

GMSD Board Work Session
February 22, 2023 5:00 PM
Board Room, GMSD Office

1. Approval of ESSER 3.0 Public Plan for Remaining Funds Addendum
2. Approval of ESSER 3.0 Safe Return to In-person Instruction and Continuity of Services Plan Addendum
3. Approval of Special Course Application - Dual enrollment Work- Based Learning
4. Houston Middle School Painting Project
5. Pending Legislation
6. Further Business

ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance 2022-23

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (Feb. 15 and Sept. 15). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY23 for each relief fund: ESSER 2.0, and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: **Germantown Municipal School District**

Director of Schools (Name): **Jason Manuel**

ESSER Director (Name): **Tammy Mason**

Address: **3350 S. Forest Hill Irene Rd. Germantown TN 38138**

Phone #: **(901)752-7900**

District Website: <http://www.gmsdk12.org>

Addendum Date: **February 2023**

Total Student Enrollment:	5896
Grades Served:	K-12
Number of Schools:	7

Funding

ESSER 2.0 Remaining Funds:	\$381,408.51
ESSER 3.0 Remaining Funds:	\$2,984,554.03
Total Remaining Funds:	\$3,365,962.54

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$1,810,875.22
	Summer Programming		
	Early Reading		
	Interventionists		
	Other	\$337,229.00	\$349,651.00
	Sub-Total		
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		\$52,354.00
	Mental Health		\$234,175.00
	Other		
	Sub-Total		
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		
	Other		
	Sub-Total		
Foundations	Technology		\$82,681.44
	High-Speed Internet		
	Academic Space (facilities)	\$44,179.51	\$340,600.37
	Auditing and Reporting		\$29,086.00
	Other		\$85,131.00
	Sub-Total		
Total		\$381,408.51	\$2,984,554.03

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district’s needs assessment.

- TN ALL Corp Tutoring program including salaries/benefits teachers/tutors during the school year and summer from August 2022 – June 2024
- TN ALL Corp Tutoring High Quality Instructional materials for ELA and Math
- TN ALL Corp Tutoring Professional Development for teachers/tutors
- TN ALL Corp Tutoring teacher/tutors will be issued required instructional equipment

This allocation supports priorities identified in the Needs Assessment to accelerate student achievement as follows:

- TN ALL Corps Tutoring Program will provide a variety of tutoring positions to provide targeted evidence-based intervention programming at a low ratio - high dosage rate students who have experienced learning loss during COVID-19.
- Two new k-8 Instructional Coaches will be hired for FY22 and FY23 to provide teacher professional development in ELA and Math to address student's learning loss due to Covid-19. This will include teacher support for before, during, and after school tutoring programs. Programs impacted by this support will be the TN ALL Corps Tutoring Program and Tier I, Tier II, and Tier III tutoring and intervention programs. Instructional Coaches will provide personalized support to teachers in improving their instructional practices to support increased student achievement.
- The implementation of a comprehensive tutoring program requires high quality evidenced-based instructional materials for ELA and Math. These materials will address student's learning loss in ELA and math.

2. Describe initiatives included in the “other” category.

- Learning Coaches for Germantown Online Academy of Learning (GOAL)
- Instructional Coaches (2) to provide PD support for teachers in addressing student’s learning loss
- Curriculum for Germantown Online Academy of Learning (GOAL)

Student Readiness

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district’s needs assessment.

- Stipends for teachers and therapists to provide services for beyond their contractual duties to support students with disabilities
- Continue the Whole Child Program developed in FY22 – Director and Coordinator salaries and benefits

2. Describe initiatives included in the “other” category.

N/A

Educators

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district’s needs assessment.

N/A

2. Describe initiatives included in the “other” category.

N/A

Foundations

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district’s needs assessment.

- The addition of classroom space for Houston middle school to support a return to full-time in-person learning. This funding will be used to assist in the construction of a classroom addition for Houston Middle School. The addition includes 6 regular classrooms and a gymnasium. The addition will be roughly 42,544 square feet. This project also includes replacing the existing 66 HVAC system with a new and improved system and a new/upgraded air filtration system for the classroom addition.
- The purchase of software applications to address identified learning gaps, including virtual instructional platforms and supplemental formative assessments.
- The funding of six additional daytime cleaning positions (one for each physical school).
- Stipends for accountants/bookkeepers to assist in administration of ESSER grants.

This strategic allocation aligns with the priorities identified in GMSD’s Needs Assessment to Strengthen Structural Expectations described below.

- Expand instructional space at Houston Middle School, with 42,544 square feet including six regular classrooms and a gymnasium. This project also includes updating 66 existing HVAC systems with an upgraded air filtration system for the classroom addition. This will help to ensure safe, in-person learning for five days a week by increasing space for social distancing and reducing transmission of COVID-19 and other infectious diseases.
- Supporting student health for in-person learning by funding six additional daytime cleaning positions and investing in additional costs associated with GMSD’s custodial contracted services.
- Supporting teachers and students in addressing learning loss with additional software applications.

2. Describe initiatives included in the “other” category.

- Helpdesk technician to assist students with instructional technology and troubleshooting digital platforms.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The district has included stipends for 5 specialists to assist in the administration of the ESSER Grant funds. These positions will support the Controller and the Chief Financial Officer and the Assistant Superintendent of Human Resources. Responsibilities of the positions will include the pre-audit of purchases to determine allowability and compliance with the program budget and proper coding. The specialists will ensure all procurement and travel procedures and policies are followed. Interim audits of payroll and fringe benefits will be performed to determine whether charges are accurate and allowable. The Controller will work with the fixed asset accountant to ensure equipment purchased is properly inventoried and tagged. Monthly financial reports of expenditures will be prepared and presented to the School Board and will be available to the public.

ESSER pre-monitoring is being conducted by Forvis to ensure all policies and procedures are being adhered to and to determine whether internal controls over the ESSER programs are adequate.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

- **TN ALL Corps Tutoring Plan-** GMSD began implementation of a comprehensive tutoring program in January 2022. The program includes before/after school tutoring, embedded tutoring during the school day, and summer learning programs/camps that will provide targeted tutoring for student learning loss in math and ELA.
 - Tutoring will be in a high dosage/low ratio setting in reading and math.
 - Students identified will have demonstrated learning loss, prioritizing students identified as "approaching" on grade content
 - Tutoring services are embedded during the school day, two times a week (15 weeks), during the 45-minute grade level RTI/Intervention block for the students who do not receive Tier II or Tier III instruction (a total of 90 minutes weekly). Students receiving Tier II and Tier III intervention, receive tutoring services before or after school in 45-minute sessions for 16 weeks (90 minutes weekly).
- Summer tutoring /learning camps are designed to mitigate learning loss by providing intensive standards-support for students. Students receive an additional: 32 hours of ELA and math instruction; 16 hours of RTI and Science, Technology, Reading, Engineering, Art, and Math-based learning (STREAM). Instruction occurs in a small group setting (1-3 students in grades 1 thru 5 and 1-4 in grades 6-8).

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2022-2023 ESSER 3.0 Public Plan for Remaining Funds Plan approved in the fall of 2022. Since TDOE’s approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders and the school community of the funding plan for ESSER and has determined no changes to the 2022-2023 Public Plan for Remaining Funds is required at this time. Below are the engagements that have occurred to keep the community up to date following the September 2022 approval of the ESSER 3.0 Public Plan for Remaining Funds for the school year 2022-2023.

- GMSD has maintained a link on their website for stakeholders to give their continued feedback for ESSER 3.0 spending plan throughout the 2022-2023 school year. Through mid-February 2023 the link included 312 views and 55 responses from a variety of stakeholders from this link.
- Additionally, the district has solicited feedback through a survey link added to GMSD’s main webpage for stakeholders to easily locate and provide feedback. Notification of the link was sent to stakeholders on February 6, 2023, via text and email. The survey link will continue to be sent to stakeholders via text and email every Monday thru the end of February 2023 and through the district’s Superintendent’s Weekly GMSD Neighborhood Newsletter to stakeholders. <https://form.jotform.com/222214088594054>
- Up to date ESSER Documents posted on GMSD website
- Monthly School Board meetings for public comment

Listed below are the engagements prior to the initial development and approval of the ESSER 3.0 Public Plan for Remaining Funds for the 2022-2023 school year.

In late July 2022, district leadership staff reviewed the final expenditure report for GMSD’s FY22 ESSER 3.0 budget. Seventy-four percent of the FY22 budget was expended in FY22, the remaining items were either scheduled to be expended in FY23 and/or FY24 specifically the TN ALL Corp Program or had been delayed purposefully to FY23 or FY24. The leadership team developed an updated draft plan for FY23 which did NOT include significant changes to the original plan. The FY21 budget was developed during multiple engagements with stakeholders in the fall of 2021. All responses from all stakeholders were tabulated, compiled, and used for planning purposes was retained for future reference.

The communication department released the draft FY23 budget to stakeholders via email during early August 2022. The email solicited feedback from parents, staff, and students. In addition to being released by email, the surveys were promoted through our websites The Let’s Talk Platform, and social media. Additionally, the staff made paper copies of the survey to distribute to special populations on curriculum nights and/or parents nights scheduled in August 2022. Families of students who are enrolled in the TN ALL Corp Tutoring Program and/or enrolled in the summer programming were sent an additional text message asking them to participate in the survey.

The Superintendent shared the survey, including the draft budget with a local civic group and local elected officials.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

- The district used multiple modes of engagement as outlined in the previous question and through the two-way communication tool, “Let Talk” platform. This ensured the minimum 10% percent of stakeholders were engaged representing each applicable group of the diverse student population.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

- GMSD engaged stakeholders, including parents, teachers, students, elected officials, and other civic community members
- With emails, texts, school board meeting, staff meetings, individual conversations, postings on social media.
- GMSD also utilized engagement via text messaging and email notification through the “Let’s Talk” platform to students and parents.
- GMSD engaged stakeholders through the Superintendent’s Weekly GMSD Neighborhood.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

- Website and social media platforms
- Text messages and email notifications via “Let’s Talk Platform”.
- Superintendent’s Weekly GMSD Neighborhood.
- School Board Meetings

Safe Return to In-person Instruction and Continuity of Services Plan

Addendum Guidance

2022-2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (Feb. 15 and Sept. 15). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: **Germantown Municipal School District**

Date: February 2023

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

The most up to date feedback does not indicate a need for GMSD to revise the 2022-2023 Safe Return to School Plan approved in the fall of 2022. Since approval of the Plan in the fall of 2022, the superintendent has continued to engage the stakeholders to inform the school community of the plan and has determined no changes are required at this time. Below are the engagements that have occurred to keep the community up to date since the last update to this plan.

- The District has maintained a link on their website for stakeholders to give their continued feedback for the plan throughout the school year. Through mid February 2023 the link included 312 views and 55 responses from a variety of stakeholders from this link.
- Additionally, the District has solicited feedback through a survey link sent to stakeholders on February 6, 2023 via text and email. The announcement of the survey will run every Monday thru the end of February 2023. This link <https://form.jotform.com/222214088594054> is shared monthly through the District's monthly newsletter.
- GMSD continues updates via the COVID dashboard daily located on the district's website https://www.gmsdk12.org/apps/pages/index.jsp?uREC_ID=2177952&type=d&pREC_ID=2228036 Currently there are two students and two staff members with positive cases of COVID
- The Let's Talk platform allows district leadership to engage in meaningful consultation and feedback with our stakeholders and community members on many topics, including the GMSD School Safety Plan. This platform allowed for a two-way dialogue between stakeholders and District Leadership on components of the plan that was considered when revising the plan.
- The District receives emails, phone calls, and completed surveys from stakeholders to gather feedback.
- GMSD school board members welcomed citizens to attend and provide feedback at the school board meetings to share input and feedback on the plan prior to school board approval
- The safety plan can be located on the district's website for review by stakeholders.

2. Describe how the LEA engaged the health department in the development of the revised plan.

- District staff continued to participate in phone calls/written communication with Shelby County Health Department (SCHD) when scheduled by health department officials.
- GMSD considers the routine inspections and oral and written reports to determine if revision to the Safety Plan is necessary.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>
<ul style="list-style-type: none"> • All safety policy changes have applied for all students inclusive of students with disabilities. If individual students have health and safety accommodations needs beyond district policies, those accommodations are addressed in the students Individual Education Plan.
<i>Physical distancing (e.g., use of cohorts/podding)</i>
<ul style="list-style-type: none"> • One of the key recommendations of the Shelby County Health Department and Center for Disease Control (CDC) is to provide 3-6 feet of social distancing when possible.
<i>Hand washing and respiratory etiquette</i>
<ul style="list-style-type: none"> • Schools will provide opportunities for all students to take regular breaks to wash their hands throughout the day. Restrooms will be regularly checked for necessary materials. Hand sanitizing stations have been placed throughout each building.
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>
<ul style="list-style-type: none"> • Increased cleaning efforts are continuing to be implemented with our custodial service provider, SKB, to include multiple daily cleanings of common areas and increased efforts in each classroom. • GMSD continues the employment of day porters at each school building to both clean and monitor the increased cleaning effort protocols and ensure that their building is in alignment with district standards. • GMSD has purchased eight Clorox Total 360 Cleaning Systems. These systems are often used in hospitals to mitigate the spread of germs. High traffic areas will be disinfected on a regular basis, and classrooms on a case-by-case basis. • All School HVAC systems have been upgraded with High-MERV filters. The MERV-13 filters are the industry standard in reducing particles and bacteria in the air. Our HVAC systems also have the ability to circulate fresh air in programmed bursts through the building. GMSD has programmed fresh air in short, frequent bursts.
<i>Contact tracing in combination with isolation and quarantine</i>

<ul style="list-style-type: none"> • Covid Notifications, Quarantines, and Contact Tracing <ul style="list-style-type: none"> ▪ GMSD updates the COVID dashboard daily that is included on the district’s website ▪ Due to privacy issues governed by law, the identity of person(s) with either suspected or positive cases of COVID-19 is not publicly shared. However, parents are reminded the importance that they report confirmed COVID-19 cases to the school so that proper protocols, tracing, and quarantines can be enacted. • Covid Related Absences <ul style="list-style-type: none"> • When student is identified as a direct contact to someone who has tested positive for COVID-19 or has tested positive and needs to quarantine according to the TN Health Department and/or Shelby County Health Department, absences will be excused. Teachers will offer access to lessons and materials to keep students on track during their absence. This access can include Schoology assignments, printed assignments, and/or video-recorded lessons. • Students may participate in learning activities each day while quarantined to remain on track with lessons/curriculum; however, they may also wait to submit assignments upon returning according to the GMSD Grading Policy 4.600: • In the event the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.
<i>Diagnostic and screening testing</i>
<ul style="list-style-type: none"> • Schools will continue working with families to provide excused absences if students have been exposed to COVID-19 or if they are showing any symptoms. • GMSD wants families to practice the necessary precautions and are ready to work with parents to keep all of our students healthy.
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
<ul style="list-style-type: none"> • GMSD partnered with the Shelby County Health Department, Town of Collierville, and City of Germantown to provide a local vaccination site at Germantown Baptist Church for educators and staff in the Spring of 2020. Specific days and times were scheduled for educators, staff, and contractors who service GMSD. • GMSD allows for excused absences for students and staff for vaccinations and/or boosters.
<i>Universal and correct wearing of masks</i>
<ul style="list-style-type: none"> • Masks are recommended for all person(s) vaccinated and unvaccinated when the COVID-19 Community Level is high. • GMSD’s updated policy for universal and correct wearing of masks is included in the GMSD Safety Plan on the districts website and communicated in GMSD’s Weekly notifications to parents and staff via the Let’s Talk Platform as updates to the safety plans are made.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students’ academic needs and students’ and staff’s social, emotional, mental health, and other needs, which may include student health and food services.

<ul style="list-style-type: none"> • GMSD continues to offer in-person, full-time instruction for the 2022-2023 school year. Additionally, GMSD received state approval for a stand-alone virtual school (GOAL) for students in k-12 beginning the 2021-2022 school. GOAL is again available for students in the 2022-2023 school year. Both instructional models includes programming and staffing to ensure that individual students’ academic, social, emotional, mental health, and physical health needs are met. In-person learning is inclusive of meeting students nutritional and transportation needs. GMSD’s Back to School Safety Plan includes up-to-date guidelines and protocols for students and staff which supports both in-person learning and virtual learning (GOAL) for students. • The district’s Whole Child Department, created in SY 22, was developed to ensure all students social, emotional and mental health needs are met. • Transportation is provided for students who qualify for transportation services. • Food Services are available to all students and is provided in each schools’ cafeteria.
