

GMSD Board Business Meeting
November 28, 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 #13, 14, 15
9. Board Action Items
 - 9.A. Approval of Policy 6.2061 Inter-District Open Enrollment
10. Announcements
11. Adjournment
12. Revision of Policies - First Reading

Germantown Municipal School District

BALANCE SHEET

All Funds

As of Month Ending October 31, 2023

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	633,102.47	(244,302.48)	1,122,234.20	623,900.35	163,731.73	90,337.92	-	2,389,004.19
Investments - LGIP	7,023,095.01	-	-	-	1,122,475.57	4,243,873.35	-	12,389,443.93
Investments - Money Market	(72.73)	-	-	-	-	-	-	(72.73)
Cash Clearing - School Activity	5,000.00	-	-	-	-	-	-	5,000.00
CDARS - First Horizon	10,000,000.00	-	-	-	-	-	-	10,000,000.00
Accrued Interest	121,240.39	-	-	-	-	313.92	-	121,554.31
Accounts Receivable	-	-	-	-	-	-	-	-
Due from Other Govts	-	245,083.22	45,743.07	-	-	-	-	290,826.29
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	8,968.62	-	-	-	-	-	-	8,968.62
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	-	-	-	-	-	-	112,701,300.62	112,701,300.62
Improvements	-	-	-	-	-	-	8,331,266.31	8,331,266.31
Equipment	-	-	-	-	-	-	19,718,643.42	19,718,643.42
Construction-in-Progress	-	-	-	-	-	-	21,675,824.63	21,675,824.63
Accumulated Depreciation	-	-	-	-	-	-	(32,081,337.51)	(32,081,337.51)
ASSETS TOTAL	18,750,913.76	780.74	1,167,977.27	623,900.35	1,286,207.30	4,334,525.19	138,693,861.72	164,858,166.33
LIABILITIES								
Accounts Payable	18,951.44	780.74	163,594.51	-	567.00	-	-	183,893.69
Accrued Expenses	41,950.78	-	-	-	488,777.00	-	-	530,727.78
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Schools	67.30	-	-	-	-	-	-	67.30
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	110,230.15	-	-	-	-	110,230.15
LIABILITIES TOTAL	60,969.52	780.74	273,824.66	-	489,344.00	-	-	824,918.92
FUND BALANCE								
Change in Fund Balance	(5,784,641.20)	-	(123,791.29)	(35,215.47)	(924,051.19)	(402,783.27)	3,527,256.08	(3,743,226.34)
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	18,689,944.24	-	894,152.61	623,900.35	796,863.30	4,334,525.19	138,693,861.72	164,033,247.41
LIABILITIES AND FUND BAL TOTAL	18,750,913.76	780.74	1,167,977.27	623,900.35	1,286,207.30	4,334,525.19	138,693,861.72	164,858,166.33
VARIANCE	-	(0.00)	-	-	-	-	-	-

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

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
TISA Revenue	35,551,385.00	3,561,931.78	10,685,795.35	(24,865,589.65)	30.06%
Shelby County:					
Property Taxes	17,254,309.00	587,538.79	1,153,256.38	(16,101,052.62)	6.68%
Sales Tax	9,972,177.00	795,727.00	1,685,820.80	(8,286,356.20)	16.91%
Wheel Tax	1,403,882.00	118,258.20	244,900.16	(1,158,981.84)	17.44%
City of Germantown:					
Maintenance of Effort	3,082,064.00	256,838.67	1,027,354.68	(2,054,709.32)	33.33%
PEG Funding	124,000.00	-	-	(124,000.00)	0.00%
Mixed Drink Tax	240,000.00	39,238.61	39,238.61	(200,761.39)	16.35%
Other Local Revenue	280,420.00	91,124.66	461,945.20	181,525.20	164.73%
Tuition	106,885.00	1,100.00	48,781.50	(58,103.50)	45.64%
Other State Revenue	2,577,118.00	33,926.78	48,072.06	(2,529,045.94)	1.87%
Transfers - Indirect Costs	35,000.00	-	-	(35,000.00)	0.00%
Reserves	4,676,693.59	-	-	(4,676,693.59)	0.00%
TOTAL REVENUES	75,303,933.59	5,485,684.49	15,395,164.74	(59,908,768.85)	20.44%

EXPENDITURES:					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Regular Instruction					
Salaries & Wages	23,375,509.00	1,851,293.37	5,507,289.48	(17,868,219.52)	23.56%
Benefits	5,337,096.00	471,141.86	1,318,673.90	(4,018,422.10)	24.71%
Contract w/Priv. Agencies	227,750.00	227,733.00	227,733.00	(17.00)	99.99%
Maint & Rep - Equipment	12,000.00	907.60	1,152.60	(10,847.40)	9.61%
Travel	2,500.00	41.79	98.78	(2,401.22)	3.95%
Other Contract Svcs	1,050,065.00	133,756.51	312,877.73	(737,187.27)	29.80%
Inst. Supplies	758,829.43	12,374.21	127,344.10	(631,485.33)	16.78%
Textbooks	534,771.40	10,842.45	305,713.40	(229,058.00)	57.17%
Software	375,000.00	14,882.56	279,913.38	(95,086.62)	74.64%
Other Supplies	206,500.00	6,866.18	137,936.60	(68,563.40)	66.80%
Other Charges	29,634.00	3,769.14	17,709.99	(11,924.01)	59.76%
Equipment	1,801,028.00	2,990.35	934,300.69	(866,727.31)	51.88%
Total Regular Instruction	33,710,682.83	2,736,599.02	9,170,743.65	(24,539,939.18)	27.20%
Alternative Education					
Salaries & Wages	328,171.00	26,835.89	78,336.16	(249,834.84)	23.87%
Benefits	80,183.00	7,144.44	18,730.70	(61,452.30)	23.36%
Inst. Supplies	1,000.00	-	-	(1,000.00)	0.00%
Equipment	1,000.00	495.37	495.37	(504.63)	49.54%
Total Alternative Education	410,354.00	34,475.70	97,562.23	(312,791.77)	23.78%
Special Education					
Salaries & Wages	4,599,759.00	360,217.24	1,016,982.38	(3,582,776.62)	22.11%
Benefits	1,138,228.00	103,733.38	271,148.11	(867,079.89)	23.82%
Contract w/Priv. Agencies	44,900.00	6,577.09	16,651.83	(28,248.17)	37.09%
Contracts for Sub Teachers	5,000.00	2,708.94	3,740.94	(1,259.06)	74.82%
Noncertified Subs	5,000.00	350.04	350.04	(4,649.96)	7.00%
Inst. Supplies	29,300.00	2,314.45	28,756.45	(543.55)	98.14%
Equipment	3,000.00	403.98	1,230.94	(1,769.06)	41.03%
Total Special Education	5,825,187.00	476,305.12	1,338,860.69	(4,486,326.31)	22.98%

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

Career & Technical Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,049,230.00	85,456.64	256,369.92	(792,860.08)	24.43%
Benefits	282,519.00	22,535.54	62,895.69	(219,623.31)	22.26%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	561,000.00	53.05	18,303.05	(542,696.95)	3.26%
Other Supplies	25,000.00	-	-	(25,000.00)	0.00%
Other Charges	591,000.00	-	-	(591,000.00)	0.00%
Equipment	740,000.00	-	-	(740,000.00)	0.00%
Total Career & Technical Education	3,249,749.00	108,045.23	337,568.66	(2,912,180.34)	10.39%
Attendance & Planning					
Salaries & Wages	646,636.00	53,725.94	194,619.50	(452,016.50)	30.10%
Benefits	157,843.00	10,628.96	35,421.75	(122,421.25)	22.44%
Travel	500.00	-	45.20	(454.80)	9.04%
Other Contract Svcs.	1,000.00	-	750.00	(250.00)	0.00%
Other Supplies	5,000.00	-	2,834.46	(2,165.54)	56.69%
Inservice/Staff Dev.	25,000.00	1,739.88	4,028.83	(20,971.17)	16.12%
Other Charges	15,000.00	177.72	1,924.33	(13,075.67)	12.83%
Total Attendance & Planning	850,979.00	66,272.50	239,624.07	(611,354.93)	28.16%
Health Services					
Salaries & Wages	518,766.00	41,664.00	123,691.36	(395,074.64)	23.84%
Benefits	154,410.00	11,478.18	32,512.69	(121,897.31)	21.06%
Other Contract Svcs.	1,000.00	-	371.67	(628.33)	37.17%
Other Supplies	12,500.00	-	-	(12,500.00)	0.00%
Inservice/Staff Dev.	7,500.00	171.00	544.56	(6,955.44)	7.26%
Other Charges	7,500.00	440.35	1,745.80	(5,754.20)	23.28%
Equipment	8,250.00	(677.21)	1,019.91	(7,230.09)	12.36%
Total Health Services	709,926.00	53,076.32	159,885.99	(550,040.01)	22.52%
Other Student Support/Guidance					
Salaries & Wages	1,313,935.00	106,972.52	331,757.52	(982,177.48)	25.25%
Benefits	305,420.00	24,875.70	71,951.20	(233,468.80)	23.56%
Travel	30,000.00	-	-	(30,000.00)	0.00%
Other Contract Svcs.	190,000.00	2,844.00	12,344.00	(177,656.00)	6.50%
Other Supplies	15,000.00	-	-	(15,000.00)	0.00%
Inservice/Staff Dev.	54,000.00	-	2,297.15	(51,702.85)	4.25%
Other Charges	19,000.00	-	17,399.76	(1,600.24)	91.58%
Other Equipment	95,408.00	2,500.00	5,478.00	(89,930.00)	5.74%
Total Other Student Support	2,022,763.00	137,192.22	441,227.63	(1,581,535.37)	21.81%
Reg. Instruction Support					
Salaries & Wages	2,301,338.00	169,411.83	580,255.02	(1,721,082.98)	25.21%
Benefits	497,698.00	44,568.46	130,587.01	(367,110.99)	26.24%
Consultants	68,000.00	-	16,560.00	(51,440.00)	24.35%
Travel	2,000.00	369.03	648.32	(1,351.68)	32.42%
Library Books/Media	43,400.00	-	43,398.00	(2.00)	100.00%
Other Supplies	13,500.00	1,359.85	3,583.05	(9,916.95)	26.54%
Inservice/Staff Dev.	55,000.00	1,673.00	4,700.82	(50,299.18)	8.55%
Other Charges	5,000.00	188.31	1,829.21	(3,170.79)	36.58%
Other Equipment	10,000.00	353.99	648.69	(9,351.31)	6.49%
Total Reg. Instruction Support	2,995,936.00	217,924.47	782,210.12	(2,213,725.88)	26.11%

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

SPED Support	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,695,782.00	142,044.28	462,787.17	(1,232,994.83)	27.29%
Benefits	423,170.00	35,815.71	106,200.58	(316,969.42)	25.10%
Contract w/Priv. Agencies	918.75	-	918.75	0.00	100.00%
Evaluation & Testing	5,000.00	-	1,989.00	(3,011.00)	39.78%
Travel	7,500.00	516.47	1,307.98	(6,192.02)	17.44%
Other Supplies	22,351.25	(495.18)	21,849.83	(501.42)	97.76%
Inservice/Staff Dev.	19,000.00	901.90	17,541.82	(1,458.18)	92.33%
Other Charges	1,500.00	169.91	1,187.85	(312.15)	79.19%
Total SPED Support	2,175,222.00	178,953.09	613,782.98	(1,561,439.02)	28.22%
Career and Technical Support					
Director/ Supervisor	20,828.00	1,735.36	6,941.44	(13,886.56)	33.33%
Benefits	5,711.00	508.62	1,704.96	(4,006.04)	29.85%
Other Contracted Services	5,000.00	-	-	(5,000.00)	0.00%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	200.00	200.00	(3,800.00)	5.00%
Total Vocational Support	37,492.00	2,443.98	8,846.40	(28,645.60)	23.60%
Technology					
Salaries & Wages	801,165.00	62,062.82	260,512.80	(540,652.20)	32.52%
Benefits	251,359.00	16,012.27	58,477.56	(192,881.44)	23.26%
Communications	113,288.62	5,998.12	28,117.74	(85,170.88)	24.82%
Consultants	13,500.00	-	-	(13,500.00)	0.00%
Maintenance & Repairs	71,645.48	2,382.00	25,493.24	(46,152.24)	35.58%
Internet Connectivity	337,849.69	15,651.20	79,302.64	(258,547.05)	23.47%
Travel	1,000.00	138.47	437.83	(562.17)	43.78%
Office Supplies	500.00	49.95	379.17	(120.83)	75.83%
Cabling	10,000.00	1,100.00	4,661.12	(5,338.88)	46.61%
Software	638,114.41	435.00	430,523.74	(207,590.67)	67.47%
Other Supplies	39,529.16	45.00	14,960.66	(24,568.50)	37.85%
Inservice/Staff Dev.	8,000.00	-	-	(8,000.00)	0.00%
Other Charges	45,753.72	59.35	28,369.07	(17,384.65)	62.00%
Adm Equipment	55,854.84	6,452.26	24,879.48	(30,975.36)	44.54%
Other Equipment	15,000.00	2,352.86	3,604.60	(11,395.40)	24.03%
Total Technology	2,402,559.92	112,739.30	959,719.65	(1,442,840.27)	39.95%
Board of Education					
Salaries & Wages	21,500.00	-	-	(21,500.00)	0.00%
Benefits	58,645.00	315.74	1,470.04	(57,174.96)	2.51%
OPEB	708,000.00	-	-	(708,000.00)	0.00%
Audit Services	65,000.00	35,000.00	58,000.00	(7,000.00)	89.23%
Dues & Memberships	21,000.00	-	5,000.00	(16,000.00)	23.81%
Legal Services	210,000.00	11,354.50	35,138.69	(174,861.31)	16.73%
Other Supplies	1,000.00	48.87	48.87	(951.13)	4.89%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	363.00	66,609.00	(34,139.00)	66.11%
Surety Bond Premium	300.00	-	-	(300.00)	0.00%
Trustee Commissions	472,886.00	19,610.48	37,655.11	(435,230.89)	7.96%
Workers' Compensation	90,000.00	1,276.24	73,955.03	(16,044.97)	82.17%
Inservice/Staff Dev.	20,000.00	5,731.33	8,068.88	(11,931.12)	40.34%
Total Board of Education	2,124,532.00	73,700.16	641,398.62	(1,483,133.38)	30.19%

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

Superintendent	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	489,052.00	41,728.72	166,914.88	(322,137.12)	34.13%
Benefits	116,308.00	11,178.26	39,235.10	(77,072.90)	33.73%
Dues & Memberships	9,500.00	1,087.00	4,175.00	(5,325.00)	43.95%
Postal Charges	10,000.00	252.00	1,948.36	(8,051.64)	19.48%
Travel	5,000.00	110.50	2,317.42	(2,682.58)	46.35%
Other Contracted Svcs.	29,600.00	1,882.10	3,084.32	(26,515.68)	10.42%
Office Supplies	20,000.00	433.70	993.47	(19,006.53)	4.97%
Other Supplies	47,545.00	965.50	27,098.66	(20,446.34)	57.00%
Inservice/Staff Dev.	21,200.00	56.33	2,341.97	(18,858.03)	11.05%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	749,205.00	57,694.11	248,109.18	(501,095.82)	33.12%
Office of the Principal					
Salaries & Wages	3,424,043.00	274,573.45	977,742.14	(2,446,300.86)	28.56%
Benefits	825,861.00	66,538.78	210,886.08	(614,974.92)	25.54%
Other Contract Svcs.	35,000.00	-	35,000.00	0.00	100.00%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	10,950.00	563.14	1,818.38	(9,131.62)	16.61%
Other Charges	15,550.00	-	15,550.00	0.00	100.00%
Total Office of the Principal	4,458,404.00	341,675.37	1,387,996.60	(3,070,407.40)	31.13%
Fiscal Services					
Salaries & Wages	463,426.00	33,792.85	146,618.44	(316,807.56)	31.64%
Benefits	128,974.00	8,521.85	32,236.75	(96,737.25)	24.99%
Dues & Memberships	700.00	-	-	(700.00)	0.00%
Travel	600.00	-	-	(600.00)	0.00%
Other Contract Svcs.	10,000.00	-	3,200.00	(6,800.00)	32.00%
Office Supplies	5,000.00	510.75	1,235.52	(3,764.48)	24.71%
Software	103,228.00	-	71,190.01	(32,037.99)	68.96%
Inservice/Staff Dev.	6,000.00	365.00	1,610.59	(4,389.41)	26.84%
Other Charges	17,250.00	118.05	777.40	(16,472.60)	4.51%
Other Equipment	1,500.00	-	417.57	(1,082.43)	27.84%
Total Fiscal Services	736,678.00	43,308.50	257,286.28	(479,391.72)	34.93%
Human Resources					
Salaries & Wages	420,328.00	34,014.54	136,058.16	(284,269.84)	32.37%
Benefits	103,120.00	7,094.02	25,743.73	(77,376.27)	24.96%
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	221.98	709.66	(1,290.34)	35.48%
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	7,146.59	16,644.43	(24,170.57)	40.78%
Other Charges	2,000.00	371.50	1,411.70	(588.30)	70.59%
Total Human Resources	593,530.00	48,848.63	200,490.28	(393,039.72)	33.78%

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

Operation of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	580,905.00	41,988.75	168,379.40	(412,525.60)	28.99%
Benefits	188,363.00	12,415.63	41,515.96	(146,847.04)	22.04%
Janitorial Services	1,425,000.00	116,909.96	357,229.88	(1,067,770.12)	25.07%
Other Contract Svcs.	180,000.00	10,028.75	39,216.12	(140,783.88)	21.79%
Utilities	1,300,000.00	70,941.18	393,027.17	(906,972.83)	30.23%
Property Insurance	330,000.00	-	317,501.00	(12,499.00)	96.21%
Other Charges	50,000.00	1,460.99	21,224.79	(28,775.21)	42.45%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	4,059,268.00	253,745.26	1,338,094.32	(2,721,173.68)	32.96%
Maintenance of Plant					
Salaries & Wages	546,932.00	45,077.20	180,308.80	(366,623.20)	32.97%
Benefits	149,667.00	12,321.14	41,328.84	(108,338.16)	27.61%
Maintenance & Repairs	901,850.00	155,502.80	429,030.96	(472,819.04)	47.57%
Travel	25,000.00	910.16	5,726.32	(19,273.68)	22.91%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	104.84	(895.16)	10.48%
Inservice/Staff Dev.	10,000.00	380.00	3,460.73	(6,539.27)	34.61%
Total Maintenance of Plant	1,644,449.00	214,191.30	659,960.49	(984,488.51)	40.13%
Transportation					
Contracts w/Other Schools	74,856.00	6,399.00	25,596.00	(49,260.00)	34.19%
Contracts w/Private Agencies	2,000,000.00	168,803.37	316,849.69	(1,683,150.31)	15.84%
Diesel	225,000.00	-	17,278.74	(207,721.26)	7.68%
Total Transportation	2,299,856.00	175,202.37	359,724.43	(1,940,131.57)	15.64%
Safety					
Benefits	0.00	-	45.83	45.83	#DIV/0!
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	-	1,315.68	(8,684.32)	13.16%
Other Charges	27,500.00	403.18	6,400.18	(21,099.82)	23.27%
Other Equipment	55,000.00	-	3,350.41	(51,649.59)	6.09%
Total Safety	96,250.00	403.18	11,112.10	(85,137.90)	11.55%
Capital Outlay					
Other Salaries & Wages	0.00	-	2,625.44	2,625.44	#DIV/0!
Benefits	-	-	431.00	431.00	#DIV/0!
Architects	300,000.00	3,000.00	35,730.50	(264,269.50)	11.91%
Transfer to Other Funds	527,676.00	-	276,246.25	(251,429.75)	52.35%
Other Charges	50,000.00	-	42,404.00	(7,596.00)	84.81%
Building Construction	577,394.80	28,000.00	59,819.42	(517,575.38)	10.36%
Building Improvements	1,138,683.62	164,165.54	406,593.80	(732,089.82)	35.71%
Other Capital Outlay	1,557,156.42	117,112.12	1,101,751.16	(455,405.26)	70.75%
Total Capital Outlay	4,150,910.84	312,277.66	1,925,601.57	(2,228,365.71)	46.39%
Transfers to Cafeteria Fund	0.00	-	-	0.00	#DIV/0!
EXPENDITURES TOTAL	75,303,933.59	5,645,073.49	21,179,805.94	(54,124,127.65)	28.13%
TOTAL FUND BALANCE	0.00	(159,389.00)	(5,784,641.20)		

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

	BUDGET	Month	FYTD	EXPENDED
REVENUES:				
Consolidated Admin	71,300.00	5,463.41	23,801.76	33.38%
Title I	287,500.00	14,998.64	81,849.63	28.47%
Title II	116,189.00	6,224.52	21,504.97	18.51%
Title III	14,098.00	2,643.85	8,583.85	60.89%
Title IV	33,453.00	1,670.81	14,253.81	42.61%
Carl Perkins - Basic	62,193.00	1,220.65	15,742.05	25.31%
IDEA, Part B	1,208,255.00	79,142.84	210,108.10	17.39%
ARP IDEA	409.00	20.01	345.41	84.45%
IDEA, Preschool	21,074.00	-	18,495.00	87.76%
ESSER 2.0	36,531.00	7,995.16	33,526.03	91.77%
ESSER 3.0	1,719,888.00	81,853.79	187,956.57	10.93%
TN All Corps Grant	345,800.00	43,849.54	74,354.92	21.50%
TOTAL REVENUES	3,916,690.00	245,083.22	690,522.10	17.63%

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	52,100.00	4,338.38	17,353.52	33.31%
Benefits	11,746.00	1,027.16	3,508.88	29.87%
Other Supplies & Materials	500.00			0.00%
Indirect Costs	954.00	-	-	0.00%
Inservice/Staff Dev.	6,000.00	97.87	2,939.36	48.99%
Total Title - Cons Admin	71,300.00	5,463.41	23,801.76	33.38%

Title I				
Salaries & Wages	161,907.00	10,302.50	26,227.42	16.20%
Benefits	39,464.00	3,198.14	7,274.31	18.43%
Contracts for Sub Teachers	1,290.00	-	-	0.00%
Inst. Supplies	46,139.00	-	39,573.80	85.77%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	100.00	-	-	0.00%
Inservice/Staff Dev.	30,000.00	1,498.00	5,698.10	18.99%
Regular Instruction Equipment	8,000.00	-	3,076.00	38.45%
Total Title I	287,500.00	14,998.64	81,849.63	28.47%

Title II				
Salaries & Wages	44,600.00	3,335.90	13,343.60	29.92%
Benefits	9,920.00	800.14	2,723.89	27.46%
Contracts for Sub Teachers	2,580.00	129.00	129.00	5.00%
Indirect Costs	9,000.00	-	-	0.00%
Inservice/Staff Dev.	50,089.00	1,959.48	5,308.48	10.60%
Total Title II	116,189.00	6,224.52	21,504.97	18.51%

Title III				
Instructional Supplies & Materials	11,197.00	2,643.85	8,583.85	76.66%
Other Supplies & Materials	200.00		-	0.00%
Inservice/Staff Dev.	2,701.00	-	-	0.00%
Total Title III	14,098.00	2,643.85	8,583.85	60.89%

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

Title IV				
Instructional Supplies & Materials	11,802.00	-	10,997.15	93.18%
Other Supplies	13,983.00	1,670.81	1,670.81	11.95%
Indirect Costs	570.00	-	-	0.00%
Inservice/Staff Dev.	7,098.00	-	1,585.85	22.34%
Total Title IV	33,453.00	1,670.81	14,253.81	42.61%

Carl Perkins - Basic				
Travel	12,438.00	-	-	0.00%
Instructional Supplies & Materials	19,255.00	-	7,500.00	38.95%
Other Supplies	10,000.00	-	4,800.00	48.00%
Inservice/Staff Dev.	18,000.00	1,220.65	3,442.05	19.12%
Other Equipment	2,500.00	-	-	0.00%
Total Carl Perkins - Basic	62,193.00	1,220.65	15,742.05	25.31%

IDEA B				
Salaries & Wages	809,444.00	58,795.51	149,394.49	18.46%
Benefits	308,604.00	15,728.28	40,271.78	13.05%
Contracts W/Private Agencies	9,100.00	2,161.70	2,815.73	30.94%
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	20.52	102.48	2.56%
Instr. Supplies	10,000.00	-	10,000.00	100.00%
Other Supplies	2,200.00	469.38	1,080.32	49.11%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	225.85	22.59%
Inservice/Staff Dev.	12,107.00	1,967.45	1,967.45	16.25%
Other Charges	4,500.00	-	4,250.00	94.44%
Special Education Equipment	1,000.00	-	-	0.00%
Total IDEA B	1,208,255.00	79,142.84	210,108.10	17.39%

ARP IDEA				
Salaries & Wages		-	-	#DIV/0!
Benefits		-	-	#DIV/0!
Other Supplies	409.00	20.01	345.41	84.45%
Total ARP IDEA	409.00	20.01	345.41	84.45%

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

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

ESSER 2.0				
Inservice/Staff Dev.	25,000.00	-	24,300.00	97.20%
Special Education Equipment	11,531.00	7,995.16	9,226.03	80.01%
Total ESSER 2.0	36,531.00	7,995.16	33,526.03	91.77%

ESSER 3.0				
Salaries & Wages	1,241,743.00	66,681.07	154,549.51	12.45%
Benefits	226,478.00	15,172.72	33,407.06	14.75%
Communication	27,922.00	-	-	0.00%
Contracts for Sub Teachers	160,000.00	-	-	0.00%
Inservice/Staff Dev.	63,745.00	-	-	0.00%
Total ESSER 3.0	1,719,888.00	81,853.79	187,956.57	10.93%

TN All Corps				
Salaries & Wages	294,000.00	40,362.50	68,700.00	23.37%
Benefits	22,498.00	3,087.78	5,255.66	23.36%
Other Supplies & Materials	7,000.00	-	-	0.00%
Inservice/Staff Dev.	22,302.00	399.26	399.26	1.79%
Total TN All Corps	345,800.00	43,849.54	74,354.92	21.50%

Total Expenditures	3,916,690.00	245,083.22	690,522.10	17.63%
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TOTAL FUND BALANCE	0.00	-	-	
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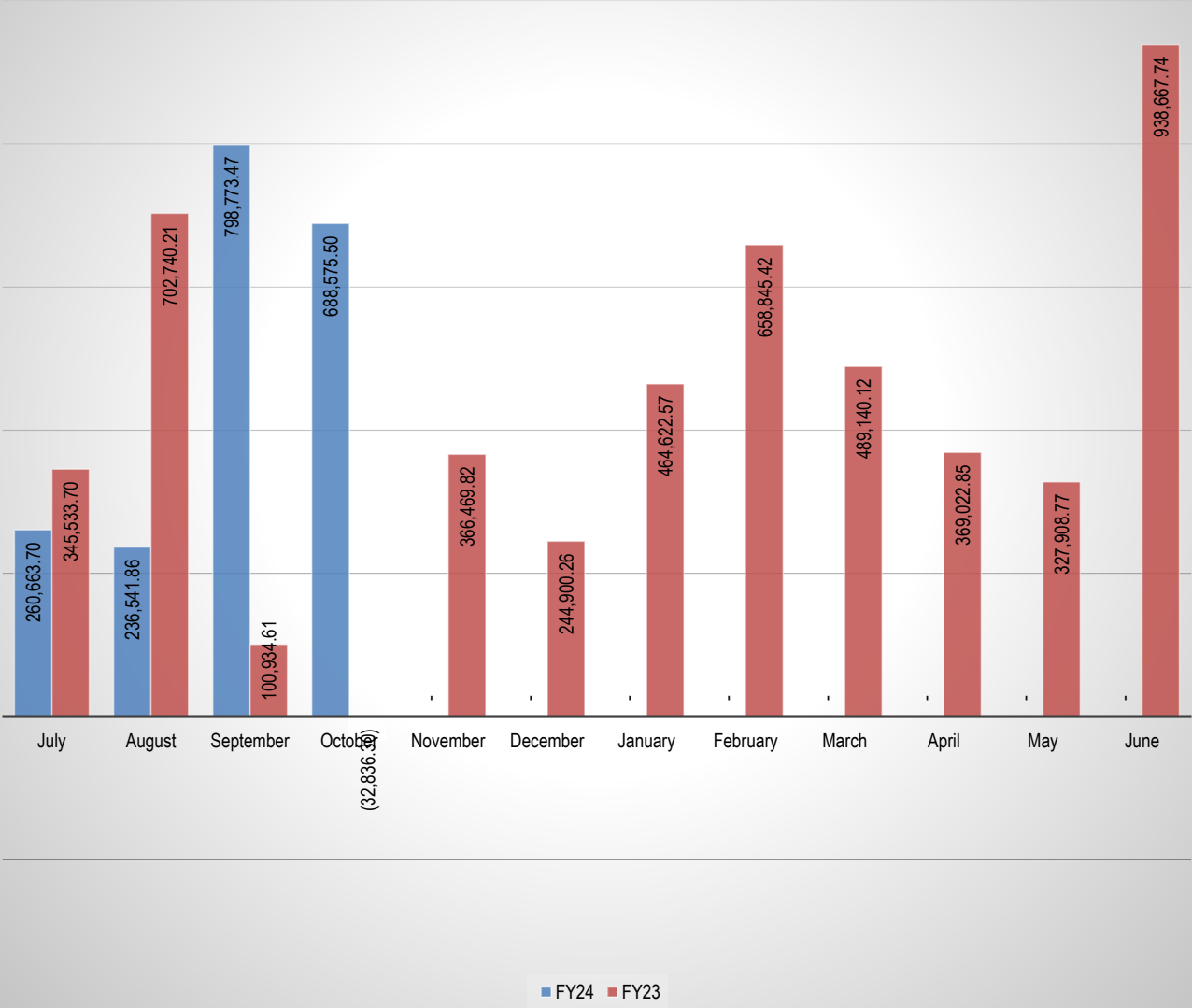
Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending October 31, 2023

	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	200,775.92	505,177.18	1,862,500.00	27.12%
Employer Contributions	374,213.39	931,829.55	3,432,580.00	27.15%
Other Income	29,261.49	81,571.89	200,000.00	40.79%
Interest Income	4,661.57	22,399.51	-	0.00%
Reserves	-	-	1,104,920.00	0.00%
TOTAL REVENUES:	608,912.37	1,540,978.13	6,600,000.00	23.35%
EXPENDITURES:				
Medical Claims	688,575.50	1,984,554.53	4,900,000.00	40.50%
Stop-Loss Premiums	70,853.47	282,976.91	900,000.00	31.44%
Administrative Expenses	24,500.72	100,319.56	300,000.00	33.44%
Other Contracted Services - Clinic	33,371.16	97,178.32	500,000.00	19.44%
TOTAL EXPENDITURES:	817,300.85	2,465,029.32	6,600,000.00	37.35%
FUND BALANCE	(208,388.48)	(924,051.19)	-	

	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	798,773.47	100,934.61	
October	688,575.50	(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	<u>1,984,554.53</u>	<u>4,975,949.77</u>	Monthly Average Budgeted <u>408,333.33</u>

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

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	3,701,747.00	208,018.00	208,018.00	5.62%
Transfers from City of Germantown	750,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,143,810.94	-	-	0.00%
TOTAL REVENUES:	<u>5,595,557.94</u>	<u>208,018.00</u>	<u>208,018.00</u>	<u>3.72%</u>
EXPENDITURES:				
Building Construction	139,627.40	-	139,627.40	100.00%
Building Improvements	5,455,930.54	8,288.60	103,606.07	1.90%
TOAL EXPENDITURES:	<u>5,595,557.94</u>	<u>8,288.60</u>	<u>243,233.47</u>	<u>4.35%</u>
FUND BALANCE	<u>-</u>	<u>199,729.40</u>	<u>(35,215.47)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending October 31, 2023

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	1,536,287.00	149,382.35	461,125.75	30.02%
USDA School Lunch	589,561.00	41,141.91	115,983.26	19.67%
USDA Breakfast	48,497.00	4,601.16	12,703.16	26.19%
USDA Other	-	-	-	#DIV/0!
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	26,538.00	653.00	41,819.95	0.00%
Other Revenue	5,000.00	544.10	2,884.10	57.68%
Reserves	188,428.18	-	-	0.00%
TOTAL REVENUES	2,394,311.18	196,322.52	634,516.22	26.50%
EXPENDITURES:				
Other Contracted Services - SFE	1,742,470.00	162,942.11	566,094.40	32.49%
NET BALANCE	651,841.18	33,380.41	68,421.82	10.50%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	1,150.79	4,911.76	12.28%
USDA Commodities	145,240.00	-	-	0.00%
Other Supplies & Materials	7,000.00	-	975.00	13.93%
Building Improvements	295,945.18	-	118,945.87	40.19%
Inservice/ Staff Development	2,000.00	-	606.54	30.33%
Equipment	161,656.00	28,938.07	66,773.94	41.31%
TOTAL DISTRICT EXPENDITURES	651,841.18	30,088.86	192,213.11	29.49%
EXPENDITURES TOTAL	2,394,311.18	193,030.97	758,307.51	
Excess/(Def) of Revenues over Expenditures	-	3,291.55	(123,791.29)	#DIV/0!
Operating Transfer In	-	-	-	#DIV/0!
FUND BALANCE	-	3,291.55	(123,791.29)	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB FUND

As of Month Ending October 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	9,921.66	32,920.84	75,000.00	43.89%
Realized gain/(loss) on investments	(2,759.49)	(872.84)	-	0.00%
Unrealized gain/(loss) on investments	(129,397.18)	(324,454.95)	293,750.00	-110.45%
Other Income			-	0.00%
TOTAL REVENUES	(122,235.01)	(292,406.95)	1,203,750.00	-24.29%
EXPENDITURES:				
Retiree Stipends	8,700.00	33,600.00	100,000.00	33.60%
Medical Claims	67,343.00	67,343.00	600,000.00	11.22%
Insurance Premiums	-	-	50,000.00	0.00%
Administrative Expenses	1,208.33	9,433.32	25,000.00	37.73%
TOTAL EXPENDITURES	77,251.33	110,376.32	775,000.00	14.24%
FUND BALANCE	(199,486.34)	(402,783.27)	428,750.00	



GMSD Board Business Meeting

October 24, 2023 6:00 PM

Board Room, GMSD Office, 3350 S. Forest Hill Irene Road, Germantown TN 38138

Board Members:

Dr. Daniel Chatham: Present

Mr. Brian Curry: Present

Mrs. Amy Eoff: Present

Mrs. Angela Griffith: Present

Mr. Ryan Strain: Present

Student Board Representative:

Eva Fisher

In Attendance:

Superintendent: Mr. Jason Manuel

General Counsel: Mrs. Valerie Speakman

Board Secretary: Mrs. Jo Ellen Druelinger, Mrs. Vijaya Subramani

1. Call to Order

Chairman Ryan Strain called the meeting to order at 6:01 p.m.

2. Moment of Silence

Chairman Ryan Strain called for a moment of silence.

3. Pledge of Allegiance

Board member Amy Eoff led the Pledge of Allegiance.

4. Approval of Agenda

The following amendment was recommended: Remove Board Action Item 9.C. Approval of 2025-2026 GMSD Instructional Calendar from the agenda

Motion passed: I move to approve the agenda as amended, passed with a motion by Mr. Brian Curry and a second by Mrs. Amy Eoff.

Dr. Daniel Chatham: Yea

Mr. Brian Curry: Yea

Mrs. Amy Eoff: Yea

Mrs. Angela Griffith: Yea

Mr. Ryan Strain: Yea

Yea: 5, Nay: 0

5. Recognition and Awards

Recognizing GMSD principals for National Principals Month

In celebration of National Principals Month, Superintendent Jason Manuel recognized each GMSD Principal as follows:

We are lucky to have incredible school leaders in GMSD. While it would be very hard to list all of their talents and skills, the team at District office combined all of our favorite things about each principal to recognize them for National School Principals Month.

ShaMira Davis

First, we are celebrating ShaMira Davis. She cannot be here tonight because she is currently meeting with parents at her recurring "Dialogue with Davis". Described as a leader with "courage mixed with grace," ShaMira has taken ownership of the district-wide academic goals, particularly in the realm of math Professional Learning Communities (PLC's). ShaMira sets high expectations for both teachers and students, and her talent for building a positive culture and community while maintaining these high standards is outstanding. She possesses an innate ability to recognize teacher strengths and place them in grade levels and content areas accordingly. It's also clear to see that working at and attending Houston Middle School has become a fun experience, largely due to ShaMira's influence. She has injected a sense of fun and enthusiasm into the middle school environment, creating a positive and engaging atmosphere. Ms. Davis is extraordinarily visible in the community. Her drive to be present at numerous events within the district means the world to parents and students, fostering a sense of connection and support. We've even seen her at events beyond Houston Middle! Over the past few years, we've witnessed a transformation of Houston Middle School's social media presence, which has quadrupled under ShaMira's leadership. The overall digital footprint of the school has evolved, with a strong focus on fun, staff highlights, and learning in their posts. Her strong relationship with the Parent-Teacher Organization (PTO) has resulted in an unstoppable partnership. ShaMira's ability to engage with the community and her enthusiasm for collaboration have elevated the school's profile and continue to raise the bar, making Houston Middle School one of the best middle schools in Tennessee.

Joseph Bond

Leadership in education is a multifaceted challenge, requiring a blend of vision, wisdom, empathy, and dedication. At Riverdale K-8 School, Joseph Bond consistently demonstrates all these qualities. Mr. Bond's leadership style can be summed up as calm, collaborative, and deeply rooted in fostering a sense of family and tradition. One of Mr. Bond's standout qualities is his ability to take ownership of data and cast a visionary plan for the school's future. For Mr. Bond, data-driven decision-making is paramount, and his calm and analytical approach shines in this regard. Mr. Bond's focus remains on growing students and providing support to teachers. Last year, he emphasized the significance of TVAAS projections, enabling teachers to work with students to set specific goals for improved TCAP performance, and this approach was incredibly successful. One thing that sets Mr. Bond apart is his ability to create

a family-like atmosphere in the school. In an era where educational institutions often struggle to maintain a sense of community, Mr. Bond has fostered a close-knit school culture where lifelong friendships are forged. This camaraderie is not just confined to the professional sphere; it extends to understanding what it means to be a Raider, instilling a sense of identity and pride among students and staff alike. Mr. Bond brings a level-headed, calm, and analytical approach to the table. His experience as a school leader is a source of wisdom that guides his decision-making and helps resolve complex issues. He possesses a unique talent for listening and approaching problems from multiple perspectives. In addition to his leadership in academics, Mr. Bond has played a pivotal role in creating and maintaining deep-rooted traditions at Riverdale K-8 School, like "I Love America Day." I can't wait to see what's in store for this year!

Hallie Ross

I am happy to recognize Hallie Ross, the new Principal of Houston High School. Ms. Ross is the right leader at the right time for Houston High School. In just a few short months, it is clear that she fits right in with the culture of GMSD. Across departments, Hallie is celebrated as a forward-thinking instructional leader who radiates a student-centered, positive energy. She has an ability to be solutions-oriented and consistently prioritizes tasks to ensure the essentials for teaching and learning take place. Her strategic planning has yielded substantial improvements in our instructional programming for students. What sets Hallie apart is her genuine consideration of both staff and student input before making decisions, combined with her exceptional communication skills that clearly convey expectations. She is recognized as a true team player who handles challenges with wisdom. Additionally, Hallie has infused unparalleled energy and enthusiasm into our high school, positively affecting students, families, and staff alike. Her knowledge of event planning and program development has been invaluable for Houston High School. What's truly remarkable is her consistent dedication to going the extra mile to ensure the success of these outreach efforts. Hallie's willingness to do push-ups at a football game or traveling to championship games out of town to support our volleyball and soccer players are just two small examples of how she devotes herself to these students.

Zac Percoski

At Forest Hill Elementary School, Zac Percoski has shown us time and time again what it means to be a remarkable educational leader. One of Zac's standout qualities is his role as a visionary instructional leader. He possesses an incredible ability to leverage leadership and build the capacity of his staff. At the core of his approach is trust in the expertise of his grade-level teacher teams. He does not micromanage, he empowers his teachers by putting structures and routines in place with clear guidelines. These guidelines not only allow teachers to thrive in the classroom but also provide the freedom for creative and effective teaching. Zac's approach to questioning is purpose-driven. He consistently asks questions with the intention of developing clear action steps from the answers. Furthermore, Zac provides high-quality feedback to help teachers grow professionally. His feedback is

constructive, authentic, and serves as effective coaching for teachers. Furthermore, Zac excels at putting people in roles that align with their areas of strength. This approach not only enhances the effectiveness of the staff but also promotes job satisfaction and fulfillment. Zac has a longstanding reputation for being an incredible leader. His selection to move from Farmington to Forest Hill helped the district calm fears of families being rezoned. Once they knew Mr. Percoski was going to be their leader, the excitement of becoming a fox took flight. He has continued to build the staff, student and parent culture at Forest Hill. Mr. Peroski's leadership in developing the mission and vision of Forest Hill in collaboration with all stakeholders has continued to strengthen his school. Events like the celebrity basketball game, lake swim, and Fox run are just a few of the examples.

Ashley Brasfield

Sometimes leadership goes beyond management and extends into the realm of inspiration, dedication, and a passion for the well-being of students, staff, and the entire school community. Ashley Brasfield, the principal of Farmington Elementary School, truly embodies these qualities. One of Ms. Brasfield's standout qualities is her deep involvement in "the work" of education. She is an involved instructional leader who actively participates in every Professional Learning Community (PLC) alongside teachers. Her approachability and participative attitude with teachers and students create an environment where collaboration and growth flourish. Visitors to Farmington Elementary School are likely to find her in a classroom or PLC meeting, demonstrating her commitment to being at the heart of the educational process. Ms. Brasfield's approach to data is highly intentional and strategic. She ensures that she thoroughly understands the context of data before using it to make decisions or explaining it to others. This commitment to data-driven decision-making is vital for continuous improvement and progress in the school. One of Ms. Brasfield's contributions is the energy and excitement she brings to school each day. Her passion for Farmington is contagious. Her belief in Farmington Elementary School's mission and the "Farmington is family" creed is evident in her daily actions. She creates a nurturing and familial atmosphere, genuinely caring for all her students. Something you may not know about Ms. Brasfield is a top-notch recruiter, ensuring that each job candidate leaves with a clear understanding of what it means to be a part of the Farmington family. Innovation is another area where Ashley excels. She is continually willing to learn or do something new to propel Farmington forward. Ashley's ability to mobilize the community and raise \$70,000 to replace cafeteria tables with round, conversation-stimulating tables exemplifies her dedication to making Farmington Elementary School the best place to be.

Jessica Woody

Ms. Woody, the principal of Dogwood Elementary, is an amazing building leader. One of Ms. Woody's many standout qualities is how she sets high expectations for all students while approaching them with kindness and support. Her approach to education is grounded in the belief that every child can excel, and she ensures that this belief is not just a mantra but a lived reality at Dogwood Elementary. When Ms. Woody sets a goal, she diligently pursues it,

developing action steps and monitoring progress along the way. In her role as a leader, however, she is not just highly focused but also motivational and inspirational to both students and staff. Her passion for education is contagious, sparking a sense of enthusiasm and motivation among her students. Teachers and staff, too, draw inspiration from her leadership, making them more committed and engaged in their roles. Ms. Woody has a remarkable ability to think outside the box to ensure that teachers get what they need. She is proactive in identifying and addressing the needs of her staff, which not only improves their performance but also contributes to an overall positive work environment. The impact of her work is evident in the culture at Dogwood. Feedback from her staff consistently reinforces that it is a great and happy place to work. Her collaborative spirit, combined with the high standards she sets, has created an incredible work and school culture. Jessica invests her time and energy in training her staff through mini-DLD Day sessions and engages with teachers to understand what they want to know more about. Also, Jessica is an incredible collaborator with her PTO team. Her ability to connect and collaborate with various stakeholders, including parents, helps to foster a sense of community and shared purpose.

Dr. Heather Fisher

Innovative leadership is paramount, especially in the context of virtual learning and Dr. Heather Fisher, the principal of GOAL has emerged as an exceptional principal. She demonstrates innovative and resourceful leadership, combined with a determination to meet individual learning goals and cultivate good citizenship. She is determined to meet the diverse needs of all students and families in a unique learning situation, fostering an environment where virtual learning is not just a necessity but an opportunity for growth and enrichment. As a learning coach for students, she takes an active role in guiding and supporting each student's educational journey. In a virtual learning environment, student engagement can be a formidable challenge. However, Dr. Fisher rises to this challenge with creative and effective strategies to engage her students. Her work ethic is nothing short of exemplary. She approaches tasks with great passion and meticulous attention to detail. Her willingness to explore and learn new skills ensures that she stays ahead of the curve in an ever-changing virtual education landscape. Beyond her role as an instructional leader, Dr. Fisher is also incredible at creating new community partnerships. These partnerships enhance the educational experience for her students and contribute to the broader educational community. Regular guest speakers for GOAL students provide unique insights and real-world perspectives.

6. REPORTS

A. TN Legislative Update

Board member and TN Legislative Representative Brian Curry presented as follows: As reported in *The Tennessean*, state lawmakers sit down next month to discuss foregoing billions in federal education funds. Federal monitors are gearing up to begin a two-year monitoring cycle of Tennessee's special education programs. The monitoring, overseen by the federal Office of Special Education Programs, is a routine oversight function that regularly

rotates between states. OSEP will begin the monitoring cycle next May, per a Tennessee Department of Education spokesperson, with calls through the summer to prepare for a November 2024 onsite visit. The state will receive two monitoring reports in 2025, and OSEP will either close out the probe or recommend additional actions in March 2026. The monitoring round is to ensure Tennessee is complying with the requirements of the Individual with Disabilities Education Act, including early intervention for infants and toddlers with disabilities along with school-aged children. WKRN in Nashville reported that Representative Scott Cepicky of Maury County will be filing a bill when the General Assembly reconvenes in January dealing with math and student's testing scores. Representative Cepicky remarked in reference to the proposal: "You have to know how to read by third grade. But after third grade, once you know how to read, reading is repetitive. Once you know how to read, you know how to read. With mathematics, it's building: addition, then subtraction, then division, then multiplication." It would look very similar to the third-grade retention law implemented for reading last year, but retaining students wouldn't be a possibility. Instead, it would still require summer school or tutoring for students scoring below the benchmark on their TCAP or universal screener, and it would apply to all K-8 students, not just third grade. Representative Cepicky concluded his remarks by stating: "This bill, this proposal we're coming up with has nothing to do with retention. There's no retention in the bill at all." Finally, over the months of November and December, the Board will be preparing our annual Legislative Agenda to present to our elected officials. I look forward to working with the Board to craft this and expect to vote on our final draft in the December business meeting.

B. Chairman's Report

Chairman Ryan Strain presented as follows:

Board Members' District-related activities since our last business meeting included:

Board Members Chatham, Curry, Griffith, and Strain:

Attended the Germantown Municipal Council PTO's 2023 Lunch and Learn.

Board Members Curry, Griffith, Eoff, and Strain:

Cheered on the Mustangs at the Houston vs. White Station football game.

Board Members Curry, Griffith, and Eoff:

Cheered on the Mustangs at the Houston vs. Arlington football game.

Board Members Curry and Eoff:

Attended the Houston Middle School Band's Fall Concert.

Board Members Griffith and Eoff:

Cheered on the Mustangs at the Houston vs. Bartlett football game; and

Participated in goat yoga with GMSD's Coordinated School Health program.



Board Member Curry:

Attended the District Instructional Calendar Committee Virtual Meeting;
Attended the Frank Horton Invitational 2K Cross Country Race;
Attended the MYA West Tennessee Regional Cross Country Championship;
Attended the Houston Honors Academy Pinning Ceremony; and
Attended Haunted Houston at Houston Middle School.

Board Member Griffith:

Attended the October Leadership Germantown Alumni Association meeting, at which City Administrator Huisman was the guest speaker.
Volunteered at Haunted Houston, where I believe she was put in the dunk tank.

Board Member Eoff:

Attended the Northeast Regional Band Competition and Championships at the Bartlett Band Competition.

Finally, I also:

Attended an elementary school cross country meet;
Attended portions of the Tennessee School Board Association's Board Chair Seminar;
Attended the elementary and middle school West Tennessee Regional Cross Country Meets;
Attended the Dogwood Elementary Book Fair;
Attended Dolphins Around the World at Dogwood Elementary; and
Attended the meeting of the GMSD Master Facilities Committee.

And now for my report. In an effort to continuously improve and self-reflect, this past month the Board participated in a self-evaluation. Overall, the evaluation reflects 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, the following are some areas in which the Board can work to improve:

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.

Comments from Board members included the following:

"I really feel like our Board is active, engaged, and operates with respect towards the Superintendent and each other. I don't see the back-biting and other issues that permeate other districts."

"We have an open and honest relationship with our Superintendent." "[T]here is a respect for boundaries and letting [the Superintendent do] what we are paying him to do without micromanag[ing him]."

"I feel like we set a vision and then prioritize giving the Superintendent and his staff the tools to do the job."

"We're not perfect, but I really feel like we are a model Board."

"The Board works well together and has a good relationship with the Superintendent."

"The Board reflects a diversity of opinion."

Thank you to the Board members for completing the self-evaluation. I look forward to continue working with each of you to make our Board the best it can be so that we can best serve our students, District, and community.

C. Financial Report

Chief Financial Officer Kevin Jones reported the Total Assets, Liabilities, and Fund Balances on the Balance Sheet for period ending September 30, 2023.

SCHOOL OPERATING FUND

The district paid its \$355K OPEB liability to Memphis-Shelby County Schools



HEALTH INSURANCE FUND

September was a high month for medical claims totaling approximately \$800K

CAFETERIA FUND

SFE reported a net income of \$35K year-to-date.

OPEB TRUST FUND

Y-T-D net realized gains and unrealized losses on investments totaled \$194K.

D. Superintendent's Report

Superintendent Jason Manuel presented the Superintendent's Report focusing on the Master Facilities Plan with the following Highlights in his PowerPoint presentation:

- Enrollment Date
- Demographer's Report
- Capital Investments
- Prioritized List of Future Projects

7. Citizens to be heard

The following citizens voiced their opinion -

Todd Starnes, Germantown
Jina Sanders, Germantown
Kristin New, Germantown
Lorrie Williams, Germantown
Mr. Appling, Germantown
Luke D. Cymbal, Memphis

8. CONSENT AGENDA

Motion passed: I move to approve all the items in the Consent Agenda, passed with a motion by Mrs. Amy Eoff and a second by Dr. Daniel Chatham.

Dr. Daniel Chatham: Yea
Mr. Brian Curry: Yea
Mrs. Amy Eoff: Yea
Mrs. Angela Griffith: Yea
Mr. Ryan Strain: Yea
Yea: 5, Nay: 0

A. Approval of the Minutes

B. Revision of Policies - Second Reading

Rationale for Revision of GMSD Policies 9.19.23 Board Work Session and 9.26.23 Business Meeting

Revisions are recommended for the following.

First Reading - 9.26.23

Second Reading - 10.24.23

- Revision 4.605 - Graduation Requirements - The recommended changes made to this policy are necessitated by State law. Citations updated.
- 2. Revision 5.109 - Evaluations - The recommended changes made to this policy are pursuant to an annual review of policies. While updating the citations, recommended changes were made to make the policy clearer about the content of the existing law.
- 3. Revision 6.203 - School Admissions - The recommended changes made to this policy are necessitated by changes to State Board Rules. Citations updated.
- 4. Revision 6.2061 - Inter-District Open Enrollment - The recommended changes made to this policy are to make clear that the enrollment caps required by GMSD policy 6.2061 for its regular schools do not apply to GMSD's virtual school.
- 5. Repeal 6.400 - Promoting Student Welfare -The recommended changes to this policy are made pursuant to an annual review of policies. In an on-going effort to make the policy manual more user friendly and to eliminate duplicity, it is recommended that this policy be repealed because the content of the policy is already covered in GMSD policies 6.313 and 6.314.

C. Revision of Policies - First Reading

Rationale for Revision of GMSD Policies 10.17. 23 Board Work Session and 10.24.23 Business Meeting

First Reading - 10.24.23

Second Reading - 11.28.23

Revision 5.102 - Application and Employment (formerly Professional Employment) - The recommendations to amend this policy are prompted by changes in state law as well as the need to provide clarification to employees regarding their responsibilities.

Repeal 5.600 - Staff Rights and Responsibilities - The recommendations to amend this policy are prompted by continual review of policies to avoid redundancy.

Revision 5.611 - Teacher Code of Ethics and GMSD- The recommendations to amend this policy are based upon the need to provide clarification of the ethical responsibilities of non-teachers.

D. Miscellaneous FY 23-24 Budget Amendments # 10, 11, 12

Miscellaneous Budget Amendment

#10 - ESSER 3.0 * (Fixed a typo error - Account number should have been 189 instead of 105)



- #11 - CTE Perkins Basic
- #12 - State Special Education Grant

E. Approval of LEA Compliance Report

F. Approval of 2023-24 GMSD TISA District Accountability Report

The attached document has been updated, including Public Comments on Page 9.

9. BOARD ACTION ITEMS

A. Approval of Additional Houston High School Club Fees

Houston High School requests Board approval for fees for two additional clubs for the 2023-24 school year.

Name: D.R.I.P Club (Dear Random Important Person)

Fees: \$25 - club supplies

Sponsor: Sarah Condra

The purpose of the club is *to bring a group of wonderful students together in order to bring positivity to the school through kind notes.*

Name: Pickleball Club

Fees: \$40 - for tournament fees and club supplies

Sponsor: Kim Martin

Motion passed: I move to approve Houston High School 2023-24 D.R.I.P. club fee of \$25 and the Pickleball club fee of \$40, passed with a motion by Mrs. Angela Griffith and a second by Mr. Brian Curry.

Dr. Daniel Chatham: Yea

Mr. Brian Curry: Yea

Mrs. Amy Eoff: Yea

Mrs. Angela Griffith: Yea

Mr. Ryan Strain: Yea

Yea: 5, Nay: 0

B. Approval of 2024-2025 GMSD Instructional Calendar

Option A: Has a later fall and spring break

- Fall Break is Oct. 14-18, and aligns with Arlington, Bartlett, and Lakeland
- Spring Break is March 17-21, and aligns with Arlington Bartlett, Lakeland, and Collierville

Option B: Has an earlier fall and spring break

- 3. Fall Break is Oct. 7-11, and aligns with Collierville and MSCS; The 1st semester quarters are more balanced

4. Spring Break is March 10-14, and aligns with MSCS
Under both Option A & Option B the following applies:

2: April 18 is identified as Good Friday and April 21 is identified as Easter Monday

3: April 18 is identified as Good Friday; Rather than being out of school April 21, the day is moved to the end of the school year so the last day of school would be Wed., May 21 instead of Thurs, May 22

Motion passed: I move to approve the 2024-2025 GMSD Instructional Calendar with Option A3, passed with a motion by Mrs. Angela Griffith and a second by Mr. Brian Curry.

Dr. Daniel Chatham: Nay

Mr. Brian Curry: Yea

Mrs. Amy Eoff: Yea

Mrs. Angela Griffith: Yea

Mr. Ryan Strain: Yea

Yea: 4, Nay: 1

Dr. Daniel Chatham: Nay

C. Approval of 2025-2026 GMSD Instructional Calendar

The 2025-2026 instructional calendar will mirror the instructional calendar option approved by the GMSD Board for 2024-2025.

The Board amended the agenda to remove this action item.

10. Announcements

- The Houston vs. Collierville football game is October 27th at 7:00 p.m. at Collierville.
- The Houston Cheer and Pom regional competition is October 28th at the Renasant Convention Center in downtown Memphis.
- The Houston Choirs Meat Raffle is October 28th.
- Farmington Elementary's largest fundraiser of the year, Falcon Fest, is October 29th at Farmington Elementary.
- Houston High's Trunk or Treat is October 31st from 4:30 to 6:00 p.m. at Houston High.
- The Houston High School Choir's Fall Fest is November 3rd from 5:00 to 6:00 p.m. at Houston Levee Park.
- November 10th is "I Love America" Day at Riverdale. Other schools will also be having various events that day in honor of Veteran's Day.
- The week of November 13th is American Education Week, which is a week set aside each year to celebrate and honor all persons who work in and otherwise support our nation's public schools.
- Thanksgiving Break is the week of November 20th.
- And, finally, the Board's next Work Session is scheduled for November 14th at 5:30 p.m., and the Board's next Business Meeting is scheduled for November 28th at 6:00 p.m.



•

11. Adjournment

The meeting was adjourned with consensus at 7:26 p.m.

Chairperson

Date

Superintendent

Date

DRAFT

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Professional Employment Application and Employment	Descriptor Code: 5.102	Issued Date: 10/**/23 08/24/21
		Rescinds: 5.102	Issued: 03/02/20

1 The Board of Education recognizes that it is vital to the successful operation of the District that
2 positions created by the Board will be filled with highly qualified and competent personnel who
3 are citizens of the United States or who are otherwise legally permitted to work in the United States.

4 **APPLICATION**

5 ~~An individual desiring a position with the Germantown Municipal School District will make~~
6 ~~application to the superintendent on the approved forms or applicant tracking system. To ensure~~
7 ~~safety, and welfare of all school stakeholders, the district will follow these guidelines:~~

- 8 ~~1) Criminal history record checks and fingerprinting of all applicants for teaching and non-~~
9 ~~teaching positions upon an offer for employment; employees will not be reimbursed the~~
10 ~~cost of the initial fingerprinting.^{1,4}~~
- 11
- 12 ~~2) Thorough background checks will be assigned to the Human Resources Department. All~~
13 ~~hiring decisions are contingent upon satisfactory background checks.~~
- 14 ~~3) Falsifying any application information will constitute a Class A misdemeanor which will~~
15 ~~be reported to the Attorney General for prosecution.³~~
- 16 ~~4) Full disclosure of any prior criminal record and any prior dismissals for cause is required~~
17 ~~for any person seeking employment as superintendent, principal, professor, teacher, tutor,~~
18 ~~instructor or any other person having any responsibility over the custody and care of~~
19 ~~students. Failure to disclose is a Class A misdemeanor and the applicant and/or~~
20 ~~employee will forfeit his employment opportunity.~~

21 An individual desiring a position with the Board shall make application to the Superintendent on
22 forms developed by GMSD. Prior to performing any work or service on behalf of GMSD, each
23 applicant shall submit a fingerprint sample and pass a criminal history background check
24 conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.

25 To ensure the safety and welfare of students and staff, GMSD shall require criminal history
26 background checks and fingerprinting of applicants for teaching positions and any other positions
27 that require proximity to children. Any costs incurred to perform these background checks and
28 fingerprinting shall be paid by the applicant.

29

30 Knowingly falsifying information shall be sufficient grounds for termination of employment and
31 shall also constitute a Class A misdemeanor which must be reported to the District Attorney
32 General for prosecution.

Professional Employees**EMPLOYMENT**

Such approval shall be given only to those candidates for employment recommended by the Superintendent.¹

No person shall be employed:²

- ~~1) Who does not hold a valid license to teach or a temporary permit to teach⁸ from the State Board of Education, *if required by the position*;⁶~~
- ~~2) Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses as an immediate threat to the health, safety, or welfare of children;⁷~~
- ~~3) Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷~~
- ~~4) Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸~~
- ~~5) Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹~~
- ~~6) Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;~~
- ~~7) Who does not receive a satisfactory background check;¹⁰ or~~
- ~~8) Who advocates the overthrow of the American government or who is a member of a political party subscribing to a political faith that advocates the overthrow of the American government.¹¹~~

~~Any professional staff member's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal.~~

~~No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of proper licensing or that application for such licensing is in process. Said licensing shall meet the minimum requirements of State law for the position for which s/he is being recommended.⁶~~

~~All GMSD employees shall submit a fingerprint sample and pass a criminal history background check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation every five (5) years after the initial pre-employment background check.~~

1 The application must include a transcript of credits earned at the colleges or universities attended
2 along with references from persons such as previous employers and college professors and for
3 student teachers, the student teacher's supervisor. Applicants shall be required to disclose whether
4 such applicant has been dismissed for cause from a school system.

5 Teacher applicants who are employed by another school district at the time of application to
6 GMSD must provide a written resignation to the school district at which they are presently
7 employed, at least thirty (30) days prior to the beginning date of the person's employment with
8 GMSD; provided that if GMSD receives notice from the teacher applicant's previous employer
9 that the thirty (30) day notice is being waived, GMSD will consider the application.

10 No Principal, Assistant Principal, Vice Principal or teacher applicant that is not properly licensed
11 may be employed by GMSD. Likewise, if the Principal, Assistant Principal, Vice Principal or
12 teacher does not maintain an appropriate license during the course of his/her employment with
13 GMSD, the Principal, Assistant Principal, Vice Principal or teacher may be dismissed.

14 No teacher applicant shall be employed:

15 1. Who does not hold a valid license to teach from the Tennessee State Board of Education;

16 2. Who does not present a physician's certificate showing a satisfactory health record or who
17 has any contagious or communicable disease in such form that might endanger the health
18 of school children;

19 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
20 Tennessee and of the United States of America;

21 4. Who has not complied with the Immigration Reform and Control Act of 1986;

22 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals
23 from employment for cause, or who resigned prior employment in lieu of being terminated;
24 or

25 6. Who does not receive a satisfactory background check.

26 Support Employees

27 No support applicant shall be employed:

28 1. Who has a contagious or communicable disease in such form that might endanger the health
29 of the children;

30 2. Who has not complied with the Immigration Reform and Control Act of 1986;

31 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals
32 from employment for cause; or

33 4. Who does not receive a satisfactory background check.

1 EMPLOYMENT

2 Professional Employees

3 The Superintendent's designee must check references of all applicants.

4 Support Employees

5 The Superintendent's designee must check references of all applicants.

6 Self-Reporting While Employed

7 All GMSD employees are required to report to the GMSD Assistant Superintendent of Human
8 Resources any arrests and/or criminal convictions that occur after initial employment, within forty-
9 eight (48) hours after the arrest and/or criminal conviction. Employees are also required to notify
10 the GMSD Assistant Superintendent of Human Resources immediately if the Department of
11 Children's Services (DCS) has named them as an indicated perpetrator of child abuse, within forty-
12 eight (48) hours after receiving notice that the employee has been named as an indicated
13 perpetrator of child abuse.

14 All GMSD employees shall submit a fingerprint sample and pass a criminal history background
15 check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation
16 every five (5) years after the initial pre-employment background check. After employment, any
17 costs incurred to perform criminal history background checks and fingerprinting shall be paid by
18 GMSD.

19 REQUIREMENTS FOR TEACHERS

20 ~~All teachers shall be "highly qualified."~~

21 ~~"Highly Qualified" means:~~

22 ~~A. Full State certification as a teacher (including an alternative educator license) or passed~~
23 ~~State teacher licensing exam and holds current license to teach; certification or license~~
24 ~~requirements may not be waived on a temporary basis~~

25
26 ~~B. For elementary teachers new to the profession, this also requires:~~

- 27
28 ~~1. At least a bachelor's degree~~
29 ~~2. Passing a rigorous State test on subject knowledge and teaching skills in reading,~~
30 ~~writing, math, and other areas of elementary curriculum (State certification test~~
31 ~~may suffice)~~

32
33 ~~C. For secondary or middle school teachers new to the profession this also requires:~~

- 34
35 ~~1. At least a bachelor's degree, and~~

1 ~~2.—Passing a rigorous State test in each of the subject areas s/he will teach (State~~
2 ~~certification test may suffice), or~~

3 ~~3.—For each academic subject taught, having an academic major, course work~~
4 ~~equivalent to an undergraduate major, a graduate degree, or advanced~~
5 ~~certification or credentialing~~

6
7 ~~D.—For elementary, middle, or secondary school teachers with prior experience, this also~~
8 ~~requires;~~

9
10 ~~1.—At least a bachelor's degree, and~~

11 ~~2.—Meets standards for new teachers (above), or~~

12 ~~3.—Demonstrates competence in all academic subjects s/he teaches based on a~~
13 ~~uniform State standard of evaluation (standard for academic subject matter and~~
14 ~~teaching skills set by the State)~~

15 **MEDICAL REQUIREMENTS⁸**

16 The GMSD board recognizes its responsibility to protect the health of its employees. All
17 employees, upon initial employment, should provide a health statement on a health document
18 provided by the District Office that reveals a lack of having an infectious disease such as
19 tuberculosis, or any other contagious or communicable disease which would endanger the school
20 community. Examinations and or future medical statements of clearance will be required
21 thereafter at intervals determined by the State Department of Public Health and approved by the
22 Commissioner of Education.

23 **Prohibition Against Assisting School Employees, Contractors or Agents in Obtaining** 24 **Employment**

25 Except as provided below other than the routine transmission of administrative and personnel
26 files, GMSD employees are prohibited from assisting a school employee, contractor or agent in
27 obtaining a new job if the employee knows, or has probable cause to believe, that the person
28 seeking a job change engaged in sexual misconduct regarding a minor or student.

29 Exceptions:

30 1. The information giving rise to probable cause to believe sexual misconduct has occurred
31 has been reported to the appropriate law enforcement agency; and

32
33 2. The matter has been officially closed in one (1) of the following ways:

34
35 a. The prosecutor or police have investigated the allegations and notified school
36 officials that there is insufficient information to establish probable cause;

37
38 b. The employee, contractor or agent has been charged and either acquitted or
39 exonerated; or
40

- 1 c. The case remains open and there have been no charges or indictment filed within
2 four (4) years of the date the information was reported to the law enforcement
3 agency.

Legal References

T.C.A. § 49-2-131
~~T.C.A. § 49-2-203~~
~~T.C.A. § 49-5-101~~
~~T.C.A. § 49-5-202~~
~~T.C.A. § 49-5-403~~
~~T.C.A. § 49-5-404~~
T.C.A. § 49-5-405
T.C.A. § 49-5-406
~~T.C.A. § 49-5-406(a)(2)(A)~~
T.C.A. § 49-5-413(e)
~~T.C.A. § 49-5-413(e)~~
~~T.C.A. § 49-5-413(a), (f)~~
20 U.S.C.A. § 7926
Immigration Reform and Control Act of 1985
~~State Board of Education Policy 5.501~~
~~Public Acts of 2021, Chapter No. 211~~

Cross References

~~Orientation and Probation 5.107~~
~~Compensation Guides & Contracts 5.110~~
~~Background Investigations 5.118~~
~~Recommendations and File Transfers 5.203~~
~~Interim Employees 5.700~~
~~Qualifications and Duties of the Director of Schools 5.802~~

THIS POLICY IS BEING REPEALED – INFORMATION CONTAINED IN OTHER POLICIES

Germantown Municipal School District

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 10/**/23 10/23/17
		Rescinds:	Issued:

~~In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.~~

~~Each staff member has the right to:¹~~

- ~~1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;²~~
- ~~2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;~~
- ~~3. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;~~
- ~~4. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;~~
- ~~5. Provide students with a safe environment;~~
- ~~6. Defend themselves and their students from physical violence or harm;³~~
- ~~7. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴~~
- ~~8. Review all instructional material or curriculum before being utilized by students; and~~
- ~~9. Not be required to use his/her personal money to appropriately equip a classroom.~~

~~Each staff member has the responsibility to:~~

- ~~1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the board and the procedures designed to implement them;⁵~~
- ~~2. To adhere to the Teacher Code of Ethics;⁶~~
- ~~3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;~~
- ~~4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public;~~

- 1 ~~5. Keep all records and prepare and submit promptly all reports that may be required by state law;~~
- 2 ~~state board regulations, board policy and administrative procedures; and~~
- 3 ~~6. Wear appropriate dress for work according to board guidelines and local school rules.~~

Legal References

- 1. ~~Public Chapter No. 360~~
- 2. ~~42 USCS § 2000e-2(a) –(b); TCA 49-6-8002—8006~~
- 3. ~~TCA 49-6-4008~~
- 4. ~~20 USCA 1232g~~
- 5. ~~TCA 49-5-201~~
- 6. ~~TCA 49-5-1001—1005~~

Cross References

- ~~Curriculum Development 4.200~~
- ~~Controversial Issues 4.800~~
- ~~Religion in the Curriculum 4.804~~

DRAFT

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Teacher Code of Ethics and GMSD Employee Responsibility and Ethics	Descriptor Code: 5.611	Issued Date: 10/**/23 09/25/18
		Rescinds: 5.611	Issued: 07/21/14

1 **A. TEACHER CODE OF ETHICS**

2 **(1) Educator's obligations to the Students**

3 (a) An educator shall strive to help each student realize the student's potential as a
4 worthy and effective member of society. An educator, therefore, works to stimulate the
5 spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful
6 formation of worthy goals.

7 (b) In fulfillment of this obligation to the student, an educator shall:

8 1) Abide by all applicable federal and state laws;

9 2) Not unreasonably restrain the student from independent action
10 in the pursuit of learning;

11 3) Provide the student with professional education services in a
12 nondiscriminatory manner and in consonance with accepted best
13 practices known to the educator;

14 4) Respect the constitutional rights of the student;

15 5) Not unreasonably deny the student access to varying points of
16 view;

17 6) Not deliberately suppress or distort subject matter relevant to the
18 students' progress;

19 7) Make reasonable effort to protect the student from conditions harmful to
20 learning or to health and safety;

21 8) Make reasonable effort to protect the emotional well-being of
22 the student;

23 9) Not intentionally expose the student to embarrassment or disparagement;

24 10) Not on the basis of race, color, creed, disability, sex, national origin,
25 marital status, political or religious beliefs, family, social or cultural
26 background, or sexual orientation, unfairly;

- 1 a) Exclude the student from participation in any program;
- 2 b) Deny benefits to the student; or
- 3 c) Grant any advantage to the student;
- 4 11) Not use the educator's professional relationship with the student for
5 private advantage;
- 6 12) Not disclose information about the student obtained in the course of the
7 educator's professional service, unless disclosure of the information is
8 permitted, serves a compelling professional purpose, or is required by
9 law;
- 10 13) Not knowingly make false or malicious statements about students or
11 colleagues;
- 12 14) Ensure interactions with the student take place in transparent and
13 appropriate settings;
- 14 15) Not engage in any sexually related behavior with the student, whether
15 verbal, written, physical or electronic, with or without the student's
16 consent. Sexually related behavior includes, but is not limited to,
17 behaviors such as making sexual jokes or sexual remarks, engaging in
18 sexual kidding, sexual teasing or sexual innuendo, pressuring the student
19 for dates or sexual favors, engaging in inappropriate physical touching,
20 groping or grabbing, kissing, rape, threatening physical harm and
21 committing sexual assault;
- 22 16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- 23 17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by
24 the student when the student is under the educator's supervision on
25 school or LEA premises, during school activities, or in any private
26 setting;
- 27 18) Refrain from the use of alcohol while on school or LEA premises or
28 during a school activity at which students are present; and
- 29 19) Maintain a professional approach with the student at all times.

30 **(2) Educator's Obligations to the Education Profession**

31 The education profession is vested by the public with a trust and responsibility requiring the highest
32 ideals of professional service. In the belief that the quality of the services of the education profession
33 directly influences the nation and its citizens, the educator shall exert every effort to raise professional
34 standards, to promote a climate that encourages the exercise of professional judgement, to achieve

- 1 conditions which attract persons worthy of the trust to careers in education, and to assist in preventing
2 the practice of the profession by unqualified persons.
- 3 (a) In fulfillment of this obligation to the profession, an educator shall not:
- 4 (1) Deliberately make a false statement or fail to disclose a material fact
5 related to competency and qualifications in an application for a
6 professional position;
- 7 (2) Misrepresent the educator’s professional qualifications;
- 8 (3) Assist entry into the teaching profession of a person known to be
9 unqualified in respect to character, education or other relevant attribute;
- 10 (4) Knowingly make a false statement concerning the qualifications of a
11 candidate for a professional position;
- 12 (5) Assist a non-educator in the unauthorized practice of teaching;
- 13 (6) Disclose information about colleagues obtained in the course of
14 professional service unless the disclosure serves a compelling
15 professional purpose or is required by law;
- 16 (7) Knowingly make false or malicious statements about a colleague; and
- 17 (8) Accept any gratuity, gift or favor that might impair or appear to
18 influence professional decisions or actions; and
- 19 (9) Use illegal or unauthorized drugs.
- 20 (b) In fulfillment of this obligation to the profession, educators shall:
- 21 (1) Administer state-mandated assessments fairly and ethically; and
- 22 (2) Conduct themselves in a manner that preserves the dignity and integrity
23 of the education profession.
- 24 (3) **Breaching the Teacher Code of Ethics**
- 25 (a) An educator who has personal knowledge of a breach by another educator of the
26 teacher code of ethics prescribed in T.C.A. §§ 49-5-1003 and 49-5-1004 shall
27 report the breach to the educator’s immediate supervisor, Superintendent, or
28 local board of education within thirty (30) days of discovering the breach.
- 29 (b) Failure to report a breach of the teacher code of ethics, or to file a report of any
30 criminal activity or other misconduct that is required by federal or state law, is a
31 breach of the teacher code of ethics.

1 The GMSD Executive Director of Student Services shall ensure that an annual professional
2 development training is conducted concerning the teacher code of ethics and its requirements. The
3 professional development training shall address what constitutes unethical conduct.

4 B. GMSD EMPLOYEE ETHICS

5 All GMSD employees serve as representatives of the GMSD Board. The GMSD Board is judged by
6 its employees. All employees should strive to maintain standards of ethical behavior which will not
7 detract from the educational process. ~~GMSD's standards of ethical behavior include but are not~~
8 ~~limited to the following:~~ in fulfillment of that goal, GMSD employees shall:

- 9 1. ~~Maintain~~ ~~The maintenance of~~ just and courteous professional relationships with students,
10 parents, staff members and others;
- 11 2. ~~Maintain~~ ~~The maintenance of~~ their own efficiency and knowledge of the developments in their
12 fields of work;
- 13 3. ~~The t~~ ~~Transaction of~~ all official business with the properly designated authorities of the school
14 system;
- 15 4. ~~The e~~ ~~Establishment of~~ friendly and intelligent cooperation between the community and the
16 school system;
- 17 5. ~~The r~~ ~~Representation of~~ the school system on all occasions ~~such~~ that the contributions of the
18 school system to the community are recognized;
- 19 6. ~~Ensure that t~~ ~~The welfare of the~~ children ~~is as~~ the first concern of the school system when
20 placing professional personnel. The use of pressure on school officials for appointments or
21 transfers is unethical;
- 22 7. ~~Restrain~~ ~~Refrain~~ from using school contacts and privileges to promote partisan politics,
23 sectarian religious views or selfish propaganda of any kind;
- 24 8. ~~The responsibility to m~~ ~~Make~~ any criticism of other staff members or of the school system
25 directly to the particular school administrator who has the administrative responsibility for
26 improving the situation and then to the Superintendent, if necessary; ~~and~~
- 27 9. ~~The p~~ ~~Properly use and protection of~~ all school properties, equipment and materials; ~~;~~
- 28 10. Wear appropriate dress for work as determined by the employee's supervisor;
- 29 11. Abide by all applicable federal and state laws;
- 30 12. Make reasonable effort to protect the student from conditions harmful to learning or to health
31 and safety;
- 32 13. Make reasonable effort to protect the emotional well-being of the student;

1 14. Not intentionally expose the student to embarrassment or disparagement;

2 15. Not use the employee's professional relationship with a student for private advantage;

3 16. Not disclose information about a student obtained in the course of the employee's service,
4 unless disclosure of the information is permitted, serves a compelling professional purpose, or
5 is required by law;

6 17. Not knowingly make false or malicious statements about students or colleagues;

7 18. Ensure interactions with students take place in transparent and appropriate settings;

8 19. Not engage in any sexually related behavior with a student, whether verbal, written, physical or
9 electronic, with or without the student's consent. Sexually related behavior includes, but is not
10 limited to, behaviors such as making sexual jokes or sexual remarks, engaging in sexual
11 kidding, sexual teasing or sexual innuendo, pressuring the student for dates or sexual favors,
12 engaging in inappropriate physical touching, groping or grabbing, kissing, rape, threatening
13 physical harm and committing sexual assault;

14 20. Not furnish alcohol or illegal or unauthorized drugs to a student;

15 21. Strive to prevent the use of alcohol or illegal or unauthorized drugs by a student when the
16 student is under the employee's supervision on school or LEA premises, during school
17 activities, or in any private setting;

18 22. Refrain from the use of alcohol while on school or LEA premises or during a school activity at
19 which students are present;

20 23. Maintain a professional approach with students at all times;

21 24. Not disclose information about colleagues obtained in the course of professional service unless
22 the disclosure serves a compelling professional purpose or is required by law;

23 25. Not accept any gratuity, gift or favor that might impair or appear to influence professional
24 decisions or actions; and

25 26. Not use illegal or unauthorized drugs.

26 C. EMPLOYEE STAFF-STUDENT RELATIONS

27 All GMSD employees shall avoid excessive informal and social involvement with students. Any
28 appearance of impropriety shall be avoided. Sexual relationship between employees and students are
29 strictly prohibited. Employees engaging in sexual relationships with students shall be terminated.

30 D. DISCIPLINARY ACTION

31 Failure to abide by this Policy will result in disciplinary action up to and including termination.

Legal References

T.C.A. § 49-5-501
T.C.A. § 49-5-1003
T.C.A. § 49-5-1004

Rationale for Revision of GMSD Policies 10.17.23 Board Work Session and 10.24.23
Business Meeting

Revisions are recommended for the following.

First Reading – 10.24.23

Second Reading – 11/28/23

- 1) Revision 5.102 – Application and Employment (formerly Professional Employment) - The recommendations to amend this policy are prompted by changes in state law as well as the need to provide clarification to employees regarding their responsibilities.

- 2) Repeal 5.600 – Staff Rights and Responsibilities – The recommendations to amend this policy are prompted by continual review of policies to avoid redundancy.

- 3) Revision 5.611 – Teacher Code of Ethics and GMSD- The recommendations to amend this policy are based upon the need to provide clarification of the ethical responsibilities of non-teachers.

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: 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 2. A statement of the total amount of investments with each financial instruction.
- 22

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: 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, 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	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 methods approved are “KEV Group”, “My School Bucks”, “Go Fan”, “Skyward”,
18 and “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: School Admissions	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 **2.** Evidence of a current medical examination by a doctor of medicine, osteopathic physician,
4 Physician Assistant, Certified Nurse Practitioner, or properly trained Public Health Nurse
5 (unless exceptions set forth in State law and GMSD's Physical Examinations and
6 Immunizations Policy apply); and
7
- 8 3. Evidence of state-required immunizations (unless exceptions set forth in State law and
9 GMSD's Physical Examinations and Immunizations Policy apply).

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

15 **Effective January 1, 2024, no GMSD employee shall refer to a student by a name that is not contained**
16 **on the student's student management page. Employees may refer to GMSD students by a common**
17 **variation of the student's name without the necessity of a student's name change in the student**
18 **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 1) Initially enrolls in an LEA;
- 2
- 3 2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 4
- 5 3) Changes schools within this state.

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

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

15 **RELOCATION OF MILITARY SERVICE MEMBER**

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

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

22 **TRANSFER STUDENTS OF CATEGORY IV CHURCH-RELATED SCHOOLS, CATEGORY** 23 **V PRIVATE SCHOOLS, AND HOME SCHOOLS**

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

31 For students in grades 1-8, the exam shall only cover the last grade completed. For students in grades
32 9-12, the exam shall only cover the last course completed by the student (for example, if a student has
33 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

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):

GMSD Board Chair

Date

GMSD Superintendent

Date



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):

_____ Date

_____ 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

VERSION A

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: Inter-District Open Enrollment	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, GMSD's public virtual school
- 20 students, and children of GMSD employees, residing in-state, out-of-county shall not be
- 21 required to pay tuition.
- 22 • Effective for the 2024-25 school year, out-of-District students residing in Shelby County shall
- 23 be charged tuition, per pupil, per annum, the amount equal to the per pupil amount actually
- 24 received by GMSD from the City of Germantown during the preceding school year. Children
- 25 of City of Germantown employees, children whose families qualify for free and reduced lunch,
- 26 GMSD's public virtual school students, and children of GMSD employees, residing out-of-
- 27 district but in Shelby County shall not be required to pay tuition.
- 28 • Out-of-State students shall be charged tuition, per pupil, per annum, the amount of the average
- 29 GMSD per pupil cost. Children of GMSD employees residing out-of-state shall not be required
- 30 to pay tuition.
- 31 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 32 • Students who are participating in Open Enrollment (Inter-District Transfers) must maintain
- 33 acceptable behavior, attendance and academic standing. If behavior, attendance or academic
- 34 standing is not acceptable, the principal reserves the right to rescind the transfer at the end of
- 35 the school year and the student will return to his/her school of zoning for the following year.
- 36 The Superintendent, or his designee, has the authority to rescind or modify a transfer for
- 37 reasons other than those listed above. Such alternatives to the above qualifications as the
- 38 Superintendent may find appropriate or acceptable.
- 39 ~~• Such alternatives to the above qualifications as the Superintendent may find appropriate or~~
- 40 ~~acceptable.~~

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

- 1 • The number of inter-district transfers per elementary or middle school shall not exceed 20% of
- 2 the school's preceding year's resident enrollment. For new schools, we will use projected
- 3 enrollments. This provision does not apply to GMSD's public virtual school.
- 4 • Transfers are limited based on optimal learning capacity of the school
- 5 • The restrictions on a number of students in a program due to circumstances unique to that
- 6 specific program, or financial or operating conditions of the District.
- 7 ~~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

VERSION B

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: Inter-District Open Enrollment	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, GMSD's public virtual school
- 20 students, and children of GMSD employees, residing in-state, out-of-county shall not be
- 21 required to pay tuition.
- 22 • Effective for the 2024-25 school year, out-of-District students residing in Shelby County shall
- 23 be charged tuition, per pupil, per annum, the amount equal to the per pupil amount actually
- 24 received by GMSD from the City of Germantown during the preceding school year. However,
- 25 if a student was admitted into a GMSD school as an out-of-district student residing in Shelby
- 26 County for the 2023-24 school year, and the student is admitted as an out-of-district Shelby
- 27 County resident student for the 2024-25 school year or subsequent school years, the student
- 28 shall not be required to pay tuition through the exit grade of the school they attended during the
- 29 2023-24 school year. Children of City of Germantown employees, children whose families
- 30 qualify for free and reduced lunch, GMSD's public virtual school students, and children of
- 31 GMSD employees, residing out-of-district but in Shelby County shall not be required to pay
- 32 tuition.
- 33 • Out-of-State students shall be charged tuition, per pupil, per annum, the amount of the average
- 34 GMSD per pupil cost. Children of GMSD employees residing out-of-state shall not be required
- 35 to pay tuition.
- 36 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 37 • Students who are participating in Open Enrollment (Inter-District Transfers) must maintain
- 38 acceptable behavior, attendance and academic standing. If behavior, attendance or academic
- 39 standing is not acceptable, the principal reserves the right to rescind the transfer at the end of
- 40 the school year and the student will return to his/her school of zoning for the following year.
- 41 The Superintendent, or his designee, has the authority to rescind or modify a transfer for

1 reasons other than those listed above. Such alternatives to the above qualifications as the
2 Superintendent may find appropriate or acceptable.

- 3 ~~• Such alternatives to the above qualifications as the Superintendent may find appropriate or~~
4 ~~acceptable.~~

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

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

12 ~~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

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: 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 2. A statement of the total amount of investments with each financial instruction.
- 22

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: 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 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 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, 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	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 methods approved are “KEV Group”, “My School Bucks”, “Go Fan”, “Skyward”,
18 and “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: <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 **2.** Evidence of a current medical examination by a doctor of medicine, osteopathic physician,
- 4 Physician Assistant, Certified Nurse Practitioner, or properly trained Public Health Nurse
- 5 (unless exceptions set forth in State law and GMSD’s Physical Examinations and
- 6 Immunizations Policy apply); and
- 7
- 8 3. Evidence of state-required immunizations (unless exceptions set forth in State law and
- 9 GMSD’s Physical Examinations and Immunizations Policy apply).

10 The name used on **student records and official GMSD documents** ~~the records of a student entering school~~

11 must be the same as that shown on the birth certificate unless evidence is presented that such name has

12 been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain

13 a birth certificate, then the name used on the records of such student will be the same as that shown on

14 documents which are acceptable to the GMSD Student Services Department as proof of date of birth.

15 **Effective January 1, 2024, no GMSD employee shall refer to a student by a name that is not contained**

16 **on the student’s student management page. Employees may refer to GMSD students by a common**

17 **variation of the student’s name without the necessity of a student’s name change in the student**

18 **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 1) Initially enrolls in an LEA;
- 2
- 3 2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 4
- 5 3) Changes schools within this state.

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

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

15 **RELOCATION OF MILITARY SERVICE MEMBER**

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

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

22 **TRANSFER STUDENTS OF CATEGORY IV CHURCH-RELATED SCHOOLS, CATEGORY** 23 **V PRIVATE SCHOOLS, AND HOME SCHOOLS**

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

31 For students in grades 1-8, the exam shall only cover the last grade completed. For students in grades
32 9-12, the exam shall only cover the last course completed by the student (for example, if a student has
33 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

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.