

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: September 23, 2025

Time: 5:00 PM

Location: Professional Development Center at the Kathryn W. Leonard
Administrative Office

- I. **Call to Order**
- II. **Pledge to the Flag**
- III. **Recognition of Visitors**
- IV. **Public Comment Period** (20 Minutes)

- V. **School Report** (10 minutes)
School Report - GMS

- VI. **Public Hearing on Family Life Education** (5 Minutes)

- VII. **Reorganization of the Board** (5 Minutes)
Election of Chair, Vice-Chair, Treasurer, and TLN Representative

- VIII. **Conflict of Interest Statement** (5 Minutes)

Chair to Board Members:

1. "If you have any relative who is employed by the Board of Education, meaning a spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you, please acknowledge the same at this time by raising your hand."

Chair to Board Members:

2. "To those board members who just raised their hands, do you hereby certify that any and all votes you will cast during this meeting are in the best interest of the school system? If so, please say, 'Aye.'"

Chair to Board Secretary:

3. "Please reflect within the minutes that possible conflicts were acknowledged, with board members present confirming their intent to act in the best interest of the school system."

- IX. **Approval of Agenda** (5 Minutes)
- X. **Consent Agenda** (5 minutes)
 - A. Consideration of Approving Minutes of August 26, 2025, Board Meeting
 - B. Consideration of Accepting Personnel Report
 - C. Consideration of Approving Board Policy Revisions (2nd Reading)
 - D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)
 - E. Consideration of Approving School Trip Request
 - F. Consideration of Approving Disposal of Surplus
 - G. Consideration of Accepting 2026 Employee Health Insurance Premium Rates
 - H. Consideration of Approving 2025-2026 Greeneville City Schools Employee Handbook
- XI. **Action Items**
 - A. Consideration of Accepting August 2025 Financial Statements (5 minutes)
 - B. Consideration of Approving Board Policy Revisions - 1st Reading (5 minutes)
 - C. Consideration of Approving Renovations for Bus Garage at GCTA (5 Minutes)
- XII. **Director's Report** (5 minutes)
- XIII. **Legislative Update** (5 Minutes)
- XIV. **Adjournment**

GREENEVILLE CITY SCHOOLS



FAMILY LIFE STRAND

of the

Health Curriculum Framework

Introduction

The Family Life Strand of the Health Curriculum of the Greeneville City School system was developed through the efforts of an Advisory Committee consisting of central office personnel, GCS Coordinated School Health Director, Greene County Health Department personnel, and teachers from the high school, middle school and elementary school. The specific standards reflect those stated in the Health Curriculum developed through the State Department of Education. Each year system representatives review and revise the Family Life Strand. A public hearing is also conducted each year to provide a forum for community input.

Curriculum

The Family Life Strand is a part of the Health Curriculum in all grades (Kindergarten through Grade 12). Instruction is designed to provide students with the knowledge and decision making skills necessary for adulthood. Students learn about growth and development, types of family structures, human relationships, consequences of choices and setting personal standards. An emphasis is placed on the concept of family. As a part of the total health program, some overlapping of the strands of Disease Prevention, Emotional, Social, and Mental Health, Environmental and Community Health, and Personal Health takes place.

Implementation of the Family Life Strand is carried out by the cooperative efforts of the classroom teacher, school counselor, physical education teacher, science teacher, and school nurse. Health educators provided through the Health Department are used for presentations as well. Community resources are also used as appropriate to the curriculum and grade level of students.

	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Social & Emotional Health	Expressing feelings, using manners, and finding a trusted adult Guidance Counselor	Define choices and expectations, discuss uniqueness, characteristics of responsible family members. Guidance Counselor	Explain what it means to be emotionally and mentally healthy and maintain those relationships. Identify various family structures. Guidance Counselor	Decision making skills and demonstrate various ways of expressing feelings. Identify how children can contribute to healthy family structure. Guidance Counselor	Identify the positive ways that peers and family members show support, care, and appreciation for one another. Explain how peers, family, and media influence personal thoughts, feeling, and healthy behaviors and how changes can influence emotions. Guidance Counselor	Identify positive and negative stress, conflict resolution, and how cultural differences exist and influence emotions. Guidance Counselor
Nutrition & Physical Activity	Drinking water, eating nutritious food & being physically active to stay healthy. Healthy vs unhealthy snacks. PE	The benefits of healthy snacks choices, water, being physically active, and getting plenty of sleep. Basics food groups and examples PE	Describe the importance of healthy foods & being physically active. Identify enjoyable activities. PE	Describe the importance of water vs sugary beverages. Identify personal physical activity goals needed to achieve overall wellness. PE	Develop a healthy meal plan based on USDA guidelines. Identify how unhealthy food choices and physical in activity contribute to the development of chronic disease. PE	Identify how unhealthy food choices and physical in activity contribute to the development of chronic disease. Discuss the pros and cons of drinking various types of beverages. Implement a wellness routine (physical activity, adequate rest and sleep). PE
Safety	Recognize that sun exposure can be dangerous to your skin. Explain why medicines are used and how they can be harmful. Explain what are over-the-counter medicines. Distinguish between emergency and non-emergency situations. Distinguish between appropriate and inappropriate touching and ways to stay safe. Identify ways to stay safe when crossing the road, riding a bike, and playing. Guidance Counselor	Proper ways to reduce sun exposure. Roles of medicine in keeping people healthy. Proper use of household products. Explain when prescription medicine should be taken. Discuss safety at home, school, and the community. Report when someone is injured or ill to an adult. Identify the proper way to carry a backpack. Guidance Counselor	Health risks with sun exposure. Which adults can be trusted to give medicine. Consequences of smoking and second-hand-smoke and tobacco usage. Potential risks with over the counter and prescription medicine. meds. **** Health Department Identify ways to reduce the risk of injury. Discuss safety symbols and warning labels. Identify weather-related emergencies (done schoolwide by homeroom teachers). Guidance Counselor	Identify the consequences of using tobacco, alcohol, and other substances. Identify rules about medicine. Explain the meaning of the word "drug". Making good choices to reduce injury. Actions for emergency and non-emergency. Importance of home safety plan (fire prevention program). Refusal skills when in personal safety situations. Guidance Counselor	Practice refusal skills to avoid hazardous substances and what the benefits of refusing are. Predict the benefits of refusing substances. Proper drug disposal *** Health Department Explain common injury risks for children. Describe methods to prevent common injury. Demonstrate safety plan at home, school, and community. (Fire prevention). Identify adults in the community to seek help from. Guidance Counselor	Short and long-term effects of alcohol, tobacco, and other drugs and how those can affect your body. Explain how understand dosage. Describe opioids, how they are used, and misused. *** Health Department Guidance Counselor
Smart & Safe Choices	Identify examples of media and social media and how they can be linked to safety. Identify negative and positive communication among peers, family, and community. Guidance Counselor	Define media sources and how they are used how, school, home, and in the community. Recognize the characteristics of bullying. Guidance Counselor	Describe the basics of online safety (not disclosing personal information, not informing others you are home alone, etc.) Identify bullying situations. Guidance Counselor	Identify how to report online bullying, threatening situations, or inappropriate content. Explain the importance of telling a trusted adult about a bullying situation. Guidance Counselor	Describe ways social media can influence personal health. Differentiate between situations to accurately determine the difference between a disagreement and bullying. Guidance Counselor	Analyze the positive and negative influences of social media on personal and family health. Develop strategies that decrease bullying situations. Guidance Counselor

Personal Health & Wellness	<p>Identify proper hygiene skills.</p> <p>Identify the basic body parts.</p> <p>PE</p>	<p>Demonstrate healthy personal hygiene practices (not sharing personal hygiene items, hand washing, flossing, etc.)</p> <p>Identify functions of the human body systems.</p> <p>PE</p>	<p>Identify common pathogens and describe ways they can enter the body.</p> <p>Explain the importance of the basic body systems.</p> <p>PE</p>	<p>Describe the importance of maintaining proper oral health.</p> <p>Describe the types of basic human parts.</p> <p>PE</p>	<p>Describe how personal hygiene can positively/negatively affect social interactions with peers.</p> <p>Identify daily hygiene needs and where products can be located.</p> <p>Compare functions of the human body systems.</p> <p>PE</p>	<p>Describe effects of puberty and identify that personal hygiene is needed during puberty.</p> <p>Explain how health is influenced by the interaction of human body systems.</p> <p>PE</p>
Disease Prevention	<p>Define and discuss blood borne pathogens.</p> <p>Identify common pathogens (cold, flu, strep, etc.) and methods of preventing their spread.</p> <p>Nurse</p>	<p>Identify situations where you could be in contact with blood borne communicable pathogens.</p> <p>Identify communicable and non-communicable diseases.</p> <p>Nurse</p>	<p>Explain the importance of finding a responsible adult when an accident occurs.</p> <p>Explain differences between communicable and non-communicable diseases.</p> <p>Nurse</p>	<p>Identify personal protective equipment and its main functions.</p> <p>Identify the mode of transmission for various pathogens that cause communicable diseases.</p> <p>Nurse</p>	<p>Explain the importance of using personal protective equipment while attending to others who are injured.</p> <p>Identify prevention strategies for not spreading pathogens.</p> <p>Nurse</p>	<p>Describe and demonstrate how to properly care for an individual whose bodily fluids could contain blood borne pathogens. Identify and demonstrate first aid techniques. Compare and contrast the benefits and consequences of safety preparation when faced with an emergency. Differentiate between situations which need peer support and those which need adult help.</p> <p>Explain how viruses and bacteria affect the immune system and impact health.</p> <p>Nurse</p>

	Sixth Grade	Seventh Grade	Eighth Grade
Personal Wellness	Personal Hygiene-Counselors, Nurse and PE teachers will collaborate to deliver curriculum.	Nutrition-Health Dept and Rural Resources. Curriculum delivered during LIM and/or lunch Counseling office will develop LIM lessons or contact Nutritionist/ speakers to speak to students.	Physical Activity/Fitness-PE teachers
Social, Emotional, Mental Wellbeing	Coping Skills-counselors will deliver curriculum.	Conflict Resolution- delivered in LIM-counselors will develop lessons.	Healthy Ways to manage stress-PE teachers.
Human Growth and Development	Puberty Development-Health Department- counselors will contact and set up times.	Anatomy and Physiology Development-curriculum delivered through science classes-PE teachers will coordinate with science teachers.	Social media, media and cultures and how it influences perceptions about body image, gender roles and attractiveness-Curriculum will be delivered through LIM-counselors will develop lessons.
Substance Abuse/Prevention	Substance abuse-alcohol, tobacco, prescription drugs-counselors will contact police department to have speaker come in-PE classes.	Substance abuse-alcohol, tobacco, prescription drugs-counselors will contact police department to have speaker come in-PE classes.	Substance abuse-alcohol, tobacco, prescription drugs-counselors will contact police department to have speaker come in-PE classes.
Safety and Prevention	Identify emergencies and appropriate actions. Ensure students know phone numbers and addresses. Deliver through LIM-counselors will develop lessons.	How to de-escalate and apply decision making skills to avoid dangerous situations-LIM-counselors will develop lessons.	First Aid-PE teachers and nurse

9-12
High School Required Class (Wellness)

Mental, Emotional, and Social Health	<p>Identify emotions and their effects on the mind and body.</p> <p>Recognize stressors and formulate personal stress management techniques.</p> <p>Design useful strategies for suicide prevention.</p> <p>Characteristics of mental health conditions.</p> <p>Describe the stages of grief.</p> <p>Identify positive ways of resolving interpersonal conflict.</p> <p>Demonstrate appropriate refusal skills (e.g. drugs, relationships, sexual activity).</p>
Relationships	<p>Examine the aspects of positive relationships.</p> <p>Determine the influence of families, media, cultural traditions, and economic factors on human development.</p> <p>Negotiation/collaboration skills as helpful/harmful in resolving conflict.</p>
Sexuality	<p>Explain basic structures and functions of the reproductive system as they relate to the human life cycle.</p> <p>Meet Baby Olivia Video</p> <p>Recognize abstinence from all sexual activity as a positive choice.</p> <p>Identify preventative methods and potential outcomes of engaging in sexual behavior.</p> <p>Research the skills necessary for maintaining reproductive health.</p>
Substance Use and Abuse	<p>Describe the proper use of over-the-counter and prescription drugs.</p> <p>Predict the benefits of a lifestyle free from chemical misuse.</p> <p>Summarize the consequences of drug use.</p> <p>Analyze the role of family, community, and cultural norms in deciding to use drugs.</p> <p>Articulate the effects of substance misuse and abuse on society.</p> <p>Identify common warning signs of opioid and IV drug abuse.</p> <p>Identify common symptoms of opioid prescription and IV drug overdose.</p> <p>Demonstrate how to tell a trusted adult that someone you know may be misusing drugs.</p> <p>Research school and community resources for treatment and intervention.</p> <p>Predict the short and long term effects of drug use on an individual's health.</p>

OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION

Tuesday, August 26, 2025

The Greenville City Board of Education met in Regular session on Tuesday, August 26, 2025, at the Professional Development Center at the Kathryn W. Leonard Administrative Office, 129 W Depot St, Greenville, TN 37743. Board Members **Present:** Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Chair), Josh Quillen (Treasurer), Dr. Craig Shepherd (Vice-Chair). Others in attendance included Steve Starnes, Director of Schools, several administrative personnel, community members, and media representatives. The Chairman called the meeting to order and welcomed all in attendance.

BUSINESS TRANSACTED

I. Call to Order

II. Pledge to the Flag

The Pledge of Allegiance was led by Student Board Representative Jacey Goodwin.

III. Recognition of Visitors

IV. Special Recognition

- New Student Board Representative - Jacey Goodwin
- GHS AP Scholars

Barnes, Hayelee S.	AP Scholar	12th Grade
Benson, Cole T.	AP Scholar with Honor	11th Grade
Birdwell, Lorelei A.	AP Scholar with Honor	11th Grade
Bryant, Bethanie N.	AP Scholar with Distinction	12th Grade
Burroughs, Lincoln N.	AP Scholar	12th Grade
Daniel, Ava J.	AP Scholar	11th Grade
Fillers, Hudson S.	AP Scholar with Distinction	11th Grade
Gilbert, Dylan K.	AP Scholar	11th Grade
Hensley, Adam L.	AP Scholar	11th Grade
Howard, Zachary Q.	AP Scholar with Distinction	12th Grade
Hughes, Mattison J.	AP Scholar	11th Grade
Jackson, Jamie A.	AP Scholar	11th Grade
Jackson, Levi H.	AP Scholar	10th Grade
Jobe, Kyla L.	AP Scholar	12th Grade
Kayser, Colton P.	AP Scholar	11th Grade
Keller, Katy J.	AP Scholar	11th Grade
Lampe, Grace E.	AP Scholar	12th Grade
Lampe, Jackson C.	AP Scholar with Distinction	12th Grade

Langa Manning, Clarence W.	AP Scholar	10th Grade
Lenker, Addison C.	AP Scholar	11th Grade
Mullins, Jacob M.	AP Scholar	12th Grade
Oakley, Gabriel J.	AP Scholar	11th Grade
Parker, Allison J.	AP Scholar	11th Grade
Parsley, Henry D.	AP Scholar	12th Grade
Powell, Ariana F.	AP Scholar with Distinction	12th Grade
Rogers, Sadie J.	AP Scholar with Honor	12th Grade
Rojas, Phoenix A.	AP Scholar with Honor	11th Grade
Rollins, Torrian L.	AP Scholar	11th Grade
Smith, Reagan E.	AP Scholar with Distinction	12th Grade
Southerland, Lucas M.	AP Scholar with Distinction	12th Grade
Trohon, Bria C.	AP Scholar	12th Grade
Vines, Annika M.	AP Scholar with Distinction	12th Grade
Wang, Shilo Z.	AP Scholar with Distinction	11th Grade
Williams, Gabrielle R.	AP Scholar	11th Grade

- Perfect ACT 36 - Trey Bailey
- Greeneville Middle School Athletics (Golf and Track & Field)

Golf

Nathan Howlett - TSSAA State Championship, 3rd Place, **All State**

Track & Field

Andres Bowman **State Champion** High Jump (6'1"), State Champion 4x100

Zy Neal State **Runner-Up** Long Jump (19'11"), **State Champion** 4x100, 200 (9th)

Juelz Mann **State Champion** 4x100, 100 (15th), 200 (12th)

Jalyn Kerwin **State Champion** 4x100, All-State Long Jump (5th), 200 (15th)

Mason Marion **All-State** Hurdles (4th)

Aahmad Dickson Shot (12th)

Jayden Francisco **All-State** Disc (5th)

Peyton Vaught 4x100 (12th), 4x400 (14th)

Kinsley Spradlen 4x100 (12th)

Julieann Raby 4x400 (14th)

Maggie Moore **All-State** 1600 (8th), 800 (16th), 4x400 (14th)

Elsie Rogers 4x100 (12th)

Tatum Hill 4x100 (12th), 4x400 (15th)

Bethany Knight 1600 (16th)

Ja'Farrah Freeman Shot (12th)

V. Public Comment Period

There were no requests to speak on any agenda item.

VI. Conflict of Interest Statement

Chair to Board Members:

1. "If you have any relative who is employed by the Board of Education, meaning a spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you, please acknowledge the same at this time by raising your hand."

Chair to Board Members:

2. "To those board members who just raised their hands, do you hereby certify that any and all votes you will cast during this meeting are in the best interest of the school system? If so, please say, 'Aye.'"

Chair to Board Secretary:

3. "Please reflect within the minutes that Botta acknowledged possible conflicts and confirmed her intent to act in the best interest of the school system."

VII. Approval of Agenda

It was recommended to approve the Agenda as presented. Board approval was unanimous on a motion from Quillen (Treasurer) and a second from Dr. Shepherd (Vice-Chair).

VIII Consent Agenda

It was recommended to approve the Consent Agenda as presented. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Dr. Shepherd (Vice-Chair).

A. Consideration of Approving Minutes of July 22, 2025, Board Meeting

The minutes of the July 22, 2025, Board Meeting were unanimously approved as presented. A copy is on file in the Director of Schools' office.

B. Consideration of Accepting Personnel Report

Board approval was unanimous for acceptance of the changes in personnel since the July report. A copy of the report is attached to the minutes.

C. Consideration of Approving Board Policy Revisions (2nd Reading)

Copies of these policies are attached to the minutes. Board approval was unanimous on 2nd reading for the following policies:

- 1.100 School District - School Board Legal Status and Authority
- 1.101 Role of the Board of Education
- 1.102 Board Members Legal Status
- 1.104 Memberships
- 1.105 School Board Legislative Involvement
- 1.107 Board Member Conflict of Interest
- 3.100 Business Management Goals
- 3.200 Buildings and Grounds Management
- 3.201 Safety
- 4.212 Virtual Education Program
- 4.403 Library Materials
- 4.406 Use of the Internet
- 4.601 Reporting Student Progress
- 5.101 Line and Staff Relations
- 5.102 Personnel Classification and Qualifications
- 5.103 Job Descriptions
- 5.104 Equal Opportunity Employment
- 5.105 Recruitment of Employees

D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)

Board approval was unanimous on 1st reading for the following policies:

- 1.200 Method of Election of Officers
- 1.201 Duties of Officers
- 1.202 Duties of Board Members
- 1.203 New Member Orientation
- 1.204 Board Member Development Opportunities
- 1.205 Board-Director Relations
- 1.2021 Boardsmanship Code of Conduct
- 2.100 Fiscal Management Goals
- 2.201 Line Item Transfer Authority
- 2.300 Comparability of Services
- 3.205 Security
- 3.208 Facilities Planning
- 3.209 Estimating Facility Costs
- 4.101 Instructional Standards
- 4.200 Curriculum Development
- 4.201 Class Size Ratios
- 4.204 Summer Instructional Programs

- 4.205 Enrollment in Advanced Courses
- 5.106 Application and Employment
- 5.108 Supervision
- 5.109 Evaluation
- 5.110 Compensation Guides & Contracts
- 6.204 Attendance of Non-Resident Students
- 6.205 Student Assignments
- 6.206 Transfers Within the System
- 6.207 Withdrawals
- 6.208 Release During School Hours
- 6.209 Child Custody-Parental Access

E. Consideration of Approving School Trip Request

Board Policy 4.302 specifies that the Board must approve field trips that are both overnight and out-of-state. Additionally, approval is required when students must leave school early for participation in athletic events.

- Greeneville Middle School Cross Country team requested approval to travel to Clarksville, TN, to participate in the TSSAA Cross Country State Tournament from 10/3/2025 - 10/4/2025.
- Greeneville Middle School Volleyball team requested approval to travel to Brentwood, TN, to participate in the TSSAA Volleyball State Tournament from 10/8/2025 - 10/10/2025.
- Greeneville Middle School Soccer team requested approval to travel to Brentwood, TN, to participate in the TSSAA Soccer State Tournament from 10/8/2025 - 10/10/2025.
- Hal Henard 5th grade requested approval to travel to Clyde Austin 4-H Camp in Greeneville, TN, to participate in the STEM Camp from 09/11/2025 - 09/12/2025.
- Greeneville High School Band requested approval to travel to Western Carolina University, to participate in a band competition from 10/18/2025 - 10/18/2025.
- Greeneville High School requested approval to travel to Gettysburg, PA, MD, and Washington D.C., to visit Civil War sites and D.C. from 10/6/2025 - 10/11/2025.
- Greeneville High School Cross Country team requested approval to travel to Oakville, AL to participate in a Cross Country Meet from 10/3/2025 - 10/4/2025.

IX. Action Items

A. Consideration of Accepting July 2025 Financial Statements

Chief Financial Officer Ellen Lipe presented the July 2025 financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date

through July is \$515,418, which is 5.3% of the total budgeted projection. The amount collected year-to-date is \$4,632 more than during the same time period last year. This reflects an actual percentage change of 0.90% compared to last year. The district has 581 tuition students as of Aug. 26, 2025. The General-Purpose Financial Report showed that encumbrances comprise \$2,153,191 year-to-date. The Federal Projects Financial Reports reflected \$0 in revenue and \$42,168.57 in expenditures year-to-date. Federal Projects are reimbursed based, meaning funds have to be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office. It was recommended to approve the July 2025 financial statements. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Quillen (Treasurer).

B. Consideration of Accepting June 2025 Preliminary Financial Statement

Chief Financial Officer Ellen Lipe presented the Preliminary June financial statements to the Board for acceptance. The district had 584 tuition students as of June 30, 2025. The Preliminary General-Purpose Financial Report reflected \$40,816,005.40 in revenue and \$40,283,072.44 in expenditures year-to-date. The Greene Technology Financial Report reflected \$1,745,408.61 in revenue and \$2,136,434.48 in expenditures year-to-date. The Federal Projects Financial Reports reflected \$2,417,375.40 in revenue and \$2,417,375.40 in expenditures year-to-date. Federal Projects are reimbursed based, meaning funds have to be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office. It was recommended to approve the June 2025 preliminary financial statements. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

C. Consideration of Approving Board Policy Revisions - 1st Reading

Revisions are recommended to the following policies on 1st reading:

It was recommended to approve the revisions to the policies as presented on 1st reading. Board approval was unanimous on a motion from Quillen (Treasurer) and a second from Dr. Shepherd (Vice-Chair).

4.202 Special Education

5.107 Orientation and Probation

D. Consideration of Approving George Clem Generator Move

As part of the Greeneville City Schools facility plan, all offices, classrooms, warehouse, buses, and bus garage will be moved from the George Clem building to the Greeneville Career & Technical Academy. In order to continue to provide an uninterrupted power source to the GCS data center, the generator currently located at George Clem will be moved to the GCTA building. After consulting with an electrical engineer, Dave Wright Architect created bid documents, and bids were solicited. Several companies attended the pre-bid meeting, and a total of 2 electrical contractors submitted bids. The two bids are as follows:

Allen Brothers Construction Inc. (Formerly Massey Electric) \$58,074.00

C & C Millwright Maintenance Co. \$67,940.00

The low bid from Allen Brothers is being recommended for approval. Capital funds will be utilized.

It was recommended to approve the George Clem Generator Move. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Botta (Board Member).

E. Consideration of Approving Participation in Public Entity Partners Grant

Program: Safety Partners

The district is a member of the Public Entity Partners (PEP), and there are various opportunities to participate in grant programs and other incentives. Permission is being requested to participate in the PEP Safety Partners Grant Program. Funds have been awarded after a grant was written and submitted to purchase slip-resistant shoes for employees working throughout the district in School Nutrition and Custodial roles. The grant will provide up to \$2,000 in matching funds for this purpose. This is an effort to reduce/avoid slips, trips, and falls among employees working in school cafeterias and custodial roles. It was recommended to approve Participation in Public Entity Partners Grant Program: Safety Partners. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

F. Consideration of Approving Purchase of Three HVAC Units

Three HVAC units need replacement because they have quit working and are at the end of their usable life. Two of the units are large, rooftop, water source heat pumps that will be replaced at Hal Henard gymnasium, and the other is for the GHS band room. The third unit is an indoor, water-source heat pump unit to be installed in the EastView gymnasium. It was recommended to approve three HVAC Units. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

X. Director's Report

Starnes congratulated, informed, and recognized:

1. Congratulations to Trey Bailey on scoring a perfect score of 36 on the ACT.

Getting a 36 on the ACT is extremely rare, with the percentage of test-takers achieving a perfect score typically being well below 1%. For instance, in 2024, only 0.22% of test-takers, or 3,041 students, scored a 36.

2. Congratulations to our GHS Advanced Placement Scholars

This year's AP Scholars include:

AP Scholar: Hayelee Barnes, Lincoln Burroughs, Ava Daniel, Dylan Gilbert, Adam Hensley, Mattison Hughes, Jamie Jackson, Levi Jackson, Kyla Jobe, Colton

Kayser, Katy Keller, Grace Lampe, Clarence Langa Manning, Addison Lenker, Jacob Mullins, Gabriel Oakley, Allison Parker, Henry Parsley, Torrian Rollins, Bria Trohon, Gabrielle Williams.

AP Scholar with Honor: Cole Benson, Lorelei Birdwell, Sadie Rogers, Phoenix Rojas.

AP Scholar with Distinction: Bethanie Bryant, Hudson Fillers, Zachary Howard, Jackson Lampe, Ariana Powell, Reagan Smith, Lucas Southerland, Annika Vines, Shilo Wang.

3. Congratulations to the GMS Golf and Track & Field Teams

Golf: Nathan Howlett earned **3rd Place** at the TSSAA State Championship and was named **All-State**.

Track & Field:

- **Andres Bowman** – **State Champion** High Jump (6’1”), **State Champion** 4x100.
- **Zy Neal** – **State Runner-Up** Long Jump (19’11”), **State Champion** 4x100.
- **Juelz Mann** – **State Champion** 4x100.
- **Jalyn Kerwin** – **State Champion** 4x100, **All-State** Long Jump (5th).
- **Mason Marion** – **All-State** Hurdles (4th).
- **Jayden Francisco** – **All-State** Discus (5th)

4. Congratulations and welcome to Jacey Goodwin, our 2025-26 Student Board Member. GCS looks forward to working with Jacey this year and hearing the perspective she will provide.

5. GCS has had a very smooth start to the school year, and Starnes expressed his gratitude to the principals, school staff, and all the support departments, who have made this possible. Below are the enrollment numbers as of 8-26-25.

School	Grades K-5	Grades 6-8	Grades 9-12	K-12 Total	Pre- Kindergarten	PK To
EastView	358			358	19	37
Hal Henard	389			389	60	44
Highland	138			138	18	15
Tusculum View	394			394	19	41
TOPS	76	21	32	129		12
GMS		647				64
GHS			801			80
Total	1355	668	833	2856	116	29

6. Congratulations to Dr. Lindsey Weeden and the TOPS @Greeneville staff! Their enrollment has reached 147 students. This is an increase of approximately 29 students.
7. The move from GCOC to GCTA for the Operations Department is going well. Buses are already making use of the new lot, and the bus garage has moved as well. They are scheduled to begin moving the other departments on Tuesday, Sept. 2, and bids are scheduled to be opened on Sept. 15 for renovation of the garage doors for the Bus Garage. IT is scheduled to move during Fall Break, Oct. 6-10. Starnes expressed his thanks to Phillip, Roger, and Chuck and their teams for their leadership and coordinating our move. He also thanked the Board for approving the generator relocation.
8. Congratulations to Jason Horne for completing the Administration of School Finance & Operations program. This is a very select group of individuals, and now GCS has two.

XI. Legislative Update

There were no legislative updates.

XII. Adjournment

The meeting was adjourned at approximately 5:52 p.m. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

Respectfully submitted,

Cindy Luttrell, Chair

Steve Starnes, Director of Schools



FIELD TRIP & EXCURSION REQUEST
FORM Out-of-State or Overnight

Name of the school: GHS

Person Requesting: Jason Talmage

Purpose of the Field Trip: Mandatory Semester Field Trip

Destination of Field Trip: Wright-Patterson AFB, OH

Grade(s) of students attending: 9-12

Dates requested: 6-9 Nov 25 Departure Time: 0900 Return Time: 1:00 PM

Approximate # of students to attend: 45

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: GHS Teacher Marissa Hankins

2 male List names and affiliation: JKOTC Instructor Jason Talmage
Tyler Stabiler

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

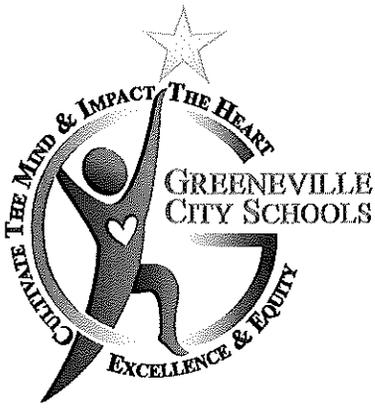
All Greeneville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

George Dupal, Principal date approved 9-5-25

_____, Director of Schools date approved _____

_____, Chairman, BOE date approved _____

Cultivate the Mind and Impact the Heart through Excellence and Equity



**FIELD TRIP & EXCURSION REQUEST
FORM Out-of-State or Overnight**

Name of the school: Greeneville High School

Person Requesting: Jerry Graham

Purpose of the Field Trip: Smoky Mountain Cup--Girls Soccer Tournament

Destination of Field Trip: Gatlinburg, Tennessee

Grade(s) of students attending: 9-12

Dates requested: 9/12/25-9/14/25 Departure Time: 3:45 pm Return Time: 3:30pm

Approximate # of students to attend: 28

Number, names and affiliation of chaperones attending:

6 female List names and affiliation: Michaylah Hinkle-Assistant Girls' Soccer Coach, Melinda VanBuskirk-Senior Mother-GCS Background, Melanie Daniel-Senior Mother-GCS Background, Julie Harper-Booster-Senior Mother-GCS Background, Monika Birdwell-Senior Mother-GCS Background, Karla Gray-Senior Mother-GCS Background

2 male List names and affiliation: Jerry Graham-Head Girls' Soccer Coach, Norlan Gallegos Assistant Girls' Soccer Coach

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

All Greeneville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

[Signature], Principal

date approved 9/2/25

[Signature], Director of Schools

date approved Sep 3, 2025

[Signature], Chairman, BOE

date approved Sep 3, 2025

Cultivate the Mind and Impact the Heart through Excellence and Equity

20250903074913986

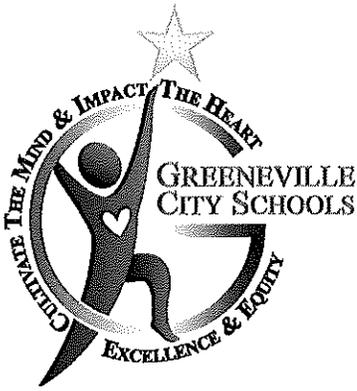
Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Jamie Galyon (galyonj@gcschools.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2LJpaX1rx1mmFUF8HCCdSbSPF8Hif6q2

"20250903074913986" History

-  Document created by Jamie Galyon (galyonj@gcschools.net)
2025-09-03 - 1:00:14 PM GMT
-  Document emailed to Steve Starnes (starness@gcschools.net) for signature
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-  Email viewed by Steve Starnes (starness@gcschools.net)
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-  Document e-signed by Steve Starnes (starness@gcschools.net)
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-  Document emailed to cindy.luttrell@balladhealth.org for signature
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-  Email viewed by cindy.luttrell@balladhealth.org
2025-09-03 - 2:10:06 PM GMT
-  Signer cindy.luttrell@balladhealth.org entered name at signing as Cindy Luttrell
2025-09-03 - 2:11:23 PM GMT
-  Document e-signed by Cindy Luttrell (cindy.luttrell@balladhealth.org)
Signature Date: 2025-09-03 - 2:11:25 PM GMT - Time Source: server
-  Agreement completed.
2025-09-03 - 2:11:25 PM GMT



FIELD TRIP & EXCURSION REQUEST
FORM Out-of-State or Overnight

Name of the school: Greeneville High School

Person Requesting: Brad Woolsey

Purpose of the Field Trip: King of the Bluegrass Basketball Tournament

Destination of Field Trip: Louisville, Ky

Grade(s) of students attending: 9-12

Dates requested: 12/17-22/25 Departure Time: TBD Return Time: TBD

Approximate # of students to attend: 18

Number, names and affiliation of chaperones attending:

_____ female List names and affiliation: _____

3 male List names and affiliation: Brad Woolsey, Josh Bennett, Nathan Hale - Coaching Staff

("There must be at least one female and one male chaperone if the trip is for a mixed group. A chaperone of the same sex will accompany students on overnight trips")

All Greeneville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request to be considered for approval, it must be received in the director of school's office 10 days prior to the scheduled date of the Board meeting at which it will be considered for approval.

[Signature] Principal

date approved 9/16/25

_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

Cultivate the Mind and Impact the Heart through Excellence and Equity

Greenville City Schools 2026 State Health Plan Premiums

Premier PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2025	Employee % Increase Over 2025	Employee Annual Cost
Employee Only	\$ 793.00	\$ 793.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,307.00	\$ 908.00	\$ 399.00	\$ 25.00	6.68%	\$ 4,788.00
Employee + Spouse	\$ 1,783.00	\$ 908.00	\$ 875.00	\$ 47.00	5.68%	\$ 10,500.00
Family	\$ 2,060.00	\$ 927.00	\$ 1,133.00	\$ 55.00	5.10%	\$ 13,596.00
Family- Both Spouses GCS	\$ 2,060.00	\$ 1,701.00	\$ 359.00	\$ 23.00	6.85%	\$ 4,308.00

Standard PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2025	Employee % Increase Over 2025	Employee Annual Cost
Employee Only	\$ 736.00	\$ 736.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,214.00	\$ 908.00	\$ 306.00	\$ 20.00	6.99%	\$ 3,672.00
Employee + Spouse	\$ 1,656.00	\$ 908.00	\$ 748.00	\$ 41.00	5.80%	\$ 8,976.00
Family	\$ 1,914.00	\$ 908.00	\$ 1,006.00	\$ 54.00	5.67%	\$ 12,072.00
Family- Both Spouses GCS	\$ 1,914.00	\$ 1,701.00	\$ 213.00	\$ 16.00	8.12%	\$ 2,556.00

Limited PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2025	Employee % Increase Over 2025	Employee Annual Cost
Employee Only	\$ 695.00	\$ 695.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,146.00	\$ 908.00	\$ 238.00	\$ 17.00	7.69%	\$ 2,856.00
Employee + Spouse	\$ 1,565.00	\$ 908.00	\$ 657.00	\$ 37.00	5.97%	\$ 7,884.00
Family	\$ 1,807.00	\$ 908.00	\$ 899.00	\$ 49.00	5.76%	\$ 10,788.00
Family- Both Spouses GCS	\$ 1,807.00	\$ 1,701.00	\$ 106.00	\$ 11.00	11.58%	\$ 1,272.00

Healthsavings CDHP	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2025	Employee % Increase Over 2025	Employee Annual Cost
Employee Only	\$ 607.00	\$ 607.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,001.00	\$ 908.00	\$ 93.00	\$ 10.00	12.05%	\$ 1,116.00
Employee + Spouse	\$ 1,365.00	\$ 908.00	\$ 457.00	\$ 27.00	6.28%	\$ 5,484.00
Family	\$ 1,578.00	\$ 908.00	\$ 670.00	\$ 38.00	6.01%	\$ 8,040.00
Family- Both Spouses GCS	\$ 1,578.00	\$ 1,578.00	\$ -	\$ -	0.00%	\$ -

*Beginning in 2026, GCS will contribute \$100/month to an HSA for employees who select the Healthsavings CDHP Insurance Plan

2026 Employee Rate Chart

Plan Tier	CDHP	Limited	Premier	Standard	*Cigna OAP/BCBS P
Employee Only	\$ -	\$ -	\$ -	\$ -	Add \$90
Employee +Child(ren)	\$ 93.00	\$ 238.00	\$ 399.00	\$ 306.00	Add \$100
Employee + Spouse	\$ 457.00	\$ 657.00	\$ 875.00	\$ 748.00	Add \$180
Family	\$ 670.00	\$ 899.00	\$ 1,133.00	\$ 1,006.00	Add \$180
Family- Both Spouses GCS	\$ -	\$ 106.00	\$ 359.00	\$ 213.00	Add \$180

2025-26 Employee Handbook Revisions

Page	Description
5	Updated Student Board Member to Jacey Goodwin
5	Revised to remove information about joint board meetings and GTC.
6	Revised Operations Center Name and address
7	Revised School Name and Staff Information
13	Updated regarding re-employment after retirement information.
21	Updated to clarify employee pay while drawing workers compensation benefits.
24 & Appendix D	Updated TNPPL rules regarding nonconsecutive leave and clarified wording regarding GCS providing the same benefit to those not eligible under the TNPPL.
32	Updated due to law change from 20 to 30 days regarding when a certified teacher is required.
Appendix E	Updated to current EEOC poster

Employee Handbook

Effective September 2025



<https://www4.gcschools.net/>

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**GREENEVILLE CITY SCHOOL EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT PAGE
2025 - 2026 School Year**

This Handbook contains a general description of Greeneville City School's policies, benefits, and procedures. This Handbook applies to all employees who work for the Greeneville City School system. The purpose of this Handbook is to serve as a guide for employees regarding personnel policies and how they are implemented within the Greeneville City School system. Its primary focus is to communicate general information to the employees. The Handbook is in no way meant to serve as an employee contract or guarantee of employment. While this Handbook contains a general description of benefits, the terms and conditions of benefit plans are to be based solely on the plan documents.

The Board of Education and the Administration of Greeneville City Schools expressly reserve the right to unilaterally make additions, deletions, or substitutions to this Handbook at any time, with or without notice. In addition, nothing contained in this employment manual may be construed as altering the employee's status as an at-will employee.

Greeneville City Schools operates pursuant to the Greeneville City Schools Board of Education policies, and in the event of any inconsistency between this Handbook and Board policies, Board policy would prevail.

Review of the Handbook will be a requirement for all new hires, and for current employees on an annual basis at the beginning of each new school year. By completing this training, you are acknowledging that you have read a copy of the Handbook, and any appendices, and you understand that the policies in the Handbook apply to you. In addition, you are confirming that you understand it is your responsibility to read the Handbook, and any appendices, and that if you do not understand any section(s) of this Handbook, it is your responsibility to ask the Principal/Supervisor or the Human Resources department for clarification. You are also confirming that you understand the Greeneville City School Employee Handbook training should be completed within 14 days of hire (new hires), and annually at the beginning of each new school year (current GCS employee).

The most current version of the Employee Handbook is located on-line at <https://www4.gcschools.net> / under Employees/Human Resources. The current version of the handbook supersedes all other Employee Handbook versions.

I. ORGANIZATION

A. Types of Employees (Board Policy 5.102)

Within the Greeneville City School system there are two classifications of employees, certified and non-certified. Below is a description of the determining factors for each.

Certified Employees

In order to be considered a certified employee, an individual must possess a current valid Tennessee educator license.

Non-Certified Employees

Employees who do not possess an educator license are deemed non-certified employees, as their employment does not require certification in accordance with rules and regulations of the state Department of Education. Non-certified employees include, but may not be limited to, the following: Clerical positions, Finance, Human Resources, Transportation, Custodial & Maintenance, Family Services, Instructional Assistants, Instructional Technology (IT), and School Nutrition.

An employee who has an educator license and has taught in the past is considered a certified employee for retirement funding purposes even if working presently in a non-certified position. If an employee has an educator license but has never worked as a certified Teacher and is presently working in a non-certified position, they will be deemed a non-certified employee for retirement funding purposes.

B. Board of Education

Cindy Luttrell	Member (Chairperson)
Dr. Craig Shepherd	Member (Vice Chairperson)
Joshua Quillen	Member (Treasurer)
Pamela Botta	Member (TLN Representative)
Crystal Hirschy	Member
Jacey Goodwin	Student Member (Non-Voting)

School Board meetings are held the fourth Tuesday of each month at the Kathryn Leonard Central Office (KLCO) ~~or at the Greene Technology Center (GTC). Joint School Board meetings are held on the fourth Thursday of October, January, April, and June.~~ The meetings are open to the public unless otherwise stated and **usually** begin at 5:00pm. Occasionally, due to conflicts, the meetings may be held at a different date/time. The meeting schedule, agendas, and minutes of the meetings are available on the Board of Education section of the system website. All meetings will be properly reported using local media outlets.

C. Mission, and Vision

Vision

- Cultivate the Mind, Impact the Heart through Excellence and Equity.

Mission

- Graduates will be prepared and confident to own THEIR future!

Core Values

- ALL individuals can learn and grow. Rationale: A growth mindset and high expectations for ALL are essential for equitable learning. Educators and students are committed to continuous learning. Everyone involved with the learner's development has a unique role in this partnership.
- Trusting relationships are key to cultivating the mind and impacting the heart. Rationale: We are a family of learners committed to building relationships with students and colleagues to learn and grow together. We strive to develop the whole-child by nurturing purpose, passion, and strengths.

- ALL students deserve high-quality personalized instruction. Rationale: Learning is purposeful, engaging, rigorous, and relevant. It includes student voice and choice to equip students with the tools, resources, and support to be successful in life.
- We value a culture of high expectations and are committed to innovation and continuous improvement. Rationale: We are a learning organization that strives to move beyond what is and continually searches for what could be.
- The learning environment is safe and nurturing, empowering ALL to thrive. Rationale: The learning environment shall be clean, physically and emotionally safe, and foster a sense of well-being and belonging.
- Student success depends upon a strong partnership between the student, school, family, and community. Rationale: Everyone concerned with the child’s development has a unique role in this collaborative partnership.

D. Board Goals (Board Policy 1.700)

1. Provide excellence and equity in instruction and programs.
2. Provide a system of highly qualified world class faculty and staff.
3. Provide a state-of-the-art learning environment.
4. Focus expenditures on instruction and provide excellence in school district accounting.
5. Provide excellence and equity in family and community programs.

E. Line and Staff Relations (Board Policy 5.101)

The Director of Schools is responsible for establishing lines of authority which are approved by the Board and shown on the system organization chart (<https://www4.gcschools.net/> Human Resources/Greeneville City Schools Leadership Structure).

All personnel are expected to keep their immediate supervisor informed of their activities and should refer matters to them. That administrator should refer such matters to the next higher administrative authority when necessary.

All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

F. Central Office Information

Kathryn W. Leonard Central Office (KLCO)
 129 West Depot Street
 Greeneville, TN 37743
 (423) 787-8000

Greeneville City Schools Operations Center (GCSOC)
 1117 Hal Henard Road
 Greeneville, TN 37743
 (423) 787-8003

Both Central Office locations are open to the public from 8:00am through 4:30pm, Monday through Friday.

G. System Directory

Central Office personnel are designated by location: Kathryn W. Leonard Central Office (KLCO) or **Greeneville City Schools Operations Center (GCSOC)**.

Job Title/Location	Name	Phone Number
Director of Schools (KLCO)	Steven Starnes	(423) 787-8014
Assistant Director of Schools for Instruction (KLCO)	Richard Tipton	(423) 787-8005
Assistant Director of Schools for Administration (KLCO)	Dr. Jason Horne	(423) 787-8019
Chief Human Resources Officer (KLCO)	Melissa Batson	(423) 787-0976
Chief Student Services Officer (KLCO)	Jeff Townsley	(423) 787-8009
Chief Financial Officer (KLCO)	Ellen Lipe	(423) 787-8002
Teaching & Learning Coordinator (KLCO)	Shelia Newland	(423) 787-8004

Job Title/Location	Name	Phone Number
Greeneville Career & Technical Academy Principal	Dr. Joshua Davis	(423) 639-0171
Greeneville High School Principal	Dr. Daisy Shepard	(423) 787-8030
Greeneville Middle School Principal	Dr. Rachel Adams	(423) 639-7841
EastView Elementary Principal	Kelly Ford	(423) 638-6351
Hal Henard Elementary Principal	Janet Ricker	(423) 638-3511
Highland Elementary Principal	Noelle Smith	(423) 638-3341
Tusculum View Elementary Principal	Dr. Lana Luttrell	(423) 639-2751
TOPS at Greeneville Principal	Dr. Lindsey Weeden	(423) 278-9150
Operations Supervisor (GCSOC)	Phillip Graham	(423) 787-8003
Assistant Operations Supervisor (GCSOC)	Roger Hensley	(423) 787-8015
Transportation Supervisor (GCSOC)	Kristen Rollins	(423) 787-8003
Coordinated School Health Supervisor (GCSOC)	Tracie Valentine	(423) 636-1696
Educational Diagnostician (KLCO)	Alejandra Bowman	(423) 787-6093
School Psychologist (KLCO)	Sandra Kennedy	(423) 787-8011
School Nutrition Supervisor (KLCO)	Karen Wilhoit	(423) 787-8013
Assistant Principal of Alternative Programs (GCTA)	J. Ricky Witt	(423) 787-8042
Federal Programs (KCLO)	Carol McGill	(423) 823-5200
Pre-School (KLCO)	Dr. L. Kathryn Sharp	(423) 525-2694
Data & Assessment Specialist (KLCO)	Brandy Shelton	(423) 278-2423
Greeneville City Schools Education Foundation (KLCO)	Amanda Waddell, Executive Director	(423) 823-0001

H. Staff – Student Relations (Board Policy 5.610)

Staff members will maintain professional relationships with students at all times and develop wholesome and constructive relationships with them. Staff members are expected to regard each student as an individual and to accord each student the rights and respect that is due.

Staff members should use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety must be avoided. Sexual relationships between employees and students are prohibited.

II. EMPLOYMENT

A. Equal Opportunity Employment (Board Policy 5.104)

Opportunity for employment, as well as continuation and advancement in employment, will be afforded equally to members of all races, creeds, colors, sexes, sexual orientations, gender identities, religions, ages, genetic information, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.

Please refer to the Appendix E for additional guidelines.

B. Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in employment activities against individuals on the basis of disability. The term “disability” means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual.
- A record of such an impairment.
- Being regarded as having such impairment. [42 U.S.C. Section 12102 (2)]

Any person having inquiries concerning Greeneville City Schools compliance with these regulations should contact the Chief Human Resources Officer.

C. Recruitment (Board Policy 5.105)

The authorization of all school system positions rests with the Board. Personnel employment is at the discretion of the Director of Schools.

Identification of personnel needs shall be the responsibility of the Director of Schools, Supervisors, and building Principals/Supervisors. Effort will be made to include representation of academic and professional experience, age, ethnic backgrounds, race, and sex.

Vacancies of positions are posted on the system website under Employees. Vacancies may be advertised locally and through placement offices. A deadline for receiving applications shall be established and disseminated with the vacancy notice.

D. Application and Hiring (Board Policy 5.106)

Application

All applications are taken on-line through the system website under Employees. Potential applicants who do not have access to apply on-line or need assistance in order to do so may contact the Human Resources department at (423) 787-8000 (Option 1).

Any current employee who desires to apply for a vacant position must apply on-line.

Background Checks (Board Policy 5.119)

In a continuing effort to further ensure the safety and welfare of students and staff, the system requires TBI criminal history records checks and fingerprinting of all employees who have proximity to children. All hiring decisions are contingent upon satisfactory background check results. Per T.C.A. 49-5-413, background checks are required to be run every five (5) years.

Knowingly falsifying information is sufficient grounds for termination of employment and also constitutes a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants are paid by the applicant.

The Greeneville City School system reserves the right to withdraw an offer of employment based in whole or in part based on information received as a result of a background check after the applicant has been afforded a reasonable amount of time to dispute and/or correct the results. Applicants will be given information on background check privacy rights prior to being fingerprinted. The results of all applicable background checks must be received and evaluated by the system before the individual becomes employed.

Hiring

Following the approval of a hire by the Director of Schools, Human Resources will offer the job to the applicant contingent on an acceptable physical and background check. An appointment for the employment physical will be scheduled for the new employee by the Human Resources department. The post-offer employment physical, including drug screen, is system paid. The physical must be completed prior to the new employee actually starting work.

Upon written receipt of employment notification, the person shall respond to the offer of employment within the timeline established by state law. From the date of the written acceptance, the person is considered to be under employment with the Board and is subject to all rights, privileges, and duties.

E. Contracts for Professional/Certified Staff (Board Policy 5.110)

The Director of Schools will establish the salary rating of each person employed.

As a general rule, all professional/certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties. The purpose of the contract is to outline the compensation and benefits of the employee for the upcoming school year. The school calendar adopted by the Board each year shall become a part of each employee's contract. It is the employee's responsibility to review and sign the contract. If inaccuracies or questions pertain to the contract, all questions should be directed to the Finance department for clarification and revision if necessary.

Greeneville City Schools reserves the right to make corrections to contracts as information becomes available that necessitates a modification.

Non-certified staff positions are considered "at will" employees under Tennessee State Law. Non-certified staff will receive a letter of employment in lieu of a contract at the beginning of each school year. This letter will give the employee information such as hourly rate, work site, and general information about employment.

F. Assignment and Re-Assignment (Board Policy 5.115)

The Director of Schools is ultimately responsible for determining the assignment of school system personnel. The Director of Schools may transfer employees as necessary for efficient operation of the schools. Transfers shall be non-discriminatory and shall not be arbitrary or capricious. Immediate family members shall not be assigned to the instructional staff of the same school. Refer to policy 5.115 for definition of immediate family members.

Extra assignments for which supplements are provided, and upon which initial employment was based, may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

G. Educator Licensure

All certified employees shall be responsible for obtaining an educator license, verifying its accuracy, maintaining its validity, registering it with the Greeneville City School Board of Education, and meeting the requirements of T.C.A. 49-5-101. In addition, it is the responsibility of all certified employees to report any name or address changes to the Office of Educator Licensing of the state Department of Education in Nashville, Tennessee, and the Human Resources department of Greeneville City Schools. Certified employees needing to renew their educator license, add a degree or endorsement must contact the Tennessee Office of Educator Licensing. The Tennessee Department of Educator Licensing may be contacted by the following means.

<https://www.tn.gov/education/educators/licensing.html>

Office of Educator Licensing
Tennessee Department of Education
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0377
Telephone (615) 741-5158
Fax (615) 532-1448

Licenses can now be renewed and personal information updated on line through TNCompass at <https://tdoe.tncompass.org>. Any time a new or revised license is obtained, the employee must notify the Human Resources department of Greeneville City Schools immediately.

H. Highly Qualified Status (ESSA eliminated teacher requirement, Retained for IA's)

The NCLB Act of 2001 required that all public school teachers teaching in the core academic areas be highly qualified as outlined by the state of Tennessee. This requirement is now obsolete under ESSA. However, requirements for Instructional Assistants were retained. All Instructional Assistants must have either a minimum of two (2) years of college credit or have passed the ParaPro Exam.

I. Probation Period of Non-Certified Employees (Board Policy 5.107)

A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been re-hired following a break in service. The probationary period will be used to allow the immediate Supervisor to closely observe and evaluate the employee and to encourage effective adjustment to the position.

Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period. Holidays for probationary employees will follow the same procedures as for regular employees.

J. Evaluation (Board Policy 5.109)

Administrative and Supervisory Personnel

Administrative and supervisory personnel will be evaluated by use of a state approved model for evaluating. The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are evaluated annually.

Licensed Teaching Personnel

Licensed teaching personnel will be evaluated through use of a state approved model or one that has been submitted to the Commissioner of Education for approval. Greeneville City Schools has adopted the AIMS TIGER model.

Evaluations will be conducted by a school administrator and/or designee(s) who have been trained and certified through the state sanctioned training in evaluation procedures prior to conducting evaluations. The Principal shall be responsible for the final evaluation decision.

Evaluations shall use multiple data sources which include but are not limited to the following,

- Classroom or position observations including planning and reflecting information and/or review.
- Review of previous evaluations and an educator self-assessment.
- Conferences.
- Examination of professional growth.
- Review of indicators of student progress.
- Examination of assessment techniques, results, and applications.

As part of the evaluation, a growth plan for the Teacher will be developed collaboratively by the Teacher, Principal, and/or Supervisor.

Non-Certified Personnel

Non-certified personnel will be evaluated prior to their 90-day probationary period and once a year annually thereafter.

Evaluations will be used to help improve employee performance and as a basis for continuing employment. Evaluation reports will be discussed with the employee who will be given a copy of the evaluation and will sign the Supervisor's copy as evidence that it has been discussed.

K. Personnel Records (Board Policy 5.114)

Official personnel records will be maintained by the Human Resources department as authorized by the Director of Schools and according to state and federal law. Information contained in personnel records will be limited to job related matters. An employee's personnel record may contain applications, contracts,

professional certificates, evaluations, cumulative information files, and other documents required by state and federal laws and regulations.

Employee records are public records, except matters deemed confidential by law, and are open for inspection during regular business hours with a pre-scheduled appointment. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, or driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee. A record of the person inspecting and the date of the inspection will be recorded.

An employee shall be granted the opportunity to respond in writing to material placed in his/her records.

L. Employment or Supervision of Relatives (Board Policies 1.108 and 5.115)

In order to avoid a conflict of interest in the supervision and evaluation of employees, the Director of Schools will not employ any teacher or other employee if such teacher or other employee is related to the Director of Schools or any member of the Board.

In addition, at no time may any administrator be the immediate supervisor of any employee who is their immediate family member nor is any employee to directly supervise or evaluate another employee who is an immediate family member. Immediate family shall be defined as spouse, child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, and nephew. In addition, Greeneville City Schools recognizes any of the aforementioned relationships created by marriage.

This policy does not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

M. Tenure (Board Policies 5.116 and 5.117)

The Board of Education will grant tenure only to those teachers who can present documentation of a record of excellence as a teacher (i.e. Teacher Portfolio). The Director of Schools is responsible for documenting and presenting the recommendation for tenure to the Board of Education.

*See Tennessee Code Annotated 49-5-501 and 49-1-302 for more information on the changes in tenure, timelines, and Teacher evaluation requirements.

Documentation of a record of excellence in teaching must include the following:

1. A cover page including a photograph.
2. A letter of recommendation for tenure from his/her principal.
3. Two (2) letters of recommendation from parents of present or former students.
4. Record of attendance for the last five (5) years.
5. An educational philosophy which should include the educator's personal beliefs on teaching, what makes him/her an outstanding teacher, intrinsic rewards gained, and a description of their personal teaching style.
6. An autobiography which should include the factors which led him/her to become a teacher and how their background influenced them as a teacher.
7. Evaluation information including summative reports from the last five (5) years.
8. Specific evidence of effectiveness in teaching students (if appropriate):
 - Test scores, including the annual estimate of teacher effect on student progress

N. Suspension (Board Policies 5.200, 5.201, 5.202)

The Director of Schools may suspend an employee at any time when it is deemed necessary. Before an employee is suspended they will be, (1) provided with reasons for the suspension, and (2) given an opportunity to respond.

Under no circumstances are employees suspended with pay. If reinstated, the employee will be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

O. Dismissal or Non-Renewal

Certified Employees (Board Policies 5.200 and 5.201)

Dismissal or non-renewals of certified employees as defined by state law will be in accordance with procedures set forth in statute. Please refer to ***Board Policies 5.200 and 5.201*** for state defined procedures.

The Director of Schools is under no obligation to re-employ non-tenured Teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured Teacher, the following action shall be taken,

- The Board will be notified at the next regular Board meeting.
- Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school year to be applicable to the next succeeding school year.

Non-Certified Employees (Board Policy 5.202)

Dismissal or non-renewals of non-certified employees as defined by state law will be in accordance with procedures set forth in statute.

P. Resignation

Certified Employees (Board Policies 5.200 and 5.201)

A Teacher is required to give the Director of Schools notice of resignation at least thirty (30) days prior to the effective date of the resignation. This notice should be in the form of a letter of resignation which is also copied to the Principal or Supervisor to which the Teacher reports. Failure to provide notice in the absence of justifiable extenuating circumstances may result in the forfeiture of all tenure status. The Board may waive the thirty days' notice requirement and allow the Teacher to resign in good standing.

Any Teacher on leave who does not notify the Director of Schools in writing at least thirty (30) days prior to the date of return, if the Teacher does not intend to return to the position from which they have taken leave, may be in breach of contract. Breach of contract may result in the Board's filing of a complaint with the State Board of Education to request suspension of the Teacher's educator license.

Non-Certified Employees (Board Policy 5.202)

A non-certified employee shall give their immediate Supervisor written notice of resignation at least two (2) weeks (ten working days) prior to the effective date of the resignation. The ten working days' notice may be waived by the Director of Schools for justifiable reasons. The employee's immediate Supervisor shall forward the notice of resignation to the Director of Schools on the day it is received. The employee will receive final payment on the next appropriate scheduled pay day.

Q. Retirement (Board Policies 5.200, 5.201, 5.202)

Full Retirement eligibility with TCRS is either 30 years credited service with TCRS or be age 60 and vested. Early retirement (25 years credited service with TCRS or age 55) is available at a reduced benefit. Central Office personnel shall assist employees in securing retirement benefits, but the retiring employee is responsible for providing written verification of eligibility from Tennessee Consolidated Retirement System (TCRS) to the Central Office and for filing for benefits.

Re-employment after retirement

~~Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Effective July 1, 2023, Public Chapter 425 allows more flexibility in hiring retirees. This change allows retirees to work as substitutes beyond the typical 120 day contract and permits retirees to serve as regular classroom teachers on an ongoing basis.~~

Employees who retire under TCRS may be re-employed under certain provisions (generally no more than 120 days in a calendar year) without affecting their retirement benefits. Additional provisions are available depending on the needs of the job position. Before a TCRS retiree can return to work for a TCRS covered employer, there must be a bonafide separation of service. This includes a sixty (60) day complete break in service from all positions covered by the retirement system and there must be no prearranged agreement (either verbal or written) between the retired employee and the school district.

Retirement Incentive Program

All state certified teaching and non-certified leadership personnel who have completed fifteen (15) years of employment with Greeneville City Schools and who meet the eligibility retirement requirements for full benefits under TCRS are eligible to participate in the retirement incentive program offered by the Board and outlined in **Board Policy 5.200 and 5.202**. Participation in the program is voluntary and certain limitations apply. The deadline to apply to receive the incentive is May 15th each year. View board policy for more information.

Insurance for Retirees

To be eligible for a health insurance benefit, an employee must be eligible for full retirement benefits with TCRS.

Greeneville City Schools Health Insurance is provided through the State. State of Tennessee Benefits Administration eligibility guidelines are: (*See Policies 5.200, 5.201, and 5.202 for more details*)

If you have...

- Ten (10) years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)
- At least Twenty (20) or more years of creditable service with the state or a participating Local Education agency **and** at least one (1) continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

To be eligible for GCS paid individual health insurance coverage, an employee must have a total of at least ten (10) years of service with Greeneville City Schools. Eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, they are responsible for a payment of insurance up to age 55 or after the system-paid 10 years.

At age 65, the employee will have the option of purchasing a Medicare supplement policy through the state insurance program. No supplement policy is offered by Greeneville City Schools. Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at his/her own expense.

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree eligibility to any employee hired into local education on or after 7/1/15.

III. COMPENSATION AND BENEFITS

Compensation for all employee types is established by the adoption of salary schedules and scales by action of the Board of Education.

A. Salary Schedules and Scales

Salary schedules and scales for various employment categories within Greeneville City Schools are available on the Greeneville City Schools website <https://www4.gcschools.net/> under Employees/Finance/Salary Scales.

Certified Employees

There is one salary schedule which pertains to all certified employees. In order to determine the appropriate salary, employees should refer to the salary schedule based on both their degree and years of experience.

Non-Certified Employees

Non-certified pay scales are provided for the various types of employment. Although years of service are tracked for retirement and longevity purposes, the non-certified scales are based on pay levels, and these levels are not strictly correlated to years of service.

New non-certified employees will begin at a pay level of zero (0) unless relevant experience which correlates to the GCS position hired is submitted on a valid verification of employment form.

Degree Changes

At the beginning of each year, certified personnel are required to document their intention to obtain an advanced degree for the upcoming school year by responding to the Employment Intention survey. This notification via the Employment Intention survey is necessary so that appropriate funding can be set aside to cover the increased cost of an advanced degree. The Employment Intention survey response does not replace the actual Contract Revision Form required for actual salary changes.

Salary changes based on a degree or additional hours earned can occur at two different points during the year and require submission of the Contract Revision Form (with appropriate supporting documentation) to the Human Resources department. Documentation must be received no later than September 1 for the beginning of the school year change and by January 1 for a change effective in the spring semester. Once the appropriate documentation has been received, the Teacher's monthly salary will be adjusted accordingly for the remainder of the school year. Official sealed transcripts are required.

Greeneville City Schools pays supplements for additional hours beyond a bachelor's or master's degree when the hours total 10 hours (\$100 supplement) or 20 hours (\$200 supplement). It is the responsibility of the educator to notify payroll and human resources if they have such hours beyond their degree. If 30 hours beyond a master's degree are completed, the Teacher is required to make application to the state for a new license and will be placed on the masters + 30 level on the salary schedule. All hours referred to above are semester hours.

Greeneville City School's forms, salary schedules, and scales are available on the system website <https://www4.gcschools.net/> under Finance. All licensure changes must be initiated through TNCompass at <http://tdoe.tncompass.org>

B. Payroll Procedures (Board Policy 2.802)

Pay Dates

Greeneville City School employees are paid either monthly or semi-monthly based on their position within the system.

Paid Semi-Monthly, 15th and last day of month	Paid Monthly, on the 20th
GCOB and KLCO Support Staff	Administrator (GCOB, KLCO, Principals)
Custodian	Administrative Assistant and/or Bookkeeper (School Locations)
Lawn Care	Athletic Trainer
Maintenance	Bus Driver and Substitute Bus Driver
School Nutrition	Coordinated School Health Supervisor
Student Associate	Family Services Center
Substitute (Custodian, School Nutrition, Teacher)	Instructional Technology (IT)
Instructional Assistant	JROTC Instructor
	Psychologist
	School Nurse
	School Nutrition Supervisor
	Teacher
	Contracted Coach - Paid monthly during sport season

Teachers and full-time non-certified employees paid on a ten-month basis (August through May) have the option of requesting paychecks to be spread over a twelve-month period (which would be an August through July scenario).

If a designated pay date falls on a weekend or a holiday, the pay date will occur on the preceding business day.

Direct Deposit

Upon accepting employment with Greeneville City Schools, individuals are asked to provide the Finance department (Payroll) with a voided check for the account or accounts to which they would like their payroll deposited. Payroll checks can be deposited in up to five (5) different bank accounts if the employee chooses. When providing this information, if more than one account is being utilized, the employee must indicate the amounts to go into the various accounts.

Insurance Deductions

Deductions for elective insurances, medical reimbursement, and dependent care reimbursement occur during the months of August through May. Employees who receive their pay over twelve (12) months will not have these payments deducted from their paychecks during the months of June and July.

Insurances are paid in full through June 30th each year. In the event an employee resigns in July, they would be responsible for the employee portion of the premium.

C. Annuities

In addition to the retirement funding that Greeneville City Schools provides to full-time employees through the Tennessee Consolidated Retirement Service (TCRS), employees may elect to individually participate in annuity programs.

Currently, Greeneville City Schools offers the following annuity providers:

- American Fidelity
- Ameriprise
- Aspire
- Horace Mann
- Modern Woodman
- Primerica
- Tennessee Farmers Mutual
- Valic.

In order to establish an annuity account, an interested employee should contact one of the above listed providers (phone numbers are available from the Finance department). Once the annuity is set up, it is the employee's, or their selected annuity provider's, responsibility to communicate the deduction information to the Finance department (Payroll).

Some annuities are deducted on a ten (10) month basis while others are deducted on a twelve (12) month basis depending on the annuity provider selected. The annuity providers' documentation supplies details regarding the programs. Annuity documents contain terms of the plans that are subject to change and prevail over the Employee Handbook.

D. Section 125

Greeneville City Schools sponsors a Section 125 Cafeteria Plan which enables employees to purchase elective insurances and/or participate in medical and dependent care reimbursement plans and have those premiums deducted from their paycheck on either a taxable or pre-tax basis.

The plans, administered by American Fidelity, are based on group rates, and therefore afford employees the opportunity to purchase individual coverage at reduced rates.

Each year during the enrollment period in the fall, American Fidelity will hold open enrollment meetings in each school and at the Central Office during which employees will have the opportunity to add, delete, or change their elective insurances. At this time, employees also have the opportunity to begin participation, end participation, or change their level of participation in the medical reimbursement and/or dependent care reimbursement plans.

Any elections or changes will not take effect until January 1 of each year and will remain intact until December 31 of that same year. During the year, no changes may be made regarding pre-tax deductions unless a qualifying event occurs.

The plans' terms are subject to change and take precedence over any statement in this Handbook.

E. Student Tuition

Student tuition may be deducted from a Greeneville City School employees' payroll check if an employee chooses this method of payment. This option is only available to Greeneville City School employees and will be taken out of their paychecks during the months of August through May. Public school tuition is not income tax deductible.

F. Travel and Expense Reimbursement (Board Policy 2.804)

Upon completion of travel for business purposes, the employee should complete the online Travel and Expense Reimbursement form located in the Finance section of the GCS website, Please submit reimbursements within 30 days of travel.

Mileage

Mileage is reimbursed at the State of Tennessee's mileage reimbursement rate. This rate is determined by the State of Tennessee. Mileage incurred as a result of a specific trip should be reported on the Travel and Expense Reimbursement Form. The number of miles is then multiplied by the mileage rate to determine the reimbursement amount.

Employees who are required to drive their personal vehicles on a routine basis should complete a Mileage Reimbursement Form. This form requires that the employee list the date of the incurred miles, the origination and destination of the trip, and the purpose.

Meals

In order to be eligible for reimbursement for meals, an employee must be required to be away from home overnight for work related purposes. In order to receive reimbursement for breakfast, an employee must leave home prior to 6:30am. For lunch reimbursement, the employee must leave prior to 11:00am. The employee must return home after 7:00pm to be eligible for reimbursement for dinner.

Being required to attend a one-day seminar out of town, but not overnight, does not entitle the employee to be reimbursed for the cost of any meals they might purchase while attending the seminar.

Reimbursement rates for meals are on a per diem basis, and therefore, no receipts are required. The current per diem rates are as follows.

Breakfast	\$ 14.00
Lunch	\$ 16.00
Dinner	\$ 26.00

Reimbursement is not allowed for meals which were paid for by an outside party or for meals which were made available at no cost by the seminar or event the employee is attending. This rule will apply whether you choose to partake of the meal or not; if a meal is provided, reimbursement may not be requested.

Hotel/Motel

Receipts are required for motel/hotel reimbursement. These receipts should be attached to the Travel and Expense Reimbursement Form.

When an employee is required to stay in a hotel or motel for school related business, they should contact the Finance department (Accounts Payable) prior to departure to request a Sales Tax Exemption Form. The purpose of this form is to verify to the hotel or motel Greeneville City Schools tax exempt status. The completed form should be given to the desk clerk upon check in to avoid being billed sales tax as part of the expense of the stay. This form does not, however, waive the cost of occupancy municipal tax.

Miscellaneous Expenses

All requests for miscellaneous expenses incurred as a result of the trip for which the form is being completed should be documented with a receipt in order to receive reimbursement. These expenses might include, but are not limited to, such items as taxi receipts, parking receipts, and conference registration.

Method and Timing of Reimbursement

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

G. Special Expenditure Reimbursement

When an employee is required to spend their personal money for a school system related expense, a Special Expenditure Reimbursement Form must be completed and submitted to the Finance department (Accounts Payable) for reimbursement. The form is available on the system website. All receipts should be attached to the completed form. The form has space to list the expenditures, along with an explanation of the purpose of the expense(s) as well as the total cost. Sales tax is not reimbursable under most circumstances.

Reimbursement payments are typically processed each Friday. In order for a reimbursement to be issued on Friday, the request with immediate Supervisor approval must be received by the Finance department by Wednesday of that same week. Reimbursement payments to employees are direct deposited.

H. Overtime and Compensatory Time (Board Policy 5.604)

Greeneville City Schools complies with the Fair Labor Standards Act (FLSA) to determine eligibility for overtime. The system classifies all employees as either exempt or non-exempt based upon their job duties and salary requirements (FLSA). Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. At that time, the Supervisor will determine whether the employee will receive compensation in the form of overtime pay or compensatory time off. Overtime pay for non-exempt employees will be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over forty hours in a work week. Clocking in early or late without prior permission is strictly prohibited and will not result in automatic comp time or overtime. Any issues with clocking in/out shall be reported to the immediate supervisor.

Exempt employees are not eligible for overtime or compensatory time according to the FLSA.

I. Health Insurance

Greeneville City Schools provides individual health insurance coverage for all full-time employees. Because Greeneville City Schools is a member of the state of Tennessee's health insurance plan, each year employees have the opportunity to choose between different state sponsored plans to meet the employee's medical insurance needs.

For the individual eligible employee, Greeneville City Schools will pay 100% of the premium of the Premier Health Plan. Anyone who selects a more expensive plan will incur payroll deductions for the additional premium.

The state of Tennessee sets the required minimum percentage of a certified Teacher's family health insurance premium that must be paid by the school system by which the Teacher is employed.

The state of Tennessee Benefits Administration is responsible for Greeneville City Schools employee health insurance, the Employee Wellbeing Solutions Program, and Mental Health and Substance Abuse Program. The website is <https://www.tn.gov/partnersforhealth.html>. Dental and Vision are administered by private plans (not through the state plan).

Affordable Care Act

In accordance with the Affordable Care Act of 2010, GCS (for the purposes of health insurance) recognizes full time employees as those that work over 30 hours per week. Greeneville City Schools adopted provisions of the lookback measurement method safe harbor in order to determine the full time status of variable hour employees. See Appendix L for more information.

If an employee is on a leave of absence covered by FMLA (Family Medical Leave Act), as required by law, the system will continue to pay the employer portion of the health insurance premium. If an employee has an accumulated paid leave balance (i.e. accumulated sick leave, personal leave, vacation, or sick leave bank), the system will continue to pay the employer portion of the premium beyond FMLA coverage until the employee has exhausted all paid leave. At the point an employee exhausts all paid leave, but is still employed by the system, they may continue on insurance at the full cost of the premium paid by the employee. The employee does have the option to suspend their coverage while on leave if they chooses to do so.

Retiree Health Insurance

The Board of Education provides payment of individual health insurance premiums for ten (10) years or until the age of 65, whichever occurs first, for all certified and non-certified employees who retire with ten (10) years of service with the Greeneville City School system.

At age 65, the retirees will have the option of purchasing a Medicare supplement policy through the state insurance plan. No supplement policy is offered by Greeneville City Schools.

Excluding employees whose first employment with local education commenced on or after July 1, 2015, eligible employees may receive individual health insurance coverage provided and paid by the school system for up to ten years or age 65. If an employee retires before age 55, they are responsible for a payment of insurance up to age 55 or after the system-paid 10 years. This benefit is separate from the Early Retirement Incentive Plan. The employee will receive this benefit provided the employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System

If you have...

- Ten (10) years of creditable service with the state or a participating Local Education agency **and** at least three continuous years of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)
- At least Twenty (20) or more years of creditable service with the state or a participating Local Education agency **and** at least one (1) continuous year of insurance coverage in the plan immediately prior to final termination of employment. (Employees may cover family *at their cost* so long as the employee meets these requirements)

Employees hired in Education after July, 2015: In 2015, the State Insurance plan made the decision to deny retiree insurance eligibility to any employee hired into local education on or after 7/1/15.

J. Life Insurance

Greeneville City Schools provides board paid life insurance for all full time employees. The amount of coverage is dependent upon the employment position; however, in no event is the coverage less than \$30,000. Specific coverage amounts for each employee will be detailed in their annual employment contract distributed at the beginning of the school year or at the time of employment. Additionally, optional life insurance is available for the employee, spouse, and children. Employees are responsible for the cost of the optional insurance. The cost for this optional coverage will be payroll deducted over ten months.

Retiree Life Insurance

Life insurance will be system provided until age 65. After age 65, the retirees will have the right to convert this coverage to a private policy at their own expense.

The Board of Education provides payment of individual life insurance premiums until the age of 65 for all certified and non-certified employees who retire with fifteen (15) years of service with Greeneville City Schools. The employee will receive this benefit provided,

- The employee is eligible for full retirement under the eligibility standards as set by the Tennessee Consolidated Retirement System, and
- The employee was enrolled in the Board-sponsored insurance plan for one (1) full year prior to retirement.

K. Dental Insurance

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase dental insurance coverage for the employee and their dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the dental insurance premiums.

L. Vision Insurance

Greeneville City Schools provides employees who meet eligibility requirements with the option to purchase vision insurance coverage for the employee and dependents. The cost of this optional coverage will be payroll deducted over ten months. Employees may opt to enroll in this coverage when they are hired or during the annual enrollment period. Employees are responsible for 100% of the vision insurance premiums.

M. Retirement Funding

All full time Greeneville City Schools employees participate in the Tennessee Consolidated Retirement System (TCRS). Greeneville City Schools is required to contribute to retirement funding a certain percentage of each certified employee's wages each pay period. Funding for non-certified employees is provided solely by Greeneville City Schools. Employees can navigate to <https://mytcrs.tn.gov> to access TCRS information.

401K – Empower Retirement: Effective July 1, 2014, any new teacher (not previously a member of TCRS) is considered a “Hybrid” member. Hybrid members are automatic participants of TCRS and the State 401K program. GCS contributes to both plans. While the certified hybrid employee is required to contribute to the TCRS pension plan, employee contribution to the 401K is optional. Certified employees hired prior to July 2014 and non-certified employees are considered “Legacy” members and do have the option to contribute to the 401K, however, the system does not contribute for Legacy members.

N. Workers' Compensation (Board Policy 3.602)

Anytime an employee experiences a work-related injury, it should be reported to their Principal or direct Supervisor immediately. In addition, there is an accident report form to be completed and filed with the Kathryn Leonard Central School Office. This form may be obtained from the Greeneville City Schools website. All injuries shall be reported to the Human Resources office immediately.

Greeneville City Schools maintains workers' compensation insurance for each of its employees. The Human Resources department should be contacted prior to visiting a physician for a workers' compensation claim as there is an approved panel of physicians who are used for treatment of those claims. In the case of an injury requiring emergency treatment, an employee may go or be taken to the emergency room or may be transported by ambulance. In those situations, the school Principal or immediate Supervisor should be contacted as soon as possible.

Workers' Compensation is designed to provide relief to employees injured during the performance of job duties. An employee who is injured or who becomes disabled while performing their job duties is entitled to

medical care provided through the panel of physicians. It is important to note that sick leave benefits shall be paid to employees only when workers' compensation benefits are not involved.

Employee Pay While on Workers Compensation

Per Tennessee Workers Compensation Law. When a work-related injury occurs and if an employee is not able to work due to the injury, they may turn in system paid leave for the first seven (7) days. After the 7th day, if the employee is still out of work due to the work-related injury, Workers Compensation benefits pick up beginning on the eighth (8th) day. Workers Compensation does not allow for an employee to be paid from the employer while they are receiving workers compensation benefits **unless the injury is a direct result of physical assault or other violent criminal act committed against them in the course of the employee's employment duties**. Therefore, an employee may not turn in any system paid leave during the time they are receiving WC benefits. If the employee is still out of work due to a work-related injury after fourteen (14) days, Workers Compensation will go back and pay the employee benefits back to the date of injury until the employee is back to work full time. Employees that are back to work but must leave for appointments related to their work-related injury are required to clock out for this time and report any time away from work to their workers compensation case manager.

TN Drug Free Workplace Program (Board Policy 5.403)

Greeneville City Schools participates in the Tennessee Drug Free Workplace Program. As a part of this program a drug screen test will be completed when an employee suffers a work-related injury requiring more than on-site first aid or an employee is involved in a job-related accident or incident which results in property damage estimated at \$1,000 or more, such testing will occur as soon as possible, but only after emergency or urgent medical care has been administered to the employee.

Procedure for Filing a Workers' Compensation Claim

- Notify the immediate Supervisor and the Human Resources department of the injury and the employee's choice of physician from the panel. The names of the physicians and the emergency care facilities are posted in conspicuous places throughout the maintenance, transportation, administrative, and professional areas of schools and facilities.
- The Human Resources department will schedule the appointment and notify the employee of the appointment time.
- Complete the Workers' Compensation Physician Choice form and the Workers' Compensation Pharmacy Program form to take to the appointment. These forms are available on the system website.
- Provide necessary information for completion of the "First Report of Injury" to the Human Resources department.
- In the event of an emergency, treatment may be sought at either of the emergency care facilities listed with the panel of physicians.
- When seeking emergency treatment, inform the emergency care facility that this is a workers' compensation injury, and it should not be billed to the employee's health insurance provider. Inform them that it is a workers' compensation claim with Greeneville City Schools.
- In the event a specialist is required, the treating physician will provide the employee with a choice of physicians from the TML panel of specialists.

All accidents and injuries, regardless of their apparent significance, should be reported on the "Employee Accident Report" form, which is available on the system website. This requirement applies even if no medical treatment is received at the time of injury. The Principal/Supervisor reviewing the Employee Accident Report is responsible for filing this report with the Human Resources department.

Employer Provided Clothing

In some cases, employees will be provided with and required to wear uniforms or safety accessories while performing job duties. These articles are to be worn only while on duty and are not to be worn outside of working hours. These articles must be turned in to the employee's supervisor upon exit from employment with Greeneville City Schools.

IV. LEAVE

A. Request and Approval of Leave

All requests, approval, and recording of leave (i.e. bereavement, jury duty, loss of pay, personal leave, professional leave, sick leave, and vacation) must be made through the system's designated leave management system. Part time employees should also request approval of absences in advance via the same designated leave system.

To request an extended leave of absence (FMLA or Non-FMLA) or sabbatical leave, the employee must notify the Human Resources department and request the appropriate paperwork.

B. Sick Leave (Board Policy 5.302)

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law. In addition, Greeneville City Schools recognizes any of the aforementioned relationships created by marriage.

For detailed information on sick leave policy, please refer to **Board Policy 5.302**.

Employees wishing to request sick leave must do so through the system's designated leave management system. Leave may be requested in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or whole days. To request an extended leave of absence (FMLA or Non-FMLA), sabbatical leave, etc., the employee must notify the Human Resources department and request the appropriate paperwork. The request should be made in advance of the leave unless an emergency prevents the request from being made until after the employee's return to work.

Employees wishing to transfer sick leave from a previous Tennessee state or governmental employer should contact the Human Resources department to discuss any necessary paperwork that must be filed. It is the employee's responsibility to have the previous employer send a notarized letter with the number of accumulated days to the Director of Schools or the Human Resources department.

Covid-19 Leave

All employees (including part-time and full-time) are entitled to up to 5 days of paid sick leave. Proof of COVID-19 testing or other suitable documentation may be required. Employees will only be permitted up to five (5) days of their regular pay per school year for any leave taken under this policy.

Sick Leave Bank

The Greeneville City Schools Sick Leave Bank provides for the sharing of sick leave days among its participants according to regulations established by the board of trustees of the Sick Leave Bank.

All full-time employees, certified and non-certified, are eligible to join. A one-time donation of two (2) days are required to join the bank. Open enrollment for the bank begins in August and ends October 31st of each year. An annual email to employees will be sent as a reminder of the open enrollment period.

C. Bereavement Leave

For full time employees, five (5) days of bereavement leave will be granted due to the death of an employee's spouse/partner, parent (including Father/Mother-in-law and Step-Parent), children (including Son/Daughter in-law and Step-Children), grandchild (including Step-Grand Children), sibling (including Step-Siblings). Three (3) days for grandparents (including those of the employee's spouse and step-grandparent), brother/sister-in-law, and others living in the home as a member of the family. One (1) day

for aunt or uncle (including those of the employee's spouse), relatives outside of the employee's immediate family, and close friends.

D. Personal Leave (Board Policy 5.303)

All certified employees receive three (3) personal days per year to be used at their own discretion. These days are earned evenly throughout the year and are prorated for employees who do not work the entire school year. Any unused personal days remaining at the end of the fiscal year shall be credited to the employee's sick leave. Requests for personal day usage must be submitted through the system's designated leave management system prior to the date of the leave.

Subject to the following conditions, personal leave may be taken at the discretion of the employee.

- Except in emergency, each employee shall give the Principal at least one day's notice of intent to take leave.
- The approval of the Director of Schools or designee shall be required,
 - If more than ten percent (10%) of the Teachers in any given school request its use on the same day.
 - If requested during any prior established student examination period.
 - If requested on the day immediately preceding or following a holiday or vacation period.
 - If requested for a day scheduled for professional development or in-service training, according to the school calendar adopted by the Board.
 - If requested for a day scheduled for parent-teacher conferences, according to the school calendar adopted by the Board.

E. Professional Leave (Board Policy 5.303)

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on Boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive, or county commission.

Requests for professional leave must be submitted through the system's designated leave management system five (5) days prior to the date of the leave.

F. Vacation (Board Policy 5.310)

Greeneville City Schools provides vacation at varying degrees for all **full time** employees with the exception of Teachers. The rate at which days are granted depends on the number of months the individual is employed, as well as the length of time the individual has been employed. For each full time employee to whom vacation is provided, the employee's vacation allocation is listed on their contract or letter of employment.

- 10 Month (Non-Certified): 3 days per year
- 11 Month (Non-Certified): 5 days per year
- 11 Month (System Wide & *Assistant Principals): 5 days per year
- 12 Month - 240 & 253.5 Day Contracts (Non-Certified): 10 days per year
- 12 Month (240 System Wide & *Principals): 10 days per year
- 12 Month – 260 Day Contracts (Non-Certified & CO Admins):
 - 1.00 day per month (1st – 4th year)
 - 1.25 days per month (at 5 years)
 - 1.5 days per month (at 10 years)

260 day employees may carry over twenty (20) days and can request for payment for up to five (5) days over the twenty (20) day limit.

*Principals and Assistant Principals: Two (2) vacation days may be used during the school year and remaining days may only be used on days when school is not in session.

All accumulated vacation balances above the maximum will be converted to sick leave at the end of the fiscal year (June 30th).

G. Family and Medical Leave Act (Board Policy 5.305)

Eligibility and Leave Entitlement

Eligible employees who have worked for the system for at least twelve (12) months (without a break in service of more than seven years, except for breaks caused by certain military service obligations) and at least 1,250 hours during the twelve month period immediately preceding the commencement of leave may take up to 12 weeks of leave under the Family and Medical Leave Act (“FMLA”) on a 12 month rolling period, (1) for the birth of a son or daughter, and to care for the newborn child; (2) for placement with the employee of a son or daughter for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a serious health condition; (4) because of a serious health condition that makes the employee unable to perform the functions of the employee's job; (5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty). Any employee requesting leave due to pregnancy, childbirth, or adoption shall be granted up to 16 weeks of leave.

The amount of FMLA leave available to the employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the “rolling period” method of calculation. In addition, eligible employees may take up to 26 weeks of leave to care for a covered military service member with a serious injury or illness, in a single 12 month period, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Tennessee Paid Parental Leave (TNPPL)

Six (6) work weeks of paid leave **under the TNPPL** is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period.

While not all employees are considered eligible for TNPPL, Greeneville City Schools honors the same provision of paid parental leave for all full-time employees who have been employed with a school district full-time for at least twelve (12) consecutive months ~~are eligible~~.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave ~~does not need to be taken consecutively~~ shall be either: (1) taken consecutively, except in extenuating circumstances requiring approval of the Director of Schools; or (2) taken nonconsecutively, but in increments of no less than one (1) week. ~~however,~~ The paid leave shall be used within twelve (12) months of the qualifying event.

The entire Greeneville City Schools Family and Medical Leave Act Policy is located in Appendix D.

H. Other Available Leave

Please refer to the following Board policies for information on the following types of available leave.

Long Term Leave for Professional/Certified Personnel	Board Policy 5.304
Leave for Adoption, Pregnancy, Childbirth, and Nursing of a Child	Board Policy 5.3051
Military Leave	Board Policy 5.306
Physical Assault Leave	Board Policy 5.307
Sabbatical Leave	Board Policy 5.308
Legislative Leave	Board Policy 5.309

V. GENERAL EMPLOYEE RULES

A. Attendance Guidelines

Regular attendance and punctuality are expected and essential for the efficient operation of Greeneville City Schools. Our students, staff, parents, and community depend on us to provide services that ensure the best learning opportunities.

Greeneville City Schools understands that there may be legitimate reasons as to why an employee must miss work. These guidelines ensure a clear and consistent system to appropriately address absenteeism. It is the responsibility of Principals/Supervisors to evaluate each absenteeism situation using the guidelines and to ensure that absenteeism data is accurately maintained.

Definitions

Unscheduled Absence Any *unscheduled* time lost from work regardless of reason. The term "unscheduled" **excludes** pre-scheduled and approved vacations, leaves of absence, Family Medical Leave, jury duty, funeral, workers' compensation time, and loss of pay.

Tardiness The failure to report to the assigned work area at the appropriate time as defined by the Principal/Supervisor or leaves work prior to the end of the work schedule without prior approval.

No Call/No Show Employees must report an absence daily within two (2) hours of the scheduled start time unless the absence has been approved in advance and/or the Principal/Supervisor has excused the employee from calling in daily. Failure to call in daily within two (2) hours of the scheduled start time is considered a no call/no show.

Guidelines

- 1) Any unscheduled absences are to be reported by the employee on a daily basis to the Principal/Supervisor or designee at least two (2) hours prior to the scheduled start time. The Principal/Supervisor will communicate with you directly if the job you hold requires a modified absence reporting schedule. For example, Bus Drivers are required to report absences to work at least three (3) hours prior to the start of the scheduled start time.
- 2) The Principal/Supervisor may require a physician's clearance to return to work when the employee is absent for three (3) or more consecutive days.
- 3) An unscheduled absence for less than an hour is considered a tardy.
- 4) A No Call/No Show is immediate grounds for disciplinary action including written reprimand up to and including termination. Each day an employee does not call in and does not report for work as scheduled counts as an unscheduled absence. Any employee who fails to call in and/or report to work for three (3) consecutive days or four (4) non-consecutive days is voluntarily terminating employment.

The following schedule of recommended progressive discipline, which apply to the unscheduled absence and tardiness guidelines, are measurable within a six-month period. Based on the severity of the offense, Principals/Supervisors reserve the right to skip or repeat steps as deemed necessary.

Level A	Three (3) unscheduled absences or four (4) tardy occurrences Documented Verbal Warning (Attendance Guidelines will be reviewed)
Level B	Four (4) unscheduled absences or six (6) tardy occurrences Formal Written Warning (Attendance Guidelines will be reviewed)
Level C	Five (5) unscheduled absences or eight (8) tardy occurrences Final Written Warning (Attendance Guidelines will be reviewed)

B. Blood-borne Pathogen Training

All Greeneville City School employees shall be advised of routine procedures to follow for handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. Training and appropriate supplies shall be available to all employees.

Staff members who are at high risk for occupational exposure to blood or other potentially infectious materials will be provided with personal protective equipment, including Hepatitis B vaccinations. Employees considered to be at high risk shall include Custodians, Maintenance, Administrative Assistants (school locations), School Nurses, Special Education Teachers and Instructional Assistants, Coaches, and Physical Education Teachers.

A series of three Hepatitis B vaccinations will be provided free of charge to the high-risk employee categories listed in the paragraph above. In most instances, these vaccinations can be obtained at the employee's doctor's office. If the employee's doctor does not provide this service, the employee should contact the Coordinated School Health department for assistance in finding a provider for these vaccinations. Any out-of-pocket costs incurred as a result of these vaccinations should be submitted to the Finance department for reimbursement.

C. Building Security - Keys/Security Cards/Doors

Building keys, door alarm codes, and/or security cards are issued to individual employees by the school Principal, Operations Manager, Human Resources or the employee's Supervisor. In order to protect Greeneville City Schools property, students, and employees and to ensure the building is adequately secured when no authorized personnel are present, employees are expected to follow these procedures.

- The duplication of keys is prohibited.
- Keys/security cards are not to be left on desks, tables, in mailboxes, or other unsecure areas.
- Keys/security cards may not be loaned to students or individuals not employed by Greeneville City Schools. Under no circumstances should employees provide keys/security cards to students to run errands, unlock/lock doors, or perform other actions.
- Building alarm codes are individual to the employee. Sharing of alarm codes is strictly prohibited.
- Lost or stolen keys/security cards must be reported to Human Resources and the school Principal or the employee's immediate Supervisor immediately at the discovery of the loss or theft so that measures may be taken to protect Greeneville City School's property. Three days will be allowed for the recovery of keys/security cards before any charges are assessed.
- Teachers and staff should keep their Greeneville City Schools key(s) on their person at all times in order to facilitate a lockdown if the need arises.
- Charges for lost or stolen keys/security cards may be made to the employee to whom the key(s) have been issued.
- This policy also applies to keys/security cards to all athletic facilities.
- By law, all exterior doors shall be locked at all times when students are present. No exterior door may be left propped open unsupervised.

D. Cash Collection Policy

Money collected by staff as a result of fundraisers or other school-related purposes shall be deposited in the office along with a collection log each day. At no time is money to be kept overnight in classrooms.

E. Cellular Phone Usage

Employee use of personal cellular phones during working hours and instructional time shall be limited to emergency situations only.

F. Confidentiality

Employees who have access to confidential information pertaining to students or other employees are expected to disclose such only to appropriate individuals within the system. Release of such information

outside the system may result in violation of federal and state laws, rules, and regulations. Only those employees authorized to release such information may do so.

G. Copyright and Fair Use

A copyright is a form of protection provided by Title 17 of the United States Code to the authors of “original works of authorship” including literary, dramatic, musical, artistic, and certain other intellectual works. These laws apply to audio visual and electronic information as well as printed material. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. All employees are required to abide by copyright regulations.

In addition, Teachers should follow “fair use” guidelines when utilizing copyrighted material in the classroom. The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes.

H. Classroom and Office Security

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, employees are expected to turn off the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Greeneville City Schools will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, or accident.

Appropriate measures should be taken to protect school and system property from theft or vandalism.

I. Complaints and Grievances

Employment-Related Complaints and Grievances

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within their particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools.

In instances where an individual staff member feels for personal reasons that they cannot discuss a problem with their immediate superior, they may discuss the matter with the next level of supervision up to and including the Director of Schools. After review of the case, the Director of Schools shall take action as they deem appropriate and, within a prompt reasonable time, shall notify all parties concerned of their decision.

Harassment/Discrimination Grievances

Employees should notify any district Complaint Manager if they believe the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute or Board policy including the following,

- Title II of the Americans with Disabilities Act.
- Title IX of the Education Amendments of 1972.
- Section 504 of the Rehabilitation Act of 1973.
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Grievance procedures are outlined in **Board Policies 1.802 and 5.501**. Complaint Managers for the district are the Chief Student Services Officer and the Chief Human Resources Officer.

J. Criminal Activity

Any employee who is arrested and/or charged with criminal activity is responsible for notifying the Director of Schools within seventy-two (72) hours of the arrest or charge.

K. Department of Transportation (DOT) Physicals

All employees who drive school buses are required to have an annual DOT physical. The Coordinated School Health department will schedule the physical appointment and notify the employee of their appointment time.

Federal regulations require all school Bus Drivers to undergo random drug screening as well. The school system assumes all costs associated with the DOT physical and random drug testing.

L. Disciplinary Guidelines

Employees are to comply with policies, procedures, and laws to ensure a positive working and learning environment for staff and students. These guidelines were developed to protect the interests and safety of employees, Greeneville City Schools, students, parents, and the community at large.

Many situations can be resolved through verbal counseling or discussion between the employee and Principal/Supervisor; however, some one-time incidents may be severe enough to merit a formal written warning, final written warning (which may include suspension without pay), or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions to escalate progressive disciplinary action to a higher level of discipline should be made in consultation with the Chief Human Resources Officer.

- Step 1 Verbal Warning (with written follow-up via email)
- Step 2 Final Written Warning (may include a suspension without pay)
- Step 3 Termination of Employment

Examples of misconduct include, but are not limited to,

1. Violations of Greeneville City Schools policy and procedures, or violation of Tennessee Code Annotate Law including,
 - a. Anti-Harassment
 - b. Hours of Work (i.e., unauthorized sleeping while on scheduled work time)
 - c. Drug-Free Workplace
 - d. Electronic Communication Policy
 - e. Greeneville City Schools Personal Characteristics
 - f. Tennessee Teacher Code of Ethics.
2. Violence in the workplace.
 - a. Possessing an unauthorized weapon on Greeneville City Schools time or premises.
 - b. Threatening or assaulting another person on Greeneville City Schools time or premises.
3. Serious neglect of duty, insubordination, violation of safety rules, dishonesty, falsification of records, breach of confidentiality, unauthorized use of Greeneville City School resources for personal gain, unauthorized removal or destruction of property belonging to others.
4. Criminal activity and disclosures.
 - a. Failure to report a criminal arrest, charges, or conviction to the Principal/Supervisor within seventy-two (72) hours of the arrest or conviction.
 - b. Conviction of a crime involving dishonesty, violence, or other behavior that impacts suitability for employment.
 - c. Participating in activity that involves dishonesty, violence, or other behavior that impacts suitability for employment whether or not it results in criminal prosecution or conviction.

Tennessee is known as an “EMPLOYMENT-AT-WILL” state for non-certified staff. Generally, this means the employer may legally hire, fire, suspend, or discipline any employee at any time and for any reason. However, an employer may not discriminate against any employee on the basis of the employee’s race, sex, age, religion, color, national origin, or disability.

M. Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) (Board Policies 5.500 and 5.501)

Greeneville City Schools firmly believes that each employee should be treated with respect and should be able to work in an environment free of discrimination or harassment. That being the case, Greeneville City Schools prohibits any form of discrimination or harassment in the workplace by any individual.

Employee discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which,

1. Unreasonably interfere with the individual’s work or performance.
2. Create an intimidating, hostile, or offensive work environment.
3. Imply that submission to such conduct is made an explicit or implicit term of employment.
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Any employee who feels that they have been discriminated against/harassed should report the incident immediately to their immediate Supervisor, except when the immediate Supervisor is the offending party, at which time it should be reported to the one of the two following school system Complaint Managers, the Chief Human Resources Officer or the Chief Student Services Officer.

An oral complaint may be submitted; however, a formal written complaint must be provided in order to perform a more thorough investigation. The written complaint should include the following information,

- Identity of the alleged victim and person accused.
- Location, date, time, and circumstances surrounding the alleged incident.
- Description of what happened.
- Identity of witnesses.
- Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee will result in disciplinary action up to and including termination. There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered as harassment and will be treated as such.

N. Drug-Free Workplace (Board Policy 1.804)

Greeneville City Schools is committed to providing a safe work environment and fostering the well-being and health of our employees. That commitment is jeopardized when any Greeneville City Schools employee uses drugs on the workplace or off the job. “Workplace” shall include any school building or any school premise, any school owned, or any other school approved vehicle used to transport students to and from school or school activities and off school property during any school sponsored or school approved activity, event, or function. Pursuant to T.C.A. section 50-9-100 *et seq.*

- (1) It is a violation of Greeneville City School guidelines for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.

- (2) It is a violation of Greeneville City School guidelines for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- (3) It is a violation of Greeneville City School guidelines for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of Greeneville City School guidelines for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or purpose other than as prescribed. However, nothing in these guidelines precludes the appropriate use of legally prescribed medications.
- (5) Violations of these guidelines are subject to disciplinary action, up to and including, termination.
- (6) Employment candidates testing positive for drugs will have their conditional offer of hire withdrawn and will be ineligible to reapply for employment with Greeneville City Schools for a period of one year. Prior to reapplying for employment, the applicant must provide proof of having successfully completed an approved substance abuse program.

As a condition of employment, each employee shall notify their Principal/Supervisor of their conviction of any criminal drug violation no later than seventy-two (72) hours after conviction. Within thirty (30) days after receiving such notice of conviction, the Director of Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

O. Elected Office

No employee of Greeneville City Schools shall retain his or her position in the school system and at the same time be a member of the Board of Mayor and Aldermen of the Town of Greeneville.

P. E-mail Use (Board Policy 1.805)

All Greeneville City Schools employees are assigned a Greeneville City Schools email account. Electronic mail capability among employees exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Employees are required to routinely check their Greeneville City Schools email account. All staff that have access to the system-wide network must adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (e-mail),

- Messages shall pertain to legitimate Board/system business.
- Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers will be monitored. Employees have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.
- Employees shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization s/he shall contact the Assistant Director of Schools for Administration immediately.
- Senders are responsible for observing all copyright laws.
- Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist, or promote illegal or unethical activity, or that violates any other policies in this Employee Handbook including but not limited to the policy prohibiting harassment or discrimination.
- Any usage contrary to the above shall be reported immediately to the Director of Schools and may result in the suspension and/or revocation of system access.

Q. Fundraising by Schools and Clubs (Board Policies 2.809 and 6.701)

In order to appropriately enter into a fundraising initiative, schools must first execute a written agreement with the vendor. The written agreement should include, but not be limited to the following information,

- The portion of the proceeds that will be retained by the school and the portion that will be paid to the vendor.

- The method by which sales tax will be paid.
- The date(s) of delivery.
- Package prices or other charges.
- Scheduled dates of service.

All fundraisers must be pre-approved in writing by the Director of Schools. No quotas will be imposed on students involved, and their efforts will be voluntary.

R. Identification Badges

Upon employment with Greeneville City Schools, each employee, whether full time or part time, will be photographed and provided with a Greeneville City School employee identification badge. This badge should be worn in a visible location at all times when providing services for Greeneville City Schools.

S. Inclement Weather Attendance

Schools Closed

On days that school is out due to inclement weather, non-exempt employees who work a student calendar are not expected to come to work. This list would include Instructional Assistants, School Nutrition Associates, and Bus Drivers. Essential staff (Maintenance and Custodians) will report on all days if at all possible unless directed by their Supervisor. Exempt employees working a student calendar such as Teachers and School Nurses would not be expected to report to work either. All these employees would, however, be expected to work on any make-up days.

Non-exempt employees who work a twelve (12) month calendar such as Central Office support staff, Maintenance, and Custodians are expected to report to work or request an appropriate leave. When the Central Office is closed, the staff required to work will receive compensation time for reporting to work as required in order to clear sidewalks, parking lots, etc.

Delay in Starting Time and Early Dismissal

Each building level Supervisor or Principal will address the procedures for delays and early dismissals accordingly. For the safety of students, all instructional and office employees are expected to remain at their buildings to assist with dismissal. The Principal will determine when employees are dismissed during these times.

Principals and Custodians are expected to be at their buildings at regular time on delay days. Principals are expected to stay in their buildings on early dismissal days until they have received word that all buses have completed their runs and have ensured the safe departure of all employees.

Make Up Days

Eight (8) days may be missed for snow. On the ninth (9th) day, we must begin making up the days. Designated make up dates are listed on the calendar each year.

Employee Pay when out for snow

All full-time/benefits eligible employees are paid when the system is out for snow. If an employee had a planned paid leave day and a snow day occurs; that paid leave day will not be exhausted.

Part-Time employees are not paid for snow days, however, at the principal's discretion the hours lost due to snow days and early dismissal due to snow, may be made up during the immediate or next pay period only.

T. Internet Use (Board Policy 4.406)

Before any employee is allowed the use of the Greeneville City Schools internet or intranet access, the employee must electronically sign a Responsible Use Policy developed by the school system that sets out the terms and conditions of such use. Any employee who accesses the Greeneville City Schools computer

system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

Prohibited and illegal activities, include, but are not limited to the following,

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, defaming, or attacking others.
- Damaging computers, computer systems, or networks.
- Hacking or attempting unauthorized access to any computer.
- Violation of copyright laws.
- Trespassing in another's folders, work, or files.
- Intentional misuse of resources.
- Buying or selling on the Internet during regular business hours.
- Using another's password or other identifier.
- Use of the network for commercial purposes.

U. Parking Tickets and Traffic Violations

Greenville City Schools will not be responsible for paying fines or tickets incurred by Greenville City School employees regardless if they are in the process of conducting Greenville City School business when the ticket is incurred.

Parking on West Depot Street is limited to two (2) hours. In addition, a limited number of guest parking spots are located on the side of the Kathryn Leonard Central Office building. You may also park in the Town Square lot in spots that are located away from the sidewalks.

V. Trip Sheets

Anytime a bus is required to be utilized for an athletic trip or a field trip, a Trip Requisition Form must be completed and submitted online by using trip tracker. This should be submitted a minimum of two weeks before the trip date.

It is the responsibility of the Teacher or Coach sponsoring the trip to make sure the electronic form is completed in its entirety. This includes the time of departure, the time of return, the beginning odometer reading, the ending odometer reading, and whether or not the Bus Driver was required to stay with the group. The Bus Driver's copy of the trip sheet must be checked for accurate time and mileage before the trip leader signs it at the end of the trip.

W. Substitute Workers

Substitute hourly/certified/non-certified positions are employed by Greenville City Schools, and applicants must apply on-line. Criminal history record checks, fingerprinting/background checks of applicants, and post offer employment physicals for substitutes are required.

Substitute Teachers (Board Policy 5.701)

Greenville City Schools employs both Certified and Non-Certified substitute teachers. An online substitute software management system is utilized to assign substitute teachers to job assignments.

Substitute Teaching (230 or more days)

A Substitute Teacher must possess an educator license (with endorsement in the content area to be taught when applicable) when substituting for a Teacher who has been absent for **twenty thirty (230)** or more consecutive days. When substituting for a Teacher without sick leave, the substitute must be certified. When this applies, the Substitute Teacher will be paid according to the Greenville City Schools certified salary schedule.

Use of Other Staff Members as a Substitute Teacher

If needed, an Instructional Assistant may be used as a substitute for a Teacher, provided the Principal approves. Per TCA 49-5-111(b), **no educational assistant shall assume responsibility for the classroom for more than 3 consecutive days**. School Secretaries and clerks are also approved substitute teachers for use in emergency situations.

The Business and Finance department (Payroll) should be notified as soon as possible of such an arrangement in order to allow for modifications in the Instructional Assistant's paycheck.

X. Tobacco-Free Schools (Board Policy 1.803)

Employees are prohibited from all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vaporizers and associated paraphernalia in all of the school system's buildings and vehicles, owned, leased, or operated by the district. Use of these products is prohibited in any public seating area, including but not limited to, bleachers used for sporting events, or public restrooms. This also includes during any activity in which they represent the school district.

Y. Vehicles – Private (Board Policy 3.404)

From time to time, certain employees may need to use their private vehicles for school purposes. With the use of private vehicles for Greeneville City School business, the following policy must be observed.

To use a private vehicle for school purposes, the person must have permission of an appropriate school representative (Central Office or School Administrator, Athletic Director, or Head Coach) and provide proof of their valid driver's liability insurance coverage.

Although the Board carries liability insurance, the personal liability insurance of the driver of the private vehicle will be the primary protection in the event of an accident.

Z. Vehicles – School System (Board Policy 3.402)

The Director of Schools shall recommend for Board approval a list of Board owned vehicles to be assigned to positions requiring full time use. Such use will be restricted to commuting to and from job related sites, and must comply with IRS requirements, including implications for reporting taxable income. Employees' assigned full time use of Board owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

AA. Vendor Relations (Board Policy 2.809)

Employees of Greeneville City Schools are prohibited from accepting anything of value from an individual or a vendor for the purpose of influencing their professional judgment.

In addition, the solicitation of employees by sales people, other staff, or agents during the regular workday is prohibited without prior approval from the school Principal or the immediate Supervisor. Any solicitation should be reported to the appropriate determining party.

BB. Video Surveillance

In the continuing effort to provide the safest possible environment for the students and employees of the Greeneville City Schools, video surveillance is conducted in all Greeneville City School locations and on the school buses.

In the event a video surveillance recording captures an employee, student, or other building user violating school policies, rules, or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings and may also be provided to law enforcement agencies.

CC. Visitors to the Schools (Board Policy 1.501)

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will be asked to submit proof of ID, sign

a logbook, and submit to a background check through the Raptor system. Authorization to visit elsewhere in the building or on the school campus will be determined by the Principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person will be allowed to enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The Principal has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the Teachers or students on the premises, or on the premises for the purpose of committing an illegal act. The Principal will engage law enforcement officials when they believe the situation warrants such measures.

DD. Work Breaks (Board Policy 5.602)

In order to ensure safety, efficiency, and to meet the requirements of the law, scheduled paid breaks are provided to all non-exempt employees. Non-exempt employees working four (4) hours are entitled to one fifteen-minute break during the four (4) hour period. Non-exempt employees working eight hours are entitled to two (2) fifteen (15) minute breaks, one for each four hours worked. Any non-exempt employee working over six (6) hours shall have at least a thirty (30) minute duty free lunch/dinner break. All teachers shall be provided with a duty-free lunch period as well.

Greeneville City Schools does not intend for, nor allow, non-exempt employees to perform job related functions during their lunch period or entitled break periods. Employees are expected to adhere to the break schedule established by the school Principal or immediate Supervisor. Deviation from the regularly scheduled break period requires prior Supervisor approval.

APPENDIX A – Extended Health Care Coverage (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employers must extend health coverage to you and your family for up to 18 months at your expense if you leave the system or your hours are reduced and result in loss of coverage, except if you are terminated for gross misconduct. The 18-month period may be extended to 29 months if you or your dependent becomes disabled for social security purposes during the first sixty days of continuation coverage.

Health care coverage may also be extended for up to 36 months to spouses and dependents of deceased employees, divorced or legally separated spouses and dependents of employees covered by Medicare, and dependent children who would no longer be covered under the Greeneville City Schools health plan. You will be given details of COBRA rights upon your enrollment in our health plan and upon termination of employment.

APPENDIX B – Health Insurance Portability and Accountability Act (HIPAA)

This policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained, and disseminated by the Greeneville City School System as a sponsor of group health plans (the "Plans"). The Plans are considered "group health plans" and "covered entities" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations promulgated thereunder. This policy and these procedures reflect the commitment of the Greeneville City Schools to protect the confidentiality of its Plan participants' private health information.

This Policy shall be overseen by the Privacy Official, who shall report on privacy issues, as needed, to the Chief Human Resources Officer. The Privacy Official shall be the Human Resources Specialist, and shall have authority and responsibility for implementation and operation of the policy and will have the discretion to delegate any of his or her responsibilities or functions to another individual (the "Designee"). The Plan will use protected health information (PHI) to the extent of and in accordance with the uses and disclosures permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the Plan will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations, and otherwise to the extent permitted by and in accordance with the provisions of HIPAA.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you *unable* to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #26M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying agency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



APPENDIX D – Greeneville City Schools FMLA Policy 5.305

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible to use FMLA leave.² For the purposes of calculating FMLA leave, Greeneville City Schools uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of their job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. Relationship between FMLA leave and Tennessee Maternity Leave Act- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.³
2. Teachers' Leave- In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴
3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent

who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.⁶ An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment and who meet the following requirements:
 - a. Possess a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106, required for the position the employee holds;
 - b. Have been employed with the district full time for at least twelve (12) consecutive months in a position for which the employee is required by law to hold the license or an emergency credential referenced above at the time of the qualifying event; and
 - c. Have held a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106 for the entire twelve consecutive months of full-time employment.

Additionally, Greeneville City Schools honors the same provision of paid parental leave for all full-time employees who have been employed with a school district full-time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be either: (1) taken consecutively, except in extenuating circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.⁷

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when they are unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:
 - a. Issues arising from the service member’s short notice deployment;

- b. Military events and related activities (e.g. official ceremonies, support programs);
 - c. Making or updating financial and legal arrangements;
 - d. Attending counseling;
 - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - f. Attending post-deployment activities.
2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.

The “single twelve (12) month period” for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹ - For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers’ compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in

writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁶

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired; and
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

APPENDIX E



Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal:
<https://publicportal.eeoc.gov/Portal/Login.aspx>

Call 1-800-669-4000 (toll free)
1-800-669-6820 (TTY)
1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at
www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

(Revised 6/27/2023)

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1006 02/07/10

APPENDIX G – Genetic Information Non-Discrimination Policy

Greeneville City Schools respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The system will not discriminate, harass, or retaliate on the basis of genetic information when it comes to any aspect of employment. The system's policies regarding equal employment opportunity, harassment and retaliation are applicable to genetic information, as well as other categories protected by law.

Additionally, Greeneville City Schools will not use genetic information (as defined by applicable law and regulations) to make an employment decision. Genetic information includes information about an individual's genetic test and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). In the event the system receives genetic information, it will treat such information confidential and will only use such information in accordance with applicable law.

APPENDIX H - ASBESTOS MANAGEMENT PLAN AVAILABILITY

Greeneville City Schools Phone (423) 787-8000
Director of Schools Phone (423) 787-8014
P. O. Box 1420 FAX (423) 638-2540
Greeneville, Tennessee 37744-1420

Memo

TO: Parents
FROM: Director of Schools
SUBJECT: ASBESTOSMANAGEMENTPLANAVAILABILITY

In November of 1988, the Greeneville City Board of Education submitted a Management Plan to the Tennessee Department of Finance and Administration. The Management Plan details all areas where asbestos-containing materials are present in the buildings of Greeneville City Schools and the manner in which the materials will be handled.

The Management Plan will be available to the public for review at the Greeneville City Schools' Operations office located at 312 Floral Street, Greeneville, Tennessee. Management Plans for the school buildings will be available in the office area of each school. Viewing time will be 9:00 a.m. to 4:00 p.m. (local time) Monday through Friday.

The Management Plan is updated every six months (beginning July 9, 1989) with progress reports being submitted to the state annually.

APPENDIX I - Family Educational Rights and Privacy Act (FERPA)

Greeneville City Schools Family Educational Rights and Privacy Act (FERPA) Annual Notification Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Assistant Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. Three exceptions which permit disclosure without consent are as follows,
 - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an Administrator, Supervisor, Instructor, or a Support Staff Member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - c. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of parties such as law enforcement officials, public health officials, and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Greeneville City Schools
Family Rights and Privacy Act (FERPA)
Annual Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Greeneville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples of such publications include the following,

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephones listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without prior written consent, you must notify the school Principal in writing within two weeks of your child's enrollment and clearly identify your child's name, grade, school and the information that you do not want released. Greeneville City Schools has designated the following information as directory information,

- Student's name, address and phone number.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Electronic mail address.
- Photograph.
- Degrees, honors and awards received.
- Date and place of birth.
- Major field of study.
- Dates of attendance grade level.
- The most recent educational agency or institution attended.

Greeneville City Schools
Protection of Pupil Rights Amendment (PPRA)
Annual Notification of Rights

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students’
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 8 years old or an emancipated minor under State law.

Greeneville City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement,

- Collections, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Personal Characteristics Expected of ALL Greeneville City Schools Personnel

INTEGRITY	Soundness of moral character; adherence to generally accepted ethical principles
DEPENDABILITY	Worthy of trust; reliable
COOPERATIVENESS	Willingness to work with others to achieve organizational goals
ENTHUSIASM	Eager and excited interest in pursuing and achieving organization priorities
INITIATIVE	Readiness and ability to take first steps to solve a problem; to seek and pursue new solutions
COMMITMENT	Faithfulness to obligations and responsibilities; adherence to solutions, positions and decisions of the organization
JUDGMENT	The general ability to make sound decisions within the broad confines of policy and acceptable practices

APPENDIX K – Tennessee Teacher Code of Ethics



Tennessee Teacher Code of Ethics

49-5-1001. Short title.

This part shall be known and may be cited as the "Teacher Code of Ethics."

History

Acts 2010, ch. 916, § 1.

49-5-1002. Legislative findings.

The general assembly finds and declares that:

- (1) An educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. An educator accepts the responsibility to adhere to the highest ethical standards; and
- (2) An educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

History

Acts 2010, ch. 916, § 1.

49-5-1003. Educator's obligations to students.

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

- (1) Abide by all applicable federal and state laws;
- (2) Not unreasonably restrain the student from independent action in the pursuit of learning;
- (3) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
- (4) Respect the constitutional rights of the student;
- (5) Not unreasonably deny the student access to varying points of view;
- (6) Not deliberately suppress or distort subject matter relevant to the student's progress;
- (7) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- (8) Make reasonable effort to protect the emotional well-being of the student;
- (9) Not intentionally expose the student to embarrassment or disparagement;
- (10) Not on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious beliefs; family, social, or cultural background; or sexual orientation, unfairly:
 - (A) Exclude the student from participation in any program;
 - (B) Deny benefits to the student; or
 - (C) Grant any advantage to the student;
- (11) Not use the educator's professional relationship with the student for private advantage;

- (12) Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
- (13) Not knowingly make false or malicious statements about students or colleagues;
- (14) Ensure interactions with the student take place in transparent and appropriate settings;
- (15) Not engage in any sexually related behavior with the student, whether verbal, written, physical, or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks; engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student for dates or sexual favors; engaging in inappropriate physical touching, groping, or grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- (16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- (17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;
- (18) Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
- (19) Maintain a professional approach with the student at all times.

History

Acts 2010, ch. 916, § 1; 2018, ch. 937, § 1.

49-5-1004. Educator's obligations to the education profession.

- (a) The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.
- (b) In fulfillment of this obligation to the profession, an educator shall not:
 - (1) Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
 - (2) Misrepresent the educator's professional qualifications;
 - (3) Assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
 - (4) Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
 - (5) Assist a noneducator in the unauthorized practice of teaching;
 - (6) Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
 - (7) Knowingly make false or malicious statements about a colleague;
 - (8) Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions; and
 - (9) Use illegal or unauthorized drugs.
- (c) In fulfillment of this obligation to the profession, educators shall:
 - (1) Administer state-mandated assessments fairly and ethically; and
 - (2) Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

History

Acts 2010, ch. 916, § 1; 2018, ch. 937, §§ 2, 3.

49-5-1005. Public access to teacher code of ethics.

The state board of education shall post the teacher code of ethics on its web site.

APPENDIX L – ACA Lookback Safe Harbor Resolution

RESOLUTION NO. _____

RESOLUTION OF GREENEVILLE CITY SCHOOLS ADOPTING THE LOOK BACK MEASUREMENT SAFE HARBOR UNDER THE PATIENT PROTECTION AND AFFORDABLE CARE ACT

WHEREAS, the Patient Protection and Affordable Care Act ("ACA") was enacted on March 23, 2010;

WHEREAS, ACA added Section 4980H Shared Responsibility for Employers Regarding Health Care Coverage to Title 26 of the United States Code, the Internal Revenue Code (Section 4980H);

WHEREAS, Section 4980H imposes an assessable payment on an applicable large employer when either it fails (1) to offer "substantially all" of its full-time employees (and their dependent children) the opportunity to enroll in minimum essential coverage or (2) offers full-time employees (and their dependents) coverage that is either not affordable or not minimum coverage and a full-time employee is certified to the employer as having received a subsidy for coverage through the exchange ("Assessable Payment");

WHEREAS, Greeneville City Schools is considered an applicable large employer because it employed an average of at least 50 full-time equivalent employees on business days during the preceding calendar year;

WHEREAS, the Department of Treasury issued final regulations regarding Section 4980H, that permit Greeneville City Schools to adopt a look-back measurement method safe harbor in order to determine the status of an employee as full-time for purposes of determining and calculating the Assessable Payment 26 CFR Parts 1, 54, and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014);

WHEREAS, to determine look-back measurement period method for 2014, Greeneville City Schools will use any transitional rules contained in these final regulations; and

WHEREAS, Greeneville City Schools intends to adopt the provisions of the look-back measurement method safe harbor in order to determine the full-time status of variable hour employees for purposes of the Assessable Payment;

NOW THEREFORE, be it resolved by the Superintendent of Greeneville City Schools as follows:

- 1) That all of the recitals set forth above are true and correct, and the Superintendent so finds and determines.
- 2) Greeneville City Schools establishes the look-back measurement method with regard to all ongoing variable hour employees as follows:
 - a) Greeneville City Schools establishes a 6 month transitional standard measurement period for ongoing variable employees for 2014.

- b) Starting with April 5, 2014, a transitional standard measurement period will begin on April 5th and end on October 4th.
 - c) For any standard measurement period starting after 2014, it shall be a 12 month period for ongoing variable hour employees.
 - d) Starting with October 5, 2014 a standard measurement period will begin on October 5th and end on October 4th of the following year.
 - e) The standard measurement period will be the period during which an ongoing variable hour employees hours are measured.
 - f) Greeneville City Schools will establish an administrative period of 88 days.
 - g) For 2014, the administrative period associated with the transitional standard measurement period will begin on October 5th and end on December 31st.
 - h) For any administrative period starting after 2014, it shall begin each year on October 5th and end on December 31st.
 - i) Greeneville City Schools will establish a 12 month standard stability period for ongoing variable hour employees.
 - j) Starting in 2015, the 12 month standard stability period for ongoing variable hour employees will begin each year on January 1st and end on December 31st.
 - k) If an ongoing variable hour employee's employment status changes before the end of a stability period, the change in status will be effective the earlier of the end of the stability period or 4 months after the change in status.
- 3) On the start date of a new employee, Greeneville City Schools will make a determination as to whether that new employee is reasonably expected to be a full-time employee. If the new employee is reasonably expected to be a full-time employee and is not a variable hour employee, Greeneville City Schools will offer minimum essential coverage to that employment after the completion of a waiting period.
- 4) If, based on the facts and circumstances at the start date of a new employee, Greeneville City Schools is unable to determine that the employee is reasonably expected to be employed an average of at least thirty (30) hours per week over the initial measurement period, then the employee is considered a variable hour employee.
- 5) Greeneville City Schools establishes the look-back measurement method with regard to new variable hour employees as follows:
- a. Greeneville City Schools establishes a 12 month initial measurement period for each new employee.
 - b. The initial measurement period will start the 1st of the month following date of hire/start date after the new employee's hire date, unless the hire date is the first

of a calendar month in which case the initial measurement period will start on that date.

- c. The administrative period shall include all periods from hire date to the beginning of the initial measurement period and the day following the last day of the initial measurement period and shall end on the last day of the first calendar month beginning on or after the first anniversary of the employee's hire date.
 - d. Greeneville City Schools establishes a 12 month stability period associated with the initial measurement period.
 - e. If the new variable hour employee does not complete the hours to be considered as a full-time employee during the initial measurement period, the stability period associated with the initial measurement period shall not exceed the remainder of the standard measurement period and associated administrative period.
- 6) A new variable hour employee will be measured during the first complete standard measurement period for which he/she is employed. This means that a new variable employee may be tested under an initial measurement period and at the same time be measured under the overlapping standard measurement period.
- a) If a variable hour employee measures as full-time during the initial measurement period, he/she will retain full-time status for the entire associated stability period (even if the variable hour employee does not qualify as full-time during the standard measurement period).
 - b) If a variable hour employee does not complete the hours to be considered as a full-time employee during the initial measurement period, but qualifies as a full-time employee during the standard measurement period, the variable hour employee must be treated as full-time during the stability period associated with the standard measurement period (even if that means coverage must be offered before the end of the stability period associated with the initial measurement period).
- 7) When a variable hour employee is rehired after termination, upon return the employee will retain the status the employee had previously with respect to any stability period, except that an employee will be treated as a new employee:
- a) if the employee resumes employment after a period of at least 26 consecutive weeks with less than an hour of service; or
 - b) if the period (measured in weeks) during which no services are performed is at least four consecutive weeks long and exceeds the number of weeks of that employee's period of employment immediately preceding the period during which the employee was not credited with any hours of service.
- 8) When a variable hour employee takes special unpaid leave (i.e. unpaid leave under the Family and Medical Leave Act of 1993, unpaid leave under the Uniformed Services Employment and Reemployment Rights Act of 1994, or unpaid leave on account of jury duty), to determine hours of service Greeneville City Schools will exclude any periods of

special unpaid leave during the measurement period and apply that average for the entire measurement period.

- 9) If an ongoing or new variable hour employee is determined to be full-time during the measurement period, coverage will continue during the stability period no matter how many hours the employee competes during the stability period and the employee portion of the premium will be due monthly with a thirty (30) day grace period for payment.
- 10) If during any stability period, a variable hour employee fails to pay a premium during the 30 day period, any coverage will be terminated at the beginning of the month in which premiums were not received.

I, Lisa B. Shaw, Director of Schools of Greenville City Schools, State of Tennessee, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Superintendent on the 15th day of December, 2014.

DATED: This 15th day of December, 2014.

This sheet has been updated as of September 15, 2025, with preliminary information through August 2025

GREENVILLE CITY SCHOOLS
2025 - 2026
ACTUAL LOCAL REVENUE COLLECTIONS

	Property Tax		Property Tax - Prior Year		Clerk & Master		Interest & Penalty		Pick-up Taxes		In Lieu of - Local Utility		In Lieu of - Other	
	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026
July	\$ -	\$ 23.36	\$ 7,215.08	\$ 6,782.34	\$ 3,350.75	\$ 2,112.89	\$ 1,685.50	\$ 1,575.82	\$ -	\$ -	\$ 28,078.93	\$ 15,531.11	\$ 150.39	\$ 207.35
August	\$ -	\$ 11.68	\$ 4,666.21	\$ 6,379.09	\$ 3,458.14	\$ 2,677.32	\$ 1,887.89	\$ 1,665.32	\$ -	\$ 107.92	\$ 42,118.39	\$ 15,531.11	\$ -	\$ -
September														
October														
November														
December														
January														
February														
March														
April														
May														
ADA Adj.														
June														
Totals	\$ -	\$ 35.04	\$ 11,881.29	\$ 13,161.43	\$ 6,808.89	\$ 4,790.21	\$ 3,573.39	\$ 3,241.14	\$ -	\$ 107.92	\$ 70,197.32	\$ 31,062.22	\$ 150.39	\$ 207.35
Commission	\$ -	\$ 0.70	\$ 237.63	\$ 263.23	\$ 68.09	\$ 47.90	\$ 71.47	\$ 64.82	\$ -	\$ 2.16	\$ 701.97	\$ 310.62	\$ 1.50	\$ 2.07
Total Net	\$ -	\$ 34.34	\$ 11,643.66	\$ 12,898.20	\$ 6,740.80	\$ 4,742.31	\$ 3,501.92	\$ 3,176.32	\$ -	\$ 105.76	\$ 69,495.35	\$ 30,751.60	\$ 148.89	\$ 205.28
Difference		\$ 35.04		\$ 1,280.14		\$ (2,018.68)		\$ (332.25)		\$ 107.92		\$ (39,135.10)		\$ 56.96

	Sales Tax		Bank Excise Tax		Mixed Drink Tax		Statutory Local Tax		Marriage Licenses		Subtotal		2024-25% of Actual	2025-26% of Actual
	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026		
July	\$ 475,495.29	\$ 494,356.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.74	\$ 119.41	\$ 516,076.68	\$ 520,708.71	49.3%	52.0%
August	\$ 477,493.70	\$ 454,180.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.55	\$ 102.35	\$ 529,707.88	\$ 480,655.68	50.7%	48.0%
September											\$ -	\$ -	0.0%	0.0%
October											\$ -	\$ -	0.0%	0.0%
November											\$ -	\$ -	0.0%	0.0%
December											\$ -	\$ -	0.0%	0.0%
January											\$ -	\$ -	0.0%	0.0%
February											\$ -	\$ -	0.0%	0.0%
March											\$ -	\$ -	0.0%	0.0%
April											\$ -	\$ -	0.0%	0.0%
May											\$ -	\$ -	0.0%	0.0%
ADA Adj.											\$ -	\$ -	0.0%	0.0%
June											\$ -	\$ -	0.0%	0.0%
Totals	\$ 952,988.99	\$ 948,537.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184.29	\$ 221.76	\$ 1,045,784.56	\$ 1,001,364.39		
Commission	\$ 9,529.89	\$ 9,485.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.84	\$ 2.22	\$ 10,612.39	\$ 10,179.10		
Total Net	\$ 943,459.10	\$ 939,051.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182.45	\$ 219.54	\$ 1,035,172.17	\$ 991,185.29		
Difference		\$ (4,451.67)		\$ -		\$ -		\$ -		\$ 37.47		\$ (44,420.17)		

Total budgeted projection for 2025 - 2026 is \$ 9,755,325 The year-to-date collection of \$ 991,185 is 10.2% of the total budgeted projection.

The amount collected year-to-date is \$ (44,420) less than this time last year. (This amount does not reflect commission fees.)

Greeneville City Schools Comparative Summary of Revenue Collections For the Month Ended August 31, 2025

<u>LOCAL REVENUE</u>	2024-2025	2025-2026	Variance	Actual % Change
Property Tax	\$ -	\$ 35.04	\$ 35.04	100.00%
Property Tax - Prior Year	11,881.29	13,161.43	1,280.14	10.77%
Clerk & Master	6,808.89	4,790.21	(2,018.68)	-29.65%
Interest & Penalty	3,573.39	3,241.14	(332.25)	-9.30%
Pick-Up Taxes	-	107.92	107.92	100.00%
In Lieu Of - Local Utility	70,197.32	31,062.22	(39,135.10)	-55.75%
In Lieu Of - Other	150.39	207.35	56.96	37.87%
Sales Tax	952,988.99	948,537.32	(4,451.67)	-0.47%
Bank Excise Tax	-	-	-	0.00%
Mixed Drink Tax	-	-	-	0.00%
Statutory Local Taxes	-	-	-	0.00%
Marriage Licenses	184.29	221.76	37.47	20.33%
Totals	\$ 1,045,784.56	\$ 1,001,364.39	\$ (44,420.17)	-4.25%

Note: Amounts reflected do not take into consideration commission fees. Property tax, Interest & Penalty and Pick-Up Tax commission fees are calculated at 2% of total collections, while all other categories are calculated at 1% of total collections.

** Total budgeted amount of local revenue attributable to the GTC is \$567,916*

<u>BEP/TISA REVENUE</u>	2024-2025	2025-2026	Variance
July	\$ 498,328.00	\$ 646,810.66	\$ 148,482.66
August	2,083,131.49	2,220,203.51	137,072.02
September			\$ -
October			\$ -
November			\$ -
December			\$ -
January			\$ -
February			\$ -
March			\$ -
April			\$ -
May			\$ -
June			\$ -
Totals	\$ 2,581,459.49	\$ 2,867,014.17	\$ 285,554.68

Greeneville City Schools General Purpose Financial Report For the Month of August 2025

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
34760	Assigned for Instruction	\$ -	\$ -	246,918.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	58,668.00	0.0%
40000	Local Taxes	\$ 520,589.30	\$ 520,589.30	9,806,960.00	5.3%
41000	Marriage Licenses	\$ 119.41	\$ 119.41	1,209.00	9.9%
43511	Tuition	\$ 72,419.70	\$ 328,761.11	764,925.00	43.0% (1)
43570	Receipts from Individual Schools	\$ -	\$ -	173,568.00	0.0%
44000	Other Local Revenue	\$ 108,066.99	\$ 119,718.84	285,626.00	41.9%
46000	State Education Funds	\$ 2,220,203.50	\$ 2,764,661.90	22,699,444.00	12.2%
47600	Direct Federal Funds (ROTC)	\$ -	\$ -	81,374.00	0.0%
49000	City Appropriation, Indirect Cost, & Insurance Recovery	\$ -	\$ -	6,029,854.00	0.0%
Total Revenues		\$ 2,921,398.90	\$ 3,733,850.56	\$ 40,148,546.00	9.3%
<u>EXPENDITURES</u>					
		MTD	YTD		
71100	Regular Instruction	\$ 1,615,174.06	\$ 2,130,308.39	\$ 18,387,885.00	11.6%
71150	Alternative Instruction	16,579.81	18,649.82	186,329.00	10.0%
71200	Special Education	229,252.60	263,929.65	2,936,396.00	9.0%
71300	Vocational Education	97,591.25	107,723.35	1,326,009.00	8.1%
71400	Student Body	-	-	500.00	0.0%
72110	Attendance	8,600.94	83,980.58	131,369.00	63.9% (3)
72120	Health Services	46,008.09	57,718.91	480,242.00	12.0%
72130	Other Student Support	118,979.23	149,142.74	1,873,271.00	8.0%
72210	Regular Instruction Support	159,191.79	257,312.74	1,309,351.00	19.7%
72220	Special Education Support	16,570.49	27,496.48	343,413.00	8.0%
72230	Vocational Education Support	-	-	2,400.00	0.0%
72250	Technology	81,919.79	241,818.05	1,174,312.00	20.6%
72310	Board of Education	51,797.62	475,124.63	1,027,562.00	46.2% (2)
72320	Office of Director	50,297.79	99,536.86	613,699.00	16.2%
72410	Office of Principal	210,451.59	379,117.68	2,488,969.00	15.2%
72510	Fiscal Services	29,095.96	57,977.82	402,339.00	14.4%
72520	Human Resources	29,286.12	81,256.28	383,151.00	21.2% (3)
72610	Operation of Plant	217,556.43	596,797.27	2,809,225.00	21.2% (3)
72620	Maintenance of Plant	141,157.57	258,038.72	1,168,805.00	22.1%
72710	Transportation	119,147.79	148,706.97	1,128,792.00	13.2%
73300	Community Services	162.68	162.68	20,000.00	0.8%
73400	Early Childhood Education	48,455.96	57,372.08	640,450.00	9.0%
76100	Capital Outlay	65,991.55	78,959.68	868,500.00	9.1%
81300	Education Debt Service	-	-	370,487.00	0.0%
99100	Operating Transfers	-	-	75,000.00	0.0%
Total Expenditures		\$ 3,353,269.11	\$ 5,571,131.38	\$ 40,148,456.00	13.9%
Net Revenue (Expense)		\$ (431,870.21)	\$ (1,837,280.82)		

Explanation of Footnotes

(1) Tuition Count as of 09/15/2025 is 582 Students

(2) 2025-2026 Liability and Workers' Compensation Insurance Payments Reflected

(3) Reflects Routine Encumbrances for Liability Insurance Policies, Software, and Supplies

(4) Encumbrances Total \$ 2,014,182

Greeneville City Schools Federal Projects Financial Report For the Month of August 2025

<u>REVENUE</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ -	\$ -	\$ 51,925.00	0.0%
Carl Perkins Reserve	\$ -	\$ -	\$ 50,000.00	0.0%
Consolidated Administration	\$ -	\$ -	\$ 120,738.00	0.0%
Title I-A	\$ -	\$ -	636,687.00	0.0%
Title I-A Neglected	\$ -	\$ -	60,152.00	0.0%
Title II-A	\$ -	\$ -	88,699.00	0.0%
Title III	\$ -	\$ -	15,997.00	0.0%
Title IV	\$ -	\$ -	60,168.00	0.0%
IDEA Part B	\$ -	\$ -	707,336.00	0.0%
IDEA Pre-School	\$ -	\$ -	14,719.00	0.0%
Foundations First: Pre-K Reading	\$ -	\$ -	1,000.00	0.0%
21st Century	\$ -	\$ -	276,250.00	0.0%
Total Revenues	\$ -	\$ -	\$ 2,083,671.00	0.0%

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ 3,040.37	\$ 3,040.37	\$ 51,925.00	5.9%
Carl Perkins Reserve	\$ 8,792.95	\$ 8,792.95	\$ 50,000.00	17.6%
Consolidated Administration	\$ 10,452.38	\$ 19,579.25	\$ 120,738.00	16.2%
Title I-A	\$ 31,316.88	\$ 36,412.83	636,687.00	5.7%
Title I-A Neglected	\$ 5,012.66	\$ 5,012.66	60,152.00	8.3%
Title II-A	\$ 7,106.40	\$ 13,109.32	88,699.00	14.8%
Title III	\$ -	\$ -	15,997.00	0.0%
Title IV	\$ 3,868.98	\$ 4,573.28	60,168.00	7.6%
IDEA Part B	\$ 74,071.58	\$ 95,310.11	707,336.00	13.5%
IDEA Pre-School	\$ -	\$ -	14,719.00	0.0%
Foundations First: Pre-K Reading	\$ 1,000.00	\$ 1,000.00	1,000.00	100.0%
21st Century	\$ -	\$ -	276,250.00	0.0%
Total Expenditures	\$ 144,662.20	\$ 186,830.77	\$ 2,083,671.00	9.0%

Net Revenue (Expense)	\$ (144,662.20)	\$ (186,830.77)	\$ -	
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*Encumbrances Total \$89,768

SECTION 00300

BID FORM

PROJECT
Renovations to
Greeneville City Schools Bus Garage
1117 Hal Henard Road
Greeneville, Tennessee

The Contractor acknowledges in submitting this Bid that:

1. The Contractor has received, read, and understands the documents and that this bid is made in accordance therewith.
2. The Contractor has visited the site and is familiar with conditions and constraints within which the Scope of Work is to be performed; and has correlated all observations with the requirements of the Contract Documents.
3. The required Bid Security, in the amount of five percent (5%) of the total amount of bid, is attached hereto.
4. Failure to complete the Bid Form, provide required attachments, or comply otherwise with the Instructions to Bidders, may be cause for rejection of the Bid.
5. The Contractor has received the following addenda:
Addendum No. 1 dated 09/05/2025
Addendum No. 2 dated 09/10/2025
Addendum No. _____ dated _____
Addendum No. _____ dated _____
6. The person who signs this Bid on behalf of the Contractor is required to be legally empowered to bind the Contractor to a contract.

The Bidder agrees to:

1. Honor this Bid for a period of forty-five (45) days following the date of scheduled opening of Bid.
2. Enter into and execute a Contract, if presented on the basis of this Bid, and furnish all bonds required and any certificates of insurance required.
3. Accomplish the Work in accordance with the Contract Documents.

QUOTATION:

BASE BID:

two hundred eight thousand three hundred and zero /100ths dollars
\$ 208,300

Number of Calendar Days to complete Scope of Work: 180 days

Submitted by: Skilled Services

Authorized signature:  date 09/12/2025

Type or print Name and title: Rob Smith President

On behalf of: Name of Bidder Skilled Services

Bidders address: 2800 Hoitt Ave.
Knoxville, TN 37917

Bidders telephone number: (865) 637-7687

Bidders e-mail address: robsmith@skservicesllc.com

License Number: 34266

END OF SECTION 00300

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Skilled Services Quality Construction, LLC
2800 Hoitt Ave.
Knoxville, TN 37917

OWNER:

(Name, legal status and address)

Greeneville City Schools
312 Floral St.
Greeneville, TN 37743

SURETY:

(Name, legal status and principal place of business)

Westfield Insurance Company
P.O. Box 5001
Westfield Center, OH 44251-5001
Mailing Address for Notices
P.O. Box 5001
Westfield Center, OH 44251-5001

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Renovations to Greeneville City Schools Bus Garage

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

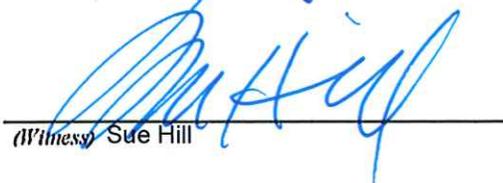
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of September, 2025.


(Witness) Brittany Reagan

Skilled Services Quality Construction, LLC
(Principal) (Seal)

By: 
(Title) Robert Smith President


(Witness) Sue Hill

Westfield Insurance Company
(Surety) (Seal)

By: 
(Title) Kendra Adams, Attorney-in-Fact



General
Power
of Attorney

**Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.**
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint Kendra Adams

of Knoxville and State of TN its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver the following bond

Surety Bond Number: Bid Bond
Principal: Skilled Services Quality Construction, LLC
Obligee: Greeneville City Schools

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their Vice President, Surety and their corporate seals to be hereto affixed this 01st day of July A.D., 2025.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: **Gary W. Stumper, Vice President, Surety**

State of Ohio
County of Medina ss.:

On this 01st day of July A.D., 2025, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is Vice President, Surety of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Kathleen Golovan, Chief Administrative Officer & Corporate Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 15th day of September A.D., 2025



Kathleen Golovan
Chief Administrative Officer & Corporate Secretary



STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE



SKILLED SERVICES QUALITY CONSTRUCTION, LLC

419855

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: October 31, 2026

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

SKILLED SERVICES QUALITY CONSTRUCTION, LLC
2800 HOITT AVE
KNOXVILLE, TN 37917

State of Tennessee

419855

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

SKILLED SERVICES QUALITY CONSTRUCTION, LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: October 31, 2026
UNLIMITED; BC; CE; CMC; LMC



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

SECTION 00300

BID FORM

PROJECT
Renovations to
Greeneville City Schools Bus Garage
1117 Hal Henard Road
Greeneville, Tennessee

The Contractor acknowledges in submitting this Bid that:

1. The Contractor has received, read, and understands the documents and that this bid is made in accordance therewith.
2. The Contractor has visited the site and is familiar with conditions and constraints within which the Scope of Work is to be performed; and has correlated all observations with the requirements of the Contract Documents.
3. The required Bid Security, in the amount of five percent (5%) of the total amount of bid, is attached hereto.
4. Failure to complete the Bid Form, provide required attachments, or comply otherwise with the Instructions to Bidders, may be cause for rejection of the Bid.
5. The Contractor has received the following addenda:
Addendum No. 1 dated 9/5/25
Addendum No. 2 dated 9/10/25
Addendum No. _____ dated _____
Addendum No. _____ dated _____
6. The person who signs this Bid on behalf of the Contractor is required to be legally empowered to bind the Contractor to a contract.

The Bidder agrees to:

1. Honor this Bid for a period of forty-five (45) days following the date of scheduled opening of Bid.
2. Enter into and execute a Contract, if presented on the basis of this Bid, and furnish all bonds required and any certificates of insurance required.
3. Accomplish the Work in accordance with the Contract Documents.

QUOTATION:

BASE BID:

SIXTY-TWO THOUSAND NINE HUNDRED NINETY _____ and _____ 00 /100ths dollars

\$62,990.00 _____

Number of Calendar Days to complete Scope of Work: _____ 30 _____ days

Submitted by: _____ C&C MILLWRIGHT MAINTENANCE CO., INC. _____

Authorized signature: _____  _____ date 9/12/2025 _____

Type or print
Name and title: _____ RICHARD E. GREENE, PRESIDENT _____

On behalf of:
Name of Bidder _____ C & C MILLWRIGHT MAINTENANCE CO., INC. _____

Bidders address: _____ P.O. BOX 970 _____
_____ GREENEVILLE, TN 37744 _____

Bidders telephone number: _____ 423-639-0131 _____

Bidders e-mail address: _____ rgreene@ccmillwright.com _____

License Number: _____ 14967 _____

END OF SECTION 00300



AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

C&C Millwright Maintenance, Inc.
PO Box 970
Greeneville, TN 37744

SURETY:

(Name, legal status and principal place of business)

Great American Insurance Company
301 E. Fourth Street
Cincinnati, OH 45202

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Greeneville City Schools Maintenance and Operations
312 Floral Street
Greeneville, TN 37743

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of the Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Greeneville City Schools-Bus Garage Renovations
1117 Hal Henard Rd. Greeneville, TN 37743

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of September, 2025.

Aranda Knight
(Witness)
W. H. Ad
(Witness)

C&C Millwright Maintenance, Inc.
(Principal) *[Signature]* (Seal)
(Title)
Great American Insurance Company
(Surety) *Lavonne Sherrod* (Seal)
(Title) **Lavonne Sherrod, Attorney-in-Fact**

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SIX

No. 0 22729

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
WILLIAM M. THOMAS	ALL OF	ALL
JAMES F. OAKES	KNOXVILLE, TENNESSEE	\$100,000,000
LAVONNE SHERROD		
CHARLES C. MARTIN		
LEANNE HAMMONS		
MEGAN E. FORD		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 20TH day of JUNE, 2025.

Attest

GREAT AMERICAN INSURANCE COMPANY



Stephen C. Beraha

Assistant Secretary

John K. Webster

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 20TH day of JUNE

JOHN K. WEBSTER (877-377-2405)

, 2025, before me personally appeared JOHN K. WEBSTER, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2030

Susan A Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 15th day of September, 2025



Stephen C. Beraha

Assistant Secretary



SECTION 00300

BID FORM

PROJECT
Renovations to
Greenville City Schools Bus Garage
1117 Hal Henard Road
Greenville, Tennessee

The Contractor acknowledges in submitting this Bid that:

1. The Contractor has received, read, and understands the documents and that this bid is made in accordance therewith.
2. The Contractor has visited the site and is familiar with conditions and constraints within which the Scope of Work is to be performed; and has correlated all observations with the requirements of the Contract Documents.
3. The required Bid Security, in the amount of five percent (5%) of the total amount of bid, is attached hereto.
4. Failure to complete the Bid Form, provide required attachments, or comply otherwise with the Instructions to Bidders, may be cause for rejection of the Bid.
5. The Contractor has received the following addenda:
Addendum No. 1 dated 09/05/2025
Addendum No. 2 dated 09/10/2025
Addendum No. _____ dated _____
Addendum No. _____ dated _____
6. The person who signs this Bid on behalf of the Contractor is required to be legally empowered to bind the Contractor to a contract.

The Bidder agrees to:

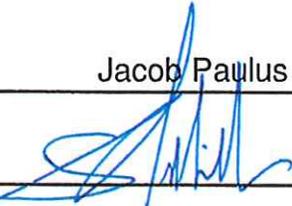
1. Honor this Bid for a period of forty-five (45) days following the date of scheduled opening of Bid.
2. Enter into and execute a Contract, if presented on the basis of this Bid, and furnish all bonds required and any certificates of insurance required.
3. Accomplish the Work in accordance with the Contract Documents.

QUOTATION:
BASE BID:

Two Hundred Fifty-five Thousand Five Hundred Eighty-eight and 0 /100ths dollars
\$ 255,588.00

Number of Calendar Days to complete Scope of Work: 75 days

Submitted by: Jacob Paulus - Project Estimator

Authorized signature:  date 09/12/2025

Type or print Name and title: Jake Miller - Operations Manager/Partner

On behalf of: Name of Bidder Buckeye Construction & Restoration, Ltd.

Bidders address: 405 Watertown Road, Waterford, Ohio 45786

Bidders telephone number: 833-227-9600

Bidders e-mail address: jpaulus@bcrmco.com

License Number: 76380

END OF SECTION 00300

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
Buckeye Construction & Restoration Ltd
as Principal, hereinafter called the Principal, and
SureTec Insurance Company
a corporation duly organized under the laws of State of Texas
as Surety, hereinafter called the Surety, are held and firmly bound unto
Greeneville City Schools
as Obligee, hereinafter called the Obligee, in the sum of
Five (5%) Percent of Amount Bid Dollars (\$ **5% of amount bid**),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves,
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
WHEREAS, the Principal has submitted a bid for
Greeneville City Schools Bus Garage Renovations

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter
into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or
bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for
the faithful performance of such Contract and for the prompt payment of labor and material furnished
in the prosecution hereof, or in the event of the failure of the Principal to enter such Contract and give
such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Obligee may in
good faith contract with another party to perform the Work covered by said bid, then this obligation
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed 15 day of September 2025

Handwritten signatures and stamps for Buckeye Construction & Restoration Ltd (Principal), SureTec Insurance Company (Surety), and Heidi M O'Connor (Attorney in Fact). Includes a circular seal for Buckeye Construction & Restoration Ltd with 'SEAL 2018 OHIO' and a circular seal for SureTec Insurance Company.

SureTec Insurance Company

LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

John L. Cramer, Heidi M. O'Connor, Dan Sanderson, Lisa R. Scotto, Kurt Sokolowski, Diane A. Hobbs, Lori F. Hamlet, Kimberly S. Sullivan,
Holly Moore, Nichole Boyd, Johnna Moore, Joshua Main, Samantha Tharrington

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Fifty Million and 00/100 Dollars (\$50,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. *(Adopted at a meeting held on 20th of April, 1999.)*

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 16th day of October, A.D. 2024.

SURETEC INSURANCE COMPANY

By: 
Michael C. Keimig, President



State of Texas ss:
County of Harris

On this 16th day of October, A.D. 2024 before me personally came Michael C. Keimig, to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.




Tanya Sneed, Notary Public
My commission expires March 30, 2027

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 15 day of September, 2025, A.D.


M. Brent Beaty, Assistant Secretary