

GMSD Board Special Call Meeting

April 9, 2020 11:10 AM

Electronic / Virtual Meeting

{{Name: Agenda Item Name}} {{AgendaItemEnd}}

1. Call to Order
2. Approval of New HR Policy 5.101 Temporary COVID-19 Personnel Plan
3. Adjournment

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Temporary COVID19 Personnel Plan	Descriptor Code: 5.101	Issued Date: 04/09/20
		Rescinds:	Issued:

1 Effective March 23, 2020 and continuing through the date of school closure resulting from COVID-
2 19, the GMSD Board hereby adopts the following Temporary Personnel Plan:

3 All Germantown Municipal Schools (GMSD) full-time and part-time regular employees will continue
4 to be paid at their regular rate of pay during the school closure due to the COVID-19 pandemic.

5 Employees should follow the guidance of their immediate supervisor/principal to complete work
6 functions during the workday to insure the continuation of essential school/district business. Please
7 find below some general expectations for each job group keeping in mind that your
8 immediate supervisor may alter this as needed at his/her discretion.

9 10 All Employees

11 It is possible that you might be asked to perform certain tasks that may not be tasks you normally
12 perform. All employees are required to perform “other duties” as assigned during COVID-19 closure.

13 Central Office Employees

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15 All Central Office Employees will be working regular business hours under the direction of their
16 immediate supervisor and/or the Superintendent but from a remote location with the exception of our
17 Operations Employees. Operations Employees will continue to report to their assigned work location
18 and complete work as directed by the Deputy Superintendent. Operations Employees are required to
19 observe all safety protocols as directed by the Centers for Disease Control and Prevention (CDC), the
20 Tennessee Department of Health, and other public health authorities on appropriate steps to take
21 relating to the workplace during the COVID-19 pandemic. Central Office Employees will report to the
22 District Office only when necessary to receive deliveries, retrieve mail or other items necessary to
23 continue the efficient operation of the district. All employees are expected to respond to emails, phone
24 calls, and participate in video conferencing as requested.

25 26 Plant Managers

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28 Plant Managers will continue to report to their assigned schools and complete work as directed by the
29 Principal and/or Deputy Superintendent. Plant Managers are expected to conduct frequent check-ins
30 with both the Principal and/or Deputy Superintendent. The Deputy Superintendent may utilize Plant
31 Managers for other district-related operational tasks. Plant Managers are expected to respond to emails,
32 phone calls, work order requests, and participate in video conferencing as requested.

33 Principals

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35 Principals will be working regular business hours under the direction of the Superintendent but from a
36 remote location. Principals will report to their buildings only when necessary to retrieve mail or other

1 items necessary to continue the efficient operation of the school. Principals are expected to respond to
2 emails, phone calls, and participate in video conferencing as requested. Principals will also direct the
3 work of those employees assigned to their buildings.

4 **Vice Principal/Assistant Principals**

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6 Vice Principal/Assistant Principals will be working regular business hours under the direction of their
7 Principal but from a remote location. Vice Principal/Assistant Principals will report to their buildings
8 only when necessary to retrieve mail or other items necessary to continue the efficient operation of the
9 school. Vice Principal/Assistant Principals are expected to respond to emails, phone calls, and
10 participate in video conferencing as requested.

11 **School Psychologists**

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13 School Psychologists will be working regular business hours under the direction of the Assistant
14 Superintendent of Exceptional Student Education but from a remote location. School Psychologists are
15 expected to respond to emails, phone calls, participate in video conferencing, and remote parent
16 meetings as requested/needed to continue efficient operations.

17 **Speech Therapists**

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19 Speech Therapists will be working regular business hours under the direction of the Assistant
20 Superintendent of Exceptional Student Education but from a remote location. Speech Therapists are
21 expected to respond to emails, phone calls, participate in video conferencing, provide remote support
22 services to students as required, and remote parent meetings as requested/needed to continue efficient
23 operations.

24 **Occupational Therapists/Occupational Therapist Assistants**

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26 Occupational Therapists/Occupational Therapist Assistants will be working regular business hours
27 under the direction of the Assistant Superintendent of Exceptional Student Education but from a
28 remote location. Occupational Therapists/Occupational Therapist Assistants are expected to respond to
29 emails, phone calls, participate in video conferencing, provide remote support services to students as
30 required, and remote parent meetings as requested/needed to continue efficient operations.

31 **Physical Therapists/Physical Therapist Assistants**

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33 Physical Therapists/Physical Therapist Assistants will be working regular business hours under the
34 direction of the Assistant Superintendent of Exceptional Student Education but from a remote location.
35 Physical Therapists/Physical Therapist Assistants are expected to respond to emails, phone calls,
36 participate in video conferencing, provide remote support services to students as required, and remote
37 parent meetings as requested/needed to continue efficient operations.

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39 **Media Specialists (Librarians)**

40 Media Specialists (Librarians) will be working during regular business hours under the direction of the
41 Principal but from a remote location. Media Specialists (Librarians) are expected to respond to emails,
42 phone calls, participate in video conferencing, and keep student media resources updated as directed.

1 **Counseling Intervention Specialist**

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3 Counseling Intervention Specialist will be working regular business hours under the direction of the
4 Vice Principal/Principal but from a remote location. Counseling Intervention Specialist is expected to
5 respond to emails, phone calls, participate in video conferencing, and remote parent/student meetings
6 as requested/needed to continue efficient operations and to support students.

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8 **High School Counselors**

9 High School Counselors will be working during regular business hours under the direction of the Vice
10 Principal/Principal but from a remote location. High School Guidance Counselors are expected to
11 respond to emails, phone calls, participate in video conferencing, and remote parent/student meetings
12 as requested/needed to continue efficient operations and to support students.

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14 **Elementary/Middle School Counselors**

15 Elementary/Middle School Counselors will be working during regular business hours under the
16 direction of the Principal but from a remote location. Elementary/Middle School Counselors are
17 expected to respond to emails, phone calls, participate in video conferencing, and remote
18 parent/student meetings as requested/needed to continue efficient operations and to support students.

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20 **Teachers**

21 Teachers will be working regular business hours under the direction of the Principal but from a remote
22 location. Teachers will report to their buildings only when necessary to retrieve items necessary to
23 continue the efficient operation of the school. Teachers are expected to respond to emails, phone calls,
24 participate in video conferencing, and keep student instructional resources updated as directed.
25 Teachers should also participate in any remote parent/student meetings as requested/needed to continue
26 efficient operations and to support students. Teachers will continue to provide on-going educational
27 support to students as required.

28 **Curriculum Technology Teachers (CTT)/School Technology Support (STS)**

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30 CTTs and STSs will be working regular business hours under the direction of the Principal and/or
31 Blended Learning Supervisor and/or Director of Technology but from a remote location. CTTs and
32 STSs are expected to respond to emails, phone calls, participate in video conferencing, and provide
33 technical support to school staff with troubleshooting technical issues. CTTs will also serve as a
34 resource to instructional staff for student instructional resources.

35 **Academic and Behavior Interventionists**

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37 The Academic and Behavior Interventionists will be working regular business hours under the
38 direction of the Assistant Superintendent of Exceptional Student Education but from a remote
39 location. The Academic and Behavior Interventionists are expected to respond to emails, phone calls,
40 and participate in video conferencing/remote parent meetings as requested/needed to continue efficient
41 operations.

1 **Math and Reading Interventionists**

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3 Math and Reading Interventionists will be working regular business hours under the direction of the
4 Principal but from a remote location. Math and Reading Interventionists will report to their buildings
5 only when necessary to retrieve items necessary to continue the efficient operation of the school. Math
6 and Reading Interventionists are expected to respond to emails, phone calls, participate in video
7 conferencing, and keep student instructional resources updated as directed. Math and Reading
8 Interventionists should also participate in any remote parent/student meetings as requested/needed to
9 continue efficient operations and to support students. Math and Reading Interventionists will continue
10 to provide on-going educational support to students as required.

11 **Response to Intervention Coaches (RTI)**

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13 Response to Intervention Coaches will be working regular business hours under the direction of the
14 Principal but from a remote location. RTI Coaches will report to their buildings only when necessary
15 to retrieve items necessary to continue the efficient operation of the school. RTI Coaches are expected
16 to respond to emails, phone calls, participate in video conferencing, and keep student instructional
17 resources updated as directed. RTI Coaches should also participate in any remote parent/student
18 meetings as requested/needed to continue efficient operations and to support students. RTI Coaches
19 will continue to provide on-going educational support to students as required.

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21 **Financial Secretaries**

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23 Financial Secretaries will be working regular business hours under the direction of the Principal and/or
24 School Accounting Specialist but from a remote location. Financial Secretaries are expected to respond
25 to emails, phone calls, participate in video conferencing and complete financial reports, including
26 payroll, as required to continue efficient operations. If a laptop computer is needed, please contact
27 your Principal and/or School Accounting Specialist as soon as possible so that he/she can make
28 arrangements to provide you with one.

29 **Attendance Operators**

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31 Attendance Operators will be working regular business hours under the direction of the Principal but
32 from a remote location. Attendance Operators are expected to respond to emails, phone calls,
33 participate in video conferencing, and complete reports. Attendance Operators will also continue to
34 work with on-line student registration for the 2020-21 school year as required by Student Services to
35 continue efficient operations. If a laptop computer is needed to complete the above-mentioned
36 responsibilities, please contact your Principal as soon as possible so that he/she can make arrangements
37 to provide you with one.

38 **School Clerical**

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40 School Clerical employees will be working regular business hours under the direction of the Principal
41 but from a remote location. School Clerical employees are expected to respond to emails, phone calls,
42 participate in video conferencing, and complete reports as needed to continue efficient operations. If a
43 laptop computer is needed to complete the above-mentioned responsibilities, please contact your

1 Principal as soon as possible so that he/she can make arrangements to provide you with one.

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3 **SPED Clerical**

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5 SPED Clerical employees will be working regular business hours under the direction of the Principal
6 but from a remote location. SPED Clerical employees are expected to respond to emails, phone calls,
7 participate in video conferencing, and complete reports as needed to continue efficient operations. If a
8 laptop computer is needed to complete the above-mentioned responsibilities, please contact your
9 Principal as soon as possible so that he/she can make arrangements to provide you with one.

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11 **School Nurses**

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13 School Nurses will be working regular business hours under the direction of the Coordinated School
14 Health Supervisor but from a remote location. School Nurses are expected to respond to emails, phone
15 calls, participate in video conferencing, complete reports as needed, and participate in remote
16 parent/student meetings as requested/needed to support students and continue efficient operations. If
17 a laptop computer is needed to complete the above-mentioned responsibilities, please contact your
18 Principal as soon as possible so that he/she can make arrangements to provide you with one.

19 **SPED Assistants**

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21 SPED Assistants will be working regular business hours under the direction of the Principal from a
22 remote location. SPED Assistants are expected to respond to emails and phone calls from their
23 Principal. If a SPED Assistant does not have access to internet at home, he/she will need to establish a
24 method of communication with the Principal to complete necessary work-related tasks during the
25 school closure.

26 **Educational Assistants/Study Hall Monitors/ISS Monitors**

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28 Educational Assistants/Study Hall Monitors/ISS Monitors will be working regular business hours
29 under the direction of the Principal from a remote location. Educational Assistants/Study Hall
30 Monitors/ISS Monitors are expected to respond to emails and phone calls from their Principal. If an
31 Educational Assistant/Study Hall Monitor/ISS Monitor does not have access to internet at home,
32 he/she will need to establish a method of communication with the Principal to complete necessary
33 work-related tasks during the school closure.

34 **Library Assistants/Lunchroom Monitors**

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36 Library Assistants/Lunchroom Monitors will be working regular business hours under the direction of
37 the Principal from a remote location. Library Assistants/Lunchroom Monitors are expected to respond
38 to emails and phone calls from their Principal. If a Library Assistant/Lunchroom Monitor does not
39 have access to internet at home, he/she will need to establish a method of communication with the
40 Principal to complete necessary work-related tasks during the school closure.