

GMSD Work Session
May 18, 2020 5:30 PM
Electronic / Virtual Meeting

1. Review/ Revision of Policies after First Reading
2. Miscellaneous FY 2019-20 Budget Amendment # 21
3. Amendment to Maintenance Services Agreement
4. Extension of Custodial Contract with SKB
5. Insurance Renewal
6. GMSD FY 2020-2021 General Fund Budget - First Reading
7. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in May	Descriptor Term: Family and Medical/ Military Caregiver Leave	Descriptor Code: 5.305	Issued Date: 06/04/20
		Rescinds:	Issued: 01/30/17

1 **PURPOSE**

2 To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child,
3 and for the care of a child, spouse or parent who has a serious health condition.

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school system and has at least
6 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for
7 purposes of FMLA eligibility) during the previous twelve-month period.

8 **GENERAL PRINCIPLES OF FMLA LEAVE**

9 1. Any eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for
10 the following:

- 11 a. the birth or adoption of their child;
- 12 b. for bonding time with their healthy, newborn child beginning on the date of birth;
13 however, an eligible employee may not, after the birth, use intermittent or reduced
14 schedule leave to bond with their healthy, newborn child;
- 15 c. for the care of their child, spouse, or parent who has a serious health condition;
- 16 d. for qualifying exigencies arising out of the fact that the employee's spouse, child, or
17 parent is on active duty, or has been notified of an impending call or order to active duty,
18 in support of a contingency operation;

19 "Qualifying exigencies" include:

- 20 (1) Issues arising from a covered service member's short notice deployment (*i.e.*,
21 less days of notice) for a period of seven (7) days from the date of notification;
- 22 (2) Military events and related activities, such as official ceremonies, programs,
23 or events sponsored by the military or family support or assistance programs
24 and informational briefings sponsored or promoted by the military, military
25 service organizations, or the American Red Cross that are related to the active
26 duty or call to active duty status of a covered service member;

- 1 (3) Making or updating financial and legal arrangements to address a covered
2 service member's absence;
- 3 (4) Attending counseling provided by someone other than a health care provider
4 for oneself, the covered service member, or the child of the covered service
5 member, the need for which arises from the active duty or call to active duty
6 status of the covered service member;
- 7 (5) Taking up to fifteen (15) days of leave to spend time with a covered service
8 member who is on short-term temporary, rest and recuperation leave during
9 deployment;
- 10 (6) Attending to certain post-deployment activities, including attending arrival
11 ceremonies, reintegration briefings and events, and other official ceremonies
12 or programs sponsored by the military for a period of ninety (90) days
13 following the termination of the covered service member's active duty status,
14 and addressing issues arising from the death of a covered service member;
15 and
- 16 (7) Any other event that the employee and employer agree is a qualifying
17 exigency.
- 18 e. because the employee's own serious health condition makes the employee unable to
19 perform the functions of his or her job.
- 20 2. An expectant employee is entitled to up to twelve (12) weeks of FMLA leave for incapacity due
21 to pregnancy, for prenatal care, or for her own serious health condition following the birth of a
22 child. An expectant mother may take FMLA leave before the birth of a child for prenatal care or
23 if her condition makes her unable to work. The expectant employee is entitled to leave for
24 incapacity due to pregnancy even though the employee does not receive treatment from a health
25 care provider during the absence, and even if the absence does not last for more than three (3)
26 consecutive calendar days.
- 27 A spouse of the expectant employee is entitled to up to twelve (12) weeks of FMLA leave if
28 needed to care for a pregnant spouse who is incapacitated or if needed to care for the expectant
29 employee following the birth of a child if the delivering spouse has a serious health condition.
- 30 3. Medical certification may be required by the Superintendent when determining the FMLA leave
31 period.
- 32 4. Requests for leaves and extension of leaves shall conform to all state and federal laws governing
33 all leaves of absence.

34 **MILITARY CAREGIVER LEAVE**

35 An eligible employee who is a spouse, child, parent, or next of kin of a covered service member or
36 covered veteran with a serious injury or illness shall be granted up to a total of twenty-six (26)
37 workweeks of unpaid leave during a "single 12-month period" to care for the covered service member

1 or covered veteran. A covered service member is a current member of the Armed Forces, including a
2 member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or
3 therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a
4 serious injury or illness. A covered veteran is an individual who was a member of the Armed Forces at
5 any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or
6 therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
7 therapy.

8 For covered service members, a serious injury or illness is one that was incurred by a service member in
9 the line of duty on active duty that may render the service member medically unfit to perform the duties
10 of his or her office, grade, rank, or rating. For covered veterans, a serious injury or illness is defined as:

- 11 i. A continuation of a serious injury or illness that was incurred or aggravated in the line of
12 duty while on active duty that rendered the veteran unable to perform the duties of the
13 veteran's office, grade, rank, or rating;
- 14 ii. A physical or mental condition for which the veteran has received a U.S. Department of
15 Veterans Affairs Service Related Disability Rating (VASRD) of fifty percent (50%) or higher
16 and such VASRD rating is based, in whole or in part, on the condition precipitating the need
17 for military caregiver leave;
- 18 iii. A physical or mental condition that substantially impairs the veteran's ability to secure or
19 follow a substantially gainful occupation by reason of a disability or disabilities related to
20 military service, or would do so absent treatment; or
- 21 iv. An injury, including a psychological injury, on the basis of which the veteran has been
22 enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for
23 Family Caregivers.

24 The "single 12-month period" for leave to care for a covered service member or covered veteran with a
25 serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve
26 (12) months later, regardless of the twelve (12) month period established by the employer for other types
27 of FMLA leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of
28 leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may
29 include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn
30 child, for placement of a child for adoption or foster care, for care of a parent who has a serious health
31 condition, or for the employee's own serious health condition.

32 **RESTRICTIONS**

- 33 1. For foreseeable leave, the employee shall provide the GMSD Human Resources Department with
34 at least thirty (30) days written notice before the beginning of the anticipated leave.
- 35 2. The Superintendent may require that a request for leave be supported by certification issued by a
36 health care provider with the following information:
 - 37 a. the date on which the serious health condition commenced;
 - 38 b. the probable duration of the condition;

- 1 c. the appropriate medical facts within the knowledge of the health care provider regarding
- 2 the condition; and
- 3 d. a statement that the eligible employee is needed to care for the son, daughter, spouse or
- 4 parent and an estimate of the amount of time that such employee is needed.

5 3. If there is any reason to doubt the validity of the certification provided, the Superintendent may

6 require, at the expense of the school system, an opinion of a second health care provider.

7 4. Once it has been established that the leave requested qualifies for FMLA, the Superintendent/

8 designee shall notify the employee within two (2) business days (absent extenuating

9 circumstances) that:

10 *Any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick*

11 *leave or worker's compensation) shall run concurrently with FMLA leave.*

12 The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in

13 writing, no later than the following pay day.

14 5. Intermittent Leave –

15 a. Intermittent leave may be taken for a serious health condition of a spouse, parent, son or

16 daughter, for the employee's own serious health condition or a serious injury or illness of

17 a covered servicemember which requires treatment by a healthcare provider periodically,

18 rather than for one (1) continuous period of time, and may include leave of periods from

19 an hour or more to several weeks.

20 b. Intermittent or reduced scheduled leave may be taken for absences where the employee

21 or family member is incapacitated or unable to perform the essential functions of the

22 position because of a chronic serious health condition or a serious injury or illness of a

23 covered servicemember, even if he or she does not receive treatment by a healthcare

24 provider.

25 c. If an eligible instructional employee needs intermittent leave or leave on a reduced leave

26 schedule to care for a family member with a serious health condition, to care for a covered

27 servicemember, or for the employee's own serious health condition, which is foreseeable

28 based on planned medical treatment, and the employee would be on leave for greater than

29 twenty percent (20%) of the total number of working days over the period during which

30 the leave would extend, the school may require that such employee elect either to take

31 the leave for periods of a particular duration, not to exceed the duration of the planned

32 medical treatment or to transfer temporarily to an available alternative position offered

33 by the school system for which the employee is qualified, and that has equivalent pay and

34 benefits and better accommodates recurring periods of leave.

35 6. Period Near the End of an Academic Term (Professional Employees) - If leave is taken more

36 than five (5) weeks prior to the end of the term, the Superintendent may require the employee to

37 continue taking leave until the end of the term if the leave is at least three (3) weeks of duration

38 and the return of employment would occur during the three (3) week period before the end of the

39 term.

1 If the leave is taken five (5) weeks prior to the end of the term, the Superintendent may require
2 the employee to continue taking leave until the end of the term if the leave is greater than two (2)
3 weeks duration and the return to employment would occur during the two (2) week period before
4 the end of the term.

5 7. Tennessee Law - Leave for Adoption, Pregnancy, Childbirth and Infant Nursing - Any employee
6 eligible under Tennessee law who requests leave due to pregnancy, childbirth, nursing an infant,
7 or adoption shall be granted up to four (4) months unpaid leave. Said leave shall run concurrently
8 with the employee's FMLA leave.

9 8. Any employee on maternity/paternity leave shall be permitted to use accumulated sick leave and
10 annual leave for maternity or paternity leave for a period not to exceed the employee's
11 accumulated sick leave and annual leave balances or twelve (12) weeks, whichever is less.

12 However, to be eligible to use sick leave and maternity or paternity leave, the employee must
13 submit a written request that includes a statement from the attending physician indicating the
14 expected date of confinement, no later than the end of the fifth month of pregnancy. Upon
15 verification by a written statement from an adoption agency or other entity handling an adoption,
16 an employee may be allowed to use up to thirty (30) days of accumulated sick leave for the
17 adoption of a child. If both parents are employees, only one (1) parent is entitled to use sick
18 leave for maternity or paternity leave.

19 9. Spouses who are both eligible employees of the school district are limited to a combined total of
20 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
21 for the birth of their child or to care for their newborn child after birth, for placement of a child
22 for adoption or foster care, or to care for a parent who has a serious health condition. However,
23 spouses who are both eligible employees of the school district may each take twelve (12) weeks
24 of FMLA leave if needed to care for their newborn child with a serious health condition, provided
25 they have not exhausted their entitlements during the applicable twelve (12) month FMLA
26 period.

27 **REQUIREMENTS OF THE BOARD**

28 1. The employee shall be restored to the same position of employment or an equivalent position
29 with no loss of benefits, pay or other terms of employment.

30 2. The employee shall be kept under any group health plan for the duration of the leave.

31 3. The Board may recover the premium paid under the following conditions:

- 32 a. the employee fails to return from leave after the period of leave has expired; or
33 b. the employee fails to return to work for a reason other than the continuation, recurrence,
34 or onset of a serious health condition or other circumstances beyond the control of the
35 employee.

Family and Medical Leave Act 1993

T.C.A. § 4-21-408

T.C.A. § 49-5-702

T.C.A. § 49-5-710

29 CFR § 825.120

29 CFR § 825.127

29 CFR § 825.202

29 CFR § 825.207

29 CFR § 825.306

29 CFR § 825.601

Germantown Municipal School District

Monitoring: Review: Annually, in May	Descriptor Term: Continuity of Operations Plan	Descriptor Code: 3.2021	Issued Date: 05/18/20
		Rescinds:	Issued: 09/19/16

1 GMSD is responsible for maintaining mission critical operations throughout the district in the event of
2 a natural or manmade disaster that may result in the loss or incapacitation of multiple staff members,
3 extended school closing or loss of critical infrastructure.

4 I. Continuity of Operations Plan

5

6 A. Continuity of Leadership

7

8 In the event of a major event where administrative personnel are lost or incapacitated the
9 need for a sound hierarchy of leadership on the district level will be critical in maintaining
10 decision-making processes. As such, the superintendent has indicated the following
11 continuity of leadership will be followed on the district level.

12

13 1. Continuity of Leadership Hierarchy

14

a. Superintendent

15

b. ~~Assistant~~ Deputy Superintendent

16

c. ~~Chief of Operations~~ Assistant Superintendent of Student Services

17

d. ~~Director of Student Services~~ Assistant Superintendent of Teaching, Learning
18 and Assessment

18

19

e. ~~Director of Academic Advancement~~ Assistant Superintendent of Exceptional
20 Children

20

21

f. ~~Director of Exceptional Children~~ Assistant Superintendent of Finance

22

23 g. ~~Instructional Technology Coordinator~~ Executive Director of Human
Resources

23

24

h. ~~Information Technology Coordinator~~ Director of Information Systems

25

25 B. Mission Critical Operations

26

26 The district will maintain those services identified as essential to the daily operation of the
27 GMSD and will continue to provide those services either through the reallocation of staff or
28 the relocation of students and staff members to alternate locations in the district.

27

28

1 1. Continuity of Education

2 a. School Student/Staff Relocation

3 Following a major event or extended school closing where infrastructure is
4 lost, damaged or uninhabitable the GMSD will relocate students and staff to
5 alternate locations within the district to maintain the continuity of education.
6 The relocation of students will be determined based upon the severity of loss
7 to infrastructure and alternate locations will be chosen based upon individual
8 need.

9 b. School Staff Reallocation

10 In the event staff members are lost or incapacitated on the scale that the
11 education of students is jeopardized, those staff members will be replaced
12 with staff members from other schools within the district to ensure the
13 continuity of student education.

14 2. Services for Special Needs Students

15 Those students identified as having special needs will continue to receive the service
16 and support of the GMSD during critical events that may affect the schools they
17 attend or staff who provide service to them. Either reallocating staff or relocating
18 students will maintain these services. These relocations and staff reallocations will
19 be determined on the district level and those decisions will be made so as to
20 minimize the impact on the student and maintain their educational goals.

21 3. Nutrition

22 Food service will be maintained for all students attending schools in the GMSD.
23 The district will continue to provide food services to students that may be displaced
24 because or relocation to another building. GMSD will also reallocate cafeteria,
25 support staff and materials as necessary to maintain acceptable student nutrition.



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019 - 2020

Amendment # 21

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-207	Medical Insurance	1,810,954	-	17,000	1,827,954
141-72120-207	Medical Insurance	51,925	-	12,000	63,925
141-72210-207	Medical Insurance	120,015	-	20,000	140,015
141-72230-207	Medical Insurance	1,650	-	1,000	2,650
141-72320-207	Medical Insurance	26,250	5,250	2,000	33,500
141-71200-207	Medical Insurance	375,000	-	(52,000)	323,000
					-
263-42000	Employee Health Ins Contributions	1,672,760		84,000	1,756,760
263-42100	Employer Health Ins Contributions	3,261,640		10,000	3,271,640
263-79100-280	Medical Claims	4,524,004	(30,000)	240,000	4,734,004
263-79100-281	Stop-Loss Premiums	562,000		28,000	590,000
263-79100-282	Admin Expenses	180,000	30,000	4,000	214,000
263-39000	Reserves	1,784,950		(178,000)	1,606,950
					-

REASON FOR AMENDMENT:

To reallocate budgeted funding to cover medical insurance account activity.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

GMSD Board Chair Date

GMSD Superintendent Date

FIFTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT

THIS FIFTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT (the “Fifth Amendment”), effective as of July 1, 2020, is made by and between **Germantown Board of Education, operating as Germantown Municipal School District** (“Customer”), and **GCA Education Services, Inc.**, a division of ABM Industry Groups, Inc., the successor-in-interest to GCA Education Services, Inc. (“Contractor”). Contractor and Customer are hereinafter referred to as the “Parties” to this Fifth Amendment.

RECITALS:

- A. WHEREAS**, the Parties have entered into a Maintenance Services Agreement dated May 29, 2015, which was previously amended on March 30, 2016; March 20, 2017; July 28, 2017, and May 24, 2019 (collectively referred to as the “Agreement”), whereby Customer retained Contractor to perform various services specified in the Agreement itself; and
- B. WHEREAS**, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

- 1. **Term.** Section 4 of the Agreement is hereby amended to extend the term, which extended term shall commence as of July 1, 2020 and terminate June 30, 2021 (the “Term”), unless sooner extended or terminated as provided in the Agreement.
- 2. **Pricing.** Section 6 to the Agreement shall be modified as outlined in *Attachment A* below.
- 3. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this Fifth Amendment, all terms, covenants, conditions and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
- 4. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this Fifth Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.
- 5. **Counterparts.** This Fifth Amendment may be executed in one or more counterparts, and exchanged *via* facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have set their hands as of the day and year first above written.

GERMANTOWN BOARD OF EDUCATION

ABM INDUSTRY GROUPS, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CUSTODIAL SERVICES AGREEMENT

THIS CUSTODIAL SERVICES AGREEMENT (“Agreement”), by and between **Germantown Board of Education, operating as Germantown Municipal School District**, a school district organized and existing under the laws of the State of Tennessee (hereinafter referred to as the “Owner”), having its principal place of business at 6685 Poplar Ave. Suite 202, Germantown, TN 38138 and **SKB Facilities and Maintenance, Inc.** (hereinafter referred to as the “Contractor”), having its principal place of business at 3571 Winchester Rd. Memphis, TN 38118.

RECITALS:

1. Owner is desirous of contracting with a third party for providing custodial and cleaning services for the Germantown Municipal School District.

2. The Contractor represents that it can perform the work and is willing and able to perform the work required under this Agreement.

FOR AND IN CONSIDERATION of the mutual covenants contained in this Agreement, Owner and the Contractor (the “Parties”) agree as follows:

1. DEFINITIONS

As used in this Agreement, the following terms shall have the respective meanings set forth below:

“**Contract Documents**” means the documents listed in Section 3 of this Agreement and modifications issued after execution of the contract.

“**Contract Price**” means the amount to be paid for the Work, as set forth in Section 6 of this Agreement.

“**Contractor**” means the person or entity identified as such throughout the Contract Documents, as if singular in number, or its authorized representative.

“**Owner**” means Germantown Board of Education, including its Project Manager or other designees.

“**Equipment**” means the related materials involved in providing the services delineated herein.

“**Work**” means the services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligation.

2. SCOPE OF WORK. The Contractor shall furnish all labor, materials and equipment, and perform all work (collectively, the “Work”) required for custodial and cleaning services for the Germantown Municipal School District, in strict accordance with the Contract Documents. The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor hereby represents and warrants that it is certified and licensed to perform the Work. The Contractor shall provide the Owner copies of appropriate certifications upon request.

3. CONTRACT DOCUMENTS. The Contract Documents consist of the following documents which are either

attached to this Agreement or are incorporated herein by reference and made a part hereof:

- a. This Agreement, including the ARRA Addendum attached hereto, if any;
- b. RFP #FY170044 issued by the Division of Shared Services Purchasing;
- c. SKB Proposal dated April 2, 2019;
- d. Certificate(s) of Insurance submitted by the Contractor in connection with this contract;

3.1 PRIORITY OF DOCUMENTS. In the event of inconsistency between the terms of this Agreement and any other agreements or documents, the terms of this Agreement shall prevail.

4. CONTRACT TERM. The contract shall be for an initial period beginning May 28, 2019 through May 28, 2020 upon receipt of a fully executed Agreement. The Germantown Board of Education reserves the right to extend this agreement annually for up to four (4) additional consecutive one (1) year periods at the same pricing if agreeable to both parties.

5. CONTRACT PRICE. The Owner shall pay the Contractor for the performance of the Work, in current funds, a monthly payment of Sixty Eight Thousand Two Hundred Sixty Two and 43/100 Dollars (\$68,262.43) for the Services. Should service not be needed at a particular facility as defined in the proposal from SKB, the amount quoted from SKB for that particular facility will be deducted and monthly billing will be pro-rated accordingly.

6. PAYMENT FOR WORK PERFORMED. The Owner will use best efforts to pay within fifteen (15) days of receipt of an invoice for the Work accepted by the Owner.

7. RESPONSIBILITY FOR THE WORK. The Contractor shall take all responsibility for the Work, and shall take all precautions for preventing injuries to persons and property in or about the Work. The Contractor shall effectively protect its Work and shall be liable for all damage and loss by delay or otherwise caused by his neglect or failure so to do.

8. GENERAL INDEMNIFICATION. The Contractor shall take all responsibility for the Work and take all precautions for preventing injuries to persons and property in or about the Work; and shall bear all losses resulting to or on account of the amount or character of the Work. The Contractor shall pay or cause payment to be made for all labor performed or furnished and for all materials used or employed in carrying out this Agreement. The Contractor shall assume the defense of, and indemnify and save harmless the Owner, and the Owner's officers and agents from all claims relating to labor performed or furnished and materials used or employed for the Work; to inventions, patents and patent rights used in and in doing the Work unless such patent infringement is due to a product or process specified by the Owner; to injuries to any person or corporation received or sustained by or from the Contractor and any employees, and subcontractors and employees, in doing the Work, or in consequence of any improper materials, implements or labor used or employed therein; and to any act, omission or neglect of the Contractor and any employees therein.

9. INSPECTION AND TESTS. All Equipment furnished and installed hereunder shall be subject to the inspection, tests and approval of the Owner. Notwithstanding, the Owner's inspection of the Work shall not relieve the Contractor of any of its responsibilities to fulfill the contract obligations.

10. PATENT INDEMNIFICATION. The Contractor agrees to assume the defense of and shall indemnify and save harmless the Owner and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, Equipment or apparatus, or any part thereof which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, shall at its own expense, and as the Owner may elect, replace such material, Equipment or apparatus with non-infringing material, Equipment or apparatus, or remove the material, equipment, or apparatus and refund the sums paid therefor.

11. INSURANCE REQUIREMENTS. The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this

Agreement.

- a. Worker's compensation coverage in accordance with the statutory requirements and limits of the State of Tennessee
- b. Comprehensive general liability insurance for bodily injury, including death, and property damage of \$1,000,000 per occurrence from a company licensed to write insurance policies in the state of Tennessee.
- c. Comprehensive automobile liability insurance covering owned, hired, and non-owned vehicles with a minimum of bodily and property damage of \$1,000,000 each accident, combined single limit from a company licensed to write insurance policies in the state of Tennessee.
- d. Excess or umbrella insurance of \$1,000,000 per occurrence from a company licensed to write insurance policies in the state of Tennessee.
- e. Fidelity/Employee Dishonesty insurance with a \$100,000 limit from a company licensed to write insurance policies in the state of Tennessee.
- f. Employment practices liability insurance (EPLI) with a \$100,000 limit from a company licensed to write insurance policies in the state of Tennessee.

The Contractor shall not commence the Work until proof of compliance with this Section 11 has been furnished to the Owner by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the state of Tennessee. This certificate shall indicate that the contractual liability coverage is in force. The Owner shall be named as additional insured on the Contractor's Liability Policies. Written notice of cancellation of any insurance required by this Agreement, whether by the insurer or the insured must be provided to Owner at least thirty days prior to the effective date thereof, which shall be expressed in said notice. Contractor will ensure that required coverage is re-established should such cancellation occur. Failure to re-establish coverage shall be considered a breach of this Agreement.

12. DEVOTION TO DUTY. Contractor shall devote adequate time and attention to its duties under this Agreement and agrees that it shall perform these duties to the best of its ability and according to the requirements of this Agreement.

13. TERMINATION FOR UNSATISFACTORY PERFORMANCE. Owner shall have the right to terminate this agreement for failure of performance by Contractor. If, in the sole reasonable opinion of the Owner, Contractor is not performing services in accordance with the requirements of this agreement, and Owner desires to terminate the agreement, Owner shall give contractor sixty (60) days written notice of its intention to cancel the agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in default. On or before the end of the sixty (60) days Cure Period, Owner shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event Owner may, by further written notice, cancel the agreement thirty (30) days from the end of the Cure Period. In the event that Owner does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the agreement shall continue in full force and effect thereafter.

14. JOINT REVIEW COMMITTEE. A Joint Review Committee shall be formed and comprised of at least two (2) persons from Owner and two (2) persons from Contractor. The purpose of the Committee will be to review the performance by Contractor and facilitate regular communication between Owner and Contractor regarding the Services. This Committee shall hold its first meeting not later than thirty (30) days from the commencement of this Agreement and thereafter shall have regular meetings.

15. SAFETY REQUIREMENTS. The Contractor shall comply with all Federal, State, and local safety laws and regulations applicable to the Work performed under this Agreement. The Contractor shall also agree to abide by the following:

- a) Contractor shall be responsible for safeguarding against loss, theft or damage of Owner's property, materials, equipment and accessories. Owner shall provide storage for the equipment and supplies or materials normally required for services provided under this Agreement. Contractor shall be responsible for the proper secure and safe storage of its equipment, supplies or materials necessary for providing services to Owner.
- b) Contractor employees shall not carry or allow to be carried onto school property any guns, knives, dangerous weapons, alcohol or drugs. Contractor employees shall not use or allow to be used any tobacco products while on school property.
- c) Contractor shall be fully responsible for the security and appropriate use of any keys issued to Contractor or its employees. Contractor shall immediately notify Owner that a key has been lost. Contractor will replace lost keys and reimburse Owner for costs resulting from keys issued to Contractor and lost. Keys shall be returned to the appropriate site administrator at the end of each work period.
- d) Contractor personnel shall not allow unauthorized persons to enter school buildings.
- e) Owner shall charge back to Contractor \$15.00 per hour should an employee of Owner be required to secure a building left unsecured by a Contractor employee.
- f) All employees representing the Contractor shall abide by all policies set at the school level, including, but not limited to parking, checking in and out at the front office any time an employee of the Contractor is on campus, and working within the framework of the school and administration of the school to provide services that are least disruptive to the educational environment of the school.

16. BACKGROUND CHECKS. Contractor hereby agrees that it is aware of the provisions of Tennessee Code Annotated §49-5-413 requiring the background check of any employee or subcontractor that works on school grounds at any time when students are present, and prohibiting any person with a history of the criminal offenses cited in the statute from working on a school campus during such times. The Contractor hereby certifies that it has, and will, at all times during the performance of the Work, comply with the provisions of this statute and will provide to Owner, upon request, proof of its compliance with this provision. A default by the Contractor of the provisions of this Section 20 shall be automatic grounds for termination of this Agreement pursuant to Section 15.

17. NONDISCLOSURE. Contractor will not disclose or permit to be disclosed any proprietary information, data, systems, pricing or finances of Owner unless otherwise required by law. Contractor will not disclose or permit to be disclosed any information required by law to be maintained confidentially by Owner, including but not limited to individually identifiable information about students and confidential information concerning employees.

18. INDEPENDENT CONTRACTOR. It is understood and agreed that Contractor will perform the Work under this Agreement as an independent contractor. It is also agreed that Contractor will comply with all applicable federal, state, and local laws and regulations relating to the employment, insurance, and taxation of employees who perform Work under this Agreement. No agency or employment relationship with Owner is intended nor shall be construed to exist between Owner and Contractor or between Owner and any of Contractor's employees performing the Work under this Agreement, and neither Contractor nor its employees shall be entitled to participate in any of Owner's pension or employee welfare benefit plans, including its group life insurance plans. Owner will have no liability for payment of Contractor employee wages, fringe benefits, payroll taxes or other expenses of employment. Furthermore, if any charge, lawsuit or claim of any kind is filed against Owner alleging that Owner is also an employer of Contractor's employees, Contractor agrees to indemnify, hold harmless and reimburse Owner for all costs, including attorneys' fees in defending any such action. Contractor shall provide a fidelity bond to insure Owner against losses that Owner may incur as a result of acts by Contractor employees and/or agents and shall indemnify and hold Owner, its servants and employees harmless for negligent or intentional acts of Contractor employees.

19. ASSIGNMENT/SUB-CONTRACTING. The Contractor agrees that he will not sell, assign or transfer this Agreement or any part thereof or interest therein without the prior written consent of the Owner. It is understood that all terms and conditions of the Contract Documents apply to any subcontractors that may be utilized for this project.

20. GOVERNING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee without reference to its choice of law provisions. Jurisdiction of any legal proceeding or dispute related to this agreement shall be exclusively within the Courts of the State of Tennessee and venue shall be in Shelby County, Tennessee.

21. SEVERABILITY. The provisions of this Agreement are severable. If any section, paragraph, clause or provision of this Agreement shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall be unaffected by such adjudication and all of the remaining provisions of this Agreement shall remain in full force and effect as though such section, paragraph, clause or provision, or any part thereof so adjudicated to be invalid, had not been included herein, unless such remaining provisions, standing alone, are incomplete and incapable of being executed in accordance with the intent of the parties to this Agreement.

22. AMENDMENTS TO THIS CONTRACT. This Agreement may not be amended except by mutual agreement in writing which specifically recites that the Parties intend such writing to amend this Agreement and which is signed by authorized representatives of each party

23. ENTIRE AGREEMENT. This Agreement, together with the Scope of Work and other documents that may be executed pursuant to this Agreement and incorporated herein, constitutes the entire agreement between the Parties and shall supersede any and all prior agreements, communications and understandings between the Parties with respect to the subject matter hereof. The terms of this Agreement shall apply notwithstanding any proposed variations or additions that may be contained in any purchase order, invoice or other communication submitted by Contractor. This Agreement may not be modified, amended or changed except by mutual agreement in writing.

25. NOTICES. All notices required or permitted to be given by one party to the other under this Agreement shall be sufficient if sent by express delivery or confirmed facsimile, or certified mail, return receipt requested, to the Parties at the respective address set forth below, or to such other address as the party to receive the notice has designated by notice to the other party:

If to Contractor: SKB Facilities and Maintenance, Inc.
3571 Winchester Rd.
Memphis, TN 38118
Attn: Lashone Bynum

If to Owner: Germantown Municipal School District
6685 Poplar Ave. Ste. 202
Germantown, TN 38138
Attn: Joshua Cathey

26. NO WAIVER. The failure by either party at any time to require performance by the other of any provision of this Agreement shall in no way affect that party's right to enforce such provision, nor shall the waiver by either party of any breach of any provision of this Agreement be taken or held to be a waiver of any further breach of the same provision or any other provision.

27. SURVIVAL. Any provisions of this Agreement, and any other provisions that create obligations extending beyond the term of this Agreement, shall survive the expiration or termination of this Agreement, regardless of the reason for such termination.

28. EQUAL OPPORTUNITY. During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action so that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the

contracting officer setting forth the provisions of this nondiscrimination clause.

- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- c. To the extent required by law, the Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- d. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- e. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled or terminated.

29. SALES TAX EXEMPTION AND OTHER TAXES. The Contractor shall be responsible for paying all taxes and tariffs of any sort, related to the Work. Owner is a tax-exempt organization and, to the fullest extent allowable by law, shall incur no charges for the payment of taxes.

30. PROHIBITION AGAINST LIENS. The Contractor is prohibited from placing a lien on the Owner's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers.

31. ATTORNEYS FEE AND EXPENSE OF ENFORCEMENT. If, by reason of the failure of the Contractor to carry out and perform any of the provisions of this Agreement or the obligations under this Agreement, it becomes necessary or desirable in the judgment of the Owner to employ an attorney or incur any other reasonable attorneys' fees, cost or expenses, then Contractor agrees to pay such reasonable attorneys' fees and expenses, and hold Owner harmless against any loss thereof.

32. CONFLICT OF INTEREST. Contractor warrants that no part of the compensation payable hereunder shall be paid directly or indirectly to an employee or official of Owner as wages, compensation, or gifts in exchange in connection with the Services contemplated or performed relative to this Agreement. Contractor shall disclose in writing to Owner's Office of the General Counsel any financial or beneficial interests that it, or its principals or officers, has in services, products, or companies recommended to Owner in the performance of this Agreement. Failure to disclose any such interests shall be deemed a violation of this Agreement and will result in the forfeiture of all monies previously paid by Owner to Contractor pursuant to this Agreement.

33. COMPLIANCE WITH LAWS. Contractor will observe and comply with all applicable local, state, and federal laws, ordinances and regulations, including, but not limited to, Equal Opportunity laws, the Fair Labor Standards Act, the Occupational Safety and Health Act (OSHA) the Civil Rights Act of 1964, and the Americans with Disability Act (ADA).

34. APPROPRIATIONS. This Agreement is subject to the appropriation and availability of funds. In the event that the funds are not appropriated or are otherwise unavailable, Owner reserves the right to terminate this Agreement upon written notice to the Contractor. Said termination shall not be deemed a breach of this Agreement by Owner. Upon receipt of written notice, the Contractor shall cease all work associated with this Agreement. In the event of termination, the Contractor shall be entitled to compensation for all satisfactory and authorized Services completed as of the termination date. Upon such termination, the Contractor shall have no right to recover from Owner any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

35. AUTHORIZATION FOR AGREEMENT. The execution and performance of this Agreement by Contractor and Owner have been duly authorized by all necessary laws, resolutions and/or corporate action, and this Agreement constitutes the valid and enforceable obligations of Contractor and Owner in accordance with its terms.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this instrument to be executed under seal the day and year first above written.

SKB FACILITIES AND MAINTENANCE, INC.
("Contractor")

By: 

Lashone Bynum, President/CEO

Date: 4/25/2019

GERMANTOWN BOARD OF EDUCATION
("Owner")

By: 

Jason Manuel, Superintendent

Date: 4-25-19



**REQUEST FOR PROPOSAL
FOR CLEANING SERVICES**

Request for Proposal #FY170044

March 13, 2017

Purchasing Shared Services is requesting proposals for **Cleaning Services for Arlington Community Schools and Collierville Schools**. General Conditions, Scope of Services, General Specifications and Cleaning Specifications for this proposal are contained on the following pages.

There will be a mandatory pre-bid conference beginning at 10:00 A.M., Central Time, Tuesday, March 21, 2017, commencing in the lobby of Collierville High School located at 1101 New Byhalia Road, Collierville, TN 38017. The mandatory pre-bid conference shall include a tour of Collierville High School, Arlington High School, an elementary or middle school within the Collierville Schools District and an elementary or middle school within the Arlington Community Schools District.

Proposals are due no later than 2:00 P.M., Central Time, Tuesday, March 28, 2017, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134. All proposals must be time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee, 38134, prior to 2:00 P.M., Central Time, Tuesday, March 28, 2017. Proposals received after the specified date and time will be considered late and will not be opened. Proposals will not be accepted via any form of electronic media.

School District(s) reserve the right to reject any or all Request for Proposals, waive defects or informalities in Requests for Proposals and to make awards as deemed to be in their best interest. If awarded, awards will be made to the lowest and/or best Proposer.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this RFP be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this bid, the undersigned Proposer shall indemnify, protect, defend and hold harmless the School District(s), their Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against the School District(s) agents and employees arising out of the use of any product or article that is provided pursuant to the RFP. Proposer further agrees to indemnify, protect, defend and hold harmless the School District(s), their Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries and damages sustained by any person arising out of or in the course of the Proposer performing or failing to perform the service and/or providing or failing to provide the goods related to this Request for Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

The School District(s) offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

<p>_____ COMPANY NAME</p> <p>_____ ADDRESS</p> <p>_____ CITY STATE ZIP</p> <p>_____ AUTHORIZED REPRESENTATIVE (Print)</p>	<p>TERMS: _____ DELIVERY: Days A.R.O. _____</p> <p>_____ PHONE FAX</p> <p>_____ E-MAIL ADDRESS</p> <p>_____ SIGNATURE DATE</p>
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Names and signatures below certify that you understand and agree to all information in this Request for Proposal.

GENERAL CONDITIONS:

1. Proposals are due no later than 2:00 P.M., Central Time, Tuesday, March 28, 2017, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134.
2. There will be a mandatory pre-bid conference beginning at 10:00 A.M., Central Time, Tuesday, March 21, 2017, at Collierville High School, 1101 New Byhalia Rd., Collierville, TN 38017 commencing in the main lobby of Collierville High School. The mandatory pre-bid conference shall include a tour of Collierville High School, Arlington High School, an elementary or middle school within the Collierville Schools District and an elementary or middle school within the Arlington Community Schools District.
3. Initial contract period will run from June 1, 2017 through June 30, 2018 with the option to extend annually for up to one (1) additional period at the same price as the original bid price and two (2) additional consecutive one (1) year periods at a price as agreed upon by the parties.
4. Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications. Format of Request for Proposal response should be as follows:
 - I. Company Organization Chart/Management Structure and Personnel Qualifications (include experience in cleaning schools, management, supervisors, custodians, and/or sub custodial contractors)
 - II. Staffing Recommendations for Project
 - III. Project Plan
 - IV. Quality Control Procedures. (Standardized process for handling claims arising from accidents or other incidents such as theft associated with cleaning services provider; including but not limited to a mechanism for reimbursement for incurred expenses)
 - V. Standard Cleaning Procedures; including but not limited to handling of pandemic events
 - VI. List of Supplies and Equipment with specifications
 - VII. State firm's retention rate of K-12 district contracts over the last five (5) years and explain termination of any contract
 - VIII. References: List five (5) references from clients from whom you are currently providing full service cleaning services for especially school systems. Include contact name, address, telephone number, and email address.
 - IX. Fee Schedule
 - X. State any exceptions to RFP
 - XI. Other information as specified or included for consideration
 - XII. Completed and Signed Request for Proposal Cover Sheet
 - XIII. Completed and Signed Certificate of Non-Discrimination Form
 - XIV. Completed and Signed Request for Proposal Agreement
 - XV. Completed and Notarized Hold Harmless Agreement
 - XVI. Completed and Signed Request for Pricing Sheet

GENERAL TERMS AND CONDITIONS: cont'd.

5. Estimated project timing:
- | | |
|---|---|
| - RFP Emailed | March 13, 2017 |
| - Pre-Bid Conference | March 21, 2017 |
| - Deadline for Questions | March 23, 2017
(no later than 4:00 P.M., Central Time) |
| - RFP Responses Due | March 28, 2017 |
| - Proposer's Presentations to
Representatives of all School Districts
considering proposals | April 4, 2017 |
| - Board Contract(s) Approval | no later than April 28, 2017 |
| - Implementation Begins | June 1, 2017 |
6. The proposals will be evaluated and a vendor selected using the following criteria:
- Project Plan
 - Firm Experience, Qualifications, and Personnel
 - Cost
 - References related to cleaning K-12 Schools
7. Cleaning services will be provided for all areas as listed in this Request for Proposal. Location names, addresses, and square footages are included in this Request for Proposal. Any School District reserves the right to participate and/or not participate in this RFP award. Individual districts listed in this RFP may be removed at any time from participation. **This list is subject to change.**
8. **There is no guarantee as to which district will participate in the award of this RFP. There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately and will be responsible for payment of the invoice.**
9. Any School District reserves the right to add and/or delete locations during the term of this agreement. Any future additions or reductions to contract will be based on the average square footage costs set forth by the successful Proposer(s) in response to this RFP.
10. The General Conditions, Scope of Services, General Specifications, and Cleaning Specifications in no way favor one (1) vendor over another. Proposers shall abide by and comply with the true intent of the General Conditions, Scope of Services, General Specifications, and Cleaning Specifications and not take advantage of any unintentional error or omission of the School Districts.
11. Any statement or words (*i.e.*: must, shall, will, etc.) are declarative statements and the Proposer must comply with the condition. Failure to comply with any such condition may result in the proposal being non-responsive and disqualified.
12. It is agreed and understood that state laws shall govern any contract and/or order placed as a result of this RFP. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.
13. During the period of this contract, no change will be permitted in any of its conditions and specifications unless the Proposer receives written approval from the School District(s).

GENERAL TERMS AND CONDITIONS: cont'd.

14. Proposer to submit four (4) complete hardcopy sets (original and three (3) copies) and three (3) soft copies on CD and/or USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, "RFP #FY170044 – Cleaning Services". All price quotations and related materials must be received in a sealed envelope and/or carton. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label from last page of this document to outside of your RFP response.
15. By agreeing to provide goods or services to any school within the School District(s), you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School District(s) or to children in the School Districts'(s) child care program or who have access to the grounds of any School District when children are present have done the following:
 - (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's(s) children or entering the grounds of the School District(s);
 - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. § 40-39-202(17) or a violent sexual offender in the T.C.A. § 40-39-202(25) the employee may not enter the grounds of the School District(s) or have direct contact with students of the School District(s) or to children in the School Districts'(s) child care program.

The Proposer also agrees that if one of your employees commits a sexual offense as defined in §40-39-202 or violent sexual offense as defined in § 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School District(s) or to children in a School District's(s) child care program or to enter the grounds of the School District(s).

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. § 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

16. The successful Proposer(s) must carry insurance as specified and COI must be submitted within five (5) business days from date of request.
 1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
 2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
 3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
 4. Excess or umbrella insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
 5. Fidelity/Employee Dishonesty Insurance with a \$100,000.00 limit
 6. Employment Practices Liability Insurance (EPLI) with a \$100,000.00 limit

GENERAL TERMS AND CONDITIONS: cont'd.

17. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition, the School District(s) shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies, Fidelity/Employee Dishonesty Insurance, and Employment Practices Liability Insurance (EPLI). If proof of coverage is not received by the School District(s) within five (5) business days after the award of bid is received, the School District(s) may award the bid to another Proposer.
18. The successful Proposer(s) agrees that they will function as an independent contractor and agrees to indemnify and hold harmless the School Districts, their Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this RFP.
19. In accordance with the Iran Divestment Act:
"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."
20. I further attest and agree to immediately notify Purchasing Shared Services ("PSS") if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify PSS may invalidate any and all agreements I have with the municipal school districts.
21. A Performance, Materials and Labor Bond shall be required from the successful Proposer(s). The notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. The Performance, Materials and Labor Bond must be provided to Arlington Community Schools and Collierville Schools:
22. Upon signature of this RFP by the parties, this RFP and the Proposer(s) response will serve as the contract between the parties. In the event that there is a conflict between the RFP and the RFP Response, the RFP shall control.
23. Purchasing Shared Services reserves the right to request any additional information deemed necessary in the evaluation of this RFP. Additional requested information shall be submitted to Purchasing Shared Services within five (5) business days from date of request.
24. Companies submitting RFPs must, if deemed necessary, be willing to meet with the School Districts at the Proposer's expense, to discuss their proposal. The School Districts shall not bear any costs or obligation with regard to the preparation of the proposal.
25. If at any time the School District(s) is/are dissatisfied with the quality of service provided, a written notice of dissatisfaction noting the specific problem(s) will be furnished to the Proposer by letter or e-mail. If the problem(s) is not corrected to the satisfaction of the School District(s) within thirty (30) business days of this notice, this entire contract may be unilaterally terminated by the School District(s) with no further obligation on their part. This contract may also be terminated if three (3) or more such notices of dissatisfaction are issued to the Proposer within any twelve (12) month period.
26. The General Conditions, Scope of Services, General Specifications, and Cleaning Specifications listed in this proposal constitute the total terms and conditions that will be acceptable. The School District(s) will not be bound by conditions other than those stated. RFP award will be made to the best responsive company and/or firm meeting the requirements of the School District(s).

GENERAL TERMS AND CONDITIONS: cont'd.

27. The School District(s) reserves the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. Award will be made to the best company and/or firm to be determined by the School District(s), if awarded. **Contracts may be awarded to one or multiple firms; however, no Proposer may subcontract their responsibilities provided herein.**
28. As deemed necessary, Purchasing Shared Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.
29. The School District(s) Project Liaison shall approve all cleaning procedures, supplies and equipment. All supplies and equipment must meet or exceed all Federal, State and Local requirements. SDS (Safety Data Sheets) must be provided and kept current on all supplies and/or equipment. Only approved supplies and equipment will be used. The responsible party to approve substitutes of supplies and equipment during the term of the contract will be named at a later date. Failure to comply will be grounds for immediate contract termination.
30. **Any and/all revisions made to this RFP prior to due date will be posted on the following website and will be the responsibility of the Proposer to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
31. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
32. Any alteration to this RFP document by a Proposer will deem that Proposer's response to this RFP as null and void.
33. School District(s) reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Municipal School District(s) shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
34. Successful Proposer(s) and its employees will be expected to adhere to all applicable School Districts' Policies and Procedures.
35. Successful Proposer(s) will be required to establish a sign-in and sign-out procedure for their employees. This information must be available for review by school district(s) upon request.
36. Proposers will be required to quote pricing for each location.
37. Prices quoted shall be guaranteed for a minimum of one (1) year from the date of the award and may not be modified between the time of proposal and the time the RFP is awarded.
38. RFP award will be made to the lowest/best responsive Proposer(s) meeting the requirements of the School District(s). **Contracts may be awarded to one or multiple firms.**

GENERAL TERMS AND CONDITIONS: cont'd.

39. Proposer's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful Proposer(s) shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the School District(s) relative to the premises. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
40. School District(s) have the right at their discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond its control. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
41. Costs not delineated in the RFP response will not be negotiated in the contract.
42. Successful Proposer(s) must be prepared to provide custodial services to groups that use the School Districts' facilities after hours at the same rates as included in this proposal. Provision of said services shall be billed separately from the bill of scheduled charges, with the event properly identified.
43. Any exceptions to the General Conditions, Scope of Services, General Specifications, and Cleaning Specifications must be clearly stated in the RFP response.
44. The School District(s) reserve(s) the right to award this RFP by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of the School District(s). Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
45. The School District(s) offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
46. School District(s) encourage(s) qualified minority and/or women-owned businesses to submit bids. School District(s) award(s) bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
47. Questions regarding RFP specifications should be directed to Joseph Anderson, Director Purchasing Shared Services, janderson@bartlettschools.org, no later than 4:00 P.M., Central Time, Thursday, March 23, 2017. **All questions must be submitted by email.**

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the Proposer (NAME OF FIRM)

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

PROPOSER'S NAME

SIGNATURE

DATE

Printed or Typed Name of Individual Signing for the Proposer

REQUEST FOR PROPOSAL AGREEMENT

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded this contract , to protect, defend and hold harmless the School District(s), their Board Members, agents, and employees from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of this contract, and further agrees to indemnify and hold harmless the School District(s), their Board Members, agents, and employees from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of this contract.

Name of Firm

Address

City State Zip

Authorized Representative / Signature

Terms

Phone Fax Number

E-Mail Address

Date

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____
(Name of Proposer)

(hereinafter Proposer), and the School Districts named in this RFP.

Proposer agrees that as a condition precedent to "Proposer" being awarded this contract from the School District(s) "Proposer" agrees to indemnify, protect, defend, and hold harmless the School District(s), their Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against the School District(s), their Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Proposer's" providing goods or services to School District(s).

(Name of Proposer)

BY: _____

TITLE: _____

State of Tennessee
County of Shelby

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of _____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____

SCOPE OF SERVICES:

This is a full service contract for cleaning services. Successful Proposer(s) will be required to furnish all cleaning supplies (glass cleaner, disinfectant, polish, etc.); operational equipment (buffer, brooms, vacuum cleaners, mops, buckets, large cleaning trash cans and liners, etc.); and all labor and supervision. The successful Proposer(s) is responsible for supervision of their employees, and for performing service requirements and specifications at the frequency specified in the Request for Proposal.

For the purpose of this proposal, Purchasing Shared Services has divided its locations by School Districts and support facilities. Locations include addresses and square footages. Please note this information may contain some variances, but price quotations should be based on the attached.

Initial contract period will run from June 1, 2017 through June 30, 2018 with the option to extend annually for one (1) year at the same contract price as the original bid price and up to two (2) additional consecutive one (1) year periods at a price agreed upon by the parties. **Contract pricing for the additional two (2) consecutive years following the first two (2) years of the contract may not exceed the previous year's Consumer Price Index or 5% of the original bid price, whichever is the lesser.** Right is reserved to begin contract earlier if agreeable with selected Proposer(s). All required summer cleaning must be completed prior to July 15 of each year. It is the responsibility of the Proposer to provide and maintain a schedule for completion of summer floor cleaning that is satisfactory to the School District(s).

GENERAL SPECIFICATIONS:

1. Each school system participating in this contract shall assign a Project Liaison by no later than five (5) calendar days after the Service Provider receives notice that the bid(s) has been awarded.
2. During each year of the contract, the School District will evaluate the performance of the cleaning services as specified on a monthly basis. Service Provider(s) will be required to perform weekly inspections and be proactive with addressing all problems with the School District's(s') Project Liaison to ensure maximum quality control. Service Provider(s) will be informed of deficiencies in writing by the Project Liaison. Failure to take corrective actions may result in contract termination.
3. The majority of the cleaning will be done after students leave the premises. Cleaning required during school hours is to be done with minimum disruption to the instructional process. The right is reserved to change and/or adjust hours based on special events.
4. The Service Provider(s) shall employ at all times the quantity and quality of personnel and supervision necessary for the effective and efficient management of cleaning operations. Supervisors will be required to make a minimum of one (1) nightly visit to each location.
5. Service Provider(s) to utilize safe cleaning procedures at all times and will accept responsibility for personal injury to Service Provider's employees, students and staff during performance of service under this contract.
6. Service Provider(s) to emphasize safety during use of powered and non-powered equipment and mopping, buffing or otherwise cleaning floors.
7. For all operations where furniture and equipment must be moved, no chairs, waste paper baskets or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment is to be returned to its original position.

8. All Service Provider's personnel must complete required EPA and OSHA training including but not limited to asbestos awareness, hazard communications, and blood borne pathogen awareness. Any additional training deemed necessary by the School District(s) must be supplied by Service Provider. Service Provider must furnish records of training to the School District(s) no later than June 1 of each year. A management representative of Service Provider(s) must be present when any and/or all training occurs.
9. All Service Provider's personnel shall have the proper training, equipment, and personal protective equipment (PPE) to safely clean potentially infectious materials/bodily fluids, and prevent cross-contamination into other areas of the building.
10. All Service Provider's personnel must ensure the proper disposal of chemicals, including strippers and waxes. **Chemicals shall not be disposed of onto school grounds or into storm water sewers.**
11. Service Provider's employees are to wear uniforms and company ID badges at all times while performing services at any School District property. Service Provider's employees not wearing uniforms and ID badges will not be permitted on any School District property.
12. Service Provider(s) is expected to accept responsibility and provide supervision for its employees. Failure of the Service Provider(s) to provide supervision of its employees shall constitute a material breach of contract.
13. All of Service Provider's supervisors shall have a thorough knowledge of cleaning procedures, supplies and equipment in order to properly train and direct their employees and provide quality control.
14. Service Provider's employees are required to maintain facilities during school hours. The number of day porters and costs for those services included in this RFP must be maintained by Proposer throughout the term of this contract. Failure to maintain the staffing levels set forth herein shall be grounds for terminating this contract and shall be considered a material breach. If the assigned day porter is not on site, an alternate day porter must be on site within one (1) hour. Service Provider's supervisors are required to complete day porter's responsibilities until the alternate arrives.
15. Service Provider's personnel must be trained on procedures for properly handling on-site emergencies, *i.e.*, how to cut off water valves and who to call, etc.
16. Service Provider's personnel will be required to clean Special Education classrooms having restrooms and/or kitchens.
17. If property damage results from Service Provider's personnel's negligence or intentional acts, costs to repair or replace property damage will be deducted from monies due the Service Provider; this includes but is not limited to facility damage resulting from equipment operator errors and or faulty equipment. Deductions will be taken from the next billing remittance after the property damage is incurred.
18. The lack and/or omission of detailed specifications do not minimize acceptable levels of service and only the best commercial practices are acceptable.
19. All equipment must be safe and in good working order. All equipment is to have safety features and accessories where applicable as required by existing (OSHA) standards and/or other laws. Safety inspection reports are to be available on job sites at all times. If any equipment is found to be unsafe and not in good working order, the equipment is to be removed from the site and replaced within one (1) business day of discovery of the unsafe condition, with acceptable equipment.

20. Service Provider's employees are to maintain a professional appearance and demeanor at all times with students, staff and administrators. Service Provider's employees must be able to communicate with the School District(s)'s administrators, Plant Managers and Project Liaisons. Any inappropriate behavior of any kind, verbal or otherwise, with any School District employee, visitor and/or student will be grounds to require that the Service Provider prohibit their employee from working at or otherwise entering all School District's(s') properties. School District(s) shall be indemnified and held harmless by Service Provider for all claims, lawsuits and/or judgments arising out of the inappropriate conduct of Service Provider's employees.
21. Should any facility be overlooked and/or cleaning activities found not to have been completed or cleaning did not occur, the Service Provider(s) must take immediate steps to rectify this situation. Cleaning must occur within a twenty-four (24) hour time frame from notification by the School District. If at any time the School District(s) is/are dissatisfied with the quality of service provided, a written notice of dissatisfaction noting the specific problem(s) will be furnished to the Proposer by letter or e-mail. If the problem(s) is/are not corrected to the satisfaction of the School District(s) within thirty (30) business days of this notice, this entire contract may be unilaterally terminated by the School District(s) with no further obligation on their part. Contract may also be terminated if three (3) or more such notices of dissatisfaction are issued to the Proposer within any twelve (12) month period.
- If the Service Provider(s) receives three (3) or more notices of dissatisfaction within the contract term, the Service Provider(s) shall forfeit ten percent (10%) of the monthly billing for the month following the third notice of dissatisfaction. If the Service Provider(s) receives a fourth (4th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit fifteen percent (15%) of the monthly billing for the month following the fourth notice of dissatisfaction. If the Service Provider(s) receives a fifth (5th) notice of dissatisfaction within the contract term, the Service Provider(s) shall forfeit twenty percent (20%) of the monthly billing for the month following the fifth notice of dissatisfaction.
22. Service Provider shall provide credentialed persons in mold removal. Service Provider must have access to equipment, such as industrial dehumidifiers, air scrubbers, HEPA Vacuum and similar equipment, necessary for remedial actions, within a two (2) hour time frame of request.
23. Service Provider agrees to provide credentialed persons in "mold remediation".
24. Service Provider agrees to provide credentialed persons in "green cleaning".
25. Service Provider's employees assigned to work at School District's(s') facilities during school/business hours must be able to speak and understand the English language.
26. Service Provider shall supply all soap and towel dispensers. Dispensers must be full of soap and towels and in working condition at all times.
27. Cleaning services are to be provided after all school related functions held Mondays through Fridays (excluding Central Office Holidays) at no additional cost from the School District's(s') monthly lump sum pricing as stated herein. Such functions shall include but are not limited to the following: athletics, band, fine arts, etc. Cleaning services provided on Saturdays, Sundays and Central Office Holidays shall be provided at the agreed upon hourly rate stated herein.

CLEANING SPECIFICATIONS:

Scope of Services:

I. Classrooms (Including Portable Classrooms)

A. Daily (Five (5) days per week)

1. Empty wastebaskets and replace liners
2. Spot clean all windows
3. Clean, sanitize and disinfect counters, desk tops and sinks etc.
4. Dust mop all composition floors (with chemically treated dust mop)
5. Spot mop composition floors with all-purpose cleaner
6. Vacuum all carpets
7. Spot clean carpet to remove all stains, spills, and soiled spots/carpet care carpeted areas to include shampooing
8. Vacuum walk-off mats
9. Empty pencil sharpeners and clean wall around pencil sharpener
10. Check safety of ramps, steps and porch at portable classrooms. Report any unsafe conditions to Plant Manager/Supervising Building Engineer
11. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
12. Day porter to assist Plant Manager/Supervising Building Engineer as needed
13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Low dust all horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Spot clean desktops
5. Vacuum chalk rails and/or damp wipe
6. Clean all chalk and other instructional boards
7. Must provide weekly buffing program for low traffic areas as needed
8. Day porter to assist Plant Manager/Supervising Building Engineer as needed

C. Monthly

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
2. Remove dust and cobwebs from ceiling areas and lights
3. Day porter to assist Plant Manager/Supervising Building Engineer as needed
4. Spray buff composition floors
5. Clean/dust all HVAC vents and grilles

D. Semi-Annually

1. Clean entire surfaces of student's desks and chairs
2. Refinish all composition floors
3. Clean carpet to remove all stains, spills, and soiled spots/carpet care on all carpeted areas to include shampooing, extraction, and timely drying of carpet
4. Clean/dust all HVAC vents and grilles

II. Offices (Administration, Library, Gym, Cafeteria and Supervising Building Engineers)

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, lamps, etc.
3. Dust interior window ledges
4. Dust telephones
5. Spot clean all windows and glass partitions to hand height
6. Spot clean desktops
7. Dust mop all composition floors (with chemically treated dust mop)
8. Spot mop composition floors with all-purpose cleaners
9. Vacuum carpet
10. Spot clean carpet to remove all stains, spills and soiled spots
11. Vacuum walk-off mats
12. Remove fingerprints from doors, frames, light switches, and kick plates, and handles
13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Spray buff composition floors

C. Monthly

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Dust blinds
4. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
5. Clean/dust all HVAC vents and grilles

III. Teacher Work Area

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners (items not identified as trash will not be disposed)
2. Dust furniture and fixtures, including desks, chairs, tables etc.
3. Dust interior window ledges
4. Dust telephones
5. Spot clean all windows and glass partitions to hand height
6. Damp clean counter tops
7. Damp clean vending machines
8. Dust mop all composition floors (with chemically treated dust mop)
9. Spot mop composition floors with all-purpose cleaners
10. Vacuum carpet
11. Spot clean carpet to remove all stains, spills and soiled spots
12. Vacuum walk-off mats
13. Remove fingerprints from doors, frames, light switches, and kick plates, handles and railings
14. Spray buff composition floors (minimum bi-weekly)
15. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe conditions.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards

C. Monthly (To be performed the last week of each month)

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating outlet etc.
2. Clean carpet to remove all stains, spills, and soiled spots
3. Dust cubicles, all crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
4. Clean/dust all HVAC vents and grilles

D. Annually

1. Damp clean all washable furniture
2. Clean carpet to remove all stains, spills and soiled spots

IV. Library

A. Daily (Five (5) days per week)

1. Empty wastebasket and replace liners
2. Dust furniture and fixtures, including desks, chairs, tables, etc.
3. Dust interior window ledges
4. Spot clean all window and glass partitions to hand height
5. Spot clean desktops
6. Dust mop all composition floors (with chemically treated dust mop)
7. Spot mop composition floors with all- purpose cleaners
8. Vacuum carpet
9. Spot clean carpet to remove all stains, spills and soiled spots/carpet care on carpeted areas to include shampooing
10. Vacuum walk-off mats
11. Remove fingerprints from doors, frames, light switches, kick plates, handle, and railings
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Replace all plastic liners in waste receptacles
2. Low dust horizontal surfaces to hand height (70")
3. Dust all book shelves (books to remain in place)
4. Damp clean baseboards
5. Damp clean window ledges

C. Monthly

1. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
2. Remove dust and cobwebs from ceiling areas
3. All crevices must be wiped and cleaned with an approved method. (items such as paper towels will not be allowed)
4. Clean/dust all HVAC vents and grilles

V. Cafeteria Area

A. Daily (Five (5) days per week)

1. Spot clean interior glass to hand height – After school hours
2. Remove trash from cafeteria
3. Clean, sanitize and disinfect during lunch periods (wipe down tables, empty trash, and clean up spills)
4. Sweep and mop
5. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Semi-Annually

1. Refinish composition floors
2. High dust above hand height horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, heating, outlet etc.
3. Remove dust and cobweb from ceiling areas
4. Clean underneath table as required
5. Clean/dust all HVAC vents and grilles

VI. Common Areas: (Lobbies/Corridors/Stairs/Elevators)

A. Daily (Five (5) days per week)

1. Clean glass partitions and doors
2. Clean, sanitize and disinfect water fountains
3. Dust interior window ledges
4. Dust mop composition floors with chemically treated dust mop
5. Spot mop composition floors with all-purpose cleaner
6. Vacuum carpet
7. Spot clean carpet to remove all stains, spills and soiled spots vacuum walk-off mats
8. Clean under entrance mats daily, inside and out
9. Sweep and dust stairwell
10. Spray and buff all composition floors
11. Clean all common areas as required
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Damp clean baseboards
2. Damp clean window ledges
3. Dust furniture and fixtures

C. Monthly (To be performed the last week of the month)

1. High dust above hand height (70") all horizontal surface including shelves, molding, ledges, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Clean all hallways as needed
4. Clean/dust all HVAC vents and grilles

D. Semi- Annually

1. Refinish all composition floors
2. Clean carpet to remove all stains, spills, and soiled spots
3. Clean/dust all HVAC vents and grilles

VII. Restrooms/Dressing Rooms

A. Daily

1. Check and clean all restrooms and dressing rooms throughout the school day minimum as required.
2. Empty wastebaskets/dispensers and replace liners
3. Clean, sanitize, disinfect and polish all vitreous fixtures including toilet bowls
4. Clean and polish chrome fittings
5. Clean, sanitize and disinfect toilet seats
6. Clean and polish glass and mirrors
7. Wash, sanitize and disinfect exterior of containers
8. Remove spots, marks, stains, and splashes from wall area and counter tops
9. Clean partitions
10. Sweep floors
11. Mop floors with germicidal disinfectant daily and as required
12. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboard

C. Monthly

1. High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas
3. Clean/dust all HVAC vents and grilles

VIII. Multi-Purpose/Gymnasium

A. Daily (Five (5) days per week)

1. Empty wastebaskets
2. Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
3. Dust mop floors with chemically treated mop per manufacturers specifications or vacuum all carpeted areas
4. Spot mop composition floors

5. Spot clean carpeted areas and remove any stains, spills, or soiled spots
6. Clean bleachers, remove all trash, sweep, mop and clean floor underneath
7. Sweep baseboards
8. Replace all plastic can liners in waste receptacles
9. Low dust all horizontal surface to hand height (70")
10. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Monthly

1. High dust above hand height (70") all horizontal surfaces including shelves and molding
2. Remove dust and cobwebs from ceiling areas
3. Clean/dust all HVAC vents and grilles

NOTE: Scrub and refinish composition floors as needed

- C. Special Events during regular cleaning operation hours (Ballgames to include Tournaments), Plays, PTA Meetings, Board Meetings etc) shall be covered as part of the contract

NOTE: Check and maintain clean restrooms, halls, lobbies, etc. as required

IX. Grounds (Including all Lawns, Sports Fields, Playgrounds and Loading Docks)

A. Daily

1. Remove trash and debris from grounds (includes but is not limited to all areas from edge of building to property bounds)
2. Empty trash containers
3. Sweep entrances, doorways, walkways, steps and curbs
4. Maintain clean restrooms, common areas, trash cans and area around concession stands
5. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

X. Miscellaneous

- A. In addition, to general cleaners, Service Providers must furnish day custodians at high schools for twelve (12) months and day custodians at both middle and elementary schools for twelve (12) months per year at each school whose responsibility includes but is not limited to:

1. Dust mop hall after class breaks as needed
2. Day porter shall assist Plant Manger/Supervising Building Engineer with event setup as required
3. Spray buff halls
4. Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, take out trash
5. Pick up trash along side of building
6. Day porter shall assist Plant Manger/Supervising Building as required
7. Clean and mop any accident that may occur during the day
8. Maintain all window shades at the same height

9. Respond to clean up requests by Building Engineers
10. Clean electrical rooms and storage closets
11. Assist in cafeteria as directed or required
12. Metal on all mats, to include non slip mats that are recessed in the floor, mats must be pressure washed. Recessed area must be cleaned
13. Notify Plant Manager/Supervising Building Engineer of any dangerous or unsafe condition.

B. Management of Energy Consumption

1. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
2. Service Provider's employees are not to change or override established heating and cooling temperatures in schools
3. The School District shall have the ability to charge the service provider a penalty for leaving the lights on or changing the thermostat. Charges will be equal to the energy charge for an eight (8) hour period at the location in question
4. Service provider shall be responsible for proper and timely disposal of all containers and/or other regulated wastes

C. Annually for all Schools

1. All VCT floors must be stripped or deep scrubbed every year applying a minimum of six (6) coats of wax on hallways, cafeterias and high traffic areas and a minimum of four (4) coats of wax on classrooms.
2. In the event there is a disagreement between the owner and contractor regarding whether floors should be stripped or deep scrubbed, the owner has the final decision.
3. Wash all windows and glass partitions on the inside and outside
4. Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots

D. Notification of Needed Repairs

1. Service Provider's employees are to advise Supervising Building Engineer of all needed repairs at the end of each day or sooner if appropriate

E. Supervising Building Engineer/Plant Manager will unlock building each day. Service Provider's employees will be responsible for locking buildings each night. Service Provider shall be required to be licensed and bonded.

F. Service Provider's employees are required to ensure that all lights are off, and windows and doors are secure after exiting an area

District:	Principal	Telephone #
Arlington Community Schools:		
Arlington Elem. – 11825 Douglass St., 38002	Ms. Anna Jones	901.867.6000
Arlington High School – 5475 Airline Rd., 38002	Chris Duncan	901.867.1541
Arlington Middle – 5470 Lamb Rd., 38002	Dr. Allison Clark	901.867.6015
Donelson Elem. 12140 Donelson Farms Parkway, 38002	Ms. Cherry Davidson	901.389.6973
Collierville Schools:		
Bailey Station Elem. – 3435 Bailey Rd., 38017	Ms. Cindy Tesreau	901.853.6380
Collierville Elem. – 590 Paterson Lake Rd., 38017	Ms. Melissa McConnell	901.853.3300
Collierville High School – 1101 New Byhalia Rd., 38017	Chip Blanchard	901.853.3310
Collierville Middle – 580 Quinn Rd., 38017	Roger Jones, III	901.853.3320
Crosswind Elem. – 831 Shelton Rd., 38017	Andre Crafford	901.853.3330
Schilling Farms Middle – 935 Colbert Street South, 38017	Beth Robbins	901.854.2345
Sycamore Elem. – 1155 Sycamore Rd., 38017	Julie Reagan	901.854.8202
Tara Oaks Elem. – 600 East Harpers Ferry Dr., 38017	Ms. Tricia Marshall	901.853.3337

**Purchasing Shared Services
Bartlett City Schools
Administration Offices
5650 Woodlawn
Bartlett, Tennessee 38134**

REQUEST FOR PROPOSAL PRICING SHEET

Any School District reserves the right to participate and/or not participate in this RFP award. Individual Districts listed in this RFP may be removed at any time from participation. This list is subject to change. There is no guarantee as to which Districts will participate in the award of this RFP. There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately and will be responsible for payment of the invoice. Consumables consists of toilet tissue, paper towels, soap, etc.

Item No. 1:

ARLINGTON COMMUNITY SCHOOLS	Sq. Ft.	Monthly Cost per Location Including Consumables	Monthly Cost per Location Excluding Consumables
Arlington Elementary School 11825 Douglass St., 38002	111,277	\$ _____	\$ _____
Arlington High School 5475 Airline Rd., 38002	327,069	\$ _____	\$ _____
Arlington Middle School 5470 Lamb Rd., 38002	103,531	\$ _____	\$ _____
Donelson Elementary School 12140 Donelson Farms Pkwy., 38002	113,202	\$ _____	\$ _____
Total Monthly Lump Sum Arlington Community Schools All Locations			
		\$ _____	\$ _____

Item No. 2:

COLLIERVILLE SCHOOLS	Sq. Ft.	Monthly Cost Per Location Including Consumables	Monthly Cost Per Location Excluding Consumables
Bailey Station Elementary School 3435 Bailey Rd., 38017	113,691	\$ _____	\$ _____
Collierville Elementary School 590 Paterson Lake Rd., 38017	133,202	\$ _____	\$ _____
Collierville High School 1101 New Byhalia Rd., 38017	281,172	\$ _____	\$ _____
Collierville High School Mobile Modular Building 1101 New Byhalia Rd., 38017	11,830	\$ _____	\$ _____
Collierville Middle School 580 Quinn Rd., 38017	114,865	\$ _____	\$ _____
Crosswind Elementary School 831 Shelton Rd., 38017	90,629	\$ _____	\$ _____
Schilling Farms Middle School 935 Colbert Street South, 38017	97,250	\$ _____	\$ _____

COLLIERVILLE SCHOOLS	Sq. Ft.	Monthly Cost Per Location Including Consumables	Monthly Cost Per Location Excluding Consumables
Schilling Farms Middle Portable Bldgs. 935 Colbert Street South, 38017	6,440	\$ _____	\$ _____
Sycamore Elementary School 1155 Sycamore Rd., 38017	127,627	\$ _____	\$ _____
Tara Oaks Elementary School 600 East Harpers Ferry Dr., 38017	109,405	\$ _____	\$ _____
Total Monthly Lump Sum Collierville Schools All Locations			
		\$ _____	\$ _____

State your hourly rate for cleaning services for events or activities occurring on Saturdays, Sundays and/or Central Office Holidays.

\$ _____

As the representative of the Proposer, I represent by my signature below that the Company I represent agrees to all terms contained in RFP #FY170044 and the pricing quoted above.

COMPANY NAME

AUTHORIZED REPRESENTATIVE
(PRINT)

AUTHORIZED REPRESENTATIVE
(SIGNATURE)

DATE

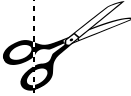
All price quotations and related materials must be received in a sealed envelope. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label below to the outside of your RFP submission.

FIRM NAME

RFP #FY170044

RFP DUE

PURCHASING SHARED SERVICES
BARTLETT CITY SCHOOLS
5650 WOODLAWN
BARTLETT, TN 38134

 Date: _____

Time: _____

Nature of RFP: _____

All RFPs must be received and time-stamped in Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, TN 38134, prior to stated date and time on Proposal Cover Sheet. RFPs received after the specified date and time are considered late and will not be opened.



Josh Cathey
Germantown Municipal School District

re: Janitorial Services

Dear Mr. Cathey:

Thank you for allowing SKB to submit pricing for Custodial Services for the Germantown Municipal School District. We understand the importance and direct effect these services play in your mission.

SKB Facilities & Maintenance offers a wide range of service solutions, from single services to Integrated Facility Model (IFM) that combine all of the customer's service and support functions into one single customer focused solution.

SKB has extensive experience in servicing a wide variety of building types including schools, offices, data centers, retail, manufacturing, warehouse, aviation and event venues. SKB serves a wide variety of Industries including Education, Financial Services, Technology, Governmental, Industrial, Retail, Medical, and Entertainment

Our capabilities in custodial and facility services are unmatched in the industry. We have the resources, experience, commitment and a proven, successful record of accomplishment to demonstrate success.

Our customers select us, and the industry recognizes us, because we are on the cutting edge of Custodial and Facilities Services. We drive value to our customers through innovation in every aspect of our service chain.

It is clear that GERMANTOWN MUNICIPAL SCHOOL DISTRICT is committed to the highest standard of service to its students and staff. You have our commitment that our team will support you in the delivery of quality custodial services. Our service upholds our mission statement "To Create a Brand New Appearance for Our Customer, Everyday" to ensure that both Districts receive the care and attention required. It is critical that you select a company that has the resources and commitment to serve you and your staff.

We look forward to future discussions!

Respectfully,

Shone Bynum
President



Executive Summary

SKB Facilities and Maintenance, Inc. is a well-capitalized, privately owned corporation based in Memphis, TN. SKB, provides custodial, facilities operations and maintenance, and/or grounds services to schools, city and county government as well as privately owned businesses. SKB’s revenue exceeds 4.2 million dollars and employs more than 300 people.

SKB’s moto is “We take pride in our work, and you will take pride in our results”. This formula for exceeding customer expectations has been SKB’s goal from the start. Providing ‘top quality’ service is what sets us apart from our competition. We are happy to have our potential clients speak with our existing customers. That is the best way of understanding SKB’s ability to provide outstanding service.

SKB’s commitment to quality and service is provided through our outstanding management team. Our operations and area management team that strive to provide the best service possible.

SKB’s commitment to you is to provide the most healthy and safe environment for the students, faculty and staff of each GERMANTOWN MUNICIPAL SCHOOL DISTRICT.

SKB’s goals are as follows:

- To provide a clean, safe and healthy learning environment
- To be the best in quality of work and in service
- To act with integrity by exceeding commitments to clients and employees
- To enable our people to grow in skills and achievement
- To grow responsibly consistent with achieving the above goals

SKB is a recognized leader in providing quality-based facilities management services to clients with an exceptional reputation for quality and reliability throughout Tennessee.

A Partial List of Clients

SKB Facilities and Maintenance, Inc. cleans over 8 million square feet daily. Below is a partial list of our existing clients:

Memphis International Airport	FedEx World Technology Center
Collierville School District	Memphis Police Department Administration
Shelby County Government Buildings	Arlington School District
Memphis Public Library – Benjamin Hooks	201 Poplar

SKB’s management systems, quality control processes, and outstanding supporting operations team form the foundation for delivering exceptional facility services.

Organization Chart for this Project

GERMANTOWN MUNICIPAL SCHOOL DISTRICT will have a dedicated Account Manager who is responsible for the operational and financial performance of all aspects of the account. Otis Jackson will be fully dedicated to your district. Otis will report to Brandon Wooldridge who is the Director of Operations.

The Operations Manager will ensure the account team has access to, and support from, the Leadership Team. The Leadership Team is responsible for managing all business across Germantown Municipal School District.

The staffing for the account is based on the following approach. The Project Manager will have supervisors from both districts reporting to him, one for each school.

We have illustrated this organizational approach, together with the individual school assignment on the following pages.

Labor Estimating Process

Based on past experience of cleaning buildings of similar size and industry standards for cleaning were applied to square footage, building and area types, traffic patterns, building layout, etc. taking the observed conditions and environmental uniqueness into account.

This process provided the baseline for determining the proper staffing and supervisory levels by building and area as well as by day of week and shift. SKB will operate a day cleaning schedule and an evening schedule that will detail clean office space, kitchens, bathrooms and common areas. All common areas will be maintained during the day and thoroughly cleaned in the evening after normal school hours.

Annual Contract Price, Other Investments and Term

SKB's Annual Contract Price includes the costs of the on-site management team and productive staff, including salaries and wages, **basic benefits (including health plan, 401k retirement plan, one week paid vacation and uniforms)**, and insurances; all necessary janitorial supplies, equipment and consumable supplies; repair, maintenance and replacement of equipment; the costs of SKB uniforms and employee pre-employment screening; other direct operating costs; and a contribution to supporting overheads and pre-tax profit.

Why Choose SKB Facilities and Maintenance Inc.?

- We have extensive experience and longstanding success with many noteworthy clients.
- We have outstanding financial and operational resources.
- We will provide an outstanding management team.
- We believe we offer tremendous value. Our program will meet and/or exceed, GERMANTOWN MUNICIPAL SCHOOL DISTRICT's expectations while continuously seeking creative approaches to reducing operating costs.
- SKB's clients are very happy with our work. Please ask them!

Our Mission:

To create a brand new appearance for our customer, everyday!

Transition Plan

As each client environment is different, SKB has tailored its comprehensive transition plan for GERMANTOWN MUNICIPAL SCHOOL DISTRICT. All aspects have been considered and plans put in place to ensure a smooth and effective migration to SKB.

SKB transitions the service through a series of three distinct steps or phases:

- Pre-Transition Phase
- Transition Phase
- Ongoing Management

Below we detail key aspects of each of these phases.

Pre-Transition Phase

Based on buildings and locations, the Pre-Transition Phase will generally begin 30 days prior to the actual start of operations. The Transition Team will be lead through the formal Transition Plan including the following highlighted steps:

- Tailoring the overall Transition Plan (resources, tasks, sequencing and timing) to meet the GERMANTOWN MUNICIPAL SCHOOL DISTRICT's needs
- Approval of SKB's on-site management team
- Conducting client meetings to establish counterparts, lines of communication, formal meeting and reporting expectations
- Identifying specific requirements by shift and area
- Scheduling vendor assistance; establish vehicle and supplies needs, and storage requirements
- Establish work order and client request procedures
- Developing site-specific SOP Manuals, SDS, and Emergency and Contingency Plans
- Implementing the Human Resources Plan – interviewing and hiring of existing staff and supervisors, conducting job fairs, performing screening procedures and badging – with the requirements that **all staff are hired prior to Transition Phase**
- Procuring, setting-up and installing computer and custodial equipment, uniforms mixing stations, and initial consumable supplies
- Implementing accounting systems and cost control procedures
- Establishing the Quality Baseline, Quality rooms inventory, inspection procedures, and review points
- Schedule meeting and other formal meeting to discuss key points and processes

Transition Phase

Once SKB formally assumes responsibility for providing the services, the formal Transition Phase begins. The transition team and the operations team will support SKB's on-site account manager for at least the first 8 weeks. If additional support is necessary, those resources will be available to ensure a smooth transition.

In addition to other tasks, the following events will occur:

- Implementing Daily Transition Meetings
- Completing Risk Management Review; meet with client to discuss requirements, observations and recommendations
- Performing baseline slip meter tests; implement safety training programs
- Conducting Safety Audit; conduct Safety Training Class; distribute SDS sheets
- Performing Baseline Quality Audit
- Setting up customer surveys and inspection programs
- Establishing Transition Review Meetings – weekly then monthly for first three months
- Reinforcing staff training and safety programs
- Continually tailoring services to meet client expectations; modifying specifications appropriately
- Implementing SKB's Quality system
- Continuing Human Resources effort – recruiting, screening and hiring

SKB's Transition teams will be at the facility beginning with the Pre-Transition Phase. At the appropriate time, the Account Manager will join the team.

Once the Transition Phase begins, the Account Manager will receive back-up operations support. Gradually, the Transition Team will be reduced until the SKB team will be operating effectively under the leadership of the SKB Account Manager. Operations manager will remain heavily involved supporting the on-site operation on an ongoing basis.

During the Pre-Transition and Transition phases, it will be important to have access to the appropriate managers and building occupants. A formal Transition Plan progress report will be created each month for the GERMANTOWN MUNICIPAL SCHOOL DISTRICT's Administrative team.

Ongoing Phase

SKB's management systems have been implemented and the workforce has been properly trained in "how", what, when and where to clean by the time the Transition phase is complete. Work loading has been finalized and each employee, supervisor and manager is effectively carrying out his or her duties.

To support the team on an ongoing basis, the full complement of operations and division support has been confirmed and dedicated to serving each GERMANTOWN MUNICIPAL SCHOOL DISTRICT.

Of course, responsibilities change service require modification, and specifications may evolve over time. SKB's on-site management and supporting operations teams are prepared and encouraged to continually seek

opportunities to ensure our clients are always receiving the best value regarding these services...especially in an evolving environment.

Management and Supervision

SKB manages each client site with a dedicated Account Manager. The Account Manager has the specific responsibility of making certain all aspects of the operation are accomplished to meet, indeed exceed, client expectations for quality and service levels. The Account Manager will report directly to a Operations Manager who interfaces with SKB Executive Staff. The Account Manager will communicate with client facility managers and representatives as often as necessary to establish an effective and professional rapport.

At the local site, the night Supervisors report to the Account Manager. Supervisors oversee the completion of individual cleaning tasks to include coaching and on-the-job training of employees. The Account Manager is directly responsible for the safety, quality of cleaning, complaint resolution, training completions, human resources process, and management of the Supervisors and Leads.

SKB understands that to provide a quality program we have to start with a quality management team.

SKB recognizes that most service providers utilize the same labor pool; thus, the difference between a successful program and an average program is the management and supervisory team as well as management systems and operations support.

When selecting candidates to fill new and vacant positions, we seek more than just the traditional experience requirements. We expect our Managers to desire advancement and be diligent about achieving high performance scores.

SKB strives to promote internal candidates, which helps maintain our investment in human capital, as well as preserving the consistency and standardization of our ongoing processes.

Members of our on-site Management Team are offered guidance to open the door for promotional opportunities. SKB utilizes a variety of tools to help establish a development plan for individual growth. At the management level, activities including external specialized training internal educational opportunities are ongoing and are provided to those employees seeking career advancement.

Training sessions occur annually to bring Account Managers together for refinement of basic skills, reinforcement of critical operating procedures, and the introduction of new and improved concepts for completing daily tasks and ensuring client satisfaction. These are conference style events held in key geographic cities. Throughout the year, smaller local training classes occur to prepare Supervisors and Managers for advancement to the next career level. Career pathways are identified to guide our Supervisors and Managers to continued success.

Management Staff

SKB utilizes two “pools” of manager candidates: Internal and External. Internal candidates are those whom have performed well at other SKB facilities in an assistant manager or other role and have demonstrated the desire and ability to earn promotion.

Prior to placement at a client site as an Account Manager a candidate is typically provided operations support in multiple environments. This expanded understanding of SKB operations in multiple and varying client environments allow candidates to perform exceptionally well as the Account Manager.

When internal candidates don't meet SKB's requirements, SKB will seek External candidates from within the local community... If an External candidate is selected for the Account Manager role, the candidate spends significant time learning SKB's policies and procedures by visiting other SKB client sites to witness full, ongoing operations already in place. This series of “site tours” helps External candidates become very familiar with SKB and the nuances of working with the firm before assuming responsibility at the client site.

Supervision and Administrative Support

Most client sites require Supervision and Administrative support. These management employees are often selected locally and then receive on-site training to perform their duties.

Standby Staff

Whenever possible, standby staff is recruited from the existing pool of employees. This is a benefit because the client and those with whom they will be working already know these associates. Like all SKB employees, standby staff are thoroughly screened (background, drug, and other processes determined by the client and local or state laws) before assuming their positions.

Germantown Municipal School District

Position	# of employees	Shift Hours	Schedule
Dogwood Elementary			
Supervisor	1	6	3:00p-9:00p
Day Porter	1	7	8:00a-3:30p
Mid Day	1	4	11:00a-3:00p
General Cleaning	1	5	4:00p-9:00p
General Cleaning	1	5	4:00p-9:00p
	Total	27	

Farmington Elementary			
Day Porter	1	7	6:30a-2:00pm
Mid Day	1	7	11:00a-6:30p
Floor Tech	1	5	4:30p-9:30p
General Cleaning	1	5	4:30p-9:30p
General Cleaning	1	5	4:30p-9:30p
	Total	29	

Houston High			
Supervisor	1	7	3:00p-10:30p
Project	1	8	1:00p-9:30p
Day Porter	1	7	6:30a-2:00p
Mid Day	1	6	8:00a-2:30p
Floor Tech	1	8	2:00p-10:30p
General Cleaning	1	6	4:00p-10:30p
General Cleaning	1	6	4:00p-10:30p
General Cleaning	1	6	4:00p-10:30p
General Cleaning	1	6	4:00p-10:30p
General Cleaning	1	6	4:00p-10:30p
	Total	66	

Houston Middle			
Supervisor	1	5	5:00p-10:00p
Day Porter	1	7	6:30a-2:00p
Mid Day	1	7	11:00a-6:30p
General Cleaning	1	5	4:00p-9:00p
General Cleaning	1	5	4:00p-9:00p
	Total	29	

Riverdale Elementary			
Supervisor - Floor Tech	1	7	2:30p-10:00p
Day Porter	1	7	7:00a-2:30p
Mid Day	1	6.5	10:30a-5:30p
General Cleaning	1	6	3:30p-9:30p
General Cleaning	1	6	3:30p-9:30p
General Cleaning	1	6	3:30p-9:30p
	Total	38.5	

Forest Hill Elementary			
Supervisor- Floor Tech	1	5	3:30pm-8:30pm
Day Porter	1	7	7:00a-2:30p

Mid Day	I	7	10:30a-5:30p
General Cleaning	I	5	3:30p-8:30p
General Cleaning	I	5	3:30p-8:30p
District Office			
General Cleaner	I	8	TBD

Employee Processing

Employee screening and Hiring Standards

SKB Facilities & Maintenance, Inc. utilizes several methods of employment recruitment and screening. These include strict hiring standards and criminal background checks. We believe SKB’s hiring standards are the highest in the industry. To minimize liabilities, reduce turnover and objectively qualify the best possible candidates, SKB utilizes a comprehensive pre-employment screening program for ALL applicants and provides incentives for attracting and retaining employees. These steps and incentives include:

- I-9 verification
- Criminal background checks for 100% of applicants
- Motor vehicle records check (where applicable)
- Comprehensive pre-employment drug screening (where applicable)
- Fingerprinting , where permitted and available , will be conducted at the client’s request
- Selection of applicants through work and personal reference checks
- Above –market pay scale with work incentives
- Sick, vacation and holiday pay; health and life insurances: 401(k) with a match

Criminal Background Check

No person will be eligible for employment with SKB Facilities & Maintenance, Inc. if convicted of the following:

- Any felony
- Forgery
- Fraud
- Weapons charge
- Burglary
- Robbery
- Theft
- Assault and Battery
- Possession of a controlled substance
- Manufacturing of a controlled substance
- Delivery of controlled substance
- Convictions for DWI and DWLS will not automatically result in disqualification if the applicant is applying for a non-driving position. However, multiple offenses must be discussed directly with the VP of Human Resources. Convictions for DWI will disqualify applicants applying for “driver “positions.
- Any convictions not specifically listed here must be discussed with the VP of Human Resources for resolution.

Employee Recruitment and Retention

SKB's approach to identifying, recruiting and retaining employees of all levels is important in ensuring consistent levels of quality and service. SKB's turnover rate is below industry average. After ninety days of employment, SKB's hourly productive staff turnover rate is 26.25%; management is 1%. SKB takes great care to implement procedures and practices to manage potential gaps created by turnover by using "standby – pools" of employees. This helps alleviate any impact on the client environment due to call-ins or no-shows.

SKB is committed to hiring and retaining the most productive and qualified personnel for each client site. SKB's quality assurance, employee incentives, training, and risk management programs support this commitment. By hiring the right people and implementing proactive programs, the management team keeps liability and turnover low while exceeding client satisfaction expectations.

SKB meets its personnel needs by selecting, promoting, and transferring associates or applicants from among those best qualified to perform the work required. Whenever possible, management and supervisory vacancies are filled by promoting within.

SKB maintains a full-service, professional human resource department. These experts utilize all available means to ensure that the best staff is always available and "in the pipeline". Recruiting methods include Internet advertising, local job fairs, advertising in nearby newspapers, and targeted recruiting with a national search firm, flyer distribution and fieldwork. Additionally, in cases where SKB is replacing another firm, with permission from the incumbent contractor and the client, SKB will meet with all available interested employees and offer employment with our company provided prospective employees pass the SKB hiring requirements including background checks and drug screening.

Equal Employment Opportunity

SKB is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran's status. Further, SKB does not condone any form of discrimination or harassment.

We fill our employment needs by selecting, promoting, and transferring associates or applicants from among those qualified to perform the available work, with a view toward selecting the most qualified candidate for the job. Whenever possible, we attempt to fill vacancies by promoting from within when current associates are qualified and available

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, and termination, working conditions, compensations, benefits and other terms and conditions of employment.

SKB complies with all federal, state, and local equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. SKB clearly understands it is illegal to harass others based on their sex, sexual orientation, age, race, color, national origin, religion, martial or veteran status, citizenship, disability and /or other protected personal characteristics.

Harassment includes but is not limited to making derogatory remarks about such characteristics, making 'jokes' about ethnic and /or other Germantown Municipal School District, and other verbal , physical and visual behavior. We consider harassment in all forms to be a serious offense.

Associates who have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor or their Human Resource Department. Complaints are investigated immediately and handled as confidentially as possible.

SKB ensures that associates following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEQ law or this policy are investigated. Supervisors or associates found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, up to an including immediate termination of employment.

Staff Selection Process

- **Sourcing** – Developing a candidate pool for your specific needs
- **Screening** – Evaluation and qualifying candidates based on competencies and experience.
- **Assessment** -Staged Interviews and tools to assess a candidate's fit.
- **Placement**- Securing and on –boarding the right candidate.

Employment Advancement

SKB believes strongly in providing its employees with career advancement opportunities. Whether a productive staff employee wishes to become a supervisor, a supervisor endeavors to become a manager, a manager seeks promotion to regional manager or some other form of advancement, SKB has implemented programs and initiatives to assist employees in achieving these goals.

Training programs are readily available for those expressing interest. Many of our regional managers have advanced through various ranks to achieve significantly higher paying positions with additional responsibilities. While good for the employees, as a growing company, this simply makes sense!

How SKB Manages Risk

Preventing work-related injuries is so crucial that we teach safety awareness to every employee. If safety issues in the workplace are not addressed quickly, they can lower productivity, work quality and increase the chance of incidents. We also understand these preventative measures are also critical in enhancing the safety of your students, teachers and administrators. We strive to ensure that training, inspections and reporting are in compliance with government agencies and company policy — yours and ours. Most accidents can be prevented with the proper training, but sometimes accidents do occur. We've developed procedures that enable us to report accidents immediately, file claims documentation properly and provide employees with the resources to be able to return to work in a reasonable timeframe.

Resources:

As an SKB customer you'll have resources to depend on, including specialists in safety, training, prevention, workers' compensation, liability, claims and insurance management. To keep on top of safety concerns amongst all of our customers, we have a Safety Committee that meets monthly to:

- Report on training, inspections and incidents
- Revisit safety objectives and loss prevention goals
- Provide recommendations for the prevention of future incidents
- Review monthly Reports

Program Overview

Key elements:

- **Safety Communications:** SKB supervisors have online access to the SKB Quality “cloud based” software
- **Loss Control:** SKB monitors our Experience Modification Rates (EMR) to better understand and lower our workers' compensation costs. Since an EMR compares our claims experience to other employers of similar size in our industry, it is a measure of how SKB's loss prevention and control practices stack up to the competition.
- **Medical Coverage:** SKB has partnered with Concentra to give our employees 24/7 access to medical professionals in case of an injury. This program not only advises our employees of the proper care for injuries and when to seek emergency services, but also provides timely reporting of all on-the-job incidents.

SKB's technology provides benefits that help:

- Control costs
- Assure quality services
- Deliver on scheduled services or special requests
- Communicate efficiently
- Provide accurate, timely, financial information and service reports
- Consolidate information to drive process improvements

- A **quality management system** that is accessible online to our managers and supervisors from any internet connection. Our Quality Management System suite (QMS 24/7)—including work orders and inspection systems— is Web-enabled and Mobile-enabled, allowing employees and customers to view and provide feedback through the Web and communicate through a PDA.
- SKB's **internal work system** allows users to work in a web-based collaborative environment.

Quality Assurance Program

Ensuring Measurable Quality

Our purpose is to establish a quality culture, a culture that focuses on customers, involves employees, measures performance, and is continuously improving. To achieve that goal we employ a unifying quality system that places a variety of processes into a single framework. This framework is taken to new customers and service partners as a starting point from which to customize project-specific quality programs. This framework enables us to roll up measurements, and to monitor improvements across segments, customers, and service partners. The program is designed to fit a wide variety of industries and environments we service to ensure we meet our customers' needs.

Inspections

The facilities are inspected on a regular schedule, and the data is entered into the Quality software via laptop, Android, iPhone or other wireless device. Customized quality control inspection reports, showing results and trends, are available on-line or can be downloaded into an Excel spreadsheet. From this information, our managers can determine what actions are necessary to maintain contract compliance, continuous improvement and ultimately, customer satisfaction.

Work Order Management

Compuclean is a technologically robust tool that facilitates entering and tracking work orders from inception to completion. Workflow through the system varies according to your needs. Work orders are generated and dispatched to our staff via email to a variety of wireless devices. The status of open requests and periodic tasks that are scheduled, are reviewed and updated—all in real time via a wireless hand held device or computer. Once the work order is completed, it can be closed immediately using the same delivery devices. With our state-of-the-art system, we can act upon service requests promptly – then track them through completion and invoicing.

Tracking Accountability

All work requests clearly define who is responsible for the work and the time involved for completion. All requests are time stamped, and automatic escalations are triggered by that time, notifying management. At this point, service delivery is measured, quantified, and analyzed by SKB's management and if requested, the customer. Best practices can be identified and disseminated, producing significant improvements in customer satisfaction. As work is accomplished and work orders are closed, the reporting system is updated. Supervisory personnel can follow up with service workers on issues and requests to make certain all work is completed to our high standards. Any problems that emerge from this follow up are immediately corrected and the communication loop is then closed—but only when our customers are absolutely satisfied.

Process Improvement

SKB strives to optimize our processes to achieve more efficient results through planning, standardization, employee engagement and other means. We continuously look to identify areas of opportunity and target any problem areas, formulate a detailed strategy, and promptly execute the solution. When we engage in a proactive processes improvement strategy, we are able to build upon our foundation of best practices, procedures and processes so you receive the best service.

Compuclean

You'll receive the following benefits by leveraging Compuclean:

- Automated communication, resulting in reduced response time
- Complete, up-to-date work order status
- Round-the-clock access, communication and tracking
- Periodic scheduling and tracking
- Customized inspection and work order reports providing data for process improvement
- Improved customer satisfaction
- Less time spent managing issues

All reimbursable expenses will be tracked by an office spreadsheet and accounting software that will be monitored by the Office Coordinator and Human Resources daily.

Quality Control Procedures



CompuClean is a simple and efficient way to perform and manage janitorial inspections online. Through the application you/we can perform inspections on yours/our mobile device, attach photos, and submit tickets (work orders) which will be emailed to your and SKB's team immediately, and track corrective actions in real time. In addition, we can schedule inspections which creates a to-do list for our team so they know exactly what is expected for the day.

The application allows you to:

- Perform inspections offline, which sync when you go online
- Create tickets offline too
- Add photos and comments to line items
- Add comments to tickets
- Create to-do list for inspectors
- Automatically notifies GERMANTOWN MUNICIPAL SCHOOL DISTRICT when an inspection is performed

Standard Cleaning Procedures

Our SOP's will dictate our cleaning process, each GERMANTOWN MUNICIPAL SCHOOL DISTRICT's scope of work will be closely followed to assure that all cleaning expectations are met on a daily, weekly, monthly, quarterly and yearly basis.

Pandemic Cleaning Procedures:

General Disinfection/Cleaning Considerations

- Employ techniques to minimize potential contamination – e.g., avoid common use items/objects, cover porous surfaces likely to contact infected hosts with impermeable materials (i.e., plastic over seats used in vehicles to transport ill persons), use disposable items (i.e., paper towels rather than linen towels) when feasible, etc.
- Do not spray (fog) rooms with disinfectant. This is a potentially dangerous practice that has no proven disease control benefit
- Do not clean with dry dusting or sweeping as this may create aerosols. Use damp cleaning methods.
- Clean floors and other horizontal surfaces such as window sills, countertops, and shelves.
- Clean frequently touched items such as door knobs, telephones, equipment buttons, faucet handles, etc.
- Change mop heads, rags, and similar items and disinfectant solutions frequently during the decontamination procedure. Consider disposable cleaning items. Work from areas of light contamination to areas of heavier contamination.
- Use a double bucket method (one bucket for cleaning solution, one for rinsing).
- Clean, disinfect, and dry equipment used for cleaning after each use.
- Use appropriate personal protective equipment and in the proper manner. See EHS SOP, *Minimizing Potential Employee Exposures During a Pandemic Flu Event*. Consult EHS to determine if the proposed cleaning/disinfection process/area places an employee at increased risk of infection and/or necessitates certain medical surveillance, training, or other safety requirement.

Specific Disinfection/Cleaning Guidance

- **Dishes and Eating Utensils** – Food service employees should wear gloves when handling potentially contaminated eating utensils and dishes (used by a known or suspected infected host). Effective decontamination of non-disposable items is achieved by washing in a properly functioning dishwasher at recommended temperatures and quantities of detergent. Disposable items can be discarded as ordinary refuse.
- **Linens and Laundry** – Clothing, bedding and towels should not be shaken or otherwise handled in a manner that may generate aerosols. Bag securely before removing from potentially contaminated areas. Laundry may be washed in standard washing machine using warm water and detergent. Bleach may be added. Personnel handling potentially contaminated laundry should wear disposable gloves when handling potentially contaminated laundry.
- **Carpeting and Cloth Furnishings** – Use a HEPA vacuum, followed by wet vacuuming with disinfectant. It may be difficult or impossible to disinfect cloth furnishings.
- **Visibly or Known Contaminated, Non-Porous Surfaces** – Select an EPA-registered disinfectant and apply in accordance with manufacturer's recommendations, including recommended contact time.
- **Potentially Contaminated, Non-Porous Surfaces** (i.e., telephones, door knobs, window sills, toilets, floors, etc.) – Wipe generously with an EPA-registered disinfectant.

Frequency

Areas and items known or likely to be contaminated should be disinfected at least daily.

List of Supplies and Equipment

Proposed Equipment List

Item #	Description	Unit	Quantity
RM22140	Brute Dolly	Each	As needed
RM1314	RBMD#1314 Utility Truck 1 CU.YD	Each	As needed
RM7580Y	Mop Bucket/Wringer Combo	Each	As needed
RM22142Y	Brute Maids Caddy	Each	As needed
RM29213G	10 Quart Pail	Each	As needed
RM21112-77	“Caution Wet Floor Sign”	Each	As needed
RM21152G	Gray Janitor’s Cart	Each	As needed
Sanitare SC 886	Sanitare Vacuum Model	Each	As needed
TBL	Back Pack Trailer Blazer Lite	Each	As needed
Noble Advance	Hall Vacuum	Each	As needed
Sanitaire	Carpet Spotter	Each	As needed
Advance	High Speed Buffer 20” XP	Each	As needed
Advance	Low Speed Pacesetter 20 SD	Each	As needed
Tenant	12 Gallon Extractor	Each	As needed
Kivac	Kivac Restroom Cleaning Machine	Each	As needed
Viper	Air Mover	Each	As needed
Tennant T-5	Auto Scrubber	Each	As needed
Tennant T-3	Auto Scrubber	Each	As needed
PBU	Propane Buffer 27”	Each	As needed
PBU	Propane Buffer 21”	Each	As needed
Electric Blower	Electric Blower	Each	As needed

Dry/Dusting			
Manufacturer	Item #	Description	Unit
Rubbermaid	L153	24” Dust Mop Head	Each

Rubbermaid	K157	48" Dust Mop Head	Each
Rubbermaid	K159	72" Dust Mop Head	Each
Wet Mop			
Manufacturer Item # Description Unit			
Rubbermaid	A813-11	Large Mop Head	Each
Cloth			
Manufacturer Item # Description Unit			
Direct Mop Sales	Green	General Cleaning	Each
Direct Mop Sales	Yellow	Restroom	Each
Direct Mop Sales	Blue	Window	Each
Handles			
Manufacturer Item # Description Unit			
Rubbermaid	H316	Wet Mop Handle	Each
Rubbermaid	M116	Dust Mop Handle	Each
Bucket			
Manufacturer Item # Description Unit			
Rubbermaid	75800	Mop Bucket	Each
Rubbermaid	7588-88	Mop Bucket Dirty	Each
Laundry Net		Water	Each
Rubbermaid	U210	Microfiber Laundry Bag	
Paper Goods			
Manufacturer Item # Description Unit			
Soap			
Manufacturer Item # Description Unit			
Spartan	63325	Cranberry Ice Hand & Body Soap	Case
Chemicals		Spartan Chemicals will be used at all sites.	
Spartan	Pail	Consueme Ecolyzer	5 Gal.

Spartan	Pail	Damp Mop	5 Gal.
Spartan	Dispenser	NABC	Concentrated
Spartan	Dispenser	Halt	Concentrated
Spartan	Dispenser	Glass Cleaner	Concentrated
Spartan	PC	Spacreme	Quart
Spartan	Wax	iShine	5 Gal.
Spartan	Stripper	Endurastrip	5 Gal.

**** SKB uses a local vendor (American Paper & Twine) to purchase all chemicals and consumables. APT has a warehouse here in the Memphis area that has the capabilities to deliver to each site daily. Historically, when placing an order, SKB receives the order the next business day.**

SKB normally purchases the majority of its equipment from Tennant, however, we always test and try new machines. Some examples that may be used in your district include:



20" Autoscrubber



Carpet Extractor



19" Low Speed Buffer



Electric Burnisher



High Productivity Strip Machine



Wet/Dry Vacuum



Mini Spotter

T7 Autoscrubber- Used in large schools, with wide, open floor plans. Increases productivity and quality enabling employees to focus on multiple tasks.

27" Large Autoscrubber- Able to clean large areas efficiently and properly. This scrubber is equipped with (2) 14" pads to enable increased floor coverage. Used in larger schools with significant interior hallways and common areas.

20" Autoscrubber- Able to clean large areas efficiently and properly. This scrubber is equipped with (1) 20" pad to enable increased floor coverage. Used in Elementary Schools with significant interior hallways and common areas. In addition, these are utilized well in cafeterias to enable proper daily maintenance of cafeteria floors.

Carpet Extractor- Able to clean and extractor dirt, stains, and spots from carpets.

19" Low Speed Buffer- Used for stripping or scrubbing floors. Standard pad holder included as well as grit brush for scrubbing restrooms.

Mini Spotter- Used to extract and spot clean day to day stains. Great for use in Elementary Schools where accidents happen.

Electric Burnisher- Pads rotate at 1200, 1600, or 2000 rpms in working position for better gloss performance. 20 in / 510 mm burnishing path and a 1.5 hp / 1.12 kW motor. 75 ft power cord.

High Productivity Strip Machine- Used to strip large areas efficiently and effectively.

Wet/Dry Vacuum- Used to remove large amount of water from hard surfaces. Can have either a wand or front mounted squeegee.



Current Customer References

Project Title: Janitorial Service

Scope of Work Performed: Perform Janitorial Services at Memphis International Airport

Commercial Contract: Yes

Client Name: Memphis International Airport

Contact: Ron Woods

email: Ron.Woods@us.issworld.com

Phone Number: 901-922-0217

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform Janitorial Services

Commercial Contract: Yes

Client Name: Catoosa County Government

Contact: Christal Thomas

email: christal.thomas@catoosa.com

Phone Number: 706-965-2500

Completion Date: Ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform all Janitorial Service for Memphis Light Gas & Water

Commercial Contract: Yes

Client Name: MLGW

Contact: Willie Bowens

email: WBowens@mlgw.org

Phone Number: 901-491-5745

Completion Date: Ongoing

Percentage of Work subcontracted: 0%



Janitorial Services – Germantown Municipal School District

Project Title: Janitorial Service

Scope of Work Performed: Perform Janitorial Services at 201 Poplar Criminal Justice Center

Commercial Contract: Yes

Client Name: Shelby County Government

Contact: Andy Ward

email: Andy.Ward@shelbycountyttn.gov

Phone Number: 901-301-5707

Completion Date: ongoing

Percentage of Work subcontracted: 0%

Project Title: Janitorial Service

Scope of Work Performed: Perform Janitorial Services at FedEx WTC

Commercial Contract: Yes

Client Name: FedEx

Contact: Wes Cannon

email: wes.cannon@abm.com

Phone Number: 901-634-7032

Completion Date: ongoing

Percentage of Work subcontracted: 0%

Information Included for Consideration

- All supplies will be purchased “locally” through American Paper & Twine this will allow all tax dollars to stay within Shelby County
- If approved by each district, SKB will work closely with American Paper & Twine to create a program to change out all tissue dispensers in each school. It is in my opinion that a double roll dispenser will be more efficient than a single roll dispenser.
- All “Real Time” inspection reports will be visible to each districts leadership team through Compuclean Custodial Management System
- Spartan Chemical Products will be used in all schools
- iShine Wax will be used on all VCT flooring
- SKB’s Area Managers and Operations Managers are Green Clean Certified

S · K · B

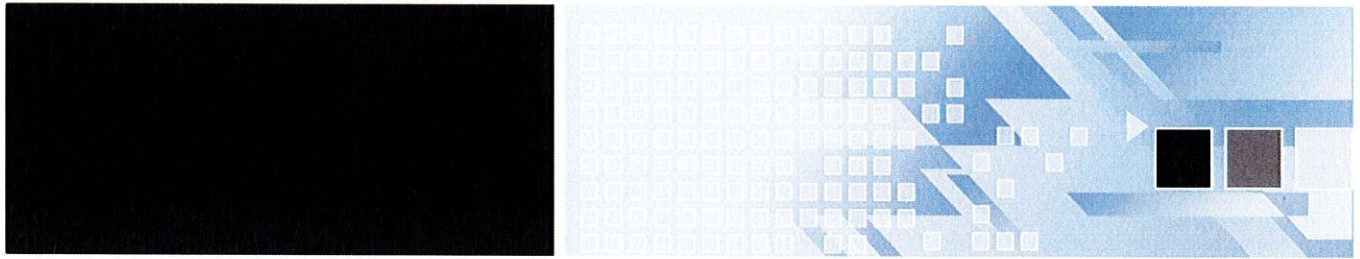
FACILITIES & MAINTENANCE, INC

<u>Germantown Municipal School District</u>	Sq. Ft.	Monthly Cost
Central Office 3350 Forest Hill Irene Rd., 38138	20,016	\$ <u>1,952.09</u>
Dogwood Elem. 8945 Dogwood Rd., 38139	88,000	\$ <u>8,034.37</u>
Farmington Elem. 2085 Cordes Rd., 38139	73,908	\$ <u>6,812.31</u>
Houston High School – 9755 Wolf River Boulevard, 38139	263,689	\$ <u>22,563.94</u>
Houston Middle – 9400 Wolf River Boulevard, 38139	92,750	\$ <u>7,993.36</u>
Riverdale Elem. – 7391 Neshoba Rd., 38139	152,199	\$ <u>12,913.00</u>
Forest Hill Elem 3366 Forest Hill Irene Rd., 38138	97,027	\$ <u>7,993.36</u>
 <u>Total Monthly Lump Sum All Locations</u>	 787,589	 \$ <u>68,262.43</u>

Net 15 Terms

Signature: 

Date: 4/2/2019



2020/2021

**Proposal for Business Insurance Consulting and
Brokerage Services**

*Germantown Board of Education
Germantown Municipal School District*



GERMANTOWN
MUNICIPAL SCHOOL DISTRICT
Excellence. Always.

Presented by:

David A. McDonnell
Insight Risk Management, LLC



Insight Risk Management, LLC

7200 Goodlett Farms Parkway

Cordova, Tennessee 38016

901-278-5375

**Germantown Board of Education
Germantown Municipal School District
Executive Summary
2020/2021 Renewal**

Public Entity Partners

Public Entity Partners was organized in 1979 as a not-for-profit tax-exempt corporation under the Tennessee Governmental Tort Liability Act. Public Entity Partners ended 2018 with 493 members comprised of municipalities and municipal school districts all domiciled in the State of Tennessee. Public Entity Partners ended 2019 with \$62,200,000 in net written premiums and declared a Member Dividend of \$5,000,000.

Property Coverage

Total Insured Values for the GMSD Property Renewal increased \$3,799,573 over 2019/2020 reflecting \$146,832,026 in total insured values. The premium increase for the policy renewal is due to a deteriorating loss experience due to significant loss attributable to the flooding in 2019.

Workers Compensation

The total payroll for the Worker's Compensation renewal increased \$3,266,435 over the 2020/2021 reflecting \$36,216,455 in total payroll. The rates and the individual experience rate used on the renewal remain largely unchanged.

Liability Insurance

The Liability Insurance is rated on number of students and the student count for 2019/2020 and 2020/2021 was very similar and the renewal premium was in line with the expiring premium. We use a look back projection on the renewal since the actual number of students is not finalized until school starts.

Student Accident Policy

The Student Accident Insurance is rated on number of students and the student count for 2019/2020 and 2020/2021 was very similar and the renewal premium was in line with the expiring premium.

Germantown Board of Education

2020/2021 Premium Summary

Line of Coverage	2019/2020	2020/2021	\$\$\$ Change
Property	\$ 205,410	\$ 231,142	\$ 25,732
Equipment	Included	Included	Included
Computers	Included	Included	Included
Breakdown	Included	Included	Included
Automatic Coverages	Included	Included	Included
Earthquake	Included	Included	Included
Workers Compensation	\$ 90,135	\$ 88,918	\$ (1,217)
Liability Total	\$ 57,748	\$ 58,825	\$ 1,077
General Liability	\$ 9,223	\$ 7,434	\$ (1,789)
Errors & Omissions	\$ 47,681	\$ 50,067	\$ 2,386
Automobile	\$ 844	\$ 1,324	\$ 480
Student Accident	\$ 23,000	\$ 23,904	\$ 904
Total Premium	\$ 376,293	\$ 402,789	\$ 26,496
Member Dividends	2019/2020	2020/2021	
Property	\$ 2,533	\$ -	\$ (2,533)
Liability	\$ 259	\$ 1,659	\$ 1,400
Workers Comp	\$ 2,581	\$ 6,574	\$ 3,993
Total	\$ 5,373	\$ 8,233	\$ 2,860

Additional Named Insureds - Germantown Board of Education

Germantown Municipal School District as respects

- **City of Germantown**
- **Germantown Education Foundation**
- **Houston High Athletic & Arts Foundation**

Germantown Municipal School District as respects

- **Intergovernmental Agreement for the use of Germantown Municipal School District Facilities by the City of Germantown**

Germantown Board of Education as respects Interlocal Agreements for

- **Transportation**

**Germantown Board of Education
Germantown Municipal School District
Property Summary**

Coverage	
Total Premium	\$231142
Total Insured Values	\$139,492,026
Boiler & Machinery Limit	\$140,392,026
Computer Equipment	\$ 6,440,000
Mobile Equipment	\$ 900,000
Crime	\$ 150,000
Deductible	\$25,000 Property \$ 250 Computer \$ 250 Mobile Equipment \$ 1,000 Crime
Cause of Loss	Special
Adjustment	Replacement Cost
Flood Coverage	\$1,000,000 Per Occurrence and Annual Aggregate
Earthquake	\$15,000,000 Underground Excluded 1% Deductible subject to \$25,000 per location Per Occurrence
Newly Acquired Property	\$1,500,000
Loss of Net Revenue	\$250,000
Extra Expense	\$500,000
Rental Values	\$500,000
Valuable Papers	\$550,000
Accounts Receivable	\$250,000
Consequential Loss	\$500,000
Builder's Risk	\$500,000
EDP Media & Software	\$100,000
Personal Effects	\$50,000
Pollutant Clean Up	\$50,000
Fine Arts	\$50,000
Debris Removal	\$500,000
Transit Coverage	\$250,000
Leasehold Interest	\$500,000
Vandalism of Natural Grass Fields	\$100,000
Terrorism	\$500,000 Per Occurrence and Annual Aggregate

PREMIUM BREAKDOWN

**BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION**

Effective Date: 07/01/2020
Policy No. PPR-0366-21

	Location	Occupancy	Premium	Building Values	Personal Property Values	Location Total Values
1	6655-6685 POPLAR AVENUE	OFFICE-DELETED:7/1/2019	0.00	0	0	0
2	9755 WOLF RIVER BOULEVARD	HOUSTON HIGH SCHOOL	35,836.74	35,313,260	1,325,000	36,638,260
3	9755 WOLF RIVER BOULEVARD	HOUSTON HS ANNEX CLASSROOM BUILDING	4,406.16	4,504,705	0	4,504,705
4	9755 WOLF RIVER BOULEVARD	HOUSTON HS BAND EQUIPMENT BUILDING	154.93	158,394	0	158,394
5	9755 WOLF RIVER BOULEVARD	HOUSTON HS GREENHOUSE	192.11	196,407	0	196,407
6	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD LIGHTING AND FENCING	226.19	231,254	0	231,254
7	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD HOME BLEACHERS	599.06	612,454	0	612,454
8	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD VISITOR BLEACHERS	375.96	384,368	0	384,368
9	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD SCOREBOARD	298.49	305,171	0	305,171
10	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD STORAGE BUILDING	3.29	3,362	0	3,362
11	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	7.83	8,002	0	8,002
12	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	2.04	2,087	0	2,087
13	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD CONCESSION STAND	104.32	106,652	0	106,652
14	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LIGHTING AND FENCING	259.25	265,044	0	265,044
15	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD ELEVATED WOOD DECK	7.94	8,118	0	8,118
16	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD BLEACHERS	42.99	43,955	0	43,955
17	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE GARAGE	20.76	21,225	0	21,225
18	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD DUGOUTS	22.12	22,616	0	22,616
19	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE BUILDING	4.20	4,291	0	4,291

PREMIUM BREAKDOWN

**BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION**

Effective Date: **07/01/2020**
Policy No. **PPR-0366-21**

	Location	Occupancy	Premium	Building Values	Personal Property Values	Location Total Values
20	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD SCOREBOARD	34.26	35,025	0	35,025
21	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD HOUSE	951.26	972,535	0	972,535
22	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LAWN EQUIPMENT BLDG.	78.05	79,793	0	79,793
23	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SCHOOL	12,804.85	12,516,240	575,000	13,091,240
24	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	2.84	2,899	0	2,899
25	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER LIGHTING AND FENCING	139.44	142,554	0	142,554
26	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE TICKET BOOTH	7.83	8,002	0	8,002
27	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER BLEACHERS	96.20	98,349	0	98,349
28	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCOREBOARD	11.00	11,250	0	11,250
29	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER DUGOUTS	7.37	7,538	0	7,538
30	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCORER BOOTHS	1.81	1,855	0	1,855
31	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER CONCESSION STAND	78.73	80,488	0	80,488
32	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER STORAGE	3.29	3,362	0	3,362
33	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	1.25	1,276	0	1,276
34	8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY SCHOOL	12,719.19	12,698,919	304,746	13,003,665
35	8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY PLAYGROUND EQUIPMENT	81.45	83,272	0	83,272
36	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY SCHOOL	23,527.66	23,303,880	750,000	24,053,880
37	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY KINDERGARTEN CLASSROOM BLDG.	1,899.42	1,941,902	0	1,941,902
38	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY GYMNASIUM	1,559.61	1,594,493	0	1,594,493

PREMIUM BREAKDOWN

**BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION**

Effective Date: 07/01/2020
Policy No. PPR-0366-21

Location	Occupancy	Premium	Building Values	Personal Property Values	Location Total Values
39 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P1-DELETED 07/01/17	0.00	0	0	0
40 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P2-DELETED 07/01/17	0.00	0	0	0
41 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P3-DELETED 07/01/17	0.00	0	0	0
42 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P4-DELETED 07/01/17	0.00	0	0	0
43 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P5-DELETED 07/01/17	0.00	0	0	0
44 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P6-DELETED 07/01/17	0.00	0	0	0
45 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P7-DELETED 07/01/17	0.00	0	0	0
46 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P8-DELETED 07/01/17	0.00	0	0	0
47 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P9-DELETED 07/01/17	0.00	0	0	0
48 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P10-DELETED 07/01/17	0.00	0	0	0
49 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P11-DELETED 07/01/17	0.00	0	0	0
50 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P12-DELETED 07/01/17	0.00	0	0	0
51 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P13-DELETED 07/01/17	0.00	0	0	0
52 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P14-DELETED 07/01/17	0.00	0	0	0
53 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE BAND BLDG. P15-DELETED 07/01/17	0.00	0	0	0
54 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P16-DELETED 07/01/17	0.00	0	0	0
55 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P17-DELETED 07/01/17	0.00	0	0	0
56 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P18-DELETED 07/01/17	0.00	0	0	0
57 7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P19-DELETED 07/01/17	0.00	0	0	0

PREMIUM BREAKDOWN

**BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION**

Effective Date: 07/01/2020

Policy No. PPR-0366-21

	Location	Occupancy	Premium	Building Values	Personal Property Values	Location Total Values
58	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P20-DELETED 07/01/17	0.00	0	0	0
59	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P21-DELETED 07/01/17	0.00	0	0	0
60	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE RESTROOM BLDG.	47.65	48,711	0	48,711
61	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY LARGE STORAGE BLDG.	8.28	8,466	0	8,466
62	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	2.15	2,203	0	2,203
63	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	2.15	2,203	0	2,203
64	2085 CORDES ROAD	FARMINGTON ELEMENTARY SCHOOL	10,832.07	10,574,337	500,000	11,074,337
65	2085 CORDES ROAD	FARMINGTON ELEMENTARY PLAYGROUND EQUIPMENT	85.42	87,331	0	87,331
66	2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	2.38	2,436	0	2,436
67	2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	2.38	2,436	0	2,436
68	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 162-DELETED:7/1/2019	0.00	0	0	0
69	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 193-DELETED:7/1/2019	0.00	0	0	0
70	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 200-DELETED:7/1/2019	0.00	0	0	0
71	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 201-DELETED:7/1/2019	0.00	0	0	0
72	9755 WOLF RIVER PARKWAY	HOUSTON HS FOOTBALL FIELD SYNTHETIC TURF	1,110.32	1,135,152	0	1,135,152
73	2085 CORDES ROAD	FARMINGTON ELEM PORTABLE CLASSRMS (5 - RESTROOMS (3)	210.34	215,049	0	215,049
74	8945 DOGWOOD ROAD	DOGWOOD ELEM PORTABLE CLASSRMS (8) - RESTROOMS (3)	315.52	322,574	0	322,574
75	3366 S FOREST HILL IRENE ROAD	FOREST HILL ELEMENTARY SCHOOL	23,193.74	21,862,496	1,850,000	23,712,496
76	3350 S FOREST HILL IRENE ROAD	DISTRICT OFFICE	4,058.12	3,848,889	300,000	4,148,889

PREMIUM BREAKDOWN

**BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION**

Effective Date: 07/01/2020

Policy No. PPR-0366-21

Location	Occupancy	Premium	Building Values	Personal Property Values	Location Total Values
	Total Breakdown	136,440.41	133,887,280	5,604,746	139,492,026
	Rounding Adjustment	-0.41			
	Total Policy Bldg + PP Premium	136,440.00			

Germantown Board of Education 2020/2021 Policy
Germantown Municipal School District

Coverage	Limit
Workers Compensation	Statutory
Employers Liability	\$ 1,000,000
	\$ 1,000,000
	\$ 1,000,000

	Payroll	Payroll
Classification	2019/2020	2020/2021
Schools Professional	\$ 34,587,015	\$ 35,622,028
Schools All Other	\$ 588,986	\$ 594,417
GMSD Board Member	Included	Included
Total Payroll	\$ 32,950,020	\$ 36,216,455
	Base Rates	Base Rates
	2019/2020	2020/2021
Schools Professional	0.35	0.319
Schools All Other	3.12	2.88
Increased Limit Factors	1.028	1.028
Experience Mod Factor	0.84	0.91
Schedule Mod Factor	0.825	0.825
Deductible Factor	0.90	0.90
Three Year Policy Factor	0.98	0.98
Estimated Premium	\$90,135	\$88,918

**Germantown Board of Education
Germantown Municipal School District
Liability Summary**

Limits of Coverage

Coverage A - General Liability and Coverage B - Personal Injury Liability

- \$ **300,000** Per Person for Bodily Injury or Personal Injury as limited by the Tort Liability Act
- \$ **700,000** Per Occurrence for Bodily Injury or Personal Injury as Limited by the Tort Liability Act
- \$ **100,000** Per Occurrence for Property Damage as Limited by the Tort Liability Act
- \$ **5,000,000** Per Occurrence for Each Other Loss
- \$ **1,000** Per Person and **\$10,000** Per Accident for Medical Payment
- \$ **500,000** Per Person for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **1,000,000** Per Occurrence for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **100,000** Per Occurrence for Fire Damage
- \$ **100,000** Per Occurrence for Non-Monetary Defense Costs
- \$ **500,000** Punitive/Exemplary Damages
- \$ **1,000,000** Class Action Liability Coverage
- \$ **5,000** Per Occurrence Deductible

Coverage C - Errors or Omissions Liability

- \$ **5,000,000** Per Occurrence – Includes Teacher's Professional Liability
- \$ **5,000,000** Per Occurrence/Policy Aggregate for Employment Practices Liability
- \$ **1,000,000** Per Occurrence/Policy Aggregate for Privacy & Network Liability
- \$ **1,000,000** Per Occurrence for Employee Benefits/Fiduciary Liability
- \$ **100,000** Per Occurrence for Non-Monetary Defense Costs
- \$ **500,000** Punitive/Exemplary Damages
- \$ **1,000,000** Class Action Liability Coverage
- \$ **250,000** Sublimit for Data Breach Fund Coverage
 - Includes Ransomware, Social Engineering & Data Restoration
- \$ **5,000** Per Occurrence Deductible

Coverage D - Automobile Liability

- \$ **300,000** Per Person for Bodily Injury or Personal Injury as limited by the Tort Liability Act
- \$ **700,000** Per Occurrence for Bodily Injury or Personal Injury as Limited by the Tort Liability Act
- \$ **100,000** Per Occurrence for Property Damage as Limited by the Tort Liability Act
- \$ **5,000,000** Per Occurrence for Each Other Loss
- \$ **500,000** Per Person for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **1,000,000** Per Occurrence for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **300,000** Bodily Injury Coverage Uninsured/Underinsured Motorist Coverage
- \$ **100,000** Property Damage Coverage Uninsured/Underinsured Motorist Coverage

- \$ **500,000** Punitive/Exemplary Damages

2017 GMC Savana 3500 VIN: 1GJZ7FG4H1125106
2019 Freightliner F2CA46 VIN: WDYPF0CD3K039689
\$500 Comprehensive Deductible
\$500 Collision Deductible



CHUBB®

Special Risk Proposal

Created for:

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

Presented By:

INSIGHT RISK MANAGEMENT

Accident & Health



About Chubb A&H

Chubb's History

Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients.

The company is distinguished by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength, underwriting excellence, superior claims handling expertise and local operations globally.

We are a leader in the insurance industry not only on the basis of our size but our longevity. We consistently strive to build lasting relationships with our customers and 8,500 independent agents and brokers, and we aim to be the best at what we do by delivering unparalleled service and innovative, scalable and specialized products backed by financial strength and third-party endorsements.

Chubb for Accident & Health

When you choose Chubb you're relying on one of the strongest carriers in the market: a specialty Accident & Health carrier with the experience, and financial strength to offer rich options, broad coverages and higher limits at affordable rates.

For more than 50 years, Chubb has offered accident and health solutions to a wide range of markets including large and small businesses, professional practices, schools and colleges, financial institutions, membership associations, civic, church and nonprofit organizations. Chubb Accident & Health has consistently demonstrated an exceptional ability for creative collaboration with policyholders, through our flexible and innovative approach to products and services.

Wherever your business is focused, Chubb A&H offers you opportunities to sell flexible and competitive products to your current customers, backed by the Chubb Advantage - financial strength, reliability, high standard of service and swift, fair claims practices.

Proposal Terms & Conditions

This proposal provides a brief description of the important features of the policy. Please reference the Specimen Contract for complete policy details.

Name of Policyholder: GERMANTOWN MUNICIPAL SCHOOL DISTRICT
Address: 3350 S. FOREST HILL IRENE ROAD
City: GERMANTOWN **State:** TN **Zip Code:** 38138
Quote Date of Issuance: May 4, 2020

This proposal is valid for 90 days from the quote date of issuance. This insurance policy is only for the listed Policy Type(s) and is based upon the information submitted and rates in effect on this date. If any of the information submitted for this quotation is altered, we reserve the right to change this quotation accordingly. Actual coverage afforded is subject to the terms and conditions of the policy as issued.

This proposal does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such prohibitions apply, this proposal is void from the beginning.

Annual Premium \$23,904.00 – option 1 current plan including sports
Annual Premium \$16,972.00 – option 2 excluding all sports

Commission: 15%

NOTICE:

Coverage can only be bound and commissions paid to a Chubb appointed agency. We require the appropriate state insurance licenses(s)-i.e. Accident/Health/Life/Disability/Sickness-to be filed with Chubb for the agency and/or individual based on the risk and agency location following state laws.

Eligibility

Class

1 All registered students of the Policyholder

Principal Sum

Class

1 \$10,000

Hazard/When Coverage Applies

Class

1 Covered Activities

Option 1 – All activities related to the Germantown Municipal School District which are sponsored by the Policyholder, on the premises designated by the Policyholder and under the direct supervision of the Policyholder. Group travel in connection with such activities is included as is direct travel to and from such activities. Coverage also includes all sports (including tackle football)

Option 2 - – All activities related to the Germantown Municipal School District which are sponsored by the Policyholder, on the premises designated by the Policyholder and under the direct supervision of the Policyholder. Group travel in connection with such activities is included as is direct travel to and from such activities. **Coverage excludes all interscholastic sports, including practices, games and group travel arranged by the Policyholder to and from games.**

Aggregate Limit of Insurance

A maximum limit of insurance of \$1,000,000 applies per Accident.

Accidental Death and Dismemberment

Accidental:	Benefit Amounts (Percentage of Principal Sum)
Loss of Life	100%
Loss of Speech and Loss of Hearing	100%
Loss of Speech and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye	100%
Loss of Hearing and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye	100%
Loss of Hands (Both), Loss of Feet (Both), Loss of Sight or a combination of any two of Loss of Hand, Loss of Foot or Loss of Sight of One Eye	100%
Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each)	50%
Loss of Speech or Loss of Hearing	50%
Loss of Thumb and Index Finger of the same Hand	25%

Additional Benefits

Accident Medical Expense:

Maximum Benefit Amount: \$25,000

Deductible: \$500

Exclusions

There are certain situations not covered in this policy. These policy exclusions include:

Disease or Illness

Suicide or Intentional Injury

Incarceration

War

Service in the Armed Forces

Owned Aircraft, Leased Aircraft or Operated Aircraft

Aircraft Pilot or Crew

Trade Sanctions

Intoxication

Narcotic

Extensions of Insurance

Disappearance

If an insured person has not been found within one (1) year of the disappearance, stranding, sinking or wrecking of any conveyance in which an insured was an occupant at the time of the accident, then it will be assumed, subject to all other terms and conditions of the policy, that an insured has suffered a loss of life under the policy.

Exposure

If as the result of an accident causes an insured to be unavoidably exposed to the elements and as a result of the exposure there is a loss, then such loss will be covered under the policy.

Ease of Administration

As a way to make doing business with Chubb effortless, we provide the following features:

- **Direct Bill** - an option for your agency and Chubb policyholders. Benefits include:
 - Potential decrease in workload and expenses with Chubb handling the collection of premium collection
 - Multiple policies can be combined into a single direct bill account
 - Payment plan options are available
 - Knowledgeable Service Center Representatives available from 8AM to 6PM Eastern Standard Time
 - Direct bill is not mandatory
- **Paperless Policies** - can be sent online to produce policies quickly
- **Efficient Administration** - staffed by experienced underwriters and claim specialists
- **Flexibility** - over 30 benefits available



2021 GMSD BUDGET REPORT

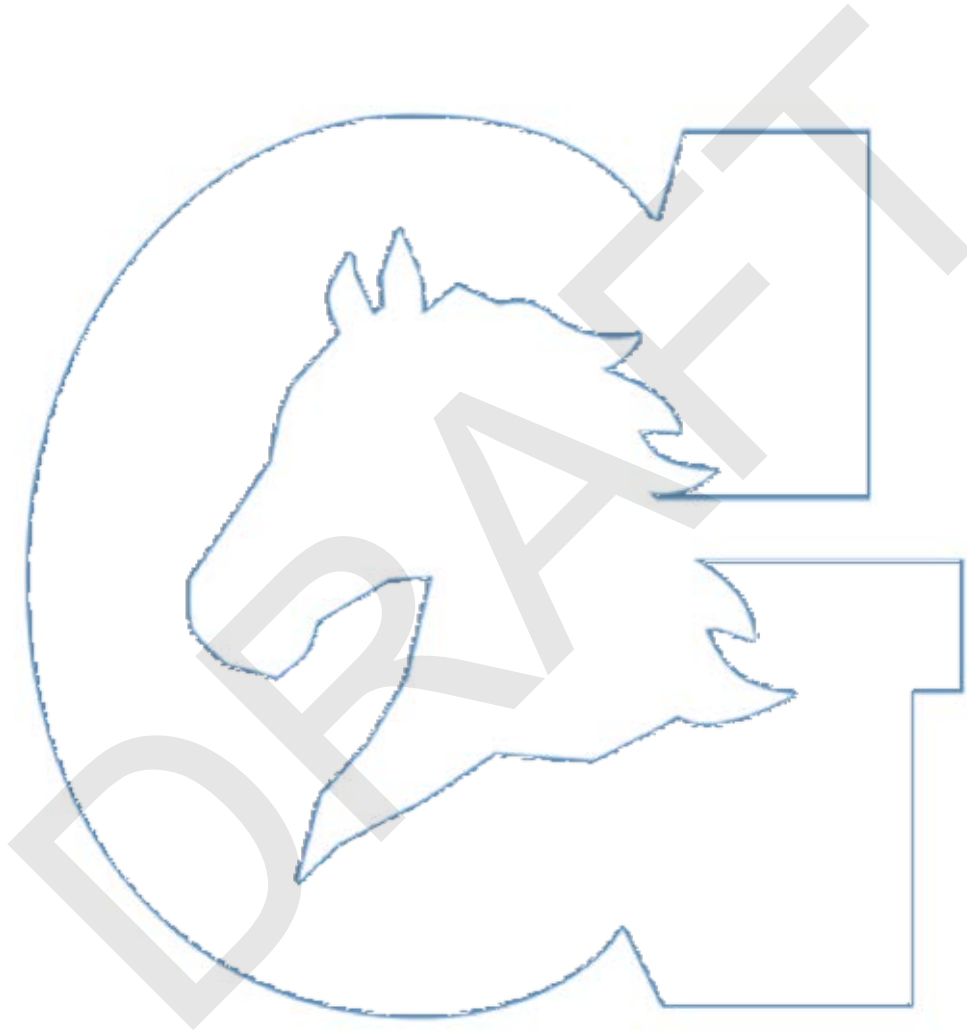
First Reading – May 18, 2020

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

REBECCA LUTER,
SCHOOL BOARD CHAIR





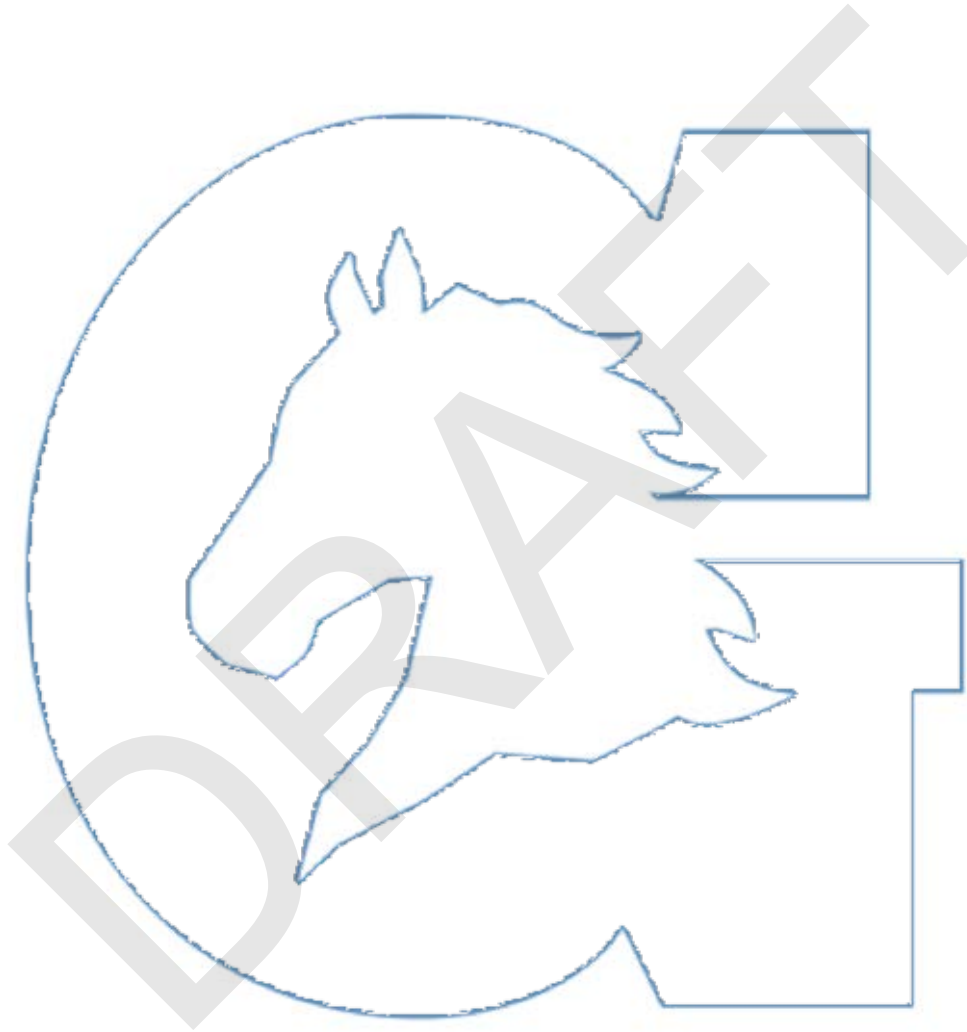
GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Rebecca Luter	Chair
Amy Eoff	Vice-Chair
Linda Fisher	Board member
Angela Griffith	Board member
Betsy Landers	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
John Pierce	Director of Technology
Teresa Price	Assistant Superintendent of Teaching, Learning, and Assessment
Elissa Stratton	Executive Director of Human Resources



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59

SUPERINTENDENT & BOARD OF ED

Office of the Superintendent, Board of Ed. Services

Excellence. Always.

Our Germantown Municipal School District's focus is: to place students at the forefront of all our decisions; to respect our state department of education's plan and ambitions with Tennessee Succeeds; and to focus on developing a local public school system that excels in all academic and non-academic areas.

SCHOOL DISTRICT PROFILE

The Germantown Board of Education and the Germantown Municipal School District (GMSD) were established by the City of Germantown, TN in 2013. The first year of service to students began July 1, 2014. The 2020-21 budget represents expectations for GMSD in its seventh year of operation. This budget presents projected revenues and expenditures for GMSD based on current student enrollment and projected changes for the coming year.

GMSD is comprised of six schools; three K-5 (Dogwood, Farmington and Forest Hill), one K-8 (Riverdale), one 6-8 (Houston Middle), and one 9-12 (Houston High).

GMSD fosters a healthy learning environment for all students and offers a variety of extracurricular activities that promotes academics, arts, athletics, and citizenship in our students.

BUDGET HIGHLIGHTS

FUNDS

This budget includes the General Purpose Fund, which is the primary operating fund of the school system and accounts for financial resources of the District.

ENROLLMENT

The District's enrollment projections for 2020-21 are estimated using 2019-20 enrollment data and enrollment applications made during open enrollment for the 2020-21 school year. Projected enrollment for 2020-21 is 6,232.

REVENUES AND RESERVES

Changes in revenue for 2020-21 are as follows:

- State funds consist primarily of Basic Education Plan (BEP) funds and are estimated to increase by 4%, or \$1.1 million for 2020-21. This funding increase is primarily dedicated to salaries and related fringe benefits enhancements and to new instructional positions.
- With an expected decrease in sales tax revenues, \$3 million in reserves has been assigned to cover a projected shortfall of up to 45%. Mixed drink tax revenues have also been decreased by 25%, or \$42,000.

BUDGET HIGHLIGHTS

EXPENDITURE REDUCTIONS

Other Capital Outlay, Supplies and Materials, and Textbook accounts were to be reduced by \$1.1 million to fund other district administrative budgets.

EXPENDITURES

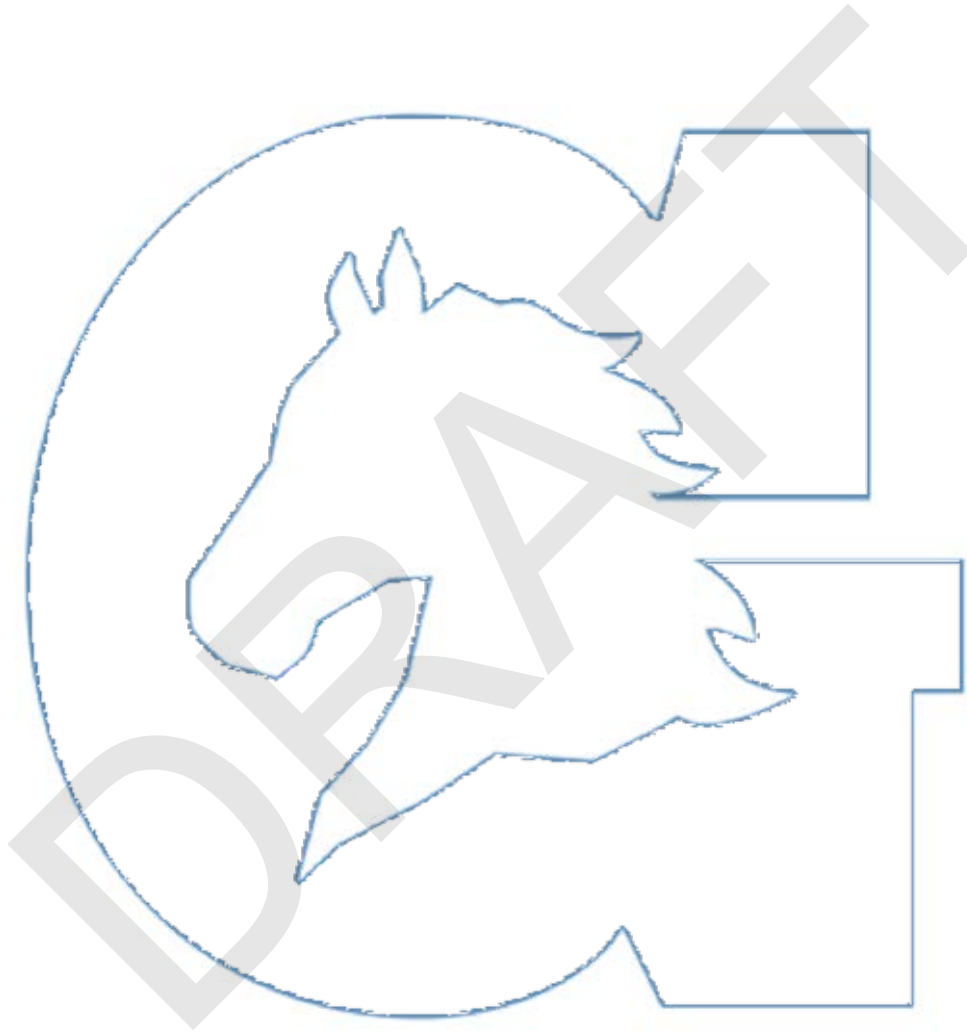
The following are highlights of the major changes in the FY 2021 budget.

HUMAN RESOURCES

- 2% COLA for all employees, \$81,000
- Upgrades to the regular and special education assistant pay scales, comparable to other local districts, \$294,000
- 3 growth regular education teaching positions, \$230,000
- 1 Assistant Principal at Forest Hill due to enrollment growth, \$102,000
- 2 regular education assistants at Forest Hill due to enrollment growth, \$53,000
- Coaching and fine arts supplemental compensation upgrades, \$112,000
- 1 SPED teacher at Forest Hill to meet service needs, \$76,000
- 0.8 speech therapist to meet service needs, \$61,000

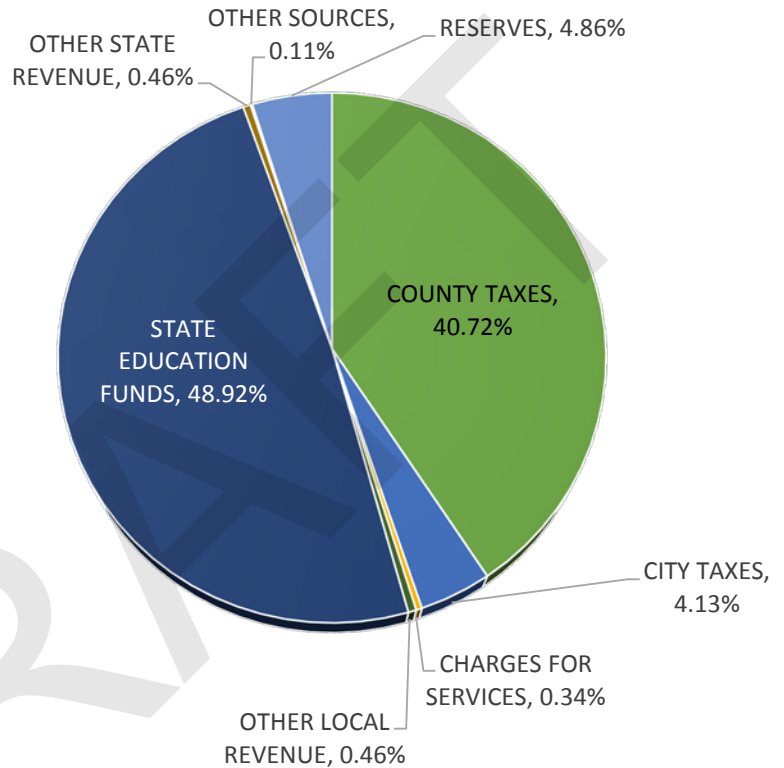
OPERATIONS

- Assumption of the SCS OPEB liability from the City of Germantown, \$356,000
- Additional costs for inpatient behavioral health services, \$20,000
- Additional administrative software costs, \$130,000
- Utilities, \$35,000 increase



GENERAL FUND REVENUES

2020-2021 Projections



Overview

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

GENERAL FUND REVENUES

Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

\$58,717,215

Revenue Sources

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

The City of Germantown provides a \$2.55 million maintenance of effort payment to GMSD, an increase of \$42,000 for FY 2021.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes. For FY 2021, the District's share is 4.20 percent.

State funds consist primarily of Basic Education Plan (BEP) funds and are projected to increase by \$1.1 million for FY 2021. The Basic Education Plan (BEP) portion of State funds represents a preliminary estimate from the State based upon the FY 2020 average daily membership (ADM) of 6,083 students.

Funding is based on ADM weighted on the 2nd, 3rd, 6th, and 7th attendance periods. Formulas used to determine funding are total weighted student count multiplied by the per pupil allocation, per teacher allocation, staffing formulas and salary allocations, maintenance and operations square foot calculations, plus transportation allowances.

GENERAL FUND REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
40400	COUNTY TAXES	22,130,116	24,930,962	25,741,483
40800	CITY TAXES	2,549,581	2,507,297	2,496,607
43000	CHARGES FOR SERVICES	208,645	174,500	187,768
44000	OTHER LOCAL REVENUE	285,000	264,000	262,675
46000	STATE EDUCATION FUNDS	30,192,232	29,025,047	28,205,429
46800	OTHER STATE REVENUE	281,641	499,238	333,272
47100	FED FUNDS RCVD THRU STATE		-	44,030
49000	OTHER SOURCES	70,000	716,727	586,944
	RESERVES	3,000,000	8,071,624	-
REVENUES GRAND TOTAL:		<u>58,717,215</u>	<u>66,189,395</u>	<u>57,858,208</u>

STATE EDUCATION FUNDS

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
46511	Basic Education Program	29,996,000	28,820,047	27,996,207
46591	Coordinated School Health Grant	90,000	90,000	90,000
46610	Career Ladder Program	106,232	115,000	119,222
STATE EDUCATION FUNDS TOTAL:		30,192,232	29,025,047	28,205,429

Includes Germantown Municipal School District's share of the Basic Education Program (BEP) Funds, grants, and other flow-through state funds, such as Career Ladder.

COUNTY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
40110	Current County Property Tax	15,893,810	16,147,023	16,032,568
40120	Trustee Collection - Prior Year	297,152	272,330	297,152
40130	Chancery & Circuit Court - Prior Year	151,462	113,922	151,462
40162	PILOT - Utility	152,970	127,707	152,970
40163	PILOT - Other	126,124	148,296	126,124
40210	Local Option Sales Tax	3,819,340	6,819,340	7,291,948
40240	Wheel Tax	1,477,882	1,283,397	1,477,882
40290	Other Tax	211,376	18,947	211,376
COUNTY TAXES TOTAL:		22,130,116	24,930,962	25,741,483

Includes Germantown Municipal School District's share of Shelby County property taxes, local option sales taxes, and wheel taxes based on the prior year weighted average daily attendance (ADA) for schools in the Germantown Municipal School District.

CITY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
40610	Municipal Property Taxes	2,549,581	2,507,297	2,496,607
CITY TAXES TOTAL:		2,549,581	2,507,297	2,496,607

City of Germantown's contribution to the School District.

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OTHER STATE REVENUE

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
46,850	Mixed Drink Tax	125,641	167,521	169,815
46,980	Other State/Local Revenue - SPED State Grant	97,000	97,000	83,442
46,981	Safe Schools Grant	59,000	127,685	44,000
46,982	School Safety Grant	-	107,032	34,648
46,990	Other State Revenues	-	-	1,368
OTHER STATE REVENUE TOTAL:		281,641	499,238	333,272

Includes Germantown Municipal School District's share of one-half of the tax assessed on the seating capacity of establishments serving mixed drinks based on the average daily attendance (ADA) distribution for Germantown Municipal Schools.

OTHER LOCAL REVENUE

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
44110	Interest Earned	100,000	100,000	36,894
44120	Lease/Rentals	21,000	-	34,416
44160	PEG Funding	164,000	164,000	166,814
44170	Miscellaneous Refunds	-	-	10,213
44570	Contributions & Gifts	-	-	14,339
RECURRING LOCAL REVENUE TOTAL:		285,000	264,000	262,675

Includes PEG funding from cable companies for the Houston High School TV studio and lease income from the cell tower.

CHARGES FOR SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
43512	Laptop Insurance	134,845	146,070	135,975
43512	Tuition	73,800	28,430	51,793
CHARGES FOR SERVICES TOTAL:		208,645	174,500	187,768

Includes revenue for laptop insurance and tuition for out-of-county residents, summer school, and preschool program.

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FEDERAL FUNDS RECEIVED THRU STATE

<u>Account</u>	<u>Description</u>	FY 2020 Budget	FY 2019 Budget	FY 2018 Actual
47590	Other Federal Thru State	-	-	44,030
TOTAL FEDERAL THRU STATE:		-	-	44,030

Includes funds for financial assistance for "high cost" special education students.

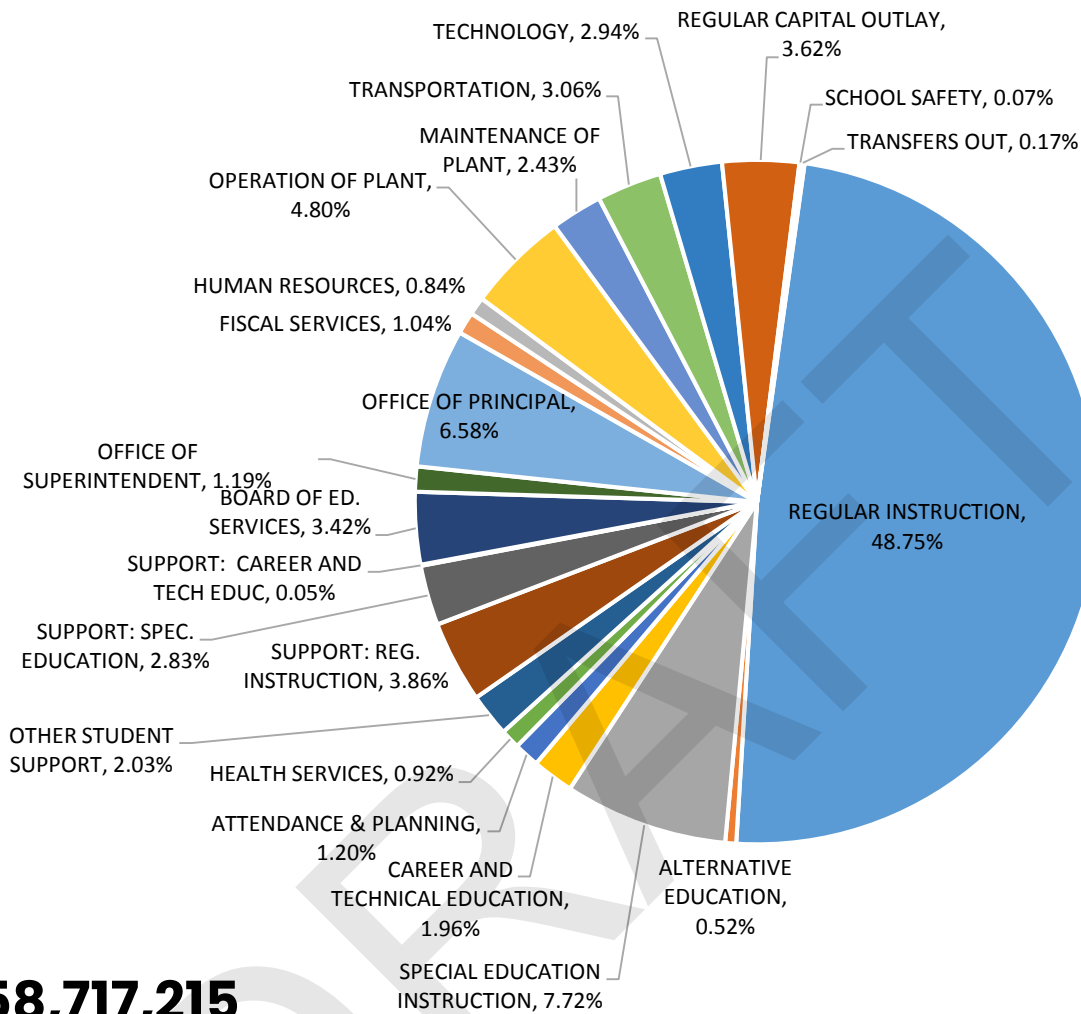
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OTHER SOURCES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
49,700	Insurance Recoveries		646,727	450,881
49,800	Transfers In - Indirect Costs	70,000	70,000	136,063
	OTHER SOURCES TOTAL:	70,000	716,727	586,944

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GENERAL FUND EXPENDITURES



Overview

General Fund expenditures outline Germantown Municipal School District's commitment to its Strategic Plan and is organized in this document by departments.

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GENERAL FUND EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Per.</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
71100	REGULAR INSTRUCTION	355.42	28,623,496	30,050,643	26,100,407
71150	ALTERNATIVE EDUCATION	4.00	303,661	343,885	2,861
71200	SPECIAL EDUCATION INSTRUCTION	78.80	4,532,556	4,502,031	3,640,852
71300	CAREER AND TECHNICAL EDUCATION	14.75	1,151,992	1,175,896	986,697
72110	ATTENDANCE & PLANNING	6.50	703,994	710,140	435,319
72120	HEALTH SERVICES	7.75	540,360	525,448	412,655
72130	OTHER STUDENT SUPPORT	14.00	1,193,686	1,202,128	1,069,587
72210	SUPPORT: REG. INSTRUCTION	25.30	2,266,653	2,456,968	1,762,361
72215	SUPPORT: ALTERNATIVE EDUCATION	0.00	-	8,405	-
72220	SUPPORT: SPEC. EDUCATION	18.61	1,664,630	1,621,096	1,433,385
72230	SUPPORT: CAREER AND TECH. EDUC	0.20	30,246	29,310	-
72310	BOARD OF ED. SERVICES	5.00	2,005,590	1,640,390	1,709,052
72320	OFFICE OF SUPERINTENDENT	4.70	696,682	733,007	624,916
72410	OFFICE OF PRINCIPAL	46.50	3,863,052	3,789,366	3,248,959
72510	FISCAL SERVICES	6.00	610,397	650,465	514,751
72520	HUMAN RESOURCES	4.00	493,993	503,283	231,355
72610	OPERATION OF PLANT	6.00	2,855,735	2,795,015	2,179,577
72620	MAINTENANCE OF PLANT	6.00	1,428,164	1,449,685	1,161,500
72710	TRANSPORTATION		1,799,351	1,799,351	1,726,621
72250	TECHNOLOGY	9.00	1,723,615	1,598,444	2,018,096
76100	REGULAR CAPITAL OUTLAY		2,090,667	8,488,111	5,106,446
72830	SCHOOL SAFETY		38,694	36,328	30,785
99100	TRANSFERS OUT		100,000	100,000	-
EXPENDITURES GRAND TOTAL:		612.53	58,717,215	66,209,395	54,396,181

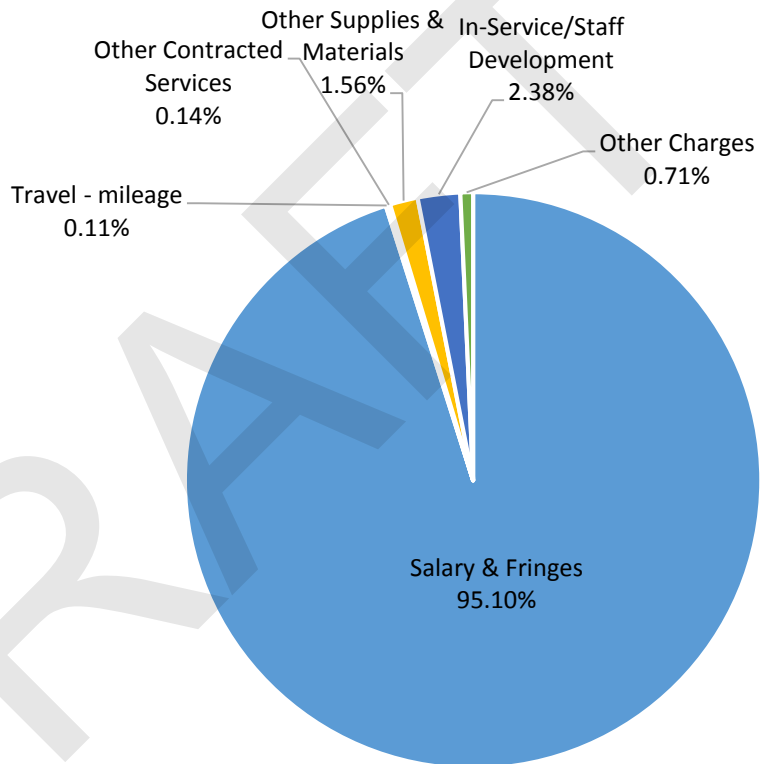


ATTENDANCE & PLANNING

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$703,994

Overview

The GMSD Attendance and Planning (Student Services) department takes pride in monitoring and responding to new and trending student issues. We attend local and state level professional development to assist us in providing the best products and programs. We understand that student success is the focus of the district and we strive to give them the tools to be productive students and citizens in the community.

ATTENDANCE & PLANNING

<u>Acct</u>	<u>Description</u>	FY 2021	FY 2021	FY 2020	FY 2019
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director/Supervisor	2.00	212,732	212,731	204,122
130	Social Worker	2.00	137,008	140,117	68,175
162	Clerical Personnel	1.00	58,366	58,366	56,100
189	Other Salaries	1.50	123,111	124,440	-
201	Social Security		32,936	33,210	19,045
204/217	State Retirement		50,513	52,634	33,692
206	Life Insurance		1,625	1,625	763
207	Medical Insurance		45,500	45,500	31,800
212	Medicare		7,703	7,767	4,454
Salary & Fringes Subtotal:		6.50	669,494	676,390	418,151

Includes salaries and benefits for personnel working in the Student Services department which provides support services for the schools in the areas of attendance, safety, discipline, suspensions, etc.

355	Travel - mileage		750	-	-
399	Other Contracted Services		1,000	1,000	519
499	Other Supplies & Materials		11,000	5,500	1,726
524	In-Service/Staff Development		16,750	20,250	11,444
599	Other Charges		5,000	7,000	3,479
Services Subtotal:			34,500	33,750	17,168
ATTENDANCE & PLANNING TOTAL:			703,994	710,140	435,319

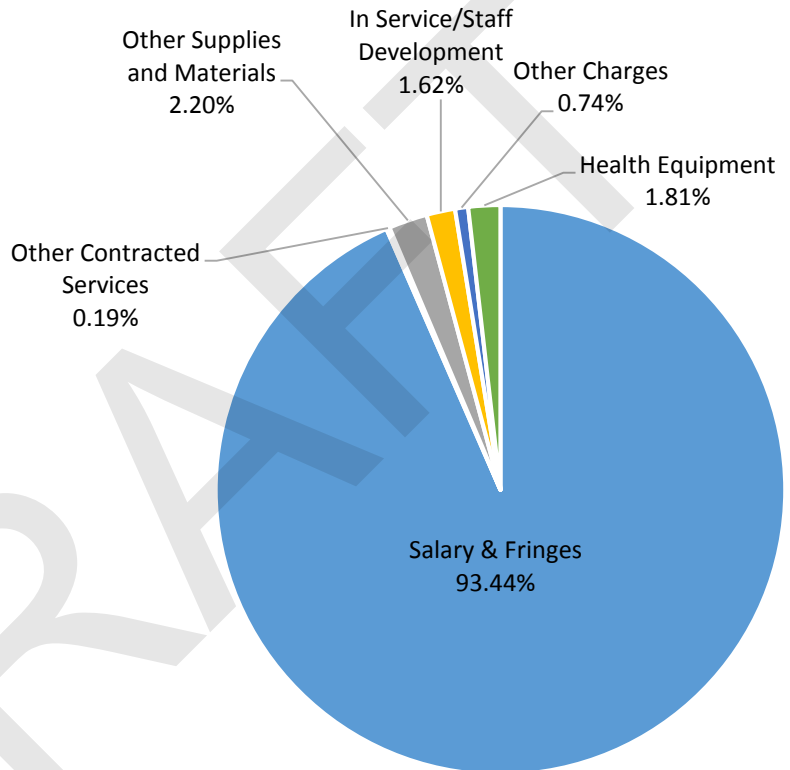
Includes costs for employee local mileage as well as funds for some school personnel to receive specialized training in appropriate areas of school discipline.

HEALTH SERVICES

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$540,360

Overview

GMSD is dedicated to improving the overall health of our students to assure academic and personal success. GMSD demonstrates its dedication by providing funding to support Tennessee's Coordinated School Health initiative by employing a School Health Supervisor. The School Health Supervisor works to develop programs to improve health conscious opportunities such as; 9th/ 11th grade CPR/AED certification, in and out of class physical activity, nutritional education, safe educational environments for all, increasing staff wellness, student health screenings, and community partnerships though out the city. In addition, GMSD provides funding for a full-time nurse at each school and a district lead nurse for additional medical support.

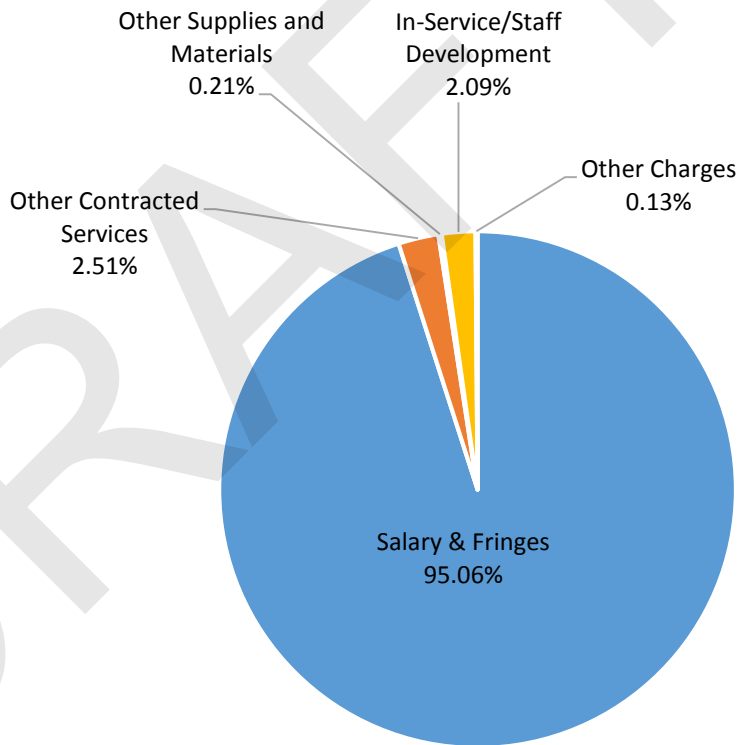
HEALTH SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
105	Student Health Coordinator	0.75	73,842	73,841	72,393
131	School Nurses	7.00	297,755	296,042	217,107
189	Other Salaries & Wages		4,500	4,500	4,500
198	Substitutes - Nurses			-	-
201	Social Security		23,318	23,212	16,087
204/217	State Retirement		34,787	35,788	28,176
206	Life Insurance		1,356	1,356	672
207	Medical Insurance		63,925	51,925	46,271
212	Medicare		5,453	5,428	3,772
Salary & Fringes Subtotal:		7.75	504,936	492,092	388,978
<i>Includes salaries and benefits for school nurses.</i>					
355	Travel - Local Mileage		-	-	4,888
399	Other Contracted Services		1,000	3,000	-
499	Other Supplies and Materials		11,874	13,916	13,036
524	In Service/Staff Development		8,750	6,750	970
599	Other Charges		4,000	2,000	3,989
735	Health Equipment		9,800	7,690	795
Services Subtotal:			35,424	33,356	23,677
HEALTH SERVICES TOTAL:			540,360	525,448	412,655
<i>Includes cost of supplies and other support costs for school nurses.</i>					

OTHER STUDENT SUPPORT/ GUIDANCE

Department of Student Services
Chauncey Bland

Assistant Superintendent, Student Services



\$1,193,686

Overview

The GMSD Other Student Support department is comprised of 14 School Counselors and 1 Counseling Intervention Specialist. Our school counselors receive local, state, and national professional development, to stay current with new programs that support student development. Houston Middle has received the Recognized ASCA Model Program (RAMP) designation and was honored at the American School Counselors Association conference in New Orleans, LA.

OTHER STUDENT SUPPORT/GUIDANCE

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
				-	-
117	Career Ladder Program		3,000	3,000	3,000
123	Guidance Personnel	14.00	882,742	902,691	827,971
188	Instructional Responsibility		1,500	1,500	-
189	Other Salaries and Wages			1,190	-
201	Social Security		55,009	60,009	48,457
204/217	State Retirement		91,120	102,078	85,484
206	Life Insurance		2,450	2,625	1,948
207	Medical Insurance		86,000	86,000	76,700
212	Medicare		12,865	14,035	11,332
	Salary & Fringes Subtotal:	14.00	1,134,686	1,173,128	1,054,891
<p><i>Includes salaries and benefits for School Counselors in Elementary, Middle and High Schools to meet accreditation standards and Strategic Plan goals.</i></p>					
399	Other Contracted Services		30,000	-	-
499	Other Supplies and Materials		2,500	1,837	574
524	In-Service/Staff Development		25,000	25,000	12,729
599	Other Charges		1,500	2,163	1,393
	Services Subtotal:		59,000	29,000	14,695
	OTHER STUDENT SUPPORT TOTAL:		1,193,686	1,202,128	1,069,587

Includes cost of materials used and staff development costs and of contracted inpatient behavioral health services.

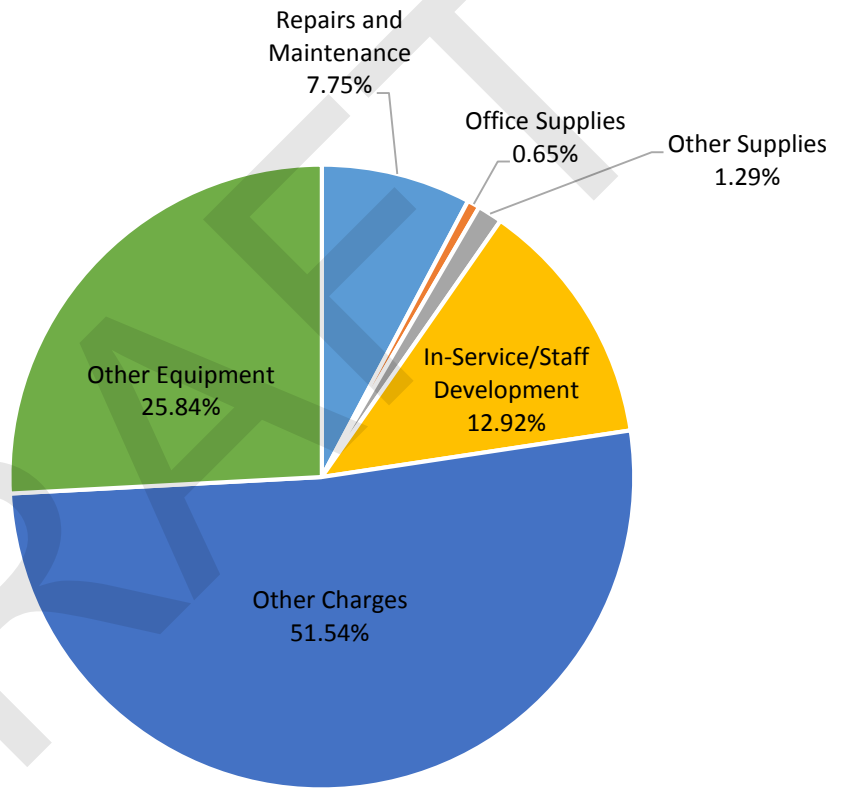


SCHOOL SAFETY

Department of Student Services

Chauncey Bland

Assistant Superintendent, Student Services



\$38,694

Overview

Each year school districts across the state are awarded Safe Schools Grants. These monies are used to increase school safety awareness as well as to purchase equipment to help GMSD students, faculties, and stakeholders feel safe while on campus. In recent years, we have used a portion of the grant to upgrade and/or replace the security cameras on the exterior and interior of each campus. We have recognized that cell phone coverage is inconsistent on our campuses and realize that phone communications are an essential part of any emergency plan. Each year our School Resource Officer Supervisor attends a national conference where school systems across the nation listen to real life emergency preparedness events and participate in round table discussions to identify programs and procedures that we may be able to implement in GMSD.

SCHOOL SAFETY

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
336	Repairs and Maintenance	3,000	3,000	-
355	Travel - Local Mileage	-	-	-
435	Office Supplies	250	250	249
499	Other Supplies	500	500	395
524	In-Service/Staff Development	5,000	5,000	4,860
599	Other Charges	19,944	22,944	21,081
790	Other Equipment	10,000	4,634	4,200
SCHOOL SAFETY TOTAL:		38,694	36,328	30,785

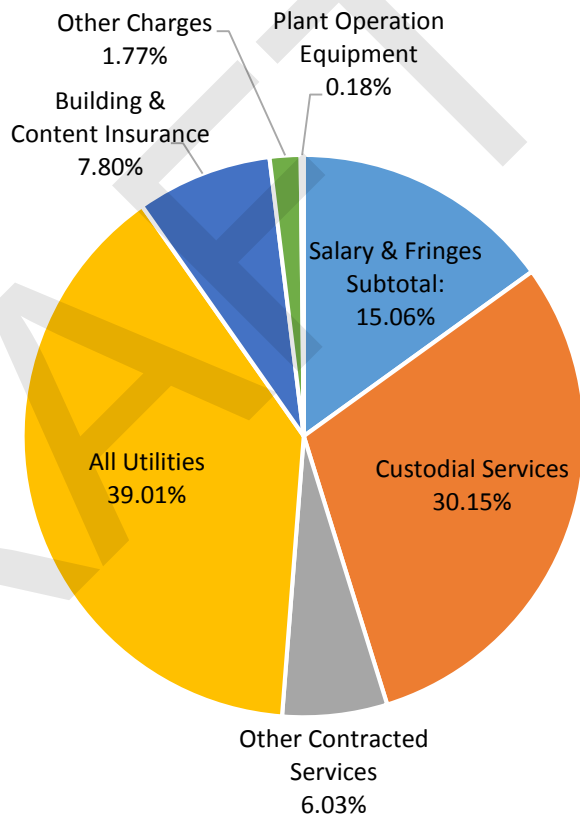
Includes cost of employee badges and visitor identification system for all schools.

OPERATION OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$2,855,735

Overview

Included in this budget are plant manager salaries and fringes, custodial contract, daily trash and recycling collection, monthly elevator maintenance and inspection, security and monitoring contract, TOSHA/OSHA inspections, landscaping contract, light gas and water utility payments, property insurance, pest control contract, and weed control/fertilization.

OPERATION OF PLANT

<u>Acct</u>	<u>Description</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>FY 2019</u>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
167	Plant Managers	6.00	315,212	321,661	255,808
201	Social Security		19,543	19,943	14,190
204/217	State Retirement		28,369	29,903	23,586
206	Life Insurance		900	900	600
207	Medical Insurance		55,998	55,998	40,094
212	Medicare		4,571	4,664	3,319
Salary & Fringes Subtotal:		6.00	424,593	433,069	337,597
<i>Includes salaries and benefits for personnel in Plant Operations.</i>					
328	Custodial Services		850,000	850,000	642,487
399	Other Contracted Services		170,000	157,300	94,485
415	All Utilities		1,100,000	1,065,000	896,094
502	Building & Content Insurance		256,142	234,646	174,996
599	Other Charges		50,000	50,000	33,918
720	Plant Operation Equipment		5,000	5,000	-
Services Subtotal:			2,431,142	2,361,946	1,841,980
OPERATION OF PLANT TOTAL:			2,855,735	2,795,015	2,179,577

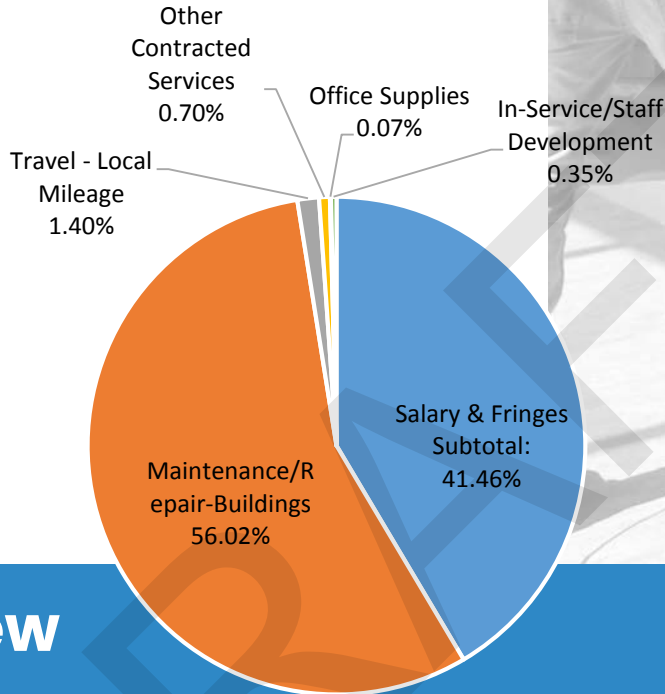
Includes costs for all utilities, trash pickup, out-sourcing cleaning, materials and supplies, environmental monitoring, security system maintenance, elevator maintenance, building insurance, and equipment needed to maintain cleanliness of buildings and grounds.

MAINTENANCE OF PLANT

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,428,164

Overview

Included in this budget are Operations department salaries and fringes, all maintenance of buildings including plumbing, electrical, roofing, HVAC, carpentry, locksmith, grease trap cleanings, security alarm system maintenance/inspections, fire alarm system maintenance/inspections, fire extinguisher maintenance/inspections, fire sprinkler system maintenance/inspections, AHERA asbestos plans, and many other trades, including SchoolDude maintenance software.

This budget allows the district to stay operational on a day to day basis. This maintenance software allows the department to see problem areas, maintenance staffing needs, and to prioritize capital improvement projects by providing data on the number of work orders received from a specific building or priority area.

MAINTENANCE OF PLANT

<u>ACCT</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
105	Director	1.00	120,800	120,800	118,431
161	Secretaries	1.00	49,365	49,364	47,280
167	Maintenance Personnel	4.00	284,205	300,015	207,714
201	Social Security		28,171	29,151	21,639
204/217	State Retirement		42,426	45,434	35,441
206	Life Insurance		1,500	1,500	880
207	Medical Insurance		59,109	59,109	49,257
212	Medicare		6,588	6,818	5,061
Salary & Fringes Subtotal:		6.00	592,164	612,191	485,703
<i>Includes salaries and benefits for personnel in the School Plant Maintenance Department (building repairs, heating and air conditioning, plumbing, electrical, glass, roof, door locks and hardware, ground maintenance, etc.)</i>					
320	Dues and Memberships		-	-	517
335	Maintenance/Repair-Buildings		800,000	791,494	660,286
355	Travel - Local Mileage		20,000	30,000	7,146
399	Other Contracted Services		10,000	10,000	6,395
435	Office Supplies		1,000	1,000	203
524	In-Service/Staff Development		5,000	5,000	1,250
Services Subtotal:			836,000	837,494	675,797
MAINTENANCE OF PLANT TOTAL:			1,428,164	1,449,685	1,161,500

Includes costs for materials and supplies to repair and maintain facilities and equipment necessary to perform such functions.

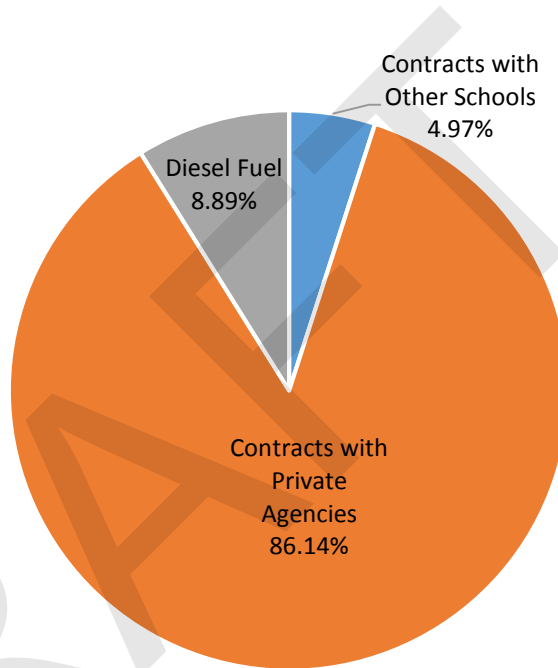


TRANSPORTATION

Department of Operations

Josh Cathey

Deputy Superintendent



\$1,799,351

Overview

Included in this budget are all costs associated with transportation, including our transportation contract with Durham, diesel fuel, software, and personnel.

TRANSPORTATION

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
311	Contracts with Other Schools	89,351	89,351	59,350
312	Contracts with Private Agencies	1,550,000	1,550,000	1,497,470
412	Diesel Fuel	160,000	160,000	169,801
Services Subtotal:		1,799,351	1,799,351	1,726,621
TRANSPORTATION TOTAL:		1,799,351	1,799,351	1,726,621

Includes bus transportation support costs for contracted transportation services, shared overhead services, and fuel costs.

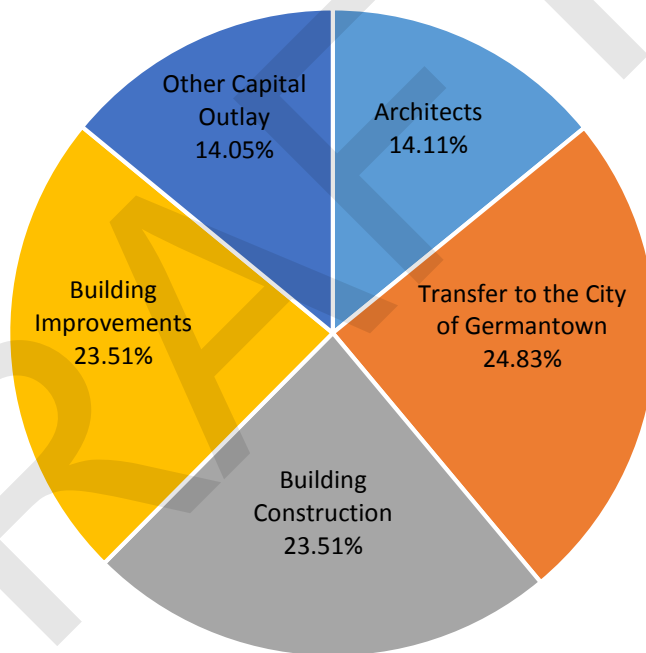
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REGULAR CAPITAL OUTLAY

Department of Operations

Josh Cathey

Deputy Superintendent



\$2,090,667

Overview

Including in this budget are architect and engineering fees, payments to the City of Germantown for the district portion of bond debt for Riverdale and the new district office, \$200,000 contribution towards the HHS fieldhouse, \$180,000 in modular payments, and all operating dollars to address capital improvement projects large and small throughout the district.

REGULAR CAPITAL OUTLAY

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
304	Architects	300,000	460,060	444,312
321	Engineering Services	-	-	2,500
590	Transfer to the City of Germantown	528,069	527,706	219,433
706	Building Construction	500,000	5,009,060	596,178
707	Building Improvements	500,000	546,239	2,880,874
724	Site Development	-	-	9,525
799	Other Capital Outlay	262,598	1,945,046	953,623
REGULAR CAPITAL OUTLAY TOTAL:		2,090,667	8,488,111	5,106,446

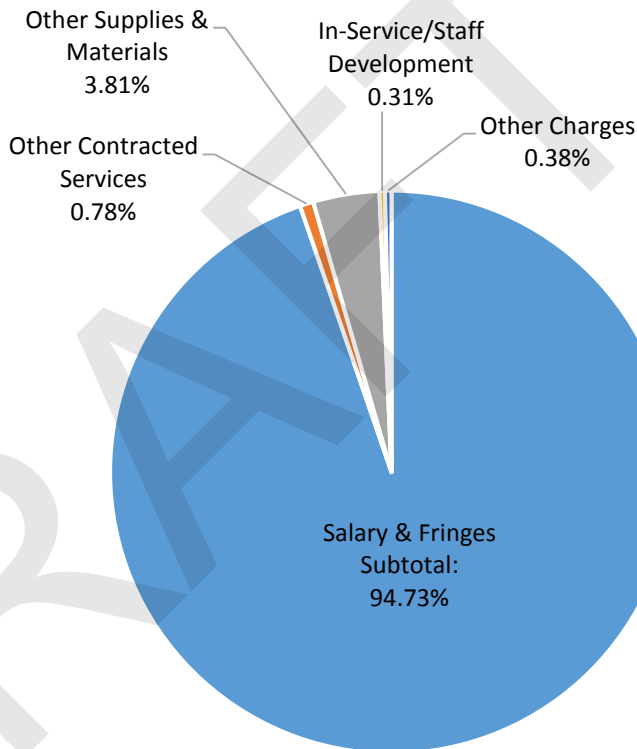
Includes costs for projects of a long term nature to maintain or improve school facilities, as well as the architect, consultant, and engineering costs associated with larger projects and projects where code enforcement requires professional architecture or engineering plans.

OFFICE OF THE PRINCIPAL

Operations

Josh Cathey

Deputy Superintendent



\$3,863,052

Overview

Germantown Municipal Schools recognizes that the achievement of the district's strategic plan can only be accomplished through school leadership who shape school-level culture that supports GMSD's visions and missions.

The majority of this budget encompasses the salaries of principals, assistant principals, and office staff at each school campus.

There are some monies allocated for professional development training sessions and for travel expenses.

OFFICE OF PRINCIPAL

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
104	Principals & Vice Principals	7.00	770,535	780,670	707,545
117	Career Ladder		11,000	11,000	11,000
139	Assistant Principals	14.00	1,281,147	1,235,132	1,083,789
161	School Secretaries	7.50	250,069	252,135	209,101
162	Clerical Personnel	16.00	509,100	484,818	389,060
189	Other Salaries- Lunch Room Monitors	4.00	31,583	29,051	19,893
201	Social Security		176,913	173,154	138,745
204/217	State Retirement		283,005	285,735	244,110
206	Life Insurance		11,375	11,125	5,567
207	Medical Insurance		293,450	287,550	216,871
212	Medicare		41,375	40,496	33,704
Salary & Fringes Subtotal:		46.50	3,659,552	3,590,866	3,059,383

Includes salaries and benefits for school principals, school administration, school clerical and school lunchroom monitors.

399	Other Contracted Services		30,000	25,000	25,000
499	Other Supplies & Materials		147,000	147,000	147,000
524	In-Service/Staff Development		12,000	12,000	4,326
599	Other Charges		14,500	14,500	13,250
Services Subtotal:			203,500	198,500	189,576
OFFICE OF PRINCIPAL TOTAL:			3,863,052	3,789,366	3,248,959

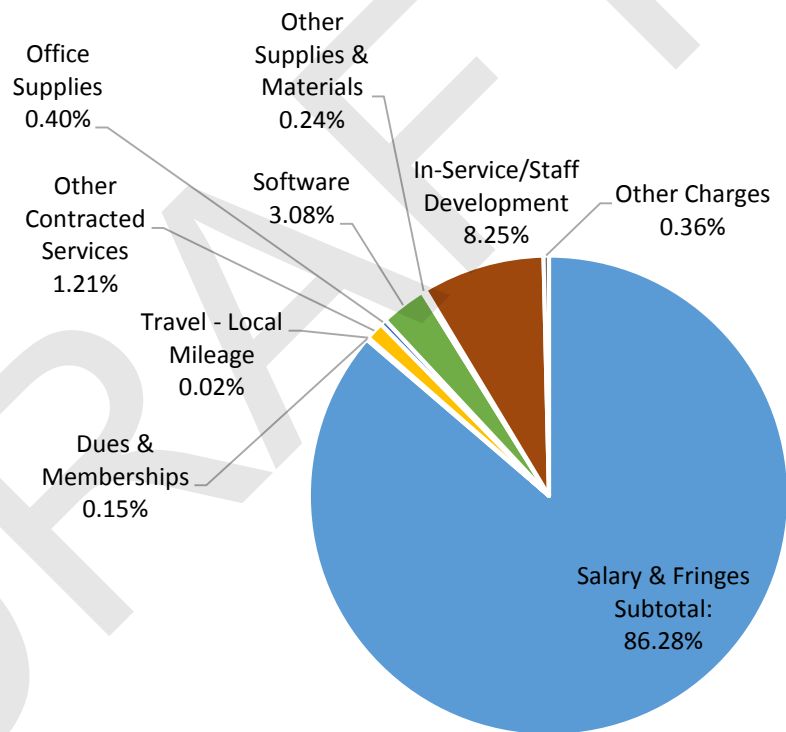
Includes costs associated with operation of schools including BEP funds allocated to individual school operations.

HUMAN RESOURCES

Department of Human Resources

Elissa Stratton

Executive Director of Human Resources



\$493,993

Overview

The Department of Human Resources Budget includes the salaries of an Executive Director, a Human Resources Supervisor, and Human Resources and Benefits Specialists. This department recruits, retains, and develops exemplary staff through employee relations programs. Human Resources also works to develop a competitive, comprehensive benefits package and works with staff in selecting benefits that best meet their differentiated needs during the open enrollment process.

HUMAN RESOURCES

<u>Acct</u>	<u>Description</u>	<u>FY 2021</u> <u>PERS</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2020</u> <u>Budget</u>	<u>FY 2019</u> <u>Actual</u>
105	Directors/Supervisors	2.00	200,173	200,173	95,254
161	Human Resources Specialist	1.00	67,599	67,598	64,974
162	Benefits Specialist	1.00	66,273	66,273	56,100
201	Social Security		20,711	20,711	8,872
204/217	State Retirement		32,608	33,724	15,284
206	Life Insurance		1,000	1,000	357
207	Medical Insurance		28,000	28,000	8,254
212	Medicare		4,844	4,844	2,075
299	Other Fringe Benefits		5,000	6,120	-
Salary & Fringes Subtotal:		4.00	426,208	428,443	186,196

Includes salaries and benefits for Human Resources Department.

320	Dues & Memberships		720	-	-
355	Travel - Local Mileage		100	-	-
399	Other Contracted Services		6,000	5,747	4,518
435	Office Supplies		2,000	2,000	-
471	Software		15,200	21,400	26,771
499	Other Supplies & Materials		1,200	-	56
524	In-Service/Staff Development		40,765	35,093	13,815
599	Other Charges		1,800	10,600	-
Services Subtotal:			67,785	74,840	45,159
HUMAN RESOURCES TOTAL:			493,993	503,283	231,355

Funds allocated for the recruitment, development, and retainment of GMSD's exemplary staff.

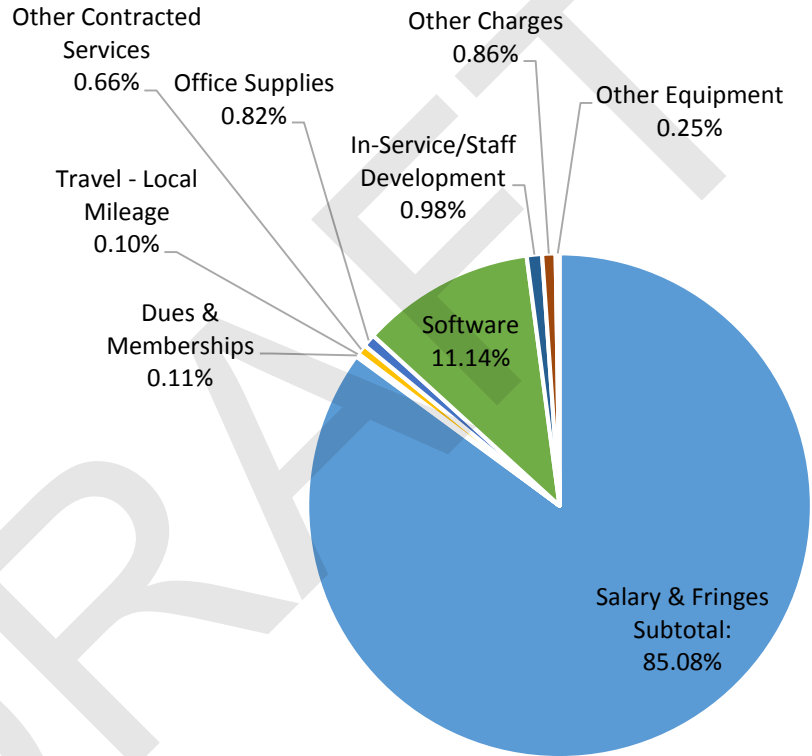


FISCAL SERVICES

Department of Finance

Kevin Jones

Chief Financial Officer



\$610,397

Overview

The Finance Department is responsible for processing payroll, paying vendors, preparing financial reports for the Board and for the TN Department of Education, developing budgets, processing grant and federal program reimbursements and cash receipts, accounting for fixed assets and construction projects, assisting staff with procuring goods and services, assisting school financial secretaries with financial reporting processes and compliance, providing staff technical assistance with Skyward systems development, and working with Aramark who administers the school nutrition program. The Finance Department processes annually approximately 15,000 vendor payments and payroll direct deposits.

FISCAL SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
105	Directors/Specialists	1.00	120,800	120,800	108,056
119	Accounting Specialists	3.00	167,673	201,471	187,121
122	Purchasing Personnel	1.00	56,100	56,100	50,786
161	Assistant	1.00	57,222	57,850	
201	Social Security		24,911	27,045	19,537
204/217	State Retirement		36,160	40,563	31,625
206	Life Insurance		1,375	1,501	806
207	Medical Insurance		49,280	53,760	44,800
212	Medicare		5,826	6,325	4,569
Salary & Fringes Subtotal:		6.00	519,347	565,415	447,300

Includes salaries and benefits for CFO, School Accounting, Purchasing, Accounts Payable and Payroll department personnel.

320	Dues & Memberships		700	700	210
355	Travel - Local Mileage		600	600	477
399	Other Contracted Services		4,000	2,000	520
435	Office Supplies		5,000	5,000	3,167
471	Software		68,000	62,000	54,925
524	In-Service/Staff Development		6,000	6,000	3,622
599	Other Charges		5,250	4,150	2,547
790	Other Equipment		1,500	4,600	1,983
Services Subtotal:			91,050	85,050	67,451

FISCAL SERVICES TOTAL:

610,397

650,465

514,751

Includes costs for the new business software implemented.



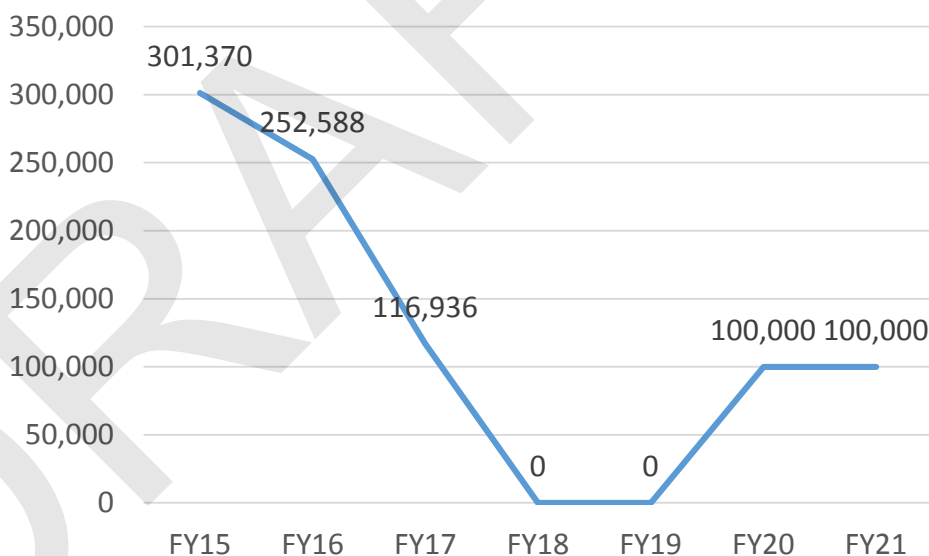
CAFETERIA (TRANSFERS)

Kevin Jones

Chief Financial Officer

In October of 2015, Germantown Municipal School District outsourced its cafeteria operations. The transition has resulted in the cafeteria operations steadily moving towards a financially self-sustaining program.

Decrease in Cafeteria Transfers



\$100,000

Overview

This budget category, labeled as 'Transfers Out', accounts for the total transfers from the district to the cafeteria fund. The District has continued to budget \$100,000 should any unexpected shortfall or expenditures occur.

From FY 15 to FY18, Aramark has reduced these amounts by \$301,370, with a net income to cover district costs.

TRANSFERS OUT

<u>Acct</u>	<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
590	Transfers to Other Funds	100,000	100,000	-
TRANSFERS OUT TOTAL:		100,000	100,000	-

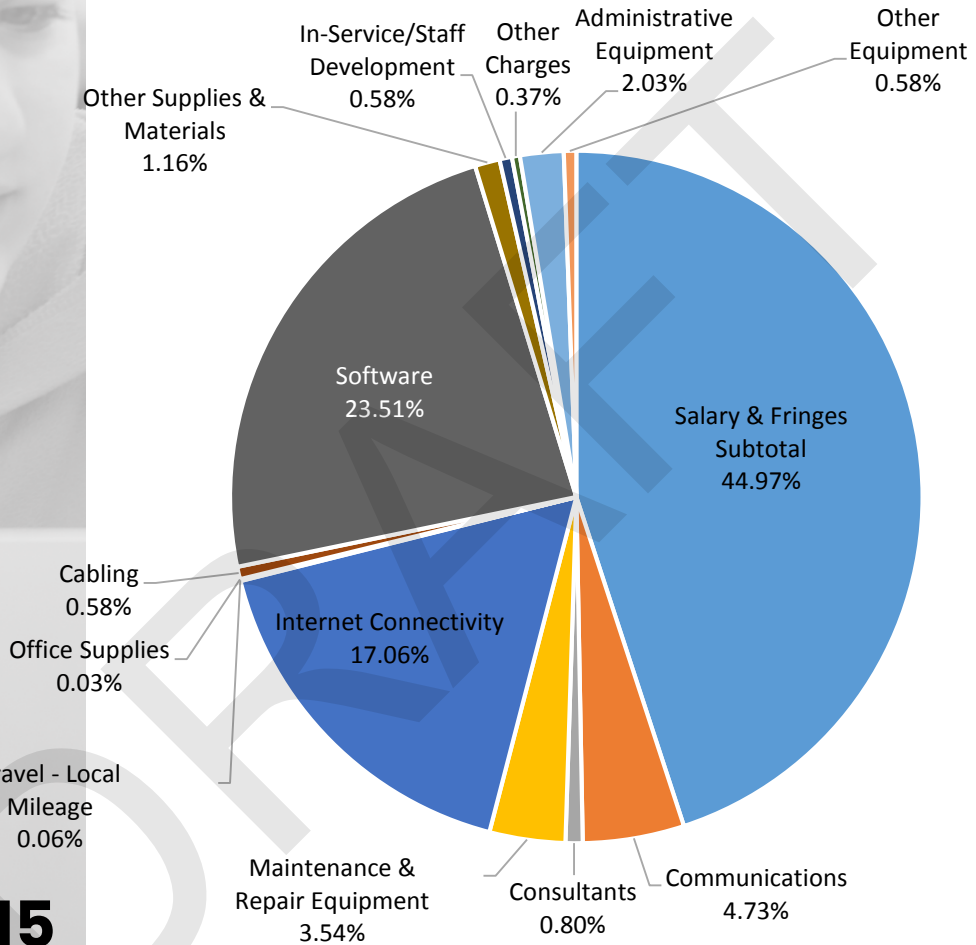
Includes transfers made to the Cafeteria Fund to compensate for any shortfall.

DRAFT

DEPARTMENT OF TECHNOLOGY

John Pierce

Director of Technology



\$1,723,615

Department Overview

The Germantown Municipal School District is committed to providing students with a 21st Century Classroom environment to better prepare them for their future careers in a technology rich society. The Technology Department provides and supports communication tools that connect students and teachers in digital platforms and also give parents up to date information on classroom assignments, grades, attendance, etc. These tools include the district's student information system (Skyward), the district's notification system (Skylert), the learning management system (Schoology) and the district website. In addition to communication tools, our department provides and supports devices that enhance digital learning, improves computer skills, and helps make instruction seamless from school to home.

TECHNOLOGY

Acct	Description	FY 2021 PERS	FY 2021 Budget	FY 2020 Budget	FY 2019 Actual
105	Directors/Specialists	1.00	107,695	107,694	206,024
120	Computer Programmers	6.00	361,078	364,819	289,244
162	Clerical Personnel	1.00	37,871	37,463	48,634
189	Other Salaries & Wages	1.00	76,500	78,561	220,986
201	Social Security		36,155	36,568	43,312
204/217	State Retirement		52,482	54,831	71,618
206	Life Insurance		2,250	2,250	1,701
207	Medical Insurance		92,628	92,628	96,799
212	Medicare		8,456	8,552	10,130
Salary & Fringes Subtotal:		9.00	775,115	783,366	988,448

Includes salaries and benefits for administrative and instructional support technology positions.

307	Communications		81,600	81,600	62,955
308	Consultants		13,750	8,000	35,100
336	Maintenance & Repair Equipment		61,000	127,277	105,940
350	Internet Connectivity		294,000	203,012	153,854
355	Travel - Local Mileage		1,000	1,000	453
435	Office Supplies		500	500	50
470	Cabling		10,000	10,000	185,600
435	Software		405,250	296,706	263,774
499	Other Supplies & Materials		20,000	20,000	68,529
524	In-Service/Staff Development		10,000	10,000	16,213
599	Other Charges		6,400	7,900	5,679
613	Loan Interest Payment		-	-	2,929
701	Administrative Equipment		35,000	38,333	89,412
790	Other Equipment		10,000	10,750	39,160
Services Subtotal:			948,500	815,078	1,029,648

TECHNOLOGY TOTAL:

1,723,615

1,598,444

2,018,096

Includes costs for all telephone and internet charges, computers, software, and equipment.



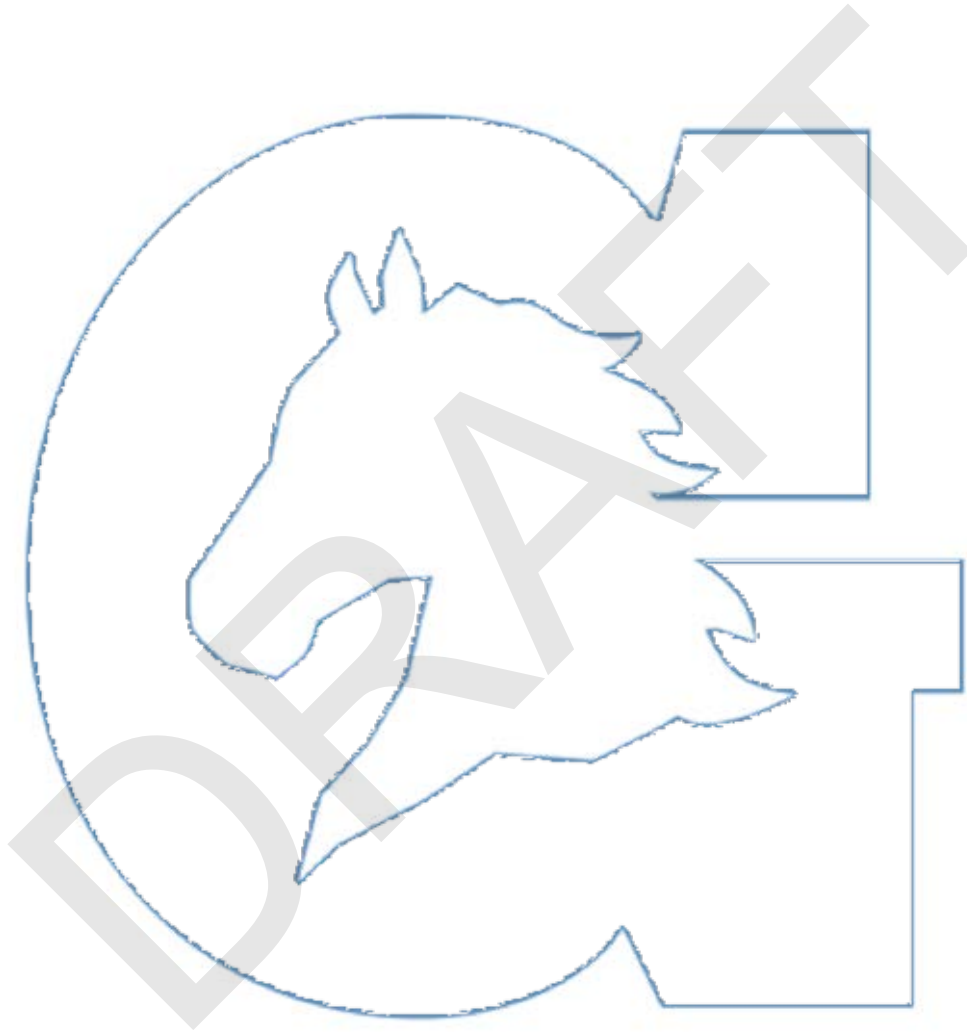
A grayscale photograph of four students sitting at a desk in a classroom. They are looking at laptops. The student in the foreground has a laptop with several stickers, including one that says '360°'.

BLENDLED LEARNING PROGRAM

Program Overview

Goal Four of GMSD's Strategic Plan is to establish 21st Century classrooms and schools. The Germantown Municipal School District strives to develop students, who are responsible in their use of technology, can use technology advantageously as a communication and presentation device, and can stay current with creative opportunities. In accordance with this, schools will transition to blended classrooms and the use of 1:1 devices for all students grades 6-12 (3,400 devices). This also includes adding devices to the elementary schools each year and providing laptops to staff. Blended Learning is an aggressive initiative that has required a substantial financial investment. It has also required a substantial infrastructure investment around capacity and cybersecurity.

The district continues to place a large emphasis on cybersecurity and students' digital safety by incorporating an active student email monitoring system which scans files in students' web-based OneDrive storage. This system scans for inappropriate material, instances of cyberbullying, and incorporates an instant alert reporting system that students can use to share their own concerns about school safety (including bullying, planned fights, students in crisis, threats of violence, weapons brought to school, etc.). Trained professionals monitor this system 24/7/365 and alert district-appointed personnel.



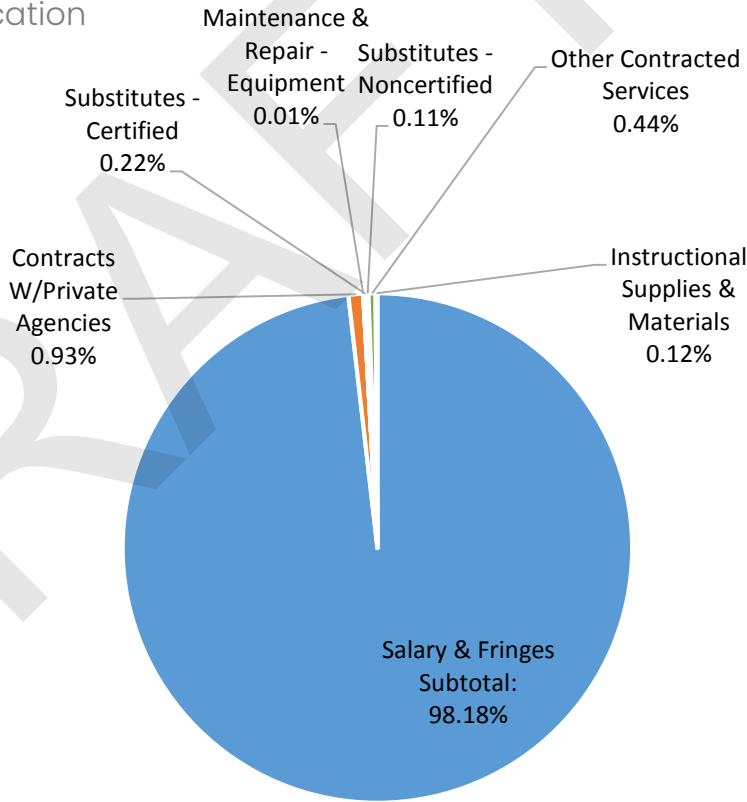


SPECIAL EDUCATION INSTRUCTION

Department of Exceptional Student Education

Sarah Huffman

Assistant Superintendent, Exceptional Student Education



\$4,532,556

Overview

This function holds all SPED teachers, assistants, speech language pathologists, and contracting services for vision, speech and Board Certified Behavior Analysts. Instructional Supplies and Materials include teacher discretionary funds, materials for the new teacher at FHES and a web-based visual vocabulary system. Special education equipment purchases ranged from standers to assistive technology devices.

SPECIAL EDUCATION PROGRAM

Acct	Description	FY 2021 PERS	FY 2021 Budget	FY 2020 Budget	FY 2019 Actual
116	Teachers	37.00	2,115,771	2,119,215	1,689,532
117	Career Ladder Program		10,000	10,000	5,000
127	Extended Contracts		-	-	-
128	Homebound Teachers		-	43,159	61,921
163	Educational Assistants	33.00	785,260	723,678	611,301
171	Therapists (Speech)	8.80	495,882	448,014	309,469
188	Instructional Responsibility		48,000	40,000	70,115
201	Social Security		214,205	211,053	158,957
204/217	State Retirement		344,846	352,365	262,951
206	Life Insurance		13,790	13,125	6,333
207	Medical Insurance		364,000	375,000	282,597
212	Medicare		58,202	57,334	37,178
Salary & Fringes Subtotal:		78.80	4,449,956	4,392,943	3,495,355
<p><i>Includes salaries and benefits for teachers, speech therapists, and classroom assistants used in Special Education classes. Includes homebound teachers who go to individual students' homes if they are unable to attend school because of illness or hospitalization.</i></p>					
312	Contracts W/Private Agencies		42,000	37,000	80,341
336	Maintenance & Repair - Equipment		300	300	-
369	Substitutes - Certified		10,000	-	-
370	Substitutes - Noncertified		5,000	-	-
399	Other Contracted Services		-	40,000	18,294
429	Instructional Supplies & Materials		20,000	20,083	31,523
725	Special Education Equipment		5,300	11,705	15,339
Services Subtotal:			82,600	109,088	145,497
SPECIAL EDUCATION TOTAL:			4,532,556	4,502,031	3,640,852

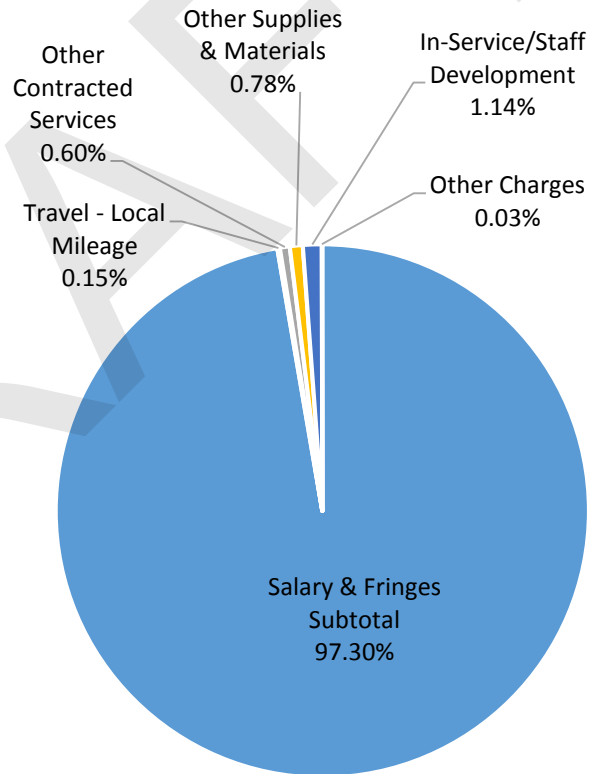
Includes contracts for services provided by private agencies for services (such as hearing impaired and visually impaired) that cannot be provided in a cost efficient manner by the District and the cost of instructional materials and supplies and equipment used to provide Special Education services.

SPECIAL EDUCATION SUPPORT

Department of Exceptional Student Education

Sarah Huffman

Assistant Superintendent, Exceptional Student
Education



\$1,664,630

Overview

This budget includes positions that are not common in many systems across the state: clericals assigned specifically to SPED only. These clericals work to schedule meetings, keep paperwork in compliance and assist in parent communication. Occupational and physical therapists and testing, evaluation materials are also included.

SUPPORT: SPECIAL EDUCATION

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
105	Supervisors/Coordinators	2.61	254,707	257,666	254,559
117	Career Ladder Program		1,000	1,000	2,000
124	Psychological Personnel	3.00	224,451	234,992	229,003
131	Medical Personnel (OT/PT)	5.00	339,678	-	-
161	Assistant	1.00	58,366	58,366	56,100
162	Clerical Personnel	6.00	200,219	205,285	162,156
189	Other Salaries	3.00	198,526	477,633	401,257
201	Social Security		79,171	76,566	63,134
204/217	State Retirement		118,070	118,152	102,583
206	Life Insurance		5,327	5,328	2,423
207	Medical Insurance		121,599	111,599	99,120
212	Medicare		18,516	17,907	15,153
Salary & Fringes Subtotal:		18.61	1,619,630	1,564,494	1,387,489

Includes salaries and benefits for directors, supervisors, psychologists, occupational and physical therapists, Central Office clerical personnel as well as clerical personnel located at every elementary, middle, and high school.

355	Travel - Local Mileage		2,500	3,500	3,769
399	Other Contracted Services		10,000	9,500	16,947
499	Other Supplies & Materials		13,000	24,102	12,319
524	In-Service/Staff Development		19,000	19,000	12,190
599	Other Charges		500	500	672
Services Subtotal:			45,000	56,602	45,897

SUPPORT: SPECIAL EDUCATION TOTAL:

1,664,630

1,621,096

1,433,385

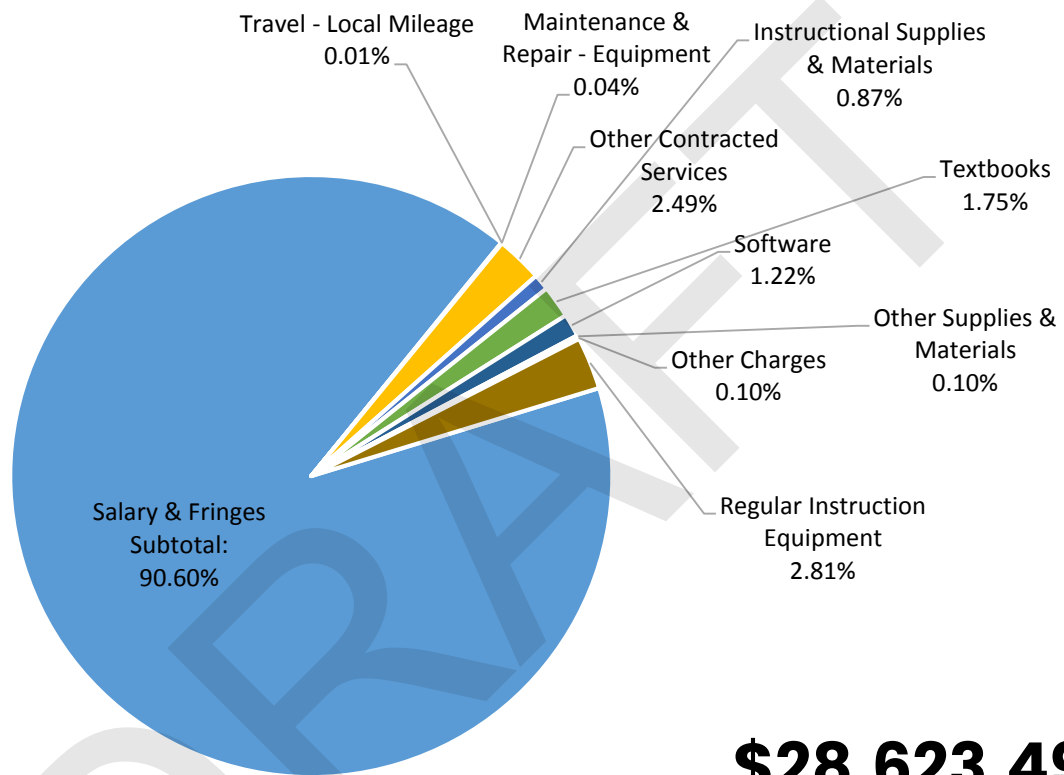
Includes support for Special Education Department for consultation, travel - local mileage for special education personnel using personal vehicles in the performance of their job, in-service and staff development. Includes specialized supplies, materials, and evaluations used with special populations.

REGULAR INSTRUCTION PROGRAM

Teaching, Learning, and Assessment

Teresa Price

Assistant Superintendent



Overview

The Regular Education Program includes activities that provide students in grades K through 12 with learning experiences to provide them with Engaging, Challenging and Innovative academics. This encompasses academics, technology integration, career and technical education, fine arts and athletics. Within this budget, salaries, textbooks, equipment, instructional supplies and materials, TV and media equipment, and other costs are used to ensure academic programming that differentiates to meet the various learning styles of our students. GMSD is recognized as a TN Advancing District where the focus is on the instructional needs of all students. GMSD teachers are highly effective and successfully implement curriculum such as Wit and Wisdom, Expeditionary Learning, Eureka Math, Saxon Phonics, Discovery Education, Dual Enrollment, Advanced Placement and other programs to support a rigorous academic experience.. The district offers strings instruction from elementary to high school and have a state-of- the-art television studio. Students are able to take advantage of a technology-rich environment, which includes the blended learning initiative for all students in grades 6-12 .

REGULAR INSTRUCTION PROGRAM

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
116	Teachers	326.42	19,303,671	19,304,125	17,781,678
117	Career Ladder		66,000	69,000	69,000
127	Extended Contracts		25,000	25,000	4,607
140	Coaching and Other Supplements		279,700	169,700	183,034
163	Educational Assistants	29.00	654,181	526,129	456,817
188	Instructional Responsibility		55,800	55,800	48,000
19500	Substitute Teachers - Certified		-	-	
0	Substitute Teachers - Non Certified		-	-	
201	Social Security		1,263,830	1,249,285	1,076,539
204/217	State Retirement		2,085,164	2,135,831	1,871,638
206	Life Insurance		62,199	61,119	42,958
207	Medical Insurance		1,842,594	1,810,954	1,926,908
212	Medicare		295,573	292,171	251,762
	Salary & Fringes Subtotal:	355.42	25,933,712	25,699,114	23,712,940

Includes personnel and benefits for teachers and classroom assistants. Career Ladder is a State funded initiative for veteran teachers and administrators.

336	Maintenance & Repair - Equipment		12,000	16,000	7,930
355	Travel - Local Mileage		1,500	3,000	572
399	Other Contracted Services		712,430	697,430	593,184
429	Instructional Supplies & Materials		250,000	356,591	523,259
449	Textbooks		500,000	851,931	547,539
471	Software		350,000	-	-
499	Other Supplies & Materials		30,000	572,295	127,248
599	Other Charges		29,284	55,168	15,753
722	Regular Instruction Equipment		804,570	1,799,114	571,980
	Services Subtotal:		2,689,784	4,351,529	2,387,467
	REGULAR INSTRUCTION TOTAL:		28,623,496	30,050,643	26,100,407

Includes costs for textbooks, materials and supplies and instructional equipment provided to the schools.

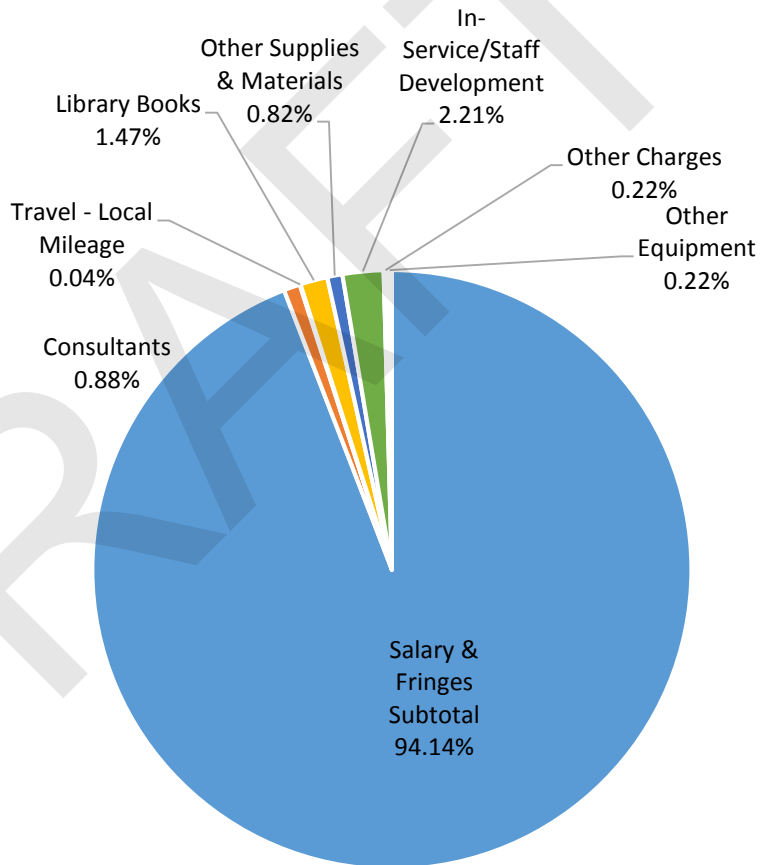


REGULAR INSTRUCTION SUPPORT

Teaching, Learning, and Assessment

Teresa Price

Assistant Superintendent



\$2,133,783

Overview

Regular Education Instructional Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, in-service/professional learning, etc. Within this budget, personnel includes instructional supervisors, a Director of Academic Education, Librarians, Audiovisual Personnel, Education Media Personnel, Instructional Computer Personnel, Clerical Personnel, Educational Assistants, and in-service training.

SUPPORT: REGULAR INSTRUCTION

Acct	Description	FY 2021 PERS	FY 2021 Budget	FY 2020 Budget	FY 2019 Actual
105	Directors/Supervisors	7.80	741,882	689,507	515,005
117	Career Ladder Program		3,000	3,000	3,000
129	Librarians	7.00	410,463	427,006	351,979
136	Audiovisual Personnel	1.00	71,766	71,765	70,358
137	Education Media Personnel	1.00	71,235	71,235	69,838
138	Instructional Computer Personnel	4.00	228,584	239,561	174,411
161	Secretary	1.00	56,100	58,366	56,100
163	Ed/Library Assistant	2.50	53,527	56,339	34,068
188	Instructional Responsibility		1,500	1,500	-
189	Other Salaries & Wages	1.00	60,703	59,513	44,486
201	Social Security		101,560	100,333	77,609
204/217	State Retirement		156,886	159,678	129,295
206	Life Insurance		6,325	6,010	3,053
207	Medical Insurance		146,500	120,015	116,206
212	Medicare		23,752	23,465	18,150
Salary & Fringes Subtotal:		25.30	2,133,783	2,087,293	1,663,558

Includes salaries and benefits for the Department of Curriculum Directors and Supervisors as well as clerical staff at the Central Office and individual school librarians and library assistants.

308	Consultants		20,000	1,000	-
355	Travel - Local Mileage		1,000	1,000	-
432	Library Books		33,370	33,370	31,000
499	Other Supplies & Materials		18,500	14,900	8,741
524	In-Service/Staff Development		50,000	122,400	32,209
599	Other Charges		5,000	27,073	-
722	Regular Instruction Equipment		-	18,000	11,598
790	Other Equipment		5,000	151,932	15,255
Services Subtotal:			132,870	369,675	98,803

SUPPORT: REGULAR INSTRUCTION TOTAL:

2,266,653

2,456,968

1,762,361

Includes costs for library books used in schools for replacement and additional books to address enrollment growth and meet educational standards. Includes costs for mileage for Central Office personnel using personal vehicles in the performance of their job and travel to conferences.

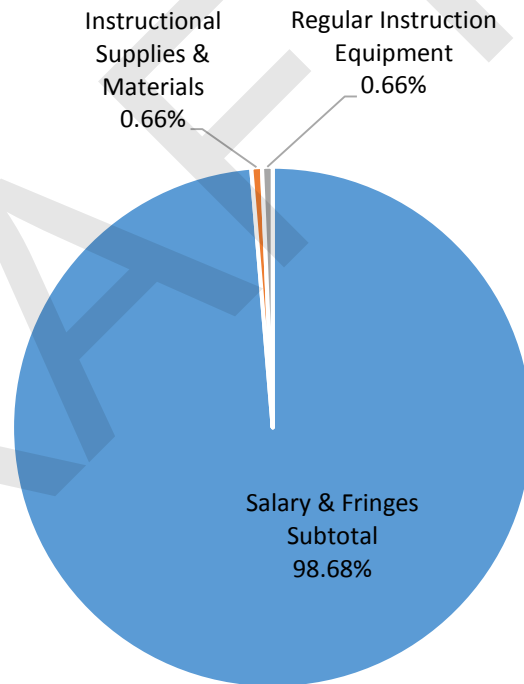


ALTERNATIVE SCHOOLS PROGRAM

Teaching, Learning, and Assessment

Teresa Price

Assistant Superintendent



\$303,661

Overview

Alternative Schools Program is an instruction program designated for students who consistently exhibit behavior that is disruptive to the learning process. This program may also serve at-risk youth or students who have a medical need for an alternative learning environment. Included in this budget are the activities of aides or classroom assistants, teachers, or social workers. The major expenditures for GMSD include teachers, a social worker, homebound instruction, contracts with local agencies for healthcare, and supplies and materials.

ALTERNATIVE EDUCATION PROGRAM

Acct	Description	FY 2021 PERS	FY 2021 Budget	FY 2020 Budget	FY 2019 Actual
116	Teachers	2.00	131,627	131,624	114,673
117	Career Ladder		1,000	1,000	-
128	Homebound Teachers	-	15,000	25,000	6,393
130	Social Worker	1.00	61,833	61,832	60,620
163	Educational Assistants	1.00	24,990	22,947	21,967
201	Social Security	-	14,536	15,029	11,981
204/217	State Retirement	-	22,975	24,638	20,574
206	Life Insurance	-	700	700	467
207	Medical Insurance	-	23,600	23,600	23,600
212	Medicare	-	3,400	3,515	2,802
	Salary & Fringes Subtotal:	4.00	299,661	309,885	263,076
312	Contracts With Agencies		-	31,500	2,861
429	Instructional Supplies & Materials		2,000	500	-
722	Regular Instruction Equipment		2,000	2,000	-
	Services Subtotal:		4,000	34,000	2,861
	ALTERNATIVE EDUCATION TOTAL:		303,661	343,885	265,937

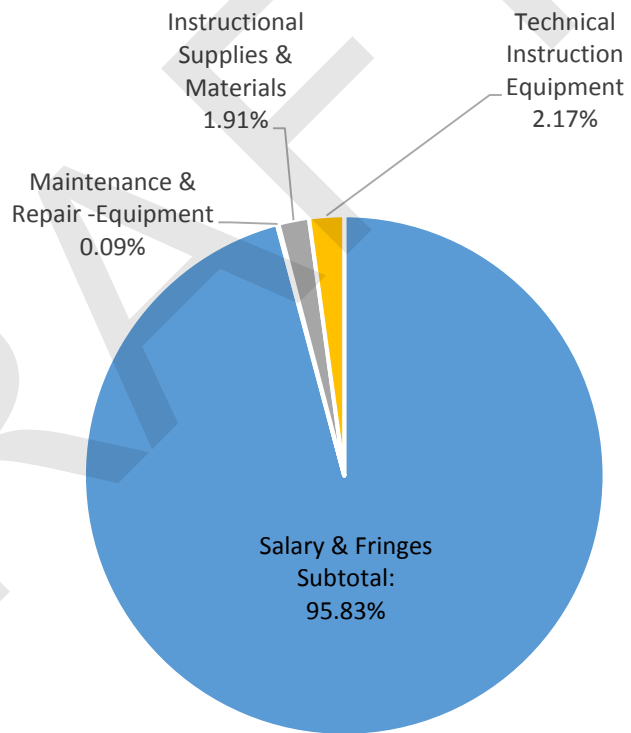
Includes salaries and fringe benefits for teachers and contracts with outside providers for alternative school academic and counseling programs.

CAREER AND TECHNICAL EDUCATION PROGRAM

Teaching, Learning, and Assessment

Teresa Price

Assistant Superintendent



\$1,151,992

Overview

The Vocational Education Instructional Program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Activities include training both in the classroom and in a supervised work environment. Our Career and Technical Education (CTE) offers programs that align with our area high-demand occupations and provide Early Postsecondary Opportunities for our students who are on the college or career pathway.

CAREER & TECHNICAL EDUCATION PROGRAM

<u>Acct</u>	<u>Description</u>	<u>FY 2021</u> <u>PERS</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2020</u> <u>Budget</u>	<u>FY 2019</u> <u>Actual</u>
116	Teachers	14.75	832,965	845,201	716,372
117	Career Ladder Program		1,000	1,000	-
201	Social Security		51,706	52,464	40,380
204/217	State Retirement		85,648	89,951	72,125
206	Life Insurance		2,581	2,581	1,722
207	Medical Insurance		118,000	118,000	110,000
212	Medicare		12,092	12,270	9,444
Salary & Fringes Subtotal:		14.75	1,103,992	1,121,467	950,043
<p><i>Includes salaries and benefits for teachers in the Career and Technical Education programs provided at Houston High School.</i></p>					
336	Maintenance & Repair -Equipment		1,000	1,000	-
429	Instructional Supplies & Materials		22,000	22,000	18,010
730	Technical Instruction Equipment		25,000	31,429	18,644
Services Subtotal:			48,000	54,429	36,654
TECHNICAL EDUCATION TOTAL:			1,151,992	1,175,896	986,697
<p><i>Includes textbooks, materials and supplies, and equipment in Career and Technical Education programs at Houston High School.</i></p>					

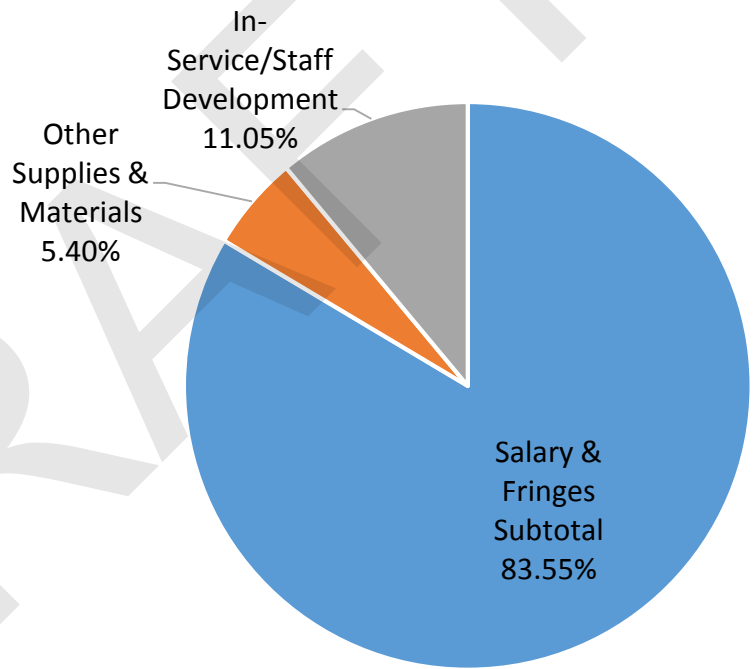


CAREER AND TECH EDUC SUPPORT

Teaching, Learning, and
Assessment

Teresa Price

Assistant Superintendent



\$30,246

Overview

Vocational Education Instructional Staff Support includes activities primarily for assisting CTE instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills and attitudes, and possibly industry certification needed for employment in an occupational area.

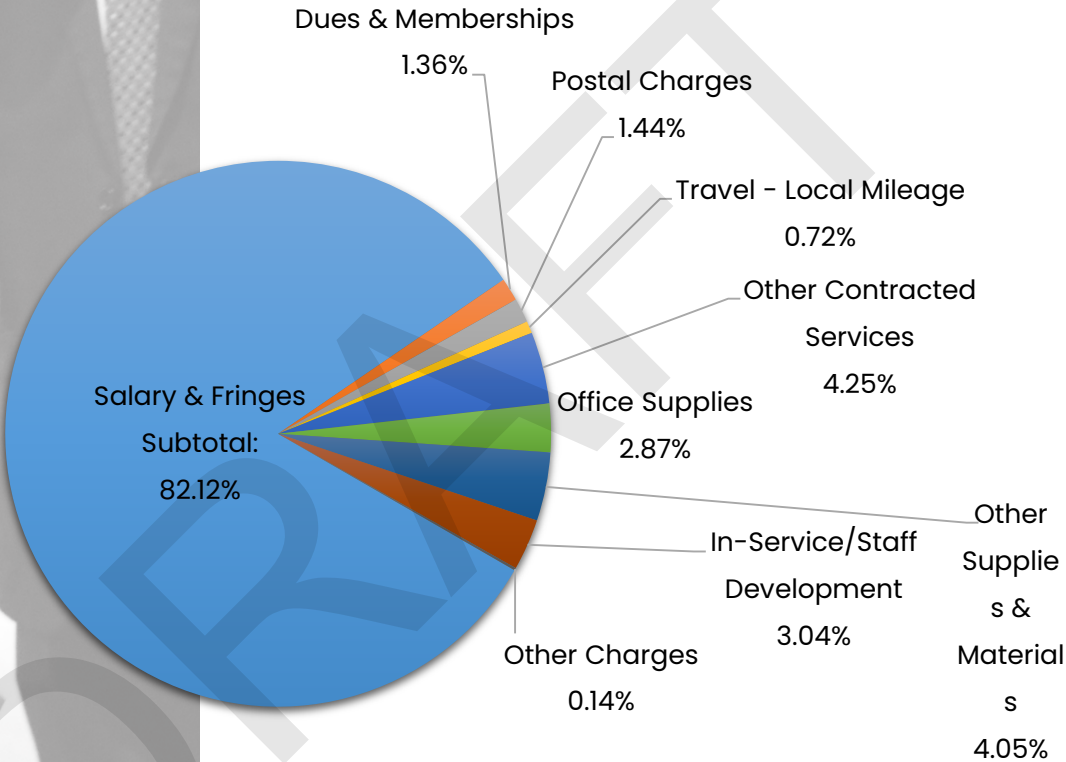
SUPPORT: CAREER AND TECHNICAL EDUCATION

Acct	Description	FY 2021	FY 2021	FY 2020	FY 2019
		PERS	Budget	Budget	Actual
105	Director/Supervisor	0.20	18,311	18,311	17,593
201	Social Security		1,135	1,135	1,022
204/217	State Retirement		1,881	1,946	1,583
206	Life Insurance		50	50	41
207	Medical Insurance		2,650	1,650	1,651
212	Medicare		266	265	239
Salary & Fringes Subtotal:		0.20	24,293	23,357	22,129
499	Other Supplies & Materials		1,953	1,953	-
524	In-Service/Staff Development		4,000	4,000	1,699
Services Subtotal:			5,953	5,953	1,699
SUPPORT: CAREER AND TECH EDUCATION TOTAL:			30,246	29,310	23,828

Includes funds for support staff in the Career and Technical Education Department.

SUPERINTENDENT

Office of the Superintendent



\$696,682

Overview

This budget includes salaries for the Superintendent, academy registrar and whole-child coordinator, communications coordinator and interns, executive secretary, and front desk receptionist. It also includes lease payments for the central office space.

OFFICE OF SUPERINTENDENT

<u>Acct</u>	<u>Description</u>	<u>FY 2021 PERS</u>	<u>FY 2021 Budget</u>	<u>FY 2020 Budget</u>	<u>FY 2019 Actual</u>
101	County Official/Administrative Officer	1.00	169,793	169,793	167,017
103	Deputy	0.50	75,990	75,990	-
117	Career Ladder		1,000	1,000	3,000
161	Secretaries	2.00	105,152	105,151	58,681
189	Other Salaries & Wages	1.20	104,892	103,071	89,285
201	Social Security		28,323	28,338	16,499
204/217	State Retirement		37,778	40,541	32,911
206	Life Insurance		1,880	1,687	723
207	Medical Insurance		33,500	31,500	30,000
212	Medicare		6,624	6,627	4,403
299	Other Fringe Benefits		7,200	7,200	7,200
Salary & Fringes Subtotal:		4.70	572,132	570,898	409,719

Includes salaries and benefits for the Superintendent, a secretary, and a receptionist.

320	Dues & Memberships		9,500	9,500	7,121
330	Operating Lease Payments		-	51,816	155,448
348	Postal Charges		10,000	10,000	7,702
355	Travel - Local Mileage		5,000	5,000	366
399	Other Contracted Services		29,600	22,400	20,400
435	Office Supplies		20,000	20,000	5,281
499	Other Supplies & Materials		28,250	13,250	-
524	In-Service/Staff Development		21,200	26,200	17,934
599	Other Charges		1,000	3,943	946
Services Subtotal:			124,550	162,109	215,198
OFFICE OF SUPERINTENDENT TOTAL:			696,682	733,007	624,916

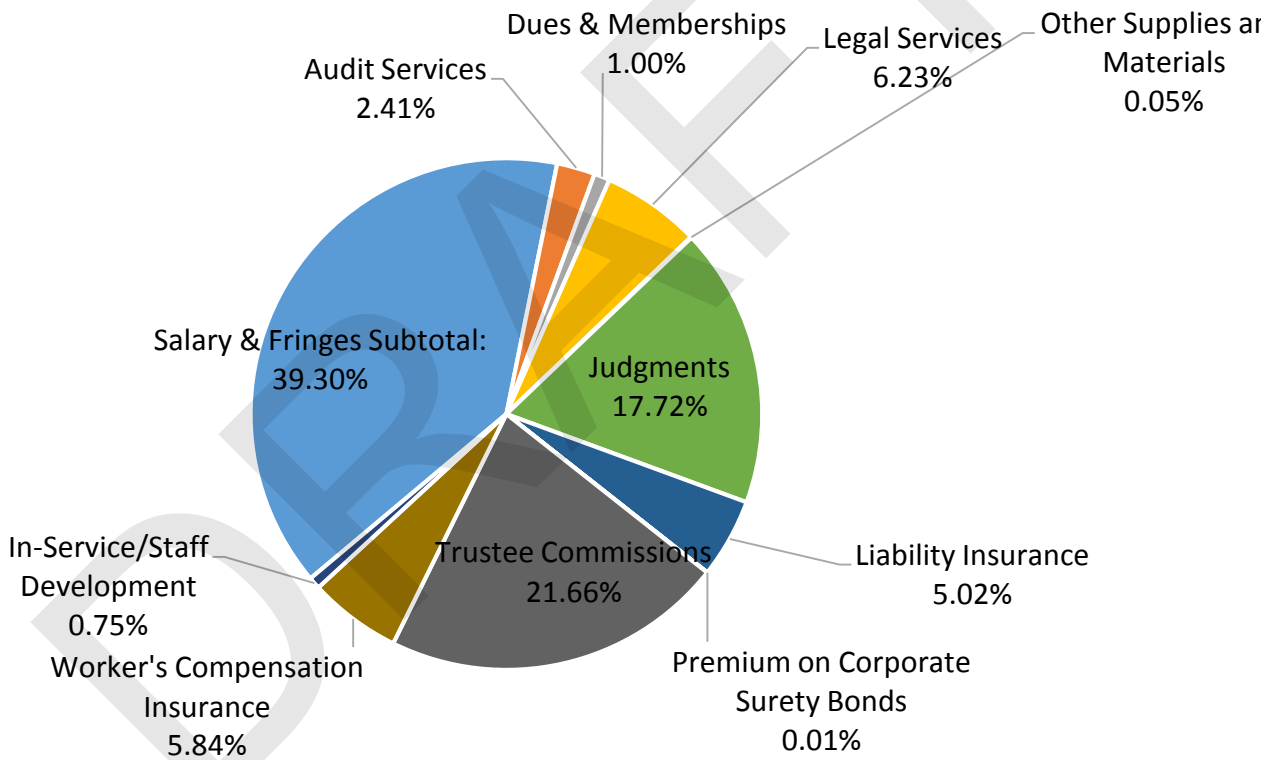
Includes costs associated with the Office of the Superintendent and leasing costs for the District Office.





SCHOOL BOARD

Board of Education Services **\$2,005,590**



Overview

This budget includes salaries for school board members, travel, workers' compensation insurance, liability insurance, legal services, and audit services.

The School Board has made a commitment to fully fund retiree health benefits (OPEB) since FY15. The total investment to the district's OPEB trust account is \$3.0 million. The budgeted contribution for FY21 is \$755,000. This district initiative annually requires a commitment of approximately \$500,000.

BOARD OF EDUCATION SERVICES

Acct	Description	FY 2021 PERS	FY 2021 Budget	FY 2020 Budget	FY 2019 Actual
189	Other Salaries & Wages	5.00	21,500	21,500	21,500
201	Social Security		1,333	1,333	1,333
204/217	State Retirement		-		-
206	Life Insurance - Retirees		46,000	46,000	32,259
207	Health Insurance - Retirees		709,000	709,000	693,208
210	Unemployment Compensation		10,000	10,000	6,111
212	Medicare		312	312	312
Salary & Fringes Subtotal:		5.00	788,145	788,145	754,722

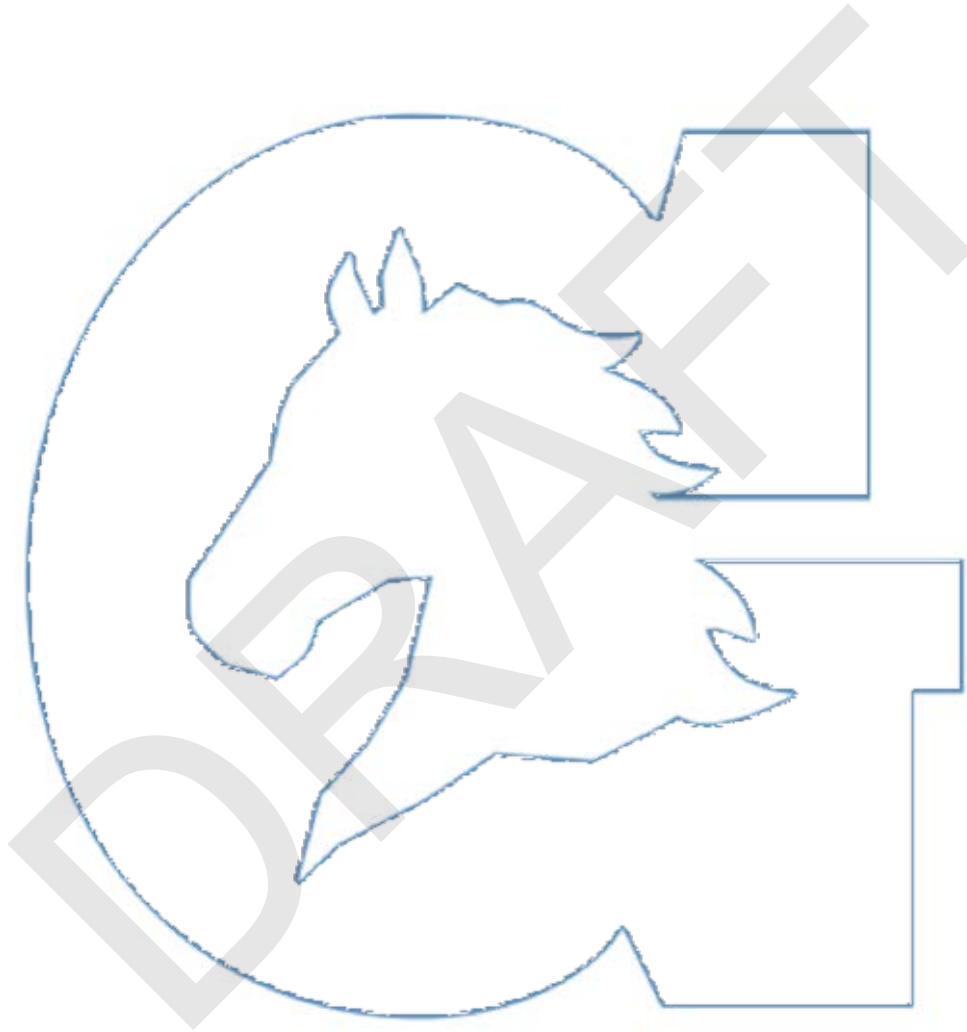
Includes salaries and benefits for members of the Board of Education. Includes employee benefits related to OPEB contributions.

305	Audit Services		48,400	41,500	38,600
320	Dues & Memberships		20,000	20,000	14,805
331	Legal Services		125,000	125,000	136,340
499	Other Supplies and Materials		1,000	1,000	630
505	Judgments		355,453	-	150,000
506	Liability Insurance		100,748	98,750	94,942
508	Premium on Corporate Surety Bonds		300	300	-
510	Trustee Commissions		434,409	423,560	406,631
513	Worker's Compensation Insurance		117,135	117,135	100,042
524	In-Service/Staff Development		15,000	25,000	12,339
Services Subtotal:			1,217,445	852,245	954,329

**BOARD OF EDUCATION SERVICES
TOTAL:**

2,005,590 1,640,390 1,709,052

Includes costs related to operation of the Board of Education, including audit services, legal services and Shelby County Trustee commissions on property and sales tax collections.





Return by June 15 to:
Director of Content
Andrew Johnson Tower, 11th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
Local Board of Education**

The _____ Board of Education approved the City, County,
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
during the meeting of the board on _____.

Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- The LEA agrees to furnish any materials requested by TDOE for review.

Date

Chairman, Board of Education

Date

Director of Schools

Adoption Timeline

July 2019

- During teacher inservice, ELA teachers attended training sessions regarding the adoption process, to discuss the state screening instruments, and to define the needs and desires of teachers regarding the adoption of new materials

August 2019

- Principals polled regarding local committee members: both teachers and community members
- Determination was made to make use of current ELA Content Leads from each building
- Mr. Chad Uhiren was added for CTE review for the sole course adoption in Criminal Justice at HHS
- Committee members contacted

October 2019

- Committee members sworn and membership presented to board for approval and certification

November 2019

- State BoE published final ELA & CTE adoption lists
- Committee membership and all ELA teachers received access to online folders including lists of publishers, digital review access, and pertinent research and reviews for each
- Online reviews begin
- Physical samples ordered

December 2019

- Informational meeting was held regarding possible waivers for Elementary adoption

January 2020

- Waiver for K-2 *Wit & Wisdom* submitted to TDOE and granted
- Final physical samples arrive and distributed to schools; additional copies held at central office for community and committee review on request
- First of two full-day public viewings of materials
- Meetings with ELA departments regarding adoption updates
- Additional training meetings with committee members at D.O. regarding adoption updates and developments of Teacher Usability and High Quality analysis groups
- Teachers and committee members able to begin reviews of physical materials

- Teachers polled regarding invitations for materials caravan
- GMSD Materials Caravan held at HHS. Committee members and available teachers invited to hear publishers' presentations
- Meetings for MS and HS Usability Groups

February 2020

- Meetings for MS and HS High Quality Materials Analysis Groups
- Second full-day public viewing of materials
- ES ELA teachers request to ballot

March 2020

- HS teachers ballot for ELA and CTE just prior to Spring Break and Shelter-in-Place orders

April 2020

- MS teachers ballot for ELA during shelter-in-place
- As a result of shelter-in-place, committee is not able to convene in person to certify results originally scheduled for April 22nd in preparation for May Board meeting
- Attempts to convene online are severely hampered by individual schedules and communication issues
- In order to best meet the requirements of the adoption committee while considering the health and welfare of the membership, the committee is supplied with the results of teacher balloting and offered opportunities to question or discuss results
- Committee completes certification online, accepting and certifying teacher ballots:
 - K-5 : *Great Minds Wit & Wisdom*
 - 6-8 : *Houghton Mifflin Harcourt Into Literature*
 - 9-12 : *McGraw-Hill Study Sync*
 - CTE : *Cengage Intro to Criminal Justice*

Summary of Publishers on ELA Adoption List

Publisher	Title	Grades
Amplify	Core Knowledge Language Arts	K-5
Amplify	Amplify ELA	6-8
Bedford	Foundations of Language and Literature	9-10
Benchmark	Advance	K-6
Cengage	Reach for Reading	K, 6
CollegeBoard	SpringBoard	6-12
EMC Publishing, a Division of Carnegie Learning, Inc.	Mirrors and Windows	6-12
Great Minds	Wit & Wisdom	3-8
Houghton Mifflin Harcourt	Into Reading, Tennessee (K-2, 4-5) Into Literature, Tennessee (6-12)	K-2, 4-12
LearnZillion	Expeditionary Learning	K-5
LearnZillion	GuideBooks	3-8
McGraw Hill	Wonders (K-5) Study Sync (6-12)	K-12
Open Up	Book Worms	3 only
Open Up	OUR Expeditionary Learning	K-5
Pearson	myPerspectives	6-12
Scholastic	Scholastic Literacy	5-6 only
Wiley	Paths to College and Career English Language Arts	6-12

Additional CTE Materials

Publisher	Title	Grades
Cengage	Intro to Criminal Justice	n/a
CEV Multimedia	Culinary Arts I,II, and III	n/a
Goodheart Wilcox	Journalism Culinary professional	n/a

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2019-20

Report for schools of _____ County, City, or Special District.

Subject: ELA & CTE

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of ELA & CTE, recommend that the Germantown Municipal

Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Germantown

, as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K-2	Wit & Wisdom	Wit & Wisdom	Great Minds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-5	Wit & Wisdom	Wit & Wisdom	Great Minds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6-8	Beers, Jago, Probst, et al.	Into Literature	Houghton Mifflin Harcourt
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9-12	Fisher, Shannahan,	Study Sync	McGraw Hill
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9-12	Martin, et al. Siegel & Worrell	Introduction to Criminal Justice	Cengage Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				