

# GREENEVILLE CITY BOARD OF EDUCATION

## AGENDA

Date of Meeting: March 25, 2025

Time: 5:00 PM

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

{{Name: Agenda Item Name}} {{AnticipatedTime: Agenda Item Time}}

I. **Call to Order**

II. **Pledge to the Flag**

III. **Recognition of Visitors**

IV. **Special Recognition** (20 minutes)

- School Nutrition Team
- Custodial Team
- Building Level Teachers of the Year
- District Level Teachers of the Year
- Principal of the Year
- Supervisor of the Year

V. **Public Comment Period** (20 Minutes)

VI. **Healthy Kids Program Report** (15 Minutes)

VII. **School Report** (10 minutes)  
School Report - GHS

VIII. **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."

- IX. **Approval of Agenda** (5 Minutes)
- X. **Consideration of Approving Director of Schools' Contract Renewal** (5 Minutes)
- XI. **Consent Agenda** (5 minutes)
  - A. Consideration of Approving Minutes of February 24, 2025, Board Meeting
  - B. Consideration of Accepting Personnel Report
  - C. Consideration of Approving Board Policy Revisions (2nd Reading)
  - D. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)
  - E. Consideration of Approving School Trip Request
  - F. Consideration of Approving Joining Equalis Group Cooperative Purchasing Organization
  - G. Consideration of Approving Purchase of School Nutrition Equipment (EastView Elementary School Dish Machine)
  - H. Consideration of Approving Disposal of Surplus
- XII. **Action Items**
  - A. Consideration of Accepting February 2025 Financial Statements (5 minutes)
  - B. Consideration of Approving 2025-2026 Technology Responsible Use Policy (5 Minutes)

- C. Consideration of Approving Continuing Partnership with Bristol City Schools for Operations of TOPS Virtual School (5 Minutes)
- D. Consideration of Approving Tuition Program at Highland Elementary and TOPS (5 Minutes)

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

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

XV. **Adjournment**

## EMPLOYMENT CONTRACT

This agreement is made by and between the Greeneville City Board of Education, an agency of the Town of Greeneville, Tennessee, (hereinafter referred to as the Board), and Mr. Steven C Starnes, (hereinafter referred to as Starnes), on this the 25<sup>th</sup> day of March 2025.

WHEREAS the Board and Starnes desire to document the terms and conditions of Starnes' employment; and

WHEREAS the Board and Starnes desire to be bound by the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein and other good and valuable consideration, it is agreed as follows:

1. **EMPLOYMENT.** The Board hereby employs, engages, and hires Starnes, and Starnes hereby accepts and agrees to such hiring, engagement, and employment, subject to the general supervision and pursuant to the orders, advice, and direction of the Board. Starnes shall perform such duties as are customarily performed by the Director of a municipal school system and shall also render such other related services and duties as may be assigned to him from time to time by the Board.
2. **BEST EFFORT.** Starnes agrees that he will at all times faithfully, industriously, and to the best of his ability, experience, and talent perform all duties that may be required of and from him pursuant to the express and implicit terms hereof to the reasonable satisfaction of the Board. Such duties shall be rendered at such places as the Board shall in good faith require or as the interest, needs, business, or opportunity of the Greeneville City School System shall require.

Starnes may undertake speaking engagements, writing, lecturing, or other activities that do not interfere with the discharge of his duties and responsibilities hereunder. Determination of the Board as to whether such other work interferes with the discharge of Starnes's duties and responsibilities hereunder shall be conclusive.

Starnes further agrees to conduct himself in an ethical and professional manner at all times in the execution of his duties and shall be responsible for establishing a culture of ethical and professional conduct within the Greeneville City Schools.

In the event that Starnes should be arrested or charged with any crime, or subpoenaed by any court or grand jury, Starnes shall immediately notify the Board, through the Board Chair.

3. **COMPENSATION.** The Board shall pay Starnes, and Starnes shall accept from the Board in full payment for Starnes's services hereunder compensation at an annual base salary rate of One Hundred Seventy-Two Thousand and Eighty-Eight Dollars and Twenty-Eight Cents (\$172,088.28) payable in twelve (12) equal monthly installments, in accordance with Board policy.

Starnes will also be provided the same percentage salary increase as other system employees receive each year. All amounts to be paid as salary shall be reflected in the annual budget document of the Board. In no event during the term of this agreement shall Starnes's salary or any additions or supplements thereto be reduced. Other than the salary changes noted above, no other adjustment in salary is to be made during the term of the agreement, and all of the other provisions of this agreement, including its termination date, shall remain as stated herein.

In addition to the salary stated herein, Starnes shall receive the stipend paid by the State of Tennessee to directors who complete annual training offered by the State or by other authorized agencies.

The Board shall provide Starnes life insurance coverage as provided by the system's insurance, which is currently \$155,000 per year for the Director.

4. **VACATION.** In addition to existing holidays for Central Office employees, Starnes will receive twenty (20) days paid vacation annually effective with the date of this contract and continuing thereafter for the life of said contract, for as long as he is employed. Starnes can take up to ten (10) unused vacation days in the form of pay in lieu of vacation time if desired. He may carry over up to ten (10) unused vacation days each year. Any unused vacation days after this time will be lost or forfeited.
5. **SICK AND PERSONAL LEAVE.** During employment, Starnes shall be entitled to receive twelve (12) days of sick leave and three (3) days of personal leave annually. Sick leave days shall be cumulative and unused sick leave days accrued at the termination of the Contract shall be transferred to the Tennessee Consolidated Retirement System for retirement credit in accordance with law and the policies of the Tennessee Consolidated Retirement System.
6. **HEALTH INSURANCE.** The Board shall provide for Starnes individual health insurance for which he is eligible, as available to, and in the same terms as regular employees of the Greeneville City Schools. Dependent health insurance is available at an additional cost as well.
7. **AUTOMOBILE.** The Board shall provide for Starnes's transportation required in the performance of his official duties by paying him a monthly car allowance, which is presently in the amount of Nine Hundred Fifty Dollars (\$950.00) per month for transportation expenses. This amount shall be paid to Starnes on the currently established payroll schedule and shall be reported as salary for Tennessee Consolidated Retirement System purposes. Due to the monthly "in lieu of vehicle" payment, Starnes will receive reimbursement for business travel outside Greene County in excess of sixty-five (65) miles at the standard State of Tennessee employee mileage rate.

8. **BUSINESS EXPENSES.** Starnes shall monthly submit to the Chief Financial Officer a statement for all business expenses incurred by him, whether the same be on his Account, the Board's account, or out-of-pocket. The Board shall reimburse Starnes for all expenses incurred by him on his own account or out of his own pocket which the Chair of the Board finds in writing to be appropriate.
9. **RETIREMENT.** Upon retirement from the Greeneville City Schools, the Board will provide the following:
  - a. The Board will pay Starnes twenty percent (20%) of his last employment year's total compensation each year for three years. Payment shall begin in July following retirement. The payment shall be paid annually or biannually at Starnes's direction.
  - b. The Board shall agree to provide Starnes with individual health insurance coverage following retirement or until Starnes reaches Medicare age (65) via the State of Tennessee Health Insurance Plan or any health insurance provided with which the Greeneville City Schools is under contract at the time of Starnes' retirement.
10. **OTHER BENEFITS.** The Board shall pay all of Starnes's dues in any professional society, association, or civic club of which Starnes is a member, including, but not limited to, AASA, AIMS, and TOSS. The Board shall further reimburse Starnes for expenses in attending related functions. The Board or Board Chair must approve membership except for those organizations listed in this paragraph.
11. **PROFESSIONAL LIABILITY.** The Board agrees that it shall defend, hold harmless and indemnify Starnes from any and all demands, claims, suits, actions, and legal proceedings brought against Starnes in his official capacity as agent and employee of the Board, provided the incident arose while Starnes was acting within the scope of his employment.

Matters relating to this employment contract, criminal litigation, and indemnification for matters outside the Board's authority to indemnify under state law are excluded from this indemnity. In no case will individual Board members be considered personally liable for indemnifying Starnes against demands, claims, suits, actions, and legal proceedings.
12. **EVALUATION.** Annually, but no later than the 30<sup>th</sup> day of June each calendar year during the term of this agreement, the Board shall review with Starnes his performance as Director of the Greeneville City School System, his progress toward goals established by the Board for himself, the working relationship of Starnes with the Board and staff, and any other matters relative to the employment of Starnes. Any other matters relative to the employment of Starnes shall be in compliance with TN Code Annotated 49-2-203.
13. **PROFESSIONAL CERTIFICATION.** Starnes shall maintain and furnish to the Board evidence of his maintaining, throughout the life of this agreement, a valid and

appropriate certificate to act as Director of the Greeneville City School System in accordance with the laws of the State of Tennessee.

14. **PROFESSIONAL GROWTH.** Starnes shall attend the professional meetings deemed appropriate and/or required by the State. The actual and necessary expenses of said attendance shall be paid by the Board in accordance with Board policy.
15. **FORFEITURE OF TENURE RIGHTS.** Starnes hereby forfeits any rights to tenure in the Greeneville City School System and agrees that upon the termination of his duties as Director of Schools, his employment in the Greeneville City School System will terminate.
16. **TERM.** This agreement shall commence on March 25, 2025, and end on June 29, 2026. This agreement may be terminated by mutual agreement, Starnes' retirement, disability or death, or termination by either party for substantial and reasonable cause in accordance with the laws of the State of Tennessee.

- a. Unilateral termination by the Board. The Board may, at its option, unilaterally terminate this agreement. In the event of such termination, the Board shall pay to Starnes, as severance pay, the full salary and benefit package enumerated within this contract from the actual date of termination established by the Board for the stated duration of this contract. Upon agreement of the Board and Starnes, all Board paid benefits (salary, fringe benefits, retirement, etc.) enumerated within this contract shall continue to be paid on a monthly basis as if Starnes were still employed by the Board.

- b. Unilateral termination by Starnes (Resignation). Starnes may, by giving a ninety-day (90) day notice to the Board, unilaterally terminate this agreement. In the event of such termination, Starnes shall have no right or entitlement to any severance pay and shall be entitled only to the salary and benefits unpaid as of the effective date of resignation. If the ninety (90) day notice is not given during the contract period, then, other than for health-related issues or retirement, Starnes agrees to forfeit the twenty percent (20%) retirement incentive.

17. **LIQUIDATED DAMAGES FOR EARLY TERMINATION OF CONTRACT**

Starnes recognizes that his promise to work for Greeneville City Schools for the entire term of this Sixteen (16) Month Contract is of the essence to this Contract and to Greeneville City Schools. Starnes also recognizes Greeneville City Schools is making a highly valuable investment in his continued employment by entering into this Contract and its investment would be lost were he to resign or otherwise terminate other than for health-related issues or retirement, his employment as Director with Greenville City Schools prior to the expiration of this Contract. Starnes further agrees that the damages which would result in the event Starnes prematurely terminates this contract are difficult to quantify.

Accordingly, Starnes agrees that in the event he resigns or otherwise voluntarily

terminates his employment as Director prior to the expiration of this Contract, other than for health-related issues or retirement, Starnes will pay to the Greeneville City Schools as liquidated damages an amount equal to:

\$30,000 if terminated within months one through sixteen (1-16) of the contract.

18. **BINDING EFFECT.** The terms of this agreement shall prevail over any inconsistent policy of the Board and supersedes the terms of any oral agreement or understandings which may have been reached by the parties prior to the date hereof.

The parties specifically agree that this agreement encompasses all the terms of their agreement and there are no agreements, or inducements to this agreement not expressly provided herein.

No waiver or modification of this agreement shall be valid unless in writing and duly executed by the parties hereto.

19. The Board and Starnes agree that in the event that any part or clause of this contract is made illegal under federal or state law or is held to be illegal by any Court having competent jurisdiction thereof, the remainder of the contract shall not be affected by such ruling, finding, enactment or holding, and the remainder of the contract shall continue in full force and effect with such invalid part or clause elided therefrom.

IN WITNESS WHEREOF, the parties hereto have executed (caused the execution of) this Agreement on this 25<sup>th</sup> day of March 2025.

GREENEVILLE CITY BOARD OF EDUCATION

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Mrs. Cindy Luttrell, Chairperson

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Mr. Steven Starnes

This contract was approved by a vote of the school district board at a public meeting duly held on March 25, 2025, and has been made a part of the minutes of that meeting.

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Mrs. Cindy Luttrell, Chairperson

**TABLE 5 - AVERAGE SALARY 2023-2024**

<b>SUPERINTENDENT</b>	
BARTLETT	331,842
DAVIDSON CO	308,256
KNOX CO	269,184
*FRANKLIN	255,122
MONTGOMERY CO	236,250
OAK RIDGE	235,455
RUTHERFORD CO	230,750
MADISON CO	219,061
ARLINGTON	210,700
SUMNER CO	200,000
LAKELAND	198,474
JOHNSON CITY	197,000
HAMBLEN CO	196,750
GERMANTOWN	196,000
MARYVILLE	194,205
COLLIERVILLE	193,890
MARION CO	190,089
TULLAHOMA	189,155
KINGSPORT	189,000
ANDERSON CO	184,656
SEVIER CO	183,380
LINCOLN CO	182,720
CLEVELAND	181,547
SMITH CO	178,810
BRADLEY CO	177,844
GREENEVILLE	176,554
LENOIR CITY	170,500
MAURY CO	170,000
BRISTOL	169,721
HENRY CO	168,692
STATE AVERAGE	140,886

**OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION**  
**Tuesday, February 25, 2025**

The Greeneville City Board of Education met in Regular session on Tuesday, February 25, 2025, 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 (Chair), and Dr. Craig Shepherd (Vice-Chair). **Absent:** Josh Quillen (Treasurer). Others in attendance included Steve Starnes, Director of Schools, several administrative personnel, school personnel, community members, and media representatives. The Chairman called the meeting to order and welcomed all in attendance.

**BUSINESS TRANSACTED**

**I. Call to Order**

**II. Pledge to the Flag**

Pledge of Allegiance was led by Student Board Representative Bethanie Bryant.

**III. Recognition of Visitors**

**IV. Special Recognition**

- Act 30+ Awards

Richard Tipton, Assistant Director for Instruction, presented the ACT 30+ awards. The following students have achieved a composite score of 30 or higher on the ACT, a remarkable accomplishment that places them among the top academic performers in the nation.

- Abigail Adkins
- Andrew Armbrister
- Hayelee Barnes
- Bethanie Bryant
- Lincoln Burroughs
- Kaylee Carver
- Caleb Ford
- Brady Freshour
- Griffin Gricunas
- Eli Hammonds
- Elijah Hawkins
- Liam Herrell
- Zachary Howard
- Grace Lampe
- Jackson Lampe
- Gwendolyn Marion
- Jacob Mullins
- John Palczak
- Henry Parsley
- Ariana Powell
- Sadie Rogers
- Lucas Southerland
- Bria Trohon
- Annika Vines
- Eady Wright

- School Recognitions

Richard Tipton, Assistant Director for Instruction, presented the following school recognition awards:

EastView Elementary, under the leadership of Principal Kelly Ford, has earned a TVAAS Level 5 rating, a Letter "A" Grade, and has been recognized as a Reward School and a Triple Crown Award recipient. EastView has also been nominated as a 2025 National Blue Ribbon School, a prestigious national recognition for academic excellence.

Tusculum View Elementary, led by Principal Dr. Lana Luttrell, has achieved a TVAAS Level 5 rating, a Letter "A" Grade, and has been named both a Reward School and a Triple Crown Award recipient.

Under Principal DeAnna Martin, Greeneville High School continues its legacy of academic success with a TVAAS Level 5 rating and a Letter "A" Grade, along with earning the Governor's Civic Seal, which recognizes schools for their commitment to civic engagement and service learning.

Greeneville Middle School, under the leadership of Principal Dr. Rachel Adams, has also attained a TVAAS Level 5 rating and a Letter "A" Grade, reflecting strong academic growth and student performance.

Tennessee Online Public School at Greeneville, led by Principal Dr. Lindsey Weeden, has been awarded the Governor's Civic Seal, showcasing its dedication to fostering civic responsibility among students.

**V. Public Comment Period**

There were no requests to speak on any agenda items.

**VI. School Report**

Principal Kelly Ford presented the EastView Elementary School Board Report, highlighting the school's current status, achievements, and future goals. EastView serves 393 students with a diverse teaching staff that includes 18 classroom teachers (K-5), five related arts specialists, two SPED teachers, one CDC SPED teacher, one part-time ELL teacher, one Speech teacher, one Pre-K teacher, and one Academic Specialist shared with the district. Student performance on the 2024 TCAP assessments demonstrated significant growth, with reading proficiency at 57.1% (Growth Level 4), math at 65.9% (Growth Level 5), and science at 65.3% (Growth Level 4). The school continues to focus on small-group interventions in ELA and Math, differentiated instruction, and targeted support for economically disadvantaged, SPED, and ELL students.

Curriculum and instruction remain a priority, with the implementation of a new Science curriculum, integration of new Social Studies standards, and continued fidelity with the Math curriculum. Student work samples and writing initiatives are also emphasized. Future goals include increasing college and career readiness through career-focused instruction, technical pathways, and the Portrait of a Graduate initiative. Social-emotional learning (SEL) is also a focus, with efforts to implement restorative discipline practices, provide professional learning for teachers, and reduce chronic absenteeism.

With 37.5% of EastView's teachers being non-tenured and several expected retirements in the coming years, they prioritize teacher retention and recruitment by providing training and professional development for new teachers and collaborating with the district on hiring efforts. EastView was recently nominated for the National Blue Ribbon Excellence Award for High Achievement, a testament to the school's commitment to student success. The board acknowledged Principal Ford's report and commended EastView Elementary for its dedication to academic excellence, instructional innovation, and educator support.

**VII. Conflict of Interest Statement**

Chair Cindy Luttrell read the following statement, reminding those present of the importance of transparency and integrity in decision-making.

**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 Luttrell and Botta acknowledged possible conflicts and confirmed their intent to act in the best interest of the school system."

**VIII. Approval of Agenda**

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

**IX. Consent Agenda**

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

**A. Consideration of Approving Minutes of January 23, 2025, Board Meeting**

The minutes of the January 23, 2025, Board meeting were unanimously approved as presented. A copy is on file in the Director of Schools' office.

**B. Consideration of Accepting Personnel Report**

Board approval was unanimous for acceptance of the changes in personnel since the January 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:

- 1.700 School District Goals
- 1.701 School District Planning
- 1.703 School Attendance Zones
- 1.801 School Day
- 1.8011 Emergency Closings
- 1.802 Section 504 and ADA Grievance Procedures
- 2.601 Fundraising Activities
- 2.801 Petty Cash Accounts
- 2.804 Expenses and Reimbursements
- 3.500 Food Service Management
- 3.600 Insurance Management
- 3.601 Student Insurance Program
- 3.602 Workers' Compensation

- 4.600 Grading System
- 4.601 Reporting Student Progress
- 4.603 Promotion and Retention
- 4.605 Graduation Requirements
- 4.606 Graduation Activities
- 4.608 Transcript Alterations
- 4.701 Maintaining Test and Data Security
- 5.301 Emergency and Legal Leave
- 5.302 Sick Leave
- 5.303 Personal and Professional Leave
- 5.304 Long-Term Leaves of Absence (non-FMLA) for Professional Personnel
- 5.305 Family and Medical Leave
- 5.306 Military Leave
- 5.307 Physical Assault Leave
- 5.308 Sabbatical Leave
- 5.309 Legislative Leave
- 6.408 Supervision of Students
- 6.4081 Safe Relocation of Students
- 6.410 Emergency Contact Information
- 6.413 Prevention and Treatment of Sports Related Concussions
- 6.414 Prevention and Treatment of Sudden Cardiac Arrest
- 6.415 Student Suicide Prevention

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

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

- 1.803 Tobacco-Free Schools
- 1.804 Alcohol & Drugs in the Workplace
- 1.805 Use of Email
- 1.806 Advertising and Distribution of Materials in Schools
- 1.807 Use of School Name
- 1.808 Registered Sex Offenders
- 2.805 Purchasing
- 2.8051 Credit Cards
- 2.810 Payment Procedures
- 3.202 Emergency Preparedness Plan
- 3.205 Security
- 4.800 Controversial Issues
- 4.801 Controversial Materials
- 4.802 Student Equal Access
- 4.803 Recognition of Religious Beliefs, Customs, & Holidays
- 4.804 Religious Content of Courses
- 4.805 Prayer and Period of Silence
- 5.310 Vacation and Holidays
- 5.400 Personnel Health Examinations/Communicable Diseases
- 5.401 Acquired Immune Deficiency Syndrome (AIDS)
- 5.403 Drug & Alcohol Testing for Employees

**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 to participate in athletic events. The Board unanimously approved the following trips:

- Greeneville Middle School requested approval to travel to Clarksville, TN, to participate in the TMSAA State Baseball Championship from 05/14/2025 - 05/16/2025.
- Greeneville Middle School requested approval to travel to Clarksville, TN, to participate in the TMSAA State Softball Championship from 05/14/2025 - 05/16/2025.
- Greeneville Middle School requested approval to travel to Clarksville, TN, to participate in the TMSAA State Track & Field Championship from 05/16/2025 - 05/17/2025.
- Greeneville Middle School requested approval to travel to Nashville, TN, to participate in the TMSGGA State Golf Championship from 05/12/2025 - 05/14/2025.
- Greeneville Middle School requested approval to travel to Clarksville, TN, to participate in the TMSAA State Basketball Championship from 02/13/2025 - 02/15/2025. Executive Approval granted on 02/04/2025
- Greeneville High School Band requested approval to travel to Orlando, FL, to perform at Universal from 03/15/2025 - 03/19/2025.

**F. Consideration of Approving Disposal of Surplus**

GCS Board Policy 2.403 gives the Greeneville Board of Education the authority to declare district property that is no longer useful nor necessary as surplus and to authorize the disposal of such equipment, books, or materials. The Board unanimously approved the disposal of the surplus for the following:

One 1996 model school bus

A public auction website will sell the bus to the highest bidder.

Vin: 1FDXBB0C9TVA21367, Year: 1996

**G. Consideration of Approving School Fee Structure for 2025-2026**

Each year, the GCS Board of Education sets and approves school fees. The online registration process begins soon as the District welcomes both new and returning students. It is important that fees be set prior to beginning student registration. A listing of student fees for the 2025-2026 school year is attached to the minutes. All student fees are subject to fee waiver. The Board unanimously approved the 2025-2026 School Fee Structure.

- The GMS student general fee is increasing from \$17 to \$20 to match GHS.
- The GMS Biology Course fee has been renamed the BioStem Course Fee.
- The GTC Computer Science, Collision Repair, and Criminal Justice \$3.00 fee for additional pairs of safety glasses has been removed.
- The GTC Health Sciences \$24 fee for a CPR Book and Card and the Optional \$4 Fee for a CPR Mouthpiece has been removed. This course will be at GHS next year and will not require a fee.

**X. Action Items**

**A. Consideration of Approving Year 2024-2025 Tenure Candidates**

Effective July 1, 2011, teachers in Tennessee must meet the following requirements prior to becoming eligible for tenure status:

- They must have served five (5) school years or not less than forty-five (45) months within a seven-year period as a probationary teacher; and
- Receive evaluations demonstrating an overall performance effectiveness level of "above expectations"-4 or "significantly above expectations"-5 provided by the evaluation guidelines adopted by the state board of education

pursuant to § 49-1-302 during the last two (2) consecutive years of the teacher's probationary period.

The Director of Schools is recommending tenure status be granted to the following candidates:

**EastView:** Darci Dolen

**Hal Henard:** Hailee Campbell

**Tusculum View:** Brianna Allen & Jessica Ricker

**Greeneville Middle:** Shelley Anderson, Angela Collins, Jessica McKay, Matthew Olson, & Christy Watkins

**Greeneville High:** Stephanie Callahan, Kevin Goltra, Tonya Ridley, & Eric Simpkins

**George Clem/EBIT:** Connie Tawney

**District Wide/Psychologist:** Sandra Kennedy

It was recommended that the Year 2024-2025 Tenure Candidates be approved. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

**B. Consideration of Accepting January 2025 Financial Statements**

Chief Financial Officer Ellen Lipe presented the January 2025 financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through January 2025 is \$5,181,091, which is 57.0% of the total budgeted projection. The amount collected year-to-date is \$288,329 more than during the same time period last year. This reflects an actual percentage change of 5.81% compared to the previous year. The district has 583 tuition students as of Feb. 17, 2025. The General-Purpose Financial Report showed that encumbrances comprise \$1,099,317 year-to-date. The Federal Projects Financial Reports reflected \$941,038.40 in revenue and \$1,194,683.38 in expenditures year-to-date. Federal Projects are reimbursed based, meaning funds must be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office. It was recommended to approve the January 2025 financial statements. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Dr. Shepherd (Vice-Chair).

**C. Consideration of Approving Tuition Rates for the 2025-2026 School Year**

It is the responsibility of the Board of Education to set the tuition rate for students attending our schools who do not reside within the city limits of Greeneville. A \$55 per child increase for in-county students and a \$60 increase for out-of-county students is recommended at this time.

Tuition Rates are as follows:

	<u>In Greene County</u>	<u>Out of Greene County</u>
1 Child:	\$1,325.00	\$1,925.00
2 Children:	\$2,600.00	\$3,800.00
3 Children:	\$3,825.00	\$5,625.00

The impact on resources is approximately \$31,970.00.

It was recommended to approve Tuition Rates for the 2025-2026 School Year. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

**D. Consideration of Approving Board Policy Revisions - 1st Reading**

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

#### 5.402 Hepatitis B (HBV)

It was recommended to approve the revisions to the policy as presented on 1st reading. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Botta (Board Member).

#### **E. Consideration of Approving Purchase of Benchmark Assessments & Coursework for the ACT - Full Campus for GHS**

Greeneville High School has identified a need to further enhance student preparation for the ACT exam, a critical college and career readiness metric. Improved ACT scores not only reflect positively on student performance but also play a significant role in generating outcome-based funding for the district. Last year, Greeneville City Schools achieved strong ACT results, contributing to additional funding that can now be reinvested into initiatives to sustain and further improve these outcomes.

The district proposes purchasing ACT preparation products from Horizon Education to address this goal. The cost of this software is \$19,500 annually. Horizon Education offers a discount if the district commits to a three-year agreement, bringing the total cost to \$52,650 for three years. This pricing exceeds the \$25,000 threshold, requiring BOE approval.

TIPS contract #240804 will be utilized.

Supporting documentation can be found in the related documents:

- Progress Learning TIPS Catalog.pdf
- Horizon TIPS quote for Greeneville High School - 331 EXP.pdf

\$52,650 will be utilized from TISA Outcomes Funding generated by GHS.

It was recommended to approve the Purchase of Benchmark Assessments & Coursework for the ACT - Full Campus for GHS. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Dr. Shepherd (Vice-Chair).

#### **F. Consideration of Adopting and Purchasing Science Textbooks**

The State of Tennessee requires school districts to form textbook adoption committees for each adoption. The textbook committee for the science adoption was led by Mrs. Shelia Newland and comprised teachers from each grade band. The group worked with the instructional specialist team throughout the process to evaluate all products thoroughly. Districts are now required to adopt and use state-approved materials for science. Grades K-2 chose Studies Weekly, Grades 3-8 and High School Chemistry chose SAVVAS. High School Biology, Anatomy and Physiology, Environmental Science, and Physics chose McGraw Hill.

The estimated impact on resources will not exceed \$400,000. The funds will come from the following:

\$180,000 from the textbook budget for the 2024-2025 school year and \$190,000 from the textbook budget for the 2025-2026 school year.

\$30,000 from additional budget requests for the 2025-2026 school year.

It was recommended to approve Adopting and Purchasing Science Textbooks. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

#### **XI. Director's Report**

Starnes congratulated, recognized, and informed:

1. Each teacher who was awarded tenure. GCS is very proud of their accomplishments and looks forward to their long and distinguished career with Greeneville City Schools.
2. GHS and TOPS on receiving the Tennessee Excellence in Civics Education designation. Civics education is essential to any democracy and equips students with the knowledge and tools to engage as productive citizens within their communities responsibly. Districts and schools play a meaningful role in supporting students' foundational knowledge and preparedness for civic life—all key components of 21st-century skills.
3. EV, TV, GMS, and GHS for receiving a Letter Grade of A and Level 5 growth.
4. EV and TV on being recognized by the TDOE as reward schools and achieving "Triple Crown" status (Reward Schools, Letter Grade of A, and Level 5 Growth).
5. EV on being nominated by the TDOE to the U.S. Department of Education for the 2025 National Blue Ribbon Schools program. EastView is one of six schools statewide to be nominated. This nomination recognizes EastView Elementary as one of the state's highest-performing rural schools. The U.S. Department of Education will announce the National Blue Ribbon Schools awardees in September 2025.
6. GHS students who scored a 30+ composite score on their ACT! Students who scored 30+ represent the 93<sup>rd</sup> percentile (scored better than 93 percent of the students who took the ACT). This is quite an accomplishment, and GCS celebrates the students' hard work and the support of their teachers and families.
7. Tusculum View Elementary School fourth grader Totiana Zamora Moore, who placed first in the 2024-25 Tennessee Association of School Librarians Bookmark Contest. Moore is one of more than 150 students from across Tennessee who submitted an original design for the annual bookmark contest sponsored by the Tennessee Association of School Librarians. This year's contest theme was "Reading is Magical at your School Library."
8. GHS Wrestlers Brylan Rhodes for winning the State Championship at 106, Derrick Day for 3<sup>rd</sup> place at 138, and Gabe Okakley for placing 4<sup>th</sup> at 113. This is ten consecutive years with a GHS wrestler making the state finals.
9. GHS Lady Greene Devils for winning the District 2 – 3A championship.
10. GHS students who recently competed in the SkillsUSA regional contest at Northeast State Community College. Their outstanding performances resulted in two first-place winners (Chloie Reams, winner of Esthetics with model Ms. Ayonna Stryker, and Mr. Tillman Graham, winner of the Welding competition), one second-place finish (Ms. Trinity Ross in Fantasy Makeup with model Ms. Alyssa Roberson), and a third-place finish, (Ms. Kayleigh Carrington in Cosmetology.) All four students qualified to compete in the State SkillsUSA competition.

#### **XII. Legislative Update**

Botta (Board Member) provided a legislative update on several bills. SB690/HB355 (White/Powers) and SB16/HB25 (Lowe/Cepicky) would require public schools under an LEA's jurisdiction to allow virtual school students to participate in interscholastic athletics at their zoned public school if eligible. A related bill would also prohibit public schools from using public funds for membership in associations that restrict student participation due to transferring schools no more than once, effectively creating a high

school transfer portal similar to college. The TSBA opposes both bills. Additionally, SB897/HB932 (Haile/Alexander) would require local Boards of Education and public charter schools governing bodies to implement policies restricting student use of wireless communication devices during instructional time, except in certain circumstances. The TSBA has no position on this bill.

**XIII. Adjournment**

The meeting was adjourned at approximately 6:34 p.m. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Dr. Shepherd (Vice-Chair).

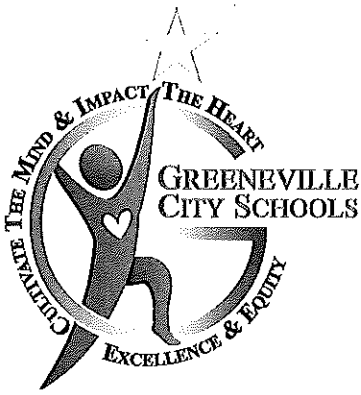
Respectfully submitted,

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Cindy Luttrell, Chair

---

Steve Starnes, Director of Schools



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

Name of the school: Greene Technology Center

Person Requesting: Aaron Flanary

Purpose of the Field Trip: Skills USA State Conference

Destination of Field Trip: Chattanooga

Grade(s) of students attending: 11-12

Dates requested: 4/13-4/16 Departure Time: 1:00 PM Return Time: 6:00 PM

Approximate # of students to attend: 20

Number, names and affiliation of chaperones attending:

# 1 female List names and affiliation: Jammy Swinnery

# 2 male List names and affiliation: Rob Robbins Scott Hamway

*("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")*

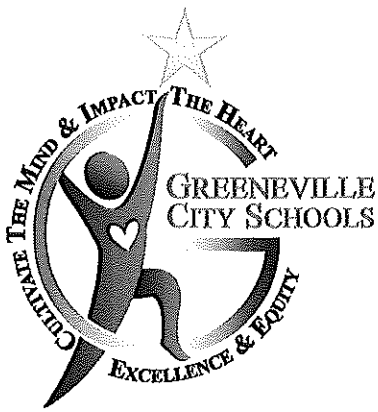
All Greenville City Schools guidelines for out-of-state and overnight field trips shall be followed in planning and conducting this field trip per BOE policy 4.302, and approval of my principal, the Director of Schools, and Board of Education is required. For an Overnight or Out-of-State Field Trip Request 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.

Aaron Flanary, Principal date approved 2/24/25

\_\_\_\_\_, Director of Schools date approved \_\_\_\_\_

\_\_\_\_\_, Chairman, BOE date approved \_\_\_\_\_

**Cultivate the Mind and Impact the Heart through Excellence and Equity**



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

Name of the school: Greeneville High School

Person Requesting: Jerry Graham

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

Destination of Field Trip: Gatlinburg, Tennessee

Grade(s) of students attending: 9-12

Dates requested: 3/28/25-3/30/25 Departure Time: 2:45 pm Return Time: 3:30pm

Approximate # of students to attend: 32

Number, names and affiliation of chaperones attending:

# 6 female List names and affiliation: Michaylah Hinkle-Assistant Boys' Soccer Coach, Abby Gourley-Booster Senior Mother-GCS Background, Kristen Wilcox-Booster-Senior Mother-GCS Background, Amanda Harmon--Senior Mother-GCS Background (Tusculum View Elementary School), Malinda Holt-Senior Mother-Booster--GCS Background

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

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

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

Dedra Nantz DS, Principal date approved \_\_\_\_\_

\_\_\_\_\_, 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 the All-State Honor choir

Destination of Field Trip: Opryland Resort Nashville TN

Grade(s) of students attending: 9, 10, 11

Dates requested: Apr 10-13 Departure Time: 9 AM Return Time: 12 PM

Approximate # of students to attend: 5

Number, names and affiliation of chaperones attending: Female student parent will attend as chaperone.

# 1 female List names and affiliation: TBD - 2 female students are alternates and may not attend.

# 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.

[Signature], Principal

date approved 2-25-25

\_\_\_\_\_, Director of Schools

date approved \_\_\_\_\_

\_\_\_\_\_, Chairman, BOE

date approved \_\_\_\_\_

**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



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

Name of the school: GHS

Person Requesting: Maj Stabiler

Purpose of the Field Trip: Archery Nationals

Destination of Field Trip: Louisville KY

Grade(s) of students attending: 9-12

Dates requested: May 8-9 Departure Time: 7:00am Return Time: 2:30pm

Approximate # of students to attend: 8

Number, names and affiliation of chaperones attending:

# 1 female List names and affiliation: Towe

# 1 male List names and affiliation: Talmage

*("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 3/1/25

\_\_\_\_\_, Director of Schools date approved \_\_\_\_\_

\_\_\_\_\_, Chairman, BOE date approved \_\_\_\_\_

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Revised 9.25.2023



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

Name of the school: Greeneville High School  
Person Requesting: Mansi Boegemann Brady  
Purpose of the Field Trip: GHS dance team - camp  
Destination of Field Trip: Tennessee Tech University  
Grade(s) of students attending: incoming freshmen → rising seniors  
Dates requested: 6/10/2025 Departure Time: 8:00 AM Return Time: 6/13/2025 after lunch  
Approximate # of students to attend: 15  
Number, names and affiliation of chaperones attending:  
# 2 female List names and affiliation: Mansi Boegemann Brady,  
Missy Crouch (GMS dance team coach)  
# 0 male List names and affiliation: \_\_\_\_\_

("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.

\_\_\_\_\_, Principal date approved 3-11-25  
\_\_\_\_\_, Director of Schools date approved \_\_\_\_\_  
\_\_\_\_\_, Chairman, BOE date approved \_\_\_\_\_

**Cultivate the Mind and Impact the Heart through Excellence and Equity**

Kathryn W. Leonard Administrative Office  
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(423) 787-8000 | <http://www.gcschools.net>

Revised 9.25.2023



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: Track Meet

Destination of Field Trip: Abingdon High School, VA

Grade(s) of students attending: 9-12

Dates requested: March 29, 2025 Departure Time: 8:00AM Return Time: 10:00 PM

Approximate # of students to attend: 50

Number, names and affiliation of chaperones attending:

# 1 female List names and affiliation: Teresa Gibson - GMS

# 4 male List names and affiliation: Larry Blalock, Eric Simpkins, Scott Harris, Rusty Douthat - all GHS coaches

*("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 3/14/25

\_\_\_\_\_, 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: Stephanie Callahan

Purpose of the Field Trip: The students will go on a docent led tour.

Destination of Field Trip: Asheville Museum of Art

Grade(s) of students attending: 10-12

Dates requested: 4/17/25 Departure Time: 8am Return Time: 2:30pm

Approximate # of students to attend: 50

Number, names and affiliation of chaperones attending:

# 3 female List names and affiliation: Callahan, Redmon, Acuff

# \_\_\_\_\_ male List names and affiliation: \_\_\_\_\_

("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.

\_\_\_\_\_, Principal date approved 3-11-25

\_\_\_\_\_, Director of Schools date approved \_\_\_\_\_

\_\_\_\_\_, Chairman, BOE date approved \_\_\_\_\_

**Cultivate the Mind and Impact the Heart through Excellence and Equity**



# Sourcewell Contract #063022-SES

02/15/2025

<b>Project:</b>	<b>From:</b>
<b>Greenville City- Eastview</b>	<b>Trimark USA, LLC</b>
<b>Dish machine Sourcewell</b>	<b>Heidi Keller-Lawson</b>
	<b>3011 Industrial Parkway</b>
	<b>East</b>
	<b>Knoxville, TN 37921</b>
	<b>(865)545-5222 (contact)</b>
	<b>(865)522-4448 (Fax)</b>

Job Reference Number: 126842


Thank you for allowing TriMark the opportunity to provide pricing. Please be aware in this very unstable market; manufacturers are experiencing delays, pricing increases and additional freight surcharges and storage fees. ***As such, quotes will remain in effect for 30 days.*** TriMark reserves the right to make any corrections or adjustments due to cost increases, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, general contractor delays, or any other factors outside of TriMark's control at any time prior to delivery. We apologize for the inconvenience.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

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Item	Qty	Description	Sell	Sell Total
<b>**EASTVIEW SCHOOL**</b>				

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Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>DISHWASHER, CONVEYOR TYPE</b>	\$68,859.68	\$68,859.68
		 <p>Model No. CL66-BAS+BUILDUP (10097206)  Conveyor Dishwasher, single tank with power scrapper; (202) racks/hour, .45 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot &amp; Pan mode, pumped rinse, insulated hinged doors, cULus, NSF, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office</p>		
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL66BAS-HTE15K Electric tank heat 15kW		
	1 ea	CL66BAS-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		
	1 ea	CL66BAS-HGTSTD Standard Height 19.5"H x 22"W opening, fits full-sized sheet pan, horizontal		
	1 ea	CL66BAS-ERH18K With 18 kW Booster (default)		
	1 ea	CL66BAS-DIR0RL Right to left operation		
	1 ea	WS40-NOINSTALL (10020980) Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)		
	1 ea	DWT-CL Drain water tempering kit for CL models		
	1 ea	Installation of DWT kit only (NET)		
	2 ea	VNTHD/E-ADJ (10017149) E-series vent hood domestic (adjustable)		
	3 ea	SHTPAN-RACK (10067591) Rack, 6 sheet pan		

Item	Qty	Description	Sell	Sell Total
	1 ea	TBLLIM-CL Table limit switch for CL & CLEN series		
	1 ea	CL66EN-BASFETSTD Standard feet		
			<b>ITEM TOTAL:</b>	<b>\$68,859.68</b>
2	1 ea	<b>HOBART INSTALLATION</b> Model No. 8990 Remove old equipment and discard.  Receive new equipment uncrate and transport to location, set in place make all final connections water power and drain and drain.  New Pantleg duct  Misc. plumbing and electrical  Travel	\$18,702.45	\$18,702.45
			<b>ITEM TOTAL:</b>	<b>\$18,702.45</b>
			Total	\$87,562.13

This Quote shall be subject to TriMark's Terms of Sale <https://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf>, which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

**Any tax or similar fees shown in this Quote are an estimate only.**

Florida Refrigeration License # CAC1821900

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Austin, Texas, 1-800-803-9202. [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

I understand, agree to and accept the above terms and conditions.

Asset	SN	Model	Temp Location	Note
311462	WY00554F	LV-7265	GCOC Suite 2	Canon projector
310475	SCN28MT80D41P	Q2800A	GCOC Suite 2	HP desktop scanner
320762	NXMKEAA0055121B4447600	C720P	GCOC Suite 2	Acer Chromebook
320769	NXMKEAA0055121B3977600	C720P	GCOC Suite 2	Acer Chromebook
320819	NXMKEAA0055121B3DE7600	C720P	GCOC Suite 2	Acer Chromebook
320765	NXMKEAA0055121B4A17600	C720P	GCOC Suite 2	Acer Chromebook
320038	DMPPVHLPG5VJ	A1566	GCOC Suite 2	iPad
330664	TTKA1007971	T9	GCOC Suite 2	T Mobile hotspot
330644	TTKA1007726	T9	GCOC Suite 2	T Mobile hotspot
330651	TTKA1007733	T9	GCOC Suite 2	T Mobile hotspot
330658	TTKA1007875	T9	GCOC Suite 2	T Mobile hotspot
330625	TTKA1006697	T9	GCOC Suite 2	T Mobile hotspot
330634	TTKA1007156	T9	GCOC Suite 2	T Mobile hotspot
330621	TTKA1006693	T9	GCOC Suite 2	T Mobile hotspot
N/A	TAM7230931	T9	GCOC Suite 2	T Mobile hotspot
330627	TTKA1007149	T9	GCOC Suite 2	T Mobile hotspot
330657	TTKA1007874	T9	GCOC Suite 2	T Mobile hotspot
329715	990015594779399	8800L	GCOC Suite 2	Verizon MiFi
N/A	990015596276394	8800L	GCOC Suite 2	Verizon MiFi
N/A	990015595786914	8800L	GCOC Suite 2	Verizon MiFi
N/A	990015596198010	8800L	GCOC Suite 2	Verizon MiFi
N/A	990015595807991	8800L	GCOC Suite 2	Verizon MiFi
101534	JJKF860206L	EMP-1705	GCOC Suite 2	Epson projector
328473	4NSGG23	WD-19	GCOC Suite 2	Dell docking station
315476	DMRJM7HQF182	A 1458	GCOC Suite 2	iPad
331053	FCHX3F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331224	46X02F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327508	1L110X2	Latitude 3190	GCOC Suite 2	Dell student laptop
327893	FGHMZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
332658	9DKC1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327316	BN56QV2	Latitude 3190	GCOC Suite 2	Dell student laptop
330985	JZQ02F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331373	6JHC0F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331422	8SF40F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331359	HLHC0F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331423	N/A	Latitude 3190	GCOC Suite 2	Dell student laptop
331366	7NRY1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327849	DSZNZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
328367	6HSTZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
328345	HXNPZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
328974	4524M53	Latitude 3190	GCOC Suite 2	Dell student laptop
332661	8V603F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331367	DZMF0F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327774	C3DSZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
331424	CVF40F3	Latitude 3190	GCOC Suite 2	Dell student laptop
331369	DT3Z1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327987	9BHJZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
327480	1XXSZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
N/A	N2JF 0444270	ELPDC06	GCOC Suite 2	Epson Document Camera
310664	N/A	Flip Video	GCOC Suite 2	USB camera
331293	96LY1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
330866	97940F3	Latitude 3190	GCOC Suite 2	Dell student laptop
332056	92803F3	Latitude 3190	GCOC Suite 2	Dell student laptop

327634	2NVPZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
332068	1V203F3	Latitude 3190	GCOC Suite 2	Dell student laptop
330755	5TVX3F3	Latitude 3190	GCOC Suite 2	Dell student laptop
330482	6FCX493	Latitude 3190	GCOC Suite 2	Dell student laptop
327078	1VQVRV2	WD19TB	GCOC Suite 2	Dell docking station
328004	6DMHZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
331216	G1DW3F3	Latitude 3190	GCOC Suite 2	Dell student laptop
317061	7bplmx1	Latitude E5430	GCOC Suite 2	Dell teacher laptop
317148	d7snmx1	Latitude E5430	GCOC Suite 2	Dell teacher laptop
322806	90vfjc2	Latitude E5570	GCOC Suite 2	Dell teacher laptop
314125	4DJDPN1	Optiplex 380	GCOC Suite 2	Dell desktop computer
317813	CMTTP3z1	Latitude 3440	GCOC Suite 2	Dell teacher laptop
316153	LR-AOL08	X131e	GCOC Suite 2	Lenovo student laptop
308658	MX0Y13524760345LF81T	Dell E773s	GCOC Suite 2	CRT Monitor
308657	DZBC551	PowerEdge 2600	GCOC Suite 2	Dell server
316490	MJ03C8B	ThinkCentre M72e	GCOC Suite 2	Lenovo
319507	2pxck72	Latitude E5470	GCOC Suite 2	Dell teacher laptop
322933	fdjgjc2	Latitude E5570	GCOC Suite 2	Dell teacher laptop
330235	1NWW493	Latitude 3190	GCOC Suite 2	Dell student laptop
330145	GB75793	Latitude 3190	GCOC Suite 2	Dell student laptop
330165	7TP1793	Latitude 3190	GCOC Suite 2	Dell student laptop
319064	7q3t732	Latitude 3340	GCOC Suite 2	Dell student laptop
327552	3S51QV2	Latitude 3190	GCOC Suite 2	Dell student laptop
331363	817Y1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
328033	5Y5SQV2	Latitude 3190	GCOC Suite 2	Dell student laptop
331358	9L3Z1F3	Latitude 3190	GCOC Suite 2	Dell student laptop
313311	MX0F024J742629691DAU	1708FPb	GCOC Suite 2	Dell desktop monitor
330914	859F0F3	Latitude 3190	GCOC Suite 2	Dell student laptop
327589	5JC1QV2	Latitude 3190	GCOC Suite 2	Dell student laptop
329199	C4KHM53	Latitude 3190	GCOC Suite 2	Dell student laptop
327067	DM6XRV2	WD19TB	GCOC Suite 2	Dell docking station
315915	CN-0T9MJ3-74445-287BH3L	U2312HM	GCOC Suite 2	Dell flat panel monitor
327013	BF6XRV2	WD19TB	GCOC Suite 2	Dell docking station
326760	7Z820X2	Latitude 5501	GCOC Suite 2	Dell teacher laptop
326601	9f6xws2	Latitude 3590	GCOC Suite 2	Dell teacher laptop
318076	FJQ3412	Latitude 3440	GCOC Suite 2	Dell teacher laptop
318088	6LR3412	Latitude 3440	GCOC Suite 2	Dell teacher laptop
319114	hf9s732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319095	4q3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319098	8d9s732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319105	dq3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319118	fd9s732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
325093	5CD8156H8J	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325095	5CD81572WS	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325116	5CD8156G91	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325107	5CD81572Y3	HP stream 11 Pro	GCOC Suite 2	HP student laptop
326211	5CD8156GNK	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325091	5CD8156GNI	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325094	5CD8156J2N	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325081	5CD8156HFR	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325080	5CD8153ZY7	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325092	5CD8156J30	HP stream 11 Pro	GCOC Suite 2	HP student laptop
325090	5CD8156GTZ	HP stream 11 Pro	GCOC Suite 2	HP student laptop
N/A	5CD823CKHL	HP stream 11 Pro	GCOC Suite 2	HP student laptop

327924	597SQV2	Latitude 3190	GCOC Suite 2	Dell student laptop
331060	H5HX3F3	Latitude 3190	GCOC Suite 2	Dell student laptop
319104	jp3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319116	5r3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
329125	9r3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
319111	fq3t732	Latitude 3340	GCOC Suite 2	Dell teacher laptop
326821	BXPXZW2	Latitude 5501	GCOC Suite 2	Dell teacher laptop
311223	CNOY320G7426197S6T3L	1909 WB	GCOC Suite 2	Dell desktop monitor
326664	3H3DDV2	D11S	GCOC Suite 2	Desktop monitor
N/A	N/A	N\A	GCOC Suite 2	Dell desktop monitor
320972	MMLXXAA0015450B45F8521	V246HL	GCOC Suite 2	ACER desktop monitor
306607	3Q2A	UII-RW52E	GCOC Suite 2	CD drive
356098	S0907240073	ACTIVSLATE50	GCOC Suite 2	Promethean activslate
319019	DMPN8JW8FK10	A1474	GCOC Suite 2	Apple Ipad
328371	50V9ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327620	3Z5SQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328063	5BG4QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328026	5HBMQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328018	31XLQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327362	FYD10X2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328072	JKS1QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328103	BRHZPV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
329172	9RYSM53	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327956	4T9TQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328398	5L3TQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327918	3S36ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327771	GR3JZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327361	4B3KRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328014	6RR7ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327908	FYNKZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327979		Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327968	5SYLZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328050	2C96ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327825	C52TQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327235	4MPBQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327809	DTQPZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327925	J4J2RV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327177	9W4SQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327959	CSJPQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327398	2Z1KRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327974	8477ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328037	H8PPQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327171	JW4NQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328048	100FQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327374	C5G5QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327555	8K110X2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327934	9BBLZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327162	B40NZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327293	G CZ5QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327939	JKQPZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327900	DNDLZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327920	2S6LZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328818	4H6VM53	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328353	8T0BZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop

327963	1P9PZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327739	37K1QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327399	3H9JZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327971	2SKNZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327392	99VKZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327260	49HMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327877	7HHJZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327217	7B4MZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327863	4X6SZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327193	61HSQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327303	4ZJPZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327165	6K3JZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327335	BXZMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327966	44BMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328012	8YC5ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327226	FPCFQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328356	GJ7KZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327941	771LZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327960	9THMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328102	3YF2QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327240	JWL2QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327407	BQ0NRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327902	JL9JZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327944	G5LLZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327247	9BP4QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327297	FCVGQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327883	3DXLQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327898	9NTMQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328009	4XWRZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327943	8MTQZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328401	DXFKRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328038	55JRQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327997	H2BMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327948	94N4ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327283	FK1SZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327520	C2W00X2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327169	99TNQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327214	FZNMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327845	D8VKZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327163	3FMNZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328000	B577ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327789	4SHMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328057	BVQFQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327682	5Q9MRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328088	36BQQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328229	8MB6QV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327701	9TBGRV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327752	11BQQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327204	69PMZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327173	7TCMQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328046	GZMQQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327772	2LDLZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328362	F01VZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327394	199KZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop

328389	BQNKZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327810	F2KPZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327830	21LNQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327595	J2KFQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328082	HX5SQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327495	D6GC7C3	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327529	3NL10X2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
327746	CMX8ZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
328098	9YLNQV2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
322924	drs9jc2	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
316989	bkslmx1	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
316886	jl1mmx1	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
316899	clylmx1	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
316913	2kvkmx1	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
311892	59067377H	Dell Latitude E5430	GCOC Suite 2	Dell teacher laptop
309527	23S0016CF0D0E09	Dell Latitude E5430	GCOC Suite 2	Dell teacher laptop
333526	6GGGHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334415	JR0WXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333633	H4NWLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333873	FMMGHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333827	1VCFHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334040	1R8YLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333552	4Y6FHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333791	5Q0T5M3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333694	7YCXLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334435	C7JMXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334485	2Q1XXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334232	11VVXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333987	HXXZLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333816	C8YS5M3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334536	B8VVXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333662	7N0XLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333858	D9WFHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
327819	3ZFNZW2	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
317094	CN0PKDGR7594136H03CDA00	Dell Docking station	GCOC Suite 2	docking station
314191	s0909040033	Promethean Active Slate	GCOC Suite 2	writing tablet
314247	dmpg9ftldfhw		GCOC Suite 2	
None	M3VF992140L	Epson Projector	GCOC Suite 2	projector
314227	DLXFPQJ1DFHW	iPad A1395	GCOC Suite 2	iPad
314242	DQTFPBV5DFHW	iPad A1395	GCOC Suite 2	iPad
314221	DQTFPCZBDFHW	iPad A1395	GCOC Suite 2	iPad
None	None	IPEVO Document Camera	GCOC Suite 2	doc cam
None	None	IPEVO Document Camera	GCOC Suite 2	doc cam
320493	7BAH000086	Waycom Writing Tablet	GCOC Suite 2	tablet
327649	J4BMZW2	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
328371		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
328072		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
327362		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
327620		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
328063		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
328026		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
328018		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
327174	72HSQV2	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
327904	1Z5NZW2	Dell Latitude 3120	GCOC Suite 2	Dell student laptop

327263		Dell Latitude 3120	GCOC Suite 2	Dell student laptop
322836	h2shjc2	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
322837	CV4JJC2	Dell Latitude E5570	GCOC Suite 2	Dell teacher laptop
None	17502832930001	Dymo Label Writer 450 Turbo	GCOC Suite 2	printer
314190		Promethean Wireless adapter	GCOC Suite 2	adapter
314830	LUSALOB138011550171601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314763	LUSALOB1380115549A1601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314814	LUSALOB13801154F101601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314815	LUSALOB138011554B21601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314816	LUSALOB138011555871601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314825	LUSALOB138011551E61601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314819	LUSALOB138011549711601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314773	LUSALOB13801154FF31601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314831	LUSALOB1380115502F1601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314771	LUSALOB138011550F41601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314760	LUSALOB138011555861601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314805	LUSALOB138011593C71601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314774	LUSALOB13801154FD61601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314753	LUSALOB138011556211601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314806	LUSALOB1380115A06D1601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314798	LUSALOB138011553511601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314772	LUSALOB13801154EC61601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314769	LUSALOB13801154FB71601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314782	LUSALOB138011551C01601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314756	LUSALOB138011550E91601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314787	LUSALOB138011555F91601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314804	LUSALOB1380115525A1601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314796	LUSALOB138011553281601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314791	LUSALOB138011554A01601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314813	LUSALOB138011554341601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314755	LUSALOB138011555061601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314770	LUSALOB138011554BD1601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
314834	LUSALOB138011559231601	Acer Aspire One Pro	GCOC Suite 2	Dell student laptop
	Skk5a153622b22	XP-Pen Writing tablet	GCOC Suite 2	Tablet
334110	65rxln3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334212	85VVXQ3		GCOC Suite 2	Dell student laptop
333843	J4ZFHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334335	89HQXQ3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333957	62MWLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333569	3PCFHK3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333801	2FDT5M3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
306738	cn0c0646466335211k8l		GCOC Suite 2	
	cn0kg49t7426118d1w0u		GCOC Suite 2	
320712	JTVHW52	Precision T1700	GCOC Suite 2	Dell desktop computer
334106	5C4X5M3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
333961	7LJXLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334128	BTT33M3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
334041	9NMWLN3	Dell Latitude 3120	GCOC Suite 2	Dell student laptop
329065	3SJ6M53	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
322535	Unreadable	HP Stream G2	GCOC Suite 2	Dell student laptop
N/A	cn0pw380129619c1b795a03	Dell Monitor	GCOC Suite 2	desktop monitor
319083	2f9s732	Dell latitude 3340	GCOC Suite 2	Dell teacher laptop
326971	553WRV2	Dell K20A	GCOC Suite 2	Dell docking station
331350	GGM40F3	Dell Latitude 3190	GCOC Suite 2	Dell student laptop

331187	8YXD0F3	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
331376	7X212F3	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
331420	62BC0F3	Dell Latitude 3190	GCOC Suite 2	Dell student laptop
317132	8kylmx1	Dell Latitude E5430	GCOC Suite 2	Dell teacher laptop
N/A	86S2JC1	Dell PP23LB	GCOC Suite 2	Dell notebook laptop
322764	4XS9JC2	Dell latitude E5570	GCOC Suite 2	Dell teacher laptop
322767	3M9BJC2	Dell latitude E5570	GCOC Suite 2	Dell teacher laptop
330778	1Y8V3F3	Dell latitude 3190	GCOC Suite 2	Dell student laptop
329622	33LGM53	Dell latitude 3190	GCOC Suite 2	Dell student laptop
330816	D6BC0F3	Dell latitude 3190	GCOC Suite 2	Dell student laptop
325745	5CD8156GHR	HP Stream 11 Pro	GCOC Suite 2	Dell student laptop
326030	5CD8156HP7	HP Stream 11 Pro	GCOC Suite 2	Dell student laptop
323190	5CD6260BD8	HP Stream 11 Pro	GCOC Suite 2	Dell student laptop
322502	5CD61101Y5	HP Stream 11 Pro	GCOC Suite 2	Dell student laptop
330773	8H6W3F3	Dell latitude 3190	GCOC Suite 2	Dell student laptop
322882	905jjc2	Dell latitude E5570	GCOC Suite 2	Dell teacher laptop
322211	8mzfc2	Dell latitude E5570	GCOC Suite 2	Dell teacher laptop
319148	CB34216062	Lenovo 20344	GCOC Suite 2	Dell teacher laptop
330897	6N3Z1F3	Dell latitude 3190	GCOC Suite 2	Dell student laptop
320928	F9GQN4BFCM8	iPad A1489	GCOC Suite 2	iPad
310019	N/A	BNRV200	GCOC Suite 2	Nook color
312135	080409L1003955	Dell 1708FPb	GCOC Suite 2	desktop monitor
312137	080409L1002892	Dell 1708FPb	GCOC Suite 2	desktop monitor
318440	633831	Dell L290AM-00	GCOC Suite 2	Dell power supply
N/A	131142BD00342	CDUV-011P	GCOC Suite 2	Ipevo document camera
N/A	081526GC14917	CDV0-031p	GCOC Suite 2	Ipevo document camera
N/A	081536GC20039	CDVU-031P	GCOC Suite 2	Ipevo document camera
N/A	N/A	Ipevo Doc camera	GCOC Suite 2	Ipevo document camera
327377	4G85QV2	Latitude 3190	GCOC Suite 2	Dell student laptop
320458	BKGSKH2	OptiPlex 7040	GCOC Suite 2	Dell teacher desktop
331419	63K30F3	Latitude 3190	GCOC Suite 2	Dell student laptop
322946	18SGJC2	Latitude E5570	GCOC Suite 2	Dell teacher laptop
326158	5CD8156HG4	HP Stream 11 Pro	GCOC Suite 2	Dell student laptop
316979	3DVLMX1	Latitude E5430	GCOC Suite 2	Dell teacher laptop
322845	545JJC2	Latitude E5570	GCOC Suite 2	Dell teacher laptop
319069	5Q3T732	latitude 3340	GCOC Suite 2	Dell teacher laptop
331357	GRNF0F3	Latitude 3190	GCOC Suite 2	Dell student laptop
329036	P80F004	Latitude 5511	GCOC Suite 2	Dell teacher laptop
325748	5CD8153ZF3	HP stream 11 Pro G4	GCOC Suite 2	Dell student laptop
327314	CYRLZW2	Latitude 3190	GCOC Suite 2	Dell student laptop
310421	7YXYOD1	Dell PowerEdge 2950	GCOC Suite 2	Server
312142	D585NB1	Dell PowerEdge 2950	GCOC Suite 2	Server
310303	6M4ONB1	Dell PowerEdge 2850	GCOC Suite 2	Server
314578	57J8ZV1	Dell PowerEdge R720	GCOC Suite 2	Server
312141		Dell PowerEdge 860	GCOC Suite 2	Server
312980	6T8WGC1	Dell PowerEdge 2950	GCOC Suite 2	Server
310302	BGCNMB1	Dell PowerVault 2205	GCOC Suite 2	Server
310420	J4DB0D1	Dell AMP01	GCOC Suite 2	Server
314577	FJSZ6V1	Dell E01S	GCOC Suite 2	Server
310422		Dell PowerVault TL4000	GCOC Suite 2	Server
310322		Dell 71PXP	GCOC Suite 2	Server
314275	GG81FQ1	Dell PowerEdge R710	GCOC Suite 2	Server
309143	5KQ6P71	Dell PowerEdge SC 1425	GCOC Suite 2	Server
312747	6S74V71	Dell PowerEdge SC 1425	GCOC Suite 2	Server

315490		Recovery-833	GCOC Suite 2	Server
315489		Recovery Archive	GCOC Suite 2	Server
	4D158Y1	Dell PowerEdge R720	GCOC Suite 2	Server
314278	GG71FQ1	Dell PowerEdge R710	GCOC Suite 2	Server
	8PZZXQ1	Dell PowerEdge R710	GCOC Suite 2	Server
314277	GG72FQ1	Dell PowerEdge R710	GCOC Suite 2	Server
314276	GG73FQ1	Dell PowerEdge R710	GCOC Suite 2	Server
307932	3Y15351	Dell PowerEdge 2600	GCOC Suite 2	Server
	712136	Content Keeper	GCOC Suite 2	Server
		Tanberg video communication	GCOC Suite 2	Server
		Tanberg content server	GCOC Suite 2	Server
318779		Content keeper server	GCOC Suite 2	Server
309521	LV-AB483	IBM THINKPAD LENOVO	GCOC Suite 2	Teacher laptop
309538	LV-AB505	IBM THINKPAD LENOVO	GCOC Suite 2	Teacher laptop
309536		IBM THINKPAD LENOVO	GCOC Suite 2	Teacher laptop
	412105648	ilive	GCOC Suite 2	desktop speakers
322839	1lmdjc2	dell latitude e5570	GCOC Suite 2	Dell teacher laptop
322809	g56cjc2	dell latitude e5570	GCOC Suite 2	Dell teacher laptop
322993	527hjc2	dell latitude e5570	GCOC Suite 2	Dell teacher laptop
312978	2.26059E+12	dell docking station	GCOC Suite 2	docking station
334093	cz5xln3	dell latitude 3120	GCOC Suite 2	Dell teacher laptop
334599	16jmxq3	dell latitude 3120	GCOC Suite 2	Dell teacher laptop
334537	c3hvxq3	dell latitude 3120	GCOC Suite 2	Dell teacher laptop
333630	367zln3	dell latitude 3120	GCOC Suite 2	Dell teacher laptop
334385	60jmxq3	dell latitude 3120	GCOC Suite 2	Dell teacher laptop
331996	3tknlh3	dell flat panel monitor	GCOC Suite 2	desktop monitor
316764	55XYLX1	Dell latitude E5430	GCOC Suite 2	Dell teacher laptop
322942	GKZFC2	Dell latitude E5570	GCOC Suite 2	Dell teacher laptop
316797	80WYXL1	Dell latitude E5430	GCOC Suite 2	Dell teacher laptop
	TAM7230933	T mobile hotspot	GCOC Suite 2	hot spot
	210-139961	YAMAY	GCOC Suite 2	fitness watch
327132	95DXRV2	dell docking station	GCOC Suite 2	docking station
334823	G8WONT3	Dell docking station	GCOC Suite 2	docking station
324187	65C8SH2	Dell Monitor	GCOC Suite 2	desktop monitor
333934	HCQXLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333717	8RL8JK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334504	DT1XXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
UNKNOWN	CB7XXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
UNKNOWN	UNKNOWN	dell latitude 3120	GCOC Suite 2	Dell student laptop
333801	2FDT5M3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334485	2Q1XXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334041	9NMWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333607	11TWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333569	3PCFHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334385	60JMXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334106	5C4X5M3	dell latitude 3120	GCOC Suite 2	Dell student laptop
UNKNOWN	J4ZFHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333957	62MWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334212	UNKNOWN	dell latitude 3120	GCOC Suite 2	Dell student laptop
335873	588GTW3	DELL LATITUDE 3140	GCOC Suite 2	Dell student laptop
334671	3Q0WXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
322942	GKZFJC2	dell latitude e5570	GCOC Suite 2	Dell teacher laptop
324200	F6JBXK2	dell optiplex 3050	GCOC Suite 2	Dell teacher desktop
333801	2FDT5M3	dell latitude 3120	GCOC Suite 2	Dell teacher desktop

315471	2020750015544010	Nook	GCOC Suite 2	Tablet
315468		Nook	GCOC Suite 2	Tablet
315448		Nook	GCOC Suite 2	Tablet
315464		Nook	GCOC Suite 2	Tablet
315442		Nook	GCOC Suite 2	Tablet
315443		Nook	GCOC Suite 2	Tablet
311182		Nook	GCOC Suite 2	Tablet
313445		Nook	GCOC Suite 2	Tablet
313446		Nook	GCOC Suite 2	Tablet
315452		Nook	GCOC Suite 2	Tablet
315459		Nook	GCOC Suite 2	Tablet
315467		Nook	GCOC Suite 2	Tablet
315463		Nook	GCOC Suite 2	Tablet
315458		Nook	GCOC Suite 2	Tablet
315451		Nook	GCOC Suite 2	Tablet
	60HE118944	Epson Action Printer 3250	GCOC Suite 2	Tablet
303311	sg8431100t	scanjet 5100c	GCOC Suite 2	Tablet
315456		Nook	GCOC Suite 2	Tablet
315470		Nook	GCOC Suite 2	Tablet
315453		Nook	GCOC Suite 2	Tablet
315469		Nook	GCOC Suite 2	Tablet
315450		Nook	GCOC Suite 2	Tablet
315461		Nook	GCOC Suite 2	Tablet
315457		Nook	GCOC Suite 2	Tablet
315465		Nook	GCOC Suite 2	Tablet
315472		Nook	GCOC Suite 2	Tablet
Unknown		Nook	GCOC Suite 2	Tablet
334335	89HQXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333674	GYLWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334500	6N1XXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334435	C7JMXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334092	840XLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334232	11VVXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333858	D9WFHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333987	HXKZLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334536	B8VXXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333873	FMMGHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334158	7V6TXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333816	C8YS5M3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333526	6GGGHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333662	7N0XLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333633	H4NWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334065	7M7XXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334599	16JMXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334553	J1PPXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
334415	JR0WXQ3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333388	JHMWLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333622	317ZLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333503	1PL7JK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333694	7YCXLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333827	1VCFHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333791	5Q0T5M3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333552	4Y6FHK3	dell latitude 3120	GCOC Suite 2	Dell student laptop
333630	367ZLN3	dell latitude 3120	GCOC Suite 2	Dell student laptop

Asset	SN	Temp Location	Description
86050		GTC - RM 308	LAB Tables
86051		GTC - RM 308	LAB Tables
86052		GTC - RM 308	LAB Tables
86053		GTC - RM 308	LAB Tables
86054		GTC - RM 308	LAB Tables
86056		GTC - RM 308	LAB Tables
86061		GTC - RM 308	LAB Tables
100525		GTC - RM 308	Dell Laptop
100638	TW-04E641-12800-221-0282	GTC - RM 308	Dell Laptop
100639	TW-04E641-12800-221-0266	GTC - RM 308	Dell Laptop
100804	CN-049240-48643-334-4780	GTC - RM 308	Dell Laptop
100913	40G4Q31	GTC - RM 308	Dell GX270D
101025	00045-560-597-553	GTC - RM 308	Dell Laptop
101143	36693987	GTC - RM 308	Gateway Tablet
101298	CN0HX94864180848046L	GTC - RM 308	Dell Monitor
101300	CN0HX9486418084801WL	GTC - RM 308	Dell Monitor
101302	CN0HX9486418084801YL	GTC - RM 308	Dell Monitor
101304	CN0HX9486418084L330L	GTC - RM 308	Dell Monitor
101306	CN0HX9486418084803HL	GTC - RM 308	Dell Monitor
101308	CN0HX9486418084804BL	GTC - RM 308	Dell Monitor
101310	CN0HX9486418084804HL	GTC - RM 308	Dell Monitor
101316	CN0HX9486418084804CL	GTC - RM 308	Dell Monitor
101447	CN0D30737444592RA1BS	GTC - RM 308	Dell Monitor
101449		GTC - RM 308	Dell Monitor
101499	1SCB6N1	GTC - RM 308	Dell Laptop
101500		GTC - RM 308	Dell Monitor
101501	CN0D30737444592RA32S	GTC - RM 308	Dell Monitor
101502	CN0D30737444592RA1CS	GTC - RM 308	Dell Monitor
101504		GTC - RM 308	Dell Monitor
101507		GTC - RM 308	Dell Monitor
101634	8TKQVR1	GTC - RM 308	Dell Optiplex 390
101638	8TKFVR1	GTC - RM 308	Dell Optiplex 390
101642	8TJRVR1	GTC - RM 308	Dell Optiplex 390
101647		GTC - RM 308	Dell Monitor
101650	8TLKVR1	GTC - RM 308	Dell Optiplex 390
101664	8TMJVR1	GTC - RM 308	Dell Optiplex 390
101666	8TKKVR1	GTC - RM 308	Dell Optiplex 390
101668	8TMQVR1	GTC - RM 308	Dell Optiplex 390
101670	8TJTVR1	GTC - RM 308	Dell Optiplex 390
101672	8TJQVR1	GTC - RM 308	Dell Optiplex 390
101674	8TKRVR1	GTC - RM 308	Dell Optiplex 390
101676	8TLRVR1	GTC - RM 308	Dell Optiplex 390
101678	8TMTVR1	GTC - RM 308	Dell Optiplex 390
101680	8TLMVR1	GTC - RM 308	Dell Optiplex 390
101808	cn0hx94864180	GTC - RM 308	Dell Monitor
102941		GTC - RM 308	Custom PC
102161	8TKTVR1	GTC - RM 308	Dell Computer
102162	8TLLVR1	GTC - RM 308	Dell Computer

102163	8TMRVR1	GTC - RM 308	Dell Computer
102164	8TKPVR1	GTC - RM 308	Dell Computer
102165	8TLTVR1	GTC - RM 308	Dell Computer
102166	8TMLVR1	GTC - RM 308	Dell Computer
102167		GTC - RM 308	Dell Computer
102168	8TNGVR1	GTC - RM 308	Dell Computer
102169	8TJMVR1	GTC - RM 308	Dell Computer
102170	8TMMVR1	GTC - RM 308	Dell Computer
102171	8TLQVR1	GTC - RM 308	Dell Computer
102172	8TKLVR1	GTC - RM 308	Dell Computer
102946		GTC - RM 308	Custom PC
102957		GTC - RM 308	Custom PC
319601	5CD51827S7	GTC - RM 308	HP Stream 20
320606	5CD5155XS1	GTC - RM 308	HP Stream 13
319865	5CD5230M55	GTC - RM 308	HP Stream 20
313314	8PC1WH1	GTC - RM 308	Dell Optiplex 760
310150	88H3JC1	GTC - RM 308	Dell Optiplex 745
101571	B630DB1	GTC - RM 308	Dell GX620
101681	CN-08XR0V-72872-18A-DA9L	GTC - RM 308	Dell 1911 Monitor
101679	CN-08XR0V-72872-18A-DA8L	GTC - RM 308	Dell 1911 Monitor
101677	CN-08XR0V-72872-18A-D9JL	GTC - RM 308	Dell 1911 Monitor
101675	CN-08XR0V-72872-18A-DC5L	GTC - RM 308	Dell 1911 Monitor
101673	CN-08XR0V-72872-18A-DCVL	GTC - RM 308	Dell 1911 Monitor
101671	CN-08XR0V-72872-18A-D9ML	GTC - RM 308	Dell 1911 Monitor
101667	CN-08XR0V-72872-18A-D9HL	GTC - RM 308	Dell 1911 Monitor
101665	CN-08XR0V-72872-18A-DAAL	GTC - RM 308	Dell 1911 Monitor
101663	CN-08XR0V-72872-18A-DC2L	GTC - RM 308	Dell 1911 Monitor
101661	CN-08XR0V-72872-18A-DDCL	GTC - RM 308	Dell 1911 Monitor
101659	CN-08XR0V-72872-18A-DD3L	GTC - RM 308	Dell 1911 Monitor
101657	CN-08XR0V-72872-18A-D9GL	GTC - RM 308	Dell 1911 Monitor
101655	CN-08XR0V-72872-18A-DADL	GTC - RM 308	Dell 1911 Monitor
101653	CN-08XR0V-72872-18A-DCGL	GTC - RM 308	Dell 1911 Monitor
101651	CN-08XR0V-72872-18A-DCYL	GTC - RM 308	Dell 1911 Monitor
101645	CN-08XR0V-72872-18A-DCAL	GTC - RM 308	Dell 1911 Monitor
101643	CN-08XR0V-72872-18A-DARL	GTC - RM 308	Dell 1911 Monitor
101641	CN-08XR0V-72872-18A-DAPL	GTC - RM 308	Dell 1911 Monitor
101639	CN-08XR0V72872-18A-DA2L	GTC - RM 308	Dell 1911 Monitor
101637	CN-08XR0V-72872-18A-D2LL	GTC - RM 308	Dell 1911 Monitor
101635	CN-08XR0V-72872-18A-DA7L	GTC - RM 308	Dell 1911 Monitor
101633	CN-08XR0V-72872-18AD9YL	GTC - RM 308	Dell 1911 Monitor
102947	n/a	GTC - RM 308	Custom PC
102943	n/a	GTC - RM 308	Custom PC
102945	n/a	GTC - RM 308	Custom PC
102944	n/a	GTC - RM 308	Custom PC
102940	n/a	GTC - RM 308	Custom PC
102955	n/a	GTC - RM 308	Custom PC
101702	40656V1	GTC - RM 308	Dell Precision T1600
101537		GTC - RM 308	Dell 1909W Monitor
102325	89XBPH2	GTC - RM 308	Dell Latitude E5470

101320	3Q2BHH1	GTC - RM 308	Dell Precision M4300
101491	DSGZMM1	GTC - RM 308	Dell Optiplex 380
Not in Kace	YD02JMY6	GTC - RM 308	Lenovo N22
322233	0096RL 13/12	GTC - RM 308	LenovoT440
102042	DLXPK9MDG5W0	GTC - RM 308	Apple Ipad Air 2
102284	GCTV44R1MHLF9	GTC - RM 308	Apple Ipad 32gb Silver
102967	DMPZ24DJKD6M	GTC - RM 308	Apple iPad Pro 11 Inch
307908	DMRG69N0DFHW	GTC - RM 308	Apple Ipad 2
102284	GCTV6WJGHLF9	GTC - RM 308	Apple Ipad 32gb Silver
101915	B42R99134U0600	GTC - RM 308	Toshiba DVD/VCR Combo
101380	H2WP1G1	GTC - RM 308	Lenovo Thinkpad R61
101322	7KDDTH1	GTC - RM 308	Dell Latitude E6400
101385	ADG9Z	GTC - RM 308	Lenovo Thinkpad R61
101909	9.11001E+12	GTC - RM 308	Kramer Video Presentation Switch/Scaler
101916	09240c5478	GTC - RM 308	Sherwood AM/FM Reciever
Not in Kace	CN-0HD026-48643-87P-1381	GTC - RM 308	Dell PD01X Dockiing Station

# Greeneville City Schools

## General Purpose Financial Report

### For the Month of February 2025

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<b><u>REVENUE</u></b>					
34760	Assigned for Instruction	\$ -	\$ -	328,632.00	0.0%
34765	Assigned for Support Services	\$ -	\$ -	20,558.00	0.0%
34785	Assigned for Capital Projects	\$ -	\$ -	115,767.00	0.0%
34790	Assigned for Other Purposes	\$ -	\$ -	138,868.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	402,883.00	0.0%
40000	Local Taxes	\$ 763,482.08	\$ 4,853,095.79	8,521,151.00	57.0%
41000	Marriage Licenses	\$ 93.64	\$ 721.86	1,005.00	71.8%
43511	Tuition	\$ 43,455.03	\$ 584,767.45	748,335.00	78.1% (1)
43570	Receipts from Individual Schools	\$ 10,864.51	\$ 87,695.04	164,650.00	53.3%
44000	Other Local Revenue	\$ 20,284.20	\$ 150,503.73	190,881.00	78.8%
46000	State Education Funds	\$ 2,101,837.29	\$ 15,163,204.87	20,950,205.00	72.4%
47100	Federal Through State Grants	\$ -	\$ -	50,000.00	0.0%
47590	Other Federal Funds (TEMA)	\$ -	\$ 13,113.71	-	N/A
47600	Direct Federal Funds (ROTC)	\$ 6,654.22	\$ 46,579.54	55,493.00	83.9%
49000	Operating Transfers & Insurance Recovery	\$ 577,195.20	\$ 3,542,845.20	6,089,874.00	58.2%
<b>Total Revenues</b>		<b>\$ 3,523,866.17</b>	<b>\$ 24,442,527.19</b>	<b>\$ 37,778,302.00</b>	<b>64.7%</b>
<b><u>EXPENDITURES</u></b>					
		<b>MTD</b>	<b>YTD</b>		
71100	Regular Instruction	\$ 1,366,262.91	\$ 10,395,477.18	\$ 17,343,619.00	59.9%
71150	Alternative Instruction	14,458.34	103,659.75	158,722.00	65.3%
71200	Special Education	224,614.12	1,573,134.13	2,795,651.00	56.3%
71300	Vocational Education	47,581.94	396,811.12	695,450.00	57.1%
71400	Student Body	-	120.00	500.00	24.0%
72110	Attendance	10,049.17	65,270.52	126,838.00	51.5%
72120	Health Services	34,860.40	265,921.54	489,984.00	54.3%
72130	Other Student Support	150,131.07	849,540.23	1,589,121.00	53.5%
72210	Regular Instruction Support	99,236.19	784,957.35	1,485,709.00	52.8%
72220	Special Education Support	34,601.01	243,636.84	334,787.00	72.8%
72230	Vocational Education Support	70.22	1,962.95	2,400.00	81.8%
72250	Technology	61,507.07	649,330.83	1,179,851.00	55.0%
72310	Board of Education	38,852.30	761,190.24	902,175.00	84.4% (2)
72320	Office of Director	51,444.24	401,254.74	439,989.00	91.2%
72410	Office of Principal	188,493.23	1,446,322.82	2,230,496.00	64.8%
72510	Fiscal Services	29,415.44	245,216.77	387,513.00	63.3%
72520	Human Resources	25,104.81	256,709.21	366,723.00	70.0% (3)
72610	Operation of Plant	202,505.42	1,641,053.44	2,533,379.00	64.8% (3)
72620	Maintenance of Plant	92,376.00	832,397.24	1,133,965.00	73.4% (3)
72710	Transportation	76,969.98	775,589.80	1,257,937.00	61.7%
73100	School Nutrition	-	5,294.35	-	N/A
73300	Community Services	-	1,943.71	33,412.00	5.8%
73400	Early Childhood Education	62,127.29	360,345.12	614,282.00	58.7%
76100	Capital Outlay	575.00	277,022.57	835,767.00	33.1%
81300	Education Debt Service	-	180,000.00	328,400.00	54.8%
99100	Operating Transfers	21,245.60	148,719.20	511,632.00	29.1%
<b>Total Expenditures</b>		<b>\$ 2,832,481.75</b>	<b>\$ 22,662,881.65</b>	<b>\$ 37,778,302.00</b>	<b>60.0%</b>
<b>Net Revenue (Expense)</b>		<b>\$ 691,384.42</b>	<b>\$ 1,779,645.54</b>		

## Explanation of Footnotes

(1) Tuition Count as of 3/17/2025 is 579 Students

(2) 2023-2024 Liability and Workers' Compensation Insurance Payments Reflected

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

(4) Encumbrances Total \$ 1,604,964

# Greenville City Schools Federal Projects Financial Report For the Month of February 2025

<u>REVENUE</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ -	\$ 4,809.66	\$ 51,925.00	9.3%
Consolidated Administration	\$ -	\$ 57,200.77	\$ 113,250.00	50.5%
Title I-A	\$ -	\$ 251,411.95	642,807.00	39.1%
Title I-A Neglected	\$ -	\$ 29,386.50	70,528.00	41.7%
Title II-A	\$ -	\$ 56,749.70	143,899.00	39.4%
Title III	\$ -	\$ 5,716.57	12,294.00	46.5%
Title IV	\$ -	\$ 19,351.75	49,819.00	38.8%
21st Century	\$ 92,744.02	\$ 97,149.48	276,250.00	35.2%
Title V	\$ -	\$ 50,857.72	92,026.00	55.3%
ARP Homeless	\$ -	\$ 1,215.80	1,216.00	100.0%
IDEA Part B	\$ -	\$ 394,695.07	709,247.00	55.6%
IDEA Pre-School	\$ -	\$ 14,619.00	14,619.00	100.0%
ESSER 3.0	\$ -	\$ 50,618.45	50,618.00	100.0%
<b>Total Revenues</b>	<b>\$ 92,744.02</b>	<b>\$ 1,033,782.42</b>	<b>\$ 2,228,498.00</b>	<b>46.4%</b>

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ 1,230.49	\$ 9,524.29	\$ 51,925.00	18.3%
Consolidated Administration	\$ 9,304.93	\$ 78,118.22	\$ 113,250.00	69.0%
Title I-A	\$ 56,199.53	\$ 346,788.04	642,807.00	53.9%
Title I-A Neglected	\$ 5,877.30	\$ 41,141.10	70,528.00	58.3%
Title II-A	\$ 6,891.30	\$ 70,532.30	143,899.00	49.0%
Title III	\$ 1,181.81	\$ 11,022.39	12,294.00	89.7%
Title IV	\$ 3,776.29	\$ 26,904.33	49,819.00	54.0%
21st Century	\$ 26,145.74	\$ 123,401.62	276,250.00	44.7%
Title V	\$ 6,792.93	\$ 66,474.44	92,026.00	72.2%
ARP Homeless	\$ -	\$ 1,215.80	1,216.00	100.0%
IDEA Part B	\$ 78,404.55	\$ 546,000.02	709,247.00	77.0%
IDEA Pre-School	\$ 4,359.38	\$ 23,106.63	14,619.00	158.1%
ESSER 3.0	\$ -	\$ 50,618.48	50,618.00	100.0%
<b>Total Expenditures</b>	<b>\$ 200,164.25</b>	<b>\$ 1,394,847.66</b>	<b>\$ 2,228,498.00</b>	<b>62.6%</b>

<b>Net Revenue (Expense)</b>	<b>\$ (107,420.23)</b>	<b>\$ (361,065.24)</b>	<b>\$ -</b>	
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\*Encumbrances Total \$77,664

**Greeneville City Schools  
Greene Technology Center Financial Report  
For the Month of February 2025**

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<b><u>REVENUE</u></b>					
39000	Unassigned Fund Balance	\$ -	\$ -	\$ 86,688.00	0.0%
40000	Local Taxes	56,784.50	397,491.50	567,845.00	70.0% (1)
41000	Marriage Licenses	7.10	49.70	71.00	70.0% (1)
43542	Contracts with Other LEAs (Greene County)	-	444,327.75	592,437.00	75.0% (2)
44000	Other Local Revenue & Miscellaneous Refunds	26,061.09	50,849.56	66,200.00	76.8%
46510	TISA	31,334.50	219,341.50	313,345.00	70.0% (1)
49000	Operating Transfer (Grv City) & Insurance Recovery	21,245.60	148,719.20	213,956.00	69.5% (1)
	<b>Total Revenues</b>	<b>\$ 135,432.79</b>	<b>\$ 1,260,779.21</b>	<b>\$ 1,840,542.00</b>	<b>68.5%</b>
<b><u>EXPENDITURES</u></b>					
71300	Vocational Education	\$ 81,822.93	\$ 565,390.44	\$ 961,385.00	58.8%
72130	Other Student Support	7,867.48	54,452.95	91,908.00	59.2%
72250	Technology	5,667.74	45,097.88	67,905.00	66.4%
72310	Board of Education	3,936.97	120,082.56	133,885.00	89.7% (3)
72410	Office of Principal	24,191.08	195,717.44	329,061.00	59.5%
72610	Operation of Plant	24,571.93	156,798.79	233,402.00	67.2% (3)
72620	Maintenance of Plant	899.46	13,726.54	22,996.00	59.7%
76100	Capital Outlay	-	3,714.50	-	N/A
	<b>Total Expenditures</b>	<b>\$ 148,957.59</b>	<b>\$ 1,154,981.10</b>	<b>\$ 1,840,542.00</b>	<b>62.8%</b>
	<b>Net Revenue (Expense)</b>	<b>\$ (13,524.80)</b>	<b>\$ 105,798.11</b>		

**Explanation of Footnotes**

(1) Revenues Allocated to GTC are Paid in Equal Installments from GCS Over 9 Months- Beginning in August; Then Adjusted Per Actual Revenue for June

(2) Represents Total Amount Received From Greene County Schools

(3) Reflects cost of 2023-2024 Liability, Workers' Compensation, & Building and Grounds Insurance Payments

Encumbrances total \$30,776

This sheet has been updated as of March 17, 2025, with preliminary information through February 2025

**GREENEVILLE CITY SCHOOLS**  
**2024 - 2025**  
**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	
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025
July	\$ -	\$ -	\$ 10,188.94	\$ 7,215.08	\$ 2,979.58	\$ 3,350.75	\$ 2,414.16	\$ 1,685.50	\$ -	\$ -	\$ 11,499.77	\$ 28,078.93	\$ 203.70	\$ 150.39
August	\$ -	\$ -	\$ 4,842.06	\$ 4,666.21	\$ 3,048.78	\$ 3,458.14	\$ 2,206.12	\$ 1,887.89	\$ -	\$ -	\$ 11,499.77	\$ 42,118.39	\$ -	\$ -
September	\$ -	\$ -	\$ 13,393.57	\$ 4,804.03	\$ 3,492.41	\$ 3,041.59	\$ 3,545.99	\$ 2,156.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ 300,200.18	\$ 248,703.61	\$ 13,256.39	\$ 10,069.51	\$ 2,550.59	\$ 1,801.49	\$ 3,113.41	\$ 2,506.17	\$ -	\$ -	\$ 25,443.45	\$ 28,078.92	\$ -	\$ -
November	\$ 236,404.18	\$ 229,493.73	\$ 7,881.24	\$ 7,932.86	\$ 2,117.35	\$ 4,124.75	\$ 2,275.60	\$ 3,401.92	\$ -	\$ 86.94	\$ 13,943.67	\$ 14,039.46	\$ 1,620.30	\$ -
December	\$ 750,450.12	\$ 919,799.79	\$ 5,806.35	\$ 7,138.45	\$ 2,851.38	\$ 6,168.70	\$ 2,598.77	\$ 4,272.65	\$ -	\$ (14.88)	\$ 13,943.67	\$ -	\$ -	\$ 1,721.91
January	\$ 385,111.53	\$ 325,810.87	\$ 7,698.23	\$ 5,790.80	\$ 3,851.37	\$ 1,192.78	\$ 4,070.68	\$ 1,491.38	\$ -	\$ 298.58	\$ 13,943.67	\$ -	\$ -	\$ 553.50
February	\$ 1,218,726.83	\$ 1,312,951.49	\$ 14,904.60	\$ 15,621.66	\$ 883.83	\$ 869.73	\$ 3,129.94	\$ 3,927.54	\$ -	\$ 22,209.02	\$ 13,943.67	\$ -	\$ 933.83	\$ 436.23
March														
April														
May														
ADA Adj.														
June														
Totals	\$ 2,890,892.84	\$ 3,036,759.49	\$ 77,971.38	\$ 63,238.60	\$ 21,775.29	\$ 24,007.93	\$ 23,354.67	\$ 21,329.31	\$ -	\$ 22,579.66	\$ 104,217.67	\$ 112,315.70	\$ 2,757.83	\$ 2,862.03
Commission	\$ 57,817.86	\$ 60,735.19	\$ 1,559.43	\$ 1,264.77	\$ 217.75	\$ 240.08	\$ 467.09	\$ 426.59	\$ -	\$ 451.59	\$ 1,042.18	\$ 1,123.16	\$ 27.58	\$ 28.62
Total Net	\$ 2,833,074.98	\$ 2,976,024.30	\$ 76,411.95	\$ 61,973.83	\$ 21,557.54	\$ 23,767.85	\$ 22,887.58	\$ 20,902.72	\$ -	\$ 22,128.07	\$ 103,175.49	\$ 111,192.54	\$ 2,730.25	\$ 2,833.41
Difference		\$ 145,866.65		\$ (14,732.78)		\$ 2,232.64		\$ (2,025.36)		\$ 22,579.66		\$ 8,098.03		\$ 104.20

	Sales Tax		Bank Excise Tax		Mixed Drink Tax		Statutory Local Tax		Marriage Licenses		Subtotal		2023-24% of Actual	2024-25% of Actual
	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025	2023-2024	2024-2025		
July	\$ 454,782.19	\$ 475,495.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102.50	\$ 100.74	\$ 482,170.84	\$ 516,076.68	7.1%	7.2%
August	\$ 462,239.10	\$ 477,493.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.89	\$ 83.55	\$ 483,901.72	\$ 529,707.88	7.2%	7.4%
September	\$ 437,371.98	\$ 474,027.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.29	\$ 127.78	\$ 457,894.24	\$ 484,157.44	6.8%	6.8%
October	\$ 419,680.05	\$ 468,789.74	\$ -	\$ -	\$ -	\$ 4,274.59	\$ -	\$ -	\$ 129.34	\$ 144.97	\$ 764,373.41	\$ 764,369.00	11.3%	10.7%
November	\$ 419,812.07	\$ 439,287.88	\$ -	\$ -	\$ 12,593.93	\$ -	\$ 35.00	\$ 66.20	\$ 134.22	\$ 142.52	\$ 696,817.56	\$ 698,576.26	10.3%	9.7%
December	\$ 426,635.17	\$ 477,478.87	\$ -	\$ -	\$ 11,478.11	\$ -	\$ 35.00	\$ -	\$ 61.01	\$ 71.26	\$ 1,213,859.58	\$ 1,416,636.75	18.0%	19.8%
January	\$ 449,111.79	\$ 485,058.67	\$ -	\$ -	\$ -	\$ 21,347.66	\$ 35.00	\$ 70.00	\$ 70.77	\$ 100.74	\$ 863,893.04	\$ 841,714.98	12.8%	11.7%
February	\$ 539,025.55	\$ 558,038.27	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 35.00	\$ 34.17	\$ 58.97	\$ 1,791,617.42	\$ 1,914,147.91	26.5%	26.7%
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	\$ 3,608,657.90	\$ 3,855,670.20	\$ -	\$ -	\$ 24,072.04	\$ 25,622.25	\$ 140.00	\$ 171.20	\$ 688.19	\$ 830.53	\$ 6,754,527.81	\$ 7,165,386.90		
Commission	\$ 36,086.58	\$ 38,556.70	\$ -	\$ -			\$ 1.40	\$ 1.71	\$ 6.88	\$ 8.31	\$ 97,226.75	\$ 102,836.72		
Total Net	\$ 3,572,571.32	\$ 3,817,113.50	\$ -	\$ -	\$ 24,072.04	\$ 25,622.25	\$ 138.60	\$ 169.49	\$ 681.31	\$ 822.22	\$ 6,657,301.06	\$ 7,062,550.18		
Difference		\$ 247,012.30		\$ -		\$ 1,550.21		\$ 31.20		\$ 142.34		\$ 410,859.09		

Total budgeted projection for 2024 - 2025 is \$ 9,090,072 The year-to-date collection of \$ 7,062,550 is 77.7% of the total budgeted projection.

The amount collected year-to-date is \$ 410,859 more than this time last year. (This amount does not reflect commission fees.)

## Greeneville City Schools Comparative Summary of Revenue Collections For the Month Ended February 28, 2025

<u>LOCAL REVENUE</u>	2023-2024	2024-2025	Variance	Actual % Change
<b>Property Tax</b>	<b>\$ 2,890,892.84</b>	<b>\$ 3,036,759.49</b>	<b>\$ 145,866.65</b>	<b>5.05%</b>
Property Tax - Prior Year	77,971.38	63,238.60	\$ (14,732.78)	-18.90%
Clerk & Master	21,775.29	24,007.93	\$ 2,232.64	10.25%
Interest & Penalty	23,354.67	21,329.31	\$ (2,025.36)	-8.67%
Pick-Up Taxes	-	22,579.66	\$ 22,579.66	100.00%
In Lieu Of - Local Utility	104,217.67	112,315.70	\$ 8,098.03	7.77%
In Lieu Of - Other	2,757.83	2,862.03	\$ 104.20	3.78%
<b>Sales Tax</b>	<b>3,608,657.90</b>	<b>3,855,670.20</b>	<b>\$ 247,012.30</b>	<b>6.84%</b>
Bank Excise Tax	-	-	\$ -	0.00%
Mixed Drink Tax	24,072.04	25,622.25	\$ 1,550.21	6.44%
Statutory Local Taxes	140.00	171.20	\$ 31.20	22.29%
Marriage Licenses	688.19	830.53	\$ 142.34	20.68%
<b>Totals</b>	<b>\$ 6,754,527.81</b>	<b>\$ 7,165,386.90</b>	<b>\$ 410,859.09</b>	<b>6.08%</b>

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

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

<u>TISA REVENUE</u>	2023-2024	2024-2025	Variance
July	\$ 416,759.00	\$ 498,328.00	\$ 81,569.00
August	1,995,544.00	2,083,131.49	\$ 87,587.49
September	1,995,544.43	2,083,131.48	\$ 87,587.05
October	1,995,544.43	2,083,131.48	\$ 87,587.05
November	1,995,544.43	2,083,131.49	\$ 87,587.06
December	1,995,544.43	2,330,048.99	\$ 334,504.56
January	1,995,544.43	2,126,911.93	\$ 131,367.50
February	1,995,544.43	2,114,716.45	\$ 119,172.02
March			\$ -
April			\$ -
May			\$ -
June			\$ -
<b>Totals</b>	<b>\$ 14,385,569.58</b>	<b>\$ 15,402,531.31</b>	<b>\$ 1,016,961.73</b>

### **Greenville City Schools Responsible Use Policy (RUP) 2025-2026**

The Greenville City Schools (GCS) Responsible Use Policy outlines the expectations and rules for the use of technological resources by students and staff. The policy aims to ensure safe, legal, and responsible use of technology to enhance learning and communication within the school community. Following is a brief summary of our Responsible Use Policy. This summary is for your convenience, but does not substitute for reading the rest of the policy fully.

#### **Key Points:**

##### **1. Access and Use:**

- Technological resources, including laptops and tablets, are provided to enhance learning and communication.
- Use of these resources is a privilege, not a right, and must be ethical, respectful, academically honest, and supportive of student learning.
- Users must abide by network etiquette and general behavior standards.

##### **2. Rules for Use:**

- Resources are for school-related purposes only; personal use for amusement or entertainment is prohibited.
- Installation or maintenance of software by students or employees without permission is not allowed.
- Compliance with copyright laws, confidentiality, and public records is required.
- Prohibited activities include accessing or transmitting obscene, defamatory, or harmful content, using anonymous proxies or VPNs, and engaging in unauthorized activities like hacking.

##### **3. Privacy and Security:**

- No right of privacy exists in the use of technological resources; files and communications may be monitored.
- Users must respect the privacy of others and not reveal personal information.
- Security measures must be followed, and any security problems must be reported immediately.

##### **4. Parental Consent:**

- Parents must consent to their child's independent access to the Internet and monitoring of their online activity.
- Parental permission is required for creating and managing third-party accounts for educational purposes.

##### **5. Cyberbullying:**

- Cyberbullying is strictly prohibited and will result in severe disciplinary action.
- Examples include harassing, disrespectful comments, impersonating, outing, and cyber stalking.

### **6. Use of Student Images:**

- The district may publish photos and videos of students unless parents opt out in writing.
- Consent is assumed unless parents provide written notification to the principal.

### **7. Email and Online Storage:**

- GCS provides email accounts and online file storage for students, complying with COPPA.
- All email communication between staff and students must use district-provided accounts.

### **8. Professional and Personal Use of Social Media:**

- Professional social media use must adhere to district standards and privacy settings.
- Personal social media use should be separate from professional use and not disrupt the workplace.

### **9. Responsible Use of AI Technologies:**

- AI must be used ethically, respecting privacy and data protection laws.
- AI should support, not replace, human elements of teaching and mentoring.

### **10. Disclaimer:**

- The board makes no warranties for the service provided and is not responsible for any damages suffered by users.

The board provides its students and staff access to a variety of technological resources, including, but not limited to, laptop computers and tablets. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the GCS Technology Use Guidelines as set forth in the Student Code of Conduct. All students must be trained about appropriate on-line behavior as provided in policy 4.406 Use of the Internet.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

### **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological

resources for political purposes, sectarian religious purposes, or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business, and is not otherwise prohibited by board policy or procedure.

2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. Users should be aware that possession/transmission of nude, or partially nude, images of a minor constitutes possession/transmission of child pornography. Should such activity be discovered by district personnel, the district must notify law enforcement personnel. All users must comply with policy 5.500 – Discrimination/Harassment of Employees (sexual, Racial, Ethnic, Religious) and 6.304 Student Discrimination/Harassment and Bullying/Intimidation when using school district technology.
6. The use of anonymous proxies, VPN's, or any other method intended to circumvent content filtering is prohibited. Those found to be using such technologies will be locked off of the district network until the software is removed from the device. This policy applies to personally owned devices connected to the district network as well as those owned by the district.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or

telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4.406 Use of the Internet. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 6.600 Student Records. Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Students may not add or alter system BIOS passwords.
12. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device, or network without the express permission of the technology director or designee. Users enrolled in classes that teach game design or theory may follow the curriculum of their respective courses to create games. Users enrolled in computer classes teaching network design or maintenance may, with the assistance of their instructor, create programs as required by the course curriculum.
13. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
14. Users, other than members of the Instructional Technology team, are prohibited from using another individual's ID or password. Students should log off or reboot at least once per day. All users should lock their computer when they are not in direct, physical control of the computer.
15. Staff members passwords must be at least 13 characters long and must be changed yearly.
16. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
17. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
18. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

19. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
20. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
21. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, gaming systems, wireless access points and routers, etc. to a district owned and maintained local, wide, or metro area network. Gaming systems may not be connected to District signage displays at any time. Gaming systems may not be connected to our wireless or wired network without permission from the Network Administrator. Connection of personal devices such as iPads/tablets and/or smartphones is permitted but not supported by GCS technical staff. Student teachers and other district invited guests are allowed to use the GCS Personally Owned Device (POD) network in support of their work inside GCS schools. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 4G, 5G service). While the GCS technical staff will make every reasonable effort to support personal devices, the district cannot guarantee a student or staff member will be able to access the network with a personally owned device.
22. Users must back up locally stored (I.E. not stored on the district network and/or OneDrive) data and other important files regularly. It is the responsibility of the user to ensure that locally synced files are syncing properly. District IT staff will assist any user with synchronization issues.
23. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
24. Employees and students who are issued district owned and maintained equipment must also follow these guidelines. All district employees and students are expected to follow these guidelines on all equipment owned by the District:
  - a. Keep the equipment secure and damage free.
  - b. Use a protective case at all times. If you choose not to use the district provided case, or one was not provided to you, you must use a case to protect the device at all times.
  - c. Do not remove, cover, obscure, or deface any portion of the District asset tag nor any other labels placed on the device by district personnel.
  - d. Do not loan out the equipment, charger, or cords.

- e. Do not leave the equipment in your vehicle.
- f. Do not leave the equipment unattended.
- g. Do not eat or drink while using the equipment or have food or drinks in close proximity to the equipment.
- h. Do not allow pets near the equipment.
- i. Do not place the equipment on the floor or on a sitting area such as a chair or couch.
- j. Do not leave the equipment near table or desk edges.
- k. Do not stack objects on top of the equipment.
- l. Do not leave the equipment outside.
- m. Do not use the equipment near water such as a pool.
- n. Back up data and other important files regularly. GCS will at times perform maintenance on the equipment by imaging. All files not backed up to server/cloud storage space or other storage devices will be deleted during this process.
- o. Do not check the equipment as luggage at the airport. It is usually advisable to carry any district owned equipment on board with you rather than checking it as luggage.

### **A. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to material and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 4.406, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 4G, 5G, or other hotspot service).

### **B. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the

possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary (i.e., when parental consent is needed by a site for CIPA or COPPA laws) to create and manage such third-party accounts.

### **C. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer. The monitoring of devices issued to students by the district is active 24 hours per day regardless of the location of the device or the network to which it is connected. District personnel are able to monitor all Internet activity on student devices even when the device is outside the district network.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

### **D. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

**E. PERSONAL WEBSITES**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 6.300 series). Any device connected to the district network may be monitored by district personnel.

2. Employees

Employees' personal websites are subject to policy 4.406, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line social networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

**F. Cyberbullying**

1. Cyberbullying will not be tolerated. Harassing, disrespectful comments, or comments which could be reasonably construed to incite an argument or are intended to belittle another person, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
2. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**G. Usage of student images (photos and/or videos)**

1. The Greeneville City Schools encourages students to become active participants in their education. As a result, we may publish photos and/or videos of students on web

resources controlled by the district, as well as print media such as district publications and programs. **Note: *consent to use student photos and/or videos is assumed by the district unless the parent/guardian opts out in accordance with option 2 below.***

2. Note: the *only* way to opt out of the district using the student's image is to provide *written* notification to the principal at your child's school that you do *not* give consent for images of your child to be used in district resources and print media. Please be aware that teachers' *district* social media accounts are considered "district resources" for the purpose of this RUP.
3. In the event a child is in state custody, form CS-0559, Item 8 must be checked off to allow usage. In addition, the form *must* be signed by the parents of the student, *not* their foster parents.

#### **H. District provided email accounts and online storage**

1. The Greeneville City Schools has partnered with Microsoft to provide email accounts and online file storage for all students. This service is in full compliance with the provisions of The Children's Online Privacy Protection Act (COPPA). COPPA applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. No personally identifiable information is revealed to users outside the Greeneville City Schools. Student usage and disclosure of personally identifiable information is covered in other sections of this document.
2. Email provided to students by the Greeneville City Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).
3. Under no circumstances should teachers or staff email a student using ANY account (for either party) *other than those provided by the district*. Specifically, teachers/staff should never email a student's *personal* email account and a teacher/staff member should *never* reveal their personal email address to a student. Should a student discover a teacher/staff member's personal email address and send email to it, the message(s) should *immediately* be forwarded to the staff member's supervisor AND the district I.T. Network Administrator. To make this policy clear, ALL email between staff/teachers and students should be sent from AND to accounts that end with "gcschools.net." Any other email correspondence between staff members and students is expressly prohibited.

In addition, teachers/staff members should not text a student using any SMS capable device (district issued or not). If a student texts a teacher/staff member on any of their SMS capable devices, the teacher/staff member should immediately bring that to the attention of their supervisor for further review. The teacher/staff member should tell the student they are not to send text messages to them unless it is through a district approved system (BrightArrow, for example).

## TECHNOLOGY RESPONSIBLE USE

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The reasons for this policy are extensive. The primary reason is to protect both the student and the staff member. See paragraph 2 above. If staff and students are using accounts other than those provided by the district, the district has no way to monitor and archive those messages.

If problems arise using district supplied accounts, district IT personnel should be notified immediately to resolve the issue.

**I. Access to External Websites**

1. The Greeneville City Schools has partnered with the Greeneville-Greene County Public Library to provide library cards and access to e-Books. While students are using the library application (Overdrive), they are using the library's website.
  - i. The library does not filter content.
  - ii. Because the library website is not filtered, you will need to oversee your children as they access the library catalog. As you are aware, there are books in the public library with more adult appropriate content so it is important for you to monitor the books your children access and download.

**J. Professional Use of Social Media**

1. GCS employees should treat professional social media and communication like a professional workplace. The same standards expected in GCS professional settings are expected on professional social media sites.
2. All professional social media accounts will be associated with district provided and/or managed login credentials and privacy settings.
3. Users that establish a username and password for any GCS approved social media/online subscription for use by a school or classroom shall provide their username and password to building administration and administer the resource as any other professional social media.
4. All social media tools must be vetted by the district prior to use by a GCS employee and/or student.
5. Employees using professional social media have no expectation of privacy with regard to their use of social media.
6. Employees are responsible for protecting confidential information. No personally identifiable student information may be posted on professional social media sites, including student photographs, without consent of the students' parents/guardians. Use of student images and/or information is addressed in Section H. Employees should carefully abide by the provisions of that section of this policy.
7. Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students. Employees are responsible for reporting use of social media not adhering to this agreement to building administration.
8. Employees are expected to use the TAP principle (Transparent, Accessible, Professional) in all social media usage.

**K. Personal use of Social Media**

1. The district recognizes that during non-work hours employees and students may participate in online social media. Employees should keep in mind that information produced, shared, and retrieved by them may be subject to district policies and is a reflection of the school community.
2. The personal social media presence should utilize the employee's personal email address and should be completely separate from any professional social media presence.
3. Employees should not use their GCS email address for personal social media accounts.
4. GCS employees should not communicate with students who are currently enrolled in GCS schools on personal social media sites with the exception of a relative. If employees receive

- a request from a current GCS student to connect or communicate through a personal social media site they should refuse the request.
5. Employees should not tag other district employees, district volunteers, vendors, or contractors without prior permission of the individuals being tagged.
  6. Employees should not use the district nor school logo in any posting and should not conduct school business on personal sites without written permission from Greeneville City Schools.
  7. Personal social media use has the potential to result in disruption in the workplace and can be in violation of district policy and law. In this event, administration may have an obligation to respond and take appropriate action, including but not limited to investigation and possible discipline.
  8. Employees should not access their personal social media accounts during the workday.

### **L. Responsible Use of AI (Artificial Intelligence) Technologies**

#### **1. Responsible Use of AI for Educators**

- i. Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically.
- ii. AI must not be used to collect, store, or analyze student data without explicit consent and a clear educational purpose. It is inappropriate to use AI tools that infringe on students' privacy rights or fail to comply with data protection laws (e.g., FERPA, COPPA).
- iii. AI should not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute for the personalized and empathetic interaction between teachers and students.
- iv. Using AI for high-stakes decisions, such as determining a student's academic progression, grading, or disciplinary actions, without human oversight is inappropriate. AI should support, not replace, the professional judgment of educators.
- v. AI-generated educational content must be thoroughly vetted by educational professionals to ensure accuracy, relevance, and appropriateness. Relying solely on AI to generate and deliver instructional material is not acceptable.

#### **2. Responsible Use of AI for Students**

- i. Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.
- ii. Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.
- iii. Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or

- oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.
- iv. Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.
  - v. Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.
  - vi. AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.
3. The district will monitor the use of AI technologies in accordance and alignment with Board policies and the terms and conditions of this Responsible Use Agreement.

### **M. DISCLAIMER**

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school district's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: August, 2012

**Responsible Use Policy Signed Agreement**

- I have read and understood this Responsible Use Policy and agree to abide by it:
- I have read and discussed this Responsible Use Policy with my child:
- The school, school district, district administration, and/or school staff /teachers may feature my child in local broadcast and print media, on the school or school district web site, in school-related social media posts, and in district publications and programs:

*If you do not want your child's image to be used in broadcast or print media, please provide written notification to your child's principal, otherwise please give your consent by signing below. Note: your signature below provides your consent for your child's image to be used in broadcast and print media AND acknowledges your understanding of this document and your consent for your child to utilize Greeneville City Schools technology resources. **Students and parents are expected to read and sign pledge for care of devices.***

Please note: failure to sign could result in your child NOT being able to use, or participate in, the appropriate activity.

\_\_\_\_\_  
(Student/Employee Printed Name)

\_\_\_\_\_  
(Student/Employee Signature)

\_\_\_\_\_  
(Homeroom Teacher/Assignment)

\_\_\_\_\_  
(Parent/Guardian Printed Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

Date: \_\_\_\_\_

**VIRTUAL SCHOOLS JOINT OPERATION AGREEMENT**

This Virtual Schools Joint Operation Agreement ("Agreement") is entered into between the Greeneville City Schools Board of Education ("Greeneville") and the Bristol Tennessee City Schools Board of Education ("Bristol").

**WHEREAS**, pursuant to Tenn. Code Ann. § 49-2-1101, Greeneville and Bristol are authorized and empowered to establish, maintain, and operate a public schools jointly by entering into contracts for that purpose;

**WHEREAS**, pursuant to Tenn. Code Ann. § 49-16-202 of the Virtual Public Schools Act, Greeneville and Bristol may provide alternative choices to offer additional educational resources in an effort to improve academic achievement;

**WHEREAS**, Bristol has operated since 2012 and will continue to operate a virtual school called Tennessee Online Public School ("TOPS");

**WHEREAS**, pursuant to Tenn. Code Ann. § 49-16-204, Greeneville (K-5) and Bristol (6-12) will establish and operate virtual schools, with both schools utilizing the TOPS name/brand;

**THEREFORE**, in consideration of the following, Greeneville and Bristol hereby agree to:

- Funding.** Greeneville and Bristol will retain Basic Education Program ("BEP") funding related to any students enrolled in their respective school systems. TOPS students who reside in Greene County, Tennessee, will enroll with Greeneville, and TOPS students who reside in Sullivan County, Tennessee, will enroll with Bristol. TOPS students who reside anywhere outside of those two counties will enroll with: Greeneville if K-5; Bristol if 6-12.<sup>1</sup> Assuming balanced enrollment between Greeneville and Bristol students in both TOPS schools, Bristol students may attend Greeneville's K-5 program and Greeneville students may attend Bristol's 6-12 program without the need of transferring funding between school systems. If funding should stand as unbalanced as of October 1<sup>st</sup> and as of March 1<sup>st</sup> each school year, however, then the school system with less total funding according to the Fee Schedule below shall transfer funding to the other school system to ensure balance:

<b>Fee Schedule</b>	
Full-Time Virtual Student: \$3,000 per yr.	Full-Time Virtual Student: \$1,500 per term.
Per Virtual Course Rate: \$500 per yr.	Per Virtual Course Rate: \$250 per term.

**Example:** As of October 1, 2023, Greeneville shows 32 students enrolled with TOPS full-time and 10 more part-time students who are taking a grand total of 20 TOPS courses. At the same time, Bristol shows 30 students enrolled with TOPS full-time and 12 more part-time students who are taking a grand total of 19 TOPS courses. Therefore, Greeneville would need to transfer \$3,250 in funds to Bristol to ensure balance for the fall semester of 2023.

<sup>1</sup> If a TOPS student enrolls with Greeneville at any point during his/her K-5 years, however, then that student shall remain enrolled with Greeneville as he/she transitions into grades 6-12 with TOPS.

2. **Employees.** Unless otherwise agreed upon between the parties in writing, by default educators and others assigned to the K-5 program shall remain Greeneville employees, while by default educators and others assigned to the 6-12 program shall remain Bristol employees. Adjunct employees will be paid on a contract basis between the two school systems, utilizing guidelines established by the paying/contracting system. The school system responsible for any TOPS employee's wages, benefits, deductions, etc. shall also remain the school system whose handbook, procedures, contracts, pay scale, and board policies apply to that respective employee. Nothing within this Agreement is meant to or should in any way create a joint employer relationship between Greeneville and Bristol.
3. **Students.** Students, no matter their respective school systems, enrolled in a TOPS course will remain students registered in that course's Electronic Information System ("EIS"). The TOPS school offering that course shall also remain responsible for providing students enrolled in the course with any and all necessary materials for participation, including, but not limited to, access to an online learning management system. Greeneville and Bristol, per the "Joint TOPS Guidelines" will work together to establish and enforce a TOPS student handbook, TOPS discipline procedures, a TOPS code of conduct, etc. When student issues, such as discipline, truancy, special education, etc., require the participation of employees from both school systems, Greeneville and Bristol will ensure such cooperation takes place. For purposes of special education related obligations, the local education agency ("LEA") shall remain the school system in which the student was enrolled, even if providing services and accommodations under a related Individualized Education Plan ("IEP") requires the cooperation of employees from Greeneville and Bristol. For purposes of athletics, a TOPS student may participate in any sport at the student's zoned public school; however, Greeneville and Bristol may modify the "Joint TOPS Guidelines" at any point to remain in compliance with current Tennessee Secondary School Athletic Association ("TSSAA") and Tennessee Middle School Athletic Association ("TMSAA") by-laws, guidelines, and/or procedures.

*Example: A Greene County residing virtual student enrolls with Greeneville and begins taking courses in Bristol's 6-12 TOPS program. A Bristol employee/teacher obtains evidence that the student cheated on an exam, and reports that evidence to a TOPS administrator for disciplinary action/proceedings under the "Joint TOPS Guidelines."*

4. **Procedures.** Greeneville and Bristol administrators shall collaboratively work to draft and update a set of "Joint TOPS Guidelines" to help with the operation of TOPS schools/programs, the updated terms of which shall remain incorporated herein by reference. If any such portion(s) of those "Joint TOPS Guidelines" contradicts a term(s) contained within this actual Agreement, then the term(s) contained within this actual Agreement shall control. However, any necessary topic/procedure not addressed within the Agreement may be addressed within the "Joint TOPS Guidelines."
5. **Laws.** Greeneville and Bristol hereby agree to comply with any and all applicable federal and state laws when operating their TOPS schools. Furthermore, the laws of the State of Tennessee shall govern the terms and application of this Agreement.
6. **Disputes.** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall first be submitted to mediation. After written notice of a possible controversy,

claim, and/or breach is provided by one party to another, Greeneville and Bristol's directors of school must mutually agree upon a mediator and a mediation location to ensure that a mediation occurs within 45 days of the original written notice. If mediation should prove unsuccessful, any remaining controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by a single arbitrator may be entered in any Tennessee court having jurisdiction thereof.

7. **Termination.** On or before the 1<sup>st</sup> day of April each year, Greeneville or Bristol must provide written notice of termination to the other school system in relation to the next school year. If such written notice of termination is not provided by the foregoing deadline, however, then both school systems remain bound by this Agreement for at least the next school year.

*Example: On November 13, 2023, Bristol provides written notice of termination to Greeneville in relation to the 2024-2025 school year. This Agreement shall then terminate effective June 30, 2024.*

8. **No Discrimination:** Greeneville and Bristol agree to comply with any and all applicable equal protection and civil rights laws, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and any other applicable state or federal civil rights and/or special education laws. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, sex, age, disability, veteran status, or national origin.
9. **Term.** This Agreement shall remain in full force and effect from July 1, 2021 until June 30, 2025. Unless the Agreement is otherwise terminated under Section No. 7, or unless one party provides the other party with a written notice of non-renewal at least 60 days before an expiration date, then this Agreement shall continue to automatically renew every four years beyond June 30, 2025.
10. **Confidentiality.** Greeneville and Bristol expect to create, receive and/or maintain records that are subject to the Family Educational Rights and Privacy Act ("FERPA"), and similar state and federal privacy laws, in relation to each other's students, and both school systems shall work to protect and maintain confidentiality in relation to such records.
11. **No Indemnity.** Neither Greeneville nor Bristol shall possess any obligation to indemnify one another in connection with any matter related to or arising out of this Agreement and/or a TOPS school.
12. **Amendments.** Unless otherwise specified herein, this Agreement contains the entire agreement amongst the parties with respect to the subject matter hereunder, and no waiver, alteration, or modification of any of the provisions and terms hereof shall be binding unless it is in writing and signed by both Greeneville and Bristol's directors of schools.

13. **Counterparts:** More than one (1) copy of this Agreement may be executed, and all parties agree and acknowledge that each executed copy shall be a duplicate original.

**WHEREAS, by executing hereunder, Greeneville and Bristol acknowledge that their respective boards of education considered and voted to approve this Agreement during properly noticed public meetings, and that their directors of schools have permission to sign and bind both school systems below.**

Greeneville



Steve Starnes, Director of Schools

6/25/2021

Date of Signing

Bristol



Annette Tudor, Director of Schools

7/20/2021

Date of Signing