

GMSD Board Business Meeting
September 30, 2025 6:00 PM
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
 - 6.A. TN Legislative Update
 - 6.B. Chairman's Report
 - 6.C. Financial Report
 - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
 - 8.A. Approval of the Minutes
 - 8.B. Revision of Policies - Second Reading
 - 8.C. School Activity Fees 25-26
9. Design proposal for turf field at the two southernmost softball fields at HHS
10. Announcements
11. Adjournment

September 2025 Legislative Report

In the regular session of the 114th General Assembly, HB675/SB415 passed, as amended, and became Public Chapter 426. This act created an advisory committee on innovations in kindergarten through grade twelve (K-12) education consisting of members of the Tennessee House of Representatives, the Tennessee Senate, the Tennessee State Board of Education, and the Tennessee Department of Education. The committee wrapped up hearings last week and covered the following topics throughout the summer:

- (1) Evaluation process for teachers and principals
- (2) State- and locally-mandated assessments for students enrolled in any of the grades kindergarten through twelve (K-12)
- (3) One hundred eighty (180) days of classroom instruction required under state law
- (4) Academic standards adopted by the state board for high school grades and subjects, to determine whether allowing students who may be working toward completing a career and technical education (CTE) elective focus to substitute certain CTE courses for courses required by the state board to receive a full diploma upon graduation
- (5) Educational, licensure, and training requirements for educators and persons pursuing teaching as a profession in this state, as well as the compensation structure and incentives for licensed educators

The committee hearings are all archived and available to watch on the General Assembly website. There is one additional meeting planned to discuss recommendations. That meeting is anticipated to be held sometime in October. From there, it will remain to be seen what kind of traction can be gained on some of these topics.



GMSD Board Business Meeting

August 26, 2025, 6:00 PM

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

Board Members in attendance:

Mr. Brian Curry

Mr. Andy Ellis

Mrs. Angela Griffith

Mr. Scotty Hendricks Jr.

Mr. Ryan Strain

Student Board Representative:

Billy Gates

In Attendance:

Superintendent Jason Manuel

Board Secretary Jo Ellen Druelinger

1. Call to Order

Chair Angela Griffith called the meeting to order at 6:06 p.m.

2. Moment of Silence

Chair Angela Griffith called for a moment of silence.

3. Pledge of Allegiance

Student Board Representative Billy Gates led the Pledge of Allegiance.

4. Approval of Agenda

Motion passed: I move to approve the agenda, passed with a motion by Mr. Brian Curry and a second by Mr. Scotty Hendricks Jr..

Mr. Brian Curry: Yea

Mr. Andy Ellis: Yea

Mrs. Angela Griffith: Yea

Mr. Scotty Hendricks Jr.: Yea

Mr. Ryan Strain: Yea

Yea: 5, Nay: 0

5. Recognition and Awards

State Top 3 Outcomes: The board recognized teachers whose students ranked in the Top 3 in the state on TCAP and EOC assessments for 2024–25, noting that GMSD placed in the top 10 across 24 of 27 assessed areas. Assistant Superintendent Missy Abel introduced the celebration of academic outcomes along with comments from:

- Bill Gillespie, Secondary Instructional Supervisor for Math, Science, and ACT
- Diane Stovall, K-8 ELA & Social Studies Supervisor
- Jennifer Ledford, K-8 Math & Science Supervisor

Appreciation was expressed for the collaborative efforts of teachers, co-teachers, interventionists, instructional coaches, and support staff, as well as key contributions from testing coordinators, technology staff, and special education and ESL teams.

The following grade levels were recognized:

Third Place Rankings

3rd Grade English Language Arts

Robin Snipes — Dogwood Elementary
Paige Boyce — Dogwood Elementary
Nikki Benzing — Farmington Elementary
Lindsay Pierce — Farmington Elementary
Kristi Gretke — Forest Hill Elementary
Lauren Whiddon — Forest Hill Elementary
Rhonyai Mitchell — Forest Hill Elementary
Ashley Gifford — Riverdale Elementary
Vicki Gabriel — Riverdale Elementary
Collin Pickens — Riverdale Elementary

3rd Grade Science

Susan Berry — Dogwood Elementary
Emily Mashour — Dogwood Elementary
Kelcey Horn — Farmington Elementary
Danna Lane — Farmington Elementary
Jennifer McDonald — Farmington Elementary
Mary Jane May — Forest Hill Elementary
Ashley Rotenberry — Forest Hill Elementary
Kimberly Thomas — Forest Hill Elementary
Rachel Heberling — Riverdale Elementary
Caren McCoy — Riverdale Elementary
Kayla Simpson — Riverdale Elementary

4th Grade Math

Brady Boyd — Dogwood Elementary
Elizabeth Grimm — Dogwood Elementary
Anna Brignole — Farmington Elementary
Julie McMinn — Farmington Elementary



Susan Brooke — Forest Hill Elementary
Mio Namba — Riverdale Elementary
Beth York — Riverdale Elementary
Gena Evans, co-teacher — Riverdale Elementary

7th Grade English Language Arts

Regina Castellaw — Houston Middle
Alaina Gamble — Houston Middle
Storm Schoonover — Houston Middle
Zaneta Grady — Riverdale Elementary
Christa Keesling, co-teacher — Houston Middle

English I

Sarah Condra — Houston High
Courtney Brookshire — Houston High
Jason Middlekauf — Houston High
Ginny Hunter — Houston High
Mary Green — Houston High
Katrina Wiley, co-teacher — Houston High

English II

Grant Ransom — Houston High
Zeke Vezina — Houston High
Kelli O'Brien — Houston High
Mary Unsell, co-teacher — Houston High
NaToya Chandler — Houston High

Second Place Rankings

3rd Grade Math

Susan Berry — Dogwood Elementary
McKenzie Stafford — Dogwood Elementary
Kelcey Horn — Farmington Elementary
Danna Lane — Farmington Elementary
Jennifer McDonald — Farmington Elementary
Mary Jane May — Forest Hill Elementary
Ashley Rotenberry — Forest Hill Elementary
Kimberly Thomas — Forest Hill Elementary
Rachel Heberling — Riverdale Elementary
Rebecca Camarata — Riverdale Elementary
Kayla Simpson — Riverdale Elementary
Leigh Collins, co-teacher — Forest Hill Elementary

4th Grade English Language Arts

Grace McKinney — Dogwood Elementary
Layla Zaravar — Dogwood Elementary
Lori Pettit — Farmington Elementary
Laura Daugherty — Farmington Elementary



Lori Graham — Forest Hill Elementary
Kimber Howard — Forest Hill Elementary
Megan Rader — Riverdale Elementary

4th Grade Science

Brady Veach — Dogwood Elementary
Lauren Stidham — Dogwood Elementary
Audrey Powell — Farmington Elementary
Julie McMinn — Farmington Elementary
Dallas Harness — Forest Hill Elementary
Kelly Dees — Riverdale Elementary
Ashley McInnis — Riverdale Elementary

First Place Rankings

5th Grade Math

Laura Coleman — Dogwood Elementary
Jessica Schlessler — Dogwood Elementary
Shelli Gibbs — Farmington Elementary
Amy Harrell — Farmington Elementary
Jordan McLaughlin — Forest Hill Elementary
Becky Spain — Forest Hill Elementary
Eve Cooper — Riverdale Elementary
Patrick Gossett — Riverdale Elementary
Molly Albonetti, co-teacher — Forest Hill Elementary

5th Grade Science

Caitlin Jaffe — Dogwood Elementary
Jessica Schlessler — Dogwood Elementary
Amy Harrell — Farmington Elementary
Charla Miller — Farmington Elementary
Amanda Lewis — Forest Hill Elementary
Becky Spain — Forest Hill Elementary
Nicholas Brashier — Riverdale Elementary
Kipp Lawton — Riverdale Elementary

6th Grade English Language Arts

Jennifer Chandler — Houston Middle
Dakota Culver — Houston Middle
Julia Hosea — Houston Middle
Abbey Heaton — Houston Middle
Kim Marsh — Riverdale Elementary
Lindsay Collins — Riverdale Elementary
Anne Chaney, co-teacher — Riverdale Elementary

6th Grade Math

Jason Barthalown — Houston Middle
Jordan Bell — Houston Middle



Amy Gunnell — Houston Middle
Lindsay Bounds — Houston Middle
Matt Freeman — Riverdale Elementary
Aaron Ledbetter — Riverdale Elementary
Susan Simmons, co-teacher — Houston Middle
Anne Chaney, co-teacher — Riverdale Elementary

7th Grade Math

Lindsay Herrera — Houston Middle
Brian Haynes — Houston Middle
Caroline Brooks — Houston Middle
Janna Carlyle — Riverdale Elementary
Lauren Rickman — Riverdale Elementary
Melanie Shuster, co-teacher — Riverdale Elementary
Christa Keesling, co-teacher — Houston Middle
Gena Evans, co-teacher — Riverdale Elementary

6. REPORTS

A. TN Legislative Update

Board member and TN Legislative Representative Brian Curry stated the General Assembly stands adjourned, so he had no legislative report this month.

B. Chairman's Report

Chair Angela Griffith reflected on her experience with strategic planning and long-range goal setting, acknowledging that she may not have fully mastered managing expectations but has become a student of strategizing and planning. She described the board as a group of “find a way” individuals and shared personal lessons from her father, including the sayings, “can’t never could” and the importance of balancing expectations with reality. She emphasized that prudence and perseverance can coexist, and that the board first sets goals and then identifies constraints. The chairman highlighted the importance of diplomacy and transparency as the board continues discussions with city officials regarding potential funding for the Houston High School Master Plan. She explained the need to distinguish between what is needed versus what is possible, acknowledging the challenge of balancing ambitious goals with available resources. She affirmed the board’s commitment to providing a 21st-century high school facility, noting the generational implications and long-term benefits for Germantown. She concluded by stressing the importance of shaping expectations with intention, guiding with clarity when paths shift, and maintaining a unified message grounded in shared values and vision for the future.

Board Member Activities

- **Vice Chairman Strain:** Attended the June Germantown Chamber luncheon, BOE retreat, and July joint BOE/Board of Mayor and Alderman meeting; met with Vice Mayor Gibson regarding HHS Master Plan funding; participated in Germantown CEO Roundtable,



Germantown Education Foundation summer soiree, and Germantown Financial Advisory Commission subcommittee; attended Dogwood's Meet the Teacher, first day of school, and cross-country camp; attended Houston Middle PTO meeting and Curriculum Night; participated in TSBA Summer Law Institute; met with prospective Houston High student and family.

- **Board Member Curry:** Participated in BOE retreat and annual GMSD kickoff; attended TSBA Summer Law Institute and legislative liaison meeting; welcomed students at Farmington Elementary; attended Meet the Mustangs, Houston vs. Germantown football game, Houston Middle Curriculum Night, and Houston High open house; met with and corresponded with constituents regarding property near Houston High.
- **Board Member Ellis:** Participated and hosted BOE retreat; attended June Germantown Chamber luncheon, July joint BOE/Board of Mayor and Alderman meeting, and city Financial Advisory Committee subcommittee; met with Aldermen Ulic and Hicks; attended GMSD kickoff, Meet the Mustangs, Houston vs. Germantown football game, Houston High open house, and Houston Middle Curriculum Night; participated in Mr. Murray's class scavenger hunt and Germantown one-mile race.
- **Board Member Hendricks:** Attended BOE retreat, July joint BOE/Board of Mayor and Alderman meeting, and annual GMSD kickoff; participated in Mr. Murray's scavenger hunt; greeted students at Dogwood and Houston Middle on first day; met with Campbell Clinic Foundation and Alderman Hicks regarding partnerships and alternative funding; attended football practices, Houston Middle vs. Millington game, jamboree, Meet the Mustangs, Houston vs. Germantown game, cross-country meet, and Houston Middle Curriculum Night.
- **Chair Giffith:** Attended June Germantown Chamber luncheon with Senator Brent Taylor; met with Vice Mayor Gibson regarding HHS Master Plan; participated in BOE retreat and July joint BOE/Board of Mayor and Alderman meeting; attended GMSD kickoff, TSBA Summer Law Institute, Germantown Financial Advisory Commission subcommittee, HHS open house, Houston vs. Germantown football game, Meet the Mustangs, and greeted students leaving Forest Hill Elementary on first day.

C. Financial Report

Chief Financial Officer Kevin Jones reported the Total Assets, Liabilities, and Fund Balances on the Balance Sheet for the period ending June 20, 2025.

GENERAL PURPOSE FUND

We have the following favorable variances for budgeted revenues:

- TISA, \$221K
- Sales tax, \$36K
- Mixed drink tax, \$73K
- Interest income, \$17K
- Rental income, \$72K



HEALTH INSURANCE FUND

Health insurance claims totaled \$221K for the month, versus \$542K budgeted.

CAFETERIA FUND

SFE reported a net income of \$253K for the year.

OPEB TRUST FUND

Net realized and unrealized gains on investments totaled \$575K year-to-date

D. Superintendent's Report

Superintendent Manuel provided an update on summer projects and enrollment figures for the 2025-2026 school year.

Facility Improvements at Houston High School

- **Ceiling Tile & Grid Project:** Phase 1, totaling \$1.5 million, was completed over the summer, covering the upstairs areas of the main building (A Building), auditorium lobby, and main lobby. Phase 2 will complete the lower levels at a similar cost.
- **LED Lighting Upgrades:** All fluorescent lighting was replaced with dimmable LED fixtures, resulting in an anticipated 18-22% annual utility savings and eliminating the need for ballast or bulb replacements.
- **Network Cabling:** Infrastructure upgrades were completed in the upper levels of the high school to improve speed and reliability of connections. Phase 2 will complete the lower levels.
- **Intercom System:** A new system was installed to provide full-building coverage. Completion of the system in the lower levels will coincide with Phase 2.
- **Elevator Replacement:** The original 1989 elevator was replaced with a new jack and cab system at a cost of \$255,000 to improve accessibility and reliability.
- **Front Office Renovation:** Houston High's front office received new furniture, flooring, and ceilings to align with GMSD standards.

Academic & Program Enhancements

- **Stang Studios:** The high school's print media center, funded through the ISM grant, is now operational as part of the school's CTE program. Students will work with local businesses to gain real-world experience in print production.

Athletic Facility Upgrades

- **Track & Stadium:** The track was replaced and expanded to eight lanes, allowing the district to host TSSAA state events. The stadium surface was also replaced to address safety concerns. Bleachers were updated for ADA accessibility. Total project cost: \$3 million.
- **Press Box:** A new Mustang press box was constructed, enhancing student broadcasting opportunities and improving the fan and visiting team experience.



Riverdale Elementary Improvements

- **Small-Group Spaces:** Six instructional spaces and four office spaces were added by repurposing locker and common areas to support intervention and tutoring programs. Total cost: \$194,000.
- **Raider TV Studio:** Equipment and wall upgrades were completed to allow for true green-screen effects, funded through PEG dollars.

Enrollment Snapshot (2025-2026)

- Dogwood Elementary: 589
- Farmington Elementary: 595
- Forest Hill Elementary: 634
- Riverdale K-8: 1,112
- Houston Middle: 966
- Houston High: 1,817
- GOAL: 59

A full breakdown by grade level and residency status will be presented with the October report.

7. Citizens to be heard

There were no citizens to be heard at this time.

8. CONSENT AGENDA

Motion passed: I move to approve all the items in the Consent Agenda, passed with a motion by Mr. Andy Ellis and a second by Mr. Scotty Hendricks Jr..

Mr. Brian Curry: Yea
Mr. Andy Ellis: Yea
Mrs. Angela Griffith: Yea
Mr. Scotty Hendricks Jr.: Yea
Mr. Ryan Strain: Yea

Yea: 5, Nay: 0

A. Approval of the Minutes

B. Revision of Policies - First Reading

Revisions are recommended for the following.

First Reading - 8/26/25

Second Reading - (date)

Revision Policy 2.403 Surplus Property Sales

The recommended change is based upon a change in the law.



C. Revision of Policies - Second Reading

Revisions are recommended for the following:

First Reading - June 17, 2025

Revision Policy 1.402: Notification of Meetings - The recommendation is being made to make the policy consistent with State law.

Revision Policy 1.704: Charter Schools- The recommendation is being made pursuant to a change in State law.

Revision Policy 1.800: School Calendar - School Day - The recommendation is being made pursuant to a change in State law.

Revision Policy 1.809: Non-Discrimination Statements-The recommendation is being made pursuant to a change in State law.

Revision Policy 3.202: Emergency Planning-The recommendation is being made pursuant to a change in State law.

Revision Policy 4.406.2: Student Use of the Internet-The recommendation is being made pursuant to a change in State law.

Revision Policy 5.303: Paid Leave After Birth or Stillbirth of Employee's Child or Adoption of Newly Placed Minor Child-The recommendation is being made pursuant to a change in State law.

Revision Policy 3.202: Emergency Planning-The recommendation is being made pursuant to a change in State law.

Revision Policy 6.200: Attendance and Truancy-The recommendation is being made pursuant to a change in State law.

Revision Policy 6.303: Interrogations and Searches-The recommendation is being made pursuant to a change in State law.

Revision Policy 6.312: Wireless Communication Devices-The recommendation is being made pursuant to a change in State law.

Revision Policy 6.432: Seizure Management-The recommendation is being made pursuant to a change in State law.

D. Miscellaneous FY 25-26 Budget Amendments #03

The amount is \$192,886.90 for FY 2026 - State Special Education Preschool Grant

9. BOARD ACTION ITEMS

A. Strategic Plan 2030

Motion passed: I move to approve the new Strategic Plan 2030, passed with a motion by Mr. Scotty Hendricks Jr. and a second by Mr. Brian Curry.

Mr. Brian Curry: Yea

Mr. Andy Ellis: Yea

Mrs. Angela Griffith: Yea

Mr. Scotty Hendricks Jr.: Yea

Mr. Ryan Strain: Yea

Yea: 5, Nay: 0



B. Purchase for Chromebooks

This purchase is budgeted in our FY26 GMSD Budget under Regular Instruction for Chromebook replenishment at HHS as part of our Device Refresh Plan.

Motion passed: I move to approve the purchase of Chromebooks from CDW-G for the amount of \$590,000, passed with a motion by Mr. Ryan Strain and a second by Mr. Andy Ellis.

Mr. Brian Curry: Yea
Mr. Andy Ellis: Yea
Mrs. Angela Griffith: Yea
Mr. Scotty Hendricks Jr.: Yea
Mr. Ryan Strain: Yea
Yea: 5, Nay: 0

C. Stop Loss Renewal 2025

Motion passed: I move to approve the Self-Funded Stop Loss Insurance renewal proposal with Sirius Point America Insurance through PERU, which contains a total annual Stop Loss premium in the amount of \$1,162,726., passed with a motion by Mr. Andy Ellis and a second by Mr. Brian Curry.

Mr. Brian Curry: Yea
Mr. Andy Ellis: Yea
Mrs. Angela Griffith: Yea
Mr. Scotty Hendricks Jr.: Yea
Mr. Ryan Strain: Yea
Yea: 5, Nay: 0

D. Miscellaneous FY 25-26 Budget Amendments #03

Motion passed: I more to approve Miscellaneous FY 25-26 Budget Amendments #3, passed with a motion by Mr. Scotty Hendricks Jr. and a second by Mr. Brian Curry.

Mr. Brian Curry: Yea
Mr. Andy Ellis: Yea
Mrs. Angela Griffith: Yea
Mr. Scotty Hendricks Jr.: Yea
Mr. Ryan Strain: Yea
Yea: 5, Nay: 0



E. School Fees 25-26

Motion passed: I move to approve the 25-26 School fees and costs, passed with a motion by Mr. Brian Curry and a second by Mr. Andy Ellis.

Mr. Brian Curry: Yea

Mr. Andy Ellis: Yea

Mrs. Angela Griffith: Yea

Mr. Scotty Hendricks Jr.: Yea

Mr. Ryan Strain: Yea

Yea: 5, Nay: 0

10. Announcements

Chair Griffith reminded all that the Board, along with Superintendent Manuel will meet with the Germantown Mayor, aldermen, and city administrative officials on Tuesday evening at Fire Station #4 on Forest Hill. This follow-up meeting builds on discussions held earlier in the summer and will focus on exploring funding opportunities for the Houston High facilities plan. The Chair noted that school is now two weeks in session and wished the community a safe and enjoyable Labor Day weekend. She highlighted the wide range of student activities currently underway — including athletics at all levels, parent meetings, and upcoming theater events such as the high school one-act productions and Falcon Footlights performances — and encouraged the community to check school and district websites and support students by attending events.

11. Adjournment

The meeting was adjourned with consensus at 7:19 p.m.

Chairperson

Date

Superintendent

Date

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: Surplus Property Sales*	Descriptor Code: 2.403	Issued Date: 08/**/25
		Rescinds:	Last Issued: 08/13/24

1 Surplus property including but not limited to textbooks and instructional materials may be declared
2 surplus property by the Superintendent and may be disposed of as provided below:

3 (a) All surplus property shall be sold to the highest bidder after advertising in a newspaper
4 of general circulation at least seven (7) days prior to the sale. The sale may be to the
5 highest bidder through an internet auction website used by GMSD, the City of
6 Germantown, or the State of Tennessee. Any internet auction must be open for bidding
7 for at least seven (7) days. For a sale by internet auction, the sale shall be advertised in a
8 Shelby County newspaper of general circulation and news and information website that
9 has a URL, if such website exists, and include in the advertisement the internet website
10 address and other necessary information concerning the sale and may also advertise the
11 sale on a website maintained by GMSD or the City of Germantown.

12
13 However, the Superintendent/designee may also transfer surplus property of any value to
14 Shelby County or to any municipality within Shelby County for public use, without the
15 need for a competitive bid.

16 (b) Surplus property which has no value or has a value of less than Five Hundred Dollars
17 (\$500) may be disposed of without the necessity of bids. In order for such disposal
18 without bids, the Superintendent and the Chair of the Board of Education must agree in
19 written form that the property is of no value or is of less value than Five Hundred Dollars
20 (\$500).

21 (c) If reasonable attempts to dispose of surplus properties fail to produce monetary return to
22 the system, the Superintendent shall dispose of the surplus property by any manner the
23 Superintendent deems to be appropriate.

24 **DISPOSAL OF COMPUTERS**

25 No matter the value of computers designated by the Superintendent/designee to be surplus property,
26 computers may be disposed of as follows:

27 (1) Donated to low-income families in the school district after the memory hard drives of the
28 computers have been sanitized; or

29
30 (2) Disposed of by selling or trading them to computer vendors or manufacturers as part of
31 the proposal to purchase new computers for GMSD.

1 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**

2 When equipment that was purchased with federal dollars is no longer needed for the original project or
3 program or for other activities currently or previously supported by a federal agency, disposition of the
4 equipment shall be made as follows:

5 (1) Items of equipment with a current per-unit fair market value of less than ~~\$5,000~~ \$10,000 may be
6 retained, sold or otherwise disposed of with no further obligation to the awarding agency.

7 (2) Items of equipment with a current per unit fair market value in excess of ~~\$5,000~~ \$10,000 may be
8 retained or sold and the awarding agency shall have a right to an amount calculated by
9 multiplying the current market value or proceeds from sale by the awarding agency's share of the
10 equipment. If the equipment is sold, the Federal awarding agency may permit GMSD to deduct
11 and retain from the Federal share \$1,000 of the proceeds to cover expenses associated with selling
12 and handling expenses.

* This Policy does not pertain to real property owned by GMSD.

Legal References

T.C.A. § 1-3-120
T.C.A. § 12-2-403
T.C.A. § 49-6-2007
T.C.A. § 49-6-2208
2 CFR § 200.313

Agreement for Professional Services

Germantown Municipal School District
Germantown, TN
Attn: Zac Percoski / Josh Cathey
Re: Track and Multi-purpose Turf Field Project

9/23/25

In the Design /Specification/Engineering / Quality Control role, the Service Provider will ensure that The Client's goals are achieved by providing Design, Specification, Engineering, and Quality Control Review, of the Track and Multi-purpose Turf Field Construction Project to include, but not limited to the following:

Design Phase

- ❖ Design, Specification, and Engineered DWG creation of the Surfaces and drainage base at the south side of the Houston HS complex including:
 - ◆ Artificial Turf Soccer/Lacrosse, Football Field
 - ◆ Aggregate Base and Drainage Systems
 - ◆ 8 Lane Track with Field Events
 - ◆ Four Pole LED Lighting
 - ◆ Home side Bleachers and Press box
 - ◆ Concrete sidewalks and walkways
 - ◆ Fencing

- ❖ Provide an Initial Cost Estimate of the Project after interviews and clarification
- ❖ Design / Specification & DWG creation of the Base and Drainage system for the field and Track
- ❖ Design / Specification & DWG creation of the Synthetic Turf Surface and Track
- ❖ Engage ASP's Engineer in value-added options to minimize costs and maintain expected quality
- ❖ Attend and prepare proposals for city submissions and Commission meeting
- ❖ Create a Request for Proposals document for hard bidding the work
- ❖ Assure that the specifications are clear, and proper potential contractors are contacted for Bidding
- ❖ Review Contract Documents for constructability and consult with Owner, to identify potential value engineering solutions
- ❖ Assist, review, and report on contractor bids
- ❖ Participate in any important interviews with potential contractors
- ❖ Produce post RFP analysis and review recommendations based on established evaluation criteria matrix with Owner

- ❖ Coordinate needs with Owner regarding design for quality and value
- ❖ Engage in discussions and meetings with the owner to move the project development in an expeditious manner
- ❖ Review details of the design as produced and meet with stakeholders for clarification
- ❖ Review and communicate with the stakeholders and specified others in a timely manner.

Construction Phase

- ❖ Quality Control of the construction to interface with the project at critical benchmarks to include but not limited to the following:
 - ◆ Field Base Contractor establishment of grades
 - ◆ Aggregate observation at quarries prior to delivery to site
 - ◆ Compaction verifications in the field
 - ◆ Concrete observations for perimeter Curbs
 - ◆ Soils, Sands, and Clays observation and verification
 - ◆ Unsuitable soils and suitable material replacements verifications
 - ◆ Observation and approvals of all submittals including: French drain and field pipe, geotextile materials, Turf, Shop Drawings.
 - ◆ Observation of Synthetic Turf upon arrival on truck
 - ◆ Observation of all materials for the turf installation including: Logos, seaming tape, glue, sewing equipment
 - ◆ Observation of turf construction techniques and observation of layout and assembly during all critical points of the construction
 - ◆ Observation of infill techniques and observation of process for QC verification
 - ◆ Final Inspection and walk around of Field
 - ◆ Observation of all materials for the track installation including: mixes, mat, overspray fabric, etc.
 - ◆ Observation of track construction techniques and observation of layout and quality during all critical points of the construction
 - ◆ Observation of markings and line spraying for QC verification
 - ◆ Final Inspection and walk around of Track
 - ◆ Observation of all materials for the light installation including fixtures, poles, wiring
 - ◆ Observation of light construction and observation assembly during all critical points of the construction
 - ◆ Final Inspection and walk around of Lights
 - ◆ Observation of all materials for the concrete and fence installation including: mixes, poles, fabric, fasteners
 - ◆ Observation of concrete and fence construction techniques and observation of pole placement and assembly during all critical points of the construction
 - ◆ Observation of concrete finishing techniques and observation of process of construction for QC verification
 - ◆ Final Inspection and walk around of concrete and fencing

- ◆ Observation of all materials for the grandstand installation including aluminum materials, concrete fasteners, railings and fabric.
- ◆ Observation of stand construction techniques and observation of assembly during all critical points of the construction
- ◆ Final Inspection and walk around of Stands

*Note: This scope of services does not include Site Survey/Inspections, Geotextile Report/Engineer, Main Electrical Service, Site Storm Drains/ ditches, and structures such as Ticket Booths, Concessions, Bathrooms, Locker Rooms.
We anticipate a 20-24 week time frame for construction of the above scope of work; subject to time of year and weather.*

Fee Structure

Athletic Surfaces Plus Fee for the scope of services for the overall project is 10% of the project costs of the Stadium field project related to the complete scope of work. An engagement fee of \$9,500 is due upon the signing of the agreement and will be deducted from the final invoice. Progress invoicing throughout the project. The distributions of these fees are based on the following percentages.

Design Phase 6.5% (upon the completion of, and based on lowest bid of the complete design):

- ◆ Concept Design and defined cost estimates 20%
- ◆ Preliminary Design 35%
- ◆ Final Design 45%
- ◆ RFP creation & Sealed Bid Opening

Construction Phase 3.5% (upon the completion of, and based on the contracted work):

- ◆ Initial 1/2 of Construction: laser grading, drainage, concrete work, sub soils placement
- ◆ Second 1/2 of Construction: surface installation, Turf, Track, Bleachers, lights, fencing

Timothy H. Cowan

9/23/25

Timothy H. Cowan, President, Athletic Surfaces Plus,

Jason Manuel, Superintendent, Germantown Municipal School District, Date

