

GREENEVILLE CITY BOARD OF EDUCATION

AGENDA

Date of Meeting: September 22, 2026

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. **Special Recognition** (5 minutes)
 - New Student Board Representative - Emma Light
 - AP Scholars
- V. **Public Comment Period** (20 Minutes)
- VI. **School Report** (10 minutes)
School Report GMS
- VII. **Public Hearing on Family Life Education** (5 Minutes)
- VIII. **Reorganization of the Board** (5 Minutes)
Election of Chair, Vice-Chair, Treasurer, and TLN Representative
- IX. **Conflict of Interest Statement** (5 Minutes)

Chair to Board Members:

- "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."

X. **Approval of Agenda** (5 Minutes)

XI. **Consent Agenda** (5 minutes)

- A. Consideration of Approving Minutes of August 4, 2026, 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 Under \$500.00
- G. Consent of Accepting 2027 Employee Health Insurance Premium Rates
- H. Consideration of Approving 2026-2027 Greeneville City Schools Employee Handbook
- I. Consideration of Approving Final 2026-2027 General Purpose Budget Amendment 1

XII. **Action Items**

- A. Consideration of Accepting August 2026 Financial Statements (5 minutes)
- B. Consideration of Approving Board Policy Revisions - 1st Reading (5 minutes)
- C. Consideration of Approving the Appointment of a Board Member to Serve on the PECCA Administration Team (5 Minutes)
- D. Consideration of Approving New Extracurricular Activity (5 Minutes)
- E. Consideration of Approving Purchase of HVAC Equipment (5 Minutes)
- F. Consideration of Approving Painting of KLCO Exterior (5 Minutes)
- G. Consideration of Approving Purchase of Career and Technical Education Vans from Innovative Schools Model Grant (5 Minutes)

XIII. **Director's Report** (5 minutes)

XIV. **Legislative Update** (5 Minutes)

XV. **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	Identify proper hygiene skills. Identify the basic body parts. PE	Demonstrate healthy personal hygiene practices (not sharing personal hygiene items, hand washing, flossing, etc.) Identify functions of the human body systems. PE	Identify common pathogens and describe ways they can enter the body. Explain the importance of the basic body systems. PE	Describe the importance of maintaining proper oral health. Describe the types of basic human parts. PE	Describe how personal hygiene can positively/negatively affect social interactions with peers. Identify daily hygiene needs and where products can be located. Compare functions of the human body systems. PE	Describe effects of puberty and identify that personal hygiene is needed during puberty. Explain how health is influenced by the interaction of human body systems. PE
Disease Prevention	Define and discuss blood borne pathogens. Identify common pathogens (cold, flu, strep, etc.) and methods of preventing their spread. Nurse	Identify situations where you could in contact with blood borne communicable pathogens. Identify communicable and non-communicable diseases. Nurse	Explain the importance of finding a responsible adult when an accident occurs. Explain differences between communicable and non-communicable diseases. Nurse	Identify personal protective equipment and its main functions. Identify the mode of transmission for various pathogens that cause communicable diseases. Nurse	Explain the importance of using personal protective equipment while attending to others who are injured. Identify prevention strategies for not spreading pathogens. Nurse	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. Explain how viruses and bacteria affect the immune system and impact health. Nurse

	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	Identify emotions and their effects on the mind and body. Recognize stressors and formulate personal stress management techniques. Design useful strategies for suicide prevention. Characteristics of mental health conditions. Describe the stages of grief. Identify positive ways of resolving interpersonal conflict. Demonstrate appropriate refusal skills (e.g. drugs, relationships, sexual activity).
Relationships	Examine the aspects of positive relationships. Determine the influence of families, media, cultural traditions, and economic factors on human development. Negotiation/collaboration skills as helpful/harmful in resolving conflict.
Sexuality	Explain basic structures and functions of the reproductive system as they relate to the human life cycle. Meet Baby Olivia Video Recognize abstinence from all sexual activity as a positive choice. Identify preventative methods and potential outcomes of engaging in sexual behavior. Research the skills necessary for maintaining reproductive health.
Substance Use and Abuse	Describe the proper use of over-the-counter and prescription drugs. Predict the benefits of a lifestyle free from chemical misuse. Summarize the consequences of drug use. Analyze the role of family, community, and cultural norms in deciding to use drugs. Articulate the effects of substance misuse and abuse on society. Identify common warning signs of opioid and IV drug abuse. Identify common symptoms of opioid prescription and IV drug overdose. Demonstrate how to tell a trusted adult that someone you know may be misusing drugs. Research school and community resources for treatment and intervention. Predict the short and long term effects of drug use on an individual's health.
Success Sequence	Public Chapter 224 Schools must provide age-appropriate instruction and evidence regarding the "success sequence": Obtain a high school diploma (or equivalent) Enter the workforce or pursue postsecondary education/training Enter into marriage Have children
Safe Haven Law	Public Chapter 164 of 2025 requires family life curriculum for grades 9-12 to include instruction on Tennessee's Safe Haven Law, which allows a mother to surrender an unharmed newborn to designated facilities within a specified timeframe without criminal prosecution

OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION

Tuesday, August 4, 2026

The Greeneville City Board of Education met in Regular session on Tuesday, August 4, 2026, at the Professional Development Center at the Kathryn W. Leonard Administrative Office, 129 W Depot St, Greeneville, TN 37743. Board Members **Present:** Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Board Member), Josh Quillen (Chair/Treasurer), Dr. Craig Shepherd (Vice-Chair). Others in attendance included Dr. Matthew Drinnon, Director of Schools, several administrative personnel, and community members. The Chairman called the meeting to order and welcomed all in attendance.

BUSINESS TRANSACTED

I. Call to Order

II. Pledge to the Flag

Pledge of Allegiance was led by EastView students Anderson and Jameson Fannon.

III. Recognition of Visitors

IV. Public Comment Period

There were no requests to speak on any agenda item.

V. 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."

VI. Approval of Agenda

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

VII. Consent Agenda

It was recommended to approve the Consent Agenda as presented. Board approval was unanimous on a motion from Crystal Hirschy (Board Member) and a second from Cindy Luttrell (Board Member).

A. Consideration of Approving Minutes of June 23, 2026, Board Meeting

The minutes of the June 23, 2026 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 June 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:

- 1.400 School Board Meetings
- 1.403 Agenda
- 1.404 Appeals to and Appearances Before the Board
- 1.905 Charter School Renewal
- 5.106 Application and Employment
- 6.100 Student Goals
- 6.301 Rights and Responsibilities of Students
- 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation
- 6.318 Admission of Suspended or Expelled Students
- 6.3041 Title IX & Sexual Harassment
- 6.4053 Outside Applied Behavior Analysis Therapy

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

Board approval was unanimous on 1st 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
- 1.1021 Student Board Member
- 1.104 Memberships
- 1.105 School Board Legislative Involvement
- 1.106 Code of Ethics
- 2.201 Line-Item Transfer Authority
- 3.100 Business Management Goals
- 3.200 Buildings and Grounds Management
- 3.201 Safety
- 6.201 Compulsory Attendance Ages
- 6.203 School Admissions
- 6.204 Attendance of Non-Resident Students
- 6.206 Transfers Within the System
- 6.207 Withdrawals
- 6.208 Release During School Hours
- 6.209 Parental Access
- 6.2001 Attendance During Postsecondary Visits

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.

- Hal Henard STEM Camp requested approval to travel to Clyde Austin 4-H Camp to participate in a STEM camp from 09/10/2026 - 09/11/2026.
- GHS Cross Country requested approval to travel to Abingdon, VA to participate in a camp from 07/20/2026 - 07/21/2026. Executive Approval granted on 07/15/26.
- GHS Girls' Soccer requested approval to travel to Gatlinburg, TN to participate in a camp from 08/21/2026 - 08/23/2026.

F. Consideration of Approving Disposal of Surplus Under \$500.00

GCS Board Policy 2.403 gives the Greeneville Board of Education the authority to declare district property that is no longer useful or necessary as surplus and to authorize the disposal of such equipment, books, or materials. The Board unanimously approved the disposal of the surplus.

VIII. Action Items

A. Consideration of Accepting June 2026 Financial Statements

Chief Financial Officer Ellen Lipe presented the June financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through June is \$9,755,325, which is 90.9% of the total budgeted projection. The amount collected year-to-date is \$415,593 less than during the same time period last year. This reflects an actual percentage change of -4.42% compared to last year. It was recommended to approve the June 2026 financial statements. Board approval was unanimous on a motion from Cindy Luttrell (Board Member) and a second from Crystal Hirschy (Board Member).

B. Consideration of Approving Board Policy Revisions - 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 Dr. Craig Shepherd (Vice-Chair) and a second from Pam Botta (Board Member).

2.100 Fiscal Management Goals

C. Consideration of Approving Purchase of Refrigeration System

Tusculum View Elementary's walk-in cooler and freezer are served by a dual-compressor refrigeration system that has become increasingly unreliable over the past several years and has reached the end of its useful life. A Request for Proposals (RFP) was issued for the purchase and installation of a replacement Hobart walk-in cooler and freezer refrigeration system. The project includes replacement of the cooler condenser, cooler evaporator, freezer condenser, and freezer evaporator, as well as all necessary plumbing and electrical work. To avoid disrupting food service operations, installation is scheduled during fall break.

Three proposals were received:

- Mobile Fixture: \$39,179.70
- Douglas Equipment: \$39,922.25
- TriMark: \$43,898.82

Administration recommends approval of the low bid from Mobile Fixture for \$39,179.70.

It was recommended to approve the Purchase of the Refrigeration System at Tusculum View. Board approval was unanimous on a motion from Crystal Hirschy (Board Member) and a second from Cindy Luttrell (Board Member).

D. Consideration of Approving Resurfacing GMS Track

The Greeneville Middle School track is an important resource that serves both students and members of the community. In 2009, a rubber running surface was installed over the existing asphalt track. With routine maintenance, this surface has provided many years of safe and reliable use; however, it has now reached the end of its useful life.

To ensure the continued safety of student-athletes and other users, the running surface must be replaced. The existing rubber surface has been removed, and an evaluation determined that the underlying asphalt remains in good condition, requiring only minor repairs before a new surface is installed.

The recommended replacement is a new rubber and polyurethane running surface, which will provide a durable, high-quality track that meets the needs of the school and community for years to come. Funding for this project is included in the Greeneville City Schools 2026-2027 Capital Budget.

It was recommended to approve Resurfacing GMS Track. Board approval was unanimous on a motion from Dr. Craig Shepherd (Vice-Chair) and a second from Cindy Luttrell (Board Member).

E. Consideration of Approving Federal Consolidated Funding Application

In 2024, the Board of Education approved a resolution adopting the Federal Budget and all subsequent amendments in E-Plan as the Board's approved budget and amendments. This resolution eliminated the need for the Board to formally approve future federal budget documents and budget amendments at individual board meetings.

For the 2026-2027 school year, the Tennessee Department of Education has implemented a new requirement that the Federal Consolidated Application Budget receive formal approval by the local Board of Education and that the approval be documented in the official board meeting minutes. As a result, the Federal Consolidated Budget is being presented to the Board for approval to satisfy this state requirement, despite the previously adopted 2024 resolution.

It was recommended to approve the Federal Consolidated Funding Application. Board approval was unanimous on a motion from Crystal Hirschy (Board Member) and a second from Pam Botta (Board Member).

IX. Director's Report

Drinnon thanked, congratulated, and recognized:

1. Dr. Lana Luttrell named as a Finalist for Principal of the Year

Dr. Lana Luttrell, principal of Tusculum View Elementary, for being named as one of nine finalists for the Tennessee Principal of the Year. The Principal of the Year, along with three winners from each grand division, will be selected and announced at the annual Tennessee Excellence in Education Banquet on October 1, 2026.

2. Tennessee CTE Secondary Program of the Year

Greeneville City Schools is honored to be recognized alongside TCAT-Morristown, TCAT-Elizabethton, and several other partner school districts and community partners as the recipient of the Tennessee Advanced Career and Technical Education (TNACTE) Organization's Secondary Program of the Year Award for our Ballad Academy.

This statewide recognition celebrates our innovative Practical Nursing Program, DevilMed, offered in partnership with TCAT and Ballad Health, which allows students to begin their nursing education while still in high school- creating a direct pathway into one of the most rewarding and in-demand careers.

This achievement would not be possible for Greeneville City Schools without the collaboration and support of TCAT-Morristown, Ballad Health, and Bloomberg Philanthropies. Together, we are expanding access to career and technical education, strengthening our communities, and helping build the next generation of healthcare professionals.

3. Beginning of School

Opening in-service was held on Friday, July 31. Drinnon thanked all of the students and volunteers who participated in our opening event. From the

Greeneville Big Band, members of the GHS Choir, and our student speakers, GCS has a lot to be proud of in our students. Thanks to everyone who helped make the Opening In-Service a success, including our School Nutrition staff who served breakfast, members of the Central Office and principals who helped organize our students, and Human Resources for organizing the Employee Benefits Fair.

Students will return to school tomorrow, August 5, for a partial day with our first full day of school on Friday, August 7.

4. Thanks to our Team

Drinnon thanked all of the members of the district team for their work in preparing for the upcoming school year. He stated that the custodial staff has done a great job in preparing our buildings and grounds for a new school year. The Human Resources team has worked diligently to process new hires and their benefits and get our positions filled with quality applicants before the beginning of the year. The IT department has processed a tremendous number of technology items, including laptops, new staff cell phones, new school phones, a new internet service provider, and a large number of other items in preparation for the new year. The Operations team has worked to complete several projects before school begins, and the Instructional team has worked with new teachers and veteran staff in training and professional development before students return to school. GCS Transportation Department has completed updated safety training and prepared for buses to begin routes tomorrow.

5. TSBA Summer Law Institute

Drinnon thanked the Board members for attending the recent TSBA Summer Law Institute. With dozens of new laws passed in the most recent Legislative session that impact public education, GCS appreciates their commitment to stay informed to make the best decisions for students, parents, educators, and our community.

6. Recognition of Outgoing Board Members

Drinnon recognized and thanked three dedicated members of the Greeneville City Schools Board of Education for their service and leadership.

Crystal Hirschy was elected to the Board of Education in 2020. A two-time graduate of Tusculum College, she holds degrees in Athletic Training and Organizational Management. Crystal earned the Level II School Board Member designation from the Tennessee School Boards Association, demonstrating her commitment to professional development and effective board service.

Dr. Craig Shepherd was elected to the Board of Education in 2014 and has served as Vice Chair since 2019. He earned the Level IV School Board Member designation from the Tennessee School Boards Association, reflecting his commitment to effective board leadership.

Cindy Luttrell was appointed to the Board of Education in 2003 and has served our district with distinction for more than 23 years. She served as Vice Chair from 2012 to 2019 and as Board Chair from 2019 to 2025. Cindy earned the Master (Level V) School Board Member designation, the highest honor awarded by the Tennessee School Boards Association.

Drinnon stated, on behalf of Greeneville City Schools, we thank Cindy Luttrell, Dr. Craig Shepherd, and Crystal Hirschy for their dedicated service. Their

leadership and commitment have helped strengthen our schools, and we wish them all the very best in the future.

X. **Legislative Update**

There were no legislative updates.

XI. **Adjournment**

The meeting was adjourned at approximately 5:41 p.m. Board approval was unanimous on a motion from Crystal Hirschy (Board Member) and a second from Cindy Luttrell (Board Member).

Respectfully submitted,

Josh Quillen, Chair

Dr. Matthew Drinnon, Director of Schools

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Reviewed Date: 09/23/25 09/22/26
		Rescinds: 2.100	Adoption Date: 08/27/19

General

The Board shall ensure the practice of sound fiscal management procedures. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.¹

In fiscal management, the Board seeks to ensure achievement of the following goals:

1. Advanced planning conducted with broad-based stakeholder involvement;
 2. Levels of funding established to provide quality education for the system's students;
 3. Timely and appropriate information provided to all staff with fiscal management responsibilities; and
 4. Efficient and effective procedures established for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
- Financial policies and procedures shall be reviewed annually to ensure ongoing compliance.²**

Legal References

1. [Internal School Funds Manual, Section 3-1](#)
2. [Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)](#)

Cross References

School District Goals 1.700

Greeneville City Schools

Monitoring:
Review: Annually

Descriptor Term:

Board Member Conflict of Interest

Descriptor Code:
1.107

Reviewed Date:
~~08/26/25~~10/27/26

Rescinds:
1.107

Adoption Date:
04/27/23

General

State law provides specific instances when direct or indirect conflicts of interest may affect a board member's ability to vote on certain matters.

Direct conflicts of interest may arise if the school district contracts with a board member or with a business in which the board member is a sole proprietor, partner, or person having a controlling interest.¹

Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a reasonable person would infer affects their personal finances indirectly. If a board member has a direct interest but is the sole supplier of goods or services in the city or county, the board member would be considered indirectly interested in such a matter.²

DIRECT CONFLICT OF INTEREST¹

A board member shall not be directly interested in any contract in which the Board may be interested.

If there is a pre-existing contract that predates the board member's election to the Board, the board member shall refrain from voting or discussing any matter related to that contract since the board member has a direct interest. Upon expiration, the contract shall not be renewed by the Board.³

This shall not prohibit any board member from voting on the school budget or any budget amendments unless the vote is on a specific budget amendment in which the board member is directly interested.⁴

INDIRECT CONFLICT OF INTEREST²

A board member shall not be indirectly interested in any contract where the Board may be interested unless the board member publicly acknowledges such interest. The disclosure of this interest shall be made at the board meeting in which the Board is taking action on the contract. A board member with an indirect interest is not required to refrain from voting on the contract.

PENALTY FOR UNLAWFUL INTEREST⁵

If a board member is found to have an indirect interest and fails to disclose such interest, or becomes directly interested in any contract, that board member shall forfeit all compensation. The board member shall also be dismissed from the Board and be ineligible to serve in the same or similar position for ten (10) years.

Legal References

1. [TCA 12-4-101\(a\); Op. Tenn. Att’y Gen. No. 10-46](#)
2. [TCA 12-4-101\(b\); Op. Tenn. Att’y Gen. No. 10-46](#)
3. [Op. Tenn. Att’y Gen. No. 99-209](#)
4. [TCA 12-4-101\(a\)\(1\)](#)
5. [TCA 12-4-102](#)

Cross References

Code of Ethics 1.106
Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: _____
2. Name: _____
3. Description of conflict of interest (describe below in detail):

Signature of Board Member

Signature of Witness

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Recruitment of Employees	Descriptor Code: 5.105	Reviewed Date: 10/27/26
		Rescinds: 5.105	Adoption Date: 04/25/19

- 1 The authorization of all school system positions rests with the Board. Personnel employment shall be
- 2 within the discretion of the Director of Schools.¹
- 3 The Director of Schools is responsible for the development of a program for the recruitment of
- 4 licensed personnel.
- 5 Identification of personnel needs shall be the responsibility of the Director of Schools, supervisors, and
- 6 building principals.
- 7
- 8 Vacancies will be advertised locally and through the closest placement offices. A deadline for
- 9 receiving applications shall be established and disseminated with the vacancy notice.

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(CC\)](#); [TCA 49-2-203\(a\)\(1\)](#)

Cross References

Equal Opportunity Employment 5.104
Assignment/Transfer 5.115
Staff Positions 5.116



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

Name of the school: Greeneville High School

Person Requesting: Daniel Varnell

Purpose of the Field Trip: students will sing in the ACDA All-state Honor choir

Destination of Field Trip: Chattanooga, TN

Grade(s) of students attending: 9-12

Dates requested: Apr 1-3 Departure Time: 9 AM Return Time: 10 PM

Approximate # of students to attend: 10 - 15

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Beth Ann Noble - GHS

1 male List names and affiliation: Daniel Varnell - GHS

("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.

Darryl E. Shepard, Principal

date approved 8/7/26

_____, 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: Daniel Varnell

Purpose of the Field Trip: Students will sing in TMEA All-State choirs

Destination of Field Trip: Opryland, Nashville, TN

Grade(s) of students attending: 9-12

Dates requested: Jan 13-16 Departure Time: 9 AM Return Time: 10 PM

Approximate # of students to attend: 10

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Beth Ann Noble - GHS

1 male List names and affiliation: Daniel Varnell - GHS

("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.

Daniel Shepal, Principal

date approved 8/7/26

_____, 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: Daniel Varnell

Purpose of the Field Trip: Students will participate in All-East Honor choirs

Destination of Field Trip: Johnson City, TN

Grade(s) of students attending: all

Dates requested: Nov 19-21 Departure Time: 3pm Return Time: 7pm

Approximate # of students to attend: 10-15

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Beth Ann Noble - GHS

1 male List names and affiliation: Daniel Varnell - GHS

("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 Greenville 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 8/7/26

_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

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

Name of the school: Greeneville Middle

Person Requesting: Rustin Jones

Purpose of the Field Trip: 8th Grade Reward Trip - End of Year

Destination of Field Trip: Washington D.C.

Grade(s) of students attending: 8th

Dates requested: 5/18/27 - 5/21/27 Departure Time: 6:30am Return Time: 8:30pm

Approximate # of students to attend: 120 - 130

Number, names and affiliation of chaperones attending:

9 female List names and affiliation: Wendy Hansard, Emily Dean, Melissa Woolsey, Holly Click, Joselyn Hearrell, Christy Watkins, Kimberly Fowler, Jill Farmer - Teachers - School Nurse

4+ male List names and affiliation: Bryan Everhart - Admin Rustin Jones, Logan Taylor, Jason Shelton, other male teachers based on numbers

("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.

Rustin Jones, Principal

date approved 8/13/26

_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

one
coms
Admin
will
also
attend!

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

Name of the school: Greeneville High School

Person Requesting: Randy Shelton

Purpose of the Field Trip: Wrestling Tournament

Destination of Field Trip: Knockout Christmas Classic, Kissimmee, FL

Grade(s) of students attending: 9-12

Dates requested: 12/17-12/19 Departure Time: 8:00am Return Time: 10:00pm

Approximate # of students to attend: 4-6

Number, names and affiliation of chaperones attending:

0 female List names and affiliation: _____

4-6 male List names and affiliation: Unknown - we will take our best 4-6 wrestlers,
1 chaperone - Randy Shelton

("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.

Daniel Shep, Principal

date approved 8/17/26

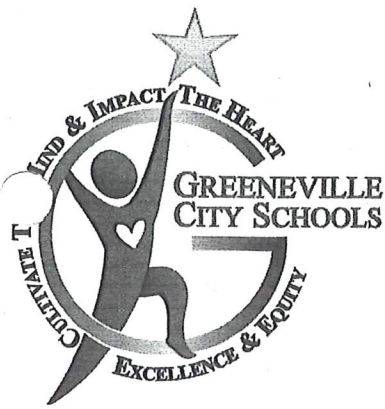
_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

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

Name of the school: Greeneville High School
Person Requesting: Larry Blalock
Purpose of the Field Trip: Cross Country Meet - Southern Showcase
Destination of Field Trip: Huntsville, AL
Grade(s) of students attending: 9-12
Dates requested: Sept 18-19, 2026 Departure Time: 12:30pm Return Time: 7:00pm
Approximate # of students to attend: 7 all male

Number, names and affiliation of chaperones attending:

0 female List names and affiliation: _____

1 male List names and affiliation: Larry Blalock - Head 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 8/21/26

Matthew Drinnon
Matthew Drinnon (Aug 24, 2026 09:31:54 EDT), Director of Schools

date approved Aug 24, 2026

[Signature]
Joshua Quillen (Aug 24, 2026 09:34:37 EDT), Chairman, BOE

date approved Aug 24, 2026

Cultivate the Mind and Impact the Heart through Excellence and Equity

Kathryn W. Leonard Administrative Office
129 W. Depot Street Greeneville, TN 37743-1420
(423) 787-8000 | <http://www.gcschools.net>

Revised 9.25.2023

GHS Cross Country Trip - Executive Approval

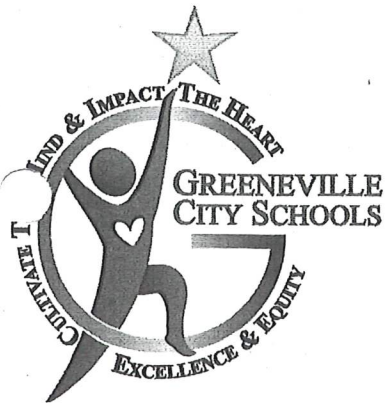
Final Audit Report

2026-08-24

Created:	2026-08-24
By:	Jamie Galyon (galyonj@gcschools.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJO5NSZQ80DW_XDuk0Qlimg7cp7LMP8RW

"GHS Cross Country Trip - Executive Approval" History

-  Document created by Jamie Galyon (galyonj@gcschools.net)
2026-08-24 - 1:27:42 PM GMT
-  Document emailed to Matthew Drinnon (drinnonm@gcschools.net) for signature
2026-08-24 - 1:28:11 PM GMT
-  Email viewed by Matthew Drinnon (drinnonm@gcschools.net)
2026-08-24 - 1:31:24 PM GMT
-  Document e-signed by Matthew Drinnon (drinnonm@gcschools.net)
Signature Date: 2026-08-24 - 1:31:54 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to joshq@southstatecontractors.com for signature
2026-08-24 - 1:31:57 PM GMT
-  Email viewed by joshq@southstatecontractors.com
2026-08-24 - 1:33:52 PM GMT
-  Signer joshq@southstatecontractors.com entered name at signing as Joshua Quillen
2026-08-24 - 1:34:35 PM GMT
-  Document e-signed by Joshua Quillen (joshq@southstatecontractors.com)
Signature Date: 2026-08-24 - 1:34:37 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW
-  Agreement completed.
2026-08-24 - 1:34:37 PM GMT



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

Name of the school: Greeneville High School
Person Requesting: Larry Blalock
Purpose of the Field Trip: Cross Country Meet - TSSAA State XC Meet
Destination of Field Trip: Memphis, TN
Grade(s) of students attending: 9-12
Dates requested: Nov 3-6, 2026 Departure Time: 9:30am Return Time: 8:00pm
Approximate # of students to attend: 15

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Nicole Moore - Assistant Coach

1 male List names and affiliation: Larry Blalock - Head 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 8/21/26

_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

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

Name of the school: Greeneville High School

Person Requesting: Larry Blalock

Purpose of the Field Trip: Cross Country Meet

Destination of Field Trip: Oakville, AL - Gatorade XC Classic

Grade(s) of students attending: 9-12

Dates requested: Oct 2-3, 2026 Departure Time: 9:30am Return Time: 7:00pm

Approximate # of students to attend: 15

Number, names and affiliation of chaperones attending:

1 female List names and affiliation: Nicole Moore - Assistant Coach

1 male List names and affiliation: Larry Blalock - Head 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 8/21/26

_____, Director of Schools

date approved _____

_____, Chairman, BOE

date approved _____

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

Name of the school: GCTA
Person Requesting: Don Burchnell
Purpose of the Field Trip: Attend NASA CTE Day
Destination of Field Trip: NASA Marshall Space Flight Center Huntsville, AL
Grade(s) of students attending: 9-12
Dates requested: 9/15-9/16 Departure Time: 3:00pm Return Time: 8:00p.m.
Approximate # of students to attend: 10 males

Number, names and affiliation of chaperones attending:

0 female List names and affiliation: _____

2 male List names and affiliation: Don Burchnell - CTE Teacher
Don Razar - CTE Teacher

("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.

Matthew Drinnon, Principal
Matthew Drinnon (Aug 25, 2026 12:48:38 EDT)

date approved 8/25/26
date approved Aug 25, 2026

Joshua J.E. Quillen, Director of Schools
Joshua J.E. Quillen (Aug 25, 2026 12:50:27 EDT)

date approved Aug 25, 2026

_____, Chairman, BOE

Cultivate the Mind and Impact the Heart through Excellence and Equity

Kathryn W. Leonard Administrative Office
129 W. Depot Street Greeneville, TN 37743-1420
(423) 787-8000 | <http://www.gcschools.net>

Revised 9.25.2023

scan_rickerb2_2026-08-25-12-31-05

Final Audit Report

2026-08-25

Created:	2026-08-25
By:	Jamie Galyon (galyonj@gcschools.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8penY1iwMxCZoSMNE5lz9X4cq_8malEb

"scan_rickerb2_2026-08-25-12-31-05" History

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2026-08-25 - 4:45:51 PM GMT
-  Document emailed to Matthew Drinnon (drinnonm@gcschools.net) for signature
2026-08-25 - 4:46:18 PM GMT
-  Email viewed by Matthew Drinnon (drinnonm@gcschools.net)
2026-08-25 - 4:46:44 PM GMT
-  Document e-signed by Matthew Drinnon (drinnonm@gcschools.net)
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2026-08-25 - 4:48:40 PM GMT
-  Email viewed by joshq@southstatecontractors.com
2026-08-25 - 4:49:50 PM GMT
-  Signer joshq@southstatecontractors.com entered name at signing as Joshua J.E. Quillen
2026-08-25 - 4:50:25 PM GMT
-  Document e-signed by Joshua J.E. Quillen (joshq@southstatecontractors.com)
Signature Date: 2026-08-25 - 4:50:27 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-08-25 - 4:50:27 PM GMT



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

Name of the school: Greeneville Middle School

Person Requesting: Abbey Townsend

Purpose of the Field Trip: TN ACDA Middle School All-State Honor Choir

Destination of Field Trip: First Baptist Church, Chattanooga

Grade(s) of students attending: 7th and 8th

Dates requested: 04/02/27- 04/03/27 Departure Time: 7:30 AM Return Time: 6:00 PM

Approximate # of students to attend: 16

Number, names and affiliation of chaperones attending:

2 female List names and affiliation: Abbey Townsend- teacher, parent chaperone- tbd

1 male List names and affiliation: parent chaperone-tbd

("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.

Dr. Rachel Adams, Principal date approved 8/27/2026

_____, 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 Middle School

Person Requesting: Rachel Thomas

Purpose of the Field Trip: perform at Carowinds Festival of Music

Destination of Field Trip: Fort Mill, SC

Grade(s) of students attending: mostly 8th grade and some 7th grade

Dates requested: 4-10 through 4-11-27 Departure Time: _____ Return Time: _____

Approximate # of students to attend: 45

Number, names and affiliation of chaperones attending:

_____ female List names and affiliation: Rachel Thomas, Kim White, and Brooke Williams
plus approx. 1 chaperone per 5 students

_____ male List names and affiliation: approximately 1 chaperone per 5 students

("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.

Dr. Rachel Adams, Principal date approved 8/27/2026

_____, 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 Middle School

Person Requesting: Abbey Townsend

Purpose of the Field Trip: ETVA All-East Middle School Honor Choir

Destination of Field Trip: East Tennessee State University

Grade(s) of students attending: 7th and 8th

Dates requested: 11/20/26-11/21/26 Departure Time: 8:30 AM Return Time: 5:00 PM

Approximate # of students to attend: 16

Number, names and affiliation of chaperones attending:

2 female List names and affiliation: Abbey Townsend- teacher, parent chaperone-tbd

1 male List names and affiliation: parent chaperone- tbd

("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.

Dr. Rachel Adams, Principal

date approved 8/27/2026

_____, 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 Middle School

Person Requesting: Abbey Townsend

Purpose of the Field Trip: TMEA's Tennessee Treble Honor Choir

Destination of Field Trip: Opryland Hotel

Grade(s) of students attending: 6th Grade

Dates requested: 01/15/2027-01/16/2027 Departure Time: 8:30 AM Return Time: 5:00 PM

Approximate # of students to attend: 16

Number, names and affiliation of chaperones attending:

2 female List names and affiliation: Abbey Townsend- teacher, parent chaperone-tbd

1 male List names and affiliation: parent chaperone- tbd

("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.

Dr. Rachel Adams, Principal

date approved 8/27/2026

_____, 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 Middle School

Person Requesting: Abbey Townsend

Purpose of the Field Trip: TMEA Middle School Honors Choir

Destination of Field Trip: Opryland Hotel

Grade(s) of students attending: 7th and 8th Grade

Dates requested: 01/15/2027-01/16/2027 Departure Time: 8:30 AM Return Time: 5:00 PM

Approximate # of students to attend: 12

Number, names and affiliation of chaperones attending:

2 female List names and affiliation: Abbey Townsend- teacher, parent chaperone-tbd

1 male List names and affiliation: parent chaperone- tbd

("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.

Dr. Rachel Adams, Principal date approved 9/17/2026

_____, Director of Schools date approved _____

_____, Chairman, BOE date approved _____

Cultivate the Mind and Impact the Heart through Excellence and Equity

Surplus Disposal Approval Form

Location:	ISBN:	TITLE:	QUANTITY:
GHS Cafe' Book Rm (17)	See attached		

*Items less than \$500.00 value can be disposed of without auction per BOE policy 2.403

The above listed individual items have a monetary value of less than \$500.00

Asst. Director of Schools Approval

Rina [Signature]

Director of Schools Approval

Matthew Drinnon

Matthew Drinnon (Sep 4, 2026 11:07:38 EDT)

School Board Chair Approval

All items have been disposed of:

Custodial Supervisor

Books to Sell or Discard – GHS Art, Human Services, Interior Design, Nutrition, Science

Title	ISBN #	Quantity	Total Value
Discovering Drawing	087192-281-9	26	n/a
Exploring Colored Pencil	0-87192-315-7	10	\$3.00
Exploring Painting	0-87192-287-8	17	n/a
Transparent Watercolor	0-87192-245-2	10	\$10.50
Sculpture	87192-277-0	20	\$9
Basic Printmaking Techniques	0-87192-237-1	19	\$5.70
Art in Focus	0-02-662408-7	29	\$29.00
Art Talk	0-02-662434-6	34	\$3.74
Discovering Art History	0-87192-719-5	9	\$16.47
Acrylic School	0-7621-0642-5	10	\$3.80
Acrylic Painting Techniques	0-89134-897-2	10	\$1.10
ABCs of Batik	0-8019-6134-3	3	\$0.90
The Jeweler's Art	0-87192-279-7	3	\$0.90
Sculpting Wood	0-87192-228-2	2	\$0.60
Creating Textures in Pen and Ink	0-89134-595-7	8	\$6.96
Sculptural Book Making	0-87192-613-X	1	\$0.30
Weaving Without a Loom	978-0-87192-795-9	3	n/a
Painting Fresh Flowers in Watercolor	0-89134-814-X	4	\$23.96
Painting Stunning Crystal and Glass	1-5-8180-753-8	8	\$7.68
Drawing in Pen and Ink	0-89134-717-8	5	\$5.25

Drawing and Painting Trees	1-4403-0537-4	5	\$62.85
Sketching your Favorite Subjects	1-58180-433-4	5	\$4.60
Batik	1-86126-2639	3	n/a
Art in Focus	0-02-662312-9	32	\$9.28
Painting: Ideas, Materials, Processes	0-87192-102-2	17	n/a
The Challenge of Drawing	0-13-124520-1	5	\$1.50
Exploring Drawing	87192-192-8	2	\$0.60
Exploring Colored Pencil	0-87192-315-7	11	\$3.30
Crafts: Contemporary Design and Technique	0-87192-180-4	32	\$8.64
Weaving: A Handbook...	0-03-007496-7	4	\$1.20
Art Talk	0-02-667700-8	15	n/a
History of Art for Young People	8109-0188-9	12	\$3.60
Food For Today	0-02-643048-7	26 +1 TE	n/a
Housing and Interior Design, 10 th Ed	978-1-60525-337-4	21	\$2.10
Housing and Interior Design, 11 th Ed	978-1-63126-567-9	4	\$0.44
Nutrition for Life, 4 th Ed	978-1-60525-446-3	17	\$30.77
Housing Decisions	1-56637-651-3	1 +1TE	\$0.30
Guide to Good Food	1-5970-690-0	19 +1TE	n/a
Homes for Today and Tomorrow	0-07-825144-3	16	n/a

Principles of Human Services	978-1-63126-531-0	32	\$22.08
Married and Single Life, 6 th ED	0-02-64300-2	14	n/a
Strengthening Family and Self	1-59070-495-9	10	n/a
Creative Living	0-02-648144-8	27	n/a
Lifespan Development, 2 nd Ed	978-1-63126-540-2	23	\$14.26
7 Habits of Highly Effective Teens	0-7432-5815-0	13	\$1.43
Tennessee Biology (Glencoe)	978-0-07-890303-8	94	n/a
Biology Principles and Exploration (Holt, Rinehart, Winston)	0-03-072487-0	23	n/a
Chemistry: Matter and Change (Glencoe)	978-0-07-874637-6	111	\$231.99
Environmental Science (Holt, Rinehart, Winston)	0-03-0661749	4	\$0.44
Science Spectrum	0-03-054349-5	15	\$12.15
Physics (Holt)	978-0-03-036816	33 +3TE	n/a

Textbook Disposal Approval Sept 2026

Final Audit Report

2026-09-04

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Greeneville City Schools

2027 State Health Plan Premiums- 10 Month Rates

Premier PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 1,027.20	\$ 1,027.20	\$ -
Employee +Child(ren)	\$ 1,693.20	\$ 1,165.20	\$ 528.00
Employee + Spouse	\$ 2,413.20	\$ 1,165.20	\$ 1,248.00
Family	\$ 2,670.00	\$ 1,202.40	\$ 1,467.60
Family- Both Spouses GCS	\$ 2,670.00	\$ 2,192.40	\$ 477.60

Standard PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 952.80	\$ 952.80	\$ -
Employee +Child(ren)	\$ 1,570.80	\$ 1,165.20	\$ 405.60
Employee + Spouse	\$ 2,240.40	\$ 1,165.20	\$ 1,075.20
Family	\$ 2,478.00	\$ 1,165.20	\$ 1,312.80
Family- Both Spouses GCS	\$ 2,478.00	\$ 2,192.40	\$ 285.60

Limited PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 900.00	\$ 900.00	\$ -
Employee +Child(ren)	\$ 1,483.20	\$ 1,165.20	\$ 318.00
Employee + Spouse	\$ 2,115.60	\$ 1,165.20	\$ 950.40
Family	\$ 2,340.00	\$ 1,165.20	\$ 1,174.80
Family- Both Spouses GCS	\$ 2,340.00	\$ 2,192.40	\$ 147.60

Healthsavings CDHP	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 786.00	\$ 786.00	\$ -
Employee +Child(ren)	\$ 1,296.00	\$ 1,165.20	\$ 130.80
Employee + Spouse	\$ 1,848.00	\$ 1,165.20	\$ 682.80
Family	\$ 2,043.60	\$ 1,165.20	\$ 878.40
Family- Both Spouses GCS	\$ 2,043.60	\$ 2,043.60	\$ -

Copay PPO	State Health Plan	District Portion	Employee Portion
Employee Only	\$ 629.00	\$ 629.00	\$ -
Employee +Child(ren)	\$ 1,244.40	\$ 1,165.20	\$ 79.20
Employee + Spouse	\$ 1,773.60	\$ 1,165.20	\$ 608.40
Family	\$ 1,963.20	\$ 1,165.20	\$ 798.00
Family- Both Spouses GCS	\$ 1,963.20	\$ 1,963.20	\$ -

*Beginning in 2026, GCS will contribute \$120/month to an HSA for employees who select the Healthsavings CDHP Insurance Plan

2027 Employee Rate Chart

Plan Tier	CDHP	Limited PPO	Premier PPO	Standard PPO	Copay PPO	*Cigna OAP/ BCBS P
Employee Only	\$ -	\$ -	\$ -	\$ -	\$ -	Add \$108
Employee +Child(ren)	\$ 130.80	\$ 318.00	\$ 528.00	\$ 405.60	\$ 79.20	Add \$120
Employee + Spouse	\$ 682.80	\$ 950.40	\$ 1,248.00	\$ 1,075.20	\$ 608.40	Add \$216
Family	\$ 878.40	\$ 1,174.80	\$ 1,467.60	\$ 1,312.80	\$ 798.00	Add \$216
Family- Both Spouses GCS	\$ -	\$ 147.60	\$ 477.60	\$ 285.60	\$ -	Add \$216

Greenville City Schools 2027 State Health Plan Premiums

Premier PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2026	Employee % Increase Over 2026	Employee Annual Cost
Employee Only	\$ 856.00	\$ 856.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,411.00	\$ 971.00	\$ 440.00	\$ 41.00	10.28%	\$ 5,280.00
Employee + Spouse	\$ 2,011.00	\$ 971.00	\$ 1,040.00	\$ 165.00	18.86%	\$ 12,480.00
Family	\$ 2,225.00	\$ 1,002.00	\$ 1,223.00	\$ 90.00	7.94%	\$ 14,676.00
Family- Both Spouses GCS	\$ 2,225.00	\$ 1,827.00	\$ 398.00	\$ 39.00	10.86%	\$ 4,776.00

Standard PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2026	Employee % Increase Over 2026	Employee Annual Cost
Employee Only	\$ 794.00	\$ 794.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,309.00	\$ 971.00	\$ 338.00	\$ 32.00	10.46%	\$ 4,056.00
Employee + Spouse	\$ 1,867.00	\$ 971.00	\$ 896.00	\$ 148.00	19.79%	\$ 10,752.00
Family	\$ 2,065.00	\$ 971.00	\$ 1,094.00	\$ 88.00	8.75%	\$ 13,128.00
Family- Both Spouses GCS	\$ 2,065.00	\$ 1,827.00	\$ 238.00	\$ 25.00	11.74%	\$ 2,856.00

Limited PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2026	Employee % Increase Over 2026	Employee Annual Cost
Employee Only	\$ 750.00	\$ 750.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,236.00	\$ 971.00	\$ 265.00	\$ 27.00	11.34%	\$ 3,180.00
Employee + Spouse	\$ 1,763.00	\$ 971.00	\$ 792.00	\$ 135.00	20.55%	\$ 9,504.00
Family	\$ 1,950.00	\$ 971.00	\$ 979.00	\$ 80.00	8.90%	\$ 11,748.00
Family- Both Spouses GCS	\$ 1,950.00	\$ 1,827.00	\$ 123.00	\$ 17.00	16.04%	\$ 1,476.00

Healthsavings CDHP	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2026	Employee % Increase Over 2026	Employee Annual Cost
Employee Only	\$ 655.00	\$ 655.00	\$ -	\$ -	0.00%	\$ -
Employee +Child(ren)	\$ 1,080.00	\$ 971.00	\$ 109.00	\$ 16.00	17.20%	\$ 1,308.00
Employee + Spouse	\$ 1,540.00	\$ 971.00	\$ 569.00	\$ 112.00	24.51%	\$ 6,828.00
Family	\$ 1,703.00	\$ 971.00	\$ 732.00	\$ 62.00	9.25%	\$ 8,784.00
Family- Both Spouses GCS	\$ 1,703.00	\$ 1,703.00	\$ -	\$ -	0.00%	\$ -

Copay PPO	State Health Plan	District Portion	Employee Portion	Employee Increase Over 2026	Employee % Increase Over 2026	Employee Annual Cost
Employee Only	\$ 629.00	\$ 629.00	\$ -	N/A	N/A	\$ -
Employee +Child(ren)	\$ 1,037.00	\$ 971.00	\$ 66.00	N/A	N/A	\$ 792.00
Employee + Spouse	\$ 1,478.00	\$ 971.00	\$ 507.00	N/A	N/A	\$ 6,084.00
Family	\$ 1,636.00	\$ 971.00	\$ 665.00	N/A	N/A	\$ 7,980.00
Family- Both Spouses GCS	\$ 1,636.00	\$ 1,636.00	\$ -	N/A	N/A	\$ -

*As of 2026, GCS contributes \$100 monthly to an HSA for employees who select the Healthsavings CDHP Insurance Plan

2027 Employee Rate Chart

Plan Tier	CDHP	Limited PPO	Premier PPO	Standard PPO	Copay PPO	Cigna OAP/BCBS P
Employee Only	\$ -	\$ -	\$ -	\$ -	\$ -	Add \$90
Employee +Child(ren)	\$ 109.00	\$ 265.00	\$ 440.00	\$ 338.00	\$ 66.00	Add \$100
Employee + Spouse	\$ 569.00	\$ 792.00	\$ 1,040.00	\$ 896.00	\$ 507.00	Add \$180
Family	\$ 732.00	\$ 979.00	\$ 1,223.00	\$ 1,094.00	\$ 665.00	Add \$180
Family- Both Spouses GCS	\$ -	\$ 123.00	\$ 398.00	\$ 238.00	\$ -	Add \$180

2026-27 Employee Handbook Revisions

Page	Description
5-7	Updated board member information & system personnel information
7	Added information regarding relationships with students who have graduated or withdrawn in the immediate preceding twelve months.
7	Added definition of sex per TCA
12	Added retirement eligibility information regarding the difference between Legacy retirement members and Hybrid retirement members.
16	Removed information regarding annuities.
21	Updated post-accident drug screening requirements.
23	Updated the total number of personal leave days GCS teachers earn per year.
23 & 24	Added clarification regarding unused personal & vacation when someone separates employment.
26	Added attendance requirements at conferences

Employee Handbook

Effective September 2026



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

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GREENEVILLE CITY SCHOOL EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT PAGE
2026 - 2027 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

Joshua Quillen	Member (Chairperson & Treasurer)
(Pending Sept 2026 Mtg)	Member (Vice Chairperson)
Pamela Botta	Member (TLN Representative)
David Hollowell	Member
Johnny Painter	Member
Watson Leonard	Member
Emma Light	Student Member (Non-Voting)

School Board meetings are held on the fourth Tuesday of each month at the Kathryn Leonard Central Office (KLCO). The meetings are open to the public unless otherwise stated and 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)	Dr. Matthew Drinnon	(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
Federal Programs (KLCO)	Carol McGill	(423) 823-5200

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	Dr. Tallye Gass	(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)	Brianna Holt	(423) 787-8013
Alternative Programs Supervisor (GCTA)	Stacy Salyer	(423) 787-8042
Behavioral Specialist (KLCO)	Dr. Kristi Witt	(423) 823-0234
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)	Spencer Morrell, Executive Director	(423) 823-0001

H. Staff – Student Relations & Staff Rights and Responsibilities (Board Policy 5.610 & 5.600)

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; including students who have graduated or withdrawn in the immediate preceding twelve (12) months.

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 (sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth” unless otherwise required by federal law), 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/Transfer (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.

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 online 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. Instructional Assistant qualifications

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 their 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 includes 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.

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)

Legacy Members: Full Retirement eligibility with TCRS for Legacy members 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.

Hybrid Members: Full Retirement eligibility with TCRS for Hybrid members is attainment of age 65 and completion of five years of creditable service or reaching the Rule of 90. The Rule of 90 means the

attainment of a combination of age and years of creditable service as to equal 90. For example, a member age 55 with 35 years of service. would qualify for service retirement since the member's age and service totals 90 ($55 + 35 = 90$) Early retirement for Hybrid members is available at a reduced benefit. Eligibility of early retirement for Hybrid members is attainment of age 60 and completion of five years of creditable service or the Rule of 80. The Rule of 80 means the attainment of a combination of age and years of creditable service as to equal 80. For example, a member age 57 with 23 years of service would qualify for early retirement since the member's age and service totals 80 ($57 + 23 = 80$).

Re-employment after retirement

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 Assistance 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.

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 **when an employee is involved in has directly caused** a job-related accident or incident which results in property damage estimated at **\$1,000 \$2,000** 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 ensuring this report is filed 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 an employee, including their 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)~~ five (5) 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). **Individuals separating from employment are compensated on their final paycheck for**

any earned and unused vacation days. Retirees with earned and unused vacation days will have the option to convert to sick leave or receive compensation.

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.

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 requiring approval of 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 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 (Board Policy 5.602)

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)

Conference Attendance

Employees participating in conferences and seminars paid for by the district are expected to attend all scheduled sessions and meetings during the standard workday.

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 Transportation Supervisor 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 Greeneville Town Council (Mayor and City Council Members).

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

Greeneville City Schools will not be responsible for paying fines or tickets incurred by Greeneville City School employees regardless if they are in the process of conducting Greeneville 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 Greeneville 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)

Greeneville 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 (30 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 thirty (30) 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 Greeneville 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 #28M(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 exigency.

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 Leave⁸* - 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 impending 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
- Union members and applicants for membership in a union
- Job applicants

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



WH1008 REV 07/16

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 any basis, 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.

History

Acts 2011, ch. 214, § 1.

49-5-1006. Report of breach of teacher code of ethics -- Failure to report.

(a) An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in §§ 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, director of schools, or local board of education within thirty (30) days of discovering the breach.

(b) Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

History

Acts 2018, ch. 937, § 4.

49-5-1007. Professional development training concerning teacher code of ethics.

LEAs must conduct annual professional development training concerning the teacher code of ethics and its requirements. The professional development training shall address what constitutes unethical conduct.

History

Acts 2018, ch. 937, § 5.

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, David B. Smith, Director of Schools of Greeneville 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.

Greeneville City Schools
Final General Purpose Budget Amendment
For the 2026 - 2027 Fiscal Year
Presented: September 2026

Account #	Description	General Purpose Budget 2026-2027	Amendment	Amended General Purpose Budget 2026-2027	
34760	Assigned for Instruction	307,120		307,120	
34765	Assigned for Support Services	-		-	
34785	Assigned for Capital Projects	-	289,186	289,186	(1),(2)
34790	Assigned for Other Purposes	-	112,089	112,089	(3)
39000	Unassigned Fund Balance	50,000		50,000	
40000	Local Taxes	9,554,335		9,554,335	
41000	Marriage Licenses	1,192		1,192	
43511	Tuition	784,150		784,150	
43570	Receipts from Individual Schools	180,963		180,963	
44000	Other Local Revenue	112,193		112,193	
46000	State Education Funds	23,281,855		23,281,855	
47600	Direct Federal Funds (ROTC)	82,606		82,606	
49000	City Appropriation, Indirect Cost, & Insurance Recovery	6,287,916		6,287,916	
	Total Revenue & Equity	\$ 40,642,330	\$ 401,275	\$ 41,043,605	
71100	Regular Instruction	\$ 17,985,356.00		17,985,356	
71150	Alternative Instruction Program	180,298.00		180,298	
71200	Special Education Program	3,009,503.00		3,009,503	
71300	Vocational Education Program	1,381,729.00		1,381,729	
71400	Student Body Education Program	500.00		500	
72110	Attendance	137,030.00		137,030	
72120	Health Services	485,761.00		485,761	
72130	Other Student Support	1,824,164.00	49,825	1,873,989	(3)
72210	Regular Instruction - Support	1,855,129.00		1,855,129	
72220	Special Education Program - Support	355,951.00		355,951	
72230	Vocational Education Program - Support	2,400.00		2,400	
72250	Technology	1,175,147.00	40,590	1,215,737	(3)
72310	Board of Education	1,059,430.00		1,059,430	
72320	Office of Director	592,246.00		592,246	
72410	Office of Principal	2,595,917.00		2,595,917	
72510	Fiscal Services	401,642.00		401,642	
72520	Human Resources	391,913.00		391,913	
72610	Operation of Plant	2,866,028.00		2,866,028	
72620	Maintenance of Plant	1,192,234.00	9,040	1,201,274	(3)
72710	Transportation	1,121,580.00	12,634	1,134,214	(3)
73300	Community Services	20,000.00		20,000	
73400	Early Childhood Education	644,385.00		644,385	
76100	Capital Outlay	868,500.00	289,186	1,157,686	(1),(2)
81300	Education Debt Service	370,487.00		370,487	
99100	Operating Transfers	125,000.00		125,000	
	Total Expenses	\$ 40,642,330	\$ 401,275	\$ 41,043,605	

This Amendment Budgets Rollover Funding.

- (1) \$250,000 from 2025-2026 Capital Budget
- (2) \$39,186: Paving at NPAC/GHS- Funded by Town of Greeneville
- (3) \$12,634: Incomplete Bus Repair
- (4) \$40,590: PowerRidge Pro 70 Server
- (5) \$58,865: Cell Signal Booster at GCS Operations Center at GCTA

Greeneville City Schools

General Purpose Financial Report

For the Month of August 2026

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<u>REVENUE</u>					
34760	Assigned for Instruction	\$ -	\$ -	307,120.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	50,000.00	0.0%
40000	Local Taxes	\$ 518,361.10	\$ 518,361.10	9,554,335.00	5.4%
41000	Marriage Licenses	\$ 112.49	\$ 112.49	1,192.00	9.4%
43511	Tuition	\$ 83,363.22	\$ 328,465.08	784,150.00	41.9%
43570	Receipts from Individual Schools	\$ 1,171.14	\$ 1,171.14	180,963.00	0.6%
44000	Other Local Revenue	\$ 13,804.10	\$ 17,214.10	112,193.00	15.3%
46000	State Education Funds	\$ 2,275,622.30	\$ 2,275,622.30	23,281,855.00	9.8%
47600	Direct Federal Funds (ROTC)	\$ -	\$ -	82,606.00	0.0%
49000	City Appropriation, Indirect Cost, & Insurance Recovery	\$ 606,203.20	\$ 606,699.00	6,287,916.00	9.6%
Total Revenues		\$ 3,498,637.55	\$ 3,747,645.21	\$ 40,642,330.00	9.2%
<u>EXPENDITURES</u>					
		MTD	YTD		
71100	Regular Instruction	\$ 1,383,804.60	\$ 1,702,224.71	\$ 17,985,356.00	9.5%
71150	Alternative Instruction	12,351.98	13,505.93	180,298.00	7.5%
71200	Special Education	218,640.67	244,355.82	3,009,503.00	8.1%
71300	Vocational Education	100,489.81	114,261.56	1,381,729.00	8.3%
71400	Student Body	160.00	160.00	500.00	32.0%
72110	Attendance	11,339.34	53,976.03	137,030.00	39.4%
72120	Health Services	42,144.86	53,467.75	485,761.00	11.0%
72130	Other Student Support	137,279.40	250,068.50	1,824,164.00	13.7%
72210	Regular Instruction Support	161,071.05	232,345.04	1,855,129.00	12.5%
72220	Special Education Support	24,927.85	36,397.73	355,951.00	10.2%
72230	Vocational Education Support	-	-	2,400.00	0.0%
72250	Technology	78,884.26	250,700.49	1,175,147.00	21.3%
72310	Board of Education	61,208.54	536,204.53	1,059,430.00	50.6%
72320	Office of Director	53,654.01	102,951.63	592,246.00	17.4%
72410	Office of Principal	213,642.74	389,977.72	2,595,917.00	15.0%
72510	Fiscal Services	29,516.15	58,702.44	401,642.00	14.6%
72520	Human Resources	39,006.08	107,531.80	391,913.00	27.4%
72610	Operation of Plant	212,083.02	601,828.03	2,866,028.00	21.0%
72620	Maintenance of Plant	215,016.31	392,417.36	1,192,234.00	32.9%
72710	Transportation	78,707.00	123,371.92	1,121,580.00	11.0%
73300	Community Services	925.85	996.11	20,000.00	5.0%
73400	Early Childhood Education	53,050.31	61,820.76	644,385.00	9.6%
76100	Capital Outlay	37,498.53	39,552.73	868,500.00	4.6%
81300	Education Debt Service	180,000.00	180,000.00	370,487.00	48.6%
99100	Operating Transfers	-	-	125,000.00	0.0%
Total Expenditures		\$ 3,345,402.36	\$ 5,546,818.59	\$ 40,642,330.00	13.6%
Net Revenue (Expense)		\$ 153,235.19	\$ (1,799,173.38)		

Explanation of Footnotes

(1) Tuition Count: 567 Students

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

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

(4) Reflects EESI Loan & SRO Annual Payments to Town of Greeneville

(4) Encumbrances Total \$1,572,779

Greeneville City Schools

Federal Projects Financial Report

For the Month of August 2026

<u>REVENUE</u>	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
Consolidated Administration	\$ -	\$ -	\$ 124,581.00	0.0%
Title I-A	\$ -	\$ -	\$ 712,574.30	0.0%
Title I-A Neglected	\$ -	\$ -	\$ 63,072.51	0.0%
Title II-A	\$ -	\$ -	\$ 160,652.71	0.0%
Title III	\$ -	\$ -	\$ 22,143.97	0.0%
Title IV	\$ -	\$ -	\$ 73,389.58	0.0%
21st Century	\$ -	\$ -	\$ 316,250.00	0.0%
Title V	\$ -	\$ -	\$ 101,938.39	0.0%
Preschool Development Grant	\$ -	\$ -	\$ 611.50	0.0%
NAECHY Conference Scholarship	\$ -	\$ -	\$ 5,000.00	0.0%
CTE Perkins Basic	\$ -	\$ -	\$ 47,620.44	0.0%
IDEA Part B	\$ -	\$ -	\$ 698,624.00	0.0%
IDEA Pre-K	\$ -	\$ -	\$ 15,580.00	0.0%
CTE Perkins Reserve	\$ -	\$ -	\$ 50,000.00	0.0%
Total Revenues	\$ -	\$ -	\$ 2,392,038.40	0.0%

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>		
Consolidated Administration	\$ 9,412.36	\$ 18,998.52	\$ 124,581.00	15.2%
Title I-A	\$ 39,251.44	\$ 42,292.70	\$ 712,574.30	5.9%
Title I-A Neglected	\$ 5,237.41	\$ 5,237.41	\$ 63,072.51	8.3%
Title II-A	\$ 9,083.47	\$ 17,089.02	\$ 160,652.71	10.6%
Title III	\$ -	\$ -	\$ 22,143.97	0.0%
Title IV	\$ 3,991.40	\$ 4,787.70	\$ 73,389.58	6.5%
21st Century	\$ 986.36	\$ 1,319.35	\$ 316,250.00	0.4%
Title V	\$ 64,033.80	\$ 81,353.20	\$ 101,938.39	79.8%
Preschool Development Grant	\$ -	\$ -	\$ 611.50	0.0%
NAECHY Conference Scholarship	\$ -	\$ 1,850.00	\$ 5,000.00	N/A
CTE Perkins Basic	\$ 27,899.73	\$ 28,462.61	\$ 47,620.44	59.8%
IDEA Part B	\$ 65,650.90	\$ 82,485.52	\$ 698,624.00	N/A
IDEA PreK	\$ -	\$ -	\$ 15,580.00	0.0%
CTE Perkins Reserve	\$ 1,082.80	\$ 1,082.80	\$ 50,000.00	2.2%
Total Expenditures	\$ 226,629.67	\$ 284,958.83	\$ 2,392,038.40	11.9%

Net Revenue (Expense)	\$ (226,629.67)	\$ (284,958.83)	\$ -	
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*Encumbrances Total \$71,157

This sheet has been updated as of September 11, 2026, with information through August 2026

GREENEVILLE CITY SCHOOLS
2026 - 2027
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	
	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027
July	\$ 23.36	\$ -	\$ 6,782.34	\$ 7,486.54	\$ 2,112.89	\$ 4,706.80	\$ 1,575.82	\$ 1,825.34	\$ -	\$ -	\$ 15,531.11	\$ 12,403.52	\$ 207.35	\$ 191.97
August	\$ 11.68	\$ -	\$ 6,379.09	\$ 6,291.42	\$ 2,677.32	\$ 2,028.54	\$ 1,665.32	\$ 1,462.85	\$ 107.92	\$ -	\$ 15,531.11	\$ 12,403.52	\$ -	\$ -
September														
October														
November														
December														
January														
February														
March														
April														
May														
ADA Adj.														
June														
Totals	\$ 35.04	\$ -	\$ 13,161.43	\$ 13,777.96	\$ 4,790.21	\$ 6,735.34	\$ 3,241.14	\$ 3,288.19	\$ 107.92	\$ -	\$ 31,062.22	\$ 24,807.04	\$ 207.35	\$ 191.97
Commission	\$ 0.70	\$ -	\$ 263.23	\$ 275.56	\$ 47.90	\$ 67.35	\$ 64.82	\$ 65.76	\$ 2.16	\$ -	\$ 310.62	\$ 248.07	\$ 2.07	\$ 1.92
Total Net	\$ 34.34	\$ -	\$ 12,898.20	\$ 13,502.40	\$ 4,742.31	\$ 6,667.99	\$ 3,176.32	\$ 3,222.43	\$ 105.76	\$ -	\$ 30,751.60	\$ 24,558.97	\$ 205.28	\$ 190.05
Difference		\$ (35.04)		\$ 616.53		\$ 1,945.13		\$ 47.05		\$ (107.92)		\$ (6,255.18)		\$ (15.38)

	Sales Tax		Bank Excise Tax		Mixed Drink Tax		Statutory Local Tax		Marriage Licenses		Subtotal		2025-26% of Actual	2026-27% of Actual
	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027	2025-2026	2026-2027		
July	\$ 494,356.43	\$ 491,818.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119.41	\$ 112.49	\$ 520,708.71	\$ 518,544.78	52.0%	49.6%
August	\$ 454,180.89	\$ 505,199.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102.35	\$ 76.59	\$ 480,655.68	\$ 527,462.30	48.0%	50.4%
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	\$ 948,537.32	\$ 997,017.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221.76	\$ 189.08	\$ 1,001,364.39	\$ 1,046,007.08		
Commission	\$ 9,485.37	\$ 9,970.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.22	\$ 1.89	\$ 10,179.10	\$ 10,630.73		
Total Net	\$ 939,051.95	\$ 987,047.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219.54	\$ 187.19	\$ 991,185.29	\$ 1,035,376.35		
Difference		\$ 48,480.18		\$ -		\$ -		\$ -		\$ (32.68)		\$ 44,642.69		

Total budgeted projection for 2026 - 2027 is \$ 9,555,527 The year-to-date collection of \$ 1,046,007 is 10.9% of the total budgeted projection.

The amount collected year-to-date is \$ 44,643 more than this time last year.

Greeneville City Schools

Comparative Summary of Revenue Collections

For the Month Ended August 31, 2026

<u>LOCAL REVENUE</u>	2025-2026	2026-2027	Variance	Actual % Change
Property Tax	\$ 35.04	\$ -	\$ (35.04)	-100.00%
Property Tax - Prior Year	13,161.43	13,777.96	\$ 616.53	4.68%
Clerk & Master	4,790.21	6,735.34	\$ 1,945.13	40.61%
Interest & Penalty	3,241.14	3,288.19	\$ 47.05	1.45%
Pick-Up Taxes	107.92	-	\$ (107.92)	-100.00%
In Lieu Of - Local Utility	31,062.22	24,807.04	\$ (6,255.18)	-20.14%
In Lieu Of - Other	207.35	191.97	\$ (15.38)	-7.42%
Sales Tax	948,537.32	997,017.50	\$ 48,480.18	5.11%
Bank Excise Tax	-	-	\$ -	0.00%
Mixed Drink Tax	-	-	\$ -	0.00%
Statutory Local Taxes	-	-	\$ -	0.00%
Marriage Licenses	221.76	189.08	\$ (32.68)	-14.74%
Totals	\$ 1,001,364.39	\$ 1,046,007.08	\$ 44,642.69	4.46%

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.

<u>TISA REVENUE</u>	2025-2026	2026-2027	Variance
July	\$ 646,810.66	\$ 529,777.29	\$ (117,033.37)
August	2,220,203.50	2,275,622.30	\$ 55,418.80
September			\$ -
October			\$ -
November			\$ -
December			\$ -
January			\$ -
February			\$ -
March			\$ -
April			\$ -
May			\$ -
June			\$ -
Totals	\$ 2,867,014.16	\$ 2,805,399.59	\$ (61,614.57)

Greeneville City Board of Education

Monitoring: Review: Annually	Descriptor Term: Board Committees	Descriptor Code: 1.300	Reviewed Date: 10/28/25
		Rescinds: 1.300	Issued: 09/23/99

The Board shall operate without standing committees, except for the executive committee; however, special committees composed of board members may be appointed by the Chair at the direction of the Board and as the needs of the Board shall require.¹ Special committees shall:

1. Consist of less than a quorum of board members;
2. Serve in an advisory capacity only;
3. Serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task;
4. Hold Meetings in accordance with the Open Meetings law;² and
5. Make reports directly to the Board.

Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board.

Legal References

1. [TCA 49-2-205](#)
2. [TCA 8-44-102 et seq.](#)

Cross References

Duties of Officers 1.201
School Board Meetings 1.400
Public Hearings 1.401



Proposal

Proposal is valid for 90 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

Prepared For: Greenville City Schools
Attn: Phillip Graham

Date: August 06, 2026

Job Name:
Greenville Schools Equipment Repl. 070226

Proposal Number: J3-34875-3357-1
Opportunity ID: 8778789

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

COOP Quote Number: J3-305197-26-002
COOP or Federal Contract ID: OMNIA Racine #3341

Payment Terms: Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Tag Data - 3 - 25 Ton Precedent Unitary Rooftop (Qty: 2)

Item	Tag(s)	Qty	Description	Model Number
A1	PREC-1 HS	1	3 - 25 Ton Precedent Unitary Rooftops (P)	YHK210A4
A2	PREC-2 GCTA	1	3 - 25 Ton Precedent Unitary Rooftops (P)	TSK150A4

Product Data - 3 - 25 Ton Precedent Unitary Rooftop

All Units

R-454B Refrigerant
460/60/3
Symbio 700 unit controls
3-year parts, coils & controls warranty
5-year compressor parts only warranty
Digital display zone sensor (Field Installed)
Year 4-5 Parts less compressor warranty
Year 1 Labor whole unit
Year 2-5 Labor whole unit
Startup by Trane

Item: A1 Qty: 1 Tag(s): PREC-1 HS

DX Cooling / Gas Heat
High Efficiency
17.5 Ton
High capacity gas heat
0-100% Economizer, comparative enthalpy control, with barometric relief damper
Single Zone Variable Air Volume with standard motor
Hinged access panels with 2-in MERV 8 filter
Through-the-base electric connections
Non-fused disconnect switch
Advanced Controller with BACnet communications interface
10-year aluminized heat exchanger parts only warranty

Item: A2 Qty: 1 Tag(s): PREC-2 GCTA

DX Cooling
 Standard Efficiency
 12.5 Ton
 54 kW electric heat
 0-100% Economizer
 Single Zone Variable Air Volume with standard motor
 Hinged access panels with filters
 Through-the-base electric connections
 Non-fused disconnect switch
 Basic Controller – No communication.
 Curb Adapter

NOT INCLUDED: wiring, controls wiring, interlock wiring, external vibration isolators, firestats, smoke detectors, roof curb, mounting platform, and any item or accessories not listed above.

Tag Data - Water-Source Comfort Systems (Qty: 2)

Item	Tag(s)	Qty	Description	Model Number
B1	HP-1B HS, HP-2B HS	2	Rooftop WSHP (GS) (RTUWSHP)	GSK180*

Product Data - Water-Source Comfort Systems**Item: B1 Qty: 2 Tag(s): HP-1B HS, HP-2B HS**

Rooftop WSHP
 Standard Efficiency
 R-454B
 15 Ton
 Current Design Sequence
 460/60/3
 Symbio 700
 Economizer, Comparative Enthalpy with BR
 Multi-speed Motor
 Hinged Access Panels with 2-in MERV 8
 Electric
 Non-Fused Disconnect Switch
 Advanced Controls and BACnet BAS
 Standard Refrigeration Option
 Standard (5K) SCCR Marking
 Copper-Water Coil
 35F (For Water Loop)
 Water Loop
 Digital display zone sensor
 2nd-5th yr parts less compr. warranty
 1st Yr Labor Whole Unit
 2nd-5th Yr Labor Whole Unit
 Startup by Trane
 Curb Adapter

NOT INCLUDED: wiring, controls wiring, interlock wiring, external vibration isolators, firestats, smoke detectors, roof curb, mounting platform, and any item or accessories not listed above.

Tag Data - Split System Air Conditioning Units (Small) (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
C1	SSC-1 ES	1	1.5 - 5 Ton Unitary Split Systems (SSC)	5TWR6036A1 - 5TEM4D07AC51S

Product Data - Split System Air Conditioning Units (Small)**Item: C1 Qty: 1 Tag(s): SSC-1 ES**

R-454B Refrigerant

5TWR6 Split System Single Stage Heat Pump Outdoor Unit, R-454B

3 Ton Nominal Cooling Capacity

200-230/60/1

5TEM - Air Handler, R-454B

Multi-position upflow/downflow/horizontal left/horizontal right

23.5" Cabinet Width

42 - 60 MBH Cooling Capacity

Constant Torque Motor

5 Tons

208-230/60/1

24 Volt Controls

Low Ambient Control (Field Installed)

Touchscreen Programmable Thermostat, 4H/2C (Field Installed)

Evaporator defrost control (Field Installed)

Crankcase heater kit (Field Installed)

Anti-short cycle timer (Field Installed)

10.80/14.40 kW Htr w/Ckt Brk 208/240/1 (Field Installed)

Labor - 2 - 5th year labor

2nd-5th Yr Parts Warranty Less Compr

1st Year labor warranty

Startup by Trane

NOT INCLUDED: integration with BAS, disconnect switch, refrigerant specialties, spare refrigerant, refrigerant tubing/piping, controls wiring, power wiring, and any item or accessories not listed above.

Total Net Price (excluding sales tax) \$ 181,863

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

Tax Status: Taxable ☐ Exempt ☐	If you are claiming an exemption from sales tax on this project, please submit a completed exemption certificate for both the jobsite location state and the state where the equipment will be delivered (if different from the jobsite). You can submit the relevant state exemption certificate at the following link: https://trane.certifytax.com/custportales.aspx . You will receive an email indicating approval or rejection within 1-2 business days. If your exemption claim is rejected, sales tax will be billed based on the state where the equipment was delivered. For any questions, please email: financial_services-tax_department@tranetechnologies.com .
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Sincerely,

Marc zum Tobel**Trane U.S. Inc.**

10384 Wallace Alley Street

Kingsport, TN 37663

Office Phone: (423) 224-1150

This proposal is subject to your acceptance of the attached Trane terms and conditions.

TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating, or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both

at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, LIQUIDATED, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets, and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery, or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point, and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all

previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow-down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0326)
Supersedes 1-26.130-4(0225)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

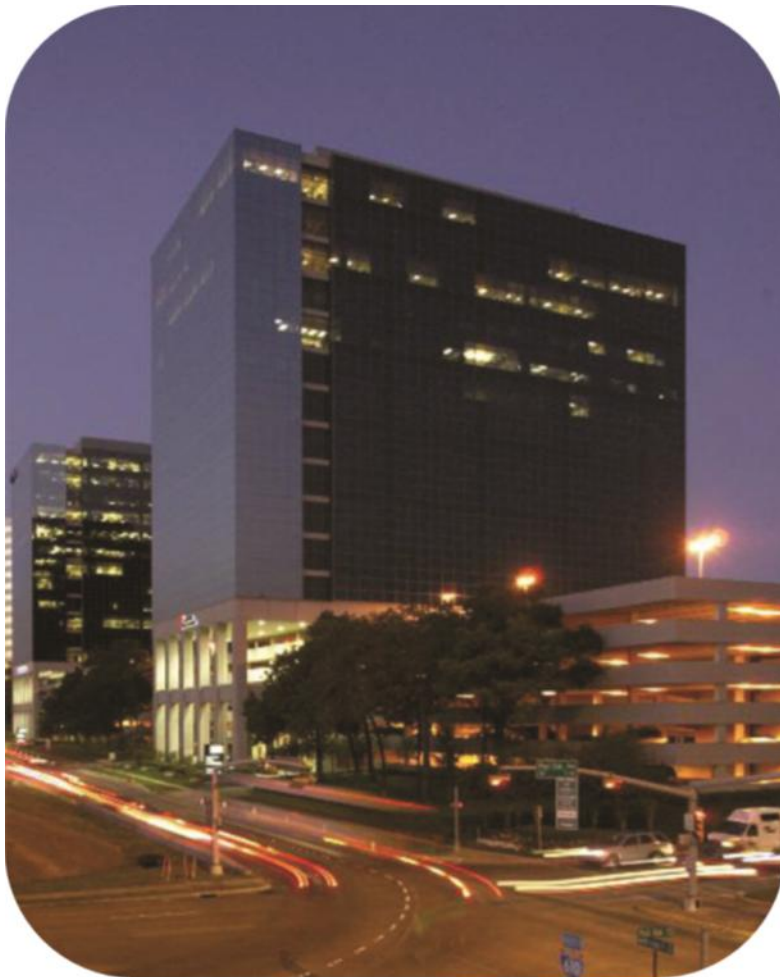
1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.
2. **HVAC Machine Data: Access to Customer Extranet and Third-Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third-Party Systems.** Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. **Customer Data: Compliance with Laws.** Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. **Customer Data: Information Security Management.** Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. **Monitoring.** Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. **Audits.** Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. **Information Security Contact.** Trane's information security contact is Local Sales Office.
9. **Security Incident Management.** Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. **Threat and Vulnerability Management.** Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. **Security Training and Awareness.** New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2



Trane Turnkey Proposal

**Turnkey Proposal For:**

Phillip Graham
Greeneville City Schools
PO Box 1420
Greeneville, TN 37744-3774

Local Trane Office:

Trane U.S. Inc.
10384 Wallace Alley Street
Kingsport, TN 37663

Local Trane Representative:

Robert Campbell
Service Account Manager
E-mail: rcampbell2@trane.com
Cell: (276) 698-5428
Office Phone: (423) 224-1150

Proposal ID: 8813245

COOP Quote Number: J3-305197-26-003

COOP or Federal Contract ID: OMNIA
Racine #3341

Date: August 12, 2026



Trane Turnkey Proposal

Executive Summary

Trane is pleased to present a solution to help Greeneville City Schools reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from Greeneville City Schools to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Trane appreciates the opportunity to earn your business. Your investment in the proposed project is \$184,500.00 USD. This investment will provide Greeneville City Schools with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with Greeneville City Schools for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.

Robert Campbell
Service Account Manager, Trane U.S. Inc.

Prepared For:
Phillip Graham

Date:
August 12, 2026

Job Name:
Tusculum ES Replace Odyssey Splits

Proposal ID:
8813245

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:
TN23034

Proposal Expiration Date:
30 Days

Scope of Work

“Scope of Work” and notations within are based on the following negotiated scope of work with Phillip Graham and based on the site surveys performed on 7/30/2026.

Turnkey Installation of HVAC Equipment

Equipment

- (1) Odyssey 20T AHU TWE240K3BAA**BD4 Tag: AHU-1
- (1) Odyssey 15T AHUTWE180K3BAA**BD4 Tag: AHU-2

- Air handlers
- R-454B refrigerant
- 208-230/60/3
- Dual refrigeration circuit
- Single Zone Variable Air Volume
- High static oversized motor
- Standard 1" throwaway filters
- Drip panel kit (Field Installed)
- Subbase (Field Installed)
- Rubber-in-shear floor mount vibration isolators
- 37.42/49.84 kW electric heat 208/240/3/60
- 2-5th Year parts warranty
- 1st year labor warranty whole unit
- 2-5th year labor warranty

- (1) Odyssey 20T Heat Pump TWA240K3DAA**BS01 Tag: HP-1
- (1) Odyssey 15T Heat Pump TWA180K3DAA**BS01 Tag: HP-2

- Split System Heat Pump
- R-454B refrigerant
- 208-230/60/3
- Dual compressors/dual circuit
- Generation B (208-230, 460, 575v)
- Symbio controls Standard condenser coil with coil guards
- Steel spring vibration isolators
- Low Ambient - On/Off condenser fan control
- Service valve kit
- 2nd-5th Yr Parts less compressor
- 1st Year Labor Warranty Whole Unit
- 2-5th year labor warranty

Mechanical Installation

- Deliver new equipment to site
- Provide all tools, materials and labor for the following:
- Install new refrigerant lines with new copper ACR tubing in accordance with Trane SS-APG017B-EN Engineering guidelines for long refrigerant lines
- Dismantle and rebuild provided Trane AHUs in mechanical closet on upper level placing new AHU's on existing stands in a horizontal configuration
- Install new Trane 20T and 15T HPs on existing concrete pad with customer provided lifting equipment
- Rework supply and return duct lines to match new Trane heat pump AHU's
- Rework and reconnect drain lines as required
- Testing, evacuation and insulation of new refrigerant lines before adding new R-454B refrigerant
- Re-connect customers Andover controls to conventional terminals
- Install all accessories per Trane IOM
- Trane factory start up and commissioning of equipment
- Clean up and removal of any unused materials and trash
- Confirm proper operation after completed installation
- 5 years parts and labor warranty on new Trane equipment

Pricing and Acceptance

Phillip Graham
Greeneville City Schools
PO Box 1420
Greeneville, TN 37744-3774

Price

Total Net Price (*excluding sales tax*) \$184,500.00 USD

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company’s control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

Financial items not included

- Work beyond normal business hours unless specified above
- Any air balancing or resolution of any deficiencies outside of immediate scope of work
- Electrical work, demolition and/or removal of used HVAC Equipment
- Rental HVAC equipment or other temporary heating or cooling measures
- Connection to, diagnosis, or testing of any fire or smoke alarm panels or equipment
- Repair, replacement or diagnostics to any steam, hydronic or air systems other than listed scope
- Crane and rigging services or off-road fork truck services
- Building automation or controls parts, service or upgrades
- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Respectfully submitted,



Robert D. Campbell
Services Account Manager
Trane U.S. Inc.
E-mail: rcampbell2@trane.com
Mobile: (276) 698-5428



ACCEPTANCE

This proposal is subject to Customer’s acceptance of the attached Trane Terms and Conditions (Commercial Turnkey Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Robert Campbell	Cell: (276) 698-5428 Office: (423) 224-1150 Proposal Date: August 12, 2026
CUSTOMER ACCEPTANCE Greeneville City Schools	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: TN23034

TERMS AND CONDITIONS – COMMERCIAL TURNKEY INSTALLATION – Trane Equipment and Related Work

“Trane” or “Company” shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the commercial goods and/or services described (the “Work”). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions, and the final Proposal price (“Proposal Price”). If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes.

a. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

b. **Allocation to Trane of Tax Deduction under Section 179D of the Internal Revenue Code.** For calendar tax year(s) in which (a) the provisions of Section 179D of the Internal Revenue Code are in effect and (b) the qualifying property installed as a part of the Services has been placed in service pursuant to Section 179D, Customer agrees to allocate the tax deduction available under Section 179D solely to Trane pursuant to Section 179D(d)(4) and, upon a written request from Trane, shall provide the written form of allocation to the Customer that is required by the Internal Revenue Service.

5. Exclusions from Work. Company's obligation is limited to the Work as written and defined under the scope of Work and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company in accordance with the Change of Work process defined hereunder.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. For Work requiring a longer construction schedule and progress payments, Customer shall pay Company or cause Company to be paid for the Services as follows:

(a) **Initial Payment:** Upon execution hereof, the amount set for in the Proposal (for engineering, drafting and other mobilization costs incurred prior to on-site installation) shall be due; and (b) **Progress and Final Payments:** Company will invoice in accordance with the Proposal for all materials and equipment delivered to the job site (or, as applicable, to an off-site storage facility) and for all installation, labor and services performed during the billing period; Customer shall pay all amounts due upon receipt of the invoice and any invoice not paid within ten (10) calendar days of its date shall be past due. All amounts outstanding ten (10) calendar days beyond the due date shall bear interest payable to Trane at the maximum allowable legal rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due from Customer. For all other Work, Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point, and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Equipment Location & Access. Customer shall provide, without charge, a mutually satisfactory location or locations for the installation and operation of the equipment and the performance of the installation work, including sufficient areas for staging, mobilization, and storage. Customer shall provide access to the Premises for Trane and its contractors or subcontractors during regular business hours, or such other hours as may be requested by Trane and acceptable to Customer, to install, adjust, inspect, and correct the installation work. Trane's access to correct any emergency condition shall not be restricted by Customer. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. When Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

a. Substantial Completion. When Trane considers that the Services, or a portion thereof, are substantially complete, Trane will submit to Customer a proposed "punch list" listing items of the Services to be completed prior to final completion. Customer and Trane shall inspect the Work (or portion thereof) to determine if the same is substantially complete. (Substantial Completion is defined as the stage in the progress of the Services (or designated portion thereof) when the Work is sufficiently complete so that Customer can occupy or utilize the Services for its intended use.) Customer and Trane shall add to the punch list any item of work that has not been completed. When the Services (or designated portion thereof) are substantially complete, Customer and Trane shall execute a Certificate of Substantial Completion, setting forth the date of Substantial Completion and shall state the date by which Trane shall complete the items included on the punch list.

b. Final Completion. Upon Customer's receipt of written notice from Trane that the installation work included in the Work is ready for final inspection and acceptance, Customer and Trane shall inspect the installation services and determine whether the same has been performed in accordance with the Proposal. If Customer considers the installation work to have been performed in accordance with the Proposal, Customer shall issue a Certificate of Final Completion and Acceptance, to be executed by an authorized representative of Customer. In the event Trane presents a Certificate of Final Completion and Acceptance to Customer for execution and, within fourteen (14) calendar days from the date noted in the Certificate as the date of such presentation, Customer fails to deliver an executed original of the Certificate to Trane and does not provide to Trane written objections to issuance of the Certificate, providing specific facts as to why the Services have not been finally completed, the Date of Final Completion shall be the date noted in the Certificate as the date the Certificate was submitted to Customer.

11. Changes in Work

a. Customer, by written change order, may request that Trane perform services in addition to the Work ("Change Order"). Trane shall be obligated to perform such additional services only pursuant to a Change Order agreed to and executed by Customer and Trane. The Change Order shall reflect the parties' agreement with respect to the scope of the additional services, the amount of any adjustment in the Proposal Price, and the extent of any adjustment in the contract time.

b. If a Change Order provides for an adjustment to the Proposal Price, such adjustment shall be based on one of the following methods:

- (1) A lump sum agreed to by Customer and Trane;
- (2) Unit prices set forth in this Agreement or subsequently agreed to; or
- (3) Cost of the work ordered plus a fee agreed to by the parties.

c. The following types of costs, which listing is not all-inclusive, shall be included in the determination of the cost of the additional work:

- (1) costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or industry practice or custom, and workers' compensation insurance;
- (2) costs of materials, supplies and equipment, including transportation thereof, whether the same is incorporated or consumed in the additional work;
- (3) the costs of renting machinery and equipment, except hand tools;
- (4) premium costs for all bonds and insurance, permit or other governmental approval or inspection fees, and sales, use or comparable taxes relating to the additional work; and
- (5) additional costs of supervision and field office personnel directly attributable to the additional work.

12. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses, and inspections are not included in the Proposal, Company will invoice Customer for such costs.

13. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

14. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Proposal Price, contract time, or both.

15. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

16. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal, or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

17. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

18. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead)

19. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

20. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, LIQUIDATED, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in

connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

21. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

22. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

23. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

24. Insurance.

- a. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers' Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

- b. **Customer's Liability and Property Insurance.** (a) Customer shall be responsible for purchasing and maintaining Commercial General Liability Insurance of the type and amount Customer deems necessary and appropriate. (b) Customer shall purchase and maintain until Final Payment property insurance for the installation work in progress at least in an amount equal to the Proposal Price, as the same may be adjusted from time to time, for the installation work (including the equipment) on a replacement cost basis with a deductible of no more than \$5,000 from an insurer reasonably acceptable to Trane. Such property insurance shall include the interests of Customer, Trane, and its subcontractors (at whatever tier) as additional insureds as their interests may appear. The property insurance purchased by Customer shall be on an all-risk policy form. The property insurance shall cover portions of the installation work stored off site after written approval of Customer at the value established in the approval. Customer, for itself and its insurance carriers, hereby waives all rights of subrogation against Trane and any of its subcontractors, agents, employees, and officers with respect to property insurance and any other insurance coverages maintained by Customer. (c) A loss insured under Customer's property insurance shall be adjusted by Customer's Insurer as a fiduciary and made payable to Customer as a fiduciary for the insureds, as their respective interests may appear, subject to requirements of any applicable mortgagee clause. Trane shall pay its subcontractors their just shares of insurance proceeds received by Customer and remitted to Trane, and, by appropriate agreements, written where legally required for validity, shall require said subcontractors to make payments to their subcontractors in a similar manner. In its fiduciary role, Customer shall have the power to negotiate and settle a loss with insurers; provided, however, that at least ten (10) days prior to agreeing to the proposed settlement, Customer shall advise the parties in interest in writing of the terms of the same and the parties in interest shall have seven (7) days thereafter to object in writing to the proposed adjustment or settlement; if such objection is made, Customer shall not enter into or agree to the proposed adjustment. (d) Certificates of insurance acceptable to the Customer and to Trane shall be provided by each party to the other prior to commencement of performance of any Services. Such certificates shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the other party. If any of the insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment.

25. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

26. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

27. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

28. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

29. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

30. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

31. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10 (0326)
Supersedes 1-26.251-10(07072025)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.
2. **HVAC Machine Data; Access to Customer Extranet and Third-Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third-Party Systems.** Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. **Customer Data: Compliance with Laws.** Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. **Customer Data: Information Security Management.** Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. **Monitoring.** Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. **Audits.** Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. **Information Security Contact.** Trane's information security contact is Local Sales Office.
9. **Security Incident Management.** Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. **Threat and Vulnerability Management.** Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.



11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

JOB SITE

Greenville City Schools - HQ Exterior

129 West Depot Street
Greenville, TN 37743
(423) 787-8003
grahamp@gcschools.net

PREPARED BY

Steve Thrasher

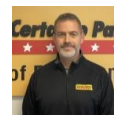
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Adam Skaggs

Commercial Estimator
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CLIENT

Greenville City Schools

423 E Vann Rd
Greenville, TN 37743

(423) 787-8003
grahamp@gcschools.net

CLIENT CONTACTS

Phillip Graham
W: (423) 787-8003
M: (423) 823-2104
E: graham@gcschools.net
423 E Vann Rd
Greenville, TN 37743

PRICING:

Prep and Repaint Exterior	\$25,947.00
Subtotal:	\$25,947.00
Total:	\$25,947.00

GENERAL SCOPE OF WORK

Unless specifically noted, all prices include labor and materials and are cash/check prices.

Pricing on this proposal is valid for 30 days.

Under TN State law, any contractors performing projects totaling \$25,000 or greater are required to hold a valid contractor's license. Verification can be obtained at VERIFY.TN.GOV - CertaPro Contractor License # - 76624

Special Notes:

- Project to be produced during normal business hours.
- Please note that one side of entrances will need to be closed while crew is prepping/painting door/frame/transom/side light.
- Please have any vegetation trimmed away from building prior to project start.
- Crew will need to block off parking spaces on right side when washing/painting. We will coordinate with Customer as needed.
- Crew will apply top coat on any missing EIFS and will caulk all hairline cracks as needed.
- All sides to be painted using Sherwin Williams, Loxon XP Waterproofing Masonry Acrylic Latex. If Customer would like to switch to Sherwin Williams, A-100 Acrylic Latex on back and left side then price can be reduced by **\$585**.

TIPS #8021 Contract # 22010701

INCLUDES AND EXCLUDES

EXCLUDES:

- All Work Not Listed As Include
- Any Substrate/Component Not Listed As Include
- Glass Cleaning
- Washing Surfaces Not Being Painted

SURFACE PREPARATION

- Caulk Previously Caulked Gaps/Cracks
- Scrape Loose/Peeling Coatings To A Firm Base*
- Spot Prime Bare Substrates As Needed
- Wash or Hand Clean Surfaces To Remove Loose Dirt & Debris

STANDARD LEVEL OF PREP

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
 - Scrape and sand loose and peeling paint. Please Note** Scraping and sanding will not result in a smooth finish. There will be an uneven surface texture where paint was removed.
 - Spot priming bare substrates in areas being painted. We do not spot prime areas being stained.
- This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:
- Wood replacement
 - Fixing imperfections that require feather sanding and bondo application.
 - Full recaulking if caulk is not failing or missing.
 - Resculpting trim and siding where damaged.
 - Stripping existing surface coating.
 - Clear Caulking (against unpainted substrate)

SET-UP

CUSTOMER TO:

Provide Access to Electricity/Power , Provide Access To Water Source
Within 250' of Areas Being Washed , Allow Access to Work Areas , Cut Back
Any Growth (Shrubs, Trees, Grass, Weeds) Away From Substrates Being
Painted , Move Inventory/Equipment Away From Building , Notify Tenants of
Upcoming Project , Park Vehicles Away From Building

CERTAPRO WILL COVER & PROTECT

Components/Surfaces Not Receiving Paint As Needed

CERTAPRO WILL

Maintain a Clean Work Site , Mask or Protect Surfaces Not Being Painted

CLEAN UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference.

Upon Completion: All tools, supplies & equipment will be removed from the property. **Cleaning to glass (windows, doors, etc.) not included.**

PROPOSAL AND COLOR SPECIFICATIONS

Surface/Item	Product	Paint / Primer Coats	Color
Prep and Repaint Exterior			
EIFS Components	Loxon XP-Acrylic Latex-Flat	2 / 0	TBD
Doors/Frames/Side Lights/Transoms	Pro Industrial Waterbased Alkyd Urethane- Urethane Modified-Semi-Gloss	2 / 0	TBD
Bollards	Pro Industrial Waterbased Alkyd Urethane- Urethane Modified-Semi-Gloss	2 / 0	Safety Yellow

Scope: Prep and Repaint Exterior

Included Components:

- Wall space (includes front, right side, rear, and lower/upper wall space on left side)
- EIFS window casings to be accented similar to current
- Accent band on front and right sides
- Quoins on front left/right sides
- Ceiling space at front entrance
- Previously painted doors, frames, side lights, and transoms
- Columns on right side
- Previously painted soffit/ceiling space on right side entrance
- Bollards and sign posts on parking lot side
- Vents in rear to be painted inline with wall space

Prep:

- Wash surfaces to remove any loose dirt and/or debris.
- On bottom areas on front and right sides where EIFS is missing, use foam and mesh to repair the profile and apply Parex base and top coats (or equivalent).
- At top left corner of right side entrance, remove any broken EIFS top coat and use foam and mesh to repair the profile and apply Parex base and top coats (or equivalent).
- Match surrounding surface texture as closely as possible, and prepare to paint ready.
- On block wall space in rear/left sides, scrape/sand any loose or peeling paint to a firm base.
- Caulk any hairline cracks on EIFS wall space as needed.
- Remove all signs except "Gas Shutoff" sign and caulk holes as needed.
- On right side (parking lot side), apply Loxon SL1 caulk to joint at bottom of wall space (where wall meets ground).
- On door units and metal components, wire brush/scrape/sand any loose or peeling paint and/or rust to a firm base.
- Spot prime any bare metal and/or tightly adhered rust with Sherwin Williams, Pro-Cryl Metal Primer.
- On canopy/awning/columns at right side entrance, caulk any gaps as needed.
- Mask any surfaces/components not being painted.

Coating Application:

- **Wall Space** - Two (2) coats of Sherwin Williams, Loxon XP Acrylic Latex, Flat
- **Door Units and Metal Components** – Two (2) coats of Sherwin Williams, Pro Industrial Waterbased Alkyd Urethane, Semi-Gloss
- **Bollards** – Two (2) coats of Sherwin Williams, Pro Industrial Waterbased Alkyd Urethane, Semi-Gloss, Safety Yellow

Excludes:

- Painting to roof cap, painting to vinyl ceiling, painting to metal canopy, painting to letters/numbers, painting to back side of parapet wall, any major block repair, all components not listed as include, ALL WORK NOT LISTED AS INCLUDE.

ADDENDUM - ALL PICTURES



Prep and Repaint Exterior



Prep and Repaint Exterior



Prep and Repaint Exterior



Prep and Repaint Exterior

NOTES

Unless specifically noted, all prices include labor and materials and are cash/check prices.
Pricing on this proposal is valid for 30 days.
Under TN State law, any contractors performing projects totaling \$25,000 or greater are required to hold a valid contractor's license. Verification can be obtained at [VERIFY.TN.GOV](https://verify.tn.gov) - CertaPro Contractor License # - 76624
Active power lines are an extreme hazard for ladders and aerial lifts. If your property has active lines on, or near a painted surface CertaPro will paint around the area as safely as possible but cannot guarantee full coverage unless lines are deactivated/protected.
Additional paint coat(s) may be required if ANY change in current color or sheen is performed - also poor condition wood may require additional coat(s) & bad condition wood will not be made to look new with paint! CertaPro will not be responsible to ensure adequate coverage on color/sheen change if customer elects only one coat.
CertaPro does not warranty horizontal exposed surfaces against peeling (i.e. decks surface boards, railing, etc).
PAYMENT TERMS: Payment is due within ten (10) days of completion and final inspection. A deposit may be requested to cover special order material costs prior to the start of the project. Payment not received at completion is subject to late fee's & interest of 12%. We accept checks, cash, and credit cards (Visa, Mastercard, Discover, & Amex). If paying with a check, please make payable to CertaPro Painters. **THERE WILL BE A 3% SERVICE FEE FOR ALL CREDIT CARD TRANSACTIONS. THERE IS NO FEE FOR ACH PAYMENTS (E-CHECK)** Online payments may be made by visiting our website at <https://certapro.com/east-tennessee/online-payment-options/>
Jobs exceeding \$100,000.00 will be set up for progress payments.

ADDITIONAL NOTES

SIGNATURES

CertaPro Painters Authorized Signature _____

Date _____

Authorized Client Signature _____ Date _____

Authorized Client Representative Name & Title _____

Client _____

PROPERTY PHOTO AND VIDEO RELEASE

☒ By checking this box, I consent to CertaPro and its agents taking photographs and videos of the property identified in the Proposal and using that content for marketing and advertising purposes. I represent that I have authority to grant this consent, either on my own behalf or on behalf of the property owner.

PAYMENT DETAILS

Payment is due: In full upon job completion

COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE. OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro Painters of East Tennessee**

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature)

(Date)



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES
CENTRAL PROCUREMENT OFFICE**

Statewide Multi-Year Contract Issued to:

BLUE SKY AUTOMOTIVE INC
300 BACHMAN DR
GREENEVILLE, TN 37745

Contract Number: 0000000000000000000088761

Title: SWC209

Start Date : October 24, 2025

End Date: June 30, 2028

Renewals: 0

Is this contract available to local government agencies in addition to State agencies?: Yes

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a. all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b. Tennessee local governmental agencies;
- c. members of the University of Tennessee or Tennessee Board of Regents systems;
- d. any private nonprofit institution of higher education chartered in Tennessee; and,
- e. any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Contract Contact Information:

State of Tennessee
Department of General Services, Central Procurement Office
Contract Administrator: Michael Neely
3rd Floor, William R Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102
Phone: 615/741-5971
Email: michael.t.neely@tn.gov

Line Information

Line 1

Item ID: 1000187716
Police Vehicles CDJR, Generic SWC209 Asset
Unit of Measure: EA
Vendor Item/Part #: POLICE VEHICLES CDJR

Line 2

Item ID: 1000187718
Minivan and Full-size Vans CDJR(Passenger, Cargo, Cut-Away), Generic SWC209 Asset
Unit of Measure: EA
Vendor Item/Part #: MINIVAN AND FULL-SIZE VANS

Line 3

Item ID: 1000187719
Sport Utility Vehicles CDJR(SUVs), Generic SWC209 Asset
Unit of Measure: EA
Vendor Item/Part #: SUVS

Line 4

Item ID: 1000187720
Light Trucks CDJR(Class 1,2,3,4) Pickup or Chassis Cab, Generic SWC209 Asset
Unit of Measure: EA
Vendor Item/Part #: LIGHT TRUCKS

Line 5

Item ID: 1000179941
Optional Equipment, Generic SWC209 Asset
Unit of Measure: EA
Vendor Item/Part #: OPTIONAL EQUIPMENT

APPROVED: _____



Digitally signed by Michael F. Perry
DN: cn=Michael F. Perry, o=State of
TN CPO, ou=Department of
General Services,
email=mike.perry@tn.gov, c=US
Date: 2025.10.14 14:14:28 -05'00'

CHIEF PROCUREMENT OFFICER

BY: _____

Mike Neely

Digitally signed by Mike Neely
Date: 2025.10.14 13:46:56 -05'00'

PURCHASING AGENT

DATE _____



US 2027 Chrysler Pacifica Select (RUCH53)

FWD Passenger Van 121.6" WB

Prepared On: 8/11/2026

Prepared For:

GREENEVILLE CITY SCHOOLS, JOSH DAVIS

US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Selected Options

Vehicle Pricing

	MSRP
Base Price	\$ 44,545.00
Options and Colors	\$ 0.00
Destination Charge	\$ 1,995.00

Select	Option Code	Description	MSRP
Packages			
☒	27L	quick order package 27L	\$0.00
Emissions			
☒	NAS	50 state emissions	\$0.00
Powertrain			
☒	ERC	3.6L V6 24V VVT UPG I engine with stop/start	Standard
☒	DFH	9-speed 948TE automatic transmission	Standard
Wheels & Tires			
☒	TMK	235/65R17 BSW all season tires	Standard
☒	WFN	17" x 7.0" aluminum wheels	Standard
Seats & Seat Trim			
☒	SJ	Caprice leatherette bucket seats	Standard
Other Options			
☒	SDC	touring suspension	Standard
☒	UBG	Uconnect 5 with 10.1" display	Standard
Fleet Options			
☒	WARANT	FCA 5 year/100,000 mile powertrain limited warranty <i>THIS LIMITED WARRANTY IS PROVIDED TO OWNERS of a Chrysler, Dodge, Jeep and Ram vehicle (excluding vehicles equipped with diesel engines) who</i>	\$0.00

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Select	Option Code	Description	MSRP
Fleet Options			
		<i>purchased it through FCA US LLC specifically for Fleet Government Bid/Leases and Fleet Commercial/Lease orders only.</i> All properly reported FCA Group LLC commercial fleet vehicles (NVDR type sale 3 and type sale 5) receive the 3 year 36,000 mile Basic Limited Warranty and the 5 year 100,000 mile Fleet Powertrain coverage. The 5 year/100,000 mile Fleet Powertrain coverage will go with the vehicle, so there will be no need to do warranty transfers and there will be no charge to second/subsequent owners to continue the warranty beyond the original owner.	
Paint Application			
☒	APA	monotone paint application	Standard
Interior Colors			
☒	X3	 Black <u>Contains:</u> [CXT] black seats with axis II	\$0.00
Primary Colors			
☒	PW7	 Bright White Clearcoat	\$0.00

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Standard Equipment

Exterior and Appearance
17 x 7-inch front and rear silver aluminum wheels
P235/65RH17 AS BSW front and rear tires
Active grille shutters
Rear lip spoiler
4 doors
Body-colored front bumper
Body-colored rear bumper
Black grille with chrome surround
Exterior Specs
Towing capacity: 3,600 lbs.
GVWR: 6,055 lbs.
Standard curb weight: 4521 lbs.
Approach angle: 14
Departure angle: 18.7
Front track: 68.3"
Min ground clearance: 5.1"
Rear track: 68.3"
Vehicle body height: 69.9"
Vehicle body length: 204.3"
Vehicle body width: 79.6"
Vehicle turning radius: 19.85'
Wheelbase: 121.6"
Convenience
Smart key with hands-free access and push button start

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Convenience
Keyfob remote start
Auto-locking doors
Valet key
All-in-one remote fob and ignition key
Power door locks with 2 stage unlocking
Keyfob keyless entry
Power tailgate/rear door lock
Power first-row windows
Rear windshield wipers
Power second-row windows
Fixed third-row windows
Fixed rear windshield
Keyfob cargo access
Rear Seat Reminder Alert rear seat check warning
Battery charge warning
Driver information center
2 12V power outlets
Full gage cluster screen
Adaptive Cruise Control w/Stop & Go
Cruise control with steering wheel mounted controls
Ambient lighting
Power liftgate rear cargo door
Power sliding rear passenger doors
Front beverage holders
Rear beverage holders
10 beverage holders

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Convenience
Day/Night rearview mirror
Auto-dimming rear view mirror
Heated, power adjustable door mirrors with turn signal indicator
Full floor console
Covered floor console storage
Mini overhead console with storage and conversation mirror
Over the air updates
Capless fuel filler
Garage door opener
Power cargo area access release
Technology and Telematics
Chrysler Connect vehicle integrated emergency SOS system
Bluetooth handsfree wireless device connectivity
Apple CarPlay/Android Auto smart device wireless mirroring
Chrysler Connect App mobile app access
4G LTE Wi-Fi Hot Spot mobile hotspot internet access
10 USB ports
Fuel Economy and Emissions
Fuel economy (city/highway/combined): 19 mpg/28 mpg/22 mpg
Fuel economy city: 19 mpg
Fuel economy combined: 22 mpg
Fuel economy highway: 28 mpg
Gasoline fuel type
Original Warranty
Basic warranty: 36 month/36,000 miles
Powertrain warranty: 60 month/60,000 miles

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Original Warranty
Corrosion perforation warranty: 60 month/unlimited
Roadside warranty: 60 month/60,000 miles
In-car Entertainment
Primary monitor touchscreen
10.1 inch primary display
Number of 1st row display screens: 2
Bluetooth wireless audio streaming
Active noise cancellation
Speed sensitive volume
6 speakers
AM FM SiriusXM Satellite radio
6 month satellite trial subscription
Comfort
Heated front seats
Manual rear side window sunblinds
Additional climate control features: auxiliary rear heater and voice-activation
Center front seat armrest
Driver seat with 8-way and passenger seat with 4-way directional controls
Power driver seat with: recline, lumbar support, cushion tilt, fore/aft control and height adjustable control
Manual passenger seat with: recline and fore/aft control
Bucket front seats
Driver seat with power 4-way lumbar
Leatherette steering wheel with mounted audio controls
Heated manual tilt and telescopic steering wheel
Fixed, front facing, captain rear seats with manual recline, manual fore/aft and tumble forward seatback
2 memory settings

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Comfort
Seat mounted rear armrest
3 fixed third-row head restraints
Fixed, front facing, 60-40 folding, split-bench third-row seats with manual recline and manual fold-into-floor fold into floor
Seating capacity: 7
Safety and Security
ParkView rear camera with washer
Forward Collision Warning-Plus
Pedestrian Emergency Braking
Blind Spot and Cross Path Detection
Lane Departure Warning-Plus
Rear Cross Path Detection collision warning
Brake assist features: brake assist system, hill start assist and automatic brake hold
8 airbags
Airbags: driver and passenger front impact and seat mounted side impact, driver and passenger side knee airbag, curtain first, second and third-row overhead and occupancy sensor
ParkSense with Stop rear parking sensors
LED brake lights
Rain detecting wipers
4-wheel disc brakes
Brake assist system
Sentry Key immobilizer
Vehicle tracker
Security system
Remote panic alarm
Manual rear child safety door locks
Front and rear height adjustable seatbelts

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Safety and Security
Front seatbelt pretensioners
Configurable instrumentation gauges
Digital/analog instrumentation display
Gage cluster display size: 7.00 inches
Tire specific low air pressure warning
2 seatbelt pre-tensioners
Tire mobility kit
Powertrain and Mechanical
Pentastar 3.6L V-6 DOHC, VVT variable valve control, engine with cylinder deactivation and 287HP
Horsepower: 287 HP @ 6400 RPM
Torque: 262 lb.-ft. @ 4000 RPM
Front mounted engine
9-speed automatic transmission with overdrive
Touring suspension
ICE
All-speed ABS and driveline traction control
Front anti-roll bar
Independent suspension
Electronic parking brake
Rack-pinion steering
Auto stop-start engine
E85 alternate fuel Type
Fuel tank capacity: 19.0 US gallons
Recommended Fuel Type: regular gasoline
Stainless steel single exhaust

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Interior Specs
Head room first-row: 40.1"
Head room second-row: 39.6"
Head room third-row: 38.7"
Hip room first-row: 59"
Hip room second-row: 64.8"
Hip room third-row: 49.5"
Interior cargo area height: 47.6"
Interior cargo area min width: 48.8"
Interior rear cargo volume: 32.3 cu.ft.
Interior rear cargo volume with seats folded: 87.5 cu.ft.
Leg room first-row: 41.1"
Leg room second-row: 39"
Leg room third-row: 36.5"
Max interior rear cargo volume: 140.5 cu.ft.
Shoulder room first-row: 63.8"
Shoulder room second-row: 63"
Shoulder room third-row: 61.2"
Total passenger volume: 165 cu.ft.

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US 2027 Chrysler Pacifica Select (RUCH53) FWD Passenger Van 121.6" WB

Quote

Vehicle Pricing			MSRP
Base Price		\$	44,545.00
Options and Colors		\$	0.00
Destination Charge		\$	1,995.00
x 2 vehicles			\$ 93,080.00
Adjustments Before Tax			
STATE CONTRACT DISCOUNT 2027 LINE 25		\$	-4,658.00
	x 2 vehicles	\$	-9,316.00
ADDITIONAL NEIGHBOR DISCOUNT		\$	-600.00
	x 2 vehicles	\$	-1,200.00
Subtotal		\$	-10,516.00
Aggregated Total		\$	82,564.00
Grand Total		\$	82,564.00

Note to Customer:

VALID THROUGH 2027 MODEL YEAR - INCOMING UNITS ETA END OF SEPTEMBER - \$41,282 PER VEHICLE

Quote Accepted By:

Signature

Date

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