

GMSD Work Session
June 7, 2022 5:00 PM
Board Room, GMSD Office

1. Revision of Policies after one reading
2. GMSD FY 2022-23 Other Funds Budget - Second and Final Reading
3. Insurance Renewals
4. Custodial Contract Renewal
5. Houston Middle Addition FF& E Purchase
6. Further Business

6.7.22 RATIONALE FOR REVISION / ADDITIONS OF POLICIES

Based upon meeting scheduling and the need to have policies in place when the upcoming school year commences, we recommend that the rules be suspended such that the policies are adopted upon first reading. Globally, we have removed footnote numbering and changed the monitoring schedule to “annually”.

- 1. Revision Policy 3.202 Emergency Planning-** Revision is as provided in new State law. “Remote Learning Drill” is added. It should be noted that the “District’s Plan for transitioning students”, as referenced in the revision, may change as needs arise and technology changes.

- 2. Revision Policy 5.302 Sick Leave-**Revisions are necessary to correct ambiguities in the former policy and more fully explain to employees their entitlement to sick leave. No new benefits are conferred to employees as a consequence of these revisions.

- 3. Revision Policy 5.310 Vacations and Holiday-**Revisions are necessary to reflect recent changes made by the Board regarding personal days. The remaining revisions are necessary to correct ambiguities in the former policy and more fully explain to employees their entitlement to vacation, holiday and personal days.

- 4. Revision Policy 5.3051 Temporary COVID 19 Leave –** Revisions are made to extend the policy dates through June 30, 2023 and to revise the number of COVID days employees may receive from 10 days to 5 days.

- 5. Revision Policy 6.505 Students in Foster Care-**Revisions made to assign, by policy, the Foster Care Liaison responsibility to GMSD’s Student Services Supervisor and to outline the responsibilities of the Foster Care Liaison. These revisions are due to an addition to State law.

- 6. REPEAL Policy 4.205 Temporary Instructional Policy for students testing Positive for COVID 19 or Possible exposure to COVID 19-** This policy was set to expire, by its terms, at the conclusion of the 2021-22 school year, thus we recommend that it be formally repealed.

- 7. New Policy 4.403 Library Collections-** This is a new policy required by the new Age Appropriate Materials Act. This policy has been vetted/approved by GMSSD librarians.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Emergency Planning	Descriptor Code: 3.202	Issued Date: 6/**/22 11/30/21 05/07/18
		Rescinds: 3.202	Issued: 07/11/16

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

6 **FIRE AND SAFETY DRILLS**

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

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

15 **ARMED INTRUDER DRILLS**

16 Each GMSD Principal shall ensure that each school safety team conducts at least one (1) armed
17 intruder drill annually in coordination with local law enforcement.

18 **AED/CPR DRILLS**

19 The GMSD Coordinated school Health Specialist shall schedule an annual AED training for all school
20 personnel. The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for
21 students and employees so that students and employees are aware of the steps that must be taken if an
22 event should occur that requires the use of CPR and/or an AED.

23 **REMOTE LEARNING DRILLS**

24 The District shall conduct a remote learning drill once per school year to ensure that schools, students,
25 and parents of students can easily transition from in-person learning to remote learning.

26 The drill must accurately reflect the District’s Plan for transitioning students to remote learning in the
27 event of disruption to school operations.

1 Students shall not be required or asked to transition exclusively to remote learning at any time during
2 the remote learning drill.

3 The District shall address any issues that are identified during the remote learning drill.

4 **FIRE EXTINGUISHERS**

5 Each school's Plant Manager shall regularly check the quantity, locations, and conditions of fire
6 extinguishers.

7 **MEDICAL EMERGENCIES/PANDEMIC**

8 In the event of medical emergencies, such as a pandemic outbreak, school officials shall cooperate and
9 consult with the local and state health departments and other local emergency or healthcare providers
10 in protecting students and the community from further infection.

Legal References

T.C.A. 49-2-122

T.C.A. 49-6-804

T.C.A. 49-6-807

T.C.A. 49-6-1208

T.C.A. 68-102-137(b)

~~T.C.A. 68-102-137(f)~~

T.C.A. 68-140-404

Public Acts of 2022, Chapter No. 936

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: 5.302	Issued Date: 06/**/22 12/15/20 03/19/18
		Rescinds: 5.302	Issued: 03/29/16

1 ~~The Germantown Municipal School District Board of Education participates in the State Sick Leave~~
 2 ~~Plan for which provides the following:~~

- 3 ~~• One day of sick leave for each month employed including time worked under an extended~~
 4 ~~contract up to a maximum of twelve (12) sick days per year.¹~~
- 5 ~~• Sick leave days may be accumulated from year to year. There is no limit to the number of days~~
 6 ~~that may be accumulated.~~
- 7 ~~• At retirement, the unused accumulated sick leave may be used as retirement credit.~~
- 8 ~~• Upon request from a prior certificated employee, sick leave accumulated at the time of~~
 9 ~~separation from the Germantown Municipal School District will be forwarded to the employing~~
 10 ~~system and/or the employee upon request.²~~
- 11 ~~• Sick leave is to be administered as outlined in Tennessee Code.~~
- 12 ~~• Full-time (working more than 30 hours per week) classified employees will have the same sick~~
 13 ~~leave benefits as our teachers as noted above in this policy.~~

14 **~~SICK LEAVE DEFINED³~~**

15 ~~Sick leave shall be defined as: illness of a certified employee from natural causes or accident,~~
 16 ~~quarantine, or illness or death of a member of the immediate family of a teacher, including the~~
 17 ~~certified employee's wife or husband, parents, grandparents, children, grandchildren, brothers,~~
 18 ~~sisters, mother in law, father in law, daughter in law, son in law, brother in law, and sister in law.~~

19 **~~SPECIAL CONSIDERATIONS~~**

20 ~~A signed statement listing the cause of absence shall be provided by the employee on forms furnished~~
 21 ~~by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims~~
 22 ~~for sick leave pay. A falsified statement shall be grounds for dismissal.~~

23 ~~A certificate from the physician on forms furnished by the Board may be required in support of any~~
 24 ~~claim for sick leave pay. The principal shall notify the Human Resources office at once if an employee~~
 25 ~~is sick beyond the limit of his/her sick leave accumulation.~~

26 **“Sick Leave” shall mean leave of absence because of illness from natural causes or accident, quarantine,**
 27 **or illness or death of a member of the immediate family of a professional employee, including the**
 28 **employee’s wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-**
 29 **law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.**

1 Only full-time employees of GMSD may earn sick leave. All full-time GMSD employees shall earn one
2 (1) day of sick leave for each month employed. Sick leave shall be cumulative for all earned or
3 transferred days not used.

4 Any request for sick leave that is determined to be falsified shall be grounds for termination. Any
5 document that is presented to GMSD as support for the request for sick leave that is determined to be
6 forged or falsified in any manner shall be grounds for termination.

7 GMSD may require that a physician's certificate be furnished by employees requesting sick leave pay.

8 Any employee who goes on maternity or paternity leave may use sick leave and annual leave for
9 maternity or paternity leave for a period not to exceed the employee's accumulated sick leave and annual
10 leave balance, or twelve (12) weeks, whichever is less. To be eligible to use sick leave as maternity or
11 paternity leave, the employee must submit a written request that includes a statement from the attending
12 physician indicating the expected date of confinement, no later than the end of the fifth month of
13 pregnancy.

14 Upon verification by a written statement from an adoption agency or other entity handling an adoption,
15 an employee may be allowed to use up to thirty (30) days of accumulated sick leave for the adoption of
16 a child. If both adoptive parents are employees, only one (1) parent is entitled to use leave.

17 Upon termination of the employment of an employee before the sick days are earned or at the end of the
18 school year, there shall be deducted from the final paycheck of the employee an amount based on the
19 employee's daily rate of pay sufficient to cover the excess sick leave days used by the employee; if the
20 final paycheck is insufficient for this purpose, the employee shall be liable for reimbursement to GMSD
21 for any amount in excess of the employee's final paycheck.

22 At the termination of the employment of any employee, all unused sick leave accumulated by the
23 employee shall be terminated. However, the GMSD Board, by this Policy, grants to any employee, upon
24 the employee's employment or reemployment, the accumulated sick leave that the employee lost by
25 previous termination of employment in a public school system in the State of Tennessee; except that an
26 employee terminated for cause, as defined in T.C.A. § 49-5-501, shall not be granted, the sick leave days
27 lost; and except that employees may only be credited with accumulated sick leave while working at a
28 previous school district if the employee left the previous school district in good standing. The grant of
29 previously accumulated, unused sick leave days shall be made only upon application of the employee
30 and only upon written verification notarized by the Superintendent/designee of the system in which the
31 accumulated sick leave was held.

32 All personal days accrued as of an employee's last day of work with GMSD shall be converted into sick
33 leave days. All vacation days in excess of twenty-five (25) that are accrued by an employee as of the
34 last day of employment shall be converted to sick leave days.

- 1 At retirement, unused accumulated sick leave may be used as retirement credit to the extent such is
- 2 permitted by the Tennessee Consolidated Retirement Plan.

Legal References

- ~~1. TCA 49-5-710(a)(1)~~
- ~~2. TCA 49-5-710(a)(5)~~
- ~~3. TRR/MS 0520-01-02-.04(2)~~

T.C.A. § 49-5-710
State Board of Education Rule 0520-01-02-.04

Cross References

- ~~Workers' Compensation 3.602~~
- ~~Family and Medical Leave 5.305~~
- ~~Physical Assault Leave 5.307~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <h2 style="text-align: center;">Vacations and Holidays</h2>	Descriptor Code: 5.310	Issued Date: 06/**/22
		Rescinds: 5.310	Issued: 06/11/15

1 Vacations and Holidays will be granted to regular, full time employees subject to the following
2 provisions:

3 **A. General Provisions**

- 4 1. Temporary and part-time employees are not eligible for vacation.
- 5 2. Eligible full-time new employees will begin accruing vacation upon the first (1) month of
6 employment.
- 7 3. Full-time ten (10) month classified employees will receive ~~one (1)~~ **two (2)** days per year to
8 be used for personal business in addition to earned sick leave. After 10 years of continuous
9 service, classified employees will earn an additional personal day. Any ~~unused~~ personal
10 days **unused by June 30** will be converted to sick days ~~for the following school year~~.
- 11 4. Full-time certified employees will receive ~~two (2)~~ **three (3)** days per year in addition to
12 earned sick leave to be used for personal business. **Any personal days unused by June 30**
13 **will ~~Two (2) unused days may~~ be converted to sick leave days.**
- 14
- 15 5. **Personal days may be advanced. Upon termination of the employment of an employee,**
16 **before the personal leave days are earned or at the end of the school year, there shall be**
17 **deducted from the final paycheck of the employee an amount based on the employee's daily**
18 **rate of pay sufficient to cover the excess personal leave days used by the employee; if the**
19 **final paycheck is insufficient for this purpose, the employee shall be liable for reimbursement**
20 **to GMSD for any amount in excess of the employee's final paycheck.**

21 **B. Twelve (12) Month Employees**

- 22 1. Any full-time twelve (12) month employee who is employed by the Municipal School
23 district will be granted vacation based on the following schedule:

Length of Service Vacation Accrued	Days earned on Semi-Monthly Basis
Less than One (1) year, but no more than five (5) years <i>(Maximum of 10 days per year)</i>	0.42
Five (5) years, but less than ten (10) years..... <i>(Maximum of 12 days per year)</i>	0.50
Ten (10) years, but less than fifteen (15) years	0.63

1 ~~schedules that shall be approved by the employee's immediate supervisor should be~~
2 ~~planned~~ in such a way that the operational procedures are not interrupted.

3 C. Full time classified employees working less than twelve (12) months

4 1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll
5 calendar and paid during the corresponding payroll period. Ten (10) vacation days are built
6 into the employee's work calendar, so as to reduce number of unpaid days throughout the
7 school year. These days are not paid out if the employee resigns ~~and are not for the~~
8 ~~employee's use.~~

9 2. The employee must **be in paid status** ~~work~~ the day before and after a paid holiday in order
10 to be paid for the holiday. ~~or~~

11 ~~3. The employee uses such paid leave time as he/she is entitled to, based upon employment~~
12 ~~status to cover the day before and after a paid holiday.~~

13 D. Full time certified employees working less than twelve (12) months

14 1. Employees shall earn 1 vacation day for every 20 days worked and those days are
15 distributed throughout the employee's work calendar. These days are not paid out if the
16 employee resigns ~~and are not for the employee's use.~~

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: Temporary COVID-19 Leave	Descriptor Code: 5.3051	Issued Date: 6/**/22 08/24/21
		Rescinds: 5.3051	Issued: 04/19/21

1 In April, 2020, the Families First Coronavirus Response Act (FFCRA) became effective. The
2 termination date of the FFCRA was December 31, 2020. However, the COVID-19 virus, and its
3 variations, continue to infiltrate the United States, including our community. Therefore, despite the fact
4 that the GMSD is not required by law to continue providing the benefits previously granted under the
5 FFCRA, the Germantown Municipal School District Board of Education believes that it is in the best
6 interest of its employees to voluntarily continue to provide some FFCRA-like benefits under the
7 conditions set forth below for the period of ~~July 1, 2021~~ June 8, 2022 through June 30, ~~2022~~ 2023.

8 PAID SICK LEAVE

9 GMSD employees will receive a maximum of ~~ten (10)~~ five (5) days of paid sick leave if they are unable
10 to work or telework because the employee:

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

26 Such leave is in addition to any paid leave that an employee may already be entitled to (*e.g.*, existing
27 sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this
28 category of paid sick leave.

- 1 Employees shall follow GMSD procedures and protocols pertaining to reporting COVID-19 exposures
- 2 and infections, supporting the need for leave pertaining to the Policy, and requesting leave pertaining to
- 3 same. Failure to follow such GMSD procedures and protocols could cause the leave request to be denied.

- 4 This Policy shall sunset at 11:59 p.m., June 30, ~~2022~~ 2023.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: 6/**/22 01/30/17
		Rescinds:	Issued:

1 The Germantown Municipal School District shall provide all students in foster care, to include those
2 awaiting foster care placement, with a free and appropriate public education.

3 **FOSTER CARE LIAISON**

4 **The District's Foster Care Liaison shall be the GMSD Student Services Supervisor.**

5 **The responsibilities of the District's Foster Care Liaison shall be to:**

- 6 a) **Coordinate with the Tennessee Department of Children's Services on the implementation of**
7 **state and federal laws related to students who ae in foster care;**
- 8 b) **Coordinate with foster care education program staff at the Tennessee Department of Education;**
- 9 c) **Attend training and professional development opportunities to improve the District's foster care**
10 **implementation efforts;**
- 11 d) **Serve as the primary contact person for representatives of the Tennessee Department of**
12 **Children's Services;**
- 13 e) **Facilitate immediate enrollment of a child placed in foster care in the appropriate school and**
14 **assist in the determination of the appropriate school for children placed in foster care;**
- 15 f) **Facilitate the transfer of school records when a child is placed in foster care and changes**
16 **schools;**
- 17 g) **Facilitate data sharing with appropriate entities regarding foster care students; and**
- 18 h) **Serve as a point of contact and resource to students in foster care.**

19 **ENROLLMENT**

20 Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled,
21 even if the student is unable to produce records normally required for enrollment (i.e. academic records,
22 immunization records, health records, proof of residency), or missed the **D**istrict's application or
23 enrollment deadlines.⁺

24 **PLACEMENT**

25 Germantown Municipal Schools and the child welfare agency shall determine whether placement in a
26 particular school is in a student's best interest. Other parties, including the student, foster parents, and
27 biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then
28 the relevant school staff members shall participate in the best interest decision process. This
29 determination shall be made as quickly as possible to prevent educational disruption.

1 Placement shall be determined based on the student's best interest. At all times, a strong presumption
2 that keeping the student in the school of origin is in the student's best interest shall be maintained.² For
3 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,
4 including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement
5 change if the student is already placed in foster care.³

6 When determining placement, student-centered factors including, but not limited to, the following shall
7 be considered:

- 8 1. Preferences of the student;
- 9 2. Preferences of the student's parent(s) or education decision maker(s);
- 10 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 11 4. Placement of the student's siblings;
- 12 5. Influence of the school climate on the student, including safety;
- 13 6. The availability and quality of the services in the school to meet the student's educational needs;
- 14 7. History of school transfers and how they have impacted the student;
- 15 8. How the length of the commute would impact the student;
- 16 9. Whether the student is receiving special education and related services, and if so, the availability
17 of those required services in a school other than the school of origin; and
- 18 10. Whether the student is an EL and is receiving language services, and, if so, the availability of
19 those required services in a school other than the school of origin.

20 Transportation costs should not be considered when determining a student's best interest.

21 If it is not in the student's best interest to attend the school of origin, the ~~director or his/her designee~~
22 **District's Foster Care Liaison** shall provide a written explanation of the reasons for the determination.
23 The written explanation shall include a statement regarding the right to appeal the placement decision.
24 If the placement decision is appealed, the district shall refer the student to the ~~district coordinator for~~
25 ~~children in foster care~~ **District's Foster Care Liaison**, who shall carry out the dispute resolution process
26 as expeditiously as possible and in accordance with the law.² Until the dispute is resolved, to the extent
27 feasible, the student shall remain in his/her school of origin.²

28 **TRANSPORTATION**^{3,4}

29 The ~~district~~ **District's Foster Care Liaison** shall collaborate with the local child welfare agency to
30 develop and implement clear and written procedures governing how transportation to a student's
31 school or origin shall be provided, arranged, and funded. This transportation will be provided for the
32 duration of the student's time in foster care.

33 ~~The director of schools or designee shall develop administrative procedures to provide for~~
34 ~~transportation of students in foster care.~~⁵ ~~These procedures must ensure that:~~

1 The District's Foster Care Liaison will coordinate with the Tennessee Department of Children's
 2 Services to develop a plan about how transportation for children in foster care will be provided,
 3 arranged and funded, and which ensures that:

- 4 1. Students in foster care needing transportation to their schools of origin will promptly receive
- 5 that transportation in a cost-effective manner and in accordance with federal law; and
- 6 2. If there are additional costs incurred in providing transportation to the school of origin, the
- 7 district will provide such transportation if:
 - 8 a. the ~~local child welfare agency~~ Tennessee Department of Children's Services agrees to
 - 9 reimburse the District for the cost of such transportation;
 - 10 b. the District agrees to pay for the cost; or
 - 11 c. the District and ~~local child welfare agency~~ the Tennessee Department of Children's
 - 12 Services agree to share the cost.⁴

13 The District will ensure that a student in foster care, to include a student awaiting foster care
 14 placement, remains in his/her school of origin while any disputes regarding transportation costs are
 15 being resolved.

Legal References

1. ~~Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)~~
2. ~~Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111(g)(1)(E)(i)-(iv)~~
3. ~~Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111(g)(1)(E)~~
4. ~~Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112(c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)~~
5. ~~Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112(c)(5)(B)(i)~~

T.C.A. 49-6-3801

Cross-References

Attendance 6.200
 School Admissions 6.203

Germantown Municipal School District

Monitoring: Review: Annually, in August	Descriptor Term: Temporary Instructional Policy for Students Testing Positive for COVID-19 or Possible Exposure to COVID-19	Descriptor Code: 4.205	Issued Date: 6/**/22 08/24/21
		Rescinds:	Issued:

- 1 For the 2021-22 school year only, at the discretion of the Superintendent, students who are temporarily
2 quarantined due to a positive COVID-19 test result or possible exposure to COVID-19 may participate
3 in remote instruction offered by GMSD on a temporary basis during the period of quarantine only.
- 4 Students who participate in remote instruction during a temporary COVID-19 Quarantine Period may
5 be counted as present as long as the student exhibits proof of attendance by daily periodic visual, verbal,
6 and/or written confirmation of student participation in 6 ½ hours of instructional time per day for grades
7 1-12 and 4 hours of instructional time per day for kindergarten. Students will be provided required
8 methods of proof of attendance by their respective teachers.

REPEALED

Germantown Municipal School District

Monitoring: Review: Annually,	Descriptor Term: Library Collections	Descriptor Code: 4.403	Issued Date: 06/**/22
		Rescinds:	Issued:

1 The “Library Collections” for each GMSD school have been developed over a period of years, prior to
2 the adoption of this Policy. After the passage of this Policy, the evolution of the GMSD school “Library
3 Collections” shall be based upon the following processes set forth in this Policy.

4 **DEFINITIONS**

5 “**Library Collections**” refers to all materials made available to students by the school but does not include
6 materials made available to students as part of a course of curriculum.

7 “**Materials**” refers to books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm,
8 discs, cassettes, videotapes, videogames, applications, and subscription content in any form.

9 **DEVELOPMENT OF THE LIBRARY COLLECTIONS**

10 1) The Principal for each GMSD school shall select four classroom teachers at the
11 commencement of each school year to serve on a Library Collection Committee, along
12 with their respective School Librarian/s. The Library Collection Committee shall review
13 all new “materials”, other than “materials” made available to students as part of a course
14 curriculum, that will be made available by their school to their students. The GMSD
15 Technology Supervisor shall be consulted by the Library Collection Committee when the
16 Committee is considering new “materials” that are in the form of videogames or
17 applications.

18 2) The Library Collection Committee shall recommend to the School Principal the approval
19 of all new “materials”, other than “materials” made available to students as part of a
20 course curriculum, that will be made available by their school to their students.

21 3) The criterion used by the Library Collection Committee when determining whether to
22 approve new “materials” shall be:

23 a) whether the “materials” are appropriate for the age and maturity levels of the
24 students who have access to those materials; and

25 b) whether the materials are suitable for and consistent with the educational mission
26 of the school.
27

1
2 4) Based upon the Committee's recommendation, the School Principal shall either approve
3 or deny the Committee's recommendation.

4
5 5) The Library Collection Committee shall review the "Library Collection" annually to
6 determine whether there are any "materials" that :

7
8 a) may not be appropriate for the age and maturity levels of the students who have
9 access to the materials; and/or

10
11 b) may not be suitable for and/or consistent with the educational mission of the
12 school.

13
14 6) If the Committee determines that any of the "materials" in the school's "Library
15 Collection" are not appropriate for the age and maturity levels of the students who have
16 access to the materials and/or may not be suitable for and/or consistent with the
17 educational mission of the school, the Committee shall recommend to the School
18 Principal:

19
20 a) that the material be removed from the school's "Library Collection"; or

21
22 b) that the material be removed from access to students based upon students' ages or
23 maturity levels.

24
25 7) The School Principal shall act on the Committee's annual review recommendations
26 within 30 days after receiving the Committee's recommendation.

27 A list of materials in the school's "Library Collection" shall be maintained on each school's website.

28 **FEEDBACK**

29 1) If a student, student's parent or guardian, or school employee believes that one or more
30 of the materials in the school's "Library Collection" of the student's or employee's school
31 is:

32 a) not appropriate for the age and maturity levels of the students who have access
33 to the materials; and/or

34 b) not be suitable for and/or consistent with the educational mission of the school,

35 the student, student's parent or guardian, or school employee may provide feedback to
36 the "Library Collection Committee" of their concern.

1 The feedback must be provided on a form that will be provided on the school's website.

2 The Committee shall review all feedback provided and will recommend to the School Principal
3 the appropriate response to the feedback and action, if any, to be taken based upon the review of
4 the feedback. The School Principal shall provide a response to the student, student's parent or
5 guardian or school employee within 30 calendar days of when the feedback was received by the
6 Committee.

7 2) If the student, student's parent or guardian, or school employee is dissatisfied with the
8 response of the School Principal, the student, student's parent or guardian, or school
9 employee shall submit the original feedback form and the School Principal's response to
10 the GMSD Assistant Superintendent, Teaching, Learning and Assessment for his/her
11 review and evaluation. The GMSD Assistant Superintendent, Teaching, Learning and
12 Assessment shall provide a response to the student, student's parent or guardian or school
13 employee within 30 calendar days of when the feedback was received by the GMSD
14 Assistant Superintendent, Teaching, Learning and Assessment.

15 3) If the student, student's parent or guardian, or school employee is dissatisfied with the
16 response of the GMSD Assistant Superintendent, Teaching, Learning and Assessment,
17 the student, student's parent or guardian, or school employee shall submit the original
18 feedback form, the School Principal's response and response of the GMSD Assistant
19 Superintendent, Teaching, Learning and Assessment to the GMSD Board Chairman for
20 consideration by the full GMSD Board of Education.

21 The full GMSD Board of Education shall consider the feedback provided at its next regular Board
22 meeting following the Board Chairperson's receipt of the feedback form with responses. If a
23 majority of the GMSD Board of Education determines that the material in question is not
24 appropriate for the age and maturity levels of the students who have access to the materials,
25 and/or is not suitable for, or consistent with, the educational mission of the school, then the school
26 shall remove the material from its Library Collection.

Legal References

T.C.A. § 49-6-3801-3803



2023 GMSD OTHER FUNDS

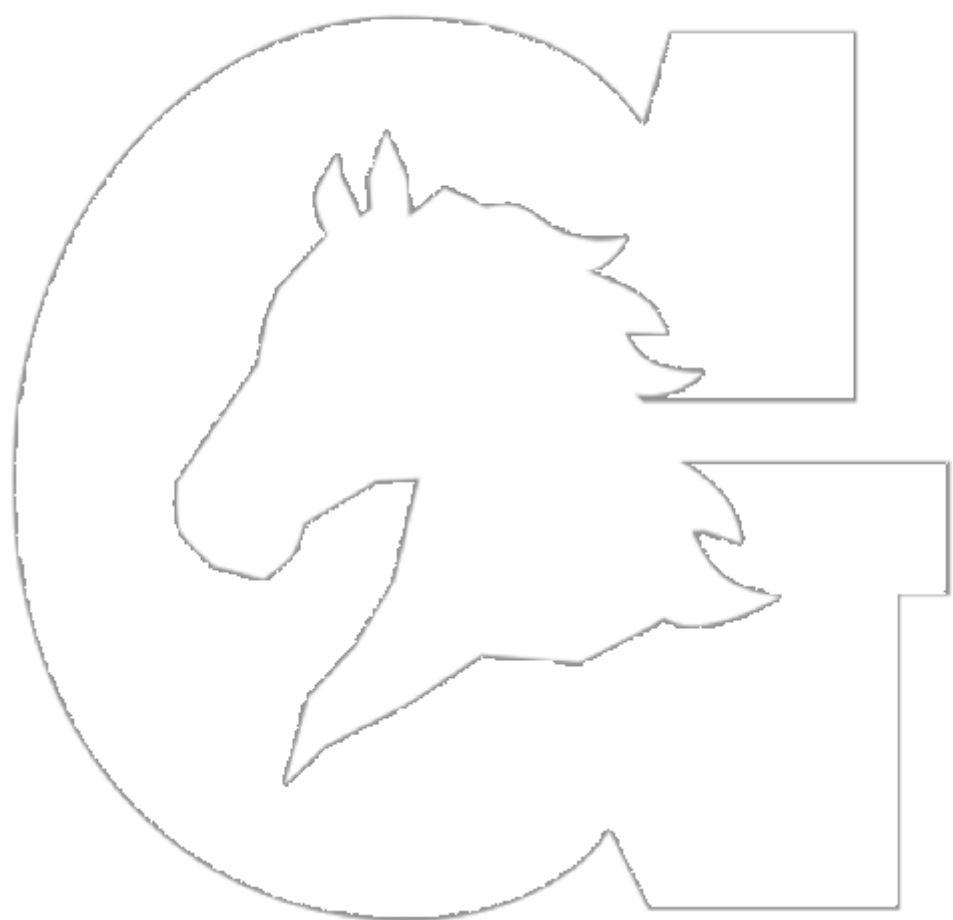
Second and Final Reading – June 7,
2022

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

ANGELA GRIFFITH,
SCHOOL BOARD CHAIR





GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Angela Griffith	Chair
Amy Eoff	Vice-Chair
Ryan Strain	Board member
Brian Curry	Board member
Betsy Landers	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Executive Director, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

SCHOOL DISTRICT VISION, MISSION, AND GOALS

VISION

Inspiring Personal Excellence

MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



CONTENTS

OTHER FUNDS

4

FEDERAL PROJECTS REVENUES

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool,

6

FEDERAL PROJECTS EXPEND

Carl Perkins Basic, Consolidated Administration, Title I, Title II, Title IV, IDEA Part B, IDEA Preschool

20

SCHOOL NUTRITION

22

CAPITAL IMPROVEMENTS

24

HEALTH INSURANCE

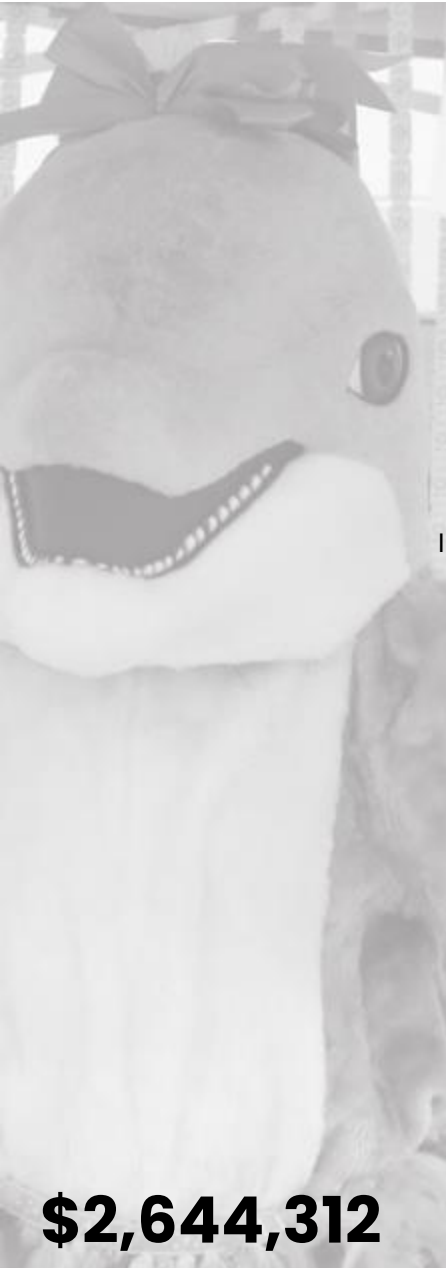
26

OPEB TRUST

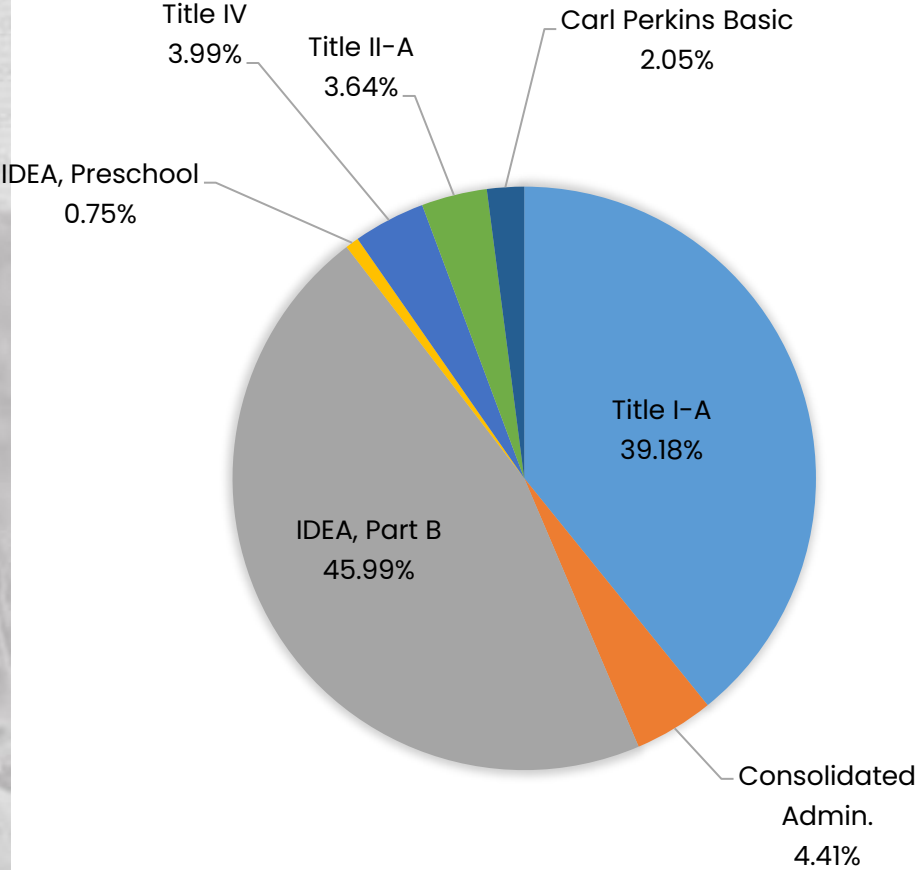
Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

FEDERAL PROJECTS REVENUES



\$2,644,312



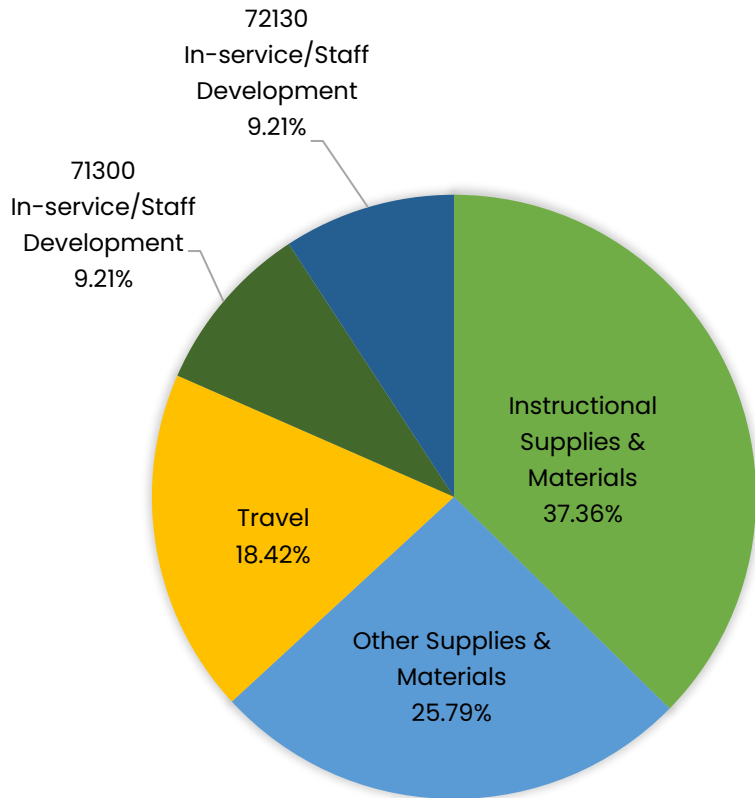
Subcategories

- Consolidated Admin
- Title I-A
- Title II-A
- Title IV
- IDEA, Part B
- IDEA, Preschool
- Carl Perkins Basic

FEDERAL PROJECTS REVENUES

Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
47131	Carl Perkins Basic	54,275	50,683	39,248
47131	Carl Perkins Reserve	-	-	41,199
47141	Title I-A	1,035,977	1,151,573	1,446,618
47141	Consolidated Admin.	116,627	143,321	135,528
47143	IDEA, Part B	1,216,048	1,204,376	1,009,040
47143	IDEA, Preschool	19,734	10,220	10,842
47143	IDEA, SPDG	-	-	19,996
47143	IDEA, Preschool Discretionary	-	-	9,584
47146	Title III	-	12,832	12,987
47147	Title IV	105,448	97,611	112,046
47189	Title II-A	96,203	95,022	130,469
	FEDERAL PROJECTS REVENUES TOTAL:	<u>2,644,312</u>	<u>2,765,638</u>	<u>2,967,557</u>

CARL PERKINS BASIC



\$54,275

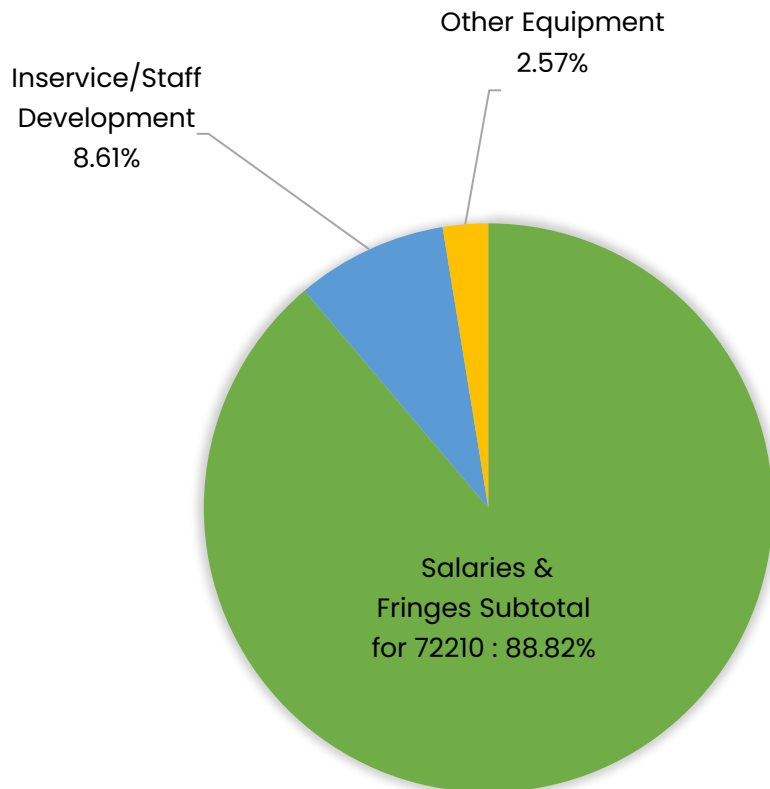
Overview

Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.

CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Vocational Instruction (71300)				
429	Instructional Supplies & Materials	20,275	11,075	10,300
499	Other Supplies & Materials	14,000	17,300	3,400
730	Vocational Instructional Equipment	-	6,288	23,268
Other Student Support (72130)				
355	Travel	10,000	9,670	-
524	In-service/Staff Development	5,000	4,050	2,280
Support: Vocational Education (72230)				
524	In-service/Staff Development	5,000	2,300	-
599	Other Charges	-	-	-
Transfers Out (99100)				
504	Indirect Costs	-	-	-
CARL PERKINS BASIC TOTAL:		<u>54,275</u>	<u>50,683</u>	<u>39,248</u>

CONSOLIDATED ADMINISTRATION



\$116,627

Overview

Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.

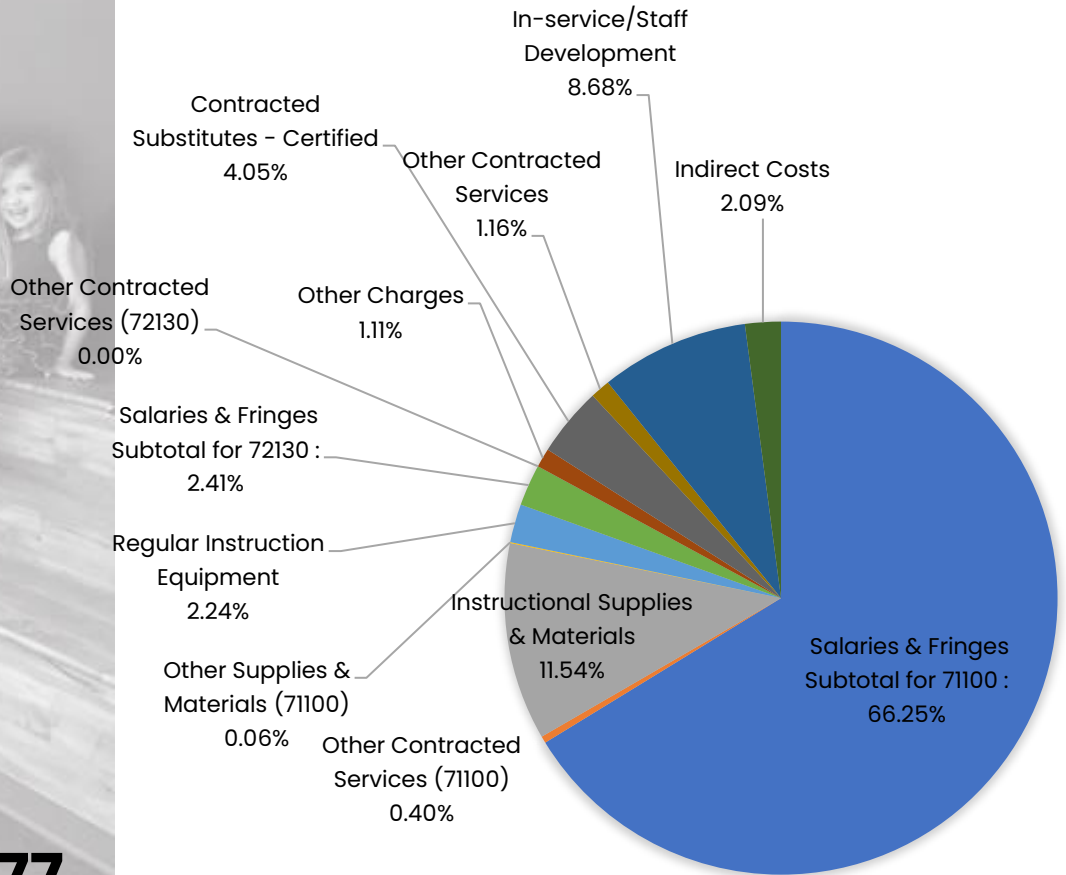
CONSOLIDATED ADMIN

Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1 FTE)	83,092	98,590	96,657
201	Social Security	5,028	6,113	5,649
204	State Retirement	7,047	10,155	9,927
206	Life Insurance	147	175	156
207	Medical Insurance	7,100	8,255	8,254
212	Medicare	1,176	1,430	1,321
	Salaries & Fringes Subtotal for 72210 :	103,590	124,718	121,964
355	Travel- Mileage	-	-	-
499	Other Supplies and Materials	-	1,700	1,045
524	Inservice/Staff Development	10,037	7,230	709
790	Other Equipment	3,000	3,001	3,843
Transfers Out (99100)				
504	Indirect Costs	-	6,672	7,967
	CONSOLIDATED ADMIN TOTAL:	<u>116,627</u>	<u>143,321</u>	<u>135,528</u>

TITLE I-A



\$1,035,977



Overview

Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.

TITLE I-A

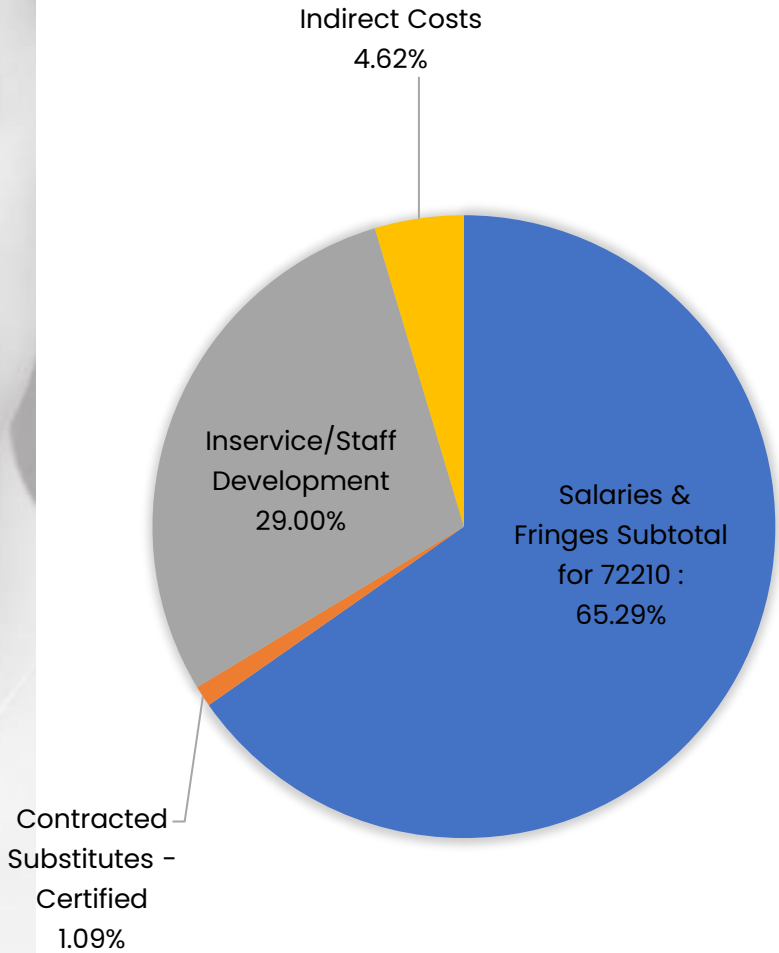
Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Regular Instruction (71100)				
116	Teachers (7 FTEs)	450,261	304,741	174,640
189	Other Salaries & Wages (2 FTEs)	102,770	80,726	74,487
201	Social Security	34,281	23,899	14,277
204	State Retirement	48,450	40,740	20,062
206	Life Insurance	1,225	875	285
207	Medical Insurance	41,300	24,015	8,495
212	Medicare	8,029	5,589	3,514
	Salaries & Fringes Subtotal for 71100 :	686,316	480,585	295,760
311	Contracts with Other School Systems	-	8,048	10,390
399	Other Contracted Services (71100)	4,145	-	-
429	Instructional Supplies & Materials	119,582	50,718	468,194
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	23,233	64,325	481,085
Other Student Support (72130)				
130	Social Worker	-	-	-
189	Other Salaries & Wages	21,509	3,000	-
201	Social Security	1,332	186	-
204	State Retirement	1,847	315	-
206	Life Insurance	-	81	-
207	Medical Insurance	-	212	-
212	Medicare	311	44	-
	Salaries & Fringes Subtotal for 72130 :	24,999	3,838	-
399	Other Contracted Services (72130)	42	12,000	14,580
599	Other Charges	11,519	152,445	9,789
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (1)	-	168,894	-
201	Social Security	-	10,471	-
204	State Retirement	-	17,500	-
206	Life Insurance	-	525	-
207	Medical Insurance	-	11,823	-
212	Medicare	-	2,449	-
	Salaries & Fringes Subtotal for 72210 :	-	211,662	-
308	Consultants	-	-	-
355	Travel- Mileage	-	1,000	-
369	Contracted Substitutes - Certified	42,000	28,252	11,552
399	Other Contracted Services	12,000	12,000	69,433
499	Other Supplies & Materials (72210)	-	1,000	1,942
524	In-service/Staff Development	89,900	90,417	55,661
790	Other Equipment	-	7,150	699
Transfers Out (99100)				
504	Indirect Costs	21,641	27,533	27,533
TITLE I-A TOTAL:		1,035,977	1,151,573	1,446,618





TITLE II-A

\$96,203



Overview

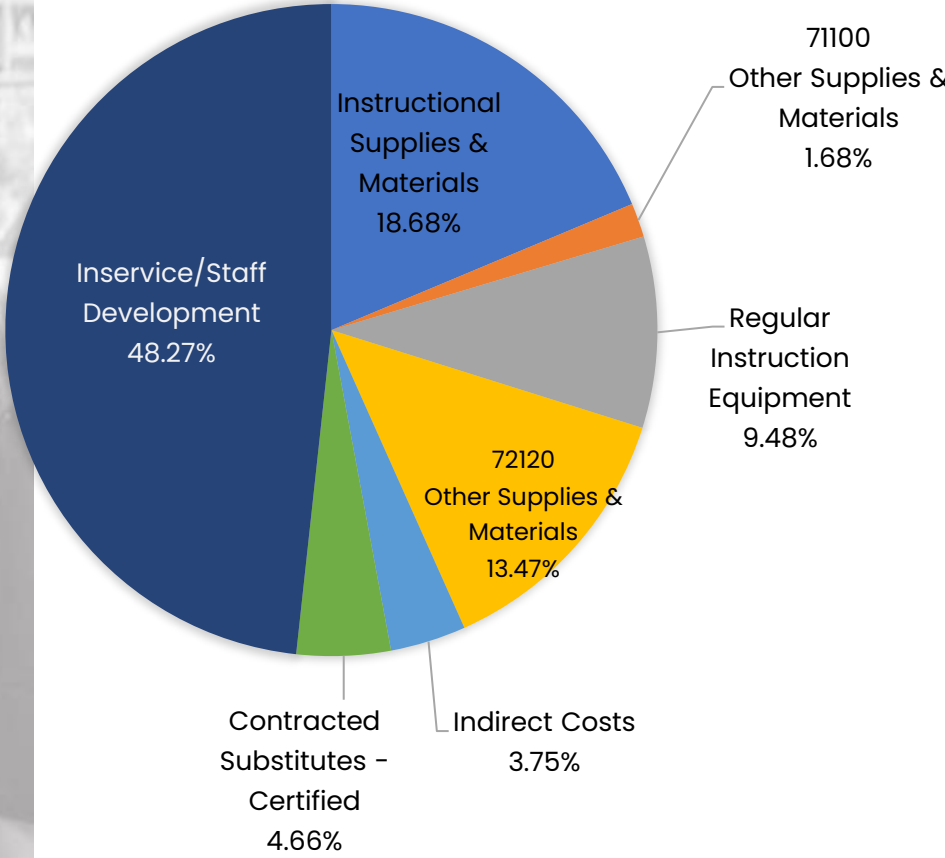
Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.6 FTE)	50,565	59,864	85,697
196	In-service Training	-	4,239	14,400
201	Social Security	3,140	4,350	5,770
204	State Retirement	4,400	7,500	9,770
206	Life Insurance	70	61	94
207	Medical Insurance	3,892	8,830	6,909
212	Medicare	740	1,050	1,350
308	Consultants	-	-	-
369	Contracted Substitutes - Certified	1,053	-	-
499	Other Supplies & Materials	-	-	-
524	Inservice/Staff Development	27,902	7,008	4,359
790	Other Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	<u>4,441</u>	<u>2,120</u>	<u>2,120</u>
TITLE II-A TOTAL:		<u><u>96,203</u></u>	<u><u>95,022</u></u>	<u><u>130,469</u></u>



TITLE IV



\$105,448

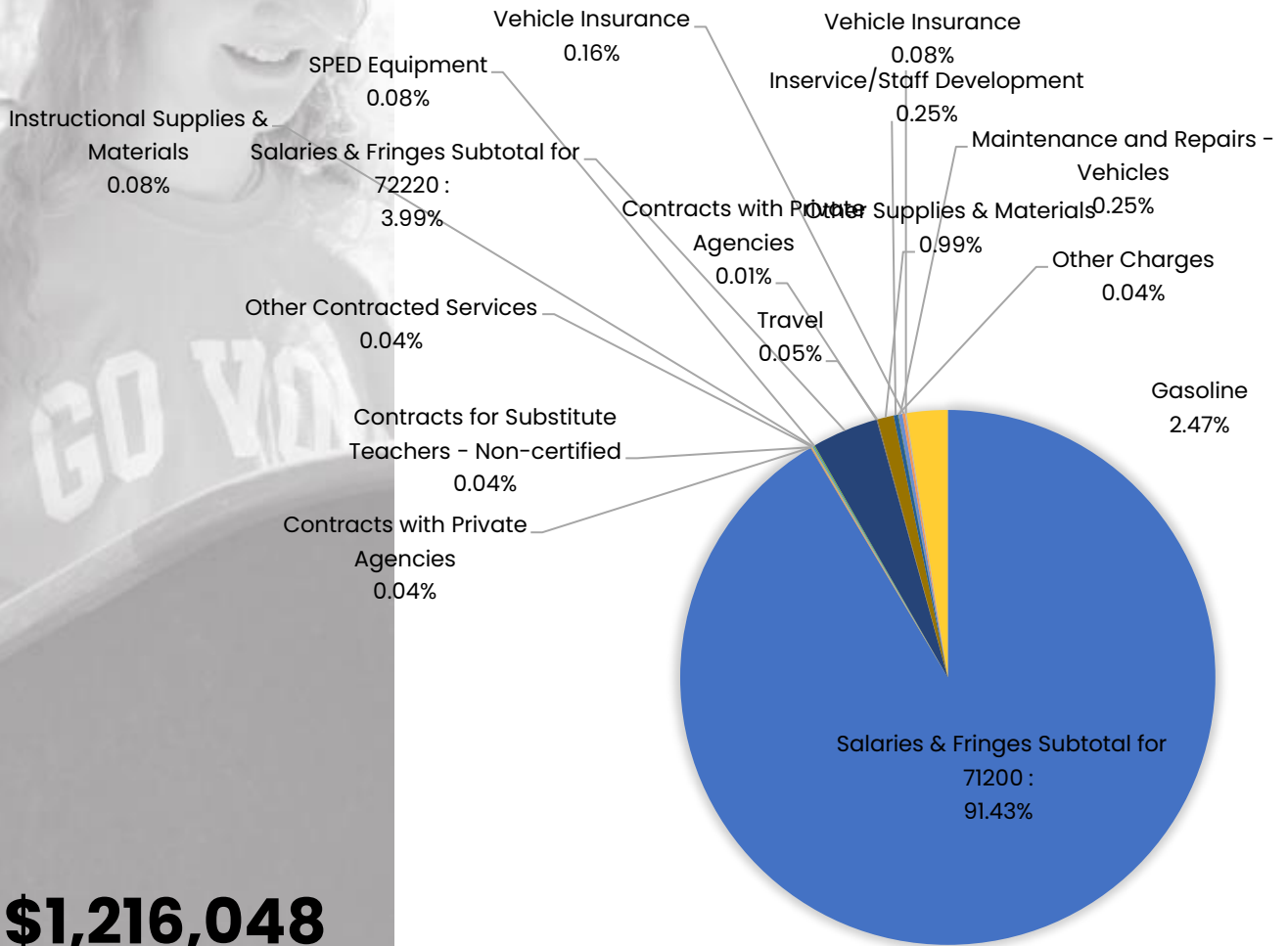
Overview

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the digital literacy of all students.

TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	19,700	26,625	37,812
499	Other Supplies & Materials	1,774	-	-
722	Regular Instruction Equipment	10,000	17,000	56,951
Health Services (72120)				
499	Other Supplies & Materials	14,200	14,700	2,458
Transfers Out (99100)				
504	Indirect Costs	3,957	-	-
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	4,914	-	-
399	Other Contracted Services	-	-	300
524	Inservice/Staff Development	<u>50,903</u>	<u>39,286</u>	<u>14,525</u>
TITLE IV TOTAL:		<u><u>105,448</u></u>	<u><u>97,611</u></u>	<u><u>112,046</u></u>

IDEA, PART B



Overview

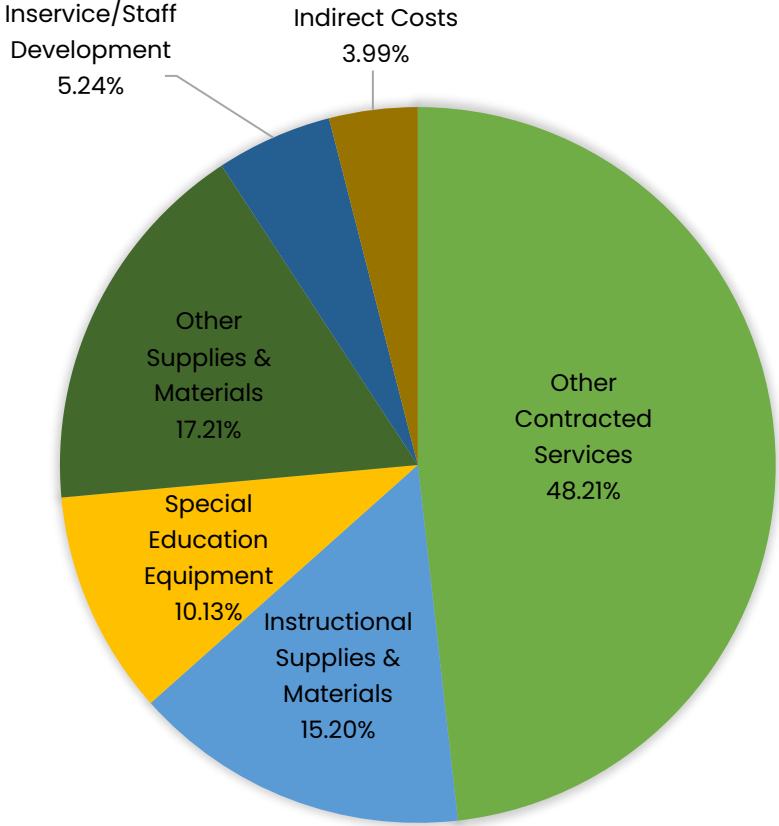
IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

IDEA-B

Fund	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
Special Education (71200)				
116	Teachers (2 FTEs)	123,980	116,874	115,613
163	Educational Assistants (26 FTEs)	678,997	630,276	539,564
188	Instructional Responsibility	4,910	-	-
189	Other Salaries & Wages	-	-	1,800
201	Social Security	56,625	49,800	35,995
204	State Retirement	83,857	74,100	51,229
206	Life Insurance	8,840	7,140	1,020
207	Medical Insurance	142,000	136,935	106,293
212	Medicare	12,584	11,500	8,418
	Salaries & Fringes Subtotal for 71200 :	1,111,793	1,026,625	859,932
312	Contracts with Private Agencies	500	3,500	-
370	Contracts for Substitute Teachers - Non-certified	500	-	-
399	Other Contracted Services	500	5,908	-
429	Instructional Supplies & Materials	1,000	5,000	11,532
725	SPED Equipment	1,000	10,000	3,493
Support: Special Education (72220)				
105	Supervisor/Director	37,440	35,000	29,072
201	Social Security	2,228	2,142	1,602
204	State Retirement	3,692	3,550	2,953
206	Life Insurance	81	77	47
207	Medical Insurance	4,581	4,581	4,501
212	Medicare	522	501	375
	Salaries & Fringes Subtotal for 72220 :	48,544	45,851	38,550
312	Contracts with Private Agencies	111	37,007	1,320
355	Travel	600	100	69
399	Other Contracted Services	-	-	-
499	Other Supplies & Materials	12,000	1,000	25,585
524	Inservice/Staff Development	3,000	33,385	7,594
599	Other Charges	500	-	-
Transportation (72710)				
338	Maintenance and Repairs - Vehicles	3,000	3,000	-
425	Gasoline	2,000	2,000	965
511	Vehicle Insurance	1,000	1,000	-
729	Transportation Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	30,000	30,000	60,000
IDEA-B TOTAL:		1,216,048	1,204,376	1,009,040



IDEA PRESCHOOL



\$19,734

Overview

Federal funds provided for special education services to preschool students.

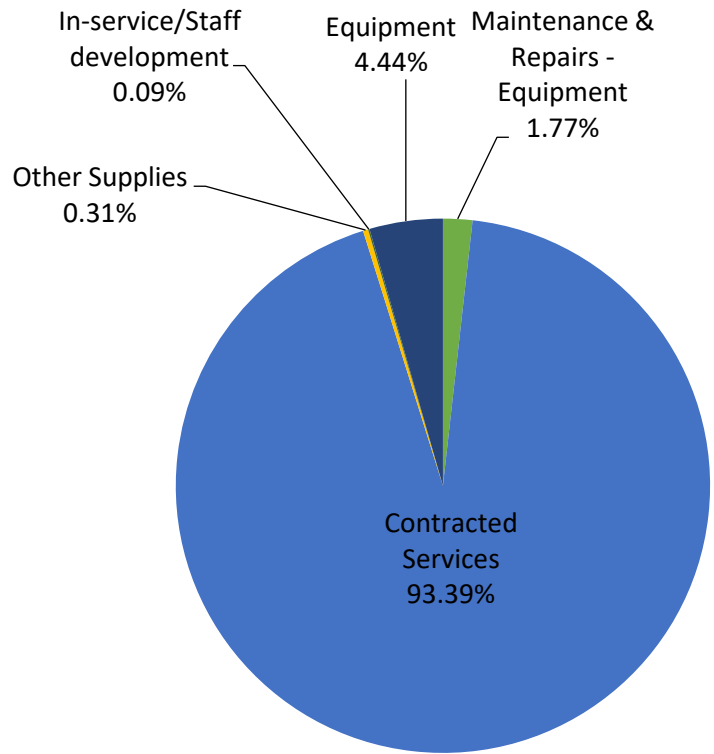
IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
Special Education (71200)				
399	Other Contracted Services	9,514	-	-
429	Instructional Supplies & Materials	3,000	-	5,076
499	Other Supplies & Materials	-	-	-
725	Special Education Equipment	2,000	2,000	1,604
Support: Special Education (72220)				
399	Other Contracted Services	-	-	77
499	Other Supplies & Materials	3,397	4,410	1,946
524	Inservice/Staff Development	1,035	3,022	1,814
Transfers Out (99100)				
504	Indirect Costs	<u>788</u>	<u>788</u>	<u>325</u>
IDEA- PRESCHOOL TOTAL:		<u><u>19,734</u></u>	<u><u>10,220</u></u>	<u><u>10,842</u></u>





SCHOOL NUTRITION



\$2,349,745

Overview

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.

SCHOOL NUTRITION

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
43521	Lunch Income- Children	819,225	-	22,864
43522	Lunch Income- Adults	8,000	8,000	8,202
43523	Breakfast Income	170,228	-	1,169
43525	Ala Carte Sales	493,396	459,180	187,922
47111	USDA Lunch	419,994	769,716	801,246
47113	USDA Breakfast	40,780	76,890	124,629
47112	USDA Commodities	95,280	89,836	92,378
47121	Miscellaneous - Other Revenue - Catering	5,000	4,000	1,714
47590	Other Federal Through State	123,830	-	13,630
49800	Transfers In	-	100,000	-
	Reserves	174,012	-	-
	TOTAL NUTRITION REVENUES:	2,349,745	1,507,622	1,253,754

Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.

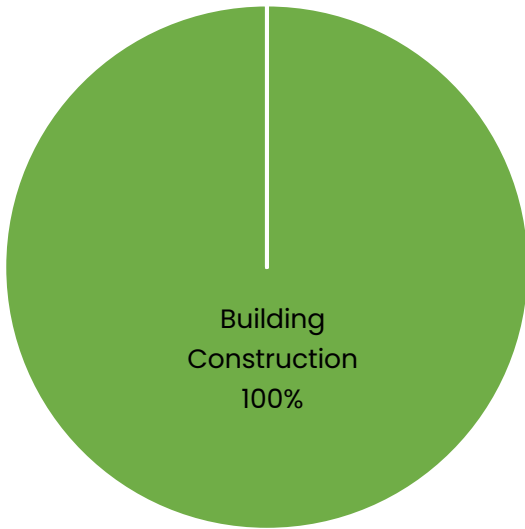
EXPENDITURES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
336	Maintenance & Repairs - Equipment	40,000	40,000	26,164
399	Contracted Services	2,105,465	1,293,786	1,039,718
499	Other Supplies	7,000	7,000	2,950
524	In-service/Staff development	2,000	2,000	-
710	Equipment	100,000	75,000	90,920
469	USDA Commodities	95,280	89,836	92,378
	TOTAL NUTRITION EXPENDITURES:	2,349,745	1,507,622	1,252,130

Includes expected contracted service to food service management company.

CHANGE IN CAFETERIA FUND BALANCE:	-	-	1,624
------------------------------------------	----------	----------	--------------

CAPITAL IMPROVEMENTS



\$4,000,000

Overview

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs for a Houston Middle School Addition.

CAPITAL IMPROVEMENT

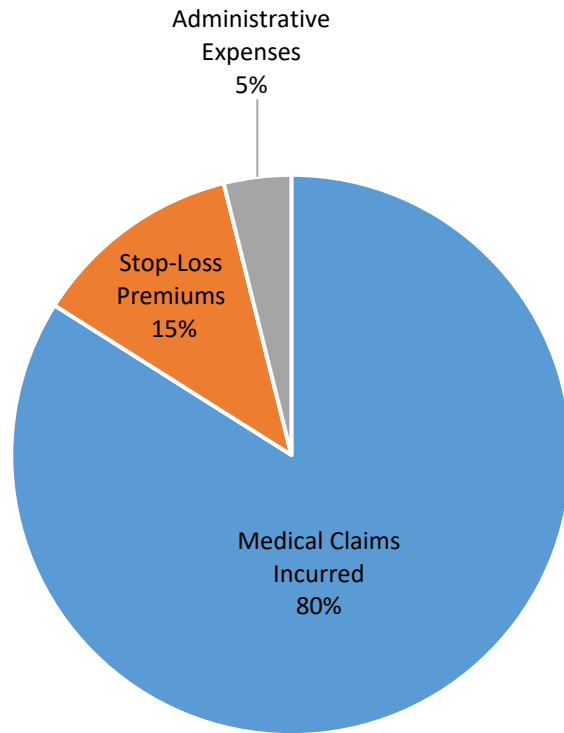
REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
44190	County Commission	1,500,000	2,200,000	1,776,050
49100	Bond/Note Proceeds	2,500,000	5,000,000	559,210
49810	Transfers from the City of Germantown	-	1,500,000	500,000
39000	Reserves	-	-	-
TOTAL CAPITAL IMPROV. REVENUE:		<u>4,000,000</u>	<u>8,700,000</u>	<u>2,835,270</u>
		8,000,000		

EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2023 Budget</u>	<u>FY 2022 Budget</u>	<u>FY 2021 Actual</u>
304	Architects	-	300,000	699,480
706	Building Construction	4,000,000	8,400,000	583,790
707	Building Improvements	-	-	2,581,180
790	Other Equipment	-	-	96,400
TOTAL CAPITAL IMPROV. EXPENDITURES:		<u>4,000,000</u>	<u>8,700,000</u>	<u>3,960,860</u>
CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:		<u>-</u>	<u>-</u>	<u>(1,125,589)</u>

HEALTH INSURANCE



\$6,260,000

Overview

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$115,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.

HEALTH INSURANCE

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
42000	Employee Contributions	1,766,260	1,938,402	1,847,188
42100	Employer Contributions	3,295,640	3,606,846	3,439,131
42500	COBRA payments	0	0	0
42900	Other Income	200,000	200,000	227,250
44110	Interest income	0	0	1,481
	Reserves	998,100	428,100	0
TOTAL HEALTH INSURANCE FUND REVENUES:		6,260,000	6,173,348	5,515,050

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

EXPENDITURES

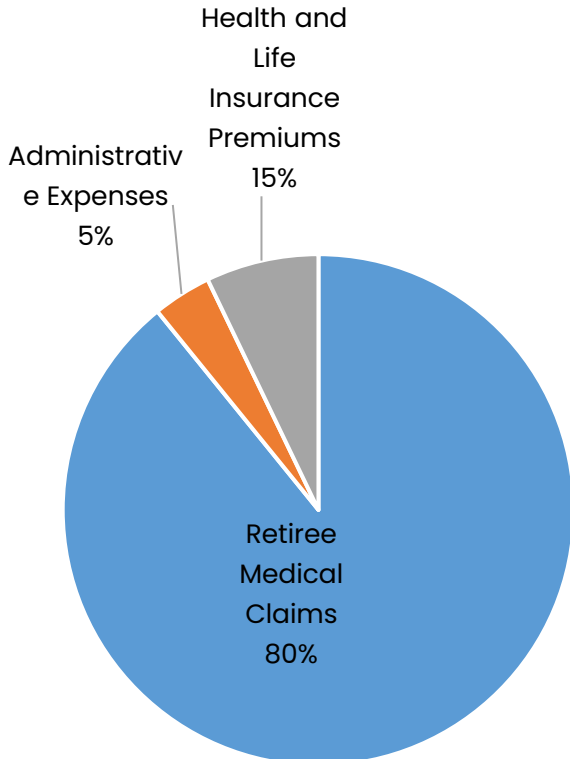
Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
280	Medical Claims Incurred	5,000,000	5,183,348	4,773,424
281	Stop-Loss Premiums	960,000	750,000	565,718
282	Administrative Expenses	300,000	240,000	217,106
TOTAL HEALTH INSURANCE FUND EXPENDITURES:		6,260,000	6,173,348	5,556,248

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

CHANGE IN HEALTH INSURANCE FUND BALANCE: 0 0 -41,198



OPEB TRUST



\$763,000

Overview

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

OPEB TRUST

REVENUES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
42100	Employer Contributions	755,000	755,000	709,990
42200	Retiree Contributions	80,000	80,000	75,000
44110	Investment Income	75,000	75,000	55,720
44111	Unrealized and Realized Gain/Loss on Investment	292,500	280,000	760,081
TOTAL OPEB TRUST FUND REVENUES:		<u>1,202,500</u>	<u>1,190,000</u>	<u>1,600,791</u>

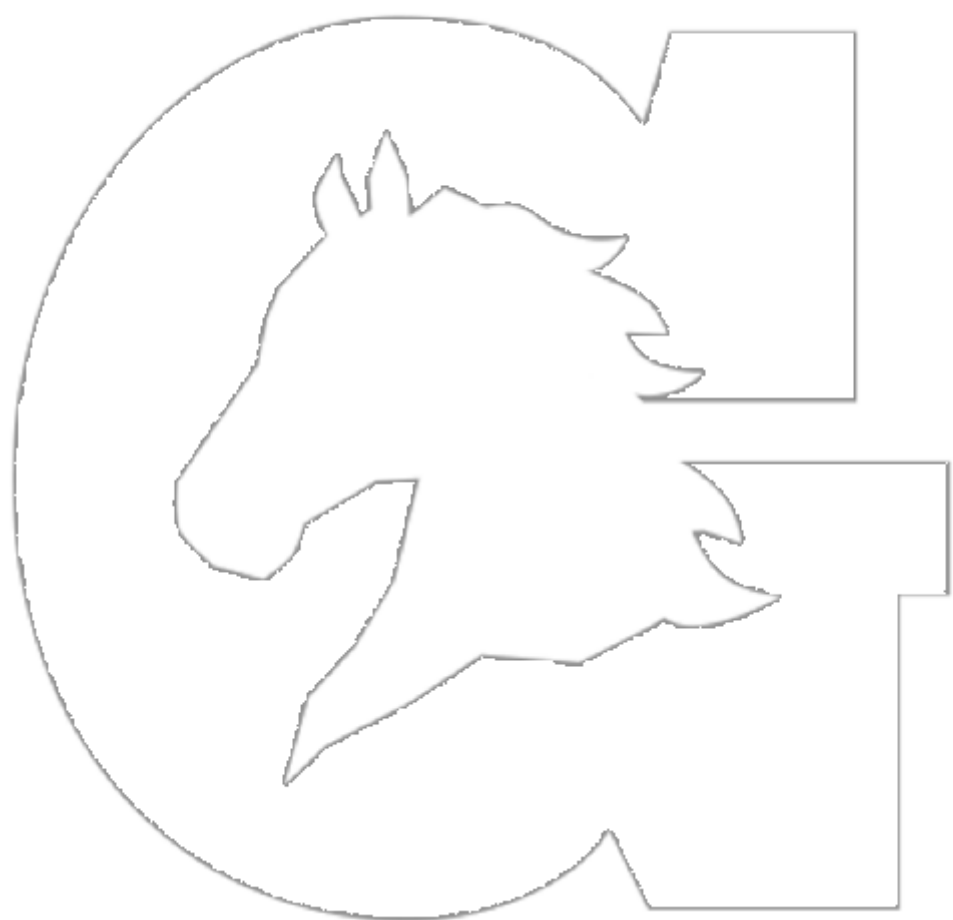
Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMDS. Unrealized gain on investment assumes a 7% rate of return on investments.

EXPENDITURES

Acct	Description	FY 2023 Budget	FY 2022 Budget	FY 2021 Actual
28000	Retiree Stipends	90,000	64,000	62,250
28100	Retiree Medical Claims	600,000	600,000	146,138
28200	Administrative Expenses	25,000	25,000	17,600
28300	Health and Life Insurance Premiums	48,000	48,000	38,825
TOTAL OPEB TRUST FUND EXPENDITURES:		<u>763,000</u>	<u>737,000</u>	<u>264,813</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

CHANGE IN OPEB TRUST FUND BALANCE: 439,500 453,000 1,335,978



2022 -
2023

Proposal for Business Insurance Consulting & 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



7200 Goodlett Farms Pkwy, Cordova TN, 38016

901 278 5375

contact@irmllc.com

**Germantown Board of Education
Germantown Municipal School District
Executive Summary
2022/2023 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 2020 with 495 members comprised of municipalities and municipal school districts all domiciled in the State of Tennessee. Public Entity Partners ended 2021 with \$84,122,913 in net written premiums and declared a Member Dividend of \$20,970,002 to its members statewide.

Property Coverage

Total Insured Values for the GMSD Property Renewal increased \$5,992,841 over 2021/2022 reflecting \$160,452,009 in total insured values. The increase in values was attributable to the application of a 4% inflation guard factor on the buildings.

Workers Compensation

The total payroll for the Worker's Compensation renewal remained unchanged. The rates decreased over the 2021/2022 policy period and the individual experience rate used on the renewal remain largely unchanged.

Liability Insurance

The General Liability Insurance is rated on number of students and the student count for 2021/2022 and 2022/2023 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. The increase in the Errors & Omissions premium was due an 11% increase in GMSD's year over year budget.

Student Accident Policy

The Student Accident Insurance is rated on number of students and the student count for 2021/2022 and 2022/2023 was very similar and the renewal premium was in line with the expiring premium.

Germantown Board of Education

2022/2023 Premium Summary

Line of Coverage	2021/2022	2022/2023	\$\$\$ Change
Property	\$ 273,232	\$ 264,030	\$ (9,202)
Equipment	Included	Included	Included
Computers	Included	Included	Included
Breakdown	Included	Included	Included
Automatic Coverages	Included	Included	Included
Earthquake	Included	Included	Included
Workers Compensation	\$ 69,952	\$ 64,719	\$ (5,233)
Liability Total	\$ 58,383	\$ 64,316	\$ 5,933
General Liability	\$ 6,984	\$ 4,547	\$ (2,437)
Errors & Omissions	\$ 50,067	\$ 57,577	\$ 7,510
Automobile	\$ 1,332	\$ 2,192	\$ 860
Student Accident	\$ 23,797	\$ 23,797	\$ -
Total Premium	\$ 425,364	\$ 416,862	\$ (8,502)
Member Dividends	2021/2022	2022/2023	
Property	\$ -	\$ 925	\$ 925
Liability	\$ 1,533	\$ 2,039	\$ 506
Workers Comp	\$ 4,771	\$ 5,549	\$ 778
Total	\$ 6,304	\$ 8,513	\$ 2,209

**Germantown Municipal
School District
Property Summary**

Coverage	
Total Premium	\$264,030
Total Insured Values	\$160,452,009
Blanket Building & Personal Property	\$153,112,009
Equipment Breakdown Limit	\$154,012,009
Computer Equipment	\$6,440,000
Mobile Equipment	\$900,000
Crime	\$500,000
Deductible	\$25,000 \$5,000 Transportation, EDP, Mobile Equipment and Athletic Facility Lighting \$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 and Annual Aggregate
Newly Acquired Property	\$1,500,000
Business Income	\$1,500,000
Extra Expense	\$1,500,000
Rental Income	\$500,000
Valuable Papers	\$250,000
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	\$100,000
Debris Removal	\$500,000
Transit Coverage	\$250,000
Protection & Preservation of Property	\$50,000
Vandalism of Natural Grass Fields	\$100,000
Leasehold Interest	\$500,000
Terrorism	\$500,000 Per Occurrence and Annual Aggregate

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

**Effective Date: 7/1/2022
Policy No: PPR-0366-23**

QUOTATION ONLY

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	Location	Occupancy	Const Type	Building Values	Personal Property Values	Location Total Values
1	6655-6685 POPLAR AVENUE	OFFICE-DELETED:7/1/2019	MNC	0	0	0
2	9755 WOLF RIVER BOULEVARD	HOUSTON HIGH SCHOOL	MNC	37,643,936	1,325,000	38,968,936
3	9755 WOLF RIVER BOULEVARD	HOUSTON HS ANNEX CLASSROOM BUILDING	MNC	4,802,016	0	4,802,016
4	9755 WOLF RIVER BOULEVARD	HOUSTON HS BAND EQUIPMENT BUILDING-DELETED:5/11/2021	NC	0	0	0
5	9755 WOLF RIVER BOULEVARD	HOUSTON HS GREENHOUSE	NC	209,370	0	209,370
6	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD LIGHTING AND FENCING	NC	246,516	0	246,516
7	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD HOME BLEACHERS	NC	652,876	0	652,876
8	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD VISITOR BLEACHERS	NC	409,736	0	409,736
9	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD SCOREBOARD	NC	325,312	0	325,312
10	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD STORAGE BUILDING	FRAME	3,584	0	3,584
11	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	NC	8,530	0	8,530
12	9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	FRAME	2,225	0	2,225
13	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD CONCESSION STAND	FRAME	113,691	0	113,691
14	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LIGHTING AND FENCING	NC	282,537	0	282,537
15	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD ELEVATED WOOD DECK	FRAME	8,654	0	8,654
16	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD BLEACHERS	NC	46,856	0	46,856

Attached to and a part of policy number: PPR-0366-23 with effective dates from 07/01/2022 to 07/01/2023.

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

Effective Date: 7/1/2022

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	Location	Occupancy	Const Type	Building Values	Personal Property Values	Location Total Values
17	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE GARAGE	JM	22,626	0	22,626
18	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD DUGOUTS	JM	24,108	0	24,108
19	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE BUILDING	FRAME	4,574	0	4,574
20	9755 WOLF RIVER BOLEVARD	HOUSTON HS BASEBALL FIELD SCOREBOARD	NC	37,337	0	37,337
21	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD HOUSE	NC	1,036,722	0	1,036,722
22	9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LAWN EQUIPMENT BLDG.	JM	85,060	0	85,060
23	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SCHOOL	MNC	13,342,312	575,000	13,917,312
24	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	FRAME	3,090	0	3,090
25	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER LIGHTING AND FENCING	NC	151,963	0	151,963
26	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE TICKET BOOTH	NC	8,530	0	8,530
27	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER BLEACHERS	NC	104,840	0	104,840
28	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCOREBOARD	NC	11,992	0	11,992
29	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER DUGOUTS	FRAME	8,035	0	8,035
30	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCORER BOOTHS	FRAME	1,977	0	1,977
31	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER CONCESSION STAND	JM	85,800	0	85,800
32	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER STORAGE	FRAME	3,584	0	3,584

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BUILDINGS AND PERSONAL PROPERTY SCHEDULE
GERMANTOWN BOARD OF EDUCATION

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	Location	Occupancy	Const Type	Building Values	Personal Property Values	Location Total Values
33	9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	FRAME	1,360	0	1,360
34	8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY SCHOOL	MNC	13,537,048	304,746	13,841,794
35	8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY PLAYGROUND EQUIPMENT	NC	88,768	0	88,768
36	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY SCHOOL	MNC	24,841,936	750,000	25,591,936
37	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY KINDERGARTEN CLASSROOM BLDG.	MNC	2,070,068	0	2,070,068
38	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY GYMNASIUM	MNC	1,699,729	0	1,699,729
39	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P1-DELETED 07/01/17		0	0	0
40	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P2-DELETED 07/01/17		0	0	0
41	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P3-DELETED 07/01/17		0	0	0
42	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P4-DELETED 07/01/17		0	0	0
43	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P5-DELETED 07/01/17		0	0	0
44	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P6-DELETED 07/01/17		0	0	0
45	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P7-DELETED 07/01/17		0	0	0
46	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P8-DELETED 07/01/17		0	0	0
47	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P9-DELETED 07/01/17		0	0	0
48	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P10-DELETED 07/01/17		0	0	0

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GERMANTOWN BOARD OF EDUCATION**

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49	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P11-DELETED 07/01/17		0	0	0
50	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P12-DELETED 07/01/17		0	0	0
51	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P13-DELETED 07/01/17		0	0	0
52	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P14-DELETED 07/01/17		0	0	0
53	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE BAND BLDG. P15-DELETED 07/01/17		0	0	0
54	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P16-DELETED 07/01/17		0	0	0
55	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P17-DELETED 07/01/17		0	0	0
56	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P18-DELETED 07/01/17		0	0	0
57	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P19-DELETED 07/01/17		0	0	0
58	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P20-DELETED 07/01/17		0	0	0
59	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE P21-DELETED 07/01/17		0	0	0
60	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE RESTROOM BLDG.	FRAME	51,926	0	51,926
61	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY LARGE STORAGE BLDG.	FRAME	9,025	0	9,025
62	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	FRAME	2,348	0	2,348
63	7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	FRAME	2,348	0	2,348
64	2085 CORDES ROAD	FARMINGTON ELEMENTARY SCHOOL	MNC	11,272,243	500,000	11,772,243

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Location		Occupancy	Const Type	Building Values	Personal Property Values	Location Total Values
65	2085 CORDES ROAD	FARMINGTON ELEMENTARY PLAYGROUND EQUIPMENT	NC	93,095	0	93,095
66	2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	FRAME	2,597	0	2,597
67	2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	FRAME	2,597	0	2,597
68	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 162-DELETED:7/1/2019	FRAME	0	0	0
69	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 193-DELETED:7/1/2019	FRAME	0	0	0
70	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 200-DELETED:7/1/2019	FRAME	0	0	0
71	2085 CORDES ROAD	FARMINGTON ELEMENTARY PORTABLE 201-DELETED:7/1/2019	FRAME	0	0	0
72	9755 WOLF RIVER PARKWAY	HOUSTON HS FOOTBALL FIELD SYNTHETIC TURF	NC	1,210,072	0	1,210,072
73	2085 CORDES ROAD	FARMINGTON ELEM PORTABLE CLASSRMS (5) - RESTROOMS (3)	FRAME	662,959	0	662,959
74	8945 DOGWOOD ROAD	DOGWOOD ELEM PORTABLE CLASSRMS (8) - RESTROOMS (3)	FRAME	826,166	0	826,166
75	3366 S FOREST HILL IRENE ROAD 38138	FOREST HILL ELEMENTARY SCHOOL, GENERATOR	MNC	19,656,391	1,850,000	21,506,391
76	3350 S FOREST HILL IRENE ROAD	DISTRICT OFFICE	MNC	4,099,912	300,000	4,399,912
77	HOUSTON LEVEE TENNIS COURTS	ATHLETIC FIELD LIGHTING	NC	89,998	0	89,998
78	HOUSTON LEVEE SOFTBALL FIELDS	BALL FIELDS (3) LIGHTING, FENCING, DUGOUTS AND BLEACHERS	NC	422,815	0	422,815
79	HOUSTON LEVEE PARK	RESTROOMS	JM	83,209	0	83,209
80	9755 WOLF RIVER BOULEVARD	HOUSTON HS FIELD HOUSE	MNC	4,466,187	0	4,466,187

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Location		Occupancy	Const Type	Building Values	Personal Property Values	Location Total Values
81	9755 WOLF RIVER BOULEVARD	HOUSTON HS BAND BUILDING	MNC	1,743,154	0	1,743,154
82	9755 WOLF RIVER BOULEVARD	HOUSTON HS CONCESSION STAND/PADDOCK	NC	882,923	0	882,923
TOTAL				147,507,263	5,604,746	153,112,009

Germantown Board of Education 2022/2023 Policy
Germantown Municipal School District

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

	Payroll	Payroll
Classification	2021/2022	2022/2023
Schools Professional	\$ 37,009,617	\$ 37,009,617
Schools All Other	\$ 625,116	\$ 625,116
GMSD Board Member	Included	Included
Total Payroll	\$ 38,634,733	\$ 38,634,733
	Base Rates	Base Rates
	2021/2022	2022/2023
Schools Professional	0.246	0.148
Schools All Other	2.46	1.538
Increased Limit Factors	1.028	1.028
Experience Mod Factor	0.87	0.89
Schdeule Mod Factor	0.825	0.825
Deductible Factor (\$1,000)	0.90	0.90
Three Year Policy Factor	0.98	0.98
Estimated Premium	\$69,952	\$64,719

Germantown Municipal School District Liability Coverages

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/**\$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 Impounded Property or Commandeered Property Damage
- \$ **100,000** Per Occurrence for Non-Monetary Defense Cost
- \$ **100,000** Per Occurrence for Sewer Backup/Water Main Break
- \$ **5,000** Per Occurrence Deductible

Coverage C - Errors or Omissions Liability

- \$ **5,000,000** Per Occurrence
- \$ **5,000,000** Per Occurrence/Policy Aggregate for Employee Practices Liability
- \$ **1,000,000** Per Occurrence/Policy Aggregate for Privacy/Network/Cyber Liability
- \$ **1,000,000** Per Occurrence for Employee Benefits/Fiduciary Liability
- Deductible \$5,000 Per Occurrence**

Coverage D - Automobile Liability (Owned, Hired and Non Owned Autos)

- \$ **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/**\$1,000,000** Per Occurrence for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **300,000** Per Occurrence for Uninsured / Underinsured Motorist Coverage Bodily Injury
- \$ **100,000** Per Occurrence for Uninsured / Underinsured Motorist Coverage Property Damage
- Deductible \$5,000 Per Occurrence**
- No Deductible on UM Coverage**

Coverage E - Automobile Physical Damage

Physical Damage Deductibles

- \$ **500** Comprehensive
- \$ **500** Collision



CHUBB®

Special Risk Proposal

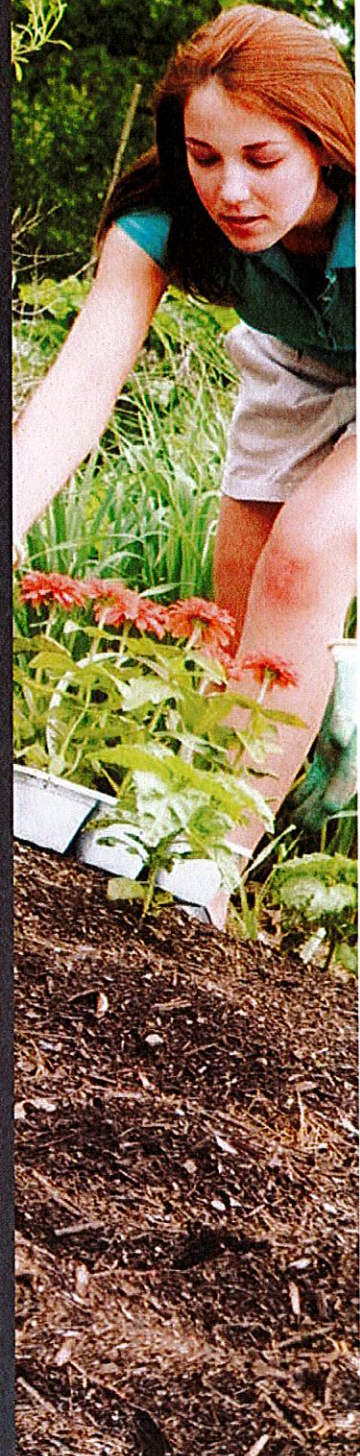
Created for:

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

Presented By:

INSIGHT RISK MANAGEMENT

Accident & Health



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 19, 2022

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 \$23,797

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

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	200%
Loss of Speech and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye	200%
Loss of Hearing and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye	200%
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	200%
Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each)	100%
Loss of Speech or Loss of Hearing	100%
Loss of Thumb and Index Finger of the same Hand	50%

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

Please reference the Specimen Contract for complete information on exclusions.



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 3350 S. Forest Hill Irene Rd., 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 #FY210006 issued by Arlington Community Schools;
- c. SKB Proposal dated May 24, 2021;
- 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 July 1, 2021 through June 30, 2022 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 Eighty Five Thousand One Hundred Sixty Two and 98/100 Dollars (\$85,162.98) 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
3350 S. Forest Hill Irene Rd.
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:

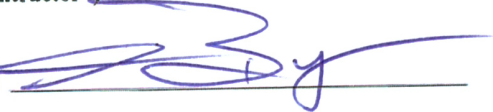
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action so that applicants are employed, and that employees are treated during employment, without regard to their 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.

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

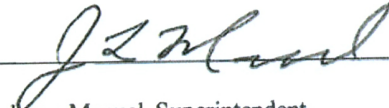
SKB FACILITIES AND MAINTENANCE, INC.
("Contractor")

By: 

Lashone Bynum, President/CEO

Date: 6-10-2021

GERMANTOWN BOARD OF EDUCATION
("Owner")

By: 

Jason Manuel, Superintendent

Date: 6-10-21



FIRST AMENDMENT TO CUSTODIAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO THE CUSTODIAL SERVICES AGREEMENT (the “First Amendment”), effective as of July 1, 2022, is made by and between **Germantown Board of Education**, operating as Germantown Municipal School District (“Customer”) and **SKB Facilities and Maintenance, Inc.** (“Contractor”). Contractor and Customer are hereinafter referred to as the “Parties” to this First Amendment.

RECITALS:

- A. **WHEREAS**, the Parties have entered into a Custodial Services Agreement dated June 10, 2021 (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, 2022** and terminate **June 30, 2023** (the “Term”), unless sooner extended or terminated as provided in the Agreement.
- 2. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this First Amendment, all terms, covenants, conditions, and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.
- 3. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this First 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.

4. **Counterparts.** This First Amendment may be executed in one of 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

SKB FACILITIES AND MAINTENANCE, INC.

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



2700 Stanley Gault Parkway
Louisville KY 40223

Gary Black
Furniture Account Manager
ph
Gary.Black@workspaceinteriorsod.com

HOUSTON MIDDLE SCHOOL

Aaron Law
9400 Wolf River Blvd
Germantown TN 38139

Proposal

Date: 5/20/2022
Reference #: 576008

Houston Middle School

Item	Qty	Product	Sell Price:	Unit	Extended
1	1	Order Note: Omnia Region 4 Contract R191812		\$0.00	\$0.00
				Subtotal	\$0.00
Area A 100, 101 & 102 STEM Rms					
2	168	HAEHF Hot file Select Tray/Accessory Color .DW Designer White		\$26.64	\$4,475.52
3	3	HEMKR426029BB Build Makerspace Table 42x60 Seated w/ BB Top Select Grommet .N No Grommets Select Wood Top Color .LH903 Birch Butcherblock Select Caster .C Casters Select Paint \$(P3) Grade 3 Select Grade 3 Paint .P8N Ion		\$1,251.93	\$3,755.79
4	3	HEMKR426029BB Build Makerspace Table 42x60 Seated w/ BB Top Select Grommet .N No Grommets Select Wood Top Color .LH903 Birch Butcherblock Select Caster .C Casters Select Paint \$(P3) Grade 3 Select Grade 3 Paint .P8S Atom		\$1,251.93	\$3,755.79
5	3	HEMKR426029BB Build Makerspace Table 42x60 Seated w/ BB Top Select Grommet .N No Grommets Select Wood Top Color .LH903 Birch Butcherblock Select Caster .C Casters Select Paint \$(P3) Grade 3 Select Grade 3 Paint .P8F Krypton		\$1,251.93	\$3,755.79
6	3	HEMKR426029BB Build Makerspace Table 42x60 Seated w/ BB Top Select Grommet .N No Grommets Select Wood Top Color .LH903 Birch Butcherblock Select Caster .C Casters		\$1,251.93	\$3,755.79



2700 Stanley Gault Parkway
 Louisville KY 40223
 Gary Black
 Furniture Account Manager
 ph
 Gary.Black@workspaceinteriorsod.com

HOUSTON MIDDLE SCHOOL
 Aaron Law
 9400 Wolf River Blvd
 Germantown TN 38139

Proposal

Date: 5/20/2022
 Reference #: 576008

Houston Middle School

Item	Qty	Product		Sell Price:	Unit	Extended
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.PJF	Bullseye	
7	3	HEMKR426029BB			\$1,251.93	\$3,755.79
			Build Makerspace Table 42x60 Seated w/ BB Top			
			Select Grommet	.N	No Grommets	
			Select Wood Top Color	.LH903	Birch Butcherblock	
			Select Caster	.C	Casters	
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8P	Ember	
8	3	HEMKR426029BB			\$1,251.93	\$3,755.79
			Build Makerspace Table 42x60 Seated w/ BB Top			
			Select Grommet	.N	No Grommets	
			Select Wood Top Color	.LH903	Birch Butcherblock	
			Select Caster	.C	Casters	
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8M	Regatta	
9	3	HEMKR426029BB			\$1,251.93	\$3,755.79
			Build Makerspace Table 42x60 Seated w/ BB Top			
			Select Grommet	.N	No Grommets	
			Select Wood Top Color	.LH903	Birch Butcherblock	
			Select Caster	.C	Casters	
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8J	Iris	
10	3	HEMKREND29-SP			\$233.60	\$700.80
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8N	Ion	
11	3	HEMKREND29-SP			\$233.60	\$700.80
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8F	Krypton	
12	3	HEMKREND29-SP			\$233.60	\$700.80
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			



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Proposal

Date: 5/20/2022
 Reference #: 576008

Houston Middle School

Item	Qty	Product		Sell Price:	Unit	Extended
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.PJF	Bullseye	
13	3	HEMKREND29-SP				\$233.60
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			\$700.80
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8S	Atom	
14	3	HEMKREND29-SP				\$233.60
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			\$700.80
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8P	Ember	
15	3	HEMKREND29-SP				\$233.60
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			\$700.80
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8J	Iris	
16	3	HEMKREND29-SP				\$233.60
			Build MakerspaceTbl EndPnl for Hanging Accessories Seated			\$700.80
			Select Paint	\$(P3)	Grade 3	
			Select Grade 3 Paint	.P8M	Regatta	
17	3	HF23C				\$22.20
			Lock Core Replacement Kit Brushed Chrome			\$66.60
			Select Key Number	.X101E	KEY NUMBER: 101E	
18	3	HF23C				\$22.20
			Lock Core Replacement Kit Brushed Chrome			\$66.60
			Select Key Number	.X102E	KEY NUMBER: 102E	
19	3	HF23C				\$22.20
			Lock Core Replacement Kit Brushed Chrome			\$66.60
			Select Key Number	.X103E	KEY NUMBER: 103E	
20	3	HFSS7				\$425.99
			Flock Stool			\$1,277.97
			HFSS ShellClr Opts	.LA	Lava	
			Select Upholstery	\$(2)	Gr 2 UPH	



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Item	Qty	Product		Sell Price:	Unit	Extended
			Grd 2 Uph	.WP	Whisper Vinyl	
			UPH: Whisper Vinyl	40	COLOR: Black	
			Flock Frame Opt	.PR8	Silver Texture	
21	6	HLVMSC5630R			\$969.18	\$5,815.08
			Mobile Stg Cab w/Bins 18"D x 30"W x 56"H			
			Lock/Omt Opts	.X	Omt Core to Order Key Alike	
			Select Paint	\$(P3)	P3 Paint Opts	
			Select Grade 3 Paint	.P8M	Regatta	
22	3	HLVMSC5630R			\$929.16	\$2,787.48
			Mobile Stg Cab w/Bins 18"D x 30"W x 56"H			
			Lock/Omt Opts	.X	Omt Core to Order Key Alike	
			Select Paint	\$(P1)	P1 Paint Opts	
			Select Grade 1 Paint	.S	Charcoal	
23	84	HMN1			\$234.11	\$19,665.24
			Motivate Nest/Stack Chair-Flex Back			
			Select Arm Type	.N	Arm: No Arm	
			Select Caster Option	.E	Standard Nylon Glide	
			Select Back	.PS	Plastic Shell	
			Select Shell Color	.LA	Lava	
			Select Frame Color	.PLAT	FRAME: Platinum Metallic	
24	3	HMSCART			\$246.82	\$740.46
			Motivate Cart for Stacking Chairs			
25	3	91289-XXXX-XX			\$1,002.79	\$3,008.37
			Mobile Teacher Workstation II			
			Top Laminate	4877	Gray Mesh	
			Edgeband	STEC	Standard Edgeband Colors	
			Standard Edgeband Colors	PL	Platinum	
26	3	91290MOD			\$75.04	\$225.12
			Modesty Panel for Mobile Teacher Workstation II in Platinum			
27	3	91775-4877-XX			\$1,117.88	\$3,353.64
			24x60 Single Pedestal			
			Top Laminate	4877	Gray Mesh	



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Item	Qty	Product		Sell Price:	Unit	Extended
			Edgeband	STEC	Standard Edgeband Colors	
			Standard Edgeband Colors	PL	Platinum	
Subtotal						\$72,744.81
Area A 108 VP Ofc						
28	1	H10502			\$332.51	\$332.51
		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
29	1	H10505			\$604.75	\$604.75
		10500 Series Multi File Ped 36"W x 20"D x 28"H				
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
30	2	H10517			\$773.67	\$1,547.34
		10500 Series 36Wx20Dx45-1/2H Lateral File-Three-Drawer				
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LDW1	Designer White 15051	
31	1	H10534G			\$803.19	\$803.19
		10500 Series72Wx14-5/8Dx37-1/8H Stack-on Stg-Frosted Dr				
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LKI1	LAM: Kingswood Walnut	
32	1	H10541			\$337.02	\$337.02
		10500 Series Cred Shell 72W x 24D x 29-1/2H				
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LDW1	Designer White 15051	
33	1	H10560			\$169.74	\$169.74
		10500 Series Bridge 42W x 24D x 29-1/2H				
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LDW1	Designer White 15051	

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Item	Qty	Product		Sell Price:	Unit	Extended
34	1	H105856 10500 Series Back enclosure for 72"W Stack on Storage			\$115.62	\$115.62
		Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
		Laminate Selection	.LKI1	LAM: Kingswood Walnut		
35	1	H10594 10500 Series Desk Shell 72W x 36D x 29-1/2H			\$391.14	\$391.14
		Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
		Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut		
		Select Chassis Laminate Color	LDW1	Designer White 15051		
36	1	H90056 10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure			\$158.67	\$158.67
		Fabric Selection	\$(A)	Gr A Fab		
		Gr A Fab	.APN	FABRIC: Appoint		
		Select Appoint Fabric Color	16	COLOR: Nimbus		
37	2	HFCG6WD Flock Guest Chair Wood Leg			\$433.78	\$867.56
		Fabric Options	\$(1)	Grade 1 Uph		
		Grd 1 Uph	.APX	Fab: Apex		
		UPH: Apex	25	COLOR: Basalt		
		Flock Frame Opt	.LE518	Kingswood Walnut		
38	1	HH870960 Tasklight 60W			\$136.53	\$136.53
39	7	HIWMM Ignition 2 Task Mid-back, ilira back			\$326.77	\$2,287.39
		Control Type	.Y1	Syncho-Tilt W Seat Slider		
		Select Arm Type	.A	Arm: Height and Width Adj. Arm		
		Select Caster/Glide Option	.H	Hard Caster		
		Select Mesh Color	.IM	4-Way Black		
		Select Upholstery	\$(1)	Gr 1 UPH		
		Upholstery Selection	.CU	Centurion		
		UPH: Centurion	10	COLOR: Black		
		Select Lumbar	.BL	Black Adjustable Lumbar		
		Select base	.SB	Base: Standard Base		



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Item	Qty	Product		Sell Price:	Unit	Extended
			Select Frame Color	.T	Frame: Black	
40	1	HLSL15-SOOOLO Cubes,3 sm.open,lg.open			\$340.30	\$340.30
			Select Drwr Chassis Lam Finish	\$(L1STD)	Grd L1 Standard Laminates	
			Select Laminate Finish	.LKI1	LAM: Kingswood Walnut	
			Select Paint Color	\$(P1)	Select P1 Paint	
			Select Grade 1 Paint	.PJW	Designer White	
41	1	HT29FB4284 Preside 29.5H Footed Base for 42x84 Top			\$528.08	\$528.08
			Paint Selection	\$(P2)	P2 Paint Opts	
			Select Grade 2 Paint	.T1	Platinum Metallic	
42	1	HTFWMGR29 Wire manager for 29H footed base 1/pk			\$69.70	\$69.70
			Paint Selection	\$(P2)	P2 Paint Opts	
			Select Grade 2 Paint	.T1	Platinum Metallic	
43	1	HTLA4284 84"Wx42"D Racetrack Shaped Lam Top			\$450.59	\$450.59
			Edge Option	.G	2MM/Flat	
			Select Edge Finish	KI	Edge: Kingswood Walnut	
			Select Grommet	.G2	Cut out for Flip Top Port	
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Select Laminate	.LKI1	LAM: Kingswood Walnut	
Subtotal						\$9,140.13
Area A 113 Check In						
44	6	HIGS6DF Ignition 2 Multi-purp Stack Chair,Four Leg,Dual Fab			\$259.12	\$1,554.72
			Select Arm Type	.F	Arm: Fixed	
			Select Caster/Glide Option	.E	Nylon Glide	
			Select Back	.U	Back: Upholstered	
			Select Back Upholstery	\$(1)	Gr 1 UPH	
			Upholstery Selection	.APX	Fab: Apex	
			UPH: Apex	25	COLOR: Basalt	
			Select Seat Upholstery	\$(1)	Gr 1 UPH	
			Upholstery Selection	.APX	Fab: Apex	

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Item	Qty	Product		Sell Price:	Unit	Extended
			UPH: Apex	25	COLOR: Basalt	
			Select Frame Color	.PLAT	Textured Platinum Metallic	
45	2	HIWMM				\$326.77
		Ignition 2 Task Mid-back, ilira back				\$653.54
			Control Type	.Y1	Syncho-Tilt W Seat Slider	
			Select Arm Type	.A	Arm: Height and Width Adj. Arm	
			Select Caster/Glide Option	.H	Hard Caster	
			Select Mesh Color	.IM	4-Way Black	
			Select Upholstery	\$(1)	Gr 1 UPH	
			Upholstery Selection	.CU	Centurion	
			UPH: Centurion	10	COLOR: Black	
			Select Lumbar	.BL	Black Adjustable Lumbar	
			Select base	.SB	Base: Standard Base	
			Select Frame Color	.T	Frame: Black	
					Subtotal	\$2,208.26
Area A 120B Storgae						
46	3	5288				\$278.67
		Wire Shelving Starter Unit, 36 x 24"				\$836.01
			Color Option	BL	Black	
47	9	5289				\$271.07
		Wire Add On Unit, 36 x 24"				\$2,439.63
			Color Option	BL	Black	
					Subtotal	\$3,275.64
Area A 121, 124 & 125 Ofcs						
48	2	H10502				\$332.51
		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				\$665.02
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
49	1	H10502				\$332.51
		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				\$332.51
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
50	2	H10504				\$332.51
						\$665.02

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Item	Qty	Product		Sell Price:	Unit	Extended
		10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D				
			Select Laminate Laminate Selection	\$(L1STD) .LDW1	Grd L1 Standard Laminates Designer White 15051	
51	1	H10504				\$332.51
		10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D				\$332.51
			Select Laminate Laminate Selection	\$(L1STD) .LDW1	Grd L1 Standard Laminates Designer White 15051	
52	3	H105291				\$378.02
		10500 Series Bookcase/Cabinet w/Core Removable Loc				\$1,134.06
			Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LDW1 LDW1	Grd L1 Standard Laminates Designer White 15051 Designer White 15051	
53	2	H105310				\$512.50
		36Wx18Dx45-5/8H Open MultiUse Stack-on Storage				\$1,025.00
			Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LKI1 LKI1	Grd L1 Standard Laminates LAM: Kingswood Walnut LAM: Kingswood Walnut	
54	1	H105310				\$512.50
		36Wx18Dx45-5/8H Open MultiUse Stack-on Storage				\$512.50
			Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LKI1 LKI1	Grd L1 Standard Laminates LAM: Kingswood Walnut LAM: Kingswood Walnut	
55	1	H105681X				\$238.62
		10500 Series Return Shell 29-1/2H x 41W x 24D				\$238.62
			Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LKI1 LDW1	Grd L1 Standard Laminates LAM: Kingswood Walnut Designer White 15051	
56	1	H105681X				\$238.62
		10500 Series Return Shell 29-1/2H x 41W x 24D				\$238.62
			Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LKI1 LDW1	Grd L1 Standard Laminates LAM: Kingswood Walnut Designer White 15051	

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Item	Qty	Product	Sell Price:	Unit	Extended
57	1	H105681X 10500 Series Return Shell 29-1/2H x 41W x 24D		\$238.62	\$238.62
		Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
		Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
		Select Chassis Laminate Color	LDW1	Designer White 15051	
58	2	H10579 10500 Series Desk Shell 66W x 30D x 29-1/2H		\$350.96	\$701.92
		Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
		Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
		Select Chassis Laminate Color	LDW1	Designer White 15051	
59	1	H10579 10500 Series Desk Shell 66W x 30D x 29-1/2H		\$350.96	\$350.96
		Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
		Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
		Select Chassis Laminate Color	LDW1	Designer White 15051	
60	3	HH870960 Tasklight 60W		\$136.53	\$409.59
61	6	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		\$228.37	\$1,370.22
		Select Arm Type	.F	Arm: Fixed	
		Select Caster/Glide Option	.E	Glide	
		Select Back	.IM	4-Way Black	
		Select Upholstery	\$(1)	Gr 1 UPH	
		Upholstery Selection	.APX	Fab: Apex	
		UPH: Apex	25	COLOR: Basalt	
		Select Frame Color	.PLAT	Textured Platinum Metallic	
62	3	HIWMM Ignition 2 Task Mid-back, ilira back		\$343.17	\$1,029.51
		Control Type	.Y1	Syncho-Tilt W Seat Slider	
		Select Arm Type	.A	Arm: Height and Width Adj. Arm	
		Select Caster/Glide Option	.S	Black All-Surface Caster	
		Select Mesh Color	.IM	4-Way Black	
		Select Upholstery	\$(1)	Gr 1 UPH	



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Item	Qty	Product		Sell Price:	Unit	Extended
		Upholstery Selection	.CU	Centurion		
		UPH: Centurion	10	COLOR: Black		
		Select Lumbar	.BL	Black Adjustable Lumbar		
		Select base	.SB	Base: Standard Base		
		Select Frame Color	.T	Frame: Black		
63	3	HLSL72TW			\$195.98	\$587.94
		Tackboard for 72" W Wallmount Tackboard				
		Fabric Selection	\$(A)	Grd A Fabric		
		Gr A Fab	.APN	FABRIC: Appoint		
		Select Appoint Fabric Color	16	COLOR: Nimbus		
64	3	HNL1572FD			\$920.45	\$2,761.35
		72x15x15 Wall Mount Storage frosted drs				
		Select Chassis Color	\$(L1STD)	Grd L1 Standard Laminates		
		Select Chassis Color	.LKI1	LAM: Kingswood Walnut		
Subtotal						\$12,593.97
Area A 129 Soccer Ofc						
65	1	H10502			\$332.51	\$332.51
		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				
		Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
		Laminate Selection	.LDW1	Designer White 15051		
66	1	H10579			\$350.96	\$350.96
		10500 Series Desk Shell 66W x 30D x 29-1/2H				
		Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
		Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut		
		Select Chassis Laminate Color	LDW1	Designer White 15051		
67	2	HIGS6			\$228.37	\$456.74
		Ignition Guest/Multi-Purpose Chair Four-Leg Stacking				
		Select Arm Type	.F	Arm: Fixed		
		Select Caster/Glide Option	.E	Glide		
		Select Back	.IM	4-Way Black		
		Select Upholstery	\$(1)	Gr 1 UPH		
		Upholstery Selection	.APX	Fab: Apex		
		UPH: Apex	25	COLOR: Basalt		
		Select Frame Color	.PLAT	Textured Platinum Metallic		



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Item	Qty	Product		Sell Price:	Unit	Extended
68	1	HIWMM Ignition 2 Task Mid-back, ilira back			\$343.17	\$343.17
		Control Type	.Y1	Syncho-Tilt W Seat Slider		
		Select Arm Type	.A	Arm: Height and Width Adj. Arm		
		Select Caster/Glide Option	.S	Black All-Surface Caster		
		Select Mesh Color	.IM	4-Way Black		
		Select Upholstery	\$(1)	Gr 1 UPH		
		Upholstery Selection	.CU	Centurion		
		UPH: Centurion	10	COLOR: Black		
		Select Lumbar	.BL	Black Adjustable Lumbar		
		Select base	.SB	Base: Standard Base		
		Select Frame Color	.T	Frame: Black		
				Subtotal		\$1,483.38
Area A 134 & 137 Storage						
69	1	5285 Wire Shelving Starter Unit, 18 x 36"			\$256.88	\$256.88
		Color Option	BL	Black		
70	2	5288 Wire Shelving Starter Unit, 36 x 24"			\$278.67	\$557.34
		Color Option	BL	Black		
71	3	5289 Wire Add On Unit, 36 x 24"			\$271.07	\$813.21
		Color Option	BL	Black		
72	1	5295 Wire Add-On Unit, 24 x 48"			\$289.31	\$289.31
		Color Option	BL	Black		
				Subtotal		\$1,916.74
Area A 143 Conf.						
73	10	HIWMM Ignition 2 Task Mid-back, ilira back			\$326.77	\$3,267.70
		Control Type	.Y1	Syncho-Tilt W Seat Slider		
		Select Arm Type	.A	Arm: Height and Width Adj. Arm		
		Select Caster/Glide Option	.H	Hard Caster		



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Item	Qty	Product		Sell Price:	Unit	Extended
		Select Mesh Color	.IM	4-Way Black		
		Select Upholstery	\$(1)	Gr 1 UPH		
		Upholstery Selection	.CU	Centurion		
		UPH: Centurion	10	COLOR: Black		
		Select Lumbar	.BL	Black Adjustable Lumbar		
		Select base	.SB	Base: Standard Base		
		Select Frame Color	.T	Frame: Black		
74	1	HT29FB48120			\$793.35	\$793.35
		Preside 29.5H Footed Base for 42 and 48x120 Top				
		Paint Selection	\$(P2)	P2 Paint Opts		
		Select Grade 2 Paint	.T1	Platinum Metallic		
75	2	HTFWMGR29			\$69.70	\$139.40
		Wire manager for 29H footed base 1/pk				
		Paint Selection	\$(P2)	P2 Paint Opts		
		Select Grade 2 Paint	.T1	Platinum Metallic		
76	1	HTG2PWR-4P-2B			\$286.18	\$286.18
		ElloraB G2 Flptop Port-4 AC Pwr-2 Blank-10' Cord				
		Select Paint Color	.SVR	Silver		
77	1	HTG2PWR-4P-2B			\$286.18	\$286.18
		ElloraB G2 Flptop Port-4 AC Pwr-2 Blank-10' Cord				
		Select Paint Color	.SVR	Silver		
78	1	HTLA48120			\$567.85	\$567.85
		Preside 120W x 48D Racetrack Shaped Laminate Top				
		Edge Option	.G	2MM/Flat		
		Select Edge Finish	KI	Edge: Kingswood Walnut		
		Select Grommet	.G2	Cut out for Flip Top Port		
		Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
		Select Laminate	.LKI1	LAM: Kingswood Walnut		
79	1	HTLCRED42S			\$1,022.54	\$1,022.54
		Preside 20x42 36H Hospitality Credenza w/Shelf				
		Laminate Top Selection	\$(L1STD)	Gr L1 Standard Laminates		
		Select Laminate	.LKI1	LAM: Kingswood Walnut		
		Select Edge Color	.KI	Kingswood Walnut		

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Item	Qty	Product		Sell Price:	Unit	Extended
		Laminate Chassis Selection	\$(L1STD)	Gr L1 Standard Laminates		
		Laminate Selection	.LDW1	Designer White 15051		
		Select Pull	.V	Pull:HLSL Door Pull		
		Select Pull Color	PR6	Pull Type: Silver		
		Back Cutout Selection	.N	No Cutout		
		Laminate Shelf Selection	\$(L1STD)	Gr L1 Standard Laminates		
		Laminate Selection	.LDW1	Designer White 15051		
				Subtotal		\$6,363.20
Area B 104 & 105 ART Rms						
80	128	HAEHF Hot file			\$26.64	\$3,409.92
		Select Tray/Accessory Color	.DW	Designer White		
81	32	HE4LSTL18 Build Seated Height 4-Leg Stool			\$73.39	\$2,348.48
		Select Paint Option	\$(P3)	P3 Paint Opts		
		Select Grade 3 Paint	.P8M	Regatta		
82	16	HEMKR426029BB Build Makerspace Table 42x60 Seated w/ BB Top			\$1,229.31	\$19,668.96
		Select Grommet	.N	No Grommets		
		Select Wood Top Color	.LH903	Birch Butcherblock		
		Select Caster	.C	Casters		
		Select Paint	\$(P1)	Grade 1		
		Select Grade 1 Paint	.S	Charcoal		
83	16	HEMKREND29-SP Build MakerspaceTbl EndPnl for Hanging Accessories Seated			\$224.03	\$3,584.48
		Select Paint	\$(P1)	Grade 1		
		Select Grade 1 Paint	.S	Charcoal		
84	2	HF23C Lock Core Replacement Kit Brushed Chrome			\$22.20	\$44.40
		Select Key Number	.X104E	KEY NUMBER: 104E		
85	2	HF23C Lock Core Replacement Kit Brushed Chrome			\$22.20	\$44.40
		Select Key Number	.X105E	KEY NUMBER: 105E		

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Germantown TN 38139

Houston Middle School

Item	Qty	Product		Sell Price:	Unit	Extended
86	2	HFSS7 Flock Stool			\$411.23	\$822.46
			HFSS Shell Clr Opts	.LA	Lava	
			Select Upholstery	\$(1)	Gr 1 UPH	
			Grd 1 Uph	.CU	Centurion	
			UPH: Centurion	10	COLOR: Black	
			Flock Frame Opt	.PR8	Silver Texture	
87	2	HLVBC4330 Mobile Bookcase 18"D x 30"W x 42 1/4"H			\$674.69	\$1,349.38
			Select Paint	\$(P1)	P1 Paint Opts	
			Select Grade 1 Paint	.S	Charcoal	
88	2	HLVMSC3330R Mobile Stg Cab w/ Bins 18"D x 30"W x 32 1/4"H			\$764.30	\$1,528.60
			Lock/Omt Opts	.X	Omt Core to Order Key Alike	
			Select Paint	\$(P3)	P3 Paint Opts	
			Select Grade 3 Paint	.P8M	Regatta	
89	2	HLVMSC5630R Mobile Stg Cab w/Bins 18"D x 30"W x 56"H			\$969.18	\$1,938.36
			Lock/Omt Opts	.X	Omt Core to Order Key Alike	
			Select Paint	\$(P3)	P3 Paint Opts	
			Select Grade 3 Paint	.P8M	Regatta	
90	38	HMN1 Motivate Nest/Stack Chair-Flex Back			\$234.11	\$8,896.18
			Select Arm Type	.N	Arm: No Arm	
			Select Caster Option	.E	Standard Nylon Glide	
			Select Back	.PS	Plastic Shell	
			Select Shell Color	.LA	Lava	
			Select Frame Color	.PLAT	FRAME: Platinum Metallic	
91	2	HMSCART Motivate Cart for Stacking Chairs			\$246.82	\$493.64
92	2	91289-XXXX-XX Mobile Teacher Workstation II			\$1,002.79	\$2,005.58

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Date: 5/20/2022
Reference #: 576008

Houston Middle School

Item	Qty	Product		Sell Price:	Unit	Extended
			Top Laminate	4877	Gray Mesh	
			Edgeband	STEC	Standard Edgeband Colors	
			Standard Edgeband Colors	PL	Platinum	
93	2	91290MOD			\$75.04	\$150.08
		Modesty Panel for Mobile Teacher Workstation II in Platinum *NEED PRICING*				
94	2	91775-4877-XX			\$1,117.88	\$2,235.76
		24x60 Single Pedestal				
			Top Laminate	4877	Gray Mesh	
			Edgeband	STEC	Standard Edgeband Colors	
			Standard Edgeband Colors	PL	Platinum	
Subtotal						\$48,520.68
Area B 142 Band Ofc						
95	1	H10502			\$332.51	\$332.51
		10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
96	1	H10504			\$332.51	\$332.51
		10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D				
			Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
			Laminate Selection	.LDW1	Designer White 15051	
97	1	H105291			\$378.02	\$378.02
		10500 Series Bookcase/Cabinet w/Core Removable Loc				
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LDW1	Designer White 15051	
			Select Chassis Laminate Color	LDW1	Designer White 15051	
98	1	H105310			\$512.50	\$512.50
		36Wx18Dx45-5/8H Open MultiUse Stack-on Storage				
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LKI1	LAM: Kingswood Walnut	
99	1	H105681X			\$238.62	\$238.62
		10500 Series Return Shell 29-1/2H x 41W x 24D				

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Item	Qty	Product		Sell Price:	Unit	Extended
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LDW1	Designer White 15051	
100	1	H10579 10500 Series Desk Shell 66W x 30D x 29-1/2H			\$350.96	\$350.96
			Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color	.LKI1	LAM: Kingswood Walnut	
			Select Chassis Laminate Color	LDW1	Designer White 15051	
101	1	HH870960 Tasklight 60W			\$136.53	\$136.53
102	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking			\$228.37	\$456.74
			Select Arm Type	.F	Arm: Fixed	
			Select Caster/Glide Option	.E	Glide	
			Select Back	.IM	4-Way Black	
			Select Upholstery	\$(1)	Gr 1 UPH	
			Upholstery Selection	.APX	Fab: Apex	
			UPH: Apex	25	COLOR: Basalt	
			Select Frame Color	.PLAT	Textured Platinum Metallic	
103	1	HIWMM Ignition 2 Task Mid-back, ilira back			\$343.17	\$343.17
			Control Type	.Y1	Syncho-Tilt W Seat Slider	
			Select Arm Type	.A	Arm: Height and Width Adj. Arm	
			Select Caster/Glide Option	.S	Black All-Surface Caster	
			Select Mesh Color	.IM	4-Way Black	
			Select Upholstery	\$(1)	Gr 1 UPH	
			Upholstery Selection	.CU	Centurion	
			UPH: Centurion	10	COLOR: Black	
			Select Lumbar	.BL	Black Adjustable Lumbar	
			Select base	.SB	Base: Standard Base	
			Select Frame Color	.T	Frame: Black	
104	1	HLSL72TW Tackboard for 72" W Wallmount Tackboard			\$195.98	\$195.98
			Fabric Selection	\$(A)	Grd A Fabric	



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 Germantown TN 38139

Proposal

Date: 5/20/2022
 Reference #: 576008

Houston Middle School

Item	Qty	Product		Sell Price:	Unit	Extended
			Gr A Fab	.APN	FABRIC: Appoint	
			Select Appoint Fabric Color	16	COLOR: Nimbus	
105	1	HNL1572FD				\$920.45
		72x15x15 Wall Mount Storage frosted drs				\$920.45
			Select Chassis Color	\$(L1STD)	Grd L1 Standard Laminates	
			Select Chassis Color	.LKI1	LAM: Kingswood Walnut	
					Subtotal	\$4,197.99
Area B 152 & 153 Storage						
106	4	5288				\$278.67
		Wire Shelving Starter Unit, 36 x 24"				\$1,114.68
			Color Option	BL	Black	
107	8	5289				\$271.07
		Wire Add On Unit, 36 x 24"				\$2,168.56
			Color Option	BL	Black	
					Subtotal	\$3,283.24
ZFREIGHT						
108	1	FREIGHT				\$847.41
		Mooreco Freight Charges				\$847.41
					Subtotal	\$847.41
zInstall						
109	1	Install RT				\$21,000.00
		Labor to Receive Deliver and Install per proposal				\$21,000.00
					All work during Regular Business Hours	
					No stair carry	
					Area to be free and clear	
					Non-Union Labor	
					Subtotal	\$21,000.00
					Total:	\$187,575.45



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Item	Qty	Product	Sell Price:	Unit	Extended
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Proposal Notes

Deposit Required:

Additional Information:



Proposal

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Item	Qty	Product	Sell Price:	Unit	Extended
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**TERMS AND CONDITIONS OF PURCHASE
(FURNITURE – WORKSPACE INTERIORS)**

- ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below.
- All prices are firm for thirty (30) days from date of proposal.
- Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
- All orders are subject to credit approval.
- ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
- All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
- An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
- Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
- Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
- If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
- Electric current, heat, hoisting and/or elevator service will be furnished without charge to ODP Business Solutions.
- Floors shall be smooth, level and free from debris, and concrete subject to dampness shall be waterproofed prior to delivery and installation of products.
- If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Double handling of a product will be charged at our normal hourly rate.
- ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
- No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
- ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
- Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
- Manufacturer warranties apply for parts only. Labor is not included.
- It is Customer's responsibility to furnish a certified electrician to "hardwire" cubicle stations to building power.
- All items set forth in the quotation are non-returnable.
- IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
- These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer has read and understands these terms and conditions of purchase.

Customer: _____ Customer PO#: _____

Customer's Signature: _____ Title: _____

Print Name: _____ Date: _____



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Proposal

Date: 5/20/2022
Reference #: 576008

Houston Middle School

Item	Qty	Product	Sell Price:	Unit	Extended
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Special Instructions:

Proposal valid for 30 days

Financing options available, ask our team about our **Furniture Leasing Program**.

Please note: a deposit is required on all furniture orders prior to order placement

One of the following is required prior to placing your order: Signed Terms and Condition, Furniture Agreement on file or a Workspace Interiors Furniture Addendum on file

Workspace Interiors may require additional credit information, prior to placing your order

The appropriate tax will be applied at the time of invoicing

This proposal contains **Special Order** items that are **Not Returnable**

Once an order is placed, cancellations are **Not Allowed**.

Estimated leadtime is subject to the manufactures production / shipping schedule.