staff Dev.	1,701.00	-	-	0.00%
Total Title III	12,295.00	5,940.00	5,940.00	48.31%

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Title IV				
Instructional Supplies & Materials	11,802.00	7,000.59	7,000.59	59.32%
Other Supplies	13,983.00	-	-	0.00%
Indirect Costs	570.00	-	-	0.00%
Inservice/Staff Dev.	7,098.00	-	906.67	12.77%
Total Title IV	33,453.00	7,000.59	7,907.26	23.64%

Carl Perkins - Basic				
Travel	10,855.00	-	-	0.00%
Instructional Supplies & Materials	15,920.00	-	-	0.00%
Other Supplies	10,000.00	4,800.00	4,800.00	48.00%
Inservice/Staff Dev.	15,000.00	801.40	801.40	5.34%
Vocational Equipment	2,500.00	-	-	0.00%
Total Carl Perkins - Basic	54,275.00	5,601.40	5,601.40	10.32%

IDEA B				
Salaries & Wages	809,444.00	33,957.31	33,957.31	4.20%
Benefits	308,604.00	8,944.92	8,944.92	2.90%
Contracts W/Private Agencies	9,100.00	-	-	0.00%
Evaluation & Testing	13,000.00	-	-	0.00%
Maintenance & Repairs-Vehicles	3,000.00	-	-	0.00%
Contracts for Sub Teachers	100.00	-	-	0.00%
Noncertified Subs	100.00	-	-	0.00%
Other Contract Svcs.	100.00	-	-	0.00%
Fuel	4,000.00	-	-	0.00%
Instr. Supplies	10,000.00	10,000.00	10,000.00	100.00%
Other Supplies	2,200.00	5.00	5.00	0.23%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	225.85	225.85	22.59%
Inservice/Staff Dev.	12,107.00	-	-	0.00%
Other Charges	4,500.00	-	1,525.00	33.89%
Special Education Equipment	1,000.00	-	-	0.00%
Total IDEA B	1,208,255.00	53,133.08	54,658.08	4.52%

IDEA Preschool				
Contracts W/Private Agencies	514.00	-	-	0.00%
Instr. Supplies	15,000.00	15,000.00	15,000.00	100.00%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	4,772.00	3,495.00	3,495.00	73.24%
Total IDEA Preschool	21,074.00	18,495.00	18,495.00	87.76%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending August 31, 2023

ESSER 2.0				
Inservice/Staff Dev.	25,000.00			0.00%
Special Education Equipment	11,531.00			0.00%
Total ESSER 2.0	36,531.00	-	-	0.00%
ESSER 3.0				
Salaries & Wages		39,359.22	39,359.22	#DIV/0!
Benefits		7,792.06	7,792.06	#DIV/0!
Total ESSER 3.0	0.00	47,151.28	47,151.28	#DIV/0!
ARP IDEA				
Other Supplies	409.00			0.00%
Total ARP IDEA	409.00	-	-	0.00%
Total Expenditures	1,841,281.00	198,857.53	210,073.16	11.41%
TOTAL FUND BALANCE	0.00	-	-	

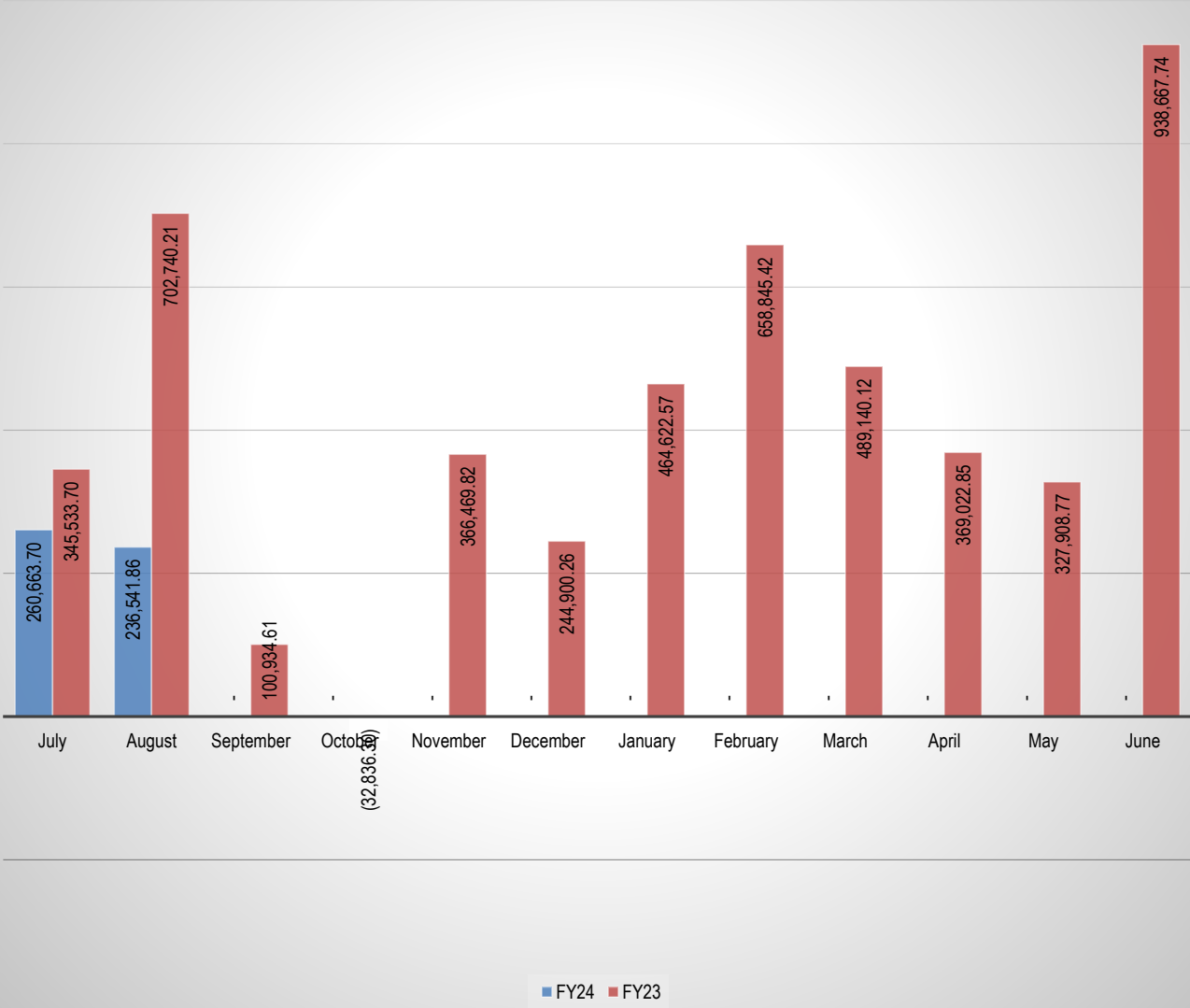
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending August 31, 2023

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	102,990.91	102,990.91	1,862,500.00	5.53%
Employer Contributions	189,148.70	189,148.70	3,432,580.00	5.51%
Other Income	-	-	200,000.00	0.00%
Interest Income	5,701.20	11,368.93	-	0.00%
Reserves	-	-	1,104,920.00	0.00%
TOTAL REVENUES:	297,840.81	303,508.54	6,600,000.00	4.60%
EXPENDITURES:				
Medical Claims	236,541.86	497,205.56	4,900,000.00	10.15%
Stop-Loss Premiums	70,771.60	141,175.72	900,000.00	15.69%
Administrative Expenses	26,553.63	52,161.78	300,000.00	17.39%
Other Contracted Services - Clinics	30,788.47	30,788.47	500,000.00	6.16%
TOTAL EXPENDITURES:	364,655.56	721,331.53	6,600,000.00	10.93%
FUND BALANCE	(66,814.75)	(417,822.99)	-	

	FY 24 Cash Basis Claims	FY 23 Cash Basis Claims	
July	260,663.70	345,533.70	
August	236,541.86	702,740.21	
September	-	100,934.61	
October	-	(32,836.30)	
November	-	366,469.82	
December	-	244,900.26	
January	-	464,622.57	
February	-	658,845.42	
March	-	489,140.12	
April	-	369,022.85	
May	-	327,908.77	
June	-	938,667.74	
Y-T-D	497,205.56	4,975,949.77	Monthly Average Budgeted
			408,333.33

Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
 As of Month Ending August 31, 2023

Analysis of Cash Basis Claims for FY 2023-24



Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAPITAL PROJECTS FUND
As of Ending August 31, 2023

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	3,701,747.00	-	-	0.00%
Transfers from City of Germantown	750,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,143,810.90	-	-	0.00%
TOTAL REVENUES:	<u>5,595,557.90</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
EXPENDITURES:				
Building Improvements	5,595,557.90	95,317.47	95,317.47	1.70%
TOAL EXPENDITURES:	<u>5,595,557.90</u>	<u>95,317.47</u>	<u>95,317.47</u>	<u>1.70%</u>
FUND BALANCE	<u>-</u>	<u>(95,317.47)</u>	<u>(95,317.47)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending August 31, 2023

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	1,536,287.00	130,530.80	130,530.80	8.50%
USDA School Lunch	589,561.00	29,665.32	29,665.32	5.03%
USDA Breakfast	48,497.00	3,092.50	3,092.50	6.38%
USDA Other	-	-	-	#DIV/0!
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	26,538.00	-	41,166.95	0.00%
Other Revenue	5,000.00	1,350.00	1,350.00	27.00%
Reserves	188,428.18	-	-	0.00%
TOTAL REVENUES	2,394,311.18	164,638.62	205,805.57	8.60%
EXPENDITURES:				
Other Contracted Services - SFE	1,742,470.00	189,403.81	148,236.86	8.51%
NET BALANCE	651,841.18	(24,765.19)	57,568.71	8.83%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	728.65	1,806.02	4.52%
UDSA Commodities	145,240.00	-	-	0.00%
Other Supplies & Materials	7,000.00	-	975.00	13.93%
Building Improvements	295,945.18	118,945.87	118,945.87	40.19%
Inservice/ Staff Development	2,000.00	-	-	0.00%
Equipment	161,656.00	7,877.99	7,877.99	4.87%
TOTAL DISTRICT EXPENDITURES	651,841.18	127,552.51	129,604.88	19.88%
EXPENDITURES TOTAL	2,394,311.18	316,956.32	277,841.74	
Excess/(Def) of Revenues over Expenditures	-	(152,317.70)	(72,036.17)	#DIV/0!
Operating Transfer In	-	-	-	#DIV/0!
FUND BALANCE	-	(152,317.70)	(72,036.17)	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB FUND
As of Month Ending August 31, 2023

	Month	YTD	BUDGET	EXPENDED
REVENUES:				
Employer Contributions	-	-	755,000.00	0.00%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	5,534.23	15,977.51	75,000.00	21.30%
Realized gain/(loss) on investments	-	1,886.65	-	0.00%
Unrealized gain/(loss) on investments	(107,027.46)	(10,922.20)	293,750.00	-3.72%
Other Income			-	0.00%
TOTAL REVENUES	(101,493.23)	6,941.96	1,203,750.00	0.58%
EXPENDITURES:				
Retiree Stipends	8,100.00	16,200.00	100,000.00	16.20%
Medical Claims	-	-	600,000.00	0.00%
Insurance Premiums	-	-	50,000.00	0.00%
Administrative Expenses	5,808.33	7,016.66	25,000.00	28.07%
TOTAL EXPENDITURES	13,908.33	23,216.66	775,000.00	3.00%
FUND BALANCE	(115,401.56)	(16,274.70)	428,750.00	

Germantown Municipal School District

BALANCE SHEET

All Funds

As of Month Ending August 31, 2023

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	1,362,649.95	(190,307.94)	1,181,900.93	563,798.35	680,423.51	92,417.03	-	3,690,881.83
Investments - LGIP	6,965,445.25	-	-	-	1,111,444.99	4,628,220.90	-	12,705,111.14
Investments - Money Market	510,102.61	-	-	-	-	-	-	510,102.61
Cash Clearing - School Activity	5,000.00	-	-	-	-	-	-	5,000.00
CDARS - First Horizon	10,000,000.00	-	-	-	-	-	-	10,000,000.00
Accrued Interest	31,993.80	-	-	-	-	395.83	-	32,389.63
Accounts Receivable	-	-	-	-	-	-	-	-
Due from Other Govts	286,982.76	198,857.53	32,757.82	-	-	-	-	518,598.11
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	4,419.32	-	-	-	-	-	-	4,419.32
Restricted Investments - SRT	959,580.00	-	-	-	-	-	-	959,580.00
Prepaid Expenses	-	-	-	-	-	-	-	-
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	112,219,423.19	112,219,423.19
Improvements	-	-	-	-	-	-	8,138,961.31	8,138,961.31
Equipment	-	-	-	-	-	-	18,705,333.59	18,705,333.59
Construction-in-Progress	-	-	-	-	-	-	20,893,076.66	20,893,076.66
Accumulated Depreciation	-	-	-	-	-	-	(32,081,337.51)	(32,081,337.51)
ASSETS TOTAL	20,126,173.69	8,549.59	1,214,658.75	563,798.35	1,791,868.50	4,721,033.76	136,223,621.49	164,649,704.13
LIABILITIES								
Accounts Payable	379,424.07	8,549.59	190,132.46	-	-	-	-	578,106.12
Accrued Expenses	29,421.89	-	-	-	488,777.00	-	-	518,198.89
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Schools	67.30	-	-	-	-	-	-	67.30
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	78,618.56	-	-	-	-	78,618.56
LIABILITIES TOTAL	408,913.26	8,549.59	268,751.02	-	488,777.00	-	-	1,174,990.87
FUND BALANCE								
Change in Fund Balance	(4,757,325.01)	-	(72,036.17)	(95,317.47)	(417,822.99)	(16,274.70)	1,057,015.85	(4,301,760.49)
Beginning Fund Balance	24,474,585.44	-	1,017,943.90	659,115.82	1,720,914.49	4,737,308.46	135,166,605.64	167,776,473.75
Ending Fund Balance	19,717,260.43	-	945,907.73	563,798.35	1,303,091.50	4,721,033.76	136,223,621.49	163,474,713.26
LIABILITIES AND FUND BAL TOTAL	20,126,173.69	8,549.59	1,214,658.75	563,798.35	1,791,868.50	4,721,033.76	136,223,621.49	164,649,704.13
VARIANCE	-	-	-	-	-	-	-	-

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: 08/**/23 10/25/22
		Rescinds: 1.704	Issued: 05/17/21

1 A charter school shall be a public, nonsectarian, non-religious, ~~non-home-based~~ school which operates
2 within a public school district under the terms of a charter agreement and in accordance with Tennessee
3 law. It shall be subject to all state and federal laws and constitutional provisions prohibiting
4 discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or
5 need for special education services. A charter school shall not exclude students from enrollment based
6 on race, color, ethnicity, national origin, religion, income level, disability, proficiency in the English
7 language, or academic ability.

8 A Sponsor of a charter school under Tennessee law means a proposed governing body filing an
9 application for the establishment of a public charter school that:

- 10 a) Is not a for-profit entity; nonpublic school as defined by T.C.A. 49-6-3001; other private,
11 religious, or church school; or postsecondary institution not regionally accredited; and
- 12 b) Does not promote the agendas of any religious denomination or religiously affiliated entity.

13 APPLICATION PROCESS

14 A prospective charter school sponsor shall send the GMSD Superintendent and the Tennessee
15 Department of Education (TDOE) notice of its intent of its plan to submit an application to operate a
16 charter school sixty (60) calendar days prior to February 1 of the year preceding the year in which the
17 proposed charter school plans to begin operation as a public charter school. The letter of intent shall be
18 completed on the form provided by the TDOE. Failure to submit a letter of intent to both the TDOE and
19 the GMSD Superintendent by the aforementioned deadline shall exclude a charter school sponsor from
20 submitting an application for that application cycle.

21 The Superintendent/designee shall determine whether the sponsor has selected the correct application
22 category within ten (10) business days of receiving the intent letter and notify the sponsor within five
23 (5) business days of a determination that the incorrect application category has been selected.

24 ~~A charter school sponsor seeking Germantown Board of Education approval of an initial charter school
25 application must file with the GMSD Superintendent and the TDOE the most current TDOE
26 "Application for a Public Charter School".~~

27 One (1) original, four (4) copies and one (1) electronic version of the application must be received by
28 the GMSD Superintendent on or before **11:59 p.m., central time, 4:30 p.m.** on February 1 of the year
29 preceding the year in which the proposed charter school plans to begin operation as a charter school. The
30 TDOE must receive one (1) copy of the application on or before **11:59 p.m., central time, on** February 1
31 of the year preceding the year in which the proposed charter school plans to begin operation as a charter

1 school. Applications will be accepted only between January 1 and February 1. If the 1st of February
2 falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will
3 be accepted on the ~~previous~~ **next** business day on or before ~~11:59~~ **4:30** p.m. Late applications will not
4 be accepted. Each charter school application must be accompanied by a cashier's check in the amount
5 of Twenty-Five Hundred Dollars (\$2500), per proposed school, as an authorizer non-refundable
6 application fee.

7 **The Board shall determine whether an application is complete within ten (10) business days of receiving**
8 **the application and shall notify the sponsor within five (5) business days of the determination that the**
9 **application is determined to be incomplete.**

10 If the application is approved, the charter school shall follow the GMSD policy regarding out-of-district
11 enrollment.

12 **REVIEW TEAM**

13 **If necessary,** ~~t~~The GMSD Superintendent shall appoint a charter school review team to assist the
14 Germantown Board of Education in reviewing and evaluating charter school applications and making
15 recommendations to the Germantown Board of Education.

16 **The review team shall be comprised of persons with relevant academic, organizational, financial, and**
17 **legal expertise, as well as a thorough understanding of the essential principles of charter school autonomy**
18 **and accountability.**

19 The charter school review team shall use the most current version of the TDOE "Tennessee Charter
20 School Application Scoring Criteria" for scoring each charter school application.

21 **An application shall be considered complete if:**

22 **1. The application is submitted on the Department's state charter application form for that**
23 **application cycle;**

24 **2. The sponsor has completed all required sections of the application aligned to the category**
25 **indicated by the sponsor in its letter of intent and the application contains all required**
26 **attachments and signatures;**

27 **3. The application is submitted to the authorizer by the deadline specified; and**

28 **4. The application fee is submitted with the application.**

29 **If the charter application is determined to be incomplete due to the sponsor not meeting the requirements**
30 **of Sections 1 and 3 above, the GMSD Board shall not be required to review the application and the fee**
31 **shall be refunded to the charter school sponsor.**

32 **If the charter application is determined to be incomplete due to the sponsor not meeting the requirements**
33 **of Sections 2 or 4 above, the charter sponsor shall be provided the opportunity to address any deficiencies**
34 **and re-submit the application within five (5) business days after the notification from GMSD that the**
35 **application is incomplete. If the sponsor does not correct the deficiencies to meet the requirements of**

1 Sections 2 or 4, by the deadline, the GMSD Board shall not be required to review the application and
2 any required application fee shall be refunded to the charter school sponsor.

3 Neither the GMSD charter school review team nor the Germantown Board of Education shall review or
4 formally act upon the application if:

- 5 a) The sponsor did not submit the letters of intent by the required due date;
- 6 b) The application is incomplete; and/or
- 7 c) The application and fee are not submitted to the GMSD Superintendent by “the filing
8 deadline”.

9 APPROVAL OR DENIAL OF APPLICATION

10 The Germantown Board of Education shall rule by resolution, at a regular or special called meeting, on
11 the approval or denial of a charter application within ninety (90) days of receipt of the completed
12 application or the application shall be deemed approved by law.

13 A cyber-based public charter school shall not be authorized.

14 No later than ten (10) days after the approval or denial of a charter school application, the Germantown
15 Board of Education shall report to the TDOE whether the Germantown Board of Education approved or
16 denied the application. The Germantown Board of Education shall simultaneously provide the TDOE
17 with a copy of the aforementioned resolution setting forth the Germantown Board of Education decision
18 and the reasons for the Germantown Board of Education’s decision.

19 An approval by the Germantown Board of Education shall be accompanied by a written Agreement
20 which shall contain all components of the application. The Agreement shall be signed by the sponsor
21 and the Germantown Board of Education Executive Committee Members and the Agreement shall be
22 binding upon the governing body of the charter school. The term of the Agreement shall be ten (10)
23 academic years.

24 ~~TENNESSEE STATE BOARD OF EDUCATION’S QUALITY CHARTER AUTHORIZING~~ 25 ~~STANDARDS~~

26 The Germantown Board of Education hereby adopts the Tennessee State Board of Education’s Quality
27 Charter Authorizing Standards.

28 **Denial**

29 Within ten (10) calendar days of the date of the decision to deny, the grounds upon which the
30 Germantown Board of Education based a decision to deny a charter school application must be stated in
31 writing, specifying objective reasons for the denial and the deadline by which the charter school sponsor
32 must submit an amended application.

33 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days from receipt of
34 the grounds for denial, within which to submit an amended application to correct the deficiencies. The

1 Germantown Board of Education shall have sixty (60) calendar days from receipt of the amended
2 application, either to deny or to approve the amended application or the application shall be deemed
3 approved by law.

4 If the Germantown Board of Education fails to approve or deny the amended application within sixty
5 (60) calendar days from the receipt of the amended application, the amended application shall be deemed
6 approved. If the Germantown Board of Education denies the amended application, it shall provide to the
7 charter school sponsor the grounds upon which the Germantown Board of Education based the decision
8 to deny in writing within five (5) calendar days of the date of the decision to deny, specifying objective
9 reasons for the denial.

10 RENEWAL

11 No later than April 1 of the year prior to the year in which the charter agreement expires, the governing
12 body of a public charter school shall submit a renewal application to the Germantown Board of
13 Education. On or before the following February 1, the Germantown Board of Education shall rule by
14 resolution whether to approve or deny the renewal application.

15 Three (3) months prior to the date on which a charter school is required to submit a renewal application,
16 the **GMSD Superintendent/designee** ~~Germantown Board of Education~~ shall submit to the charter school
17 a performance report that reflects the renewal evaluation. No later than ten (10) days after the
18 Germantown Board of Education adopts a resolution to renew or deny renewal of a charter agreement,
19 the **GMSD Superintendent/designee** ~~Germantown Board of Education~~ shall report **the** ~~GMSD Board's~~
20 ~~its~~ decision to the **charter school and the** TDOE and shall provide a copy of the resolution that sets forth
21 the Germantown Board of Education's decision and the reasons for the decision **and of the right to appeal**
22 **to the State, if any.**

23 A charter school renewal application must contain a report of the charter school's operations including
24 students' standardized test scores, financial statements, and audits for the eight (8) years immediately
25 preceding the date of the renewal application.

26 AUTHORIZER FEE

27 If GMSD becomes the authorizer of a charter school, GMSD shall receive an annual authorizer fee that
28 is a percentage of the charter school's per student state and local funding as allocated under T.C.A. § 49-
29 13-112. The annual authorizer fee shall be the lesser of three percent (3%) of the annual per student
30 state and local allocations or Thirty-Five Thousand Dollars (\$35,000) per school.

31 INTERIM REVIEW

32 The GMSD Superintendent or his designee shall conduct an interim review of the charter school in the
33 fifth year of the charter school's initial period of operation and in the fifth year following any renewal
34 of a charter agreement under guidelines developed by the TDOE.

35 ANNUAL REPORT

36 ~~The governing body of an approved charter school shall make a written report to the Germantown Board~~
37 ~~of Education and the Tennessee Commissioner of Education annually between August 1 and September~~

~~1. This annual report shall include: a report on the progress of the school in achieving the goals, objectives, pupil performance standards, content standards and all other terms set forth in the charter agreement, financial records of the charter school, including revenues and expenditures and a detailed accounting including the amounts and sources of funds received.~~

The GMSD Board, through the GMSD Superintendent/designee, shall oversee and annually evaluate each charter school to ensure it meets the performance standards and targets set forth in the charter school agreements. The GMSD Superintendent/designee shall submit the charter school's evaluation to the GMSD Board at its October Board Meeting.

The GMSD Superintendent/designee shall send a copy of the charter school's annual evaluation to each respective charter school within the GMSD's borders. Said report shall include, but not be limited to, violations of the charter school agreement and any performance deficiencies.

The GMSD Board shall articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

SITE VISITS

A site visit to each charter school shall be conducted by the GMSD Superintendent/designee annually. The purpose shall be to collect data and other qualitative information and to inspect the charter school facility and observe classroom teaching and learning. The observations made during the annual site visit shall be included in the annual charter school evaluation report.

CHARTER SCHOOL REPORTING

Charter schools shall provide the information required by the charter school agreement and state law to the GMSD Board.

By September 1st, the governing body of an approved charter school shall make a written report to the GMSD Board. The annual report shall include:

1. A report on the progress of the charter school in achieving the goals outlined in the charter school agreement;
2. A financial statement disclosing the financial health of the charter school, including the costs of the administration, instruction, and other spending categories of the charter school; and
3. A detailed accounting, including the amounts and sources, of all funds received by the charter school, other than the funds received per state law.

This reporting requirement shall begin in the year after the year in which the charter school begins operation.

Multiple charter schools overseen by a single governing board shall report their performance as separate, individual charter schools. Each charter school shall be independently accountable for its performance.

1 Each charter school governing body shall submit an annual audit of all accounts and records, to include
2 internal school activity and cafeteria funds, to the GMSD Board as soon as practical after June 30th.

3 **AUTHORIZER REPORTING AND REVIEW**

4 By December 1st, the GMSD Board shall report to the Tennessee Department of Education detailing the
5 authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the
6 fee. By January 1st, the GMSD Board shall submit an annual authorizer report to the Tennessee
7 Department of Education and the State Board of Education. The GMSD Superintendent/designee shall
8 prepare the reports and provide the information to the GMSD Board prior to submission.

9 **CHARTER AGREEMENT**

10 The Germantown Board of Education's approval of a public charter school application must be in the
11 form of a written charter agreement signed by the charter school sponsor and the Germantown Board of
12 Education, which shall be binding upon the governing body of the charter school. The charter agreement
13 must be in writing and must contain all material components of the approved application required by
14 Tennessee law. A charter agreement expires ten (10) academic years after the first day of instruction.

15 **REVOCAION OF CHARTER AGREEMENT**

16 The Germantown Board of Education may revoke a public charter school agreement if the public charter
17 school receives identification as a priority school, as defined by the state's accountability system
18 pursuant to T.C.A. § 49-1-602. The revocation takes effect immediately following the close of the school
19 year in which the public charter school is identified as a priority school.

20 The Germantown Board of Education shall revoke a public charter school agreement if the public charter
21 school receives identification as a priority school for two (2) consecutive cycles. The revocation takes
22 effect immediately following the close of the school year in which the public charter school is identified
23 as a priority school for the second consecutive cycle.

24 A public charter school agreement may be revoked at any time by the Germantown Board of Education,
25 if the Germantown Board of Education determines that the school:

- 26 (1) Committed a material violation of any conditions, standards, or procedures set forth in the
27 charter agreement;
- 28 (2) Failed to meet or make sufficient progress toward the performance expectations set forth in
29 the charter agreement; or
- 30 (3) Failed to meet generally accepted standards of fiscal management.

31 If the GMSD Superintendent determines that the charter school meets the criterion for revocation set
32 forth above, or if the GMSD Superintendent determines that the charter school is not complying with the
33 requirements of T.C.A. § 49-13-101, *et seq.*, (The Tennessee Public Charter School Act) or with the
34 charter agreement:

1 (1) The Superintendent shall notify the charter school, in writing, of the possibility of
2 revocation and the reasons for the possible revocation. In the notification to the charter school,
3 the Superintendent shall notify the charter school that the charter school must provide GMSD's
4 review team with a proposed plan to remediate the charter school's deficiencies which gave rise
5 to the notice of possible revocation.

6 (2) The charter school shall submit a written remediation plan to the GMSD review team
7 within thirty (30) days of receiving the notice of possible revocation. The remediation plan shall
8 provide that the remediation itself shall be completed within thirty (30) days of submission of the
9 remediation plan. The GMSD review team shall notify the charter school within twenty (20)
10 business days of receiving the proposed remediation plan of whether the remediation plan is
11 acceptable to the review team.

12 (3) If the proposed remediation plan does not, in the sole discretion of the GMSD review
13 team, provide a full remediation, the GMSD review team shall, within thirty (30) business days
14 of receiving the remediation plan, notify the charter school that the remediation plan is
15 unacceptable and an explanation of the means to reconcile the plan is unacceptable. The charter
16 school shall be given ten (10) business days to correct the proposed remediation plan and re-
17 submit the plan to the GMSD review team. The GMSD review team shall notify the charter
18 school within thirty (30) business days of the re-submission whether the re-submitted plan is
19 acceptable to the review team.

20 (4) If the charter school's re-submitted proposed remediation plan is rejected by the GMSD
21 review team, the charter school may appeal the decision to the GMSD Superintendent. The
22 Superintendent may, within thirty (30) business days of receiving the re-submission:

23 (a) Approve the re-submission; or

24 (b) Provide the charter school with an additional ten (10) business days to further
25 amend the remediation plan; or

26 (c) Reject the re-submission.

27 (5) If the re-submission is rejected by the Superintendent, the charter school may appeal the
28 Superintendent's decision to the GMSD Board of Education within ten (10) business days after
29 receiving notice of the rejection. The GMSD Board shall consider the re-submission within thirty
30 (30) business days of receiving the appeal of the rejection. The GMSD Board shall provide the
31 charter school with a decision regarding the re-submission, in writing, explaining the reasons the
32 proposed plan is unacceptable.

33 *A charter agreement may be revoked at any time by the authorizer in an emergency situation without
34 the authorizer first having to implement the progressive intervention policy. An emergency situation
35 includes, but is not limited to, instances of fraud; misappropriation of funds; flagrant violation of health

1 and safety laws, rules, and regulations; flagrant disregard of the charter agreement; or similar
2 misconduct.

3 Thirty (30) days prior to any decision by the Germantown Board of Education to revoke a charter
4 agreement, the Germantown Board of Education shall notify the charter school in writing of the
5 possibility of revocation and the reasons for such possible revocation.

6 If the Germantown Board of Education revokes a charter agreement, then it shall clearly state in writing
7 the reasons for the revocation.

8 No later than ten (10) days after the Germantown Board of Education adopts a resolution to revoke a
9 charter agreement, the Germantown Board of Education shall report the Germantown Board of
10 Education's decision to the TDOE and shall provide a copy of the resolution that sets forth the
11 Germantown Board of Education's decision and the reasons for the decision.

Legal References

T.C.A. § 49-13-104

T.C.A. § 49-13-106

T.C.A. § 49-13-107

T.C.A. § 49-13-108

T.C.A. § 49-13-110

T.C.A. § 49-13-111

~~T.C.A. § 49-13-113~~

T.C.A. § 49-13-120

T.C.A. § 49-13-121

T.C.A. § 49-13-122

T.C.A. § 49-13-127

T.C.A. § 49-13-128

T.C.A. § 49-13-130

State Board Policy 6.111

~~State Board Policy 6.112~~

State Board Policy 6.113

State Board Rule 0520-14-01

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Class Size Ratios</h2>	Descriptor Code: 4.201	Issued Date: 08/**/23 12/15/20
		Rescinds:	Issued:

1 *General[†]*

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **~~WAIVERS~~**

5 ~~The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the~~
6 ~~career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these~~
7 ~~class sizes do not exceed the maximum.~~

8 ~~If a natural disaster results in the enrollment of displaced students, the Commissioner of Education~~
9 ~~may grant a waiver from the maximum class sizes.~~

10 The Superintendent/designee may seek, from the Commissioner of Education, waivers from class size
11 and teacher-pupil ratios, as needed. ~~apply for additional waivers as needed in compliance with state law.~~

Legal References

T.C.A. § 49-1-104
State Board of Education Rule 0520-01-02-.31

~~Cross References~~

~~Graduation Requirements 4.605~~
~~Religious Content of Courses 4.804~~
~~Student Suicide Prevention 6.305~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Public Virtual School	Descriptor Code: 4.213	Issued Date: 08/**/23 12/14/21
		Rescinds:	Issued:

The GMSD Board of Education establishes the GMSD Public Virtual School.

A “public virtual school” is a public school that uses technology to deliver a significant portion of instruction to its students via the internet in a virtual or remote setting.

The Principal of the “public virtual school” shall ensure that all State Board of Education policies and rules pertaining to “public virtual schools” are followed.

Students attending the “public virtual school” shall be required to comply with the compulsory attendance requirements set forth in T.C.A. § 49-6-3007.

All students attending the “public virtual school” shall be required to prove their attendance by daily visual, verbal, and/or written confirmation of student participation in six and one-half (6 ½) hours of instructional time per day for grades 1-12 and four (4) hours of instructional time per day for kindergarten. Students will be provided required methods of proof of attendance by their respective teachers.

The Principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily;
2. All student absences are verified;
3. Written excuses are submitted for absences and tardiness; and
4. System-wide procedures for accounting and reporting are followed.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without consent of the student or parent(s)/guardian(s).

The Superintendent/designee shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from any class for any reason, a written statement of the cause for such absence within (5) days of returning to school. The Board of Education

reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Absences for which no written verification is submitted will be considered unexcused.

The Board considers the following factors to be reasonable excuses for time missed at school.

- A. Personal Illness, injury, or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absences during the school year, physician verification will be required to justify the absence from school. Any accumulation of absences beyond ten (10) without physician verification will be unexcused;
- B. Personal illness in the family necessitating the presence of the student;
- C. Death in the family;
- D. School Endorsed Activities;
- E. Absence due to the incapacity of parent/guardian;
- F. Special and recognized religious holidays regularly observed by persons of their faith;
- G. Legal Court Summons, Court Order, or subpoena when it is not a result of the student's misconduct as provided by law;
- H. Pregnant Students;
- I. Extenuating circumstances approved by the Principal on a case-by-case basis;
- J. Upon approved request to attend a released time course in religious moral instruction;
- K. School sponsored activities; and
- L. Students participating in an activity or program sponsored by 4-H.

The Principal or designee of a school must report promptly to the GMSD Student Services Supervisor, the names of all students who have withdrawn from school or who have accumulated three (3) days of unexcused absences, the GMSD Student Services Supervisor shall serve upon the parent, guardian, or other person having control of a student subject to compulsory attendance who is unlawfully absent from school, written notice that the student's attendance at school is required by law.

Additionally, the Principal or designee must report promptly to the GMSD Student Services Supervisor, the names of all students who have withdrawn from school or who have accumulated five (5) days of unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student must be reported.

REPORT CARDS

Report cards shall be provided to parents at the conclusion of each semester.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day.

By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or person having control of a student subject to compulsory attendance that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having

control of a student, that a student who accumulates five (5) days of unexcused absences during the school year is subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

When a student accumulates five (5) days of unexcused absences, the GMSD Student Services Supervisor shall serve upon the parent, guardian, or other person having control of a student subject to compulsory attendance who is unlawfully absent from school, written notice that the student's attendance at school is required by law. The GMSD Student Services Supervisor shall send a new notice after each successive accumulation of five (5) unexcused absences.

After a student has accumulated five (5) unexcused absences, and after given adequate time, as determined by the GMSD Student Services Supervisor, the student's parent, guardian, or other person having control of the student has failed to turn in documentation to excuse those absences, the GMSD Student Services Supervisor or designee shall implement the truancy intervention requirements of the second tier of the Progressive Truancy Plan.

Progressive Truancy Plan

The first tier of truancy prevention is applicable to all GMSD enrolled students. The second and third tiers of truancy intervention apply to students who have accumulated a minimum of five (5) days of unexcused absences.

Tier One:

Tier One of the Progressive Truancy Plan may include, but is not limited to, the following schoolwide prevention-oriented supports:

- a. Counseling;
- b. Community-based services;
- c. Other services/supports to address student performance.

Tier Two:

Tier Two of the Progressive Truancy Plan shall include:

- a) A conference with the GMSD Student Services Supervisor/designee, and the student and the parent, guardian, or other person having control of the student;
- b) A resulting attendance contract to be signed by the student, the parent, guardian, or other person having control of the student, and the GMSD Student Services Supervisor/designee:

The contract must include:

- 1) a specific description of the school's attendance expectations for the student;
- 2) the period for which the contract is in effect; and

- 3) penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to Juvenile Court.
- c) Regularly scheduled follow-up meetings, which may be with the student and the parent, guardian, or other person having control of the student, to discuss the student's progress;
- d) An individualized assessment by a school employee of the reasons a student has been absent from school; and
- e) If necessary, referral of the student to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

Tier Three

Tier Three of the Progressive Truancy Plan must be implemented if the truancy interventions under Tier Two are unsuccessful. Tier Three of the Progressive Truancy Plan may consist of one (1) or more of the following, at the discretion of the GMSD Student Services Supervisor:

- a) School-based community services;
- b) Collaboration with the Whole Student Director to provide appropriate supports for success; or
- c) Meet weekly with a GMSD Counselor to develop strategies to improve attendance and behavior.

Judicial Intervention Regarding Truancy

Notwithstanding the above progressive truancy tiers, if any tier of progressive truancy intervention is unsuccessful, and the GMSD Student Services Supervisor can document that a parent or guardian on four (4) occasions has failed or refused to:

- a) attend conferences as set forth in the GMSD Progressive Truancy Plan;
- b) return telephone calls from the GMSD Student Services Supervisor;
- c) attend follow-up meetings as set forth in the GMSD Progressive Truancy Plan;
- d) enter into an attendance contract as set forth in the GMSD Progressive Truancy Plan; or
- e) actively participate in any of the tiers of truancy intervention set forth in the GMSD Progressive Truancy Plan,

the GMSD Student Services Supervisor may report the student's absences to the Juvenile Court of Shelby County, Tennessee without need to proceed to the next tier, if any.

Any parent, guardian, or other person who has control of a student, and who violates the State's truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful absence constitutes a separate offense.

MILITARY

Notwithstanding any other law to the contrary, if a student's parent, custodian, or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a reserve component called to federal active duty, a public school Principal shall give the student:

- 1) An excused absence for one (1) day when the member is deployed;
- 2) An additional excused absence for one (1) day when the service member returns from deployment;
- 3) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country; and
- 4) Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle.

Total excused absences under numbers "3" and "4" above shall not exceed a total of ten (10) days within the school year.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students shall have one (1) day to make up work for each day of excused absence.

If necessary, verification may be required to justify absences.

Absences other than those outlined above shall be considered unexcused.

~~DRIVER'S LICENSE REVOCATION~~

~~More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a student during any semester renders a student ineligible to retain a driver's license permit or license or obtain such if of age.~~

~~In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.~~

NOTICE

A copy of this Policy shall be provided to public virtual school students and their parents/guardians.

Legal References

T.C.A. § 49-6-3007

~~T.C.A. § 49-6-3017~~

T.C.A. § 49-6-3019

T.C.A. §§ 49-16-201-216

State Board of Education Rule 0520-01-03-.05

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Temporary COVID-19 Leave	Descriptor Code: 5.3051	Issued Date: 08/**/23 06/07/22 08/24/21
		Rescinds: 5.3051	Issued: 04/19/21

~~In April, 2020, the Families First Coronavirus Response Act (FFCRA) became effective. The termination date of the FFCRA was December 31, 2020. However, the COVID-19 virus, and its variations, continue to infiltrate the United States, including our community. Therefore, despite the fact that the GMSD is not required by law to continue providing the benefits previously granted under the FFCRA, the Germantown Municipal School District Board of Education believes that it is in the best interest of its employees to voluntarily continue to provide some FFCRA-like benefits under the conditions set forth below for the period of June 8, 2022 through June 30, 2023.~~

~~**PAID SICK LEAVE**~~

~~GMSD employees will receive a maximum of five (5) days of paid sick leave if they are unable to work or telework because the employee:~~

- ~~1. is subject to a Federal, State, or local quarantine or isolation orders related to COVID-19;~~
- ~~2. has been advised by a health care provider to self-quarantine related to COVID-19;~~
- ~~3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~
- ~~4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship to the employee;~~
- ~~5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides childcare is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.~~

~~Such leave is in addition to any paid leave that an employee may already be entitled to (e.g., existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this category of paid sick leave.~~

~~Employees shall follow GMSD procedures and protocols pertaining to reporting COVID-19 exposures and infections, supporting the need for leave pertaining to the Policy, and requesting leave pertaining to same. Failure to follow such GMSD procedures and protocols could cause the leave request to be denied.~~

~~This Policy shall sunset at 11:59 p.m., June 30, 2023.~~

RESCIND

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Employee Related Complaints	Descriptor Code: 5.501	Issued Date: 08/**/23 11/30/21 08/25/20
		Rescinds: 5.501	Issued: 11/12/19

EMPLOYMENT-RELATED COMPLAINTS

The Germantown Board of Education (The Board) believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. Questions regarding policies, practices, procedures or conflicts between employees should be addressed to the employee’s supervisor/administrator. If the employee is not satisfied by the response provided by their supervisor/administrator or if the employee does not feel comfortable speaking with their supervisor/administrator about a matter, the employee may contact the GMSD **Assistant Superintendent of** ~~Executive Director of~~ Human Resources. If a satisfactory resolution of the problem cannot be reached after speaking with the GMSD **Assistant Superintendent of** ~~Executive Director of~~ Human Resources or Director’s designee, the employee may contact the Deputy Superintendent, ~~Chief of Operations~~. If a satisfactory resolution of the problem cannot be reached after speaking with the Deputy Superintendent, the employee may contact the Superintendent.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Attendance and Truancy	Descriptor Code: 6.200	Issued Date: 08/**/23 08/30/22 10/26/21
		Rescinds: 6.200	Issued: 08/24/21

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session. The Superintendent/designee shall develop appropriate administrative
3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age students attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new
13 or reinstatement of driver's permit or license;
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school; and
- 17
- 18 6. Assisting the Board, under the direction of the Superintendent, with enforcement of the
19 compulsory attendance laws of the State, and to discharge other duties that are necessary
20 to effectuate enforcement of laws, this Policy, and any procedures related to absenteeism
21 and truancy.

22 The Principal shall be responsible for ensuring that:

- 23 1. Attendance is checked and reported daily for each class;
- 24
- 25 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or
26 absent for the majority of the day;
- 27
- 28 3. All student absences are verified;
- 29
- 30 4. Written excuses are submitted for absences and tardiness;
- 31
5. System-wide procedures for accounting and reporting are followed.

1 Student attendance records shall be given the same level of confidentiality as other student records. Only
2 authorized school officials with legitimate educational purposes may have access to student information
3 without the consent of the student or parent(s)/guardian(s).

4 The educational program offered by this District is predicated upon the presence of the student and
5 requires continuity of instruction and classroom participation. Attendance shall be required of all
6 students enrolled in the schools during the days and hours that the school is in session or during the
7 attendance sessions to which she/he has been assigned.

8 The Superintendent/designee shall require, from the parent of each student of compulsory school age or
9 from an adult student who has been absent from school or from class for any reason, a written statement
10 of the cause for such absence within (5) days of returning to school. The Board of Education reserves
11 the right to verify such statements and to investigate the cause of each single absence or prolonged
12 absence.

13 Absences for which no written verification is submitted will be considered unexcused.

14 The Board considers the following factors to be reasonable excuses for time missed at school:

- 15 A. Personal Illness, injury, or hospitalization of student. Physician verification will be
16 required to justify absences after the accumulation of ten (10) days of absences during
17 the school year. Notes must be date specific and will be required for subsequent absences
18 beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a
19 school year, physician verification will be required to justify the absence from school.
20 Any accumulation of absences, check-ins, or check-outs beyond ten (10) without
21 physician verification will be unexcused;
22
- 23 B. Personal illness in the family necessitating the presence of the student;
24
- 25 C. Death in the family;
26
- 27 D. School-Endorsed Activities;
28
- 29 E. Absence due to the incapacity of parent/guardian;
30
- 31 F. Special and recognized religious holidays regularly observed by persons of their faith;
32
- 33 G. Legal court summons, court order, or subpoena when it is not a result of the student's
34 misconduct as provided for by law;
35
- 36 H. Pregnant Students;
37
- 38 I. Extenuating circumstances approved by the Principal on a case-by-case basis;
39
- 40 J. Upon approved request to attend a released time course in religious moral instruction;
41
- 42 K. School sponsored activities; and

1
2 L. Students participating in an activity or program sponsored by 4-H.

3
4 **ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES:**

5 School Principals may excuse a student from school attendance to participate in a non-school sponsored
6 extracurricular activity if the following conditions are met:

- 7 (a) The student provides documentation to the school as proof of the student's participation
8 in the non-school sponsored extracurricular activity; and
- 9 (b) The student's parent or guardian, prior to the extracurricular activity, submits to the
10 Principal a written request for the excused absence. The written request shall be
11 submitted no later than seven (7) business days prior to the student's absence and shall
12 include:
- 13 (i) The student's full name and personal identification number;
 - 14 (ii) The student's grade;
 - 15 (iii) The dates of student's absence;
 - 16 (iv) The reason for the student's absence; and
 - 17 (v) The signature of the student and the student's parent or guardian.

18 The Principal shall indicate in writing whether the absence is excused or unexcused.

19 The maximum number of days for which school Principals may excuse students for non-school
20 sponsored extracurricular activities is ten (10) per school year; provided that the Principal may limit the
21 number of days for which students may be excused based upon the student's grades or disciplinary
22 record.

23 All absences must be verified in writing by the parent within two (2) days of the student's return to
24 school.

25 Absences for which no written verification is submitted will be considered unexcused.

26 Students who have more than five (5) unexcused absences have the opportunity to appeal to the Student
27 Services Supervisor. The decision of the Student Services Supervisor shall be final.

28 **POSTSECONDARY SCHOOL VISITS**

29 High School students participating in postsecondary school visits shall be counted as present, up to four
30 (4) school days; however, the student shall only be counted present the day of the postsecondary visit
31 and shall not be counted during any travel days. In order to be counted as present, the student must
32 satisfy the following requirements:

- 33
34 a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit
35 must be provided to the school attendance secretary;

- 1 b) By no later than two (2) school days following the postsecondary school visit, the student must
2 present the school attendance secretary with a signed letter or form from a campus official of the
3 postsecondary institution documenting that the student visited the postsecondary institution; and
4 c) The student must complete all schoolwork missed during the postsecondary school visit.

5 Although the student will not be counted present for travel days surrounding the aforementioned
6 postsecondary visits, up to two (2) travel days per postsecondary school visit meeting the requirements
7 of this Policy will be excused, provided that the student completes all schoolwork missed during the
8 postsecondary school visit.

9 Postsecondary school visits are not required of any student. The student's parent or guardian, not
10 GMSD, are solely responsible for facilitating postsecondary school visits and for ensuring the safety of
11 the student during the visit.

12 **TRUANCY**

13 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major
14 portion of any class, study hall, or activity during the school day for which the student is scheduled.

15 By the beginning of each school year, the GMSD Student Services Supervisor shall furnish to the
16 Principals of each school a list of students who will attend the school together with the names of the
17 students' parents or guardians. After the opening of school, each Principal must report to the
18 Superintendent the names of all students on the list furnished to the Principal who have not appeared for
19 enrollment.

20 Each Principal must report to the Superintendent the names, ages, and residences of all students in
21 attendance at the school within thirty (30) days after the beginning of the school year.

22 By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or
23 person having control of a student subject to compulsory attendance that the parent, guardian, or other
24 person having control of the student must monitor the student's school attendance and require the student
25 to attend school. The written notice must inform the parent, guardian, or other person having control of
26 a student, that a student who accumulates five (5) days of unexcused absences during the school year is
27 subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a
28 referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive
29 days of unexcused absences.

30 The Principal or designee of a school must report promptly to the GMSD Student Services Supervisor,
31 the names of all students who have withdrawn from school or who have accumulated three (3) days of
32 unexcused absences. Upon a student's accumulation of three (3) days of unexcused absences, the GMSD
33 Student Services Supervisor shall serve upon the parent, guardian, or other person having control of a
34 student subject to compulsory attendance who is unlawfully absent from school, written notice that the
35 student's attendance at school is required by law.

36 Additionally, the Principal or designee must report promptly to the GMSD Student Services Supervisor,
37 the names of all students who have withdrawn from school or who have accumulated five (5) days of
38 unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student
39 must also be reported.

1 When a student accumulates five (5) days of unexcused absences, the GMSD Student Services
2 Supervisor shall serve upon the parent, guardian, or other person having control of a student subject to
3 compulsory attendance who is unlawfully absent from school, written notice that the student's attendance
4 at school is required by law. The GMSD Student Services Supervisor shall send a new notice after each
5 successive accumulation of five (5) unexcused absences.

6 After a student has accumulated five (5) unexcused absences, and after given adequate time, as
7 determined by the GMSD Student Services Supervisor, the student's parent, guardian, or other person
8 having control of the student has failed to turn in documentation to excuse those absences, the GMSD
9 Student Services Supervisor or designee shall implement the truancy intervention requirements of the
10 second tier of the Progressive Truancy Plan.

11 **Progressive Truancy Plan**

12 The first tier of truancy prevention is applicable to all GMSD enrolled students. The second and third
13 tiers of truancy intervention apply to students who have accumulated a minimum of five (5) days of
14 unexcused absences.

15 **Tier One**

16 Tier One of the Progressive Truancy Plan may include, but is not limited to, the following schoolwide
17 prevention-oriented supports:

- 18 a) Counseling;
- 19 b) Community-based services;
- 20 c) Other services/supports to address student performance.

21 The Whole Student Director may be consulted about the school-wide prevention-oriented supports
22 and/or individual student supports.

23 **Tier Two**

24 Tier Two of the Progressive Truancy Plan shall include:

- 25 a) A conference with the GMSD Student Services Supervisor/designee, and the student and
26 the parent, guardian, or other person having control of the student;
- 27 b) A resulting attendance contract to be signed by the student, the parent, guardian, or other
28 person having control of the student, and the GMSD Student Services
29 Supervisor/designee;

30 The contract must include:

- 31 (1) a specific description of the school's attendance expectations for the student;
- 32 (2) the period for which the contract is in effect; and

- 1 (3) penalties for additional absences and alleged school offenses, including additional
2 disciplinary action and potential referral to Juvenile Court.
- 3 c) Regularly scheduled follow-up meetings, which may be with the student and the parent,
4 guardian, or other person having control of the student, to discuss the student's progress;
- 5 d) An individualized assessment by a school employee of the reasons a student has been
6 absent from school; and
- 7 e) If necessary, referral of the student to counseling, community-based services, or other in-
8 school or out-of-school services aimed at addressing the student's attendance problems.

9 **Tier Three**

10 Tier Three of the Progressive Truancy Plan must be implemented if the truancy interventions under Tier
11 Two are unsuccessful. Tier Three of the Progressive Truancy Plan may consist of one (1) or more of the
12 following, at the discretion of the GMSD Student Services Supervisor.

- 13 a) School-based community services;
- 14 b) Collaboration with the Whole Student Director to provide appropriate supports for
15 success; or
- 16 c) Saturday or after-school courses designed to improve attendance and behavior.

17 **Judicial Intervention Regarding Truancy**

18 Notwithstanding the above progressive truancy tiers, if any tier of progressive truancy intervention is
19 unsuccessful, and the GMSD Students Services Supervisor can document that a parent or guardian on
20 four (4) occasions has failed or refused to:

- 21 a) attend conferences as set forth in the GMSD Progressive Truancy Plan,
- 22 b) return telephone calls from the GMSD Student Services Supervisor,
- 23 c) attend follow-up meetings as set forth in the GMSD Progressive Truancy Plan,
- 24 d) enter into an attendance contract as set forth in the GMSD Progressive Truancy Plan, or
- 25 e) actively participate in any of the tiers of truancy intervention set forth in the GMSD
26 Progressive Truancy Plan,

27 the GMSD Student Services Supervisor may report the student's absences to the Juvenile Court of
28 Shelby County, Tennessee, without need to proceed to the next tier, if any.

29 Any parent, guardian, or other person who has control of a student, and who violates the State's truancy
30 law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful absence
31 constitutes a separate offense.

1 **MILITARY**

2 Notwithstanding any other law to the contrary, if a student's parent, custodian, or other person with legal
3 custody or control of the student is a member of the United States Armed Forces, including a member
4 of a state National Guard or a reserve component called to federal active duty, a public school Principal
5 shall give the student:

6 (1) An excused absence for one (1) day when the member is deployed;

7

8 (2) An additional excused absence for one (1) day when the service member returns
9 from deployment;

10 (3) Excused absences for up to ten (10) days for visitation when the member is
11 granted rest and recuperation leave and is stationed out of the country; and

12 (4) Excused absences for up to ten (10) days cumulatively within the school year for
13 visitation during the member's deployment cycle.

14 Total excused absences under numbers "3" and "4" above shall not exceed a total of ten (10) days within
15 the school year.

16 Students receiving an excused absence under this section shall have the opportunity to make up
17 schoolwork missed and shall not have their class grades adversely affected for lack of class attendance
18 or class participation due to the excused absence. Students shall have one (1) day to make up work for
19 each day of excused absence.

20 If necessary, verification may be required to justify absences.

21 Absences other than those outlined above shall be considered unexcused.

22 **CREDIT/PROMOTION DENIAL**

23 Credit/promotion denial determinations may include student attendance; however, student attendance
24 may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the
25 following shall occur:

26 1. Parents and students shall be advised if a student is in danger of credit/promotion denial
27 due to excessive absenteeism.

28 2. Procedures in due process are available to the student when credit or promotion is denied.

29 ~~**DRIVER'S LICENSE REVOCATION**~~

30 ~~More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a student~~
31 ~~during any semester renders a student ineligible to retain a driver's license permit or license.~~

1 NOTICE

- 2 A copy of this Policy shall be posted at each school and school counselors shall be supplied copies of
3 this Policy for discussion with students. This Policy shall be referenced in all School Handbooks. All
4 teachers, administrative staff, and parents/guardians shall be provided a copy of this Policy.

Legal References

T.C.A. § 10-7-504
T.C.A. § 49-2-203
T.C.A. § 49-6-2904
T.C.A. § 49-6-3002
T.C.A. § 49-6-3006
T.C.A. § 49-6-3007
T.C.A. § 49-6-3009
T.C.A. § 49-6-3017
T.C.A. § 49-6-3019
T.C.A. § 49-6-3021
T.C.A. § 49-6-3022
T.C.A. § 49-6-3026
20 USCA § 1232g
State Board of Education Rule 0520-01-02-.17(5)
State Board of Education Rule 0520-01-03-.06
State Board of Education Policy 4.100

RESCIND – THIS POLICY INCLUDED IN POLICY 6.313

Germantown Municipal School District			
Monitoring: Review: Annually, in August	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 08/**/23 12/09/19
		Rescinds: 6.309	Issued: 03/06/17

~~The Germantown Municipal School Board will ensure a safe and secure learning environment for all of its students and staff. Immediate disciplinary action will be warranted for:~~

~~WEAPONS & DANGEROUS INSTRUMENTS~~

~~Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.¹~~

~~Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²~~

~~Violators of this section shall be subject to suspension and/or expulsion from school.~~

~~Firearms (as defined in 18 U.S.C. § 921)³~~

~~In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴~~

~~DRUGS~~

~~In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴~~

~~ASSAULT~~

~~In accordance with state law, any student who commits aggravated assault⁵ or commits assault that results in bodily injury⁶ upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴~~

ELECTRONIC THREATS

~~In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴~~

NOTIFICATION

~~When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷~~

RESCIND

Legal References

- ~~1. TCA 39-17-1309(b)~~
- ~~2. TCA 39-11-106(a)(5)~~
- ~~3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)~~
- ~~4. TCA 49-6-3401(g)~~
- ~~5. TCA 39-13-102~~
- ~~6. TCA 39-13-101(a)(1)~~
- ~~7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(d)(1)~~

Cross References

~~Discipline Procedures 6.313~~

RESCIND

Rationale for Revision of GMSD Policies 8.22.23 Board Work Session and 8.29.23 Business Meeting

Recommended changes to legal reference citations are based upon formatting conformance and updates to citations based upon current laws.

Revisions are recommended for the following.

First Reading – 8.29.23

Second Reading – September 2023 (Tentative – TBD)

- 1) Revision 1.704 - Charter Schools - The changes recommended to this policy are precipitated by changes to State law.
- 2) Revision 4.201 – Class Size Ratios – The changes recommended to this policy are precipitated by changes to State law. Changes are also recommended in order to bring this policy into formatting conformance.
- 3) Revision 4.213 - Public Virtual School – The changes recommended to this policy are precipitated by changes to State law. The recommended change to the “report card” reference is based upon the current practice.
- 4) Rescind 5.3051 - Temporary Covid 19 Leave – The change to this policy is simply pro forma. The policy itself contained a June 30, 2023 sunset provision.
- 5) Revision 5.501 - Employee Related Complaints – The recommended change to this policy is simply pro forma and merely based upon a title changes.
- 6) Revision 6.200 - Attendance and Truancy – The recommended changes to this policy are precipitated by changes to State law.
- 7) Rescind 6.309 - Zero Tolerance Offenses – The recommended changes to this policy are precipitated by changes to State law, which added a new Zero tolerance category. However, when tending to that revision, in a continuing effort to streamline the policy manual and make it more user friendly to parents and staff, it was determined that the matters covered by policy 6.309 are already contained and modified in Board Policy 6.313, thus obviating the need to have two separate policies.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 09/**/23 04/25/23 02/07/23
		Rescinds: 4.605	Issued: 04/19/21

General

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school.

The program of studies shall include areas required by the State Board of Education.

The courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education.

TRADITIONAL HIGH SCHOOL DIPLOMA REQUIREMENTS

Before graduation, every student shall:

1. Achieve the specified twenty-two (22) units of credit;
2. Have satisfactory records of attendance and conduct;
3. Take the ACT, SAT examination, or other eleventh (11th) grade post-secondary readiness assessment, as determined by the Tennessee Commissioner of Education, unless the student qualifies for a limited medical exception as defined by the Tennessee Department of Education; and
4. Take and pass a United States civics test.

Course Graduation Requirements:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Personal Finance	0.5 credit
Wellness	1 credit
Physical Education	0.5 credit
World Language	2 credits
Fine Arts	1 credit
Elective Focus	3 credits

Students may not receive credit for courses in which the student was never enrolled.

Beginning with students who enroll in ninth (9th) grade in the 2024-2025 school year, or any subsequent school year, students must earn at least one (1) credit in computer science in high school;

1. Students may fulfill this requirement by substituting computer science for the student's fourth credit of mathematics, third credit of science, or an elective focus credit. Students may only use computer science as a substitution to fulfill one (1) credit in mathematics, or one (1) credit in science, or one (1) or more elective focus credits required for a traditional high school diploma.
2. Students who transfer from another state or country, or from a non-public school to a Tennessee high school during their twelfth (12th) grade year, are exempt from this requirement.

SPECIAL EDUCATION STUDENTS

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma, but have:

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on his/her IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade year or two (2) academic years prior to the expected graduation date.

Alternative Academic Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an alternate academic diploma if the student has:

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessments;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.
7. Take and pass a United States civics test.

The required credits may be earned either through the state-approved standards or through alternate academic diploma modified course requirements approved by the State Board of Education. A student who earns an alternate academic diploma shall continue to be eligible for services under IDEA until he or she receives a regular high school diploma or through the school year in which the student turns twenty-two (22).

7) INDUSTRY 4.0 DIPLOMA

The Industry 4.0 distinction shall be noted on the transcripts of all students that fulfill the Industry 4.0 distinction requirements.

The requirements for receiving the Industry 4.0 Diploma distinction are as follows.

- A. Before the end of the high school student's tenth (10th) grade year, the student shall:
 1. Notify the student's counselor or school principal of the student's intent to pursue an Industry 4.0 diploma distinction;
 2. Provide the student's counselor or school principal with documentation signed by the student's parent or legal guardian indicating that the student's parent or legal guardian is aware of the requirements for the parent's or legal guardian's student to obtain an Industry 4.0 diploma distinction and consenting to the student's participation;
 3. Register with a regional American Job Center or other career counseling or community partner approved by the student's school; and.
 4. Enroll in at least one (1) work-based learning or dual enrollment course for the student's eleventh (11th) grade year.
- B. Beginning in the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall meet, no less than once per month, with a career coach who has been approved to provide career coaching services by the student's school. The career coach must:

1. Be an American Job Center career coach, a career coach from a career counseling or community partner approved by the United States Department of Labor's regional office for the state of Tennessee, or a licensed school counselor or an educator who holds a work-based learning certificate provided by the Department of Education; and
 2. Meet, no less than once per month during the school year, with students assigned to the career coach by the student's school principal to assist students in:
 - i. Developing the personal attributes required for success in the workforce, which include, but are not limited to, time management, networking, communication, teamwork, creative thinking, and conflict resolution;
 - ii. Applying for dual enrollment grants or other available financial aid opportunities, including, but not limited to, grants and scholarships administered by the Tennessee Student Assistance Corporation;
 - iii. Identifying the best combination of dual enrollment, work-based learning, and internship opportunities available to the student; and
 - iv. Preparing for standardized assessments such as the ACT.
- C. Before the end of the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall enroll in work-based learning or dual enrollment courses for the student's twelfth (12th) grade year.
- D. A student receiving an Industry 4.0 diploma distinction shall successfully complete all coursework required for graduation for their diploma type.
- E. A student pursuing an Industry 4.0 diploma distinction may earn at least one (1) science credit and at least one (1) math credit through course substitutions approved by the State Board, including, but not limited to, dual enrollment and work-based learning courses that are aligned to a student's chosen career path. Work-based learning course substitutions may only fulfill a student's third (3rd) credit of science and/or fourth (4th) credit of math. Pursuant to State Board Rule 0520-01-03-.03, high schools shall accept dual enrollment courses as a substitution for an aligned graduation requirement course.
- F. A student receiving an Industry 4.0 diploma distinction shall earn nine (9) credits of dual enrollment or work-based learning in grades nine (9) through twelve (12), which may be satisfied by the student's successful completion of dual enrollment coursework, work-based learning experiences, on-the-job training, or other mentorships or structured educational experiences that allow the student to apply the student's knowledge and skills in a work environment to develop an understanding of workplace expectations.

STUDENT LOAD

All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of six units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the superintendent and then to the Board.

EARLY GRADUATION

High school students shall be permitted to complete an early graduation program. Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as soon thereafter as the intent is known.

In order to graduate early, students must meet the following requirements:

1. Earn required seventeen (17) credits;
2. Score on-track or mastered level for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the benchmark score of twenty-five (25) or higher on the mathematics portion of the ACT and twenty-five (25) or higher on the English portion of the ACT, or equivalent scores on the SAT;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment;
 - d. Dual credit.

Legal References

T.C.A. 49-6-408

T.C.A. 49-6-6001

T.C.A. 49-6-6005

T.C.A. 49-6-8103

T.C.A. 49-6-8303

State Board of Education Policy 2.102

State Board of Education Policy 2.103

State Board of Education Rule 0520-01-03

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Evaluations	Descriptor Code: 5.109	Issued Date: 09/**/23 06/02/14
		Rescinds:	Issued:

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
2 part of the Superintendent and administrative and supervisory personnel.

3 ~~The Board shall use a state approved model for evaluating administrative and supervisory personnel
4 and shall approve standard forms to be used in evaluating support personnel.~~

5 The Superintendent/designee is responsible for ensuring that all administrative and supervisory
6 personnel are evaluated annually.

7 LICENSED TEACHING PERSONNEL

8 ~~The Board shall use guidelines developed by the Tennessee State Board of Education for
9 implementation of an approved evaluation system of licensed teaching personnel.~~

10 The Board adopts the *TEAM (Tennessee Educator Acceleration Model)* evaluation model. ~~The
11 director shall draft procedures to ensure that the model is implemented throughout the school system.
12 Additionally, the Superintendent shall provide information to all licensed teaching personnel regarding
13 the nature of the evaluation and the grievance procedures prescribed by the Tennessee State Board of
14 Education.~~¹

15 *Local Level Grievance Procedure*

16 The Superintendent/designee shall develop a procedure, consistent with State law, for processing
17 evaluation grievances pertaining only to the accuracy of the data used in the evaluation and the
18 adherence to the evaluation policies adopted by the State Board of Education. ~~shall develop
19 procedures, consistent with State law, for processing evaluation grievances.~~²

20 The Superintendent/designee shall be responsible for ensuring that all teachers, Principals, and
21 administrators are aware of the local-level grievance procedure.

22 NON-LICENSED PERSONNEL

23 Newly hired non-licensed administrative/support personnel shall be evaluated once during the
24 evaluation period (up to 90 days) and at least one (1) additional time following successful completion
25 of the evaluation period during the first year of employment. Support personnel employed for more
26 than one (1) year shall be evaluated at least once a year.

27 Evaluations shall be used as an aid in improving an employee's performance and as a basis for
28 continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each

- 1 employee shall be given a copy of the evaluation and shall be requested to sign the supervisor's copy
- 2 as evidence it has been discussed.

Legal References

State Board of Education Rule 0520-02-01

~~TRR/MS 0520-02-.01-.01~~

~~TRR/MS 0520-02-01-.02~~

~~TRR/MS 0520-02-.01-.01(4)~~

State Board of Education Policy 5.201

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 09/**/23 07/27/23 09/16/19
		Rescinds: 6.203	Issued: 05/05/14

1 Any student entering school for the first time must present:

- 2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
- 3
- 4 Evidence of a current medical examination by a doctor of medicine, osteopathic physician,
- 5 Physician Assistant, Certified Nurse Practitioner, or properly trained Public Health Nurse
- 6 (unless exceptions set forth in State law and GMSD’s Physical Examinations and
- 7 Immunizations Policy apply); and
- 8
- 9 2. Evidence of state-required immunizations (unless exceptions set forth in State law and
- 10 GMSD’s Physical Examinations and Immunizations Policy apply).

11 The name used on the records of a student entering school must be the same as that shown on the birth
 12 certificate unless evidence is presented that such name has been legally changed through a court as
 13 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used
 14 on the records of such student will be the same as that shown on documents which are acceptable to
 15 the GMSD Student Services Department as proof of date of birth.

16 A child whose care, custody and support have been assigned to a resident of the district by a power of
 17 attorney or order of the court shall be enrolled in school provided appropriate documentation had been
 18 filed with the district office.

19 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
 20 guardian moves his/her residence into the school system.

21 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. § 49-6-3051(b),
 22 the parents/guardians and a school administrator of any school having previously received similar notice
 23 from the juvenile court or another source, shall provide to the school principal/designee, the abstract
 24 provided under T.C.A. § 37-1-153 or T.C.A. § 37-1-154 or other similar written information when any
 25 such student:

- 26 1) Initially enrolls in an LEA;
- 27
- 28 2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 29
- 30 3) Changes schools within this state.

1 Within five (5) days of the notification, the Principal/designee shall convene a meeting to develop a
2 plan that sets out a list of goals to provide the child an opportunity to succeed in school, provide for
3 school safety, a schedule for completion of the goals and the personnel who will be responsible for
4 working with the student to complete the goals.

5 This information shall be shared only with school employees who have responsibility for classroom
6 instruction of the student and the school counselor, social worker or psychologist who is developing a
7 plan for the child while in the school, and the school resource officer and any other person allowed by
8 law. Such information is otherwise confidential and shall not be released to others, and the written
9 notification shall not become a part of the student's record.

10 **RELOCATION OF MILITARY SERVICE MEMBER**

11 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
12 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
13 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
14 the school district on relocation.

15 Within **10 days** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency
16 within the school district.

17 **TRANSFER STUDENTS OF CATEGORY IV CHURCH-RELATED SCHOOLS, CATEGORY** 18 **V PRIVATE SCHOOLS, AND HOME SCHOOLS**

19 Students transferring from a Category IV church-related school, Category V private school, or home
20 school, as defined by State Board Rule 0520-07-02, shall be awarded credit upon successful completion
21 of a written exam. These exams shall be approved by the GMSD Assistant Superintendent Teaching,
22 Learning, and Assessment, and administered and graded by his or her designee. Upon request from a
23 parent/guardian, official student scores from a nationally standardized achievement test in the relevant
24 subject shall be accepted as a substitute for these exams and reviewed for purposes of grade placement
25 and conferring credit.

26 For students in grades 1-8, the exam shall only cover the last grade completed. For students in grades
27 9-12, the exam shall only cover the last course completed by the student (for example, if a student has
28 completed English I, II, and III, the examination shall only cover English III).

Legal References

T.C.A. § 37-1-131

T.C.A. § 49-6-3001

T.C.A. § 49-6-3008

T.C.A. § 49-6-3051

T.C.A. § 49-6-3101

T.C.A. § 49-6-5001

State Board of Education Rule 0520-07-02

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Inter-District Open Enrollment</h2>	Descriptor Code: 6.2061	Issued Date: 09/**/23 09/16/19 01/13/20
		Rescinds: 6.2061	Issued: 12/18/18

1 The Germantown Municipal School Board understands the demand for a quality education and
 2 continuity of educational services. In an effort to allow open enrollment for current non-resident
 3 students and prospective students who live outside the Germantown Municipality, the Superintendent
 4 will set open enrollment guidelines based on the following priorities:

- 5 1. Germantown Municipal School District Employee’s children
- 6 2. Academy Students-
 - 7 a. **Honors Academy**- Those who have been accepted into the program as new students.
 - 8 b. **Leadership Academy Students**- Those who have been accepted into the program as
 - 9 new students.
 - 10 c. **Fine Arts Academy**- Those who have been accepted into the program as new students.
- 11 3. City of Germantown employee’s children and currently enrolled student(s) in a GMSD school
- 12 regardless of zone. Priority will be given based on the number of years the students have
- 13 attended Germantown schools.
- 14 4. Non-Resident Sibling(s) of Current GMSD student
- 15 5. Non-resident children of Shelby County
- 16 6. Children of in state, out of county residents
- 17 7. Children of out of state residents
- 18
- 19 • The school system shall have the right to reject the application of any student who fails to
- 20 demonstrate a satisfactory academic and attendance record and who does not exhibit good
- 21 citizenship qualities. Students expelled or suspended from other schools shall not be accepted
- 22 without prior written approval by the Director of Schools.
- 23 • Intra-district transfers will be given first priority before inter-district transfers
- 24 ○ #2-87 will be granted.
- 25 • Applications will be made available for interested parties during the second semester of each
- 26 school year. Dates may vary yearly at a time set by the District Administration. There will be
- 27 at least a 30-day period between the announcement of Open Enrollment and the closing of the
- 28 Open Enrollment application period. Applications will be made available online and online
- 29 computer support will also be available at the District office. Grade bands will be evaluated
- 30 yearly to determine if programmatic capacity or staffing issues are evident for the following
- 31 school year.
- 32 • All applications need to be submitted on or before the designated conclusion of Open
- 33 Enrollment.

- 1 • Applications received on, or before the deadline, will be processed based on the priorities listed
2 above. If, in a certain priority level, there are more applicants than seats available, the seats will
3 be awarded through a lottery format. Applications received after the deadline will be placed on
4 a wait list until the start of the school year.
- 5 • Parent(s) or guardian(s) will be notified by on or before June 15th each year of their continued
6 transfer status based on Grades, Discipline and /or Attendance.
- 7 • Out-of-county students shall be charged an annual tuition. The Chief Financial Officer will
8 calculate the maximum amount allowed by law in accordance with T.C.A. 49-6-3003. Out-of-
9 county students that are children of employees of Germantown Municipal Schools shall be
10 exempt from tuition.
- 11 • Shelby County Students who are out of district may have tuition fees associated with their
12 enrollment as defined by the Germantown Municipal School Board. Tuition fees established by
13 the Board shall remain in effect until changed
- 14 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 15 • Students who are participating in Open Enrollment (Inter-District Transfers) must maintain
16 acceptable behavior, attendance and academic standing. If behavior, attendance or academic
17 standing is not acceptable, the principal reserves the right to rescind the transfer at the end of
18 the school year and the student will return to his/her school of zoning for the following year.
19 The Superintendent, or his designee, has the authority to rescind or modify a transfer for
20 reasons other than those listed above.
- 21 • Such alternatives to the above qualifications as the Superintendent may find appropriate or
22 acceptable.

23 Contingencies that affect inter-district transfers include, but are not limited to, the following:

- 24 • The number of inter-district transfers per elementary or middle school shall not exceed 20% of
25 the school's preceding year's resident enrollment. For new schools, we will use projected
26 enrollments. **This provision does not apply to GMSD's public virtual school.**
- 27 • Transfers are limited based on optimal learning capacity of the school
- 28 • The restrictions on a number of students in a program due to circumstances unique to that
29 specific program, or financial or operating conditions of the District.

30 The Superintendent, or his designee, will set procedures that support this Policy.

THIS POLICY IS BEING REPEALED
Material included with Policy 6.313 & 6.314

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: Promoting Student Welfare	Descriptor Code: 6.400	Issued Date: 09/**/23 04/07/14
		Rescinds:	Issued:

1 ~~While recognizing that students may require disciplinary action in various forms, the Board of~~
2 ~~Education does not condone the use of unreasonable force and fear as an appropriate procedure in~~
3 ~~student discipline.~~

4 ~~Professional staff as well as classified staff may, within the scope of their employment, use and apply~~
5 ~~reasonable and necessary force and restraint to quell a disturbance threatening physical injury to~~
6 ~~others, to obtain possession of weapons or other dangerous objects upon or within the control of the~~
7 ~~student, in self-defense, or for the protection of persons or property.~~

8 ~~Corporal punishment is not permitted (See Policy SP 6.314). If any employee threatens to inflict,~~
9 ~~inflicts, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a student,~~
10 ~~s/he may be subject to discipline by this Board and possibly charges of child abuse as well. This~~
11 ~~prohibition applies as well to volunteers and those with whom the District contracts for services.~~

REPEALED



Germantown Municipal School District Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 5

<u>GMSD Acct #</u>	<u>GMSD Acct</u>	<u>Original Budget</u>	<u>Approved Changes</u>	<u>Requested Changes</u>	<u>Amended Budget</u>
142-71100-429	Instructional Supplies & Materials	10,394	-	803	11,197
142-72210-524	In-service/Staff Development	1,701	-	1,000	2,701
142-47146-300	Title III Revenues	12,295	-	1,803	14,098

REASON FOR AMENDMENT:

Title III revisions

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: 2023 - 2024

Amendment # 6

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-189	Other Salaries and Wages	-	-	294,000	294,000
142-71100-201	Social Security	-	-	18,228	18,228
142-71100-212	Medicare	-	-	4,270	4,270
142-72210-499	Other Supplies & Materials	-	-	7,000	7,000
142-72210-524	In-service/Staff Development	-	-	22,302	22,302
142-47401-936	Revenues - TN All Corps	-	-	345,800	345,800

REASON FOR AMENDMENT:

TN All Corps allocation - tutor wages and payroll taxes, other supplies and materials, and staff development

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: 2023 - 2024

Amendment # 7

<u>GMSD Acct #</u>	<u>GMSD Acct</u>	<u>Original Budget</u>	<u>Approved Changes</u>	<u>Requested Changes</u>	<u>Amended Budget</u>
141-72130-399	Other Contracted Services	-	-	160,000	160,000
141-72130-790	Other Equipment	-	-	83,438	83,438
141-46980-642	Revenues - Public School Security Grant	-	-	243,438	243,438

REASON FOR AMENDMENT:

Security film for school building entryway glass, flock cameras

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: 2023-2024

Amendment # 8

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71300-429	Vocational Instructional Supplies & Materials	-	-	539,000	539,000
141-71300-499	Other Supplies & Materials	-	-	25,000	25,000
141-71300-599	Other Charges	-	-	591,000	591,000
141-71300-730	Vocational Instruction Equipment	-	-	715,000	715,000
141-72130-355	Travel	-	-	30,000	30,000
141-72130-524	In-service/Staff Development	-	-	29,000	29,000
141-72130-790	Other Equipment	-	-	6,000	6,000
141-72230-399	Other Contracted Services	-	-	5,000	5,000
141-76100-707	Building Improvements	-	-	60,000	60,000
141-46790-802	Revenues - ISM Grant	-	-	2,000,000	2,000,000

REASON FOR AMENDMENT:

To appropriate funds for the Innovative Schools Model (ISM) grant to cover STEM curriculum and furnishings/improvements for the Aviation classroom.

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: 2023-2024

Amendment # 9

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-72410-139	Assistant Principal Salaries	1,531,358	-	(24,000)	1,507,358
141-72410-201	Social Security	213,779	-	(1,488)	212,291
141-72410-204	Retirement	257,056	-	(2,160)	254,896
141-72410-206	Life Insurance	11,875	-	(100)	11,775
141-72410-207	Medical Insurance	305,250	-	(8,000)	297,250
141-72410-212	Medicare	49,997	-	(348)	49,649
141-71200-163	SPED Assistant Salaries	1,014,878	-	24,000	1,038,878
141-71200-201	Social Security	275,141	-	1,488	276,629
141-71200-204	Retirement	326,974	-	2,160	329,134
141-71200-206	Life Insurance	15,400	-	100	15,500
141-71200-207	Medical Insurance	410,000	-	8,000	418,000
141-71200-212	Medicare	64,348	-	348	64,696

REASON FOR AMENDMENT:

To transfer funds for hiring a special education paraprofessional and delay the hiring of an assistant principal at FES.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

GMSD Board Chair

Date

GMSD Superintendent

Date



Pearson Virtual Schools
 509 S. Exeter St.
 Suite 202
 Baltimore, MD 21202
 E-mail: poblsalesops@pearson.com

The fees & terms in this document are valid until expiration date.

Expiration Date 9/27/2023

Customer Details:

Germantown Municipal SD

Heather Fisher

heather.fisher@gmsdk12.org

Sales Consultant Details:

Maribeth Tulenko

maribeth.tulenko@pearson.com

Product	Selling Term/UOM	Quantity	Sales Price	Subtotal	Total Price
Full Time Student with Certified Online Teacher (FTSS-COT)	0.00000	67.00	USD 3,399.00	USD 227,733.00	USD 227,733.00

***All prices in this Document in USD**

Subtotal USD 227,733.00
 Grand Total USD 227,733.00

This Quote and the delivery and usage of the products listed herein are governed by the Statement of Work between the Parties and the Terms and Conditions for Virtual Learning Programs located at <https://www.pearson.com/obl-terms-conditions>, which are incorporated hereby. In the event of a conflict, prices listed in this Quote govern. No refund or credit shall be due to Customer in the event that an Educational Product or Service is not utilized.

Please note that this quote excludes any applicable sales tax.

This Quote will be considered accepted if received before the Expiration Date noted above.

To accept this quote, please submit a signed and dated copy of this Quote, Attn: {Sales Consultant noted above}, via one of the methods below:

E-mail: poblsalesops@pearson.com

Authorized by: _____

Printed Name: _____

Title: _____

Date: _____

Is a PO required prior to billing? ____ If yes, please provide PO with signed quote.



GBOE RESOLUTION 02/2023-2024

A RESOLUTION OF THE GERMANTOWN BOARD OF EDUCATION

REQUESTING THE SHELBY COUNTY ELECTION COMMISSION TO NO LONGER USE GERMANTOWN MUNICIPAL SCHOOL DISTRICT SCHOOL BUILDINGS AS POLLING LOCATIONS IN GERMANTOWN

WHEREAS, The Shelby County Election Commission currently utilizes Dogwood Elementary School, Farmington Elementary School, Houston Middle School, and Houston High School as election polling locations in the city of Germantown; AND

WHEREAS, Public Chapter 367 (attached), commonly referred to as the “School Safety Bill”, was signed into law by Governor Bill Lee on May 10, 2023; AND

WHEREAS, Public Chapter 367 requires the doors of school buildings to be locked at all times and access is limited to the school’s primary entrance to prevent unauthorized entry into the school building while students are present during the school day as well as when students are present outside of regular school hours for school-related purposes or activities; AND

WHEREAS, The Germantown Municipal School District is out of school on Election Day in November, but is in school or has school-related activities during the March and August primaries and will be forced to close schools and not offer school-related activities on March 5, 2024 (Super Tuesday primary), causing substantial disruptions for GMSD families; AND

WHEREAS, The provisions of Public Chapter 367 make it impossible for an election to be held at the same time school is in session and even after the school day has concluded without being in direct violation of the law, and resulting in an unsafe environment for students and staff;

NOW, THEREFORE, BE IT RESOLVED that the Germantown Board of Education, requests that the Shelby County Election Commission move expeditiously to find alternate polling locations for the March 2024 election, and all future elections, to avoid safety concerns, operational disruptions, disruptions for families, and to avoid a violation of Public Chapter 367.

THIS RESOLUTION is adopted as of this _____ day of _____, 2023, public welfare requiring it.

Ryan Strain, Chairman
Germantown Board of Education

Jason Manuel, Superintendent
Germantown Municipal School District



GBOE RESOLUTION 03/2023-2024

A RESOLUTION OF THE GERMANTOWN BOARD OF EDUCATION

REQUESTING FUNDING FOR SPECIAL EDUCATION PRESCHOOL STUDENTS IN THE TENNESSEE INVESTMENT IN STUDENT ACHIEVEMENT ACT (TISA) FORMULA

WHEREAS, The education of our eligible preschool students with special needs between the ages of three and five, though required by federal law and monitored by the Tennessee Department of Education, is completely unfunded by the TISA funding formula; AND

WHEREAS, Germantown Municipal School District, which currently educates six thousand, thirty-three (6033) students in grades K-12, has eight (8) special education preschool classrooms which currently serve approximately fifty-one (51) preschool special needs students; AND

WHEREAS, Federal and state guidelines require Germantown Municipal School District to also serve at least fifty-one (51) “typical peers” in these classrooms in order to provide an inclusive setting; AND

WHEREAS, Many of the children in these classes require extra therapies like speech and occupational therapy at school and in the community; AND

WHEREAS, Germantown Municipal School District is, therefore, required by federal law and State guidelines to pay for classroom teachers and teacher assistants; AND

WHEREAS, the State of Tennessee may, from time to time, provide grants which may offset a portion of the costs of these programs, school districts need to be provided with funding on a recurring basis and in an amount that fully funds the preschool programs; AND

WHEREAS, TISA funding is intended to fund Local Education Agencies (LEAs) on a “student based” formula, on a recurring basis, but does not currently account for and fully fund these special needs students or the typical peers that LEAs are required by law to educate;



GBOE RESOLUTION 03/2023-2024

NOW, THEREFORE, BE IT RESOLVED that the Germantown Board of Education, requests full funding for preschool special needs students and the required typical peers be included in the TISA funding formula.

THIS RESOLUTION is adopted as of this _____ day of _____, 2023, public welfare requiring it.

Ryan Strain, Chairman
Germantown Board of Education

Jason Manuel, Superintendent
Germantown Municipal School District

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Germantown Municipal School District 796**

Date: **September 20, 2023**

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2023-2024 Safe Return to School Plan approved in the fall of 2022. Since approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders to inform the school community of the plan and has determined no changes are required at this time. Below are the engagements that have occurred to keep the community up to date since the last update to this plan.

- The District has maintained a link on their website for stakeholders to give their continued feedback for the plan throughout the school year. Through mid September 2023 the link included over 600 views and 140 responses from a variety of stakeholders from this link.
- Additionally, the District has solicited feedback through a survey link sent to stakeholders on February 6, 2023 via text and email. The announcement of the survey will run every Monday thru the end of September 2023. This link <https://form.jotform.com/222214088594054> is shared monthly through the District's monthly newsletter.
- GMSD continues updates via the COVID dashboard daily located on the district's website https://www.gmsdk12.org/apps/pages/index.jsp?uREC_ID=2177952&type=d&pREC_ID=2228036
- The Let's Talk platform allows district leadership to engage in meaningful consultation and feedback with our stakeholders and community members on many topics, including the GMSD School Safety Plan. This platform allowed for a two-way dialogue between stakeholders and District Leadership on components of the plan that was considered when revising the plan.
- The District receives emails, phone calls, and completed surveys from stakeholders to gather feedback.
- GMSD school board members welcomed citizens to attend and provide feedback at the school board meetings to share input and feedback on the plan prior to school board approval.
- The safety plan can be located on the district's website for review by stakeholders.

2. Describe how the LEA engaged the health department in the development of the revised plan.

- District staff continued to participate in phone calls/written communication with Shelby County Health Department (SCHD) when scheduled by health department officials.
- GMSD considers the routine inspections and oral and written reports to determine if revision to the Safety Plan is necessary.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p> <ul style="list-style-type: none"> • All safety policy changes have applied for all students inclusive of students with disabilities. If individual students have health and safety accommodations needs beyond district policies, those accommodations are addressed in the students Individual Education Plan.
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p> <ul style="list-style-type: none"> • One of the key recommendations of the Shelby County Health Department and Center for Disease Control (CDC) is to provide 3-6 feet of social distancing when possible.
<p><i>Hand washing and respiratory etiquette</i></p> <ul style="list-style-type: none"> • Schools will provide opportunities for all students to take regular breaks to wash their hands throughout the day. Restrooms will be regularly checked for necessary materials. Hand sanitizing stations have been placed throughout each building.
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p> <ul style="list-style-type: none"> • Increased cleaning efforts are continuing to be implemented with our custodial service provider, SKB, to include multiple daily cleanings of common areas and increased efforts in each classroom. • GMSD continues the employment of day porters at each school building to both clean and monitor the increased cleaning effort protocols and ensure that their building is in alignment with district standards. • GMSD has purchased eight Clorox Total 360 Cleaning Systems. These systems are often used in hospitals to mitigate the spread of germs. High traffic areas will be disinfected on a regular basis, and classrooms on a case by-case basis. • All School HVAC systems have been upgraded with High-MERV filters. The MERV-13 filters are the industry standard in reducing particles and bacteria in the air. Our HVAC systems also have the ability to circulate fresh air in programmed bursts through the building. GMSD has programmed fresh air in short, frequent bursts.
<p><i>Contact tracing in combination with isolation and quarantine</i></p> <ul style="list-style-type: none"> • Covid Notifications, Quarantines, and Contact Tracing <ul style="list-style-type: none"> • GMSD updates the COVID dashboard daily that is included on the district’s website • Due to privacy issues governed by law, the identity of person(s) with either suspected or positive cases of COVID-19 is not publicly shared. However, parents are reminded of the importance that they report confirmed COVID-19 cases to the school so that proper protocols, tracing, and quarantines can be enacted. (Contact tracing and quarantine is not currently required 9/20/2023) • Covid Related Absences <ul style="list-style-type: none"> • When a student is identified as a direct contact to someone who has tested positive for COVID-19 or has tested positive and needs to quarantine according to the TN Health Department and/or Shelby County Health Department, absences will be excused. Teachers will offer access to lessons and materials to keep students on track during their absence. This access can include Schoology assignments, printed assignments, and/or video-recorded lessons. (Quarantine is not currently required 9/20/2023.) • Students may participate in learning activities each day while quarantined to remain on track with lessons/curriculum; however, they may also wait to submit assignments upon returning according to the GMSD Grading Policy 4.600:

<ul style="list-style-type: none"> • In the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.
<p><i>Diagnostic and screening testing</i></p>
<ul style="list-style-type: none"> • Schools will continue working with families to provide excused absences if students have been exposed to COVID-19 or if they are showing any symptoms. • GMSD wants families to practice the necessary precautions and are ready to work with parents to keep all of our students healthy.
<p><i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i></p>
<ul style="list-style-type: none"> • GMSD partnered with the Shelby County Health Department, Town of Collierville, and City of Germantown to provide a local vaccination site at Germantown Baptist Church for educators and staff in the Spring of 2020. Specific days and times were scheduled for educators, staff, and contractors who service GMSD. • GMSD allows for excused absences for students and staff for vaccinations and/or boosters.
<p><i>Universal and correct wearing of masks</i></p>
<ul style="list-style-type: none"> • Masks are recommended for all person(s) vaccinated and unvaccinated when the COVID-19 Community Level is high. • GMSD's updated policy for universal and correct wearing of masks is included in the GMSD Safety Plan on the districts website and communicated in GMSD's Weekly notifications to parents and staff via the Let's Talk Platform as updates to the safety plans are made.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.

<ul style="list-style-type: none"> • GMSD continues to offer in-person, full-time instruction for the 2023-2024 school year. Additionally, GMSD received state approval for a stand-alone virtual school (GOAL) for students in k-12 beginning the 2021-2022 school. GOAL is again available for students in the 2023-2024 school year. Both instructional models include programming and staffing to ensure that individual students' academic, social, emotional, mental health, and physical health needs are met. In-person learning is inclusive of meeting students' nutritional and transportation needs. GMSD's Back to School Safety Plan includes up-to-date guidelines and protocols for students and staff which supports both in-person learning and virtual learning (GOAL) for students. • The district's Whole Child Department, created in SY 22, was developed to ensure all students' social, emotional and mental health needs are met. • Transportation is provided for students who qualify for transportation services. • Food Services are available to all students and is provided in each schools' cafeteria.
--

ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance 2024

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: **Germantown Municipal School District**

Director of Schools (Name): **Jason Manuel**

ESSER Director (Name): **Missy Abel**

Address: **3350 South Forest Hill Irene Rd. Germantown, TN 38138**

Phone #: **(901) 752-7900.**

District Website: **<http://www.gmsdk12.org>**

Addendum Date: **September 2023**

Total Student Enrollment:	6,019
Grades Served:	K-12
Number of Schools:	7

Funding

ESSER 2.0 Remaining Funds:	\$36,531.48
ESSER 3.0 Remaining Funds:	\$1,719,888.25
Total Remaining Funds:	\$1,756,419.73

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$277,317.60
	Summer Programming		\$37,546.17
	Early Reading		\$195,447.46
	Interventionists		\$371,848.60
	Other	\$25,000.00	\$314,378.77
	Sub-Total	\$25,000.00	\$1,196,538.74
Student Readiness			
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations	\$11,531.48	\$191,622.00
	Mental Health		
	Other		
Sub-Total	\$11,531.48	\$191,622.00	
Educators			
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		\$273,656.65
	Other		
	Sub-Total	\$0.00	\$273,656.65
Foundations			
Foundations	Technology		
	High-Speed Internet		
	Academic Space (facilities)		
	Auditing and Reporting		
	Other		\$58,071.00
	Sub-Total	\$0.00	\$58,071.00
Total		\$36,531.48	\$1,719,888.25

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

- TN ALL Corp Tutoring program including salaries/benefits teachers/tutors during the school year and summer from August 2022 – June 2024
- TN ALL Corp Tutoring High Quality Instructional materials for ELA and Math
- TN ALL Corp Tutoring Professional Development for teachers/tutors
- TN ALL Corp Tutoring teacher/tutors will be issued required instructional equipment

This allocation supports priorities identified in the Needs Assessment to accelerate student achievement as follows:

- TN ALL Corps Tutoring Program will provide a variety of tutoring positions to provide targeted evidence-based intervention programming at a low ratio - high dosage rate students who have experienced learning loss during COVID-19.
- Two K-8 Instructional Coaches will be hired for FY22, FY23 and FY24 to provide teacher professional development in ELA and Math to address student's learning loss due to Covid-19. This will include teacher support for before, during, and after school tutoring programs. Programs impacted by this support will be the TN ALL Corps Tutoring Program and Tier I, Tier II, and Tier III tutoring and intervention programs. Instructional Coaches will provide personalized support to teachers in improving their instructional practices to support increased student achievement.
- Four reading interventionist to support 3rd grade students in achieving proficiency on the 3rd grade TCAP assessment
- The implementation of a comprehensive tutoring program requires high quality evidenced-based instructional materials for ELA and Math. These materials will address student's learning loss in ELA and math.

2. Describe initiatives included in the "other" category.

- Instructional Coaches (2) to provide PD support for teachers in addressing student's learning loss
- Registration for 10 (K-12) teachers and 8 (K-5) TN Corp Tutors to attend Morphology phonics training from the Institute for Multi-Sensory Education in order to improve student reading support.
- Substitutes for PLCs
- Supplies for new interventionists

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

- 1 FTE Special Education Teacher
- 1.5 FTE additional paraprofessionals to provide support to students with disabilities.
- Stipends for teachers and therapists to provide services for beyond their contractual duties to support students with disabilities
- Language - interpretation services to supplement communication with limited English Speaking parents.

2. Describe initiatives included in the "other" category.

N/A

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district's needs assessment.

Addition of four kindergarten teachers to reduce class size student teacher ratios in order to improve early reading.

2. Describe initiatives included in the "other" category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

N/A

2. Describe initiatives included in the "other" category.

- Helpdesk technician to assist students with instructional technology and troubleshooting digital platforms.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The Federal Programs Supervisor will support the Controller and the Chief Financial Officer and the Assistant Superintendent of Human Resources. Responsibilities include the pre-audit of purchases to determine allowability and compliance with the program budget and proper coding. The specialists will ensure all procurement and travel procedures and policies are followed. Interim audits of payroll and fringe benefits will be performed to determine whether charges are accurate and allowable. The Controller will work with the fixed asset accountant to ensure equipment purchased is properly inventoried and tagged. Monthly financial reports of expenditures will be prepared and presented to the School Board and will be available to the public. ESSER pre-monitoring is being conducted by Forvis to ensure all policies and procedures are being adhered to and to determine whether internal controls over the ESSER programs are adequate.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

- **TN ALL Corps Tutoring Plan-** GMSD began implementation of a comprehensive tutoring program in January 2022. The program includes before/after school tutoring, embedded tutoring during the school day, and summer learning programs/camps that will provide targeted tutoring for student learning loss in math and ELA.

- **Tutoring will be in a high dosage/low ratio setting in reading and math.**
- **Students identified will have demonstrated learning loss, prioritizing students identified as "approaching" on grade content**
- **Tutoring services are embedded during the school day, two times a week (24 weeks), during the 45-minute grade level RTI/Intervention block for the students who do not receive Tier II or Tier III instruction (a total of 90 minutes weekly). Students receiving Tier II and Tier III intervention, receive tutoring services before or after school in 45-minute sessions for 24 weeks (90 minutes weekly).**

- **Summer tutoring /learning camps are designed to mitigate learning loss by providing intensive standards-support for students. Students receive an additional: 32 hours of ELA and math instruction; 16 hours of RTI and Science, Technology, Reading, Engineering, Art, and Math-based learning (STREAM). Instruction occurs in a small group setting (1-3 students in grades 1 thru 5 and 1-4 in grades 6-8).**

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2022-2023 ESSER 3.0 Public Plan for Remaining Funds Plan approved in the fall of 2022. Since TDOE's approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders and the school community of the funding plan for ESSER and has determined no changes to the 2022-2023 Public Plan for Remaining Funds is required at this time. Below are the engagements that have occurred to keep the community up to date following the September 2022 approval of the ESSER 3.0 Public Plan for Remaining Funds for the school year 2022-2023.

- GMSD has maintained a link on their website for stakeholders to give their continued feedback for ESSER 3.0 spending plan throughout the 2022-2023 school year. Through September 2023 the link included 351 views and 94 responses from a variety of stakeholders from this link.
- Additionally, the district has solicited feedback through a survey link added to GMSD's main webpage for stakeholders to easily locate and provide feedback. Notification of the link was sent to stakeholders on February 6, 2023, via text and email. The survey link will continue to be sent to stakeholders via text and email every Monday thru the end of September 2023 and through the district's Superintendent's Weekly GMSD in Focus Newsletter to stakeholders.
<https://form.jotform.com/222214088594054>
- Up to date ESSER Documents posted on GMSD website
- Monthly School Board meetings for public comment

Listed below are the engagements prior to the initial development and approval of the ESSER 3.0 Public Plan for Remaining Funds for the 2023-2024 school year.

In late July 2022, district leadership staff reviewed the final expenditure report for GMSD's FY22 ESSER 3.0 budget. Seventy-four percent of the FY22 budget was expended in FY22, the remaining items were either scheduled to be expended in FY23 and/or FY24 specifically the TN ALL Corp Program or had been delayed purposefully to FY23 or FY24. The leadership team developed an updated draft plan for FY23 which did NOT include significant changes to the original plan. The FY21 budget was developed during multiple engagements with stakeholders in the fall of 2021. All responses from all stakeholders were tabulated, compiled, and used for planning purposes was retained for future reference.

The communication department released the draft FY23 budget to stakeholders via email during early August 2022. The email solicited feedback from parents, staff, and students. In addition to being released by email, the surveys were promoted through our websites The Let's Talk Platform, and social media.

Additionally, the staff made papers copies of the survey to distribute to special populations on curriculum

nights and/or parents nights scheduled in August 2022. Families of students who are enrolled in the TN ALL Corp Tutoring Program and/or enrolled in the summer programming were sent an additional text message asking them to participate in the survey.

The Superintendent shared the survey, including the draft budget with a local civic group and local elected officials.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

- The district used multiple modes of engagement as outlined in the previous question and through the two-way communication tool, "Let Talk" platform. This ensured the minimum 10% percent of stakeholders were engaged representing each applicable group of the diverse student population.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

- GMSD engaged stakeholders, including parents, teachers, students, elected officials, and other civic community members
- With emails, texts, school board meeting, staff meetings, individual conversations, postings on social media.
- GMSD also utilized engagement via text messaging and email notification through the "Let's Talk" platform to students and parents.
- GMSD engaged stakeholders through the Superintendent's Weekly GMSD in Focus.
- Inner-Faith-based lunch and conversation April 2023

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

- Website and social media platforms
- Text messages and email notifications via "Let's Talk Platform".
- Superintendent's Weekly GMSD Neighborhood.
- School Board Meetings