

GMSD Board Work Session
November 13, 2023 5:30 PM
Board Room, GMSD Office

1. Revision of Policies - First Reading
2. Miscellaneous FY 23-24 Budget Amendments #13, 14, 15
3. GBOE 2024 Legislative Agenda
4. Board Improvement Plan Pursuant to October 2023 Board Self-Evaluation
5. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 11/**/23 12/02/13
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to advance the cause of improving public
2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing
3 laws and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation.
- 6
- 7 2. The Board shall work with other school boards in the state, other local officials, and the
8 community groups in creating public awareness and support for legislative priorities; and
9
- 10 ~~3.~~ The Board shall annually select one (1) of its members to serve as its **Legislative Liaison.**
11 ~~representative to the Tennessee Legislative Network (TLN).~~

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 11/**/23 02/22/22 12/02/13
		Rescinds:	Issued:

- 1 The Germantown Board of Education shall at the first regular meeting each December administer the
- 2 oath to any newly elected members and elect officers.

- 3 Officers of the Board shall be a Chair, Vice Chair, and a **Legislative Liaison**~~TLN representative~~. The
- 4 term of the office of the Chair will be a one-year term and limited to two consecutive terms. In the
- 5 event that an officer's seat on the Board is vacated, the Board shall elect a successor to serve the
- 6 remainder of the officer's term.

Legal References

T.C.A. § 49-2-202

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Revenues, Gifts, and Bequests	Descriptor Code: 2.400	Issued Date: 11/**/23 12/15/22 9/16/19 03/19/18
		Rescinds: 2.400	Issued: 06/19/17

1 Any money collected by any school shall be documented by a written receipt.

2 The schools may receive funds collected from activities and for events held at or in connection with
3 the school, including contracts with other schools for interschool events. To be included in this
4 accounting are all monies collected from lunchrooms, athletics, entertainments, school clubs, fees,
5 concessions, and all fundraising activities. Each Principal shall follow the reconciliation method
6 established by the State to be used for all events which require a ticket.

7 The purchase of items intended for resale through the schools shall be subject to sales tax based on the
8 purchase price to the vendor providing the service or item. Resale items not intended to generate a
9 profit shall be determined by the Principal.

10 Fees

11 School fees are to be kept to a minimum and may be expended only for the purposes for which they
12 were collected. The school shall not request any student to pay a fee to the school for any purpose,
13 except as authorized by the Germantown Board of Education. No fees shall be required of any student
14 as a condition to attend the school or use its equipment. School fees shall be waived for students who
15 receive free or reduced-price lunches. No student will be penalized for nonpayment of any materials
16 fee.

17 Fines and Insurance

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages, including textbooks, library books, equipment, and buildings. Textbook fines and
20 technology equipment insurance collected by a school shall be paid to the Germantown Board of
21 Education by a school check or online payment.

22 Tuition Income

23 Tuition collected from nonresident students shall be paid directly to the Germantown Board of
24 Education. Schools shall not collect tuition.

25 Rental Income

26 Any group or organization desiring to use one of the school facilities must contact the GMSD Chief of
27 Operations for pricing. Rental payments shall be paid directly to the Germantown Board of Education.

1 Vending Machine Revenue

2 Vending machine revenues received from sales to teachers shall be used to fund teacher morale
3 accounts.

4 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT

5 The GMSD Chief Financial Officer shall determine which funds and fees may be collected through
6 electronic transactions. The GMSD Chief Financial Officer shall develop a procedure for the electronic
7 collection of funds and fees which shall include a plan for:

- 8 1. Requiring supporting documentation for the electronic collection, which includes a total
9 daily receipt summary;
- 10 2. Providing receipts to payers;
- 11 3. Maintaining and inspecting voided receipts;
- 12 4. A daily reconciliation for electronic collection with a daily receipt summary and
13 assignment of the position of the employee that will be preparing said daily
14 reconciliations; and
- 15 5. Establishing internal controls to ensure compliance with the Internal School Funds
16 Manual.

17 The only electronic method approved is “KEV Group”, “My School Bucks”, “Go Fan”, “Skyward”, and
18 “APTS”.

19 The GMSD Chief Financial Officer is hereby given the authority to charge processing fees for electronic
20 collections.

21 GRANTS, GIFTS, AND BEQUESTS

22 Definitions

23 **Direct commercial/return benefit** –profit or gain received by a company as a result of providing a
24 school/district with property, money, goods, or services.

25 **Donation** - property, money, goods, or services irrevocably given for the benefit of a school or the
26 District without any direct commercial or material benefit.

27 **Sponsorship** – the financial or resource subsidizing of an event, team, club, or program/initiative by a
28 company, organization, or individual for which the company, organization, or individual will receive
29 no substantial benefit other than the use or acknowledgment of the business name, logo, or product in
30 connection with the district's activities.

1 **General**

2 The Germantown Board of Education recognizes and appreciates that organizations and /or individuals
3 may wish to award grants, contribute gifts, make donations, or provide sponsorships to the
4 Germantown Municipal School District Schools. The system reserves the right to determine if the
5 grant, gift, donation, or sponsorship is appropriate and may reject those it deems inappropriate or
6 unsuitable. To be acceptable, a grant, gift, donation, or sponsorship must minimally:

- 7 ▪ have a purpose consistent with the beliefs/philosophy of the school system;
- 8 ▪ be offered by a donor acceptable to the Germantown Board of Education;
- 9 ▪ not bring undesirable or hidden costs to the school system;
- 10 ▪ place no undesirable restrictions on the Germantown Board of Education;
- 11 ▪ not be inappropriate or harmful to the best education of students;
- 12 ▪ not imply endorsement of any business or product or belief; and
- 13 ▪ not be in conflict with any Germantown Board of Education policy or state law.

14 **Excluding School Support Organizations:**

15 All gifts, donations, sponsorships, and grants of less than \$5,000 may be accepted upon approval of the
16 Principal.

17 All gifts, donations, sponsorships, and grants of \$5,000 to \$49,999 may be accepted upon approval of
18 the Superintendent (and/or designee).

19 All gifts, donations, sponsorships, and grants of \$50,000 or more will be accepted upon approval of the
20 Germantown Board of Education.

21 All grants, gifts, donations, and goods received through sponsorships will become property of the
22 District. Before approval, all donors will consult with the appropriate District level administrator
23 and/or Principal to ensure usability of the gift, grant, donation, or sponsorship. By acceptance of the
24 grant, gift, donation, or sponsorship, the Germantown Board of Education makes no commitment to
25 assume financial responsibility for continuation, if the grant, gift, donation, or sponsorship becomes
26 exhausted.

27 Subject to the approval of the Superintendent, or his/her designee it shall be permissible for businesses
28 to sponsor departmental and District-wide, non-instructional functions that may include employee
29 picnics, assemblies, and professional development.

Legal References

T.C.A. § 37-10-101

T.C.A. § 37-10-102

T.C.A. § 49-2-110

T.C.A. § 49-2-114

T.C.A. § 49-2-134

T.C.A. § 49-6-2006

T.C.A. § 49-6-3001

T.C.A. § 67-6-102

Internal School Funds Manual Sections 4-37, 5-4, and 5-8

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Deposit of Funds	Descriptor Code: 2.500	Issued Date: 11/**/23 12/15/22 03/19/18
		Rescinds: 2.500	Issued: 07/21/17

1 *District Office*

2 All income payable to the Germantown Board of Education will be deposited daily into the District's
3 bank account. The Germantown Board of Education authorizes online banking transactions for GMSD
4 personnel that are authorized by the Superintendent to have access to online banking.

5 *Individual Schools*

6 Internal school fund money shall be deposited in banks daily, if possible, but no later than three (3)
7 banking days after being received. School fund money shall never be taken home by individuals for
8 safekeeping or left at school overnight unless it is stored in a school safe or vault. Deposit slips must be
9 completed in duplicate. All checks should be listed individually on the deposit slip or an attached list,
10 itemizing the name of the payer and the amount. The receipt numbers comprising the deposit should be
11 written on the deposit slip. The validated duplicated deposit slip or the duplicate deposit slip with
12 deposit receipt attached should be given to the bookkeeper.

13 Monies collected at the building level must be deposited to one of three bank accounts:

- 14 1. General School Fund/Restricted Accounts
15 2. School Food Service; and
16 3. Savings.

Legal References

Tennessee Internal School Funds Uniform Accounting Policy Manual, Sections 6-1 and 6-2 4-22, 6-2
Tennessee Internal School Uniform Accounting Policy Manual, Section 6-1

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Credit Accounts and Credit Cards	Descriptor Code: 2.601	Issued Date: 11/**/23
		Rescinds:	Issued:

1 The Superintendent and Chief Financial Officer are authorized to apply for credit accounts and credit
2 cards in the name of the District. Principals are authorized to apply for credit accounts and credit cards
3 in the name of their schools. No other employees of the District are authorized to apply for credit
4 accounts or credit cards in the name of the District or any one of its schools.

5 The Superintendent, Chief Financial Officer, and Principals are authorized to permit employees of the
6 District to use the District-issued or school-issued credit accounts and credit cards only for District or
7 school-related purchases. However, employees authorized to use credit accounts or credit cards by the
8 Superintendent, Chief Financial Officer, or Principals shall be required to complete a form, approved by
9 the Chief Financial Officer, indicating the following:

- 10 a) The purpose of the purchase;
- 11 b) The date the credit account or credit card is to be used; and
- 12 c) An affirmation that the authorized employee has read this Policy.

13 The Superintendent, Chief Financial Officer, or Principal must sign the form before the authorized
14 employee may use the credit account or credit card.

15 The Superintendent, Chief Financial Officer, and Principals must keep a log indicating the following
16 information:

- 17 a) The printed name of the employee authorized to use the credit account or credit card;
- 18 b) The signature of the employee authorized to use the credit account or credit card;
- 19 c) If using a credit card, the date the credit card was “checked out”; and
- 20 d) If using a credit card, the date the credit card was “checked in”.

21 If a credit card is used, the Superintendent, Chief Financial Officer, or the Principals must initial the log
22 both when the credit card is “checked out” and when the credit card is “checked in”.

23 When not in use, credit cards must be stored in a locked drawer or safe that is accessible only by the
24 Superintendent, Chief Financial Officer, or Principal.

25 Credit Accounts and Credit Cards may only be used for District or school-related purchases. Credit
26 cards should only be used for transactions in which the use of a standard purchase order is either
27 impossible or would result in a delay of the delivery of goods or services. Credit Accounts and Credit
28 Cards may not be used for personal purchases. Credit Accounts and Credit Cards may not be used for

1 cash advances. No credit account or credit card purchase may exceed Ten Thousand Dollars (\$10,000)
2 per day.

3 Original invoices that support each credit account or credit card purchase must be submitted to the
4 Superintendent, Chief Financial Officer, or Principal within five (5) business days of the charge. Each
5 invoice shall include the following handwritten information:

- 6 a) description of the purpose of the purchase;
- 7 b) nature and description of the item/s purchased; and
- 8 c) name of the employee who made the purchase.

9 The Superintendent, Chief Financial Officer, and Principal shall ensure that credit card statements are
10 reconciled monthly. The reconciliations shall verify:

- 11 a) that the dollar amount reported on the invoice presented agrees with the amount of the monthly
12 statement;
- 13 b) that the date reported on the invoice presented agrees with the date purchased as annotated on
14 the monthly statement; and
- 15 c) that the invoice presented represents items purchased for legitimate District or school purposes.

16 Any employee who uses a District or School issued credit account or credit card for unauthorized
17 purchases may be subject to disciplinary action, up to and including termination. In the event that an
18 employee makes an unauthorized purchase, said employee must make restitution with the District or the
19 school; however, making restitution shall not relieve the employee of responsibility for violating this
20 Policy.

21 In the event that a credit card is lost or stolen, the employee who first becomes aware of the loss or theft
22 shall notify the Superintendent, Chief Financial Officer, or Principal immediately.

23 The Superintendent, Chief Financial Officer, and Principals shall ensure that all credit cards have been
24 paid in full each month in order to avoid finance charges.

25 **PURCHASING CARD PROGRAM**

26 The Purchasing Card Program has been established to assist in reducing the District's reliance on paper
27 checks while taking advantage of available rebates offered through the program at current purchasing
28 levels. As well, the Program offers tailored controls on security, spending limits, locations, and purposes
29 not available through credit card programs. The Program is also intended to reduce Accounts Payable
30 processes and the need for staff to use personal funds requiring reimbursement for business purposes
31 (without associating their personal credit with that of the District).

32 The following requirements apply to the Purchasing Card Program:

- 33 • It is the responsibility of the Chief Financial Officer to approve the use of Purchasing
34 Cards.

- 1 • Individuals and departments are responsible for the retention, reconciliation, and review
2 of their own transactions. The GMSD Finance Department, specifically the Purchasing
3 Specialist/Purchasing Card Program Administrator and the School Accounting
4 Specialist/Purchasing Card Manager, are responsible for managing the Purchasing Card
5 Program.
- 6 • The Purchasing Card Program is NOT intended to circumvent or replace the standard
7 purchasing procedures of the District. It is every employee's responsibility to be aware
8 of and comply with the District's policies and procedures regarding purchasing.
- 9 • Failure to comply with GMSD policies and procedures or careless use of a District
10 Purchasing Card will result in suspension from the Purchasing Card Program and/or
11 termination of employment.
- 12 • All Purchasing Cards issued to staff and departments are the property of the District and
13 can be withdrawn by the District at any time. An employee who makes unauthorized
14 purchases or carelessly uses the Purchasing Card shall be liable for the total dollar amount
15 of such unauthorized purchases, plus any administrative fees charged by the card issuer
16 in connection with the misuse.
- 17 • The GMSD Finance Department shall perform ongoing audits to ensure cardholders are
18 in compliance with GMSD policies and procedures. Prompt cooperation with audits by
19 users of Purchasing Cards is mandatory.
- 20 • Purchasing Cards shall never be used for personal purposes.

Legal References

Internal School Funds Manual, Section 4-8
Internal School Funds Manual Sections 4-11 through 4-13

Germantown Municipal School District

Monitoring: Review: Annually, in February	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 11/**/23 03/19/18
		Rescinds: 2.700	Issued: 05/05/14

1 *Central Office*

2 The Superintendent shall maintain a system of accounting arranged according to the regulations
3 prescribed by the Commissioner of Education that provides a detailed and accurate account of all
4 receipts and disbursements of the schools.⁺

5 *Individual Schools*

6 The principal of each school shall be responsible for the management of all internal accounts under
7 his/her jurisdiction in accordance with the **Tennessee** *Internal School Funds* **Uniform Accounting**
8 *Policy Manual*.²

Legal References

T.C.A. § 49-2-110

T.C.A. 49-2-301 ~~(b)(1)(D)~~

T.C.A. 49-3-316 ~~(a)(1)~~

T.C.A. § 49-2-110 ~~(d)~~

State Board of Education Rule 0520-01-02-.13

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Property Records</h2>	Descriptor Code: 2.702	Issued Date: 11/**/23 03/19/18
		Rescinds: 2.702	Issued: 05/05/14

1 *General*

2 The **GMSD Chief Financial Officer** ~~Superintendent~~ shall establish an accurate inventory procedure
 3 **pursuant to the Internal School Funds Manual** for all school real and personal (e.g., material and
 4 equipment) property, and this system shall be implemented at each school and system facility.
 5 Administrative personnel **of each school and the Central Office** shall ensure that a physical count of all
 6 property is taken at the end of each fiscal year. This inventory shall be properly entered on the
 7 appropriate records for accounting purposes.⁺

Legal References

~~Tennessee Internal School Funds Uniform Accounting Policy Manual,~~
 Sections **4-22 through 4-23** ~~4-23, Section 4-25~~

~~Cross References~~

~~Security 3.205~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 11/**/23
		Rescinds:	Issued:

1 Student activity funds of each school shall include all money received from any sources for school-sponsored
2 student activities or school-sponsored events held at or in connection with a school, and specifically include,
3 but are not limited to, any money:

- 4 A) Derived from a school-sponsored academic, art, athletic or social event involving
5 students;
- 6 B) Raised by school-sponsored clubs involving students;
- 7 C) Raised by school-sponsored fundraisers involving students who are under the
8 supervision of a school employee;
- 9 D) Received from a commission for the direct sale of items to students pursuant to a
10 cooperative agreement between the school and an outside organization;
- 11 E) Received for the direct sale of items to students from a school-run bookstore
12 located on school grounds;
- 13 F) Raised from fees charged to students;
- 14 G) Obtained from interest from any account that contains student activity funds; or
- 15 H) Obtained from any related, school-sponsored activity that involves the use of
16 school personnel, students and property during the school day. "School day"
17 means the regular hours of operation of the school during which classes are
18 conducted.

19 Schools may receive funds for student activities and for events held at or in connection with the school. Funds
20 derived from such sources shall be the property of the respective schools provided that the schools follow the
21 *Internal School Funds Manual*. With the exception of funds received by school support organizations, the
22 Principal shall be liable to account for the safekeeping and handling of all funds raised by student activities,
23 school services and school events, regardless of the sources of the funds or the purpose for which they were
24 raised.

25 Funds raised by organizations composed of parents and teachers or parents and students used in a manner
26 that benefits less than the student body as a whole may be used only if the funds benefit the overall school
27 program for which the funds are raised and the use of the funds are used in a manner consistent with GMSD
28 Board policies.

29 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject
30 to disciplinary action.

- 1 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
- 2 and disbursements shall be maintained in accordance with the *Internal School Funds Manual*.
- 3 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
- 4 writing by both the activity sponsor and the Principal.
- 5 An annual audit of the account and records of all student activity funds shall be conducted as a part of the
- 6 audit of all other district funds.
- 7 Any unencumbered class or activity funds automatically revert to the general activity fund of the school at
- 8 the conclusion of each school year and/or when an activity is discontinued.

Legal References

T.C.A. § 49-2-110

T.C.A. § 49-2-112

Internal School Funds Manual, Sections 4-1 through 4-2

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Investment of Idle Funds	Descriptor Code: 2.4021	Issued Date: 11/**/23 02/07/23
		Rescinds: 2.4021	Issued: 03/19/18

1 OBJECTIVES

2 The objective of this investment policy is to lend guidance and direction to the Chief Financial Officer
3 of Germantown Municipal School District (“CFO”) charged with investing idle funds.

4 The CFO is authorized by state law to invest idle district funds in order to maximize interest earnings.

5 The investment program for Germantown Municipal School District has these priorities:

6 1. *Safety* - The district's idle cash should be conservatively invested.

7

8 2. *Liquidity* - The maturities of the investments should be structured to meet the cash flow needs
9 of the district.

10

11 3. *Yield* - The best yield should be obtained after safety and liquidity are attained.

12 TYPES OF INVESTMENTS

13 Examples of the types of investments that are herein authorized include:

14 1. Bonds, notes, or treasury bills of the United States;

15

16 2. Certificates of deposit;

17

18 3. The Local Government Investment Pool (“LGIP”) managed by the State of Tennessee;

19

20 4. Nonconvertible debt securities of the following federal government sponsored enterprises that
21 are chartered by the United States congress; provided, that such securities are rated in the
22 highest category by at least two (2) nationally recognized rating services:

23

24 a. The federal home loan bank;

25 b. The federal national mortgage association;

26 c. The federal farm credit bank; and

27 d. The federal home loan mortgage corporation.

28

29 5. Money Market Accounts.

1 TYPES OF MATURITIES

2 Maturities of investments should coincide with district cash flow needs. A cash flow analysis should be
3 completed annually using data from at least the three (3) previous fiscal years.

4 The Germantown Municipal Board of Education must approve investments with maturities greater
5 than two (2) years.

6 INTERNAL CONTROL SYSTEM

7 The authority to invest idle district funds lies with the CFO. Other personnel charged with bookkeeping
8 duties, may also be required to sign the documents required to open investment accounts.

9 The CFO/designee has the authority to release securities pledged as collateral by financial institutions.
10 The pledged securities can be released if the remaining collateral is sufficient to meet the collateralization
11 requirement.

12 A history of investments must be maintained for not less than three (3) years to provide an adequate
13 audit trail.

14 REPORTING

15 The CFO must maintain monthly reports that include the following:

- 16 1. Detailed lists of investments that state the:
17 a. Type of investment;
18 b. Maturity date;
19 c. CUISP or account number;
20 d. Interest rate; and
21
22 2. A statement of the total amount of investments with each financial instruction.

Legal References

~~Tennessee~~ Internal School Funds ~~Uniform Accounting Policy~~ Manual, Section 6-1

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Private Vehicles	Descriptor Code: 3.403	Issued Date: 11/**/23 04/19/22 09/25/18
		Rescinds:	Issued:

1 The District shall not be required to arrange or provide transportation for students for school trips
2 occurring outside of the school day.

3 1. The Board recognizes that certain employees may need to use their private vehicles for school
4 purposes. With the use of private vehicles, the following policy shall be observed:

5 (a) To use a private vehicle for school purposes, the employee must have the written
6 permission of the Superintendent or designee and proof of vehicle liability insurance
7 coverage in the minimum amount of \$100,000 per person ~~\$700,000 for~~ bodily injury,
8 \$300,000 per accident bodily injury, and \$50,000 per accident property damage. ~~or death~~
9 ~~of all persons in any one accident and \$100,000 for injury or destruction of property of~~
10 ~~others.~~

11 2. (b) The employee's private vehicle insurance shall be primary in case of accident.

12 3. (c) The Board specifically forbids any employee to transport students for school purposes
13 without prior authorization by the Superintendent or designee.

14 2. Privately owned school buses and drivers of such shall meet all requirements of state law and
15 state Board Rules, Regulations, and Minimum Standards.

16 3. (a) No student shall be sent on errands, personal or school-related, in a vehicle owned by the
17 student, an employee, or the School District.

18 (b) No employee may ask ~~for or give permission to~~ students to transport other students to ~~or~~
19 ~~and~~ from any school or school-related activity ~~without written parental permission and~~
20 ~~proof of student insurance and a current driver's license.~~

21 4. The Board recognizes that volunteer parent ~~or student~~ drivers ~~might~~ ~~are often needed to~~ use
22 their private vehicles ~~to transport students on school trips, during the school day.~~ ~~for school~~
23 ~~purposes.~~ The volunteer parent ~~or student~~ drivers who use a private vehicle ~~for a school trip,~~
24 ~~during the school day,~~ must provide proof of vehicle liability insurance coverage in the form
25 of an insurance certificate in the following amounts and provide proof of a current driver's
26 license.

1

Minimum Coverage Amount	Coverage
\$100,000 per person	Bodily Injury
\$300,000 per accident	Bodily Injury
\$50,000 per accident	Property Damage

It shall be the responsibility of the School Principal/designee to review proofs of insurance and driver's licenses as referenced in this policy.

T.C.A. § 29-20-403

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="margin: 0;">School Admissions</h2>	Descriptor Code: 6.203	Issued Date: 11/**/23 10/24/23 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 **student records and official GMSD documents** ~~the records of a student entering school~~
 12 must be the same as that shown on the birth certificate unless evidence is presented that such name has
 13 been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain
 14 a birth certificate, then the name used on the records of such student will be the same as that shown on
 15 documents which are acceptable to the GMSD Student Services Department as proof of date of birth.

16 **No GMSD employee shall refer to a student by a name that is not contained on the student’s student**
 17 **management page. Employees may refer to GMSD students by a common variation of the student’s**
 18 **name without the necessity of a student’s name change in the student management system.**

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

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

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

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

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

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

RELOCATION OF MILITARY SERVICE MEMBER

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

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

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

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

For students in grades 1-8, the exam shall only cover the last grade completed. For students in grades 9-12, the exam shall only cover the last course completed by the student (for example, if a student has 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

T.C.A. § 49-6-5102

State Board of Education Rule 0520-07-02

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Student Solicitations/ Fundraising Activities	Descriptor Code: 6.701	Issued Date: 11/**/23 03/09/21 06/17/19
		Rescinds: 6.701	Issued: 07/21/14

1 ~~School officials shall avoid exploiting students, whether by advertising or otherwise promoting~~
2 ~~products or services, soliciting funds or information, or securing participation in non-school related~~
3 ~~activities and functions. At the same time, schools shall inform and assist students in learning about~~
4 ~~programs, activities, or information which may be of help or service to them. To attempt a fair~~
5 ~~balance, the following general guidelines will apply:¹~~

6 The following guidelines shall be followed in regard to fundraisers:

- 7
- 8 1. Fundraising activities shall be authorized by the school Pprincipal and shall be for the purpose
9 of supplementing funds for established school programs and not for replacing supplementing
10 funds which are the responsibility of the Board-public.
- 11
- 12 2. Fundraising companies and other salespersons shall obtain permission from the
13 Superintendent/designee principal in order to visit GMSD the schools.
- 14
- 15 3. Any commission payable by companies shall be paid in the form of reduced prices to the
16 students or paid into the activity fund of the school for use by the school. No school employee
17 shall personally benefit from any fundraising activity.
- 18
- 19 4. Fundraising activities must have written approval from the Superintendent/designee for all
20 fundraising activities, including online fundraising activities, that involve the participation of
21 the general student population in the marketing process of the fundraising effort. All other
22 fundraising activities, including online fundraising activities, shall have written approval from
23 the Principal and comply with any administrative procedures the Superintendent/designee
24 issues. principal and comply with all administrative procedures issued by the Superintendent.
25 The authorization request shall contain the following information:²

- 26
- 27 a. ~~A list of t~~The proposed fundraising activities;
- 28 b. Purpose of the fundraising activity;
- 29 c. Proposed uses of funds raised;
- 30 d. Expected student involvement in fundraising activity (school-wide or individual class or
31 club); and
- 32 e. Margin of profit and how it is to be paid to school; and-
- 33 f. Type of fundraising activity (ex.: in-person, crowdfunding, etc.)
- 34

- 1 5. The Superintendent/designee ~~Principal~~ shall determine whether or not the activity will benefit
2 the school, contribute to the welfare of the student body and supplement, **not replace**, funds
3 necessary to fulfill the ~~b~~Board's required contributions.
4
- 5 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
6 grade in a subject or course shall be affected by a student's participation in a fundraising
7 activity.
8
- 9 7. No quotas shall be imposed on students **involved in fundraisers and their efforts shall be**
10 **voluntary. Students who do not participate in fundraising activities shall not be punished or**
11 **discriminated against in any way. ~~participating in general school-wide fundraisers.~~**

12 This policy shall not be construed as preventing a teacher from using instructional or informational
13 materials even though the materials might include reference to a brand, a product, or a service.

14 **LOTTERIES**

15 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
16 among purchasers of chances by means of tickets or otherwise through a random drawing or other
17 random selection process.³

18 **ONLINE FUNDRAISING**

19 Individual schools may establish school-wide online fundraising accounts **if approved by the**
20 **Superintendent/designee**. The accounts must meet all fundraising requirements established by the
21 ~~Board and the Tennessee Internal School Funds Uniform Accounting Policy Manual~~ **and any**
22 **procedures issued by the Superintendent/designee**. The ~~P~~Principal or his/her designee of each school
23 shall have access to the established fundraising account to ensure all funds are properly accounted for,
24 and the information is recorded in the school's accounting records by the designated personnel. Online
25 fundraising shall not be used on behalf and for the benefit of an outside party.

26 Employees shall not engage in online fundraising in their official capacity as district employees nor
27 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
28 to believe such activity is an approved school fundraiser.

29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

30 **GMSD employees may raise and use funds only for the following non-educational purposes:**

- 31 1. **Bereavement support for GMSD employees;**
- 32 2. **Award receptions;**
- 33 3. **Employee morale;**
- 34 4. **Banquets; or**

1 5. Other purposes deemed appropriate by the Principal in his/her discretion.

2 Any employee seeking to raise funds for noneducational purposes shall submit a written request to the
3 Principal for approval. The written request shall include the following information:

4 1. Purpose of the fundraising;

5
6 2. Source of the funds;

7
8 3. Process that will be used to ensure compliance with the Audit Manual of the Tennessee
9 Comptroller of the Treasury, including but not limited to, the safekeeping of cash,
10 production and retention of records, and production of donation receipts;

11
12 4. How the funds will be used; and

13
14 5. The time period of the fundraising efforts.

15 The source of the funds raised shall be approved by the school Principal **prior to** the funds being
16 raised. Failure of a District employee to gain the aforementioned approvals from the school Principal,
17 prior to the funds being raised, may result in disciplinary action, up to and including discharge. In the
18 event that a school Principal authorizes fundraising for non-educational purposes by District
19 employees through the source of vending machines, said vending machines shall not be accessible to
20 students. School Principals may not approve students as being a source of revenue for fundraising by
21 District employees for non-educational purposes.

22 The GMSD Chief Financial Officer shall develop a procedure for the receipt, disbursement, and
23 accounting of all such funds. All funds raised for the purposes set forth above are subject to audit by
24 the Tennessee Comptroller of the Treasury or the Comptroller designee.

25 ~~These funds shall be derived from vending machine revenue or donations. Students shall not be~~
26 ~~involved in the fundraising for noneducational purposes.~~

27 ~~The financial secretary at each school shall be responsible for the receipt of any funds raised for~~
28 ~~noneducational purposes. All disbursements require approval of the principal. The school accounting~~
29 ~~specialist shall ensure that all funds raised for noneducational purposes is in compliance with the~~
30 ~~Tennessee Internal School Uniform Accounting Policy Manual.~~

31 **RECORDKEEPING**

32 The GMSD Chief Financial Officer shall ensure that the appropriate records are maintained for every
33 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents
34 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

Legal References

Tennessee Internal School Funds Uniform Accounting Policy Manual, Sections 4-30, 4-31
Tennessee Internal School Funds Uniform Accounting Policy Manual, Section 4-28 32
Tenn. Op. Att’y Gen. No. 03-049 (Apr. 22, 2003)
T.C.A. § 49-2-134

Cross-References

School Support Organization
2-404
Student Activity Funds
Management 2-900
Staff Gifts and Solicitations
5-605

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: 11/**/23 09/26/23 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 ○ #2-7 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.

- 1 • All applications need to be submitted on or before the designated conclusion of Open
- 2 Enrollment.
- 3 • Applications received on, or before the deadline, will be processed based on the priorities listed
- 4 above. If, in a certain priority level, there are more applicants than seats available, the seats will
- 5 be awarded through a lottery format. Applications received after the deadline will be placed on
- 6 a wait list until the start of the school year.
- 7 • Parent(s) or guardian(s) will be notified by on or before June 15th each year of their continued
- 8 transfer status based on Grades, Discipline and /or Attendance.
- 9 • ~~Out of county students shall be charged an annual tuition. The Chief Financial Officer will~~
- 10 ~~calculate the maximum amount allowed by law in accordance with T.C.A. 49-6-3003. Out of~~
- 11 ~~county students that are children of employees of Germantown Municipal Schools shall be~~
- 12 ~~exempt from tuition.~~
- 13 • ~~Shelby County Students who are out of district may have tuition fees associated with their~~
- 14 ~~enrollment as defined by the Germantown Municipal School Board. Tuition fees established by~~
- 15 ~~the Board shall remain in effect until changed~~
- 16 • In-state, out-of-county students shall be charged tuition, per pupil, per annum, the amount equal
- 17 to the per pupil amount actually received by GMSD from Shelby County and the City of
- 18 Germantown during the preceding school year. Children of City of Germantown employees,
- 19 children whose families qualify for free and reduced lunch, and children of GMSD employees,
- 20 residing in-state, out-of-county shall not be required to pay tuition.
- 21 • Out-of-District students residing in Shelby County shall be charged tuition, per pupil, per
- 22 annum, the amount equal to the per pupil amount actually received by GMSD from the City of
- 23 Germantown during the preceding school year. Children of City of Germantown employees,
- 24 children whose families qualify for free and reduced lunch, and children of GMSD employees,
- 25 residing out-of-district but in Shelby County shall not be required to pay tuition.
- 26 • Out-of-State students shall be charged tuition, per pupil, per annum, the amount of the average
- 27 GMSD per pupil cost. Children of GMSD employees residing out-of-state shall not be required
- 28 to pay tuition.
- 29 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 30 • Students who are participating in Open Enrollment (Inter-District Transfers) must maintain
- 31 acceptable behavior, attendance and academic standing. If behavior, attendance or academic
- 32 standing is not acceptable, the principal reserves the right to rescind the transfer at the end of
- 33 the school year and the student will return to his/her school of zoning for the following year.
- 34 The Superintendent, or his designee, has the authority to rescind or modify a transfer for
- 35 reasons other than those listed above.
- 36 • Such alternatives to the above qualifications as the Superintendent may find appropriate or
- 37 acceptable.

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

- 39 • The number of inter-district transfers per elementary or middle school shall not exceed 20% of
- 40 the school's preceding year's resident enrollment. For new schools, we will use projected
- 41 enrollments. This provision does not apply to GMSD's public virtual school.

- 1 • Transfers are limited based on optimal learning capacity of the school
- 2 • The restrictions on a number of students in a program due to circumstances unique to that
- 3 specific program, or financial or operating conditions of the District.

- 4 ~~The Superintendent, or his designee, will set procedures that support this Policy.~~

Legal References

T.C.A. § 49-6-403

T.C.A. § 49-6-3003

åRationale for Revision of GMSD Policies 11.14.23 Board Work Session and 11.28.23
Business Meeting

Revisions are recommended for the following.

First Reading – 11.28.23

Second Reading – 12.14.23

- 1) Revision 1.105 - School Board Legislative Involvement -The policy change is at the recommendation of TSBA.
- 2) Revision 1.200 - Method of Election of Officers -The policy change is at the recommendation of TSBA.
- 3) Revision 2.400 - Revenues Gifts and Bequests – The policy change recommendations are driven by the new amendments to the State’s Internal School Funds Manual.
- 4) Revision 2.500 - Deposit of Funds – The policy change recommendations are simply pro forma to change citations due to new amendments to the State’s Internal School Funds Manual.
- 5) Revision 2.601 - Credit Accounts and Credit Cards – The policy change recommendations are driven by the new amendments to the State’s Internal School Funds Manual.
- 6) Revision 2.700 - Accounting System – The policy change recommendations are simply pro forma to change citations due to new amendments to the State’s Internal School Funds Manual.
- 7) Revision 2.702 - Property Records -The policy change recommendations are driven by the new amendments to the State’s Internal School Funds Manual.
- 8) Revision 2.900 - Student Activity Funds Management – This is a new policy recommendation which is driven by the new amendments to the State’s Internal School Funds Manual.

- 9) Revision 2.4021 - Investment of Idle Funds- The policy change recommendations are simply pro forma to change citations due to new amendments to the State's Internal School Funds Manual.

- 10) Revision 6.203 - School Admissions – The suggestion to change the policy was made by Board Member Chatham during the October Work Session.

- 11) Revision 6.701 - Fundraising Activities -The policy change recommendations are driven by new amendments to the State's Internal School Funds Manual.

- 12) Revision 6.2061 - Inter-District Open Enrollment – The suggestion to change the policy was made by Board Member Curry during the October Work Session.

- 13) Revision 3.403 – Private Vehicles- The policy change recommendations are driven by a standardization of our school trip permission documents.



Germantown Municipal School District Budget Amendment

Fiscal Year: 2023-2024

Amendment # 13

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-71200-312	Contracts w/Private Agencies	500	-	74,500	75,000
142-71200-369	Contracted Subs - Certified	100	-	9,900	10,000
142-71200-370	Contracted Subs - Non-certified	100	-	9,900	10,000
142-71200-399	Other Contracted Services	100	-	74,900	75,000
142-71200-429	Instructional Supplies & Materials	10,000	-	290,000	300,000
142-71200-499	Other Supplies & Materials	2,200	-	67,800	70,000
142-71200-725	Special Education Equipment	1,000	-	134,035	135,035
142-72220-312	Contracts w/Private Agencies	8,600	-	30,000	38,600
142-72220-322	Evaluation & Testing	13,000	-	10,000	23,000
142-72220-524	In-service/Staff Development	12,107	-	80,000	92,107
142-72220-599	Other Charges	4,500	-	10,000	14,500
142-47143-900	Revenues - IDEA Part B	1,208,255	-	791,035	1,999,290
142-71200-429	Instructional Supplies & Materials	15,000	-	10,688	25,688
142-47145-910	Revenues - IDEA Preschool	21,074	-	10,688	31,762

REASON FOR AMENDMENT:

IDEA Part B and IDEA Preschool carryovers

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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



Germantown Municipal School District Budget Amendment

Fiscal Year: 2023-2024

Amendment # 14

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-189	Other Salaries & Wages	-	-	8,000	8,000
142-71100-206	Life Insurance	314	-	86	400
142-71100-207	Health Insurance	10,000	-	500	10,500
142-71100-429	Instructional Supplies & Materials	46,139	-	15,000	61,139
142-71100-722	Regular Instruction Equipment	8,000	-	27,380	35,380
142-72130-189	Other Salaries & Wages	-	-	3,040	3,040
142-72130-201	Social Security	-	-	200	200
142-72130-204	Retirement	-	-	220	220
142-72130-212	Medicare	-	-	50	50
142-72130-499	Other Supplies & Materials	-	-	1,934	1,934
142-72130-599	Other Charges	-	-	3,000	3,000
142-72210-369	Contracts for Substitute Teachers	1,290	-	5,200	6,490
142-72210-524	In-service/Staff Development	30,000	-	49,695	79,695
142-47141-100	Revenues - Title I	287,500	-	114,305	401,805

REASON FOR AMENDMENT:

Title I carryover

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 # 15

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-369	Contracts for Substitutes - Certified	2,580	-	7,740	10,320
142-72210-524	In-service/Staff Development	50,089	-	52,794	102,883
142-47189	Title II Revenues	116,189	-	60,534	176,723
142-71100-429	Instructional Supplies & Materials	11,197	-	701	11,898
142-72210-524	In-service/Staff Development	2,701	-	(701)	2,000
142-47146	Title III Revenues	14,098	-	-	14,098
142-71100-429	Instructional Supplies & Materials	11,802	-	648	12,450
142-71100-722	Regular Instruction Equipment	-	-	6,928	6,928
142-72120-499	Other Supplies & Materials	13,900	-	4,050	17,950
142-72120-790	Other Equipment	-	-	750	750
142-72210-524	In-service/Staff Development	4,098	-	4,347	8,445
142-47147	Title IV Revenues	33,453	-	16,723	50,176

REASON FOR AMENDMENT:

Title II and Title IV carryovers, Title III purchase of additional bi-lingual dictionaries

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

GMSD Board Chair

Date

GMSD Superintendent

Date

Board Improvement Plan Pursuant to October 2023 Board Self-Evaluation

I. Introduction

In an effort to continuously improve and self-reflect, in October 2023 the Board participated in a self-evaluation facilitated by the Tennessee School Boards Association (“TSBA”). Overall, the evaluation reflected the Board views its performance as closely aligning with the importance of Board goals related to meetings, team building, relations between the Board and the Superintendent and District staff, board vision and planning, board policy, student achievement, relations between the Board and the community, legislative advocacy, and the District’s budget and finances. The following six areas were ranked highest by the Board:

1. Board members work to avoid surprises by sharing concerns or questions with the superintendent in advance of the board meeting.
2. Our board and superintendent agree on how complaints or concerns to board members should be handled.
3. Individual board members avoid making excessive personal requests from staff.
4. The superintendent is given direction by the board as a whole rather than by individual members.
5. The board does not get bogged down discussing operation details of the district or schools.
6. The superintendent's evaluation considers how well the superintendent has addressed the district goals.

Additionally, while the next six areas were still ranked highly by the Board, they were identified by TSBA as the “Top Six Items [from the Self-Evaluation] with Greatest Concern,” (*i.e.*, were ranked lowest by the Board):

1. Ability among Board members to disagree on matters and still maintain an attitude of mutual respect and trust.
2. Earning the respect of the community.
3. Coming to meetings prepared to focus on discussion issues and keeping comments relevant and brief.
4. Being open and honest with each other and administrators, and maintaining an attitude of mutual trust and respect.
5. Being routinely familiar with the agenda materials and ready to discuss and decide important items.
6. Regularly soliciting input from the community when establishing the future vision of the district.

The above “items with greatest concern” reflect opportunities for improvement in three general areas: (1) internal Board member relations; (2) Board relations with the community; and (3) preparation for Board meetings. Accordingly, pursuant to the Board’s October 2023 self-evaluation and in keeping with the Board’s status as a TSBA Board of Distinction, the Board will strive to improve as follows.

II. Board Improvement Plan

A. Internal Board Member Relations

In order to improve internal Board member relations, Board members will aspire to:

- Always give each Board member the benefit of the doubt, respectfully listen to each Board member's comments on any given subject, and allow each Board member to fully respond to questions asked of him or her.
- Meet with each Board member individually at least once per calendar year for non-Board purposes (and subject to all Sunshine Law and Open Meetings requirements).
- Attend the Board's annual retreat.
- Attend the TSBA Annual Convention.
- Attend the TSBA Fall District Meeting.
- Attend the same (if Board members' schedules allow) TSBA annual Legal and/or Legislative Institute.
- Circulate to the Board members reasonably in advance of each Board meeting all written materials the Board member would like to discuss during the Board meeting.

B. Board Relations with the Community

In order to improve Board relations with the Community, Board members will aspire to:

- Attend at least one District function per month that the Board member would not be attending for the benefit of his or her own children or family members or because the Board member's own children or family members are participating in the function.
- Find at least one community speaking opportunity per calendar year that is primarily for the benefit of the Board as a whole or the District, not the Board member personally.
- Participate in a yearly "tour" of Germantown HOA meetings for which invitations can be secured.
- Look into creating a regular Board (not District) communication piece (e-mail, newsletter, written correspondence, or the like).

C. Preparation for Board Meetings

In order to improve their preparation for Board meetings, Board members will aspire to:

- Fully review all Board meeting agenda items and supporting materials at least two days in advance of a board meeting.
- Barring extraordinary circumstances, inform the Superintendent at least 24 hours in advance of a Board meeting of any particular matters the Board member would like to discuss publicly regarding meeting agenda items.

- Barring extraordinary circumstances, inform the Superintendent and Board Chair at least two days in advance of a Board meeting of any items the Board member intends to raise during the Further Business portion of Board Work Sessions.
- Circulate to the Superintendent and Board members reasonably in advance of each Board meeting all written materials the Board member would like to discuss during the Board meeting.

DRAFT