

GMSD Board Business Meeting
November 30, 2021 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. TLN Update (Tennessee Legislature)
 - 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. Review / Revision of Policies - Second Reading
 - 8.C. Review / Revision of policies - First Reading
 - 8.D. Miscellaneous FY 21-22 Budget Amendments 15,16,17,18 & 19
9. BOARD ACTION ITEMS
 - 9.A. Purchase of Interactive Flat Panel Bundles for Houston Middle School
10. Announcements
11. Adjournment

Germantown Board of Education TLN Report (November 30, 2021)

Last month the Tennessee General Assembly held its third special legislative session of the year. Several laws related to education and the COVID-19 pandemic were passed, including the following, all of which are new sections of the Tennessee Code:

- Section 14-2-101, which prohibits a school or district from mandating that a person receive a COVID-19 vaccine or requiring proof of vaccination as a condition of access to the school, the school's premises, or in order to receive services.
- Section 14-2-102, which prohibits a school or district from compelling or taking an adverse action against a person to compel proof of vaccination if the person objects to receiving a COVID-19 vaccine for any reason.
- Section 14-2-104, which sets forth the only method that may be used to mandate face coverings in schools.
- Section 14-4-101, which provides the Commissioner of Health has the sole authority to determine quarantine guidelines for schools and for persons who test positive for COVID-19, and also provides that a school does not have the authority to quarantine a person for purposes of COVID-19.

Just prior to and following Governor Lee signing the new COVID legislation, legal actions were instituted in federal courts in Memphis and Nashville seeking clarification of the Shelby County Health Department's authority to continue enforcing its orders and the legality of the new state law's mask provisions.

The legislature also passed a law permitting partisan school board elections. The legislation is permissive, with the decision to be made by county political party primary boards. School board candidates may campaign as the nominee or representative of a political party if at least one county primary board decides to conduct partisan school board elections. For the reasons stated in last month's TLN Report and which will be explained in more detail in a letter posted to the Board's Legislative Advocacy page on the GMSD website, the Board opposes partisan school board elections. The Board encourages community members to contact Shelby County political parties with opposition to partisan school board races, as well.

In other General Assembly news, Senator Brian Kelsey has temporarily stepped down as Chair of the Senate Education Committee following his indictment on charges of violating federal campaign finance law. Senator Jon Lundberg of Bristol was named interim Chair.

In Tennessee Department of Education news, the Department has adopted emergency rules governing enforcement of recent legislation regarding prohibited concepts in public schools. The emergency rules will be in effect until May 7, 2022, when the Department expects to adopt final rules.

In legal news, civil rights groups have filed a lawsuit in Nashville challenging the recently enacted state law requiring that a student's gender for purposes of participation in interscholastic athletics must be determined by the student's sex at the time of the student's birth, as indicated on the student's original birth certificate.

Germantown Municipal School District

BALANCE SHEET

As of Month Ending October 31, 2021

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
ASSETS								
Cash and Cash Equivalents	416,515.47	(1,438,984.97)	246,721.49	1,582,433.17	600,048.70	89,079.08	-	1,495,812.94
Investments - LGIP	6,065,062.20	-	-	-	1,057,393.00	4,179,697.03	-	11,302,152.23
Investments - Money Market	10,001,189.11	-	-	-	-	-	-	10,001,189.11
Accrued Interest	-	-	-	-	-	1.48	-	1.48
Accounts Receivable	17,759.79	-	221,188.07	-	-	-	-	238,947.86
Due from Other Govts	-	1,438,984.97	-	-	-	-	-	1,438,984.97
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	17,269.38	-	-	-	-	-	-	17,269.38
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	-	-	-	-	-	-	-	-
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,961,770.25	1,961,770.25
Buildings	-	-	-	-	-	-	109,787,774.30	109,787,774.30
Improvements	-	-	-	-	-	-	2,508,803.30	2,508,803.30
Equipment	-	-	-	-	-	-	16,513,099.27	16,513,099.27
Construction-in-Progress	-	-	-	-	-	-	6,783,715.19	6,783,715.19
Accumulated Depreciation	-	-	-	-	-	-	(23,395,161.26)	(23,395,161.26)
ASSETS TOTAL	16,889,320.95	-	467,909.56	1,582,433.17	1,657,441.70	4,268,777.59	120,537,895.05	145,403,778.02
LIABILITIES								
Accounts Payable	392.65	-	179,926.25	-	-	-	-	180,318.90
Accrued Expenses	40,378.93	-	-	-	850,555.00	-	-	890,933.93
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	99,457.53	-	-	-	-	99,457.53
LIABILITIES TOTAL	40,771.58	-	279,383.78	-	850,555.00	-	-	1,170,710.36
FUND BALANCE								
Change in Fund Balance	(4,635,990.21)	-	187,248.36	(177,732.44)	(1,424,085.15)	(10,627.36)	2,315,070.30	(3,746,116.50)
Beginning Fund Balance	21,484,539.58	-	1,277.42	1,760,165.61	2,230,971.85	4,279,404.95	118,222,824.75	147,979,184.16
Ending Fund Balance	16,848,549.37	-	188,525.78	1,582,433.17	806,886.70	4,268,777.59	120,537,895.05	144,233,067.66
LIABILITIES AND FUND BAL TOTAL	16,889,320.95	-	467,909.56	1,582,433.17	1,657,441.70	4,268,777.59	120,537,895.05	145,403,778.02
VARIANCE	-	-	-	-	-	-	-	-

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
REVENUES:					
BEP Revenue	30,450,087.00	3,046,000.00	9,138,000.00	(21,312,087.00)	30.01%
Shelby County:					
Property Taxes	16,832,894.00	659,229.42	941,033.55	(15,891,860.45)	5.59%
Sales Tax	7,720,404.00	770,796.56	1,583,774.68	(6,136,629.32)	20.51%
Wheel Tax	1,477,882.00	128,378.66	128,378.66	(1,349,503.34)	8.69%
City of Germantown:					
Maintenance of Effort	2,549,581.00	256,838.67	1,027,354.68	(1,522,226.32)	40.30%
PEG Funding	148,000.00	-	-	(148,000.00)	0.00%
Mixed Drink Tax	132,000.00	16,237.00	32,954.26	(99,045.74)	24.97%
Other Local Revenue	595,420.00	24,126.12	119,262.68	(476,157.32)	20.03%
Tuition	101,885.00	2,000.00	44,244.00	(57,641.00)	43.43%
Other State Revenue	391,015.00	50,226.44	87,322.54	(303,692.46)	22.33%
Transfers - Indirect Costs	70,000.00	-	-	(70,000.00)	0.00%
Reserves	7,799,108.72	-	-	(7,799,108.72)	0.00%
TOTAL REVENUES	68,268,276.72	4,953,832.87	13,102,325.05	(55,165,951.67)	19.19%

EXPENDITURES:					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Regular Instruction					
Salaries & Wages	20,997,216.00	1,699,129.06	5,064,225.46	(15,932,990.54)	24.12%
Benefits	5,678,916.00	486,988.32	1,355,727.71	(4,323,188.29)	23.87%
Maint & Rep - Equipment	12,000.00	-	275.00	(11,725.00)	2.29%
Travel	1,500.00	118.11	144.15	(1,355.85)	9.61%
Other Contract Svcs	702,350.00	95,287.35	270,860.16	(431,489.84)	38.56%
Inst. Supplies	1,043,072.05	130,550.72	415,310.92	(627,761.13)	39.82%
Textbooks	500,000.00	15,906.06	15,906.06	(484,093.94)	3.18%
Software	350,000.00	-	298,440.22	(51,559.78)	85.27%
Other Supplies	169,200.00	-	159,994.05	(9,205.95)	94.56%
Inservice/Staff Dev.		-		0.00	#DIV/0!
Other Charges	25,384.00	-	19,597.31	(5,786.69)	77.20%
Equipment	455,953.62	2,002.32	56,908.18	(399,045.44)	12.48%
Total Regular Instruction	29,935,591.67	2,429,981.94	7,657,389.22	(22,278,202.45)	25.58%

Alternative Education					
Salaries & Wages	243,214.00	19,524.79	57,302.47	(185,911.53)	23.56%
Benefits	66,810.00	4,686.71	13,121.56	(53,688.44)	19.64%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
Total Alternative Education	314,024.00	24,211.50	70,424.03	(243,599.97)	22.43%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

Special Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	3,712,592.00	305,165.57	858,241.12	(2,854,350.88)	23.12%
Benefits	1,043,754.00	83,599.91	225,757.13	(817,996.87)	21.63%
Contract w/Priv. Agencies	42,000.00	3,268.00	6,869.00	(35,131.00)	16.35%
Contracts for Sub Teachers	600.00	232.20	232.20	(367.80)	38.70%
Noncertified Subs	5,000.00	81.27	81.27	(4,918.73)	1.63%
Inst. Supplies	33,700.00	1,047.00	31,647.80	(2,052.20)	93.91%
Equipment	5,900.00	399.88	3,531.04	(2,368.96)	59.85%
Total Special Education	4,843,546.00	393,793.83	1,126,359.56	(3,717,186.44)	23.25%
Career & Technical Education					
Salaries & Wages	944,863.00	78,068.82	232,624.74	(712,238.26)	24.62%
Benefits	300,402.00	23,140.37	64,422.73	(235,979.27)	21.45%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	700.00	19,150.00	(2,850.00)	87.05%
Equipment	25,844.24	-	-	(25,844.24)	0.00%
Total Career & Technical Education	1,294,109.24	101,909.19	316,197.47	(977,911.77)	24.43%
Attendance & Planning					
Salaries & Wages	552,684.00	45,082.50	172,234.06	(380,449.94)	31.16%
Benefits	142,109.00	11,426.80	38,692.08	(103,416.92)	27.23%
Travel	750.00	-	-	(750.00)	0.00%
Other Contract Svcs.	1,000.00	-	-	(1,000.00)	0.00%
Other Supplies	12,000.00	-	-	(12,000.00)	0.00%
Inservice/Staff Dev.	16,750.00	1,594.08	3,190.67	(13,559.33)	19.05%
Other Charges	5,000.00	-	-	(5,000.00)	0.00%
Total Attendance & Planning	730,293.00	58,103.38	214,116.81	(516,176.19)	29.32%
Health Services					
Salaries & Wages	409,050.00	46,928.54	160,080.94	(248,969.06)	39.13%
Benefits	137,642.00	13,937.49	41,893.56	(95,748.44)	30.44%
Other Contract Svcs.	1,000.00	-	1,000.00	0.00	100.00%
Other Supplies	25,874.00	2,500.00	2,988.77	(22,885.23)	11.55%
Inservice/Staff Dev.	4,000.00	1,545.07	1,802.32	(2,197.68)	45.06%
Other Charges	3,000.00	1,044.74	1,044.74	(1,955.26)	34.82%
Equipment	3,000.00	1,725.72	2,263.40	(736.60)	75.45%
Total Health Services	583,566.00	67,681.56	211,073.73	(372,492.27)	36.17%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

Other Student Support/Guidance	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	958,315.00	91,696.56	279,949.67	(678,365.33)	29.21%
Benefits	276,198.00	25,137.17	71,167.23	(205,030.77)	25.77%
Other Contract Svcs.	30,000.00	4,004.00	4,224.64	(25,775.36)	14.08%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	30,000.00	260.05	3,119.43	(26,880.57)	10.40%
Other Charges	1,500.00	712.24	1,499.99	(0.01)	100.00%
Other Equipment	44,771.00	-	-	(44,771.00)	0.00%
Total Other Student Support	1,351,684.00	121,810.02	359,960.96	(991,723.04)	26.63%
Reg. Instruction Support					
Salaries & Wages	1,810,883.00	147,994.68	541,287.47	(1,269,595.53)	29.89%
Benefits	449,675.00	38,879.52	127,320.00	(322,355.00)	28.31%
Consultants	43,000.00	-	10,000.00	(33,000.00)	23.26%
Travel	1,000.00	-	-	(1,000.00)	0.00%
Library Books/Media	43,400.00	-	43,400.00	0.00	100.00%
Other Supplies	19,500.00	619.57	1,702.65	(17,797.35)	8.73%
Inservice/Staff Dev.	49,000.00	3,748.00	10,474.30	(38,525.70)	21.38%
Other Charges	5,000.00	168.33	311.46	(4,688.54)	6.23%
Other Equipment	15,000.00	149.99	4,017.61	(10,982.39)	26.78%
Total Reg. Instruction Support	2,436,458.00	191,560.09	738,513.49	(1,697,944.51)	30.31%
SPED Support					
Salaries & Wages	1,315,276.00	124,158.50	399,357.21	(915,918.79)	30.36%
Benefits	351,878.00	32,730.66	96,931.62	(254,946.38)	27.55%
Travel	2,500.00	281.57	769.82	(1,730.18)	30.79%
Other Contract Svcs	10,000.00	529.50	529.50	(9,470.50)	5.30%
Other Supplies	13,000.00	1,581.34	5,762.81	(7,237.19)	44.33%
Inservice/Staff Dev.	19,000.00	-	5,341.74	(13,658.26)	28.11%
Other Charges	500.00	59.00	59.00	(441.00)	11.80%
Total SPED Support	1,712,154.00	159,340.57	508,751.70	(1,203,402.30)	29.71%
Career and Technical Support					
Director/ Supervisor	19,051.00	1,556.46	6,599.40	(12,451.60)	34.64%
Benefits	6,119.00	418.42	1,496.96	(4,622.04)	24.46%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	-	100.00	(3,900.00)	2.50%
Total Vocational Support	31,123.00	1,974.88	8,196.36	(22,926.64)	26.34%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

Technology	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	716,429.00	60,976.96	258,374.33	(458,054.67)	36.06%
Benefits	225,762.00	15,685.70	56,486.16	(169,275.84)	25.02%
Communications	81,600.00	8,727.80	26,985.81	(54,614.19)	33.07%
Consultants	17,100.00	-	4,500.00	(12,600.00)	26.32%
Maintenance & Repairs	114,001.00	2,768.00	62,259.96	(51,741.04)	54.61%
Internet Connectivity	267,740.65	-	12,034.11	(255,706.54)	4.49%
Travel	1,000.00	-	72.30	(927.70)	7.23%
Other Contract Svcs.	0.00	-	495.00	495.00	0.00%
Office Supplies	500.00	-	-	(500.00)	0.00%
Cabling	10,818.63	-	2,020.72	(8,797.91)	18.68%
Software	461,629.00	5,550.00	344,099.32	(117,529.68)	74.54%
Other Supplies	23,402.79	1,617.39	4,293.60	(19,109.19)	18.35%
Inservice/Staff Dev.	8,000.00	-	-	(8,000.00)	0.00%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	55,630.35	10,068.00	27,120.36	(28,509.99)	48.75%
Other Equipment	13,518.00	-	5,111.26	(8,406.74)	37.81%
Total Technology	2,007,131.42	105,393.85	803,852.93	(1,203,278.49)	40.05%
Board of Education					
Salaries & Wages	21,500.00	-	-	(21,500.00)	0.00%
Benefits	58,645.00	294.54	1,322.13	(57,322.87)	2.25%
OPEB	708,000.00	-	-	(708,000.00)	0.00%
Audit Services	51,000.00	-	27,500.00	(23,500.00)	53.92%
Dues & Memberships	20,000.00	-	9,379.00	(10,621.00)	46.90%
Legal Services	175,000.00	1,750.00	36,324.00	(138,676.00)	20.76%
Other Supplies	1,000.00	-	-	(1,000.00)	0.00%
Judgments	355,453.00	355,453.00	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	-	80,647.00	(20,101.00)	80.05%
Surety Bond Premium	300.00	-	-	(300.00)	0.00%
Trustee Commissions	443,447.00	20,732.13	34,349.23	(409,097.77)	7.75%
Workers' Compensation	80,000.00	51.00	58,337.72	(21,662.28)	72.92%
Inservice/Staff Dev.	15,000.00	314.50	4,494.50	(10,505.50)	29.96%
Total Board of Education	2,030,093.00	378,595.17	607,806.58	(1,422,286.42)	29.94%
Superintendent					
Salaries & Wages	410,726.00	32,722.48	138,507.36	(272,218.64)	33.72%
Benefits	113,889.00	9,054.47	34,447.70	(79,441.30)	30.25%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	831.00	2,536.91	(7,463.09)	25.37%
Travel	5,000.00	-	13.33	(4,986.67)	0.27%
Other Contracted Svcs.	29,600.00	1,709.19	3,583.63	(26,016.37)	12.11%
Office Supplies	20,000.00	931.56	1,947.74	(18,052.26)	9.74%
Other Supplies	28,250.00	1,304.12	5,355.14	(22,894.86)	18.96%
Inservice/Staff Dev.	21,200.00	1,132.13	5,903.31	(15,296.69)	27.85%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
Total Superintendent	649,165.00	47,684.95	195,339.12	(453,825.88)	30.09%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

Office of the Principal	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	2,979,781.00	238,157.37	802,086.19	(2,177,694.81)	26.92%
Benefits	840,272.00	62,759.63	193,757.42	(646,514.58)	23.06%
Other Contract Svcs.	30,000.00	-	27,500.00	(2,500.00)	91.67%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	11,775.00	205.00	1,861.37	(9,913.63)	15.81%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
Total Office of the Principal	4,023,553.00	301,122.00	1,186,929.98	(2,836,623.02)	29.50%
Fiscal Services					
Salaries & Wages	421,117.00	32,091.86	139,185.31	(281,931.69)	33.05%
Benefits	120,877.00	7,920.86	29,178.81	(91,698.19)	24.14%
Dues & Memberships	700.00	-	-	(700.00)	0.00%
Travel	600.00	-	38.36	(561.64)	6.39%
Other Contract Svcs.	4,000.00	-	-	(4,000.00)	0.00%
Office Supplies	5,000.00	551.53	758.06	(4,241.94)	15.16%
Software	68,000.00	-	47,667.75	(20,332.25)	70.10%
Inservice/Staff Dev.	6,000.00	-	-	(6,000.00)	0.00%
Other Charges	17,250.00	1,443.39	4,283.04	(12,966.96)	24.83%
Other Equipment	1,500.00	-	327.99	(1,172.01)	21.87%
Total Fiscal Services	645,044.00	42,007.64	221,439.32	(423,604.68)	34.33%
Human Resources					
Salaries & Wages	355,421.00	28,945.12	122,035.61	(233,385.39)	34.34%
Benefits	96,023.00	7,208.72	27,254.09	(68,768.91)	28.38%
Dues & Memberships	720.00	-	-	(720.00)	0.00%
Travel	100.00	-	-	(100.00)	0.00%
Other Contract Svcs.	6,500.00	-	6,446.25	(53.75)	99.17%
Office Supplies	2,000.00	102.80	429.04	(1,570.96)	21.45%
Software	15,200.00	-	11,537.40	(3,662.60)	75.90%
Other Supplies	1,200.00	-	423.00	(777.00)	35.25%
Inservice/Staff Dev.	40,815.00	2,592.47	12,717.71	(28,097.29)	31.16%
Other Charges	2,000.00	703.00	1,687.20	(312.80)	84.36%
Total Human Resources	519,979.00	39,552.11	182,530.30	(337,448.70)	35.10%
Operation of Plant					
Salaries & Wages	371,694.00	39,951.84	156,682.73	(215,011.27)	42.15%
Benefits	126,268.00	11,982.24	39,348.82	(86,919.18)	31.16%
Janitorial Services	850,000.00	68,877.27	252,097.01	(597,902.99)	29.66%
Other Contract Svcs.	150,000.00	10,656.93	41,924.21	(108,075.79)	27.95%
Utilities	1,180,000.00	88,200.13	334,978.55	(845,021.45)	28.39%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	7,096.90	20,800.50	(30,121.75)	40.85%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
Total Operation of Plant	3,007,116.25	226,765.31	1,119,063.82	(1,888,052.43)	37.21%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
SCHOOL OPERATING FUND
As of Month Ending October 31, 2021

Maintenance of Plant	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	472,727.00	38,525.42	163,347.78	(309,379.22)	34.55%
Benefits	141,040.00	10,070.27	37,011.75	(104,028.25)	26.24%
Maintenance & Repairs	801,410.00	53,001.43	246,046.38	(555,363.62)	30.70%
Travel	20,000.00	402.70	2,189.77	(17,810.23)	10.95%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	270.94	(729.06)	27.09%
Inservice/Staff Dev.	5,000.00	230.35	4,320.76	(679.24)	86.42%
Total Maintenance of Plant	1,451,177.00	102,230.17	453,187.38	(997,989.62)	31.23%
Transportation					
Contracts w/Other Schools	89,351.00	5,512.00	22,048.00	(67,303.00)	24.68%
Contracts w/Private Agencies	1,750,000.00	148,665.90	255,230.92	(1,494,769.08)	14.58%
Diesel	200,000.00	19,714.18	37,795.60	(162,204.40)	18.90%
Total Transportation	2,039,351.00	173,892.08	315,074.52	(1,724,276.48)	15.45%
Safety					
Benefits		7.65	7.65	7.65	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	118.67	118.67	(131.33)	47.47%
Other Supplies & Materials	500.00	35.70	35.70	(464.30)	7.14%
Inservice/Staff Dev.	5,000.00	(2,764.13)	(403.93)	(5,403.93)	-8.08%
Other Charges	21,944.00	300.00	6,274.95	(15,669.05)	28.60%
Other Equipment	8,000.00	-	133.20	(7,866.80)	1.67%
Total Safety	38,694.00	(2,302.11)	6,166.24	(32,527.76)	15.94%
Capital Outlay					
Architects	327,575.00	10,000.00	48,328.00	(279,247.00)	14.75%
Transfer to Other Funds	526,437.00	-	268,721.25	(257,715.75)	51.05%
Building Construction	5,755,111.00	157,188.44	355,349.86	(5,399,761.14)	6.17%
Building Improvements	1,652,703.14	22,281.30	682,892.63	(969,810.51)	41.32%
Other Capital Outlay	262,598.00	229,779.14	80,650.00	(181,948.00)	30.71%
Total Capital Outlay	8,524,424.14	419,248.88	1,435,941.74	(7,088,482.40)	16.85%
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
EXPENDITURES TOTAL	68,268,276.72	5,384,557.01	17,738,315.26	(50,529,961.46)	25.98%
TOTAL FUND BALANCE	0.00	(430,724.14)	(4,635,990.21)		

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending October 31, 2021

	<u>BUDGET</u>	<u>Month</u>	<u>FYTD</u>	<u>EXPENDED</u>
REVENUES:				
Consolidated Admin	119,622.00	8,486.94	39,075.45	32.67%
Title I	1,163,062.00	57,557.67	139,187.30	11.97%
Title II	95,022.00	5,043.80	7,010.97	7.38%
Title III	12,832.00	1,380.83	2,389.96	18.63%
Title IV	97,611.00	6,375.11	26,830.69	27.49%
IDEA, Part B	1,204,376.00	88,856.67	241,106.54	20.02%
IDEA, Preschool	19,220.00	333.50	943.50	4.91%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	3,000.00	20,497.09	40.44%
ESSER 1.0	204,447.00	17,673.57	149,166.32	72.96%
ESSER 2.0	4,643,120.00	1,193,307.06	2,306,133.83	49.67%
ESSER 3.0	11,307,498.00	12,384.54	13,919.54	0.12%
ESSER Planning Grant	175,000.00	3,420.00	33,630.00	19.22%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	2,235.20	2,235.20	0.67%
ARP IDEA Preschool	22,116.00	-	-	0.00%
TOTAL REVENUES	19,471,341.00	1,400,054.89	2,982,126.39	15.32%

EXPENDITURES:				
Title - Cons Admin				
Salaries & Wages	82,816.00	6,443.80	27,321.72	32.99%
Benefits	22,195.00	1,793.14	6,495.49	29.27%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	5,000.00	250.00	1,605.23	32.10%
Other Equipment	4,047.00	-	3,653.01	90.26%
Total Title - Cons Admin	119,622.00	8,486.94	39,075.45	32.67%

Title I				
Salaries & Wages	511,361.00	30,385.53	77,699.29	15.19%
Benefits	129,758.00	6,429.30	16,818.59	12.96%
Contracts w/Other Schools	9,152.00	-	-	0.00%
Contracts for Sub Teachers	32,581.00	2,322.00	2,322.00	7.13%
Other Contract Svcs	12,092.00	-	-	0.00%
Inst. Supplies	122,680.00	17,913.49	40,227.13	32.79%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	202,551.00	429.00	1,704.00	0.84%
Other Charges	7,678.00	-	-	0.00%
Regular Instruction Equipment	104,587.00	78.35	416.29	0.40%
Other Equipment	2,500.00	-	-	0.00%
Total Title I	1,163,062.00	57,557.67	139,187.30	11.97%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending October 31, 2021

Title II				
Salaries & Wages	65,142.00	2,990.84	2,990.84	4.59%
Benefits	20,700.00	853.96	853.96	4.13%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	7,060.00	1,199.00	3,166.17	44.85%
Total Title II	95,022.00	5,043.80	7,010.97	7.38%
Title III				
Instructional Supplies & Materials	10,582.00	1,380.83	1,485.22	14.04%
Indirect Costs	100.00	-	-	0.00%
Inservice/Staff Dev.	1,200.00	-	-	0.00%
Regular Instruction Equipment	950.00	-	904.74	95.24%
Total Title III	12,832.00	1,380.83	2,389.96	18.63%
Title IV				
Instructional Supplies & Materials	23,725.00	-	11,590.12	48.85%
Other Supplies	17,871.00	-	4,318.16	24.16%
Inservice/Staff Dev.	38,385.00	6,375.11	10,922.41	28.45%
Regular Instruction Equipment	17,000.00	-	-	0.00%
Other Equipment	630.00	-	-	0.00%
Total Title IV	97,611.00	6,375.11	26,830.69	27.49%
Carl Perkins - Basic				
Travel	9,670.00	-	-	0.00%
Instructional Supplies & Materials	11,075.00	3,000.00	11,075.00	100.00%
Other Supplies	17,300.00	-	6,383.00	36.90%
Inservice/Staff Dev.	6,350.00	-	3,039.09	47.86%
Vocational Equipment	6,288.00	-	-	0.00%
Total Carl Perkins - Basic	50,683.00	3,000.00	20,497.09	40.44%
IDEA B				
Salaries & Wages	782,150.00	67,537.09	160,384.42	20.51%
Benefits	290,326.00	18,155.12	44,067.07	15.18%
Contracts W/Private Agencies	40,507.00	-	24,323.10	60.05%
Maintenance & Repairs-Vehicles	3,000.00	-	-	0.00%
Travel	100.00	-	-	0.00%
Other Contract Svcs.	5,908.00	-	4,633.52	78.43%
Fuel	2,000.00	-	219.91	11.00%
Instr. Supplies	5,000.00	-	1,375.00	27.50%
Other Supplies	1,000.00	-	614.90	61.49%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	222.28	22.23%
Inservice/Staff Dev.	33,385.00	300.00	450.00	1.35%
Special Education Equipment	10,000.00	2,864.46	4,816.34	48.16%
Total IDEA B	1,204,376.00	88,856.67	241,106.54	20.02%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending October 31, 2021

IDEA Preschool				
Contracts W/Private Agencies	9,000.00	-	-	0.00%
Other Supplies	4,410.00	333.50	943.50	21.39%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	3,022.00	-	-	0.00%
Equipment	2,000.00	-	-	0.00%
Total IDEA Preschool	19,220.00	333.50	943.50	4.91%

IDEA SPDG				
Salaries & Wages	7,134.00	-	-	0.00%
Benefits	1,560.00	-	-	0.00%
Contracts for Sub Teachers	1,045.00	-	-	0.00%
Noncertified Subs	261.00	-	-	0.00%
Total IDEA SPDG	10,000.00	-	-	0.00%

ESSER 1.0				
Contracts W/Private Agencies	19,000.00	-	-	0.00%
Contracts for Sub Teachers	9,459.00	-	-	0.00%
Other Contracted Svcs	21,303.00	-	21,303.00	100.00%
Custodial Supplies	19,673.00	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	17,673.57	18,112.05	71.45%
Inservice/Staff Dev.	53,988.00	-	51,617.00	95.61%
Other Charges	42,902.00	-	26,339.40	61.39%
Reg Instruction Equipment	12,774.00	-	12,122.00	94.90%
Total ESSER 1.0	204,447.00	17,673.57	149,166.32	72.96%

ESSER 2.0				
Salaries & Wages	233,890.00	12,477.76	50,896.27	21.76%
Benefits	90,144.00	3,011.14	10,932.54	12.13%
Contracts W/Private Agencies	550,000.00	59,466.00	290,934.00	52.90%
Building Construction	3,769,086.00	1,118,352.16	1,953,371.02	51.83%
Total ESSER 2.0	4,643,120.00	1,193,307.06	2,306,133.83	49.67%

ESSER 3.0				
Salaries & Wages	3,807,794.00	10,620.00	10,620.00	0.28%
Benefits	664,458.00	1,764.54	1,764.54	0.27%
Contracts W/Private Agencies	110,000.00	-	-	0.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	360,000.00	-	-	0.00%
Noncertified Subs	45,000.00	-	-	0.00%
Other Contracted Svcs	17,000.00	-	-	0.00%
Instructional Supplies & Materials	109,219.00	-	-	0.00%
Software	90,000.00	-	1,535.00	1.71%
Inservice/Staff Dev.	25,000.00	-	-	0.00%
Other Charges	25,000.00	-	-	0.00%
Building Construction	4,126,933.00	-	-	0.00%
Reg Instruction Equipment	1,727,094.00	-	-	0.00%
Total ESSER 3.0	11,307,498.00	12,384.54	13,919.54	0.12%

Germantown Municipal School District
REVENUE and EXPENSE REPORT
FEDERAL PROJECTS FUND
As of Month Ending October 31, 2021

ESSER Planning Grant				
Other Contracted Svcs	175,000.00	3,420.00	33,630.00	19.22%
Total ESSER Planning Grant	175,000.00	3,420.00	33,630.00	19.22%
Civics Seal Grant				
Salaries & Wages	7,600.00	-	-	0.00%
Benefits	1,257.00	-	-	0.00%
Other Supplies & Materials	1,000.00	-	-	0.00%
Inservice/Staff Dev.	2,143.00	-	-	0.00%
Other Charges	3,000.00	-	-	0.00%
Total Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	-	-	0.00%
Other Contracted Svcs	25,000.00	1,635.50	1,635.50	6.54%
Other Supplies	34,732.00	-	-	0.00%
Inservice/Staff Dev.	15,000.00	-	-	0.00%
Special Education Equipment	165,000.00	599.70	599.70	0.36%
Total ARP IDEA	331,732.00	2,235.20	2,235.20	0.67%
ARP IDEA Preschool				
Noncertified Sub	15,000.00	-	-	0.00%
Other Contracted Svcs	335.00	-	-	0.00%
Instructional Supplies & Materials	1,800.00	-	-	0.00%
Special Education Equipment	4,981.00	-	-	0.00%
Total ARP IDEA Preschool	22,116.00	-	-	0.00%
Total Expenditures	19,471,341.00	1,400,054.89	2,982,126.39	15.32%
TOTAL FUND BALANCE	0.00	-	-	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
As of Month Ending October 31, 2021

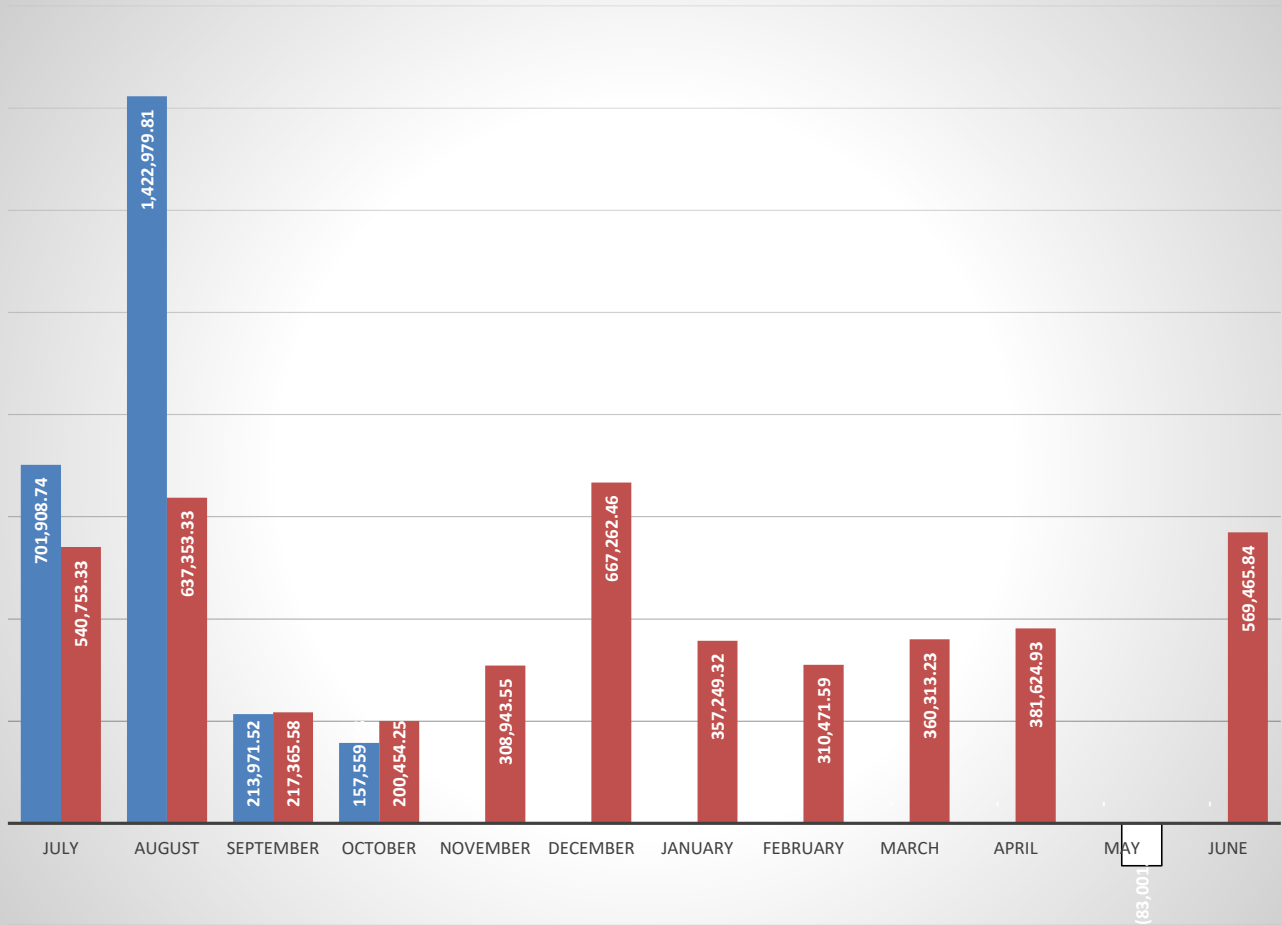
	Month	FYTD	BUDGET	EXPENDED
REVENUES:				
Employee Contributions	189,153.39	469,931.28	1,938,402.00	24.24%
Employer Contributions	349,258.03	871,349.66	3,606,846.00	24.16%
Other Income	-	47,583.50	200,000.00	23.79%
Interest Income	31.20	107.37	-	0.00%
Reserves	-	-	428,100.00	0.00%
TOTAL REVENUES:	538,442.62	1,388,971.81	6,173,348.00	22.50%
EXPENDITURES:				
Medical Claims	157,559.98	2,496,420.05	5,183,348.00	48.16%
Stop-Loss Premiums	71,307.70	232,646.86	750,000.00	31.02%
Administrative Expenses	19,954.42	83,990.05	240,000.00	35.00%
TOTAL EXPENDITURES:	248,822.10	2,813,056.96	6,173,348.00	45.57%
FUND BALANCE	289,620.52	(1,424,085.15)	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	157,559.98	200,454.25		
November	-	308,943.55		
December	-	667,262.46		
January	-	357,249.32		
February	-	310,471.59		
March	-	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	<u>2,496,420.05</u>	<u>4,468,256.37</u>	Monthly Average Budgeted	<u>43194566.67%</u>

Germantown Municipal School District
REVENUE and EXPENSE REPORT
HEALTH INSURANCE FUND
 As of Month Ending October 31, 2021

Analysis of Cash Basis Claims for FY 2021-22

■ FY22 ■ FY21



Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAPITAL PROJECTS FUND
As of Ending October 31, 2021

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
REVENUES:				
County Commission	2,200,000.00	-	-	0.00%
Bonds Issued	5,000,000.00	-	964,837.06	19.30%
Transfers from City of Germantown	1,500,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,760,165.25	-	-	0.00%
TOTAL REVENUES:	<u>10,460,165.25</u>	<u>-</u>	<u>964,837.06</u>	<u>9.22%</u>
EXPENDITURES:				
Architects	323,040.25	-	-	0.00%
Building Construction	10,137,125.00	177,732.44	1,142,569.50	11.27%
TOAL EXPENDITURES:	<u>10,460,165.25</u>	<u>177,732.44</u>	<u>1,142,569.50</u>	<u>10.92%</u>
FUND BALANCE	<u>-</u>	<u>(177,732.44)</u>	<u>(177,732.44)</u>	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
CAFETERIA FUND

As of Month Ending October 31, 2021

	BUDGET	Month	YTD	EXPENDED
REVENUES:				
Lunch, Breakfast, A la Carte Sales	467,180.00	46,458.30	142,489.97	30.50%
USDA School Lunch	859,552.00	191,135.72	575,164.41	66.91%
USDA Breakfast	76,890.00	30,052.35	81,762.35	106.34%
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	-	-	-	0.00%
Other Revenue	4,000.00	-	2,270.00	56.75%
Reserves	-	-	-	0.00%
TOTAL REVENUES	1,407,622.00	267,646.37	801,686.73	56.95%
EXPENDITURES:				
Other Contracted Services - SFE	1,383,622.00	179,926.25	606,147.57	43.81%
NET BALANCE	24,000.00	87,720.12	195,539.16	814.75%
DISTRICT EXPENDITURES:				
Maint and Repair - Equipment	40,000.00	140.00	2,230.80	5.58%
Other Supplies & Materials	7,000.00	5,565.00	6,060.00	86.57%
Inservice/ Staff Development	2,000.00	-	-	0.00%
Equipment	75,000.00	-	-	0.00%
TOTAL DISTRICT EXPENDITURES	124,000.00		8,290.80	6.69%
EXPENDITURES TOTAL	1,507,622.00	179,926.25	614,438.37	
Excess/(Def) of Revenues over Expenditures	(100,000.00)	87,720.12	187,248.36	-187.25%
Operating Transfer In	100,000.00	-	-	0.00%
FUND BALANCE	-	87,720.12	187,248.36	

Germantown Municipal School District
REVENUE and EXPENSE REPORT
OPEB TRUST

As of Month Ending October 31, 2021

	Month	YTD	BUDGET	EXPENDED
REVENUES:				
Employer Contributions	-	-	755,000.00	0.00%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	6,947.17	19,554.47	75,000.00	26.07%
Realized gain/(loss) on investments	12,778.66	263,783.58	-	0.00%
Unrealized gain/(loss) on investments	126,158.88	(166,384.22)	280,000.00	-59.42%
Other Income			-	0.00%
TOTAL REVENUES	145,884.71	116,953.83	1,190,000.00	9.83%
EXPENDITURES:				
Retiree Stipends	105,497.87	122,747.87	64,000.00	191.79%
Medical Claims	-	-	600,000.00	0.00%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	4,833.32	25,000.00	19.33%
TOTAL EXPENDITURES	106,706.20	127,581.19	737,000.00	17.31%
FUND BALANCE	39,178.51	(10,627.36)	453,000.00	

Germantown Municipal School District

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Planning	Descriptor Code: 3.202	Issued Date: 11/**/21 05/07/18
		Rescinds: 3.202	Issued: 07/11/16

1 The Superintendent shall be responsible for developing, ~~maintaining~~ and acquiring Board approval of a
2 Comprehensive District-Wide School Safety Plan and Building-level School Safety Plan (hereinafter
3 “the Safety Plans”) regarding crisis intervention, emergency response and emergency management. ~~the~~
4 ~~district Emergency Preparedness Plan,~~¹ which The Safety Plans shall include procedures for bomb
5 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
6 medical emergencies.

7 ~~The principal of each school shall develop and implement emergency preparedness drills which shall~~
8 ~~be approved by the Superintendent. When appropriate, such drills shall be held in conjunction with~~
9 ~~emergency response agencies. These procedures shall be in written form and distributed to all staff,~~
10 ~~students and parents.~~

11 FIRE AND SAFETY DRILLS

12 ~~The~~ Each GMSD Principal shall ensure that one fire drill requiring full evacuation is given every thirty
13 (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school
14 year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are
15 conducted throughout the year.²

16 ~~The~~ Each GMSD Principal shall ensure that three (3) additional safety drills are given during the
17 school year.³ Two of these drills will cover earthquakes. One drill may cover inclement weather,
18 ~~earthquakes, armed intruders,~~ or other emergency drills that do not require full evacuation. A record of
19 all ~~fire or safety~~ drills, including the time and date, shall be kept in each school's office.³

20 ARMED INTRUDER DRILLS

21 ~~The director of schools or his/her designee~~ Each GMSD Principal shall ensure that each school safety
22 team conducts at least one (1) armed intruder drill annually in coordination with local law
23 enforcement.⁴

24 AED/CPR DRILLS

25 ~~Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps~~
26 ~~that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring~~
27 ~~the drill occurs.~~⁵

28 The GMSD Coordinated school Health Specialist shall schedule an annual AED training for all school
29 personnel. The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for

1 students and employees so that students and employees are aware of the steps that must be taken if an
2 event should occur that requires the use of CPR and/or an AED.

3 **FIRE EXTINGUISHERS**

4 ~~The Principal~~ Each school's Plant Manager shall regularly check the quantity, locations, and
5 conditions of fire extinguishers. ~~and shall give all school personnel instructions on how to properly use~~
6 ~~fire extinguishers.~~

7 **MEDICAL EMERGENCIES/PANDEMIC ~~FLU~~**

8 In the event of medical emergencies, such as a pandemic ~~flu~~ outbreak, school officials shall cooperate
9 and consult with the local and state health departments and other local emergency or healthcare
10 providers in protecting students and the community from further infection. ~~The Superintendent shall~~
11 ~~develop procedures for health emergencies in accordance with state law and regulations.~~⁶

Legal References

~~TCA 49-1-302; TRR/MS-0520-1-3-.03(17);~~

TCA 49-2-122(b)(2);

TCA 49-6-804

TCA 49-6-807

TCA 49-6-1208

TCA 68-102-137(b)

TCA 68-102-137(f)

Cross-References

~~Emergency Closings 1.8011~~

~~Safety 3.201~~

~~Community Use of School Facilities 3.206~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <h3 style="text-align: center;">Crisis Management</h3>	Descriptor Code: 3.203	Issued Date: 11/**/21 05/05/14
		Rescinds:	Issued:

- 1 The **Principal** shall develop a Crisis Management plan for use in times of crisis, including suicides,
- 2 shootings, and death of a student or faculty member. Within the development of such plan, the
- 3 Principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and
- 4 disseminate information in the event of a crisis. Members of the Team shall consist of the Principal,
- 5 School Counselor, and at least two other staff members designated by the Principal.

- 6 In the event of a crisis, the Principal shall notify the Crisis Team and the ~~director of schools~~
- 7 **Superintendent**. If necessary, the Principal shall contact the appropriate emergency services (police,
- 8 fire, ambulance, etc.).

- 9 All media attention shall be directed to the ~~director of schools' office~~ **GMSD Communications**
- 10 **Coordinator**.

~~Cross References~~

~~News Releases, News Conferences, and Interviews 1.503~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Emergency School Closures	Descriptor Code: 3.204	Issued Date: 11/**/21 08/24/21
		Rescinds: 3.204	Issued: 08/25/20

1 In the event of an emergency, either pending or ongoing, the Superintendent or designee will make
2 school closure decisions at the district level. ¹ These closures may involve individual schools or the entire
3 district. ~~Subsequently, the reopening of schools subject to emergency closure will be at the discretion of~~
4 ~~the same authority. Emergency School Closures~~

5 In making the decision to close schools, the Superintendent **may** consider **s** many factors **including but**
6 **not limited to** the following: ~~relative to the fundamental concern for the safety and health of children:~~

- 7 1. Weather conditions, both existing and predicted;
- 8
- 9 2. Driving, traffic, and parking conditions, affecting public and private transportation
10 facilities;
- 11
- 12 3. Actual occurrence or imminent possibility of any emergency condition which would
13 make the operation of schools difficult or dangerous; and
14
- 15 4. Inability of teaching personnel to report for duty that might result in inadequate
16 supervision of students.

17 Notwithstanding, the language above, during an emergency, if the Governor of the State of Tennessee
18 issues an Executive Order with statewide applicability that requires schools to be open for in-person
19 learning and instruction, then the Executive Order shall supersede the Superintendent's, or designee's,
20 decision to close schools.

21 In the event schools are closed due to inclement weather or other calamity, all extracurricular activities
22 scheduled within the district for those days will be canceled or postponed, unless otherwise approved
23 by the Superintendent.

24 **EMPLOYEE RESPONSIBILITIES**

25 In the event of an emergency that requires closure of a school building, group of schools, or the entire
26 district, the Superintendent is authorized to continue to pay employees who are not able to physically
27 report for duty as a result. ~~These employees shall receive their regular wages.~~ Such payments shall not
28 exceed the number of days budgeted for each employee.

29 During such emergencies, the location of employees' work shall be directed by the Superintendent.

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); ~~TCA 58-2-101; Public Acts of 2021, Chapter No. 96~~
2. **T.C.A 49-2-214**

~~Cross References~~

~~Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 11/**/21 02/03/14
		Rescinds:	Issued:

1 The **Superintendent** shall present an annual assessment of facility needs to the Board in October. The
2 needs assessment shall include a review of each school site. ~~Each principal shall prepare the~~
3 ~~assessment for his/her school with input from staff, parents and community leaders.~~

4 The individual school needs assessment shall include the following information:

- 5 1. building, site and utility deficiencies
- 6 2. maintenance issues
- 7 3. number of classrooms with class sizes
- 8 4. population and enrollment projections
- 9 ~~5. community needs~~
- 10 6. other information as directed

11 The system-wide needs assessment shall include the following information:

- 12 1. individual school assessments
- 13 2. system-wide population growth projections
- 14 ~~3. industrial and business forecasts~~
- 15 4. other information as deemed necessary

16 **ASBESTOS¹**

17 The **Superintendent/designee** shall maintain an Asbestos Management Plan for all buildings leased,
18 owned, or otherwise used as school buildings and maintain and update the plan to keep it current with
19 ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response
20 action activities.

21 The **Superintendent/designee** shall:

- 22 ~~A.~~ A. annually publish a notification on the Asbestos Management Plan availability; ~~and the~~
23 ~~status of asbestos activities;~~

- 1 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in
2 accordance with state and federal statutes;
- 3 C. notify short-term or temporary workers on the locations of the building materials containing
4 asbestos;
- 5 D. post warning labels in routine maintenance areas where asbestos was previously identified or
6 assumed;
- 7 E. follow set plans and procedures designed to minimize the disturbance of building materials
8 containing asbestos; and
- 9 F. survey the condition of these materials every six (6) months to assure that they remain in
10 good condition.

11 The Superintendent/designee shall designate an Asbestos Hazard Emergency Response Act (AHERA)
12 Manager ~~as the designated Asbestos Program Coordinator~~. All inquiries regarding the asbestos plan
13 and asbestos-related issues should be directed to the AHERA Manager.

14 ~~General~~ WATER Testing

15 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
16 (2) years.¹

17 ~~The Superintendent or designee shall develop appropriate administrative procedures to facilitate this~~
18 ~~testing and address any necessary corrective action.~~

19 ~~RESPONSE TO TESTING RESULTS~~¹

20 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
21 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
22 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

23 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
24 immediately remove the drinking water source from service. The drinking water source shall not be
25 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
26 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

27 The Superintendent /designee shall notify the Commissioner of Environment and Conservation, the
28 Commissioner of Health, the Shelby County Health Department, the City of Germantown, and the
29 Tennessee Department of Education ~~appropriate authorities~~ within twenty-four (24) hours of a test
30 result showing that lead levels equal or exceed twenty parts per billion (20 ppb). Parent(s)/guardian(s)
31 of students enrolled at the school shall be notified within five (5) business days of such test result.

Legal References

1. ~~Public Acts of 2018, Chapter No. 977~~
2. T.C.A. 49-2-133
3. 15 USCA 2643
4. 40 CFR 763.93
5. 15 USCA 2655
6. ~~40 CFR § 763.91-93;~~
7. ~~15 USCA § 2641-2656~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <b style="color: red; text-align: center;">District Water Testing	Descriptor Code: 3.212	Issued Date: 11/**/21 09/25/18
		Rescinds:	Issued:

1 ~~General WATER Testing~~

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
3 (2) years.[†]

4 ~~The Superintendent or designee shall develop appropriate administrative procedures to facilitate this~~
5 ~~testing and address any necessary corrective action.~~

6 ~~**RESPONSE TO TESTING RESULTS[†]**~~

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
11 immediately remove the drinking water source from service. The drinking water source shall not be
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Superintendent or designee shall notify the Commissioner of Environmental Conservation, the
15 Commissioner of Health, the Shelby County Health Department, the City of Germantown, and the
16 Tennessee Department of Education ~~appropriate authorities~~ within twenty four (24) hours of a test
17 result showing that lead levels equal or exceed twenty parts per billion (20 ppb). Parent(s)/guardian(s)
18 of students enrolled at the school shall be notified within five (5) business days of such test result.

***REPEALED AND COMBINED WITH POLICY 3.208 FACILITIES PLANNING**

Legal References

1. ~~Public Acts of 2018, Chapter No. 977~~ T.C.A. 49-2-133

Repealed and Combined

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Energy Management	Descriptor Code: 3.217	Issued Date: 11/**/21 12/15/14
		Rescinds:	Issued:

1 ENERGY USE AND CONSERVATION

2 The Germantown Municipal Schools Board of Education is responsible for the efficient use of all
3 natural resources required by the District. In keeping with this responsibility, the District shall provide
4 leadership in developing a realistic energy use ethic, by increasing awareness of energy needs and their
5 associated costs in the operation of District facilities in order to conserve energy while maintaining a
6 comfortable learning and working environment.

7 STATEMENT OF POLICY

8 The District's success in achieving an effective energy use, conservation and efficiency program
9 requires and depends upon cooperation at all levels. Therefore, every employee, student, school
10 volunteer and contractor is expected to contribute to and actively participate in the District's energy
11 conservation and efficiency program, and to be an "energy saver" as well as an "energy consumer."

12 Implementation of ~~the District's energy use and conservation~~ **this** policy shall be the joint and
13 collective responsibility of the District's Board of Education, administration, teachers, staff, students
14 and volunteers. ~~While primary accountability and responsibility for management and administration of~~
15 ~~District's energy conservation and efficiency program shall lie with the Germantown Municipal School~~
16 ~~District's Superintendent or Designee as needed in implementing, managing, directing, monitoring,~~
17 ~~evaluating and reporting District conservation and efficiency in the use of energy.~~

18 The District shall, under the ~~supervision and~~ direction of ~~its Superintendent or designee~~ **the GMSD**
19 **Deputy Superintendent, Chief of Operations** maintain accurate records of energy consumption and
20 associated costs at each school site and shall periodically provide information on the goals and
21 progress of the District's energy conservation program. ~~The judicious use and management of various~~
22 ~~energy systems at each school facility shall be the joint responsibility of the administrative,~~
23 ~~instructional and custodial staff of each such facility.~~

24 ~~The District's Superintendent or designee shall develop in cooperation with and with assistance from~~
25 ~~such others as may be necessary and shall thereafter disseminate the appropriate short and long range~~
26 ~~administrative guidelines or regulations necessary to implement and administer the District's energy~~
27 ~~awareness, management and conservation programs.~~

28 The District's Superintendent or designee shall make every effort to apply for and utilize grants or low
29 interest loan opportunities for energy efficiency and investigate opportunities for third party
30 assessment and implementation of energy conservation measures including but not limited to self-
31 funding projects, sustainable practices, and renewable energy measures.

1 ~~The Superintendent or designee shall monitor compliance with the following:~~

2 ~~a. Maintenance of the learning environment shall always take precedence over energy~~
3 ~~conservation measures;~~

4 ~~b. District shall strive for continuing compliance with the most recent adoption of the American~~
5 ~~Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards 90.1~~
6 ~~(minimum standard for energy efficiency), 62.1 (minimum standard for indoor air quality) and~~
7 ~~55 (minimum standard for human comfort).~~

8 The District shall make every effort to operate its facilities in the most efficient way possible, while not
9 diminishing the learning environment. These efforts shall include, but not be limited to:

- 10 1. New and replaced equipment purchased should incorporate technology that maximizes energy
11 efficiency, yet provides a suitable return on investment.
- 12 2. HVAC systems shall be operated in the most economical and efficient way possible, pursuant
13 to limitations of current equipment and controls, while maintaining proper learning
14 environment.
- 15 3. The following temperature set points shall be used from the time of teaching occupancy, to the
16 time of last class dismissal. If the teacher elects, they may request or manually bypass the
17 system to provide additional space conditioning while they are working outside of the regular
18 school day, as well as for special activities such as open house, PTA meetings, etc.
 - 19 a. Heating system up to 68 degrees Fahrenheit
 - 20 b. Cooling system down to 72 degrees Fahrenheit
 - 21 c. Acceptable temperature deviation from set point is plus or minus 2 degrees Fahrenheit,
22 with a maximum 4-degree Fahrenheit dead-band between heating and cooling modes.
- 23 4. During non-school hours, HVAC systems will use setback temperatures for areas not in use,
24 pursuant to limitations of current equipment and controls.
- 25 5. The District shall make every effort to keep windows and doors closed when HVAC systems
26 are in use.
- 27 6. If equipped, window blinds/drapes shall be closed at the end of each day.
- 28 7. Lighting should be turned off when areas are unoccupied with the exception of common areas.
29 Wherever possible, partial lighting and use of the classroom's natural lighting should be
30 encouraged.
- 31 8. HVAC technicians or contracted services shall routinely adjust HVAC system time clocks and
32 energy management systems (if equipped) for optimal run times considering changes in
33 operating schedules, weather, and daylight saving time.

- 1 9. Normal heat and ventilation may be provided for scheduled activities and athletic events. If
2 possible only the area of activity should be heated and ventilated and temperature maximums
3 shall be the same as a regular school day.
- 4 10. Space heaters are not to be used in classrooms or work areas unless authorized by or the
5 Deputy Superintendent, Chief of Operations on a case by case basis.

6 ENERGY SAVINGS CALCULATIONS

- 7 ~~Proceeds from the Energy Efficiency Fund will be utilized to implement energy conservation~~
8 ~~measures. A percentage of the energy savings recognized will be re-invested into the facilities to~~
9 ~~continue developing energy conservation strategies and upgrade equipment.~~ Energy savings will be
10 calculated on a school year basis. Total energy consumption (electricity, water, gas, demand factors,
11 etc.) will be analyzed and compared to previous years of operation to determine savings. Climatic
12 temperature extremes, facility size and student census will be included in the energy conservation
13 savings analysis to establish baseline indices.
- 14 ~~These calculations will become effective at the time of approval of this Energy Use and Conservation~~
15 ~~policy.~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 11/**/21 07/21/14
		Rescinds:	Issued:

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures and service of
3 foods and will meet all state and federal and local requirements necessary for participation.⁴

4

5 The ~~system's food service supervisor~~ **GMSD Chief Financial Officer** will oversee the program. All
6 products and services necessary for the operation of the school nutrition department shall be procured
7 using a procurement plan which must comply with federal and state purchasing procedures.

8 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
9 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack
10 Program. Meals and snacks that are offered shall meet the federal requirement for reimbursement as
11 defined by federal regulations.²

12 As required for participants in the School Nutrition Programs, the Board agrees to the following:

- 13 1. Meals must be made available to all students in attendance.
14 2. Free and reduced-price meals/snacks must be made available to students who are determined
15 eligible for these benefits.

16 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
17 la carte items at school.

18 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
19 be as stringent as the current state and federal regulations concerning competitive foods.³

20 ~~Procedures for implementing guidelines established by the State Department of Education, School~~
21 ~~Nutrition Program are on file in the district food service procedures manual.~~

22 **The District's Food Services Procedures Manual shall contain pertinent procedures pertaining to the**
23 **District's School Nutrition Program.**

24

25

Legal References

1. TCA 49-6-2302, 2303; ~~TRR/MS~~ State Board of Education Rule 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Germantown Municipal School District

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

1 EMPLOYMENT-RELATED COMPLAINTS/~~GRIEVANCES~~

2 The Germantown Board of Education (The Board) believes that differences of opinions arising in the
3 course of employment should be resolved as quickly as possible and at the lowest supervisory level.
4 Questions regarding policies, practices, procedures or conflicts between employees should be addressed
5 to the employee's supervisor/administrator. If the employee is not satisfied by the response provided by
6 their supervisor/administrator or if the employee does not feel comfortable speaking with their
7 supervisor/administrator about a matter, the employee may contact the GMSD Executive Director of
8 Human Resources. ~~In instances of questions by an individual staff member concerning the interpretation~~
9 ~~of policies and procedures to that staff member, administrative practices within the staff member's~~
10 ~~particular school, and relationships with other employees, the staff member concerned must consult the~~
11 ~~administrative or supervisory personnel to whom they are responsible.~~ If a satisfactory resolution of the
12 problem cannot be reached after ~~ample opportunity for consideration of the matter, the staff member~~
13 ~~concerned~~ speaking with the GMSD Executive Director of Human Resources or Director's designee, the
14 employee may ~~discuss the matter with the next level of supervision up to and including~~ contact the
15 Deputy Superintendent, Chief of Operations. If a satisfactory resolution of the problem cannot be reached
16 after speaking with the Deputy Superintendent, the employee may contact the Superintendent.

17 ~~In instances where an individual staff member feels, for personal reasons, that they cannot discuss a~~
18 ~~problem with their immediate superior, the staff member may take the problem directly to a District~~
19 ~~Employee Complaint Manager. After review of the case, a District Employee Complaint Manager shall~~
20 ~~take action as they deem appropriate and within a prompt, reasonable time shall notify all parties~~
21 ~~concerned of their decision.~~

22 ~~APPOINTING DISTRICT OFFICE COMPLAINT MANAGERS~~

23 ~~The Superintendent shall appoint at least two District Office Complaint Managers, one of each gender.~~
24 ~~The Federal Rights Coordinator may be appointed as a District Office Complaint Manager. The~~
25 ~~Superintendent shall insert into this policy the names, addresses and telephone numbers of current~~
26 ~~District Office Complaint Managers.~~

27 ~~DISTRICT OFFICE COMPLAINT MANAGERS:~~

28 ~~1. Human Resources Supervisor~~
29 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~
30 ~~901-752-7900~~

31
32 ~~2. Executive Director of Human Resources~~
33 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~

1 ~~901-752-7900~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Guidance and School Counseling	Descriptor Code: 6.414	Issued Date: 11/**/21 03/06/17
		Rescinds: 6.414	Issued: 04/07/14

- 1 ~~The Board of Education requires that a planned program of school counseling (formerly named~~
2 ~~guidance) be an integral part of the educational program of the schools.[†] Such a program must be~~
3 ~~found in the District Comprehensive School Counseling Plan and may:~~
- 4 ~~A. assist students in achieving their optimum growth;~~
 - 5
 - 6 ~~B. enable students to obtain maximum benefit from the offerings of the instructional program of~~
7 ~~the schools;~~
 - 8
 - 9 ~~C. aid students in identifying options and making choices in vocational and academic planning;~~
 - 10
 - 11 ~~D. help integrate all the student's experience so that s/he can better relate school activity to life~~
12 ~~outside the school; and~~
 - 13
 - 14 ~~E. help students learn to make their own decisions and solve problems independently.~~
- 15 **The GMSD Board of Education believes that School Counseling should play an integral role in the**
16 **education of students.**
- 17 **The Superintendent/designee shall be responsible for ensuring that GMSD has a School Counseling**
18 **Plan. The framework for GMSD's School Counseling Plan shall be the *Tennessee Comprehensive***
19 ***School Counseling Model of Practice.***
- 20 ~~A program of~~ Guidance and/or school counseling shall be offered to all students and shall include the
21 services of professional school counseling personnel and other designated faculty and staff members.

Legal References

1. ~~TRR-MS-0520-01-03-08(1)(b)~~ State Board of Education Policy 5.103

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: First Aid and Emergency Medical Care	Descriptor Code: 6.415	Issued Date: 11/**/21 11/12/19
		Rescinds: 6.415	Issued: 07/11/16

- 1 ~~It is the objective of Germantown Board of Education to have an adequate number of staff at each site~~
- 2 ~~who are trained and certified in CPR and other First Aid emergency techniques in compliance with all~~
- 3 ~~governing state laws and regulations.~~
- 4 ~~All GMSD schools must have at least one (1) automated external defibrillator (AED) device in the~~
- 5 ~~school. Schools shall conduct a CPR and AED drill so that the students are aware of the steps that~~
- 6 ~~must be taken if an event should occur that requires the use of CPR and/or an AED.[†]~~
- 7 ~~In accordance with state law any person who in good faith provides emergency care or assistance at the~~
- 8 ~~place of emergency or accident will not be liable for any civil damages as a result of any act or~~
- 9 ~~omission.~~

Repealed to Combine with Policy 3.202 Emergency Planning

Legal References

1. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391

Repealed and Combined

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Accident Report	Descriptor Code: 6.416	Issued Date: 11/**/21 11/12/19
		Rescinds: 6.416	Issued: 03/06/17

1 If a student suffers an injury, the staff member in charge shall have the responsibility to render first aid
2 or ensure that it is rendered. Any accident or injury shall be immediately reported to the Principal.

3 **Each school shall have available forms for reporting accidents.** The report will include the student's
4 name, date of the accident, an explanation of the accident, and care used in treating the individual.
5 These reports will be filed in the school nurse's office for one year and then moved to the Office of
6 Student Services for long-term storage.

7 In the event of serious injury or illness to a student, the parent(s)/guardian(s) will be notified as to
8 whether to pick up the child at school or meet the child at the hospital. If the parents(s)/guardian(s)
9 cannot be reached, the student will be transported to the hospital emergency room. Efforts to notify
10 the parents(s)/guardian(s) will continue until they are reached.

11 Principals will inform the Office of Student Services immediately of any serious injuries suffered by
12 students while under the jurisdiction of the school. ~~A report of each accident taking place in a school
13 will be filed in both the school nurse's office and the Office of Student Services. Forms for reporting
14 accidents will be made available from the Office of Student Services.~~

15 ~~No student will be taken and left at home or sent home unless a parent/guardian or someone designated
16 by the parent(s)/guardian(s) is at home to accept the responsibility of the student.~~

17 ~~Parent(s)/guardian(s) who object to the procedures contained in this policy shall submit to the principal
18 a written emergency plan for his/her approval.~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Health	Descriptor Code: 6.418	Issued Date: 11/**/21 09/15/14
		Rescinds:	Issued:

1 Students shall be provided access to comprehensive District preventive, early intervention, and health
2 referral services to address potential health problems that may adversely affect their health status and
3 learning potential. Site services shall be inclusive of (1) Vision and Hearing; (2) Body Mass Index
4 (BMI) and Blood Pressure; and (3) Early Periodic Screening, Diagnosis, and Treatment (EPSDT).

5 **A. Healthcare Service**

6 Preventive and early intervention health services aimed at preventing and screening for health
7 conditions shall be available to students of Germantown Municipal School District. Services shall be
8 conducted by qualified healthcare providers contracted and/or working in collaboration with the
9 district.

10 **Healthcare Monitoring**

11 Students entering grades Pre-K, K, 2, 4, 6, 8, Lifetime Wellness courses and students entering the
12 District from another district will be asked to provide evidence of completion of EPSDT or preventive
13 well-child screening. Evidence of screening shall consist of a report from a qualified healthcare
14 provider within the past 12 months. No student shall be excluded from school for failure to provide
15 documentation of completion of or refusal to submit to an EPSDT screening. If evidence of a screening
16 is not available, the District shall make provisions for a screening during the applicable school year
17 upon request by the parent, guardian, or custodian.

18 **Health Referral Service**

19 The results of vision and hearing; BMI and blood Pressure; and EPSDT (including medical, dental, and
20 mental/behavioral health) screening **conducted by healthcare providers contracted and/or working in**
21 **collaboration with GMSD** shall be provided by the healthcare provider to parents. A referral to a
22 follow-up evaluation with healthcare provider shall be provided to parents whose child's test results
23 indicate a possible condition that may interfere or tend to interfere with the student's academic
24 progress.

25 ~~**C. Accurate Medical Information**~~

- 26 ~~1. Parents/guardians are responsible for informing school personnel of significant medical~~
27 ~~conditions which may lead to emergency situations or which may require some modification in~~
28 ~~curriculum or school activities.~~
- 29 ~~2. Medical information will be requested by Germantown Municipal School District and~~
30 ~~completed by the parent/guardian each school year.~~

- ~~3.—The Principal shall ensure that any/all information concerning the medical conditions of the students are identified by:~~
- ~~a.— Directing a systematic review of all registration forms and medical documentation.~~
 - ~~b.— Mandating that information (suspected or confirmed) received by staff/faculty member be reported to the Principal; and~~
 - ~~c.— Encouraging parents/guardians to alert the Principal of any medical condition.~~

D. Validation of Medical Conditions

- ~~1.—The parent/guardian for each student identified as having a medical condition (or possible medical condition) shall be contacted by school administration/designee for the purpose of clarifying the extent of the medical condition.~~

A statement from a healthcare provider should be provided by the parent in those cases in which the medical condition appears to warrant:

- a. A modification in the standard curriculum or school related activities;
- b. The need to supervise **and/or** administer medication during the school day; or
- c. A special alert for school personnel regarding a possible requirement for emergency first aid.

B. Individualized Healthcare Plans

~~Specific healthcare accommodation plans or~~ **When an** Individualized Healthcare Plans (IHP) **becomes necessary, it** shall be written by **the** school nurse ~~staff~~ in response to student's medical condition and shall include:

- ~~1. A specific timeframe to develop student IHP that must be reviewed~~ with the parent/guardian (at least once per school year);
2. The medical condition; health assessment; emergency plan; identified health needs; and procedures/treatments required during school hours;
3. Relevant documents, such as physician's statement.

The IHP should be distributed only to school employees with a legitimate need to know.

When the ~~child is a special education student,~~ **student has a disability and has an IEP or 504 Plan,** the IHP shall be a part of the IEP **or 504 Plan.** ~~and shall be maintained in the special education records.~~

C. Confidentiality

An employee of Germantown Municipal School District shall safeguard student medical information from unauthorized disclosure except as permissible by law or as required function to perform his/her job responsibilities; and/or in a case where a student poses an imminent threat of harm to him/herself

1 or others. An employee who missuses, altars, removes, or improperly uses confidential student
2 medication information shall be subject to disciplinary action up to and including termination.
3 Volunteers whose volunteer activity may place them in a position where they may gain knowledge of
4 student's healthcare information as well as other entities contracted by and/or working in collaboration
5 with the District to provide healthcare services shall be held to the same professional standards as an
6 employee of Germantown Municipal School District. Sanctions for breach of confidentiality may
7 apply.

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Individualized Healthcare Plans*	Descriptor Code: 6.419	Issued Date: 11/**/21 09/15/14
		Rescinds:	Issued:

1 ~~Specific healthcare accommodation plans or~~ When an Individualized Healthcare Plans (IHP) becomes
 2 necessary, it shall be written by the school nurse staff in response to student's medical condition and
 3 shall include:

- 4 1. A specific timeframe to ~~develop student IHP that must be~~ reviewed with the parent/guardian (at
 5 least once per school year);
- 6 2. The medical condition; health assessment; emergency plan; identified health needs; and
 7 procedures/treatments required during school hours;
- 8 3. Relevant documents, such as physician's statement.

9 The IHP should be distributed only to school employees with a legitimate need to know.

10 When the ~~child is a special education student,~~ Student has a disability and has an IEP or 504 Plan, the
 11 IHP shall be a part of the IEP ~~or 504 Plan,~~ and shall be maintained in the special education records.

***This Policy is REPEALED and Included into Policy 6.418 Student Health**

Repealed and Combined

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Prevention and Treatment of Sudden Cardiac Arrest</h2>	Descriptor Code: 6.420	Issued Date: 11/**/21 12/16/15
		Rescinds:	Issued:

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,
 2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of
 3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and
 4 parents are educated about the nature and treatment of sudden cardiac arrest. Germantown Municipal
 5 Schools recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

6 Germantown Municipal Schools ~~will~~ hereby adopts the guidelines and other pertinent information and
 7 forms developed by the Tennessee Department of Health and/or approved by TSSAA to inform and
 8 educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk
 9 and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the
 10 Department of Health's, TSSAA website, and shall be made available to interested parties through the
 11 GMSD ~~Central Office~~ Student Services Department.

12 This policy shall govern all activities and those individuals involved in those activities, which
 13 constitute an organized athletic game or competition against another team or in practice or preparation
 14 for an organized game or competition. It does not govern those activities or individuals involved in
 15 those activities, which are entered into for instructional purposes only or those that are incidental to a
 16 nonathletic program or lesson.

17 **REQUIRED TRAINING¹**

18 The ~~director of schools~~ Superintendent shall ensure that each school's athletic director and coaches,
 19 employed or volunteer, annually complete the National Federal of State High School Associations
 20 Elective Course – Sudden Cardiac Arrest certification course.

21 Prior to the annual initiation of practice or competition, the following persons must review and sign a
 22 sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school
 23 athletic director, licensed healthcare professionals (if appointed), and each coach, employed or
 24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their
 26 parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the
 27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
 28 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /
 29 guardian(s), for athletes younger than eighteen (18) years of age.

- 1 All documentation of the completion of a sudden cardiac arrest education course program and signed
2 sudden cardiac arrest information sheets shall be maintained by the ~~director of schools or his/her~~
3 **Superintendent** /designee for a period of three (3) years.
- 4 **Removal from Athletics¹**
- 5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest
6 during or after an athletic activity or competition shall be immediately removed for evaluation by a
7 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.
8 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained
9 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.
- 10 Student athletes who have been removed from an athletic activity or competition shall not return to any
11 supervised team activities involving physical exertion, including games, competitions, or practices,
12 until the student athlete has been evaluated by a licensed medical doctor or osteopathic physician.
13 Clearance to full or graduated return to practice or play must be in writing.

Legal References

TCA 68-6-101, et. seq

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Accommodating Students with Diabetes	Descriptor Code: 6.421	Issued Date: 11/**/21 07/11/16
		Rescinds: 6.421	Issued: 09/15/14

1 ~~The district shall provide students with diabetes a plan of care to ensure that necessary~~
2 ~~accommodations are available in accordance with applicable State law.[†] Students with diabetes~~
3 ~~(insulin dependent or non insulin dependent) shall have the right to monitor their blood sugar levels~~
4 ~~and/or to have such levels monitored during the school day as ordered by their physician.~~

5 **The District shall develop a Diabetes Action Plan for each student with diabetes. When appropriate,**
6 **the District may also develop an Individual Health Plan (IHP) for each student with diabetes. Diabetes**
7 **Action Plans and IHPs shall be updated annually and more frequently as needed.**

8 ~~The administrator in charge of student health services is to:~~ **Coordinated School Health Supervisor**
9 ~~shall:~~

- 10 A. Consult and coordinate with parents and healthcare providers of students with diabetes; and
11 B. ~~Prior to the beginning of the school year, or upon a student's diagnosis,~~ **T**rain and supervise the
12 appropriate staff ~~in~~ **concerning the** care of students with diabetes. ~~;~~ **and**
13 ~~C. Annually provide in-service on procedure for parents to notify schools of specific health needs.~~

14 **Registered Nurses at schools shall train GMSD volunteer staff regarding the care of diabetic**
15 **students.**

16 ~~A school administrator shall notify Assistant Principals and teachers of the students who will use~~
17 ~~glucose monitoring devices in their schools.~~

18 **Emergency/Individual Health Plans**

19 ~~The district shall develop and follow an emergency and/or individual health plan for each student with~~
20 ~~diabetes. Each plan shall include an individual emergency plan. Health plans shall be updated annually~~
21 ~~and more frequently as needed.~~

22 **All Diabetes Action Plans shall include signed orders from the student's treating physician or nurse**
23 **practitioner.**

24 **A. Parent's Designated Adult**

25 **For School trained personnel or the school nurse to participate in the care of the student with**
26 **diabetes, the parent must grant said permission by signing the Diabetes Action Plan.**

~~Parents of students with diabetes may designate an adult to provide care of their student consistent with the student's individual health care plan. At the request of Parents, employees of the District and/or volunteer may volunteer under no duress to be a Parent Designated Adult. Participation as a Parent Designated Adult is strictly voluntary.~~

~~B. Letter of Intent~~

~~A Parent Designated adult shall file a written letter of intent indicating that they voluntarily consent to serve in this capacity. The letter of intent must be dated for the current school year and shall be valid for one (1) academic year.~~

~~Parent Designated Adults shall be required to receive training in the appropriate care of students with diabetes. Such training must be:~~

- ~~1. Completed annually (following submission of a letter of intent) or as needed based on the student's IHP; and~~
- ~~2. Provided by an employee of the District's Office of School Health Services or from a Nationally Certified Diabetes Educator.~~

~~The administrator in charge of student health services is not responsible for the supervision of these procedures authorized by the parents and carried out by the Parent Designated Adult.~~

Additional Requirements

~~In addition to adhering to the requirements of each IHP, for the general care of students with diabetes, the District shall:~~

- ~~A. Acquire the necessary parent requests and instructions for treatment.~~
- ~~B. Acquire monitoring and treatment orders from licensed healthcare providers prescribing within the scope of their licensed authority.~~
- ~~C. Provide sufficient and secure storage for medical equipment and medication provided by the parent.~~
- ~~D. Assess competency and independent skills in blood glucose monitoring by the student and/or other personnel trained. The school nurse will assess competency in adequate knowledge and skill in all aspects of the blood glucose monitoring.~~
- ~~E. Permit students with diabetes~~ Upon written request of the parent or guardian and if included in the student's Diabetes Action Plan and the student IHP, if the student has an IHP, students with diabetes shall be permitted to perform blood glucose test checks, to administer insulin, to treat

1 hypoglycemia and hyperglycemia and otherwise attend to the care and management of the
 2 student's diabetes in any area of the school or school grounds and at any school-related activity,
 3 and shall be permitted to possess on the student's person at all times all necessary diabetes
 4 monitoring and treatment supplies, including sharps. Any sharps involved in diabetes care and
 5 management for a student shall be stored in a secure but accessible location, including on the
 6 student's person, until use of the sharps is appropriate. Use and disposal of sharps shall be in
 7 compliance with the guidelines set forth by the Tennessee Occupational Safety and Health
 8 Administration (TOSHA). ~~with easy access to the necessary supplies, equipment and
 9 medication necessary under their IHP. This includes the option for students to carry the
 10 necessary supplies/sharps, equipment and medication on their person and to perform
 11 monitoring and treatment functions whenever they are on school grounds or at school
 12 sponsored events.~~

13
 14 ~~F. The most appropriate settings for glucose monitoring may be, in many cases, the school health
 15 room/office. The location and method of the monitoring such as glucose levels, including safe
 16 disposal of sharps/lancets, shall be determined by a joint decision of the school
 17 Principal/designee and the school nurse, with input from the student, the student's parent(s)
 18 guardian(s), and the student's physician or other licensed healthcare provider.~~

19 ~~G. Permit students with diabetes~~ Diabetic students shall be permitted unrestricted access to
 20 necessary food and water on schedule and as needed and permit unrestricted access to
 21 bathroom facilities. When food is served at school events, provision shall be made for
 22 appropriate food to be available to students with diabetes.

23
 24 ~~H.~~ Students with diabetes shall not miss meals because they are not able to pay for them. The
 25 charge for the meal will be billed to the parent or adult student and collected consistent with
 26 District policies.

27
 28 ~~I. Parents and healthcare providers of student's with diabetes will be provided with a description
 29 of their student's school schedule to facilitate the timing of monitoring, treatment and food
 30 consumption.~~

31
 32 ~~J.~~ Each student's Diabetes Action Plan and IHP, if the student has an IHP shall be distributed to
 33 appropriate staff. ~~based on student's needs and the staff members contact with student.~~

34 Indemnity

35 ~~The administrator in charge of the student health services is not responsible for the supervision of
 36 procedures authorized by the parents and carried out by the Parent Designated Adult.~~

37 ~~Additionally, the district, its employees, agents or Parent Designated Adults that act in good faith and
 38 in substantial compliance with a student's individual health care plan and the instructions of the~~

- 1 ~~student's healthcare provider shall not be criminally or civilly liable for services provide~~

Legal References

~~+~~ TCA 49-50-1602

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Psychological and Social Services	Descriptor Code: 6.422	Issued Date: 11/**/21 09/15/14
		Rescinds:	Issued:

1 The District shall make psychological and social service programs available for all students of
2 Germantown Municipal School District. ⁺

3 ~~A. Psychological Services~~

4 ~~The psychological services program shall may cooperate with other agencies in consultative screening~~
5 ~~and assessment services. School counselors shall respect the rights and privacy of the students they~~
6 ~~counsel and confidentiality shall be maintained, except as outlined in the administrative rules and~~
7 ~~regulations to this policy.~~

8 Confidentiality shall be maintained by any District employee providing **psychological** services ~~related~~
9 ~~to psychological services~~ except:

- 10 1. Where there is a clear present danger to the student or other person;
- 11
- 12 2. To consult with another psychologist **or other District employee** when it is in the best interest of
- 13 the student;
- 14
- 15 3. When the student and/or Parent waives this privilege in writing; or
- 16
- 17 4. When required by federal law.

18 ~~B. Social Services~~

19 ~~Each school The District shall provide social service programs for all students through the cooperative~~
20 ~~efforts of the principal, teachers, and school counselors. The Principal, in consultation with the social~~
21 ~~service provider and the offices responsible for student support and Coordinated School Health, shall~~
22 ~~ensure the development of a program of social services.~~

23 ~~C. Confidentiality in Psychological Service~~

24 Confidentiality shall be maintained by any District employee providing **psychological** services related
25 ~~to psychological services~~ except:

- 26 5. ~~Where there is a clear present danger to the student or other person;~~
- 27

- 1 ~~6. To consult with another psychologist or other District employee when it is in the best interest of~~
- 2 ~~the student;~~
- 3
- 4 ~~7. When the student and/or Parent waives this privilege in writing; or~~
- 5
- 6 ~~8. When required by federal law.~~

Legal References

- 1. ~~TRR/MS 0520-01-03-08(1)(c)~~
Tennessee State Board Policy 4.209

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Seizure Management	Descriptor Code: 6.423	Issued Date: 11/**/21 09/15/14
		Rescinds:	Issued:

1 ~~The Board recognizes its responsibility to protect the health of its students as well as to uphold their~~
2 ~~individual rights. As such, the Germantown Municipal School Board of Education makes this~~
3 ~~statement related to child health and wellbeing for students with epilepsy and/or seizure disorders.[†]~~

4 The District, in accordance with TCA § 49-5-415, shall permit ~~an~~ employees, who have been properly
5 trained by a registered nurse, to volunteer to administer anti-seizure medication in emergency
6 situations to a student in compliance with the student's IHP. However, if a school nurse is available and
7 on site, the nurse shall administer the anti-seizure medication to the student.

8 ~~For training of volunteers and administration of anti-seizure medications, including diazepam gel, the~~
9 ~~District shall adhere to Tennessee's "Guidelines for Use of Health Care Professionals and Health Care~~
10 ~~Procedures in a School Setting" created jointly by the State Departments of Education and Health. The~~
11 ~~District office responsible for Coordinated School Health will determine the criteria and response for~~
12 ~~seizure emergency in Germantown Municipal Schools based on guideline recommendations by the~~
13 ~~State of Tennessee. In addition, a procedure will be developed; roles will be defined for students,~~
14 ~~parents/guardians, school administrators/designee, and district school health staff.~~

15 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a
16 school nurse, the student's parent or guardian shall provide:

- 17 1) The student's school with a written authorization to administer the medication at school;
- 18 2) A written statement from the student's healthcare practitioner, which statement shall contain
19 the student's name, the name and purpose of the medication, the prescribed dosage, the route of
20 administration, the frequency that the medication may be administered, and the circumstances
21 under which the medication may be administered; and
- 22 3) Prior to its expiration, the prescribed medication to the school in its unopened, sealed package
23 with the intact label affixed by the dispensing pharmacy.

24 A student's parent or guardian who has given the student's school written authorization to administer
25 anti-seizure medication shall, in accordance with the student's IHP, notify the school nurse if anti-
26 seizure medication or prescription or over the counter medicines are administered to the student at a
27 time at which the student is not present at school.

28

29

Legal References

⚠ TCA 49-50-1602

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Life-Threatening Allergy Management	Descriptor Code: 6.425	Issued Date: 11/**/21 07/11/16
		Rescinds: 6.425	Issued: 09/15/14

~~Germantown Municipal School District shall have an allergy program to promote the safety and well-being of students with life-threatening allergies. While it is the Board's primary goal to provide a safe environment for all students, it is unrealistic to guarantee an allergen-free school environment. It is therefore the intent of the Board to ensure that safeguards are implemented for students with allergies determined to be life-threatening by a medical professional.[†]~~

To effectively respond to student allergy risks, parents/guardians of students diagnosed with a life-threatening allergy should promptly notify the school upon diagnosis of the allergy. The District shall implement an Allergy and Anaphylaxis Emergency Plan based, in part, on the *Guidelines for Managing Life-Threatening Food Allergies*. ~~An IHP tailored to the needs of each individual child at risk for anaphylaxis, with accommodations for allergy management will be developed following the "Guidelines for Managing Life-Threatening Food Allergies in Tennessee schools"~~. The District shall provide training for school-based staff in the appropriate administration of epinephrine.

~~According to TCA § 49-50-1062(e) students may carry EpiPen if prescribed to them with permission from the parent. Schools are authorized to keep extra EpiPen for treating allergic reactions in student or staff when physicians write prescriptions in the name of the schools.~~

A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medication while on school property or at a school-related event or activity if:

1. The prescription anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
 - a) Written authorization, signed by the parent, for the student to self-administer prescription anaphylaxis medication while on school property or at a school-related event or activity;
 - b) A written statement, signed by the parent, in which the parent releases the District and its employees and agents from liability for an injury arising from the student's self-administration of prescription anaphylaxis medication while on school property or at a school-related event or activity, except in cases of wanton or willful misconduct; and

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c) A written statement from the student’s physician or other health care provider, signed by the physician or provider that:

- 1) Supports a diagnosis of anaphylaxis;
- 2) Identifies any food or other substances to which the student is allergic;
- 3) Describes any prior history of anaphylaxis, if appropriate;
- 4) Lists any medications prescribed for the child for the treatment of anaphylaxis;
- 5) Details emergency treatment procedures in the event of a reaction;
- 6) Lists the signs and symptoms of a reaction;
- 7) Assesses the student’s readiness for self-administration of prescription medication; and
- 8) Provides a list of substitute meals that may be offered by food services personnel.

The Physician’s statement must be kept on file in the school nurse’s office.

If a student uses the medication in a manner other than prescribed, the student may be subjected to disciplinary action.

Legal References

- 1. ~~TCA 49-50-1602(f); Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools (Tennessee Department of Education and Tennessee Department of Health) (2014).~~

~~Cross-References~~

~~Medicines 6.405~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 11/**/21 01/30/17
		Rescinds: 6.503	Issued: 02/01/14

1 Children who meet the Federal definition of "homeless" will be provided a free appropriate public
 2 education in the same manner as all other students of the District.¹ To that end, homeless students will
 3 not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the
 4 school serving those non-homeless students residing in the area in which the homeless child is actually
 5 living. The District shall establish safeguards that protect homeless students from discrimination on the
 6 basis of their homelessness.

7 Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime
 8 residence, and include those who meet any of the following criteria:²

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for or ordinary used as a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

9 Additionally, pursuant to Federal and State law, migratory children who are living in circumstances
 10 described in A-~~G~~ F above are also considered homeless.

11 Homeless preschool-aged children and their families shall be provided equal access to the educational
 12 services for which they are eligible, including preschool programs administered by the School District.

13 The District shall remove barriers to the enrollment and retention of homeless students in schools in
 14 the District.³ Homeless students shall be enrolled immediately, even if they do not have the necessary

1 enrollment documentation such as immunization and health records, proof of residency or
2 guardianship, birth certificate, school records, and other documentation.

3 Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs;
- F. Before and after-school programs.

4 Homeless students have the right to remain in their school of origin of the local attendance area school,
5 according to the child's best interest.⁴ The school of origin is the school that the student attended when
6 permanently housed or last enrolled. The local attendance area school is any public school that non-
7 homeless students who live in the attendance area in which the student is actually living are eligible to
8 attend.

9 Homeless students have the right to dispute their school assignment, if their assignment is other than
10 their school of origin. In determining the best interest of the student, the District shall, to the extent
11 feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the
12 homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school
13 other than the school of origin or a school requested by the parent or guardian, a written explanation,
14 including a statement regarding the right to appeal, will be provided to the homeless student's parent or
15 guardian or the unaccompanied youth.⁵

16 The Board of Education requires that these rights and the dispute process be communicated to the
17 parent or guardian of the homeless student or unaccompanied youth.

18 In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the
19 rights described above, the District shall post public notice of educational rights of children and youth
20 experiencing homelessness in each school.

1 At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless
2 liaison, transportation shall be provided for a homeless student to and from the school of origin as
3 follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

4 ~~The Superintendent will appoint a~~ The GMSD Federal Programs/ESL Coordinator shall serve as the
5 GMSD Liaison for Homeless Children who will perform the duties as assigned by the Superintendent.
6 Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education
7 of Homeless Children and Youth as well as with community and school personnel responsible for the
8 provision of education and related services to homeless children and youths.

9 The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or
10 guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet
11 State and local requirements for entry into school.

12 All records for homeless students shall be maintained so that they are available in a timely fashion and
13 can be transferred promptly as necessary.

14 No Board policy, administrative procedure, or practice ~~will be~~ is intended to be interpreted or applied
15 in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Legal References

42 USCS §§ 11431 to ~~11435~~ 11434; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)

T.C.A. 49-50-1701-1703

Cross References

~~Student Transportation 3.400~~

~~Parental Involvement 4.502~~

~~Promotion and Retention 4.603~~

~~School Admissions 6.203~~

~~Migrant Students 6.504~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 11/**/21 06/02/14
		Rescinds:	Issued:

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a
2 health record, attendance record, and scholarship record; shall be kept current; and shall accompany
3 the student through his/her school career.⁺

4 The name used on the record of the student entering the school system must be the same as
5 that shown on the birth certificate, unless evidence is presented that such name has been legally
6 changed. If the parent does not have, or cannot obtain a birth certificate, then the name used
7 on the records of such student shall be as shown on documents which are acceptable as proof
8 of date of birth.

9 The name used on the records of a student entering the system from another school must be
10 the same as that shown on records from the school previously attended unless evidence is
11 presented that such name has been legally changed as prescribed by law.

12 When a student transfers to another school within the system, the school shall send the original
13 records to the transfer school.

14 When a student transfers to a school outside the system and his/her records are requested, the
15 school shall keep the original records and send copies to the transfer school.

16 ACCESS TO STUDENT RECORDS

17 ~~Student records shall be confidential.~~ Authorized school officials shall have access to and permit
18 access to student education records for legitimate educational purposes.² A "legitimate
19 educational interest" is the official's need to know information in order to:

- 20 1. Perform required administrative tasks;
- 21 2. Perform a supervisory or instructional task directly related to the student's education;
- 22
- 23 3. Perform a service or benefit for the student or the student's family such as health care,
24 counseling, student job placement, or student financial aid.

25 Authorized school officials may release information from or permit access to a student's
26 education record without the parent(s) or eligible student's* prior written consent in the
27 following instances:

- 28
- 29 1. To comply with a judicial order or lawfully issued subpoena pursuant to the terms of
30 state law. The school system will make a reasonable effort to notify the student's
31 parent(s) or the eligible student before making a disclosure;

- 1
- 2 2. If the disclosure is an item of directory information;
- 3
- 4 3. To comply with the requirements of child abuse reports to the extent known by the
- 5 school officials including the name, address, and age of the child; the name and
- 6 address of the person responsible for the care of the child, and the facts requiring the
- 7 report;³
- 8
- 9 4. When certain federal and state officials need information in order to audit or enforce
- 10 legal conditions related to federally supported education programs in the school system;
- 11
- 12 5. When the school system has entered into a contract or written agreement for an
- 13 organization to conduct scientific research on the system's behalf to develop tests or
- 14 improve instruction, provided that the studies are conducted in a manner which will
- 15 not permit the personal identification of students and their parents by individuals
- 16 other than representatives of the organization and the information will be destroyed
- 17 when no longer needed for the purpose for which the study was conducted;
- 18
- 19 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
- 20 Internal Revenue Code;
- 21
- 22 7. To accrediting organizations to carry out their accrediting functions;
- 23
- 24 8. When a student seeks or intends to enroll in another school district or a post-secondary
- 25 school. Parent(s) of students or eligible students have a right to obtain copies
- 26 of records transferred under this provision;⁴
- 27
- 28 9. To financial institutions or government agencies that provide or may provide
- 29 financial aid to a student in order to establish eligibility, to determine the amount of
- 30 financial aid, to establish conditions for the receipt of financial aid, and to enforce
- 31 financial aid agreements.
- 32
- 33 10. To make the needed disclosure in a health or safety emergency when warranted by the
- 34 seriousness of the threat to the student or other persons, when the information is
- 35 necessary and needed to meet the emergency, when time is an important and limiting
- 36 factor, and when the persons to whom the information is to be disclosed are qualified
- 37 and in a position to deal with the emergency.
- 38
- 39 11. To the Attorney General or his designee for official purposes related to the
- 40 investigation or prosecution of an act of domestic or international terrorism. An
- 41 educational agency that, in good faith, produces education records in accordance with

1 an order issued under this Act shall not be liable to any person for that production.⁵

2
3 12. To any agency caseworker or other representative of a state or local child welfare
4 agency or tribal organization authorized to access the student's educational records
5 when such agencies or organizations are legally responsible for the care and protection
6 of the student.⁶

7 Authorized school officials may release information from a student's education record if the
8 student's parent(s) or the eligible student gives written consent for the disclosure. The written
9 consent must include:

- 10
11 1. A specification of the records to be released;
12
13 2. The reasons for the disclosure;
14
15 3. The person, organization, or class of persons or organizations to whom the disclosure
16 is to be made;
17
18 4. The signature of the parent(s) or eligible student;
19
20 5. The date of the consent and, if appropriate, a date when the consent is to be
21 terminated. The student's parent(s) or the eligible student* may obtain a copy of any
22 records disclosed under this provision.

23 The school system will maintain an accurate record of all requests to disclose information
24 from or to permit access to a student's education records. The system will maintain an accurate
25 record of information it discloses and access it permits. The system will maintain this record as
26 long as it maintains the student's education record.

27 The record will include at least:

- 28
29 1. The name of the person or agency that makes the request;
30
31 2. The interest the person or agency has in the information;
32
33 3. The date the person or agency makes the request; and
34
35 4. Whether the request is granted and, if it is, the date access is permitted or the
36 disclosure is made.

1 * The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-
2 secondary school, at which time all of the above rights become the student's right.

3 **ANNUAL NOTIFICATION**

4
5 Within the first three weeks of each school year, the school system shall notify parent(s) of
6 students and eligible students of each student's privacy rights.¹ For students enrolling after the above
7 period, this information shall be given to the student's parent(s) or the eligible student at the time of
8 enrollment.² The notice shall include the right of the student's parent(s) or the eligible student to:

9
10 1. Request, inspect, and review the student's education records;

11 2. Seek correction of items in the record which are believed to be inaccurate, misleading or
12 in violation of the student's rights, including the right to a hearing upon request;

13 3. File a complaint with the appropriate state or federal officials when the school system
14 violates laws and regulations relative to student records;

15 4. Obtain a copy of this policy and a copy of the student's educational records;

16 5. Exercise control over other people's access to the records, except when prior written consent
17 is given, or under circumstances as provided by law or regulations, or where the school
18 system has designated certain information as "directory information."

19 **DIRECTORY INFORMATION**

20
21 "Directory information" means information contained in an education record of a student which would
22 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not
23 limited to the student's name, address, telephone number, e-mail address, photograph, date and place
24 of birth, dates of attendance, grade level, enrollment status, participation in officially recognized
25 activities and sports, weight and height of members of athletic teams, degrees, honors and awards
26 received, and the most recent educational agency or institution attended.³

27
28 Student directory information for 11th and 12th graders shall be made available upon request
29 to persons or groups which make students aware of occupational and educational options, including
30 official recruiting representatives of the military forces of the State and the United States.⁴

31 Parent(s) intending to limit or withhold student directory information should file notice in writing
32 with their student's school principal no later than September 1 annually.

33 *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-
34 secondary school, at which time all of the above rights become the student's rights.⁵

1 **INSPECTION PROCEDURE**

2 Parent(s) of students and eligible students* may inspect, review and request copies of the student's
3 education records upon written request.¹

4 Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely
5 as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt
6 of the request.

7 The right to inspect and review educational records includes the right to a response from school officials
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the
9 parent has the authority to inspect and review records relating to his/her child unless the school system
10 has been advised that the parent does not have the authority under applicable state law governing
11 guardianship, separation, and divorce.²

12 When a record contains information about students other than the parent's child or the eligible student,
13 the parent(s) or eligible student may not inspect and review that information.²

14 **FEES FOR COPIES**

15 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director
16 of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records
17 custodian.³

18 **CORRECTION PROCEDURES**

19 Parent(s) of students or eligible students may seek to change any part of the student's record they believe
20 to be incorrect.⁴ The director of schools shall develop an acceptable procedure to establish an orderly
21 process to review and potentially correct an education record.

22 * *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*
23 *school, at which time all of the above rights become the student's rights.*

Legal References

10 U.S.C. § 503(c)

20 USCS 1232g

T.C.A. 10-7-503

T.C.A. 10-7-504

T.C.A. 37-1-403

T.C.A. 49-1-703

T.C.A. 49-1-704

T.C.A. 49-6-406

T.C.A. 49-6-3001(e)(1)

34 CFR § 99.3, § 99.10

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

34 CFR 99.30

34 CFR 99.32(a)

34 CFR 99.4

34 CFR 99.5

34 CFR 99.7

~~504; TRR/MS 0520-01-03-.03(13)~~

~~(a)(4); 20 USCS 1232g~~

~~20 USCS 1232g(b)(2)(B)~~

~~20 USCS 1232g(b)(2); TCA 10-7-504(a)(4)(A)~~

~~20 USCS 1232g(b)(3)~~

~~20 USCS 1232g(b)(1)(F)~~

~~20 USCS 1232g(b)(1)(H)~~

~~20 USCS 1232g(b)(1)(G)~~

~~TRR/MS 0520-01-03-.03(11)(e)~~

~~20 USCS 1232g(b)(1)(D)~~

~~20 USCS 1232g(b)(1)(I)~~

Cross References

~~School District Records 1.407~~

~~Promotion and Retention 4.603~~

~~Attendance 6.200~~

~~Child Custody/Parental Access 6.209~~

~~Disciplinary Hearing Authority 6.317~~

~~AIDS 6.404~~

~~20 USCS 1232g(j); USA Patriot Act of 2001 § 507~~

~~20 USCS 1232g~~

~~TCA 49-1-701, et seq.~~

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 11/**/21 08/21/17
		Rescinds:	Issued:

1 Annual Notification

2 Within the first three weeks of each school year, the school system shall notify parent(s) of students
3 and eligible students of each student's privacy rights.¹ For students enrolling after the above period,
4 this information shall be given to the student's parent(s) or the eligible student at the time of
5 enrollment.² The notice shall include the right of the student's parent(s) or the eligible student to:

- 6 1. Request, inspect, and review the student's education records;
- 7 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in
8 violation of the student's rights, including the right to a hearing upon request;
- 9 3. File a complaint with the appropriate state or federal officials when the school system violates
10 laws and regulations relative to student records;
- 11 4. Obtain a copy of this policy and a copy of the student's educational records;
- 12 5. Exercise control over other people's access to the records, except when prior written consent is
13 given, or under circumstances as provided by law or regulations, or where the school system
14 has designated certain information as "directory information."

15 DIRECTORY INFORMATION

16 "Directory information" means information contained in an education record of a student which would
17 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not
18 limited to the student's name, address, telephone number, e-mail address, photograph, date and place of
19 birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities
20 and sports, weight and height of members of athletic teams, degrees, honors and awards received, and
21 the most recent educational agency or institution attended.³

22 Student directory information for 11th and 12th graders shall be made available upon request to
23 persons or groups which make students aware of occupational and educational options, including official
24 recruiting representatives of the military forces of the State and the United States.⁴

25 Parent(s) intending to limit or withhold student directory information should file notice in writing with their
student's school principal no later than September 1 annually.

26 *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary
27 school, at which time all of the above rights become the student's rights.⁵

Legal References

~~34 CFR 99.4~~

~~34 CFR 99.5~~

~~34 CFR 99.7~~

~~TCA 49-6-406~~

~~10 U.S.C. §503(e)~~

1. ~~34 CFR 99.4; 34 CFR § 99.7; TCA 49-1-703~~
2. ~~34 CFR § 99.7~~
3. ~~34 CFR § 99.3~~
4. ~~TCA 49-6-406; 10 U.S.C. §503(e)~~
5. ~~34 CFR § 99.3, § 99.5; TCA 49-1-704~~

REPEALED AND COMBINED WITH POLICY 6.600 STUDENT RECORDS

Repealed and Combined

Repealed and Combined

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 11/**/21 05/05/14
		Rescinds:	Issued:

INSPECTION PROCEDURE

~~Parent(s) of students and eligible students* may inspect, review and request copies of the student's education records upon written request.¹~~

~~Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.~~

~~The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.²~~

~~When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.²~~

FEEES FOR COPIES

~~A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³~~

CORRECTION PROCEDURES

~~Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.⁴ The director of schools shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.~~

~~**The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.*~~

Legal References

34 CFR § 99.4

34 CFR § 99.3, § 99.10; TCA 49-1-704

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

Repealed and Combined

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Student Fees and Fines	Descriptor Code: 6.709	Issued Date: 11/**/21 05/05/14
		Rescinds:	Issued:

1 Germantown Municipal School District is able to offer many programs due to the generous financial
2 commitments of our parents and guardians. Without those financial commitments, Germantown
3 Municipal School District would not be able to offer many programs. School systems may request but
4 not require payment of school “fees”. A “fee” is defined by State law and rules promulgated by the
5 Tennessee Board of Education to be:¹

- 6 1. Fees for activities that occur during regular school hours, including field trips, any portion of
7 which falls within the school day; or for activities outside regular school hours if required for
8 credit or grade;
9
- 10 2. Fees for activities and supplies required to participate in all courses offered for credit or grade,
11 including interscholastic athletics and marching band if taken for credit in accordance with
12 local board policies;
13
- 14 3. Fees or tuition applicable to courses taken during the summer by a student; except that
15 nonresident students regularly enrolled in another school system may be required to pay fees or
16 tuition for such summer course;
17
- 18 4. Fees required for graduation ceremonies; and
19
- 20 ~~5. Fees for a copy of the student record; and~~
21
- 22 6. Refundable security deposits collected by a school for use of school property for courses
23 offered for credit or grade, including interscholastic athletics and marching band if taken for
24 credit.

25 The ~~District-office~~ Board must approve all fees before they are requested.

26 However, if parents or guardians do not desire to or are not financially able to pay the aforementioned
27 fees, they may notify the Principal of the school at which their child is enrolled that they desire for fees
28 assessed to their child be waived. The “request for fee waiver” shall be made on a form that will be
29 provided to each parent at the time a school fee is requested.

30 School fees do not include:

- 31 1. Fines² imposed on all students for late-returned library books; parking or other traffic fines
32 imposed for abuse of parking privileges on school property; or reasonable charges for lost or
33 destroyed textbooks, library books, workbooks or any other property of the school;
34

- 1 2. Refundable security deposits collected by a school for use of school property for participating
- 2 in extracurricular, **non-credit-bearing** activities;
- 3 3. Costs for extracurricular activities occurring outside the regular school day including sports,
- 4 optional trips, clubs, or social events; and
- 5
- 6 4. Non-resident tuition charged of all students attending a school system other than the one serving
- 7 their place of residence.

8 **Withholding of Student Grades for Debts Owed to the School**

9 Report cards, diplomas, and transcripts of students who take Germantown Municipal School District
10 property or students who have incurred a debt to a school, shall be withheld until the student makes
11 restitution in full.

12 Germantown Municipal School District shall permit the student and/or the student's parent to direct
13 any dispute of a debt, the amount of the debt, or the application of sanctions to the **Director GMSD**
14 **Assistant Superintendent** of Student Services. The decision of the **Director GMSD Assistant**
15 **Superintendent** of Student Services shall be final.

Legal References

1. TCA 49-2-114; ~~TRR/MS 0520-01-03-.03(14)~~
2. TCA 37-10-101, 102; ~~TRR/MS 0520-01-03-.03(15)~~
3. Tennessee State Board Rule O 520-01-02-16

10.20.21 RATIONALE FOR REVISION OF POLICIES

Revisions are recommended for the following 23 policies

First Reading 10.26.21 / Second Reading 11.30.21

** Policies are uploaded in BOE Connect in Numerical Order*

Department of Human Resources

HR 5.501 Employee related Complaints - The title of this policy was changed to remove the word “grievances” in order to avoid confusion that there is a union type responsibility. Other changes were made to make clearer the primary avenues for making complaints and for providing alternative avenues, when appropriate.

Department of Operations

SS 3.208 Facilities Planning- Policy 3.212 was folded into this policy for purposes of streamlining the policy manual and changes were made to that former section, as described below. Additionally, excess or inapplicable language was removed from this policy.

SS 3.212 District Water Testing - **Repealed and Combined with 3.208 - It is recommended that this policy be repealed and combined with policy 3.208, in an effort to streamline the policy manual and make it more user friendly. As folded into policy 3.208, the existing policy 3.212 was amended to reflect the appropriate entities necessary for reporting, as per state law. Additionally, the section regarding the development of procedures is superfluous in that the procedure for water testing is inherent in the policy itself.**

SS 3.217 Energy Management - This policy was originally written to comport with the requirements of a grant which GMSD no longer has, thus changes in the policy are necessary because some portions of the policy are no longer relevant. However, staff felt strongly that other parts of the policy are still relevant and should be part of the District’s philosophy.

Department of Student Services

SS 3.202 Emergency Planning- Excess or inapplicable language in this policy was removed and statutory requirements were refined.

SS 3.203 Crisis Management - The correct reference to the Superintendent was made and the GMSD staff member responsible for media is now referenced in the policy, via the changes made.

SS 3.204 Emergency School Closures- Removed excess language. Removed mandate that employees shall receive their regular wages, in that this might not always be appropriate given certain circumstances, and in order to avoid legal liability for paying wages when not appropriate to do so.

SP 6.414 Guidance and Counseling- Amendments were made to this policy to streamline it in that the elements of the District's Comprehensive School Counseling Plan are inherent in the *Tennessee Comprehensive School Counseling Model of Practice*, referenced in the policy itself.

SP 6.415 First Aid and Emergency Medical Care – **Repealed and Combined with 3.202- It is recommended that this policy be repealed and combined with policy 3.202, in an effort to streamline the policy manual and make it more user friendly.**

SP 6.416 Student Accident Reports - Changes were made to this policy to remove inapplicable and unnecessary language. It is to be remembered that excess or unnecessary language in policies could subject the District to liability that it would otherwise not bear.

SP 6.418 Student Health - Removed excess, superfluous and inapplicable language.

SP 6.419 Individualized Healthcare Plans – **Repealed and Combined with 6.418 - In an effort to streamline the policy manual and for ease of reference for parents and staff, it is recommended that this policy be repealed and combined with 6.418. Additionally, excess or superfluous language was removed.**

SP 6.420 Prevention and Treatment of Sudden Cardiac Arrest- Changes were made to this policy to reflect the proper reference to the Superintendent and to make clear to whom questions regarding the guidelines concerning sudden cardiac arrest should be referred.

SP 6.421 Accommodating Students with Diabetes- Excess or inapplicable language was removed. Language was added to make it easier for parents to understand the statutory requirements necessary for the administration of , diabetes medications, testing and care of students with diabetes.

SP 6.422 Psychological and Social Services - Excess or inapplicable language was removed.

SP 6.423 Seizure Management- Changes made to this policy are intended to make it easier for parents to understand their statutory responsibilities in regard to the administration of anti-seizure medication at school, without the need for parents to refer to an extrinsic document. Additionally, language was removed that was excess or superfluous.

SP 6.425 Life-Threatening Allergy Management- Changes made to this policy are intended to make it easier for parents to understand the requirements necessary for the administration of anaphylaxis medication at school, without the need for parents to refer to an extrinsic document. Additionally, language was removed that was excess or superfluous.

SP 6.503 Homeless Students- Changes were made to this policy to reflect the staff person assigned to be the GMSD Liaison for Homeless Children, as required by State law.

SP 6.600 Student Records - Confusing language was removed from the policy. Additionally, it is recommended that policies 6.601 and 6.602 be folded into policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

SP 6.601 Student Records and Annual Notification of Rights - **Repealed and Combined with 6.600 - No changes to this policy, however, it is recommended that this policy be repealed and combined with**

policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

SP 6.602 Student Records Inspection and Correction Procedure - Repealed and Combined with 6.600 - No changes to this policy, however, it is recommended that this policy be repealed and combined with policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

Department of Finance

SS 3.500 Food Service Management - Changes were made to this policy to reflect the cabinet member responsible for food service management, and to remove superfluous language.

SP 6.709 School Fees and Debts- Changes were made to this policy to reflect the relevant state board rule. Although the policy is being amended to reflect that school fees must be approved by the Board, rather than the District, the practice of having the Board approve the fees has historically been properly followed.

Germantown Municipal School District			
Monitoring: Review: Annually, in August	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 12/**/21
		Rescinds:	Issued:

1 The Germantown Municipal School District’s virtual education program is a course or series of
2 courses offered by a school district to provide students a broader range of educational opportunities
3 through the use of technology. Utilizing this program is temporary and shall not replace a student’s
4 regular instructional program.

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in
6 state law.

7 Virtual education programs shall be made available to students for the following purposes:

- 8 a) Academic remediation or enrichment, or providing students access to a wider range of
9 courses.
- 10 b) Continuity of educational service for students who qualify for homebound services as
11 provided by State Board of Education rules.
- 12 c) Continuity of educational service for students who are quarantined as provided by State
13 Board of Education rules.
- 14 d) Continuity of educational service for students enrolled in an alternative school.⁶

15 Virtual education programs must be comprised of individual courses accessed by students in an
16 entirely virtual setting; however, teachers of virtual education program courses may meet with
17 students in-person for non-instructional time such as office hours.

18 **STUDENT ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

19 Students shall be eligible to utilize a virtual education program if participating in one of the above
20 educational opportunities. The following factors shall also be taken into consideration when
21 determining eligibility:

- 22 1. Attendance;
- 23
- 24 2. Grades;
- 25
- 26 3. Behavioral record; and
- 27
- 28 4. Recommendation of School Administration

ATTENDANCE

All students participating in a virtual education program shall follow the attendance policies and procedures required for determining that a student is present.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system; or
4. Students submitting work via hard-copy or virtual formats;

INTERVENTIONS FOR STUDENTS STRUGGLING TO MAINTAIN ELIGIBILITY REQUIREMENTS

The following intervention strategies shall be implemented if a student is struggling to maintain the eligibility requirements set forth in this Policy:

1. Students who are struggling to remain on pace to complete a course will attend virtual office hours with a school counselor, administrator, or teacher to discuss tips for time management and provide motivational strategies.
2. Students who are struggling academically will meet with the teacher of record for tutoring assistance.

REMOVAL OF STUDENTS WHO FAIL TO MAINTAIN ELGIBILITY REQUIREMENTS

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian;
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance to transition to a comparable in-person course.

Legal References

1. State Board of Education Rule No. 0520-01-03-.05
2. State Board of Education Rule No. 0520-01-09-.07
3. TCA § 49-16-101, et seq

Germantown Municipal School District			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	Public Virtual School	4.213	12/**/21
		Rescinds:	Issued:

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

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

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

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

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

13 The Principal shall be responsible for ensuring that:

14 1. Attendance is checked and reported daily;

15 2. All student absences are verified;

16 3. Written excuses are submitted for absences and tardiness; and

17 4. System-wide procedures for accounting and reporting are followed.

18
19 Student attendance records shall be given the same level of confidentiality as other student records.
20 Only authorized school officials with legitimate educational purposes may have access to student
21 information without consent of the student or parent(s)/guardian(s).

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

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

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

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

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

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

28 **TRUANCY**

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

30 By the beginning of each school year, the Principal shall give written notice to the parent, guardian,
31 or person having control of a student subject to compulsory attendance that the parent, guardian, or
32 other person having control of the student must monitor the student's school attendance and require
33 the student to attend school. The written notice must inform the parent, guardian, or other person
34 having control of a student, that a student who accumulates five (5) days of unexcused absences
35 during the school year is subject to GMSD's Progressive Truancy Plan and that continued unexcused
36 absences may result in a referral to Juvenile Court. The five (5) days of unexcused absences need not
37 be five (5) consecutive days of unexcused absences.

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

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

6 **Progressive Truancy Plan**

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

10 **Tier One:**

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

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

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

18 **Tier Two:**

19 Tier Two of the Progressive Truancy Plan shall include:

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

24 The contract must include:

- 25 (1) a specific description of the school's attendance expectations for the student;
 - 26 (2) the period for which the contract is in effect; and
 - 27 (3) penalties for additional absences and alleged school offenses, including additional
28 disciplinary action and potential referral to Juvenile Court.
- 29 c) Regularly scheduled follow-up meetings, which may be with the student and the parent,
30 guardian, or other person having control of the student, to discuss the student's progress;
 - 31 d) An individualized assessment by a school employee of the reasons a student has been absent
32 from school; and

- 1 e) If necessary, referral of the student to counseling, community-based services, or other in-school
2 or out-of-school services aimed at addressing the student's attendance problems.

3 **Tier Three**

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

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

11 **Judicial Intervention Regarding Truancy**

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

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

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

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

26 **MILITARY**

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

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

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

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

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

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

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

15 **DRIVER'S LICENSE REVOCATION**

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

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

22 **NOTICE**

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

Legal References

T.C.A. § 49-6-3007

T.C.A. § 49-6-3017

T.C.A. § 49-6-3019

T.C.A. § 49-16-201 through 216

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



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020-2021

Amendment # 15

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71200-116	Teachers' Salaries	116,874	-	2,337	119,211
142-71200-163	Educational Assistants	630,276	-	22,606	652,882
142-71200-188	Bonus Payments	-	-	5,000	5,000
142-71200-201	Social Security	49,800	-	2,996	52,796
142-71200-204	Retirement	74,100	-	6,482	80,582
142-71200-206	Life Insurance	7,140	-	1,360	8,500
142-71200-207	Health Insurance	136,935	-	5,065	142,000
142-71200-212	Medicare	11,500	-	600	12,100
142-71200-312	Contracts with Private Agencies	3,500	-	126,500	130,000
142-71200-369	Contracts for Subs - Certified	-	-	23,546	23,546
142-71200-370	Contracts for Subs - Noncertified	-	-	35,000	35,000
142-71200-399	Other Contracted Services	5,908	-	34,092	40,000
142-71200-429	Instructional Supplies & Materials	5,000	-	75,000	80,000
142-71200-725	Special Education Equipment	10,000	-	50,000	60,000
142-72710-338	Maintenance & Repairs - Vehicles	3,000	-	-	3,000
142-72710-425	Gasoline	2,000	-	-	2,000
142-72710-511	Vehicle and Equipment Insurance	1,000	-	-	1,000
142-72220-105	Supervisor/Director Salaries (0.3 FTE)	35,000	-	1,000	36,000
142-72220-201	Social Security	2,142	-	-	2,142
142-72220-204	Retirement	3,550	-	-	3,550
142-72220-206	Life Insurance	77	-	-	77
142-72220-207	Health Insurance	4,581	-	-	4,581
142-72220-212	Medicare	501	-	-	501
142-72220-312	Contracts with Private Agencies	37,007	-	11,672	48,679
142-72220-355	Travel - mileage	100	-	500	600
142-72220-499	Other Supplies & Materials	1,000	-	89,000	90,000
142-72220-524	In-service/Staff Development	33,385	-	51,615	85,000
142-72220-599	Other Charges	-	-	25,000	25,000
142-99100-504	Indirect Costs	30,000	-	-	30,000
142-47143	Revenues - IDEA	1,204,376	-	569,371	1,773,747
142-71200-312	Contracts with Private Agencies	9,000	-	514	9,514
142-71200-429	Instructional Supplies & Materials	-	-	3,000	3,000
142-71200-499	Other Supplies & Materials	4,410	-	(113)	4,297
142-71200-725	Special Education Equipment	2,000	-	-	2,000
142-72220-524	In-service/Staff Development	3,022	-	10,000	13,022
142-99100-504	Indirect Costs	788	-	-	788
142-47145	Revenues - IDEA Preschool	19,220	-	13,401	32,621

REASON FOR AMENDMENT:

Allocation of carryovers for IDEA and IDEA Preschool.

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: 2020-2021

Amendment # 16

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-189	Other Salaries & Wages	82,816	-	(3,940)	78,876
142-72210-201	Social Security	5,135	-	(245)	4,890
142-72210-204	State Retirement	8,612	-	(228)	8,384
142-72210-206	Life Insurance	147	-	-	147
142-72210-207	Medical Insurance	7,100	-	-	7,100
142-72210-212	Medicare	1,201	-	-	1,201
142-72210-524	In-service/Staff development	5,000	-	4,413	9,413
142-72210-790	Other Equipment	4,047	-	-	4,047
142-99100-504	Indirect Costs	5,564	-	-	5,564
142-47141	Consol Admin Revenues	119,622	-	-	119,622
142-71100-116	Teachers Salaries	358,998	-	(2,257)	356,741
142-71100-163	Educational Assistants	-	-	38,260	38,260
142-71100-189	Other Salaries & Wages	150,363	-	49,972	200,335
142-71100-201	Social Security	31,580	-	5,329	36,909
142-71100-204	Retirement	53,797	-	9,181	62,978
142-71100-206	Life Insurance	1,050	-	-	1,050
142-71100-207	Health Insurance	35,400	-	-	35,400
142-71100-212	Medicare	7,386	-	1,245	8,631
142-71100-311	Contracts - Other Systems	9,152	-	-	9,152
142-71100-429	Instructional Supplies & Materials	122,680	-	243,768	366,448
142-71100-499	Other Supplies & Materials	600	-	-	600
142-71100-722	Regular Instruction Equipment	104,587	-	262,760	367,347
142-72130-189	Other Salaries & Wages	2,000	-	-	2,000
142-72130-201	Social Security	186	-	-	186
142-72130-204	Retirement	315	-	-	315
142-72130-212	Medicare	44	-	-	44
142-72130-399	Contracted Services	92	-	-	92
142-72130-599	Other Charges	7,678	-	-	7,678
142-72130-790	Other Equipment	2,500	-	-	2,500
142-72210-369	Contracts for Substitute Teachers	32,581	-	28,542	61,123
142-72210-399	Contracted Services	12,000	-	32,000	44,000
142-72210-524	In-service/Staff Development	202,551	-	98,340	300,891
142-99100-504	Indirect Costs	27,522	-	-	27,522
142-47141	Revenues - Title I	1,163,062	851,936	731,137	1,930,202

REASON FOR AMENDMENT:

Reallocation of Consolidated Admin costs and to Allocate Title I carryover.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

GMSD Board Chair

Date

GMSD Superintendent

Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020-2021 Amendment # 17

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-189	Other Salaries & Wages	65,142	-	(34)	65,108
142-72210-201	Social Security	4,039	-	(1)	4,038
142-72210-204	Retirement	6,705	-	217	6,922
142-72210-206	Life Insurance	175	-	(105)	70
142-72210-207	Health Insurance	8,836	-	(4,944)	3,892
142-72210-212	Medicare	945	-	-	945
142-72210-369	Contracts for Substitutes - Certified	-	-	3,495	3,495
142-72210-524	In-service/Staff Development	7,060	-	19,897	26,957
142-99100-504	Indirect Costs	2,120	-	-	2,120
142-47189	Title II Revenues	95,022	-	18,525	113,547
142-71100-429	Instructional Supplies & Materials	10,582	-	2,271	12,853
142-71100-722	Regular Instruction Equipment	950	-	(20)	930
142-72210-524	In-service/Staff Development	1,200	-	1,200	2,400
142-99100-504	Indirect Costs	100	-	-	100
142-47146	Title III Revenues	12,832	-	3,451	16,283
142-71100-429	Instructional Supplies & Materials	23,725	-	2,550	26,275
142-71100-499	Other Supplies & Materials	3,126	-	-	3,126
142-71100-722	Regular Instruction Equipment	17,000	-	-	17,000
142-72120-499	Other Supplies & Materials	14,700	-	-	14,700
142-72210-499	Other Supplies & Materials	45	-	-	45
142-72130-790	Other Equipment	630	-	2,092	2,722
142-72210-369	Contracts for Substitutes - Certified	-	-	6,966	6,966
142-72210-524	In-service/Staff Development	38,385	-	31,456	69,841
142-47147	Title IV Revenues	97,611	-	43,064	140,675

REASON FOR AMENDMENT:

Allocations for Title II, III, and IV 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: 2020-2021

Amendment # 18

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-71100-116	Teachers' Salaries	24,000	(24,000)	-	-
142-71100-189	Other Salaries & Wages	1,873,676	26,324	(228,803)	1,671,197
142-71100-201	Social Security	117,656	(63,468)	49,427	103,615
142-71100-204	Retirement	195,460	(105,438)	(4,408)	85,614
142-71100-206	Life Insurance	40	(40)	-	-
142-71100-212	Medicare	27,515	(226)	(3,056)	24,233
142-71100-312	Contracts with Private Agencies	600,000	(600,000)	-	-
142-71100-369	Contracts for Subs - Certified	360,000	-	40,000	400,000
142-71100-370	Contracts for Subs - Noncertified	20,000	25,000	(45,000)	-
142-71100-429	Instructional Supplies & Materials	-	109,219	24	109,243
142-71100-471	Software	115,000	(25,000)	(16,315)	73,685
142-71100-722	Regular Instructional Equipment	1,727,094	-	92,254	1,819,348
142-71200-201	Social Security	6,138	-	62	6,200
142-71200-204	Retirement	10,197	-	103	10,300
142-71200-206	Life Insurance	200	-	100	300
142-71200-207	Health Insurance	6,000	-	3,000	9,000
142-71200-212	Medicare	1,435	-	16	1,451
142-72130-599	Other Charges	25,000	-	(25,000)	-
142-72210-189	Other Salaries & Wages	272,432	-	113,000	385,432
142-72210-201	Social Security	16,824	313	6,989	24,126
142-72210-204	Retirement	26,244	(37)	7,603	33,810
142-72210-206	Life Insurance	800	400	-	1,200
142-72210-207	Health Insurance	24,000	12,000	-	36,000
142-72210-212	Medicare	3,694	257	1,639	5,590
142-72410-104	Principal Salaries	103,130	(103,130)	-	-
142-72410-161	Secretary	39,000	(39,000)	-	-
142-72410-162	Clerical	71,173	(71,173)	-	-
142-72410-189	Other Salaries & Wages	-	14,413	2	14,415
142-72410-201	Social Security	13,224	(12,330)	-	894
142-72410-204	Retirement	21,970	(21,970)	-	-
142-72410-206	Life Insurance	600	(600)	-	-
142-72410-207	Health Insurance	18,000	(18,000)	-	-
142-72410-212	Medicare	3,092	(2,883)	-	209
142-72410-524	In-service/Staff Development	25,000	-	(25,000)	-
142-72510-104	Director Salaries	-	39,000	(39,000)	-
142-72510-161	Accountant Salaries	-	-	39,000	39,000
142-72510-201	Social Security	-	2,418	-	2,418
142-72510-204	Retirement	-	4,017	-	4,017
142-72510-207	Health Insurance	-	9,000	-	9,000
142-72510-212	Medicare	-	600	-	600
142-72510-299	Other Benefits	-	300	-	300
142-72520-188	Bonus Payments	679,000	-	(10,000)	669,000
142-76100-706	Building Construction	3,252,899	874,034	43,362	4,170,295

REASON FOR AMENDMENT:

Reallocation of ESSER 3.0 funds. GOAL costs moved to ESSER 2.0.

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: 2020-2021

Amendment # 19

GMSD Acct #	GMSD Acct	Original Budget	Changes	Requested Changes	Amended Budget
142-71100-189	Other Salaries & Wages	-	-	247,600	247,600
142-71100-201	Social Security	-	-	16,300	16,300
142-71100-204	Retirement	-	-	8,240	8,240
142-71100-212	Medicare	-	-	3,860	3,860
142-71100-499	Other Supplies & Materials	-	-	4,000	4,000
142-47401	TN ALL Corps Revenues	-	-	280,000	280,000

REASON FOR AMENDMENT:

Allocation of TN ALL Corps funding - project 936

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

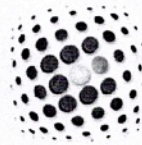
_____ Budget revision is denied for the following reason(s):

GMSD Board Chair

Date

GMSD Superintendent

Date



CENTRAL
Technologies, Inc.

We have prepared a quote for you

**ViewSonic - Houston MS / 35 panels on carts & 23
carts**

Quote # 007370
Version 1

Prepared for:

Germantown Municipal School District

Chris Cooper
christopher.cooper@gmsdk12.org

Products

Description	Price	Qty	Ext. Price
IFP7550-E1 Viewsonic - 75" ViewBoard 4K Ultra HD Interactive Flat Panel Bundle - 75" LCD - ARM Cortex A53 1.20 GHz - 2 GB - Infrared (IrDA) - Touchscreen - 16:9 Aspect Ratio - 3840 x 2160 - LED - 350 Nit - 1,200:1 Contrast Ratio - 2160p - USB - HDMI - VGA	\$2,350.00	35	\$82,250.00
IFP-EW-70-02 Viewsonic Warranty/Support - 2 Year Extended Warranty - Warranty - On-site - Technical	\$0.00	35	\$0.00
IFP-WG-70-03 Viewsonic ViewCare White Glove - 3 Year Extended Service - Service - On-site - Maintenance - Parts & Labor - Physical Service	\$0.00	35	\$0.00
PROCOLOR-MOBILE200-3 Mobile Stand panels	\$499.00	35	\$17,465.00
PS725B Tripp Lite Power Strip 7 Outlet NEMA 5-15R AC 25' Cord 5-15P Black Housing - NEMA 5-15P - 7 x NEMA 5-15R - 25 ft Cord - 120 V AC Voltage - 1800 W - External	\$39.00	35	\$1,365.00
IFPD-Cart IFPD Delivery & Setup on Mobile Cart	\$250.00	35	\$8,750.00
PROCOLOR-MOBILE200-3 Mobile Stand panels	\$499.00	23	\$11,477.00
IFPD-Cart IFPD Delivery & Setup on Mobile Cart	\$250.00	23	\$5,750.00
Subtotal:			\$127,057.00

Services Included

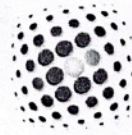
Professional Installation/Set-up by Central Tech
 Training for teachers on panel and software

- 35 panels, installed on mobile carts with power strips.

- And 23 mobile carts with installation to move existing panels off the wall and onto the carts (just installed this summer). We can use the 23 power strips you are already shipping us for those.

Purchasing Vehicle

Description	Qty
SEVIER CONTRACT SEVIER CONTRACT 010419SCS	1



ViewSonic - Houston MS / 35 panels on carts & 23 carts

Prepared by:
Central Technologies Inc
Chris Scoggins
901-230-8490
Fax 865-312-8190
cscoggins@centralinc.com

Prepared for:
Germantown Municipal School District
9755 Wolf River Blvd
Germantown, TN 38139
Chris Cooper
(901) 756-2370
christopher.cooper@gmsdk12.org

Quote Information:
Quote #: 007370
Version: 1
Delivery Date: 11/04/2021
Expiration Date: 01/28/2022

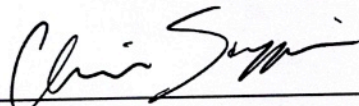
Quote Summary

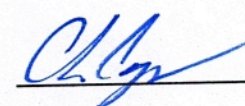
Description	Amount
Products	\$127,057.00
Total: \$127,057.00	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Central Technologies Inc

Germantown Municipal School District

Signature: 
Name: Chris Scoggins
Title: Account Executive
Date: 11/04/2021

Signature: 
Name: Chris Cooper
Date: _____