

GMSD Work Session
April 20, 2020 5:00 PM
Electronic / Virtual Meeting

1. Approval of grant of Tenure to the recommended teachers
2. Approval of Policy HR 5.3051 FFCRA Leave
3. Approval of External Staffing of Substitute Workforce Contract
4. Amended School Activity Fund Audit Contract 2019-20
5. Riverdale Painting Project
6. Dogwood Elementary School ADA Project
7. GMSD FY 2019-20 Miscellaneous Budget Amendments # 18,19 & 20
8. Resolution for Waiver of Policies in COVID19
9. Further Business

School Tenure Eligibility Review

Process:

- A list was generated by the Human Resources Department on teachers who met tenure eligibility requirements at the conclusion of the 2018-2019 school year. Due to overall Level of Effectiveness Scores (LOE) being released in the Fall 2019 semester, teachers eligible for tenure are being presented to the GMSD school board during the Spring 2020 semester.
- Principals reviewed the list and then were asked to identify any staff members who may have inadvertently been left off the list.
- HR, by this collaborative effort with the Principals, reviewed these additional names and determined their eligibility status for tenure as described in the *Understandings* section. The finalized list of teacher names eligible for tenure is on page 2.

Understandings:

1. According to school board policy, 5.117-*Teacher Tenure*, “the decision to grant tenure is solely within the discretion of the board.”
2. Tenure is granted typically when there has been a completion of five (5) school years or not less than forty-five (45) months within the last seven-year period.
3. Employees’ evaluations must demonstrate an overall performance effectiveness level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education, during the last two (2) years of the probationary period.
4. Teachers from other public school systems in the state of Tennessee who arrived to us in a non-tenured status can include these years of service to count towards the five (5) years with the last two of the five years being at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education. Year 5 of the non-tenured status does have to be with the Germantown Municipal School District.
5. A teacher that comes to us that *has tenure* from another Tennessee public school system must serve two (2) consecutive school years with us on probationary status. During these two (2) years of service, the teacher does have to perform at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education.

With Gratitude:

Thank you GMSD School Board for reviewing this list of thirty-one (31) staff members. By granting these teachers tenure, you have honored their work with children in this school district. On their behalf, the HR Team and our School Principals appreciate the consideration and the amount of work you put in for this school district.

GMSD Tenure Recommendations

The following Certified Staff Members have met the requirements for initial tenure eligibility according to TCA 49-5-501 et seq.

Certified Staff Member	Location
Katherine Brown	Dogwood Elem
Mallory Goodrich	Dogwood Elem
Alexa Guynes	Dogwood Elem
Melody McGaughey	Dogwood Elem
Alexis Sweda	Dogwood Elem
Tricia Tubbs	Dogwood Elem

Certified Staff Member	Location
Garitha Bland	Riverdale Elem
Katherine Caudle	Riverdale Elem
Neyle Coppedge	Riverdale Elem
Jennifer Edens	Riverdale Elem
Kelly Hogan	Riverdale Elem
Melissa Johnson-Cychowski	Riverdale Elem
Crista Ponder	Riverdale Elem
Kelsey Woolfolk	Riverdale Elem

Certified Staff Member	Location
Chelsi Carruth	Farmington Elem

Certified Staff Member	Location
Andrea Dancy	Forest Hill Elem
Mira Ehrhardt	Forest Hill Elem
Ashley Rotenberry	Forest Hill Elem

Certified Staff Member	Location
Hannah Grace Davis	Houston Middle
Ginny Germann	Houston Middle
Kathryn Lee	Houston Middle

Certified Staff Member	Location
Halle Griggs	Houston High
John Hagan	Houston High
Thomas Kolodziej	Houston High
Catherine Livesay	Houston High
Ryan Quinn	Houston High
Erin Seboldt	Houston High
Miriah Smith	Houston High
Betsy Stewardson	Houston High
Chad Uhiren	Houston High
David Underwood	Houston High

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: FFCRA LEAVE	Descriptor Code: 5.3051	Issued Date: 04/20/20
		Rescinds:	Issued:

1 *General*¹

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April 1,
3 2020 until December 31, 2020.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary
5 administrative procedures. Employees should seek clarification from the Germantown Municipal School
6 District Human Resources Department if they have questions regarding the total amount of leave and
7 pay available to them.

8 **PAID SICK LEAVE**

9 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework
10 because the employee:²

- 11 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
12
- 13 2. has been advised by a health care provider to self-quarantine related to COVID-19;
14
- 15 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
16
- 17 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The
18 individual must be someone with a personal relationship to the employee;
19
- 20 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
21 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
22 suitable person is available to care for the child during the requested period of leave. Son or
23 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
24 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
25 who is incapable of self-care because of a mental or physical disability; or
26
- 27 6. is experiencing any other substantially similar condition specified by the Secretary of Health
28 and Human Services, in consultation with the Secretaries of Labor and Treasury.

29 This paid leave may be taken if there is work available for the employee to complete and the employee
30 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave
31 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to
32 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

1 EXPANDED FMLA LEAVE

2 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the
3 beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who
4 were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)
5 of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the
6 district.³

7 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or
8 telework due the need to care for his/her son or daughter because of a school or child care facility closure
9 or because the person who regularly provides child care (i.e. this could include a family member or a
10 neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is
11 defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing
12 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care
13 because of a mental or physical disability.

14 Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available
15 may be impacted by any prior use of FMLA.⁶

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take
17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds
18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave
19 or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References

Sick Leave 5.302
Family and Medical Leave 5.305

Germantown Municipal School District - HR Substitute RFP Pricing Evaluation

Kelly Services

Employer Support Services

Description	Cost Per Day	Estimated Daily Max	Total Estimated Cost
Substitute Teacher	\$115.65	30	\$3,469.50
Certified Substitute Teacher	\$154.20	30	\$4,626.00
Substitute Education Assistant	\$86.70	10	\$867.00
Substitute Special Education Assistant	\$86.70	10	\$867.00
ISS/Study Hall Assistant	\$115.65	10	\$1,156.50
School Nurses	\$187.50	10	\$1,875.00
Percentage Markup for staffing	28.50%		\$12,861.00

Cost Per Day	Estimated Daily Max	Total Estimated Cost
\$116.55	30	\$3,496.50
\$155.40	30	\$4,662.00
\$81.58	10	\$815.80
\$81.58	10	\$815.80
\$116.55	10	\$1,165.50
\$226.62	10	\$2,266.20
29.50%		\$13,221.80

Point Calculation

Kelly Services

Employer Support Services

Lowest Cost of All Vendors	\$12,861.00
Total Cost of this Vendor	\$12,861.00
Percentage Multiplier (Lowest Cost / Cost of this Vendor)	100%
Maximum Points	20
Points Awarded to this Vendor (Multiplier x Max Points)	20.00

\$12,861.00
\$13,221.80
97%
20
19.45

AMENDMENT # 1
CONTRACT TO AUDIT ACCOUNTS
OF
Germantown Municipal School District - Internal School Funds-Internal School Funds
(Name of Organization)
FROM July 01, 2019 TO June 30, 2020

This amendment made this 19th day of February 2020, by and between Watkins Uiberall, PLLC, 1661 Aaron Brenner Drive, Suite 300, Memphis, TN 38120, (hereinafter referred to as the "auditor") and Germantown Municipal School District - Internal School Funds-Internal School Funds, of 6685 Poplar Avenue, Suite 202, Germantown, TN 38138, hereinafter referred to as the "organization", as follows:

1. In accordance with the requirements of paragraph 12 of the Contract to Audit Accounts, this writing amends the Contract to Audit Accounts executed between the auditor and the organization regarding the financial and compliance audit of the organization for the period beginning July 01, 2019, and ending June 30, 2020 which was approved by the Comptroller's Office on August 31, 2019.

2. This amendment is entered into for the following purpose:

Need to amend contract price due to addition of new elementary school during FY 20.

3. Select "a" OR "b" below:

a. The findings and questioned costs (if any) resulting from the work covered by this amendment **Will** be communicated in a separate written report, setting forth findings, recommendations for improvement, concurrence or nonconcurrence of appropriate officials with the audit findings, and comments on corrective action taken or planned. The auditor shall file **one (1)** electronic copy of said report with the Comptroller of the Treasury, State of Tennessee. The auditor shall furnish **1** printed copies and/or electronic copies of the report to the organization's management and those charged with governance. It is anticipated that the auditor's report shall be filed prior to **December 31, 2020**. Requirements for additional copies, including those to be filed with the appropriate officials of granting agencies, are listed below.

b. The findings and questioned costs (if any) resulting from the work covered by this amendment **Will Not** be communicated in a separate written report. However, the results of the work will be incorporated in the annual audit report either in the internal control and compliance report(s), notes to the financial statements, and/or the management letter, as required by *Government Auditing Standards*.

4. The auditor agrees to retain working papers for no less than five (5) years from the date the report is received by the Department of Audit. In addition, the auditor agrees that all audit working papers shall, upon request, be made available in the manner requested by the Comptroller for review by the Comptroller of the Treasury or the Comptroller's representatives, agents, and legal counsel, while the audit is in progress and/or subsequent to the completion of the report. Furthermore, at the Comptroller's discretion, it is agreed that the working papers will be reviewed at the office of the auditor, the entity, or the Comptroller and that copies of the working papers can be made by the Comptroller's representatives or may be requested to be made by the firm and may be retained by the Comptroller's representatives.

5. In consideration of the satisfactory performance of the provisions of this amendment, the organization shall pay to the auditor a fee of (Fees may be fixed amounts or per diem) (Fixed Amount: **\$20,400.00** or Estimated gross fee:)

(If per diem, an estimated gross fee should be furnished to the governing unit for budgetary purposes. A schedule of such per diem fees should be set forth below. Interim billings may be arranged with consent of both parties to this contract.) Provision for the payment of fees under this agreement has been or will be made by appropriation of management and those charged with governance.

SCHEDULE OF FEES AND/OR RATES:

Continued on next page --->>>

6. This writing, including the original contract and any additional amendments, contains all terms of this contract. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable, unless entered into in accordance with the procedures set out herein and approved by the Comptroller of the Treasury, State of Tennessee.

Watkins Uiberall, PLLC

Audit firm

Governmental Unit or Organization



By **Daniel Moore**

By

Signature

Signature

Title/Position: **Member**

Title/Position:

E-mail Address: **jthomason@wucpas.com**

E-mail Address:

Date: **February 19, 2020**

Date:

Approved by the Comptroller of the Treasury, State of Tennessee

For the Comptroller:

By

Date:

Riverdale Painting Project	Professional Painting Enterprises	Spruill Custom Construction	Savage Bros, Inc.
Base Bid	\$ 199,980.00	\$ 306,178.00	\$ 320,990.00
Add Alt #1	No Bid	No Bid	\$ 7,333.00
Add Alt #2	No bid	No Bid	\$ 110,782.00
Bid Bond- per thousand	\$ 20.00	\$ 13.00	\$ 25.00

**Wagner
General Contractors**

\$ 468,000.00

\$ 88,000.00

\$ 149,000.00

\$ 10.00

ADA UPGRADES
Dogwood Elementary School
GMSD # FY2020-10

Grinder, Taber
Grinder, Taber

Wagner
General

Base Bid includes all work in
plans and specifications for
items listed below:

#1- 1st hall West Girls/Boys
Toilet Rooms

\$ 274,714.00 \$ 355,000.00

#2- Gymn Girls/ Boys toilet
rooms

\$ 429,971.00 \$ 731,000.00

#3-Principal's toilet and clinic

\$ 91,328.00 \$ 50,000.00

#4- Resources Space

\$ 103,018.00 \$ 15,000.00

#5- Existing non accessible
teacher toilets-new finishes

\$ 78,907.00 \$ 3,000.00

#6- Provide two new accessible
teacher toilets

\$ 26,302.00 \$ 25,000.00

#7- new hot water heater
janitorial room

\$ 28,129.00 \$ 10,000.00

#8- 1st and 4th floor halls -new
millwork

\$ 19,774.00 \$ 40,000.00

#9-Modifications cafetorium

\$ 131,877.00 \$ 30,000.00

#10-Teacher's Lounge /Library
office

\$ 10,321.00 \$ 15,000.00

#11- Provide new millwork Sales
room

\$ 5,188.00 \$ 10,000.00

#12- Exterior modifications

\$ 256,586.00 \$ 367,200.00

#13- New reception desk	\$	4,926.00	\$	5,000.00
TOTAL ADA BID:	\$	1,461,040.00	\$	1,656,200.00

UNDERCUT EXCAVATION/Cubic Yard		29/CY		30/CY
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ALTERNATES:

#1-New entrance lobby, conference rm, Offices	\$	569,433.00	\$	459,499.00
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#2-New sprinkler system	\$	1,686,759.00	\$	1,891,137.00
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#3-Handrailing systems	\$	62,422.00	\$	30,000.00
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#4-Handrail systems, exterior	\$	57,278.00	\$	16,000.00
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Checklist of Requirements

SUBCONTRACTORS LISTED

Per T.C.A. § 62-6-119 for projects of \$25,000 or more for each portion over \$25,000, the prime contractor must list the license number, expiration and classification of the Prime and each subcontractor on the outside of bid envelope.

Prime Contractor License #	10555	47587
Expiration	4/30/2021	7/31/2021
Classification	BC-B,BC-C,MU-B	BC-A,B,HRA-A,C,E,2;MU

Subcontractors must be listed:

Electrical	Power Source	Allen Electric
License #	48280	10387
Expiration	1/31/2022	7/31/2021
classification	CE	CE

Masonry- LMC	Whitney Anderson	Whitney Anderson
License #	55910	55910
Expiration	11/30/2021	11/30/2021
Classification	LMC	LMC

Plumbing	Progressive	Progressive
License #	64974	64974
Expiration	11/30/2021	11/30/2021
Classification	BC,CMC,-A	BC,CMC,A
HVAC	Accurate Air	Accurate Air
License #	28857	28857
Expiration	11-31-21	1/31/2021
Classification	CMC-C	CMC-C
ROOFING	Dakota/DBA Jessie Bryant	Jessie Bryant
License #	26383	26388
Expiration	1/31/2021	3/31/2021
Classification	BC-20,BC-21	BC-20,BC-21
Certification of Understanding	YES	YES
Bid certification signature	YES	YES
Contractors References (3)	YES	YES
Drug and Alcohol Testing	YES	YES
Iran Divestment Act (signed and notarized)	YES	YES
Performance Bond	YES	YES
Price Per 1000	\$ 9.00	\$ 10.00
Bid Bond	5%	5%
Addenda (signed, acknowledged with bid)	YES	YES
Background Checks	YES	YES
Certificate of Liability Insurance	YES	YES

**B & B
Specialty**

Note:

Disqualified -No
subcontractor's license
or classifications listed
on outside of envelope
per T.C.A. §62-6-119

\$ 251,436.00

\$ 513,648.02

\$ 122,126.10

\$ 226,292.49

\$ 123,922.08

\$ 229,884.43

\$ 246,048.18

\$ 25,143.61

\$ 80,818.75

\$ 380,746.09

\$ 19,755.69

\$ 21,551.67

\$ 12,571.80

\$ 2,253,945.00

50/CY

\$ 600,000.00

\$ 2,479,546.00

\$ 50,000.00

\$ 50,000.00

23943

5/31/2021

BC-B

NO

NO

NO

NO

NO

NO

NO

NO

NO
NO
NO
NO

NO
NO
NO
NO

NO
NO
NO
NO

YES

YES

YES

YES

YES

\$ YES
20.00

5%

YES

NO

YES



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019 - 2020

Amendment # 18

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
177-44990	County Commission Revenues - Capital Projects	1,300,000	1,760,600	623,340	3,683,940
177-91300-707	Building Improvements	2,200,000	3,175,751	623,340	5,999,091

REASON FOR AMENDMENT:

To adjust appropriations for capital projects - DES ADA and ceiling tile/grid project. County Commission payments from March to June 2020.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019 - 2020

Amendment # 19

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-44110	Interest Income	100,000	-	20,000	120,000
141-71150-312	Contracts with Private Agencies	10,000	1,500	20,000	31,500

REASON FOR AMENDMENT:

To adjust appropriations for inpatient behavioral services for long-term stays.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019 - 2020

Amendment # 20

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
210-79100-281	Retiree Medical Claims	400,000	-	220,000	620,000
210-39000	Reserves - OPEB Trust Fund	2,800,788	-	(220,000)	2,580,788

REASON FOR AMENDMENT:

To adjust appropriations for retiree medical claims in the OPEB Trust Fund.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date

_____ Date



GBOE RESOLUTION 01/2019-2020

A RESOLUTION OF THE GERMANTOWN BOARD OF EDUCATION TO SUSPEND BOARD POLICIES

WHEREAS, T.C.A. § 49-2-203 authorizes local boards of education to govern their respective districts, including adopting, revising and suspending local board policies;

WHEREAS, GERMANTOWN BOARD OF EDUCATION Board Policy 1.600- Policy Development and Adoption provides that, “Any Board Policy or any part thereof, may be suspended by an affirmative vote of a majority of the members of the Germantown Board”; AND

WHEREAS, on April 2, 2020, Governor Bill Lee signed Public Chapter 652, which removed the requirement for TCAP testing and allowed the State Board of Education to promulgate necessary rules to address issues created by COVID-19 during the 2019-2020 school year; AND

WHEREAS, on April 9, 2020, the Tennessee State Board of Education revised several rules and policies in response to COVID-19, effective only for the 2019-2020 school year; AND

WHEREAS, changes made by the State Board of Education conflict with certain current local Board policies.

NOW, THEREFORE, BE IT RESOLVED, that the Germantown Board of Education hereby suspends the following policies or provisions of its policies for the remainder of the 2019-2020 school year, including but not limited to, those identified below, to the extent that they conflict with Public Chapter 652 or State Board of Education Policies or Rules and Regulations relevant to the 2019-2020 school year:

- 1) **Policy 4.600 – Grading**
 - (a) Students taking courses for high school credit shall receive no grade lower than the grade they earned in the course as of March 20, 2020. Additionally,



students taking post-secondary courses are not required to participate in the associated exam in order to receive GPA weighting for Spring 2020.

2) **Policy 4.605 – Graduation Requirements**

- (a) For the Class of 2020, graduation requirements are modified as follows:
- (b) Only twenty (20) credits are required to graduate per State Board of Education Rule 0520-01-03-.11;
- (c) The requirements for the following are waived:
 - i) ACT/SAT
 - ii) Civics exam
 - iii) EOC exams
- (d) Students schedule to receive an occupational diploma in the 2019-2020 or 2020-2021 school year shall only be required to demonstrate one (1) year of work experience.

3) **Policy 4.700 – Testing Programs**

Students shall not be required to take TCAP exams for the Spring 2020 semester.

4) **Policy 5.109 – Personnel Evaluations**

- (a) Level of overall effectiveness scores shall not be generated for educators for the 2019-2020 school year.
- (b) Any observations required by the State Board of Education Policy 5.201 that were not completed during the 2019-2020 school year as a result of COVID-19 are not required.
- (c) No student data from the 2019-2020 school year shall be allowed to negatively impact a teacher.

5) **Policy 5.611– Teacher Code of Ethics and GMSD Employee Responsibility and Ethics Superintendent**

- (a) The Superintendent may request an extension from the State Board of Education to report information that would impact educator licensure (*e.g.*, alleged employee misconduct, discipline of employees for actions that violate the Teacher Code of Ethics, *etc.*).



6. Policy 6.200 – Attendance, Pregnancy and Truancy

- (a) Students may not be penalized for non-attendance of online courses.
- (b) Non-attendance of online courses shall not count as unexcused absences and shall not be recorded. Further, students shall not be counted truant for failure to attend online courses.

BE IT FURTHER RESOLVED that the Superintendent shall consult with the Board as feasible and appropriate and shall timely report to the Board regarding implementation of Board Policies in alignment with Public Chapter 652 and updated State Board Policies and Rules and Regulations.

BE IT FURTHER RESOLVED that the Superintendent will consult with the Board if he determines that additional policies or provisions of policies not contained in this Resolution are found to conflict with current State Board Policies or Rules and Regulations.

BE IT FURTHER RESOLVED that the Superintendent may apply for any waiver or extension that ensures consistency with this Resolution, Board Policies and Public Chapter 652 or the State Board of Education Policies or Rules and Regulations implemented to effectuate Public Chapter 652.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein.

On this 20th day of April 2020.

Rebecca Luter, Chairman
Germantown Board of Education

Jason Manuel, Superintendent