

# GREENEVILLE CITY BOARD OF EDUCATION

## AGENDA

Date of Meeting: April 28, 2026

Time: 5:00 PM

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

- I. **Call to Order**
- II. **Pledge to the Flag**
- III. **Recognition of Visitors**
- IV. **Special Recognition** (10 minutes)  
SCOPE
  
- V. **GMS Student Greene Team Presentation** (10 minutes)
  
- VI. **Public Comment Period** (20 Minutes)
  
- VII. **Conflict of Interest Statement** (5 Minutes)

### **Chair to Board Members:**

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

### **Chair to Board Members:**

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

### **Chair to Board Secretary:**

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

- VIII. **Approval of Agenda** (5 Minutes)
  
- IX. **Consent Agenda** (5 minutes)

- A. Consideration of Approving Minutes of March 24, 2026, Board Meeting
  - B. Consideration of Approving Minutes of April 1, 2026, Special Called Board Meeting
  - C. Consideration of Accepting Personnel Report
  - D. Consideration of Approving Board Policy Revisions (2nd Reading)
  - E. Consideration of Approving Board Policy Revisions - No Changes (1st Reading)
  - F. Consideration of Approving School Trip Request
  - G. Consideration of Approving Disposal of Nutrition Equipment under \$500.00
  - H. Consideration of Approving 2025-2026 General Purpose Budget Amendment #2
- X. **Action Items**
- A. Consideration of Accepting March 2026 Financial Statements (5 minutes)
  - B. Consideration of Approving Board Policy Revisions - 1st Reading (5 minutes)
  - C. Consideration of Approving Board Policy on 1st & Final Reading (5 Minutes)
  - D. Consideration of Approving Replacement of District-Provided Cell Phones and Migration to FirstNet by AT&T (5 Minutes)
  - E. Consideration of Approving Copier/Printer Replacement and Adoption of PaperCut for Print Management (5 Minutes)
  - F. Consideration of Approving Schedule E State Textbook Adoption and Purchase: PE and Health Sciences; CTE: Advanced Manufacturing (5 Minutes)
  - G. Consideration of Approving Migration to UDT Voice as the District VOIP Provider (5 Minutes)
  - H. Consideration of Approving Third Party Administrator Master Services Agreement (5 Minutes)
- XI. **Director's Report** (5 minutes)
- XII. **Legislative Update** (5 Minutes)
- XIII. **Adjournment**

# Greeneville Middle School

School Uplift Brightest Moments



Created in partnership with

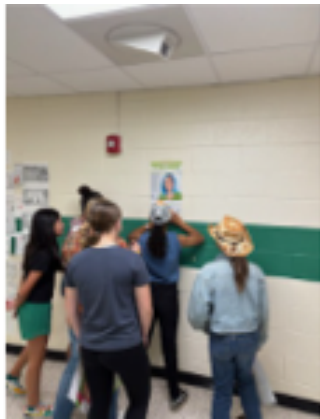


Energy Efficient Schools Initiative

# The GMS Greene Team is

## Leading at GMS

The Greene Team is leading inside and outside of the classroom.



The Greene Team is a student leadership team that is participating in TVA's Energy Uplift program. We are dedicated to leading energy conservation at Greeneville Middle School. One of the first projects we completed was the Fall Break "Energy Shutdown". We are very proud to represent our school and lead our peers in energy conservation.

Thank you to Mrs. Dean, Mrs. Shipley, & Mrs. Williams for sponsoring us.

# Saving energy with School Uplift.

This year, we participated in School Uplift to help our school save energy, make our space more comfortable and reduce energy costs.

## Here's how we did it!

- Our sponsors attended workshops and personalized coaching
- We promoted energy awareness
- We identified energy-saving opportunities
- We tracked our monthly progress with ENERGY STAR® Portfolio Manager
- We learned from other participating schools
- We competed with other schools for grant opportunities

**We're excited to share our highlights with you!**



**We find out May 8<sup>th</sup> if we won! (fingers crossed)**

# Our energy goals

We set big goals for this school year!

Reduce energy usage by

**5%**

Save

**\$4850**

These goals were set through comparison of usage through May 2026.

# Our energy savings

**We have made great progress!**

Reduced our carbon emissions by

**196**

metric tons of CO<sub>2</sub>

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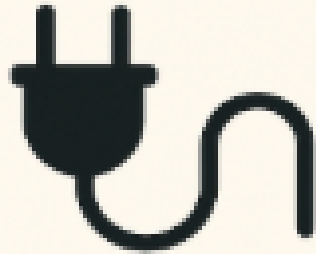
**5,027**

**Tree seedlings**  
grown for 10 years

As compared to our baseline year, 2010, and calculated expected use.

# The Greene Team Supported Conservation Education

## WAYS TO CONSERVE ENERGY & SAVE MONEY



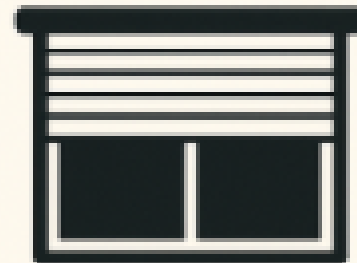
**UNPLUG  
ELECTRONICS**



**LOWER HEAT  
SETTINGS**



**TURN OFF  
LIGHTS**



**CLOSE WINDOW  
COVERINGS**

# Black Out Day – Reminder to Turn Off Lights

## “Black-Out” Day Tuesday 11/25

We had a “Black-Out” day on November 25<sup>th</sup>. We encouraged all our classmates to wear black to show they were conserving energy and to turn off their lights. In the picture to the right, you can see our Greene Team in the middle during our Winter Pep Rally. As you can see, many of our classmates wore black to participate.



Dark Mode Pep Rally!

# Making Posters to Promote Conservation



**These photos show members of the Greene Team making posters encouraging our classmates to conserve energy.**

# The Greene Team Supported Holiday Conservation!

## Fall Break Shutdown Checklist

Fall Break is here! Please print and complete this checklist as you leave to enjoy a great week off. Tape the completed checklist to your classroom door, or your board (if you don't have a door).

Task	Check When Task is Completed
<b>Defrost and unplug</b> all refrigerators.	
Turn off all <b>computers</b> and <b>monitors</b> .	
<b>Unplug</b> all <b>computers</b> and <b>monitors</b> , OR <b>flip off power-strips</b> connected to computers and monitors. <b>Unplug laptop computer carts and laptop charging stations</b> if possible.	
<b>Turn off and unplug</b> all <b>printers</b> .	
<b>Turn off and unplug</b> all <b>microwaves</b> .	
<b>Close blinds</b> with slats tilting upward or <b>close shades</b> .	
<b>Turn off and unplug</b> all other electronic devices (i.e. <b>Smart Boards, Boxlight Boards, projectors, radios, televisions, overhead projectors, and etc.</b> )	
*Please note: If your projector is plugged in on the ceiling, it is fine to leave it plugged in over the break. No climbing please. ☺	
<b>Turn off</b> all lights as you leave your classroom.	

## Christmas Break Set Back Checklist

Task	Done
<b>Defrost and unplug</b> all refrigerators.	
Turn off all <b>computers</b> and <b>monitors</b> .	
<b>Unplug</b> all <b>computers</b> and <b>monitors</b> , or flip off power-strips connected to computers, monitors, and laptop carts.	
<b>Turn off and unplug</b> all <b>printers</b> .	
<b>Turn off and unplug</b> all <b>microwaves</b> .	
<b>Turn off and unplug</b> all other electronic devices (i.e. <b>Promethean Boards, projectors, radios, televisions, overhead projectors, and etc.</b> )	
*Please note: If your projector is plugged in on the ceiling, it is fine to leave it plugged in over the break. No climbing please. ☺	
Push thermostat to the <b>coolest</b> setting.	
<b>Turn off</b> all lights as you leave your classroom.	
<b>Close blinds</b> covering all exterior windows.	
<b>Thank you, and <i>Merry Christmas and Happy New Year!</i></b>	

We passed out shutdown checklists on major holidays (Fall break, Christmas break, Spring break). These checklist encourage teachers and staff to unplug and turn off devices to conserve energy over long periods of off time.

# Greeneville Energy Authority – STEM Hero Presentation



**Mark Cutshaw from Greeneville Energy Authority came to talk to the Greene Team about ways to conserve energy and told us about potential careers in the energy industry.**

# The Greene Team is Grateful for Your Support! Thank You!



# OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION

Tuesday, March 24, 2026

The Greenville City Board of Education met in Regular session on Tuesday, March 24, 2026, at the Professional Development Center at the Kathryn W. Leonard Administrative Office, 129 W Depot St, Greenville, TN 37743. Board Members **Present:** Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Board Member), Josh Quillen (Chair/Treasurer), Dr. Craig Shepherd (Vice-Chair). Others in attendance included Steve Starnes, Director of Schools, several administrative personnel, community members, and media representatives. The Chairman called the meeting to order and welcomed all in attendance.

## BUSINESS TRANSACTED

### I. Call to Order

### II. Pledge to the Flag

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

### III. Recognition of Visitors

### IV. Special Recognition

#### Teachers of the Year (Building Level)

- EastView Elementary - Margaret Brooks
- Highland Elementary - Heather Fay
- Hal Henard Elementary - Brandy Rambo
- Tusculum View Elementary - Melissa Morgan
- TOPS - Talia Henderson
- Greenville Middle - Wendy Hansard
- Greenville High - Cynthia Propst
- Greenville Career & Technical Academy - Rob Robbins

#### Teacher of the Year (District Level)

- Pre K-4: Brandy Rambo, HH
- 5<sup>th</sup>-8<sup>th</sup>: Wendy Hansard, GMS
- 9<sup>th</sup>-12<sup>th</sup>: Cynthia Propst, GHS

**District Principal of the Year:** Dr. Lana Luttrell, TV

**District Supervisor of the Year:** Melissa Batson, Chief Human Resources Officer

### V. Public Comment Period

There were no requests to speak on any agenda item.

### VI. School Report

Dr. Daisy Shepard presented the report for Greenville High School. She highlighted recent student achievements, including strong ACT performance: four students earned a perfect score, and 25 scored 30 or higher. Dr. Shepard also shared updates on the Civics Bowl, the "Greene Devils Make a Difference" initiative, and student participation in the Ballad Academy and progress programs. Additionally, she reviewed updates to the GHS Course Catalog and noted new recognitions on the ACT Wall for students scoring 21+ and those earning scores of 4 or higher on IC assessments.

### VII. Conflict of Interest Statement

**Chair to Board Members:**

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

**Chair to Board Members:**

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

**Chair to Board Secretary:**

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

**VIII. Approval of Agenda**

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

**IX. Consent Agenda**

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

**A. Consideration of Approving Minutes of February 24, 2026, Board Meeting**

The minutes of the February 24, 2026, Board Meeting were unanimously approved as presented. A copy is on file in the Director of Schools' office.

**B. Consideration of Accepting Personnel Report**

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

- 1.800 School Calendar
- 1.801 School Day
- 1.802 Section 504 and ADA Grievance Procedures
- 1.803 Tobacco-Free Schools
- 1.804 Alcohol & Drugs in the Workplace
- 1.8011 Emergency Closings
- 2.802 Payroll Procedures
- 2.8051 Credit Cards
- 3.202 Emergency Preparedness Plan
- 3.203 Crisis Management
- 3.204 Threat Assessment Team
- 4.700 Testing Programs
- 4.800 Controversial Issues
- 4.801 Controversial Materials
- 4.802 Student Equal Access (Limited Public Forum)
- 4.803 Recognition of Religious Beliefs, Customs & Holidays
- 4.804 Religious Content of Courses
- 4.805 Prayer and Period of Silence
- 5.600 Staff Rights and Responsibilities
- 5.601 Staff Conflicts of Interest

- 5.602 Time Schedules and Extra Duty
- 5.604 Overtime Pay
- 5.605 Staff Gifts and Solicitations
- 6.403 Student Communicable Diseases
- 6.404 Acquired Immune Deficiency Syndrome
- 6.405 Medicines
- 6.4031 Pediculosis (Head Lice)
- 6.4051 Glucagon, Diazepam, Gel (Diasat), Diazepam Nasal Spray (Valtoco), and Midazolam
- 6.4052 Opioid Antagonist

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

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

- 1.805 Use of Email
- 1.806 Advertising and Distribution of Materials in the Schools
- 1.807 Use of School Name
- 1.808 Registered Sex Offenders
- 1.902 Charter School Agreements
- 1.904 Charter School Intervention
- 3.206 Community Use of School Facilities
- 5.606 Political Activities
- 5.607 Non-School Employment
- 5.608 Tutoring for Pay
- 5.610 Staff-Student Relations
- 5.611 Ethics
- 5.700 Interim Employees
- 5.701 Substitute Teachers
- 5.702 Student Teachers
- 6.601 Student Records Annual Notification of Rights
- 6.602 Inspection and Correction of Student Records
- 6.604 Media Access to Students
- 6.704 Student Publications
- 6.709 Student Fees and Fines
- 6.710 Gifts

**E. Consideration of Approving School Trip Request**

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

- GMS Dance Team requested approval to travel to Furman University to participate in a dance camp from 07/09/2026 - 07/12/2026.
- GMS Softball Team requested approval to travel to Chattanooga, TN, to participate in the TSSAA State Competition 05/11/2026 - 05/13/2026.
- GMS Track & Field Team requested approval to travel to Knoxville, TN, to participate in the TSSAA State Competition 05/18/2026 - 05/18/2026.
- GMS Volleyball Team requested approval to travel to Murfreesboro, TN, to participate in a team camp 07/23/2026 - 07/25/2026.
- GMS Baseball Team requested approval to travel to Lee University, to participate in the TSSAA State Competition 05/11/2026 - 05/13/2026.
- GMS Golf Team requested approval to travel to Nashville, TN, to participate in the TSSAA State Competition 05/18/2026 - 05/19/2026.

- GMS Soccer Team requested approval to travel to Murfreesboro, TN, to participate in the TSSAA State Competition 05/12/2026 - 05/14/2026.
- GHS SCOPE Team requested approval to travel to Nashville, TN, to participate in the SCOPE Conference from 05/9/2026 - 05/12/2026. Executive Approval Granted 02/26/26
- GHS Dance Team requested approval to travel to Marietta, GA, to participate in the UDA Dance Camp from 07/14/2026 - 07/17/2026.
- GMS Chorus Team requested approval to travel to Nashville, TN, to participate in the All-State Honor Choir from 04/09/2026 - 04/11/2026.
- GHS Soccer Team requested approval to travel to Gatlinburg, TN, to participate in the Smoky Mountain Cup-Boys Soccer Tournament from 03/27/2026 - 03/29/2026.

**X. Action Items**

**A. Consideration of Accepting February 2026 Financial Statements**

Chief Financial Officer Ellen Lipe presented the February 2026 financial statements to the Board for acceptance. Lipe stated that local revenue collected year-to-date through February is \$6,667,956, which is 68.4% of the total budgeted projection. The amount collected year-to-date is (\$401,932) less than during the same time period last year. This reflects an actual percentage change of -5.61% compared to last year. The district has 579 tuition students as of March 23, 2026. The General-Purpose Financial Report showed that encumbrances comprise \$1,768,739 year-to-date. The Federal Projects Financial Reports reflected \$1,174,007.55 in revenue and \$1,374,541.84 in expenditures year-to-date. Federal Projects are reimbursed based, meaning funds have to be expended before requesting reimbursement. Copies of the financial statements are on file in the Chief Financial Officer's office.

It was recommended to approve the February 2026 financial statements. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

**B. Consideration of Approving Continuing Partnership with Bristol City Schools for Operations of TOPS Virtual School**

In the 2021-22 school year, Greeneville City Schools (GCS) formed an innovative partnership with Bristol, TN City Schools (BTCS) to launch a K-12 virtual school, Tennessee Online Public School (TOPS). BTCS had successfully operated a virtual high school since 2012-13 and was considering expansion into grades 6-8. GCS sought to establish a virtual school, and through discussions, it became clear that partnering with another high-performing district with an established virtual program would be beneficial instructionally, financially, and programmatically. This collaboration resulted in TN Online Public School (TOPS) at Greeneville and Bristol. GCS manages grades K-5, and BTCS oversees grades 6-12. As school choice continues to be a significant topic in education, providing a high-quality, flexible learning option like TOPS ensures that students and families can access an alternative learning environment tailored to their needs. Since its inception, TOPS has experienced continuous growth, reaching a point where it is self-sustaining financially through local and state funding. As virtual education and artificial intelligence continue to shape the future of learning, programs like TOPS remain an essential part of educational innovation. The flexibility and individualized approach offered by virtual learning make it an attractive option for many students. As part of the agreement between GCS and BTCS, either system must notify the other by April 1st of each year regarding their intent to continue or discontinue the partnership. Given the ongoing success of the program and the increasing interest in virtual learning, this partnership remains a valuable opportunity for students in our region. It was recommended to approve Continuing the Partnership with Bristol City Schools for Operations of TOPS Virtual School for three (3) years contingent

contingent on appropriations through the 28-29 School Year. Board approval was unanimous on a motion from Luttrell (Board Member) and a second from Botta (Board Member).

**C. Consideration of Approving Tuition Program at Highland Elementary and TOPS**

Per policy 6.204, the tuition-free program at Highland Elementary School is to be reviewed annually. Beginning with the 2015-2016 school year, the Board authorized a tuition-free program for Highland Elementary School. The Board will evaluate the parameters and effectiveness of the "tuition-free" program annually to determine its continuation. Students accepted into this tuition-free program who meet the attendance, behavior, and academic progress criteria will be allowed to attend Highland tuition-free through the fifth (5th) grade, regardless of whether new students are accepted into the tuition-free program after the Board review in 2026. Families who are on Highland tuition-free status through fifth grade will be required to pay the appropriate tuition rates when their student enters Greeneville Middle School in sixth grade. Admittance to Highland Elementary during the tuition-free program will be based on space and program availability in each grade per year, and all other parameters of this policy will apply, except those pertaining to tuition payment. It was recommended to approve the Tuition Free Program at Highland Elementary and TOPS. Board approval was unanimous on a motion from Hirschy (Board Member) and a second from Dr. Shepherd (Vice-Chair).

**D. Consideration of Approving Policy on 1st and Final Reading**

Revisions are recommended for the following policy on 1st and final reading:

3.210 Naming Facilities

It was recommended to approve the revisions to the policy as presented on 1st and Final Reading. Board approval was unanimous on a motion from Botta (Board Member) and a second from Dr. Shepherd (Vice-Chair).

**E. Consideration of Approving Internet and Broadband Service Provider**

It was recommended to approve UDT as the Internet and Broadband Service Provider. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

**F. Consideration of Approving Pursuing the Director of Schools Candidate**

The Board conducted a ballot vote to determine the Director of Schools candidate, resulting in a 3–2 vote in favor of Dr. Matt Drinnon. A motion was made to approve pursuing Dr. Drinnon for the position. The motion carried with three (3) yays and two (2) nays.

Pam Botta (Board Member): Yea

Crystal Hirschy (Board Member): Nay

Cindy Luttrell (Board Member): Nay

Josh Quillen (Chair/Treasurer): Yea

Dr. Craig Shepherd (Vice-Chair): Yea

Yea: 3, Nay: 2

**G. Consideration of Approving Board Chair to Enter Into Contract Negotiations for Director of Schools Candidate**

It was recommended to approve the Board Chair to enter into Contract Negotiations for the Director of Schools Candidate. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member).

**XI. Director's Report**

Starnes recognized, congratulated, and thanked:

1. Building Teachers of the Year, the District Teachers of the Year, the Principal of the Year, and the Supervisor of the Year. All are very deserving of this recognition.
2. GHS SkillsUSA students who placed at the state competition:  
     Alan Ruiz – Bronze in Electrical Construction Wiring  
     Lucas Bennett – Bronze in CNC 3-Axis Milling Programmer
3. GHS Air Force Junior ROTC student Collin Frost, who was selected as one of only 94 students nationwide (out of 1,200+ applicants from more than 800 AFJROTC units) for the 2026 AFJROTC Flight Academy. This 8-week summer program allows participants to earn their Private Pilot License upon successful completion, a major step toward an aviation career in either the military or civilian sector. The fully funded scholarship is valued at approximately \$30,000.
4. Symphony Band, which received a Superior rating, and Concert Band, which received an Excellent rating at the recent East Tennessee School Band & Orchestra Association (ETSBOA) Concert Performance Assessment.
5. School Nutrition Department on receiving \$14,406 in state matching funds from the Tennessee Department of Education. The award amount is based on the number of lunches served in the previous year.
6. Former Greene Devils—Tennessee point guard Ja’Kobi Gillespie and Iowa power forward Trey Thompson—whose teams have advanced to the March Madness Sweet 16.
7. Starnes invited everyone to the Stem Alliance on Friday, March 27. The program will run from 8:30 am to 2:15 pm. Everyone is welcome to drop in anytime if their schedule permits.

**XII. Legislative Update**

Pam Botta provided a legislative update regarding several bills currently under consideration that may impact school districts and board operations. She shared that multiple pieces of legislation were scheduled for committee hearings during the week and encouraged board members to communicate with local legislators regarding their positions.

Botta highlighted key legislation, including a bill addressing unauthorized surveillance on school grounds; proposed open-enrollment requirements that would require districts to post available capacity and limit application denials; legislation permitting certain private school students to participate in public school athletics; and a proposal to establish a separate fund for school nurse staffing. She also reviewed a bill that expands the authority of school personnel to conduct searches and modifies parent notification requirements for credible threats, as well as measures related to virtual school accountability and access for outside service providers working with students.

**XIII. Adjournment**

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

Respectfully submitted,

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Josh Quillen, Chair

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Steve Starnes, Director of Schools

**OFFICIAL MINUTES OF THE GREENVILLE CITY BOARD OF EDUCATION**  
**Wednesday, April 1, 2026**

The Greeneville City Board of Education met in Special session on Wednesday, April 1, 2026, at the Professional Development Center at the Kathryn W. Leonard Administrative Office, 129 W Depot St, Greeneville, TN 37743. Board Members Present: Pam Botta (Board Member), Crystal Hirschy (Board Member), Cindy Luttrell (Board Member), Josh Quillen (Chair/Treasurer), Dr. Craig Shepherd (Vice-Chair). Others in attendance included Steve Starnes, Director of Schools, several school personnel, 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 Archie Lipe, a Tusculum View Student.

**III. Recognition of Visitors**

**IV. Public Comment Period**

There were no requests to speak on any agenda item.

**V. Approval of Agenda**

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

**VI. Action Items**

**A. Consideration of Approving Contract for Director of Schools**

It was recommended to approve the Contract for Director of Schools, Dr. Matt Drinnon. Board approval was unanimous on a motion from Dr. Shepherd (Vice-Chair) and a second from Botta (Board Member). The contract is attached to the minutes.

**VII. Adjournment**

The meeting was adjourned at approximately 5:38 p.m. Board approval was unanimous on a motion from Luttrell (Board Member) and a second from Botta (Board Member).

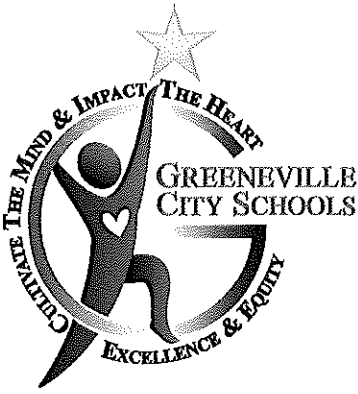
Respectfully submitted,

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Josh Quillen, Chair

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Steve Starnes, Director of Schools



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

Name of the school: Greeneville High School (Dance Team)

Person Requesting: Mansi Boegemann

Purpose of the Field Trip: UDA Training Camp

Destination of Field Trip: University of Louisville (KY)

Grade(s) of students attending: Rising 9<sup>th</sup> - 12<sup>th</sup> graders

Dates requested: Sun., May 17<sup>th</sup> Departure Time: 8:00 Return Time: 10:00  
AM PM

Approximate # of students to attend: 15 ish

Number, names and affiliation of chaperones attending:

# 3-4 female List names and affiliation: dance team coach, parents carpooling

# \_\_\_\_\_ 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.

[Signature], Principal date approved 4/1/26

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

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

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



Name of the school: Greeneville High School

Person Requesting: Sara Aiken

Purpose of the Field Trip: Tournament

Destination of Field Trip: Creekwood High School

Grade(s) of students attending: 10<sup>th</sup>-12<sup>th</sup>

Dates requested: 8/20 → 8/22 Departure Time: 3 pm Return Time: 10 pm

Approximate # of students to attend: 11

Number, names and affiliation of chaperones attending:

# 2 female List names and affiliation: Sara Aiken, Lindsey Carter

# \_\_\_\_\_ 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  
Dusty L. Deppal, Principal date approved 4/6/26

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

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

*Cultivate the Mind and Impact the World Through Excellence and Equity*

Name of the school: Greeneville High School

Person Requesting: Sara Aiken

Purpose of the Field Trip: Volleyball Team Camp

Destination of Field Trip: Carson Newman University

Grade(s) of students attending: 9<sup>th</sup> - 12<sup>th</sup>

Dates requested: July 14 - 16 Departure Time: 7am Return Time: 7pm

Approximate # of students to attend: 20

Number, names and affiliation of chaperones attending:

# 2 female List names and affiliation: Sara Aiken, Lindsey Carter

# \_\_\_\_\_ 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.

Douglas Shepel, Principal date approved 4/6/20

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

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

Greeneville City Schools

**Greeneville City Schools**  
**General Purpose Budget Amendment #2**  
**For the 2025 - 2026 Fiscal Year**  
**Presented: April 2026**

Account #	Description	General Purpose Budget 2025-2026	Amendment	Amended General Purpose Budget 2025-2026	
34755	Assigned for Education	217,275		217,275	
34760	Assigned for Instruction	246,918		246,918	
34765	Assigned for Support Services	-		-	
34785	Assigned for Capital Projects	272,925		272,925	
34790	Assigned for Other Purposes	64,723		64,723	
39000	Unassigned Fund Balance	58,668		58,668	
40000	Local Taxes	9,806,960		9,806,960	
41000	Marriage Licenses	1,209		1,209	
43511	Tuition	764,925		764,925	
43570	Receipts from Individual Schools	173,568	20,135	193,703	(15)
44000	Other Local Revenue	285,626	101,328	386,954	(3),(5),(12),(13),(14),(16),(17),(19),(20),(21),(22),(23),(24)
46000	State Education Funds	22,699,444	1,029,436	23,728,880	(4),(6),(7),(8),(9),(10),(11)
47600	Direct Federal Funds (ROTC)	81,374		81,374	
49000	City Appropriation, Indirect Cost, & Insurance Recovery	6,029,854	270,173	6,300,027	(1),(2),(18)
	<b>Total Revenue &amp; Equity</b>	<b>\$ 40,703,469</b>	<b>\$ 1,421,072</b>	<b>\$ 42,124,541</b>	
71100	Regular Instruction	\$ 18,605,160.00	639,726	19,244,886	(4),(6),(15),(19)
71150	Alternative Instruction Program	186,329.00		186,329	
71200	Special Education Program	2,936,396.00	51,770	2,988,166	(9)
71300	Vocational Education Program	1,332,149.00	271,249	1,603,398	(6),(12),(17)
71400	Student Body Education Program	500.00		500	
72110	Attendance	131,369.00	23,671	155,040	(3)
72120	Health Services	480,242.00		480,242	
72130	Other Student Support	1,873,271.00		1,873,271	
72210	Regular Instruction - Support	1,309,351.00	2,150	1,311,501	(21)
72220	Special Education Program - Support	343,413.00		343,413	
72230	Vocational Education Program - Support	2,400.00	11,794	14,194	(6)
72250	Technology	1,174,312.00	4,500	1,178,812	(20)
72310	Board of Education	1,027,562.00		1,027,562	
72320	Office of Director	613,699.00		613,699	
72410	Office of Principal	2,488,969.00		2,488,969	
72510	Fiscal Services	402,339.00		402,339	
72520	Human Resources	383,151.00	14,606	397,757	(22),(23)
72610	Operation of Plant	2,809,225.00	850	2,810,075	(16)
72620	Maintenance of Plant	1,171,068.00	98,541	1,269,609	(8),(10),(11),(13),(14)
72710	Transportation	1,185,202.00	47,359	1,232,561	(6),(18),(24)
73100	School Nutrition	-	3,356	3,356	(5),(16)
73300	Community Services	20,000.00		20,000	
73400	Early Childhood Education	640,450.00		640,450	
76100	Capital Outlay	1,141,425.00	251,500	1,392,925	(1),(2),(18)
81300	Education Debt Service	370,487.00		370,487	
99100	Operating Transfers	75,000.00		75,000	
	<b>Total Expenses</b>	<b>\$ 40,703,469</b>	<b>\$ 1,421,072</b>	<b>\$ 42,124,541</b>	

This Amendment Budgets Rollover Funding.

- (1) \$109,000: 2024-2025 TOG Funding for NPAC Paving
- (2) \$125,000: 2024-2025 TOG Funding for NPAC Roofing
- (3) \$23,671: PEP Dividend
- (4) \$389,000: Letter Grade Award Funding
- (5) \$2,206: Workers Comp Premium Refund
- (6) \$487,634: ISM Grant
- (7) \$15,000: Seatbelt Grant
- (8) \$59,040: Public School Security Grant
- (9) \$51,770: State Special Education Preschool Grant
- (10) \$8,000: School Safety Alert Pilot Grant
- (11) \$18,992: TISA Funding Over 2025-2026 Approved Budget
- (12) \$26,400: Ballard Health Academy
- (13) \$4,229: AmeriScarp
- (14) \$8,280: GovDeals
- (15) \$20,135: Computer Protection Plan- Student Revenue
- (16) \$2,000: PEP Safety Shoe Grant
- (17) \$4,600: TCAT Dual Enrollment
- (18) \$36,173: Insurance Recovery
- (19) \$5,000: Trinity UMC- GMS Soccer Donation
- (20) \$4,500: Tech Blitz Vendor Revenue
- (21) \$2,150: Opening In-Service Donations
- (22) \$4,106: Insurance Adjustment- GTC Removal
- (23) \$10,500: PEP Full Insurance Package Bonus
- (24) \$3,686: Refund- Bus Repair Billing

This sheet has been updated as of April 13, 2026, with information through March 2026

**GREENEVILLE CITY SCHOOLS  
2025 - 2026  
ACTUAL LOCAL REVENUE COLLECTIONS**

	Property Tax		Property Tax - Prior Year		Clerk & Master		Interest & Penalty		Pick-up Taxes		In Lieu of - Local Utility		In Lieu of - Other	
	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026
July	\$ -	\$ 23.36	\$ 7,215.08	\$ 6,782.34	\$ 3,350.75	\$ 2,112.89	\$ 1,685.50	\$ 1,575.82	\$ -	\$ -	\$ 28,078.93	\$ 15,531.11	\$ 150.39	\$ 207.35
August	\$ -	\$ 11.68	\$ 4,666.21	\$ 6,379.09	\$ 3,458.14	\$ 2,677.32	\$ 1,887.89	\$ 1,665.32	\$ -	\$ 107.92	\$ 42,118.39	\$ 15,531.11	\$ -	\$ -
September	\$ -	\$ 11.68	\$ 4,804.03	\$ 7,807.80	\$ 3,041.59	\$ 2,920.77	\$ 2,156.26	\$ 1,911.21	\$ -	\$ 366.15	\$ -	\$ -	\$ -	\$ -
October	\$ 248,703.61	\$ 284,808.06	\$ 10,069.51	\$ 13,572.79	\$ 1,801.49	\$ 4,504.17	\$ 2,506.17	\$ 3,177.57	\$ -	\$ -	\$ 28,078.92	\$ -	\$ -	\$ -
November	\$ 229,493.73	\$ 151,018.01	\$ 7,932.86	\$ 5,760.52	\$ 4,124.75	\$ 2,252.11	\$ 3,401.92	\$ 1,600.80	\$ 86.94	\$ -	\$ 14,039.46	\$ 46,593.33	\$ -	\$ -
December	\$ 919,799.79	\$ 835,230.29	\$ 7,138.45	\$ 7,648.07	\$ 6,168.70	\$ 1,464.20	\$ 4,272.65	\$ 1,645.34	\$ (14.88)	\$ -	\$ -	\$ 15,531.11	\$ 1,721.91	\$ -
January	\$ 325,810.87	\$ 279,236.18	\$ 5,790.80	\$ 8,013.42	\$ 1,192.78	\$ 2,591.90	\$ 1,491.38	\$ 2,316.91	\$ 298.58	\$ -	\$ -	\$ 12,628.93	\$ 553.50	\$ 1,548.90
February	\$ 1,312,910.08	\$ 1,144,077.43	\$ 15,662.62	\$ 17,865.23	\$ 869.73	\$ 1,020.06	\$ 3,927.54	\$ 3,737.19	\$ 22,209.02	\$ -	\$ -	\$ 12,628.93	\$ 436.23	\$ 848.61
March	\$ 180,409.78	\$ 216,120.64	\$ 15,902.12	\$ 20,709.53	\$ 2,084.28	\$ 3,764.92	\$ 4,905.37	\$ 6,911.53	\$ 120.56	\$ -	\$ 61,019.67	\$ 12,628.93	\$ -	\$ -
April														
May														
ADA Adj.														
June														
Totals	\$ 3,217,127.86	\$ 2,910,537.33	\$ 79,181.68	\$ 94,538.79	\$ 26,092.21	\$ 23,308.34	\$ 26,234.68	\$ 24,541.69	\$ 22,700.22	\$ 474.07	\$ 173,335.37	\$ 131,073.45	\$ 2,862.03	\$ 2,604.86
Commission	\$ 64,342.56	\$ 58,210.75	\$ 1,583.63	\$ 1,890.78	\$ 260.92	\$ 233.08	\$ 524.69	\$ 490.83	\$ 454.00	\$ 9.48	\$ 1,733.35	\$ 1,310.73	\$ 28.62	\$ 26.05
Total Net	\$ 3,152,785.30	\$ 2,852,326.58	\$ 77,598.05	\$ 92,648.01	\$ 25,831.29	\$ 23,075.26	\$ 25,709.99	\$ 24,050.86	\$ 22,246.22	\$ 464.59	\$ 171,602.02	\$ 129,762.72	\$ 2,833.41	\$ 2,578.81
Difference		\$ (306,590.53)		\$ 15,357.11		\$ (2,783.87)		\$ (1,692.99)		\$ (22,226.15)		\$ (42,261.92)		\$ (257.17)

	Sales Tax		Bank Excise Tax		Mixed Drink Tax		Statutory Local Tax		Marriage Licenses		Subtotal		2024-25% of Actual	2025-26% of Actual
	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026	2024-2025	2025-2026		
July	\$ 475,495.29	\$ 494,356.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.74	\$ 119.41	\$ 516,076.68	\$ 520,708.71	6.5%	7.0%
August	\$ 477,493.70	\$ 454,180.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.55	\$ 102.35	\$ 529,707.88	\$ 480,655.68	6.7%	6.4%
September	\$ 474,027.78	\$ 406,521.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127.78	\$ 90.17	\$ 484,157.44	\$ 419,629.24	6.1%	5.6%
October	\$ 468,789.74	\$ 413,252.97	\$ -	\$ -	\$ 4,274.59	\$ -	\$ -	\$ -	\$ 144.97	\$ 136.47	\$ 764,369.00	\$ 719,452.03	9.7%	9.6%
November	\$ 439,287.88	\$ 486,929.88	\$ -	\$ -	\$ -	\$ 10,648.94	\$ 66.20	\$ 70.00	\$ 142.52	\$ 155.97	\$ 698,576.26	\$ 705,029.56	8.8%	9.4%
December	\$ 477,478.87	\$ 504,633.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71.26	\$ 99.91	\$ 1,416,636.75	\$ 1,366,252.55	17.9%	18.2%
January	\$ 485,058.67	\$ 494,701.34	\$ -	\$ -	\$ 21,347.66	\$ 15,859.67	\$ 70.00	\$ 70.00	\$ 100.74	\$ 80.42	\$ 841,714.98	\$ 817,047.67	10.6%	10.9%
February	\$ 558,038.27	\$ 554,445.21	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ 58.97	\$ 56.05	\$ 1,914,147.46	\$ 1,734,678.71	24.2%	23.2%
March	\$ 465,950.79	\$ 450,881.56	\$ 13,553.54	\$ 13,146.72	\$ -	\$ -	\$ -	\$ -	\$ 63.89	\$ 36.55	\$ 744,010.00	\$ 724,200.38	9.4%	9.7%
April											\$ -	\$ -	0.0%	0.0%
May											\$ -	\$ -	0.0%	0.0%
ADA Adj.											\$ -	\$ -	0.0%	0.0%
June											\$ -	\$ -	0.0%	0.0%
Totals	\$ 4,321,620.99	\$ 4,259,903.37	\$ 13,553.54	\$ 13,146.72	\$ 25,622.25	\$ 26,508.61	\$ 171.20	\$ 140.00	\$ 894.42	\$ 877.30	\$ 7,909,396.45	\$ 7,487,654.53		
Commission	\$ 43,216.21	\$ 42,599.03	\$ 135.54	\$ 131.47	\$ 256.22	\$ 265.09	\$ 1.71	\$ 1.40	\$ 8.94	\$ 8.77	\$ 112,546.41	\$ 105,177.46		
Total Net	\$ 4,278,404.78	\$ 4,217,304.34	\$ 13,418.00	\$ 13,015.25	\$ 25,366.03	\$ 26,243.52	\$ 169.49	\$ 138.60	\$ 885.48	\$ 868.53	\$ 7,796,850.04	\$ 7,382,477.07		
Difference		\$ (61,717.62)		\$ (406.82)		\$ 886.36		\$ (31.20)		\$ (17.12)		\$ (421,741.92)		

Total budgeted projection for 2025 - 2026 is \$ 9,755,325 The year-to-date collection of \$ 7,382,477 is 75.7% of the total budgeted projection.  
The amount collected year-to-date is \$ (421,742) less than this time last year. (This amount does not reflect commission fees.)

## Greeneville City Schools Comparative Summary of Revenue Collections For the Month Ended March 31, 2026

<u>LOCAL REVENUE</u>	2024-2025	2025-2026	Variance	Actual % Change
<b>Property Tax</b>	\$ 3,217,127.86	\$ 2,910,537.33	\$ (306,590.53)	-9.53%
Property Tax - Prior Year	79,181.68	94,538.79	\$ 15,357.11	19.39%
Clerk & Master	26,092.21	23,308.34	\$ (2,783.87)	-10.67%
Interest & Penalty	26,234.68	24,541.69	\$ (1,692.99)	-6.45%
Pick-Up Taxes	22,700.22	474.07	\$ (22,226.15)	-97.91%
In Lieu Of - Local Utility	173,335.37	131,073.45	\$ (42,261.92)	-24.38%
In Lieu Of - Other	2,862.03	2,604.86	\$ (257.17)	-8.99%
<b>Sales Tax</b>	<b>4,321,620.99</b>	<b>4,259,903.37</b>	<b>\$ (61,717.62)</b>	<b>-1.43%</b>
Bank Excise Tax	13,553.54	13,146.72	\$ (406.82)	-3.00%
Mixed Drink Tax	25,622.25	26,508.61	\$ 886.36	3.46%
Statutory Local Taxes	171.20	140.00	\$ (31.20)	-18.22%
Marriage Licenses	894.42	877.30	\$ (17.12)	-1.91%
<b>Totals</b>	<b>\$ 7,909,396.45</b>	<b>\$ 7,487,654.53</b>	<b>\$ (421,741.92)</b>	<b>-5.33%</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.*

<u>TISA REVENUE</u>	2024-2025	2025-2026	Variance
July	\$ 498,328.00	\$ 646,810.66	\$ 148,482.66
August	2,083,131.49	2,220,203.50	\$ 137,072.01
September	2,083,131.48	2,220,203.51	\$ 137,072.03
October	2,083,131.48	2,220,203.50	\$ 137,072.02
November	2,083,131.49	2,220,203.50	\$ 137,072.01
December	2,330,048.99	2,527,323.01	\$ 197,274.02
January	2,126,911.93	2,220,203.50	\$ 93,291.57
February	2,114,716.45	2,220,203.50	\$ 105,487.05
March	2,083,131.49	2,220,203.50	\$ 137,072.01
April			\$ -
May			\$ -
June			\$ -
<b>Totals</b>	<b>\$ 17,485,662.80</b>	<b>\$ 18,715,558.18</b>	<b>\$ 1,229,895.38</b>

# Greeneville City Schools General Purpose Financial Report For the Month of March 2026

Account #	Description	Month-to-Date	Year-to-Date	Total Budget	YTD % of Total Budget
<b><u>REVENUE</u></b>					
34755	Assigned for Education	\$ -	\$ -	217,275.00	0.0%
34760	Assigned for Instruction	\$ -	\$ -	246,918.00	0.0%
34785	Assigned for Capital Projects	\$ -	\$ -	272,925.00	0.0%
34790	Unassigned Fund Balance	\$ -	\$ -	64,723.00	0.0%
39000	Unassigned Fund Balance	\$ -	\$ -	58,668.00	0.0%
40000	Local Taxes	\$ 1,734,622.66	\$ 6,748,330.67	9,806,960.00	68.8%
41000	Marriage Licenses	\$ 56.05	\$ 840.75	1,209.00	69.5%
43511	Tuition	\$ 50,980.37	\$ 674,901.20	764,925.00	88.2% (1)
43570	Receipts from Individual Schools	\$ 7,815.87	\$ 99,979.62	173,568.00	57.6%
44000	Other Local Revenue	\$ 10,176.36	\$ 265,841.57	285,626.00	93.1%
46000	State Education Funds	\$ 2,371,225.56	\$ 19,764,041.29	22,699,444.00	87.1%
47600	Direct Federal Funds (ROTC)	\$ 13,767.88	\$ 48,186.88	81,374.00	59.2%
49000	City Appropriation, Indirect Cost, & Insurance Recovery	\$ 581,604.10	\$ 4,177,088.59	6,029,854.00	69.3%
<b>Total Revenues</b>		<b>\$ 4,770,248.85</b>	<b>\$ 31,779,210.57</b>	<b>\$ 40,703,469.00</b>	<b>78.1%</b>
<b><u>EXPENDITURES</u></b>					
		<b>MTD</b>	<b>YTD</b>		
71100	Regular Instruction	\$ 1,424,123.42	\$ 12,297,655.83	\$ 18,605,160.00	66.1%
71150	Alternative Instruction	14,758.78	121,248.95	186,329.00	65.1%
71200	Special Education	238,922.30	1,916,177.16	2,936,396.00	65.3%
71300	Vocational Education	96,246.86	821,174.07	1,332,149.00	61.6%
71400	Student Body	-	150.00	500.00	30.0%
72110	Attendance	8,691.59	144,271.66	131,369.00	109.8% (3)
72120	Health Services	37,980.53	317,086.59	480,242.00	66.0%
72130	Other Student Support	141,606.53	1,217,547.11	1,873,271.00	65.0%
72210	Regular Instruction Support	138,317.76	1,229,055.39	1,309,351.00	93.9%
72220	Special Education Support	33,895.23	290,235.29	343,413.00	84.5%
72230	Vocational Education Support	-	102.56	2,400.00	4.3%
72250	Technology	77,684.40	836,663.25	1,174,312.00	71.2%
72310	Board of Education	63,668.77	922,275.33	1,027,562.00	89.8% (2)
72320	Office of Director	43,779.99	450,950.46	613,699.00	73.5%
72410	Office of Principal	210,440.52	1,862,152.69	2,488,969.00	74.8%
72510	Fiscal Services	32,818.03	297,165.09	402,339.00	73.9%
72520	Human Resources	27,204.84	287,641.13	383,151.00	75.1% (3)
72610	Operation of Plant	149,628.65	2,121,035.20	2,809,225.00	75.5% (3)
72620	Maintenance of Plant	66,922.83	1,082,915.26	1,171,068.00	92.5%
72710	Transportation	239,444.34	1,077,106.02	1,185,202.00	90.9%
73100	School Nutrition	-	4,685.24	-	N/A
73300	Community Services	351.75	4,587.11	20,000.00	22.9%
73400	Early Childhood Education	50,546.00	423,449.47	640,450.00	66.1%
76100	Capital Outlay	57.50	576,907.55	1,141,425.00	50.5%
81300	Education Debt Service	-	180,000.00	370,487.00	48.6% (4)
99100	Operating Transfers	-	75,000.00	75,000.00	100.0% (4)
<b>Total Expenditures</b>		<b>\$ 3,097,090.62</b>	<b>\$ 28,557,238.41</b>	<b>\$ 40,703,469.00</b>	<b>70.2%</b>
<b>Net Revenue (Expense)</b>		<b>\$ 1,673,158.23</b>	<b>\$ 3,221,972.16</b>		

## Explanation of Footnotes

(1) Tuition Count as of 04/16/2026 is 578 Students

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

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

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

(4) Encumbrances Total \$ 1,547,654

# Greeneville City Schools Federal Projects Financial Report For the Month of March 2026

<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	\$ 2,258.02	\$ 25,354.28	\$ 44,063.00	57.5%
Carl Perkins Reserve	\$ 5,244.79	\$ 44,854.63	\$ 50,000.00	89.7%
Consolidated Administration	\$ 18,800.23	\$ 79,623.42	\$ 120,938.00	65.8%
Title I-A	\$ 47,344.28	\$ 363,508.82	\$ 706,439.00	51.5%
Title I-A Neglected	\$ 5,012.66	\$ 35,088.62	\$ 60,152.00	58.3%
Title II-A	\$ 15,885.29	\$ 63,719.83	\$ 133,286.00	47.8%
Title III	\$ -	\$ 8,427.20	\$ 17,874.00	47.1%
Title IV	\$ -	\$ 22,637.39	\$ 65,992.00	34.3%
Title V	\$ -	\$ 4,472.54	\$ 4,473.00	100.0%
IDEA Part B	\$ 76,311.29	\$ 555,447.53	\$ 855,980.00	64.9%
IDEA Pre-School	\$ -	\$ 14,719.00	\$ 14,719.00	100.0%
Foundations First: Pre-K Reading	\$ -	\$ 1,000.00	\$ 1,000.00	100.0%
21st Century	\$ 19,551.61	\$ 144,730.57	\$ 276,250.00	52.4%
McKinney-Vento Relief	\$ 197.76	\$ 1,029.65	\$ 5,000.00	20.6%
<b>Total Revenues</b>	<b>\$ 190,605.93</b>	<b>\$ 1,364,613.48</b>	<b>\$ 2,356,166.00</b>	<b>57.9%</b>


  

<u>EXPENDITURES</u>	<u>MTD</u>	<u>YTD</u>	<u>Total Budget</u>	<u>YTD % of Total Budget</u>
Carl Perkins	\$ 113.23	\$ 25,814.27	\$ 44,063.00	58.6%
Carl Perkins Reserve	\$ -	\$ 44,854.63	\$ 50,000.00	89.7%
Consolidated Administration	\$ 10,679.42	\$ 90,375.24	\$ 120,938.00	74.7%
Title I-A	\$ 56,090.36	\$ 419,743.06	\$ 706,439.00	59.4%
Title I-A Neglected	\$ 5,012.66	\$ 40,101.28	\$ 60,152.00	66.7%
Title II-A	\$ 7,152.43	\$ 70,872.26	\$ 133,286.00	53.2%
Title III	\$ -	\$ 8,509.80	\$ 17,874.00	47.6%
Title IV	\$ 4,064.51	\$ 34,783.87	\$ 65,992.00	52.7%
Title V	\$ -	\$ 4,472.54	\$ 4,473.00	100.0%
IDEA Part B	\$ 81,957.97	\$ 638,391.06	\$ 855,980.00	74.6%
IDEA Pre-School	\$ -	\$ 14,719.00	\$ 14,719.00	100.0%
Foundations First: Pre-K Reading	\$ -	\$ 1,000.00	\$ 1,000.00	100.0%
21st Century	\$ 24,190.92	\$ 169,136.68	\$ 276,250.00	61.2%
McKinney-Vento Relief	\$ -	\$ 1,029.65	\$ 5,000.00	20.6%
<b>Total Expenditures</b>	<b>\$ 189,261.50</b>	<b>\$ 1,563,803.34</b>	<b>\$ 2,356,166.00</b>	<b>66.4%</b>

<b>Net Revenue (Expense)</b>	<b>\$ 1,344.43</b>	<b>\$ (199,189.86)</b>	<b>\$ -</b>
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\*Encumbrances Total \$30,755

<b>FirstNet</b> Tammy DeGregorio 865.387.2202 <a href="mailto:ts3086@att.com">ts3086@att.com</a>		 <b>FIRSTNET™</b> Built with AT&T		<b>Customer Name</b> Greenville City Schools	
<b>EQUIPMENT:</b>					
<b>TYPE OF EQUIPMENT</b>	<b>EQUIPMENT DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT COST</b>	<b>TOTAL ONE TIME</b>	
SMARTPHONES	Apple iPhone 17e 256gb	71	\$0.99	\$70.29	
				\$0.00	
				\$0.00	
				\$0.00	
*** This is a limited time offer for this device. Pricing can change at any time. No end date on the offer				\$70.29	
<b>VOICE &amp; DATA SERVICES: FirstNet</b>					
<b>RATE PLAN</b>	<b>PLAN DESCRIPTION</b>	<b>QUANTITY</b>	<b>MONTHLY COST</b>	<b>MONTHLY TOTAL</b>	
VOICE & DATA SERVICES: FirstNet	FirstNet Unlimited Voice, Data, Text with hotspot	34	\$37.49	\$1,274.66	
	FirstNet Unlimited Voice, Data, Text / no hotspot	39	\$34.99	\$1,364.61	
Data	FirstNet Unlimited Data Only	1	\$30.00	\$30.00	
<b>Monthly Services Sub-Total w/o fee:</b>				<b>\$2,669.27</b>	
<b>BUYBACK PROGRAM:</b>					
<b>OFFER</b>	<b>EQUIPMENT DESCRIPTION</b>	<b>QUANTITY</b>	<b>TRADE-IN VALUE</b>	<b>TOTAL TRADE-IN CREDIT</b>	
Equipment Buyback Program	Various Devices (Smartphones/Tablets/Hotspots,etc)	TBD	TBD	TBD	
<b>Trade-in Credit Sub-Total:</b>				<b>\$0</b>	
<b>SERVICES TOTAL (Monthly Recurring Cost w/o fees)</b>				<b>\$2,669.27</b>	
<b>EQUIPMENT TOTAL</b>				<b>\$70.29</b>	
<b>NOTES:</b>					
Unlimited Talk, Text, & Data on Smartphone plans with no throttling					
Unlimited Data on Data Plans with no throttling					
Waived Activation/Upgrade Fee's					
First Priority™ Included on All Lines					
<small>This information is provided to you for informational purposes only. The terms of the identified plans can be found in the applicable brochures at the links below. AT&amp;T may revise these terms at any time. In the event of a conflict between this information and the applicable business agreement, the applicable business agreement will control. AT&amp;T disclaims all warranties including, but not limited to, implied warranties of merchantability or fitness for a particular purpose. In no event shall AT&amp;T be liable for any damages relating to the use or results of the calculator. The quoted rates are estimates of the monthly charges for the identified plans only and are based on the information provided by you. These rates do not include additional devices, features or services. Quoted rates supersede those in the applicable brochures, which are standard published rates, and not the discounted rates quoted herein, based on national, state or local contracts. Rates are subject to change and do not include taxes, fees, overage charges or surcharges. Activation fees, additional deposits and other restrictions may apply.</small>					
<small>©2022 AT&amp;T Corp.</small>		<small>Confidential &amp; Proprietary</small>			

# Greeneville City Schools

Business Solutions Proposal  
A service team you KNOW  
and TRUST

April 13, 2026

**PREPARED BY:**

Brett Summar, Account Manager

Phone: 423-612-4521

Email: [brett.summar@ricoh-usa.com](mailto:brett.summar@ricoh-usa.com)

# Cover Letter

Dear Chuck, Larry and Debbie,

On behalf of your Ricoh team, thank you for meeting with us to discuss your organization's challenges and how we can deliver the solutions that will help propel your business forward and position you for success. Based on our conversations, I have prepared a proposal that will assist you in achieving your goals.

Ricoh has transformed the way people live and work with breakthrough technologies and services. Our solutions help you to remove obstacles to sustained growth by optimizing the flow of information and automating antiquated processes to increase productivity.

In addition, our extensive experience in a wide range of industries gives us in-depth knowledge of your unique challenges — and how our services can help overcome them.

We appreciate your time and look forward to helping your organization work smarter.

Sincerely,

Brett Summar  
Account Manager  
423-612-4521  
Brett.summar@ricoh-usa.com

Steve Cox  
Sales Manager  
423-213-3628  
Steve.cox@ricoh-usa.com

Doug Kuhn  
Technology Sales Analyst  
Douglas.kuhn@ricoh-usa.com

LOCAL RICOH OFFICE  
3304 Brownsmill Road  
Johnson City, TN 37604

# Proposal for Greeneville City Schools



## Manage change successfully with an experienced partner in K-12

As a digital transformation partner, Ricoh brings experience, credentials, commitment and a proven track record in K-12 education. We work with more than 1,000 schools and districts across the U.S. – including 12 of the largest 20 public school districts – to help strengthen operational efficiency while enhancing the experience of students, teachers and administrators. Below are some benefits you can expect from a RICOH copier and print management solution.

- Increased student and teacher engagements and collaboration
- Implemented infrastructure that supports more students and devices
- Digitized paper records and enhanced security and compliance
- Automated secure access to student information and instructional content

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# Reservation of Rights

In response to your request, we have reviewed and are responding to the terms and conditions in your RFP or invitation. Based on our review of the information provided by you, we are confident that contracts acceptable to us may be reached promptly following any award. Specifically, we recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the same right. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and our proposed solution. Following bid award, we contemplate that we will both negotiate and sign, in the exercise of good faith, customary definitive agreement(s) to govern our relationship, and provide reasonable assurances of our authority to enter into such agreements. In an effort to expedite the finalization of our agreements, we have noted the following topics for our discussion, which are either not addressed in your request or for which we request further clarification:

- To the extent that you lease any equipment, customary terms and conditions related to equipment financing, subject to customary non-appropriation rights;
- Mutually acceptable terms related to the measurement and calculation of service levels, including customary terms related to reporting requirements and remedies;
- Standard industry service termination and default, rights and remedies, including reasonable written notice requirements and cure periods;
- Risk of loss and insurance requirements during possession of provided equipment;
- Assignment rights subject to prior credit approval;
- Standard industry warranties for service and support and the transfer of applicable manufacturer product warranties, as well as customary limitations of implied warranties;
- Mutual indemnification for third party claims arising from acts of misconduct in connection with the performance of services; and
- Mutual liability protections for consequential and similar damages;

As is customary for transactions of this type, any acknowledgements made by each of us are qualified by the right to negotiate mutually acceptable terms. Our proposal is based upon the information provided by you, and the assumptions made by us in preparing our response. Any changes to information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

## About Ricoh

For over 80 years, Ricoh has transformed the way people work with breakthrough technologies that help businesses innovate and grow. Our focus has always been to envision what the future will look like so that we can help prepare you for success.

Today, that means improving workplaces using innovative technologies & services enabling individuals to work smarter.

Learn more:  
[ricoh-usa.com/about-us](http://ricoh-usa.com/about-us)

# Executive Summary

## Current State

Ricoh's analysis of your current situation revealed:

- Cost Saving Initiatives
- EOL - Print Management Software
- Streamline your business processes
- Aging Fleet Environment
- Maintaining of multiple model machines across your school system.
- Managing multiple drivers through multiple drivers

## Goals

- Implement new print management software
- Create ease of use through new copier fleet and print management software with the latest and greatest technology.
- Right size your current fleet

## Proposed Solution

- Our proposed solution will address the current challenges by bringing together our expertise to offer—
  - Complete fleet upgrade
  - Print Management Solution
  - Continue with a **PROVEN SERVICE TEAM THAT YOU KNOW AND TRUST**

“

”

# Who is RICOH

## About Ricoh

For over 80 years, Ricoh has transformed the way people work with breakthrough technologies that help businesses innovate and grow. Our focus has always been to envision what the future will look like so that we can help prepare you for success.

Today, that means improving workplaces using innovative technologies & services enabling individuals to work smarter.

Learn more:

[ricoh-usa.com/about-us](http://ricoh-usa.com/about-us)

## ***Local Ricoh Account Team – Covering Northeast TN and Southwest VA for over 43 years***

### **Sales**

- Brett Summar – Account Manager - 20 Years
- Steve Cox – Branch Manager – 26 Years
- Robert Griffin – Regional Vice President – 36 Years
- Doug Kuhn – Senior Architect Technology Solutions – 26 Years

### **Service**

- Tony Horton – Field Service Manager - 41 Years
- Kris Lumpkin – Technology Services Specialist – 30 Years
- David Bayse – Technology Services Specialist - 27 Years
- Brian Young – Technology Services Specialist – 29 Years
- Alex Pope – Technology Services Specialist - 27 Years
- David Renfro – Technology Services Specialist Years

**Combined sales and service of over 250 years experience all with the same company.**

“

”

# Proposal for Greeneville City Schools



## Leveraging 90+ years of innovation in office technology

Ricoh's industry leading product line is designed to meet the demands of any of our customer's environments. We offer both workgroup multifunctional printers and printers that work seamlessly with our digital workplace solutions and software to allow our clients to create, share and manage their critical business information and documents. **Greeneville City Schools** can look forward to these benefits:

- Ability to connect to cloud applications
- Lower Total Cost of Ownership (TCO)
- Improved print & scan quality
- Increased document security options
- Reduction in hardware malfunctions, resulting in improved uptime
- Carbon footprint reduction initiatives and transparent sustainability reporting to align with ESG reporting criteria



# RICOH IM C401F

Powerful performance to keep your business moving



Stay ahead of the competition with the RICOH IM C401F, designed for speed, security, and seamless connectivity. With vibrant color output, powerful security, and an intuitive design, it keeps your team productive while supporting your sustainability goals.



Streamline workflows with a user-friendly control panel and seamless mobile connectivity.



Stay productive with up to 45 ppm output or print with precision at 1200 x 1200 dpi.



Keep data secured with built-in encryption and user authentication.



Meet sustainability goals with an ENERGY STAR-certified design.

**Boost productivity while ensuring secured, seamless, and cost-effective operations.**

## Specifications

### General

Continuous output: Up to 45 ppm

### Paper handling

Paper capacity: Up to 2,300 pages with optional feed units

Number of paper trays: Up to 5

Paper sizes: Up to 8.5" x 14"

### Consumables

Toner (Black prints): Up to 19,800

Toner (C/M/Y prints): Up to 13,700

### Environmental features

Power consumption

Ready mode: <80 W

Sleep: 0.42 W

TEC: 0.50 kWh

ENERGY STAR: Certified



## Optional software add-ons

### RICOH Smart Integration (RSI)

Extend the functionality of the MFP and allow for automation of manual document tasks with solutions delivered via the cloud.

### RICOH CloudStream

Streamline your print infrastructure, eliminate print servers, and reduce your IT burden with this cost-effective SaaS solution.

### RICOH Streamline NX

Simplify device and document management tasks, optimize processes, and improve security and compliance.

# RICOH IM C3010/ IM C3510

Intelligent devices that  
unlock powerful results



## Designed for your workplace today — and tomorrow

Designed to cater to the dynamic needs of hybrid work, the IM C3010/IM C3510 are built with the latest technology to optimize daily operations and protect valuable data. These devices also provide users an intuitive interface and the versatility to seamlessly transition between paper and digital workflows.



Work more efficiently with improved usability and productivity features



Scalable and customizable to match your needs



Built-in security features and automatic firmware updates



Seamless cloud connectivity options

## Specifications

### General

Hardware speed: Up to 35 ppm

### Paper handling

Paper capacity: Up to 4,700 pages

Number of paper trays: Up to 6

Paper sizes: Up to 12" x 18"

### Consumables

Toner (black): 31,000 prints

Toner (cyan/magenta/yellow): 19,000 prints

### Environmental features

Power consumption: Ready 46.2 W / Sleep 0.3 W

TEC: (IM C3010) 0.30 kWh / (IM C3510) 0.35 kWh

ENERGY STAR: Certified



## Ricoh Smart Integration (RSI)

If you've ever had to scan, email, download, convert, save to a folder, upload or organize files, you know how time consuming these manual tasks can be. Now, with several RSI options available, you can quickly and securely route your documents to the right place, in the right format and with the right file name.

# RICOH IM C4510

Intelligent devices that  
unlock powerful results



## Designed for your workplace today — and tomorrow

As your business needs evolve, you need technology that scales with you. The IM C4510/IM C6010/IM C7010 is built to help streamline operations, enhance productivity and protect valuable data. These devices also provide an enhanced experience with a user-friendly interface and the versatility to seamlessly transition between paper and digital workflows.



Work more efficiently with improved usability and productivity features



Scalable and customizable to match your needs



Built-in security features and automatic firmware updates



Seamless cloud connectivity options

## Specifications

### General

Hardware speed: Up to 70 ppm

### Paper handling

Paper capacity: Up to 4,850 pages

Number of paper trays: Up to 6

Paper sizes: Up to 12" x 18"

### Consumables

Toner (black): 42,000 prints

Toner (cyan/magenta/yellow): 28,000 prints

### Environmental features

Power consumption: Ready 47.2 W (IM C4510/IM C6010), 54.2 W (IM C7010)

Sleep 0.3 W (IM C4510/IM C6010), 0.29 W (IM C7010)

TEC: 0.45 kWh (IM C4510), 0.69 kWh (IM C6010), 0.81 kWh (IM C7010)

ENERGY STAR: Certified



## Optional software add-ons

### RICOH Streamline NX

Simplify device and document management tasks, optimize processes, and improve security and compliance.

### RICOH CloudStream

Streamline your print infrastructure, eliminate print servers, and reduce your IT burden with this cost-effective SaaS solution.

# RICOH IM3500 B/W Multifunction Devices



*Product included in proposal may differ from product pictured.*

## State of the art control panel

Take advantage of an intuitive touchscreen information hub capable of downloading apps, connecting to cloud environments, integrating with software and more. Simplify the advanced print, copy, scan and fax tasks for your entire organization.

## Ricoh Smart Integration (RSI)

Turn your multifunction printer (MFP) into a document workflow powerhouse by adding Smart Integration workflow solutions. If you've ever had to scan, email, download, convert, save to a folder, upload or organize files, you know how time consuming these manual tasks can be. Now you can quickly and securely route your documents to the right place, in the right format and with the right file name.

## Automated device monitoring

Avoid the hassle of calling in service requests and meter reads, printing usage reports and checking toner levels. Your device is equipped with the RICOH @Remote monitoring and management system, which reduces downtime and improves service.

## IM 3500SP Highlights

- Fast output speed of 35 pages per minute
- 220-Sheet Single Pass Document Feeder
- 2 x 550 sheet paper trays including 100-Sheet Bypass Tray that produces jobs at paper sizes up to 11" x 17" and weights up to 80 lb. bond / 166 lb. index.
- Cabinet Stand
- Fax Option Type M29 that adds G3, internet, LAN FAX and IP faxing capabilities to your MFP where necessary.
- Finisher SR3210 (1,000-Sheet External) with a 50-sheet multi-position stapling and shift-sort
- Power Filter included to help condition your inbound power source, leading to fewer work disruptions and better performance.

# RICOH IM4000 B/W Multifunction Devices



Products included in proposal may differ from product pictured.

## Flick, pinch, and swipe touchscreen

Our large, intuitive 10.1" Smart Operation Panel puts advanced capabilities at your fingertips. Run single-function apps that streamline your workflows and help guide users through common jobs such as ID Card Scan & Copy and more.

## Ricoh Smart Integration (RSI)

Turn your multifunction printer (MFP) into a document workflow powerhouse by adding Smart Integration workflow solutions. If you've ever had to scan, email, download, convert, save to a folder, upload or organize files, you know how time consuming these manual tasks can be. Now you can quickly and securely route your documents to the right place, in the right format and with the right file name.

## Automated device monitoring

Avoid the hassle of calling in service requests and meter reads, printing usage reports and checking toner levels. Your device is equipped with the RICOH @Remote monitoring and management system, which reduces downtime and improves service.

## IM 4000 Highlights

Finish your work with ease

- Prints up to 40 ppm, copy, scan
- Fax where necessary
- 2 x 550 Sheet Paper Trays
- Cabinet Stand
- 1,000 Sheet Finisher capacity, staples up to 50 sheets
- 1200 x 1200 dpi max print resolution
- 220-Sheet Single Pass Document Feeder
- Network Power Filter

# RICOH IM5000 B/W Multifunction Devices



Products included in proposal may differ from product pictured.

## Flick, pinch, and swipe touchscreen

Our large, intuitive 10.1" Smart Operation Panel puts advanced capabilities at your fingertips. Run single-function apps that streamline your workflows and help guide users through common jobs such as ID Card Scan & Copy and more.

## Ricoh Smart Integration (RSI)

Turn your multifunction printer (MFP) into a document workflow powerhouse by adding Smart Integration workflow solutions. If you've ever had to scan, email, download, convert, save to a folder, upload or organize files, you know how time consuming these manual tasks can be. Now you can quickly and securely route your documents to the right place, in the right format and with the right file name.

## Automated device monitoring

Avoid the hassle of calling in service requests and meter reads, printing usage reports and checking toner levels. Your device is equipped with the RICOH @Remote monitoring and management system, which reduces downtime and improves service.

## IM 5000 Highlights

Get familiar with productivity

- Prints up to 50 ppm, copy, scan
- 2 x 550 Sheet Paper Trays
- Cabinet Stand
- Fax where necessary
- 1200 x 1200 dpi max print resolution
- Network Power Filter
- 220-Sheet Single Pass Document Feeder

# PaperCut MF

**RICOH**  
imagine. change.



## Encourage and automate responsible printing

In a large print environment, free-for-all print policies can quickly get out of hand. However, finding ways to save costs and reduce waste is almost impossible without the right information. With PaperCut™ MF you can monitor and manage your entire print environment. Access key details about every user and output device in your organization. Gain critical information — including system activity, status updates, environmental impact metrics, number of printed pages and more — in real-time from an easy-to-use, browser-based dashboard.

PaperCut MF's powerful, user-friendly tools help you save costs without getting in the way of productivity. Integrate print queues, user authentication, chargeback, print rules and more. Generate reports to see where you've made a difference and identify opportunities for further improvement. With PaperCut MF, responsible printing becomes the norm.

### Why PaperCut MF?

- Monitor all print activity from a single, convenient dashboard
- Discourage waste with print rules
- Generate more than 50 insightful reports on print use by device and user
- Chargeback print costs directly to users
- Protect confidential information with authenticated print release
- Enable convenient mobile printing



## Minimize costs with print rules

Worried about excessive paper or color toner usage but don't want to inhibit different departments from doing their jobs well? With PaperCut MF, you can create unique rules for different groups — differentiating between sales, HR, accounting, etc. Set quotas to curb excessive printing. Default to duplex printing and re-direct black-and-white jobs to the most affordable high-volume device. Restrict color printing for specific groups. You can also run over 50 reports that show usage, as well as resource and cost savings based on your administrative decisions.

## Control output with print queues and authentication

To print, users submit their jobs into a global virtual queue. Jobs can be submitted from a workstation, smartphone, tablet, laptop or Ricoh MFP. Jobs are printed only when the user authenticates and releases the job at their chosen device. You can enable user authentication via passcode, company ID or proximity cards. Because users have to authenticate, you can assign print rules to specific departments, users or even locations via a host of authentication controls.

## Recover print costs

Whether they're desperately racing against the clock before a deadline or printing handouts for the next meeting, print users worry only about getting the job done — leaving you to worry about recouping costs. With PaperCut MF, you can use the online Web Cashier feature to charge users directly. You can also choose to issue payment cards or connect with third-party payment solutions — like PayPal, [Authorize.Net](#) and more.

## Maximize your investment

Because PaperCut MF supports cross-platform printing, you can use your existing Ricoh hardware in Windows®, Macintosh®, Linux™ and Novell® environments. Need to document environmental savings? Run reports to show the amount of paper or money saved with your administrative decisions.

## Enable mobile printing

In an increasingly mobile world, users expect the ability to use their mobile devices in the workplace. With PaperCut MF, users can print from smartphones or tablets via Web

Print, Mobility Print and native iPhone and iPad printing applications — no need to install specific print drivers.

## Simplify print management

With PaperCut MF, it's easy to monitor and manage print, copy, scan and fax activity for every authorized user across your organization. Simply install the software to printers and MFPs and take advantage of an intuitive, browser-based interface to monitor who's using which devices. You can even expand up to 500,000 users with the same license when your needs grow.

### Integrate PaperCut MF

Did you know that you can integrate PaperCut MF with your existing website or Intranet? Give users a uniform, familiar interface to encourage user adoption.

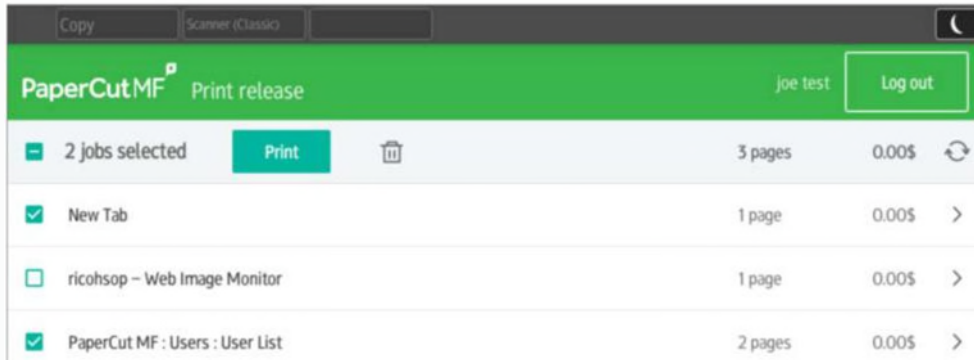
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# PaperCut MF

In a large print environment, free-for-all print policies can quickly get out of hand. However, finding ways to save costs and reduce waste is almost impossible without the right information. PaperCut MF provides an easy, efficient way to automatically monitor and manage your entire print environment. PaperCut MF's powerful, user-friendly tools help you save costs without getting in the way of productivity. Integrate print queues, user authentication, chargeback, print rules and more. Generate reports to see where you've made a difference and identify opportunities for further improvement. With PaperCut MF, responsible printing becomes the norm.



When releasing a document at the device, **PaperCut MF** determines the type of user and print job in order to apply the correct set of print rules.

**Positioning** • Large print environments seeking to improve issues caused by decentralization

## Key benefits

- Give admin the ability to control all aspects of printing from a single tool
- Let users choose when and where they print
- Create flexible print rules — with different sets for users, groups, departments and more
- Maintain document confidentiality with secure document release features
- Reduce waste generated by abandoned print jobs
- Automatically convert print jobs to gray scale to reduce color toner usage
- Control print activity to optimize savings — without impacting the flow of information

## Using this solution

- View and release stored jobs from a tablet, smartphone or Ricoh MFP
- Automatically apply print rules to enforce your organization's print policies
- Require users to authenticate at the device — via passcode, company ID or proximity card — to release their print jobs
- Use existing authentication methods, such as Active Directory® or LDAP
- Let users authenticate with G Suite™ using Google's new LDAP connection
- Track printing for chargeback and allow users to apply billing codes
- Enforce cost-effective print policies — re-direct files to lower-cost devices, enforce duplex printing and restrict output by application type
- Use advanced functions such as quotas and payment gateways
- Prompt users to confirm large jobs before printing
- Use the PaperCut app to offer mobile print release to users
- Leverage data from a full suite of reports to make strategic decisions
- Export billing reports to nearly any third-party billing/accounting software
- View reports in PDF, Excel® or HTML



**Category:** Assessment & Cost Recovery  
**Vendor:** ecoprintQ  
**Version:** 21

## Implementation / technical

- PaperCut MF supports cross-platform printing, allowing you to use it with existing Ricoh hardware in Windows®, Macintosh®, Linux™ and Novell® environments
- Embed PaperCut MF with Ricoh devices and MFPs
- Print via Web Print, Mobility Print and native iPhone and iPad printing applications — no need to install specific print drivers
- Integrate with virtually any print and copy device
- Support multiple print rule sets from a single system
- Add quotas to user accounts on a scheduled basis — either daily, weekly or monthly
- Auto-schedule and email reports
- Over 30 customizable scripts available to enforce printing policy
- Site server license comes standard
- Server communications utilize XML over HTTP(s)
- Ability to view and change print job settings at the SOP Optimized device
- Quick guest access with optional guest button

## 27 Machine Locations – Lease price per location

### Kay Leonard Admin Building (2) Machines - \$513.60

RICOH IMC3510 – Front Workroom

RICOH IM4000 – AP/Finance Dept

### Greeneville Career and Technology Academy (2) Machines - \$480.31

RICOH IMC3010 – Front Office

RICOH IM3500 – Workroom/Teachers Lounge

### Greeneville City Schools Operations Center – (1) Machine – \$328.64

RICOH IMC3010 - Workroom

### Greeneville High School – (10) Machines - \$2,052.13

RICOH IMC3010 - Front Office

RICOH IM5000 - Library WR 1

RICOH IM5000 - Library WR 2

RICOH IM3500 - Library Student

RICOH IM5000 - 2<sup>nd</sup> Floor WR 1

RICOH IM5000 - 2<sup>nd</sup> Floor WR 2

RICOH IMC401 - Attendance Office

RICOH IM3500 - Guidance Office

RICOH IM3500 – Band Room

RICOH IMC401 - SPED

### Greeneville Middle School – (3) Machines - \$686.05

RICOH IMC3510 Front Office/Teachers WR

RICOH IM5000 – Library

IM5000 – Room 58

### East View Elementary – 2 Machines - \$517.67

RICOH IMC3510 – WR 1

RICOH IM5000 – WR2

### Tusculum View Elementary – 2 Machines - \$532.87

RICOH IMC4510 – Front Office

RICOH IM5000 – Hallway

Cont. next page

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. This quote is subject to credit approval and valid for a period of 30 days from the date stated on the cover page. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

## 27 Machine Locations & Lease Price Per Location Cont.

### Highland View Elementary – 2 Machines - \$651.37

RICOH IMC3010 – Hallway Outside Front Office

RICOH IMC3010 – Library

### C Hal Henard Elementary – 3 Machines - \$818.70

RICOH IMC3010 – Front Office

RICOH IMC3010 – Primary Side

RICOH IM4000 – Intermediate Side

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# Pricing - 60 Month FMV Lease Term

Monthly Cost Comparison		
Hardware – 27 Machines	Service Base “Pool”	Papercut
\$2,062.29	\$3,651.96	\$867.09

## Included in Monthly Fee

- |                               |                                 |
|-------------------------------|---------------------------------|
| (4) IM3500 Performance B/W    | • (3) IMC3510 Performance Color |
| (2) IM4000 Performance B/W    | • (1) IMC4510 Performance Color |
| (8) IM5000 Performance B/W    |                                 |
| (2) IMC401 Color Tabletop     |                                 |
| (7) IMC3010 Performance Color |                                 |

- |                                    |  |
|------------------------------------|--|
| Papercut Print Management Software | <ul style="list-style-type: none"> <li>• Convenient Mobile Printing</li> <li>• Robust Reporting and Device Management</li> <li>• Optimized for Ricoh’s Smart Operational Panel</li> <li>• HID Card Authentication</li> <li>• Licensing with Maintenance &amp; Support for the length of lease term</li> <li>• Installation &amp; Training</li> </ul> |
|------------------------------------|--|

### Service Base “Pool” Includes:

- Aggregate Service Contract for all 27 machines Includes:  
324,000 B/W Copies and 50,000 Color Copies Total Per Month  
Overages: .0051 B/W and .038 Color  
Cost per copies are FIXED for length of term  
Meters will be read and billed quarterly.  
Includes all toner, parts, labor and staples.  
Delivery, Installation

- Pricing is based off the OMNIA Public Sector Contract # 2021002788. The Omnia Public Sector contract allows for the Non-appropriations clause due to lack of funding as a reason to cancel or return any contracted services. These Terms and Conditions govern the lease agreed to with vendor.

# RICOH References & RICOH Personnel

## TUSCULUM UNIVERSITY

Chris Summey  
Director of Information Systems  
csummey@tusculum.edu  
423-636-7300 ext. 5676

## Holston Medical Group

Stesha Varner  
Material Management Clerk  
Stesha.Varner@myhmg.com  
423-857-2051

Or

Rebecca Speaks  
Materials Management Director  
Rebecca.Hensley@myhmg.com

## Elizabethton City Schools

Jason Lancaster  
Jason.Lancaster@ecschools.net  
423-547-8000

## **A list of Key RICOH PERSONNEL SUPPORTING Greeneville City Schools**

Brett Summar – Account Manager  
Steve Cox – District Sales Manager  
Robert Griffin – Regional Vice President  
Doug Kuhn – Technology Sales Analyst  
Tony Horton – Service Manager  
Kris Lumpkin – Service Technician  
Alex Pope – Service Technician  
David Renfro – Service Technician  
Brian Young - Service Technician  
David Bayse – Service Technician

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# Delighting Customers – Service Excellence

## Advanced Support Tools and Analytics

**Ricoh ARMS** (@Remote Monitoring System) – Online monitoring of status of machines

**WMT ‘Where’s My Tech’ app:** State-of-the-art automated cloud dispatch program brings together the right technician with the right parts and keeps you apprised of status. Customer monitoring of Service Dispatch

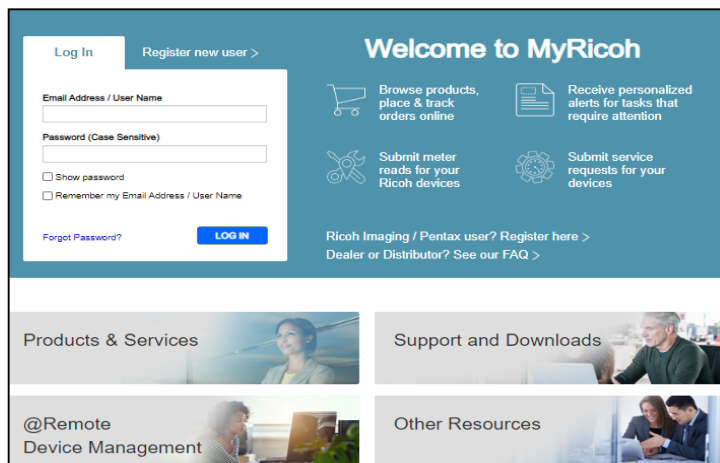
**TARP – Targeted Answers & Resource Portal:** Advanced Analytics to maintain top performance. Moving from ‘Response Time’ metric to ‘% of Uptime’ thru preventative maintenance program.

Service personnel complete on-going training and possess the **certifications** required to work effectively in your environment and resolve issues quickly.

Ricoh’s Technology Support Services Center provides **24/7 customer support** for hardware devices as well as application software that’s part of your solution

- Onsite service
- Self-help global knowledgebase
- Customer help desk
- Dispatch via web

**MyRicoh online customer service portal** offers a quick and easy way to securely manage your account and do business with us online 24/7, on your schedule, whenever it’s most convenient for you



- View invoices, contract details, and update purchase order numbers for your contracts
- Order supplies, submit meter reads, request and manage service
- Schedule equipment relocations
- Live chat with our support team, access FAQs and our Global knowledge base for product questions

**Equipment and Consumable Recycling Programs** reduce your carbon footprint, contribute to a circular economy and help meet your sustainability goals. Visit [RICOH Smart Return \(ricoh-return.com\)](https://www.ricoh-usa.com/about-myricoh) for details.



# Grow your Business with Ricoh

Uphold your competitive edge by leveraging our industry expertise and intellectual property to help you unravel your business challenges through people, processes and technology. With over 80+ years of innovation, our focus has always been to help prepare you for success. The key to helping you succeed in the midst of this ongoing change is our digital workplace solutions.



Managed Print



Enterprise Content Management & Workflow



Business Process Outsourcing



Workplace Productivity



Enterprise Support



Customer Communications Management & Mail



Information Governance & Cyber Security



Cloud & IT

## Our recognition that sets us apart



2020 **Best in Biz Awards**, Gold Winner in the Most Customer Friendly Company category



Awarded **Highest Gold Rating in EcoVadis Global Supplier Survey** 4 times in a row



Named a **Leader in Gartner Magic Quadrant** for Managed Print & Content Services worldwide 6 years in a row.



2020 **Energy Star Partner of Year**



2019 **Global Leader in Print and Document Security** from IDC MarketScape



2018 **Excellence in Partnership Best Veteran Hiring Award** from Coalition for Government Procurement

# Security is in Ricoh's DNA

Ricoh technologies and solutions are designed, manufactured and implemented with security as a core requirement from the start in everything from product design to sales. And, we don't stop there. Ricoh is addressing our customers' expanding security concerns through Governance, Risk and Compliance (GRC). These services encompass data lifecycle and risk assessment & management, eDiscovery, end-point and server security, identity access, email security and protections against advanced network threats. It's in Ricoh's DNA — informing both our design philosophy and our commitment to work continuously to support our customers with solutions and services as threats evolve.



## Device Security

Our device security capabilities can help address potentially compromised firmware, hard disk drive, non-volatile memory, open network ports and system of authentication on our multifunctional devices and laser printers. Ricoh has obtained certification for a wide range of products based on Common Criteria (ISO/IEC 15408).

- Digitally signed firmware updates
- DataOverwriteSecurity System (DOSS) and hard drive overwrite services
- Hard drive encryption
- Fax line security
- IEEE 2600 independent security certification
- Device user authentication
- Hard drive disposal and MFP cleansing services

## Data Security

It's easy to accidentally leak information. Ricoh multifunction printers help protect your data whether you're printing, copying, scanning or faxing. Ricoh's data encryption - which uses a RSA BSAFE Crypto encryption module that is FIPS 140-2 validated - helps protect your data both when it is in transit and when it is at rest.

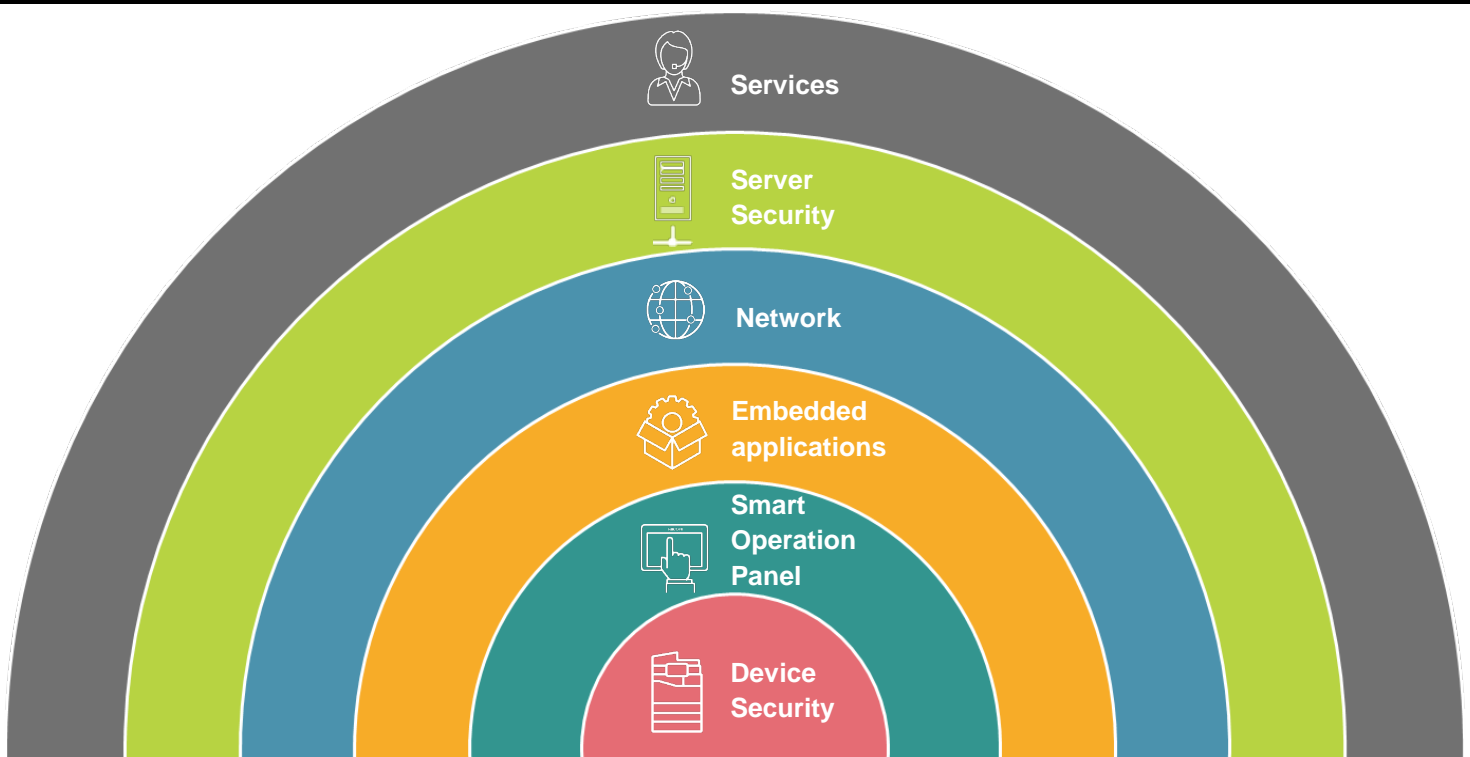
- Secured scanning solutions
- Locked Print
- Copy data security
- Mandatory secured information print
- Cost accounting and recovery

## Network Security

Multifunction printers exchange critical information with computers and servers over networks. Ricoh products and technologies offer features that can help protect against unauthorized access via networks. Employed techniques include encryption of network communications and print streams, network user authentication and a host of administrative countermeasures.

- Network user authentication
- Close unused network ports
- Network encryption
- Print stream encryption
- Device Management
- Remote fleet reporting and firmware updates

# Ricoh's layered approach



Security threats are no longer limited to personal computers, servers or networks. Ricoh can help you tackle potential issues caused by vulnerabilities in your devices, the data they process and the networks to which they connect.

## Device Security

- ISO 15408 / IEEE 2600 certifications
- Ricoh-only Operating System
- Hard Disk Encryption
- DataOverwriteSecurity System (DOSS)
- Digitally signed firmware updates

## Smart Operational Panel (User Interface)

- Ricoh only unique OS
- Unnecessary tools and components, tools with known issues are not installed
- Linux Kernel and Services are customized
- Root access is not available

## Embedded Applications

- Providing extended features such as authentication, secured print, scan & capture, encryption and workflow
- Tested, compatibility certified and digitally signed by Ricoh

## Network (Transport & Data Layers)

- Leverage & comply with customer's network security policies & measures
- End to end encryption of scan and print files

## Server Security

- Leverage & comply with customer's server security policies & measures
- Segregation of administrator and user roles

## Services

- Security Optimization Services
- ITIL (Information Technology Infrastructure Library) & ISO certified service processes
- Security Incident & Response Team
- End of Life Disposal Services
- Security beyond the device with Information Governance services



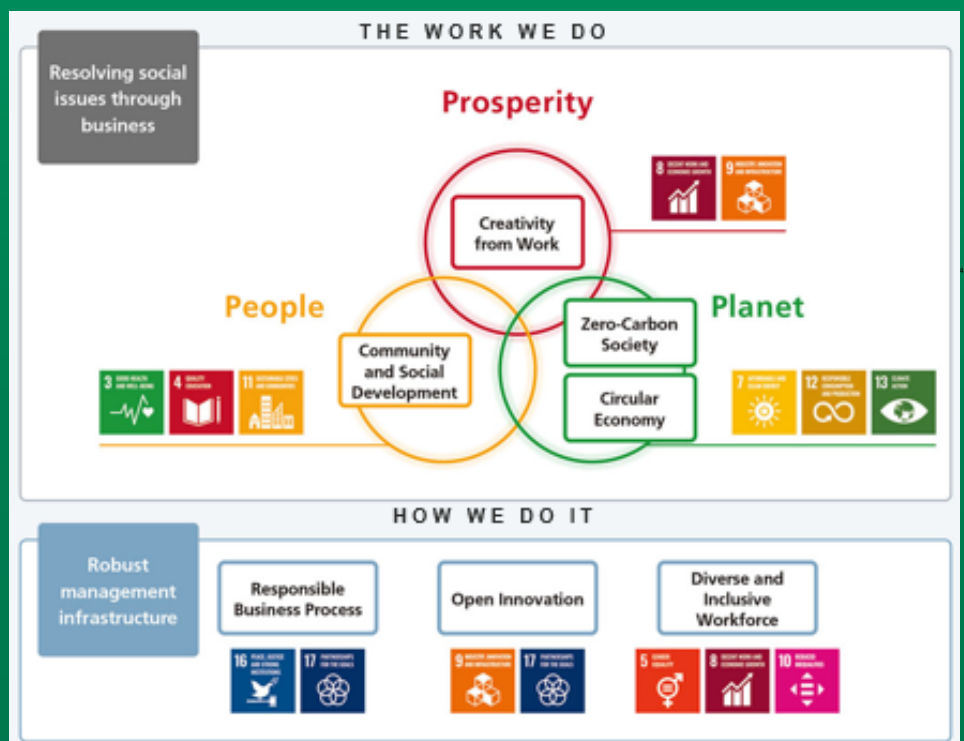
Sustainability has become a critical business issue for many organizations. But at Ricoh, it's part of our original story.

## 5 decades of environmental sustainability

Our commitment to environmental conservation has been woven into the DNA of our manufacturing, logistics, product use and final disposal processes since 1976. Our ENERGY STAR certified products, services and solutions can assist you in achieving your ESG requirements through eco-friendly procurement, recycling initiatives, reduction in paper and electricity usage, process optimization and carbon footprint reporting.

## Accomplishing our ESG promise through 12 focus Sustainable Development Goals (SDGs)

From the start, we have been focused on delivering value through attaining what we call “the Three Ps Balance” or building harmony among People, Prosperity and Planet. At the highest level, our commitments focus around “resolving social issues through business”—and the way we accomplish that is through the foundation of our robust management infrastructure



Solve process challenges to increase productivity and drive business agility.

Transforms critical processes to enhance productivity, reduce costs, and drive compliance.

## Business Process Management

Ricoh Process Automation offerings enable organizations to optimize the management and governance of information. Our experts design customized solutions that increase efficiencies and minimize risk. What is the best one for your organization? It really depends on the challenge you are trying to solve for. As a digital services provider, we help businesses identify the solutions through consultation to find the best point solution, managed service, or comprehensive solution to meet their specific need.

Well implemented business process management solutions will create definitive and measurable results for an organization. Typical benefits include:

- Improved customer response via enhanced efficiencies.
- Highly engaged employees as menial tasks decrease.
- Fewer errors such as errant data entry and missed customer communication.

## Business Process Solutions

Move your business towards increased accuracy, faster approvals, informed decision-making, and better response times – no matter where your people work.

- Scan and Capture Solutions
- Content Management Solutions
- Fax Solutions
- Workflow Management Solutions
- Intelligent Document Processing Solutions
- Robotic Process Automation (RPA) Solutions
- Information Governance Solutions
- Mailroom Solutions
- Healthcare Workflow Solutions

## Business Process Services









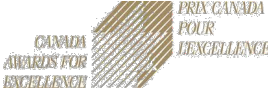









Enable organizations to optimize the management and governance of information. Our experts design customized solutions that increase efficiencies and minimize risk.

- Information Governance Services
- Printing & Scanning Services
- Mailroom Services
- Intelligent Document Processing Services



# We work hard to make an impact

Sometimes, others notice.

<b>Sustainability</b>				
 <p>Only 61 of 24,000 companies were recognized on the A List in both categories of climate and water (Feb 2024)</p>	 <p>2024 Global 100 list of Most Sustainable Corporations in the World (January 2024)</p>	 <p>Member of Sustainability Yearbook 2024. Scored within the top 1%* in its industry, by S&amp;P Global, one of the world's leaders in corporate ratings.</p>	 <p>EcoVadis 2023 Gold Sustainability Rating (2<sup>nd</sup> year) (March 2023)</p>	 <p>2024 ENERGY STAR® Partner of the Year Sustained Excellence (9<sup>th</sup> consecutive year and 7<sup>th</sup> as sustained excellence. (March 2024)</p>
<b>Culture</b>				
<p>Member of <b>Dow Jones Sustainability Indices</b> Powered by the S&amp;P Global CSA</p> <p>Selected for inclusion in the DJSI World Index), one of the world's most renowned indices for ESG, for the fourth consecutive year.</p>	 <p>Ranked second on Forbes' 2023 list of America's Best Employers for Veterans (October 2023)</p>	 <p>Recognized by Global ERG Network as a Top 10 Enterprise-Wide ERG Award winner (October 2023)</p>	 <p>Named as one of TIME World's Best Companies of 2023 (September 2023)</p>	 <p>Ricoh Canada Awarded Healthy Workplace Gold Certification by Excellence Canada (September 2023)</p>
<b>Strategic Memberships</b>				
 <p>Ricoh USA received Great Place to Work Certification™ (August 2023)</p>	 <p>SCIENCE BASED TARGETS DRIVING AMBITIOUS CORPORATE CLIMATE ACTION</p>	 <p>THE GLOBAL COMPACT WE SUPPORT</p>	 <p>Responsible Business Alliance</p>	
   				

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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on pages 1-3</b>	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  Ricoh USA, Inc	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check box for the tax classification of its owner.  <input type="checkbox"/> MI Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) 5 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)  (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, check this box if you have any foreign partners, owners, or beneficiaries. See instructions	for the tax the appropriate classification, check  Requester's name and address (optional)
	5 Address (number, street, and apt. or suite no.). See instructions. 300 Eagleview Blvd., Ste. 200	
6 City, state, and ZIP code Exton, PA 19341		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN. Taxpayer should enter a TIN that matches the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number								
or								
Employer identification number								
2	3		0	3	3	4	4	0 0

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicate that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all in Brest nd viden s o your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of-secure rop anc ell do off debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and di id nd4yo red t sig he certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person

Date i l gi 2026

## General Instru ti ns

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**EXHIBIT "A" — continued**  
**STATEMENT CONCERNING CONFLICTS OF INTEREST, COMMISSIONS**  
**AND NON-DISCRIMINATION REGARDING POTENTIAL CONTRACTS**  
**WITH THE GREENEVILLE CITY SCHOOLS**



NAME OF THE RESPONDENT

BY: BHS  
Signature

TITLE: Account Manager

DATE: 4/9/26

ADDRESS:  
300 Eastlawn Blvd Ste. 200  
Exton, PA 19341

SWORN TO and subscribed before me this the 9 day of April, 2026.

Notary Public  
My Commission Expires: 2/21/29

**ECONOMIC ASSOCIATION OR KINSHIP RELATIONSHIPS**

<u>PERSON/ENTITY</u>	<u>RELATIONSHIP</u>
<u>N/A</u>	

**COMMISSIONS**

<u>PAYEE NAME</u>	<u>PAYEE ADDRESS</u>	<u>AGREED COMMISSION</u>
<u>N/A</u>		



**EXHIBIT “D”**  
**PROPOSAL**

Proposal of RICOH USA Inc. (“PROPOSER”), organized and existing under the laws of the State of Tennessee doing business as a (corporation, partnership, or an individual, as applicable), to the Greeneville City Board of Education (“OWNER”).

In compliance with the Request for Proposals (“RFP”), PROPOSER hereby proposes to perform all work as to the Replacement of all Greeneville City Schools’ currently leased copy/print solutions, including all supplies, service, maintenance and training (“PROJECT”), in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this Proposal, each PROPOSER certifies, and in the case of a joint Proposal each party thereto certifies as to his own organization, that this Proposal has been arrived at independently, without consultation, communication or agreement to any matter relating to this bid with any other PROPOSER or with any competitor.

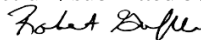
PROPOSER hereby agrees to commence work under this Contract on or before a date to be specified and to substantially complete the Project within c o n s e c u t i v e c a l e n d a r days thereafter, and to fully complete the PROJECT as soon as is practicable.

PROPOSER understands that GCS is not required to accept any Proposal and may choose to reject all Proposals.

PROPOSER agrees that this Proposal shall be good and shall not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving Proposals.

PROPOSER is to provide an attached organizational chart indicating the personnel who will be working on the Project, both on site and at the PROPOSER’S home and local office, during the pre-installation and installation phase of the work as well as those providing service/maintenance/support.

Respectfully submitted by:



---

Signature & Date

Robert Griffin, Regional Vice President

---

Printed Name & Title

300 Eagleview Boulevard, Suite 200

Exton, PA 19341-1155

---

Company Name, Address and ZIP Code



# RICOH

Ricoh USA, Inc. 300 Eagleview Blvd Ste 200, Exton, PA, 19341 | 1-800-63-RICOH

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**United Data Technologies, Inc.**

1 Music Cir S. Suite 200  
Nashville, TN 37203

QUOTE	
Date	4/21/2026
Valid	30 days
Description	UDT Voice

District name: Greeneville City Schools  
Site Name: District Wide  
Site Address:  
Contact:

Product Description	Quantity	NRC	MRC	NRC total	Monthly total
Additional DID	12	-	\$0.25	-	\$3.00
UDT Fax (virtual)	2	-	\$10.00	-	\$20.00
UDT Fax (Physical)	10	-	\$25.00	-	\$250.00
Auto Attendant (AA)	3	-	\$10.00	-	\$30.00
UDT Voice Simple	292	-	\$4.00	-	\$1,168.00
UDT Voice Basic	99	-	\$8.00	-	\$792.00
UDT Voice Advanced	25	-	\$11.00	-	\$275.00
Analog Telephone Connection	1	-	\$5.00	-	\$5.00
Paging Integration with Customer owned system	3	-	\$15.00	-	\$45.00
MultiLine Hunt Group (MLHG)	1	-	\$15.00	-	\$15.00
SIP Paging Extension	26	-	\$4.00	-	\$104.00
<b>Total Non Recurring Cost</b>			<b>\$0.00</b>		
<b>Total Monthly Recurring Cost</b>					<b>\$2,707.00</b>

**Notes**

This is a budgetary quote. A final quote will be delivered upon confirmation of package quantities  
Quote does not include USF, taxes and applicable 911 fees which will be added to the actual bill.  
Quote does not include shipping charges.

## MASTER EMPLOYER SERVICES AGREEMENT

American Fidelity Assurance Company (“**American Fidelity**” or “**We**” or “**Us**”) is pleased to partner with the employer signing below (“**Employer**” or “**You**”), to assist You with enrolling Your employees in their selected benefits and offer the services You have elected or that You may wish to obtain from time to time (the “**Services**”). The parties agree to the terms and conditions set forth in this Master Employer Services Agreement (the “**Master Agreement**”) and in each exhibit (“**Exhibit**”) referencing this Master Agreement, whether entered into at the same time as this Master Agreement or at a later date. Each Exhibit is incorporated into this Master Agreement; the Exhibits and this Master Agreement are collectively referred to as the “**Agreement**.”

### 1. **Our Obligations.**

a. We will perform the services selected as of the date hereof, or those added from time to time by Your request (the “**Services**”), in a professional and timely manner, and in compliance with all applicable laws.

b. In connection with the Services and with the sales of supplemental insurance products (“**Products**”), We will provide You with enrollment support during mutually agreeable days and times, and We will provide salaried account managers during the enrollment. At Your request, We will assist with new hire enrollment.

c. You have requested that We remit payments for insurance products and, if applicable, hold and administer account contributions as Your agent (as may be described in the applicable Exhibit). We will apply or allocate amounts received for insurance products and any applicable Participant Reimbursement Account pursuant to each Participant’s elections in accordance with the allocation details You provide.

d. We will be responsible for providing, administering, managing, and supporting all resources that We require to provide, perform, and deliver the Services. This includes personnel, hardware, software, and facilities.

### 2. **Your Obligations.** In exchange for the Services, You agree to support Us as follows:

a. Allow Us to be the primary provider for the Products, and allow Us to offer Your eligible employees the Products and participant services that You select, whether through a Section 125 flexible benefit plan or other arrangement, to the extent permitted by law;

b. Support annual opportunities to communicate the Product offerings through a jointly determined and approved enrollment process and assist Us by communicating with employees explaining the benefits of meeting with American Fidelity;

c. Permit Us opportunities to present to employees prior to enrollment;

d. Provide Us with adequate working conditions (for example, building space for one-on-one benefit reviews) during annual enrollment meetings;

e. Provide Us with an employee census in order to prepare the enrollment within the time frame agreed upon each year;

f. Grant Us a limited license to use Your name, logo and other identifying marks to personalize marketing materials for You and Your employees, and to otherwise provide the Services;

g. Promptly notify Us of any employee status changes due to termination or leave of absence;

h. Collect deductions and/or contributions for insurance products and any applicable Participant Reimbursement Account pursuant to each Participant’s elections and deliver such funds to Us (with allocation details provided via online reconciliation or electronic files) within 30 days of the last payroll deduction in the applicable invoice period, unless other timing is agreed upon; and

- i. Utilize Our online billing services to manage billing and payment of Our invoices.

3. **Employer Data.** You will provide or make available to Us, in an agreed-upon format, information and about You and Your employees as is necessary and appropriate for determination of eligibility and Our preparation for the enrollment (“**Master Census File**”; the data in the Master Census File, as updated from time to time, is referred to as the “**Employer Data**”). You authorize Us to use the Employer Data to perform the Services; Our different Services may require updates to Employer Data at varying frequencies. We are authorized to access, use, modify, transmit, maintain, and disclose Employer Data as necessary and appropriate for the completion of the enrollment and to perform the Services throughout the term of this Agreement. Further, You hereby grant Us permission during the term of this Agreement to use the Employer Data for processing claims and benefits under other insurance policies or certificates We have issued to You or Your employees. You are and shall remain the owner of the Employer Data. You acknowledge that You have authority to instruct Us in how to handle Employer Data. You agree that We may rely on the accuracy of Employer Data as provided or made available by You. We will utilize reasonable administrative, physical, and technical security measures to protect the confidentiality of the Employer Data, all subject to the privacy and data handling practices described at [www.americanfidelity.com/privacy](http://www.americanfidelity.com/privacy), as updated from time to time (the “**Data Handling Practices**”). If applicable, each party shall comply with the provisions of the Business Associate Agreement located at [www.americanfidelity.com/baa](http://www.americanfidelity.com/baa), as We may update from time to time (the “**Business Associate Agreement**” or “**BAA**”), with respect to Employer Data that constitutes “Protected Health Information” under federal law. We understand that for certain Services, We are considered a Business Associate under HIPAA. The Data Handling Practices and the BAA are incorporated into this Agreement by this reference. You will notify Us if You experience any unauthorized access to Your information security network or any compromise of Your credentials, if such compromise may impact the accuracy of Employer Data or affect Our provision of Services.

4. **Proprietary Information.** You acknowledge that We (and Our third-party licensors and suppliers) own and will retain all right, title, and interest in and to any computer programs and software, and other proprietary information (collectively, “**IP**”) that We provide and use to perform the Services or otherwise made available to You under this Agreement. We represent that We have the rights necessary for You to access and use the IP in the performance of the Services or otherwise in accordance with this Agreement. You agree to use any IP We make available to You under this Agreement solely as necessary to receive the Services. You will identify and assign appropriate access rights to individuals who will access and use Our online service center or the administrator account within AFenroll on Your behalf (the “**Authorized Users**”). You will securely administer the use of access credentials by Your Authorized Users. Access credentials may not be shared or used by more than one individual during any given period of time; however, You may add and remove Authorized Users from time to time, as reasonably necessary to accommodate changes in personnel and duties. You will not, and will not let your Authorized Users modify, reproduce, reverse engineer, duplicate, copy, sell, resell or exploit any portion of Our online or electronic resources. You will be responsible for any access to the portal or any Employer Data input by any Authorized User (or through use of any of their access credentials). You must notify Us immediately of any unauthorized use of access credentials or any other actual or suspected breach of security regarding the portal of which You become aware. We will not be liable for any events or circumstances, or any damages You or any third-party incur, resulting from Your failure to comply with this provision.

5. **Provision of Data to Third Parties At Your Direction.** If You instruct Us to release Employer Data to third parties (to Your benefit consultant, other insurance carriers, or Your System (defined below), for example), You will be responsible for compliance matters relating to that release, and We cannot be held liable for any acts or omissions of such third parties in connection with Employer Data We provide pursuant to this section.

6. **Employer Software Integration** (if applicable). Where You request that We transmit data electronically from and to Your payroll or human resource information system (the “**System**”) in order to facilitate Our provision and administration of insurance benefits and Services, You authorize Us to access Employer Data and (if applicable) to return updated information via the electronic methods (e.g., via EDI or API) permitted by Licensor or the System. You may withdraw your authorization upon written notice; We will cease access to the System and terminate any electronic data exchange in place. Where the System does not have a public API/EDI process, You agree to work with Your System’s licensor for Us to share certain demographic, financial, or personal data related to Your employees with Your System.

7. **Other Responsibilities.** During the term of this Agreement, We shall maintain insurance coverages applicable to Our business, including statutory workers' compensation coverage and employer's liability; (b) automobile coverage; (c) commercial general liability insurance; and (d) cyber liability insurance. We self-insure for certain professional errors and omissions coverage.

8. **Confidentiality.** Each party shall keep confidential all information acquired relating to the following (all such information, "**Confidential Information**"): (i) the financial condition and other information relating to the business of the other party, including its rates for services and products, its business plans and arrangements; (ii) the administration and management procedures, techniques and practices currently used or acquired after the date hereof; and (iii) other information that should reasonably be assumed to be confidential or proprietary. Neither party shall at any time disclose or use such Confidential Information in any manner other than in connection with the provision or receipt of Services under this Agreement or in connection with enforcing its rights under this Agreement. Neither party shall under any circumstances use Confidential Information of the other party in any way reasonably perceived as detrimental to the other party. Notwithstanding the foregoing, the term "Confidential Information" shall not include the following: any information which was independently developed by a party without the use of the Confidential Information of the other party; any information which is or becomes available in the public domain during the term of the Agreement (without the fault of the other party); any information which is ordered to be released by requirement of a court of law or a governmental agency, statute or regulation; and any information independently made lawfully available to a party as a matter of right by a third party. Notwithstanding the foregoing, each party may disclose to and permit use of the Confidential Information of the other party by their respective legal counsel, auditors and representatives, provided that such legal counsel, auditors or representatives are bound by obligations of confidentiality. In the event that either party becomes subject to any legal or regulatory process involving the disclosure of Confidential Information, the receiving party will give the disclosing party prompt notice to allow the disclosing party a reasonable opportunity at its own expense to seek a protective order or other appropriate remedies.

9. **Breach of Confidentiality.** If We believe that the security, integrity or confidentiality of any Employer Data or Your Confidential Information in Our possession or control has been compromised or subject to unauthorized access, We will promptly notify You; take prompt action to investigate the incident or potential incident and mitigate any harm flowing from the incident; make any required notifications to third parties at Our expense; and take prompt action to prevent any similar incidents from occurring. If the Employer Data involved constitutes Protected Health Information, We will comply with the provisions of the Business Associate Agreement between Us. You will notify Us promptly if You believe that the confidentiality of Our Confidential Information has been compromised or subject to unauthorized access.

10. **Limitation of Liability.** TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE ENTIRE LIABILITY OF AMERICAN FIDELITY FOR ALL MATTERS OR CLAIMS RELATING TO THE AGREEMENT (INCLUDING ANY EXHIBIT) SHALL BE LIMITED TO THE AMOUNT PAID BY EMPLOYER FOR THE SERVICES WITH RESPECT TO WHICH SUCH CLAIM RELATES DURING THE TWELVE (12) MONTHS PRIOR TO SUCH CLAIM, EXCEPT WHERE AMERICAN FIDELITY HAS ENGAGED IN ANY TYPE OF INTENTIONAL MISCONDUCT. AMERICAN FIDELITY SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES.

11. **Force Majeure.** We will not be responsible or deemed to have breached Our obligations for any interruption or delay in the performance of the Service due to causes beyond Our reasonable control, including but not limited, to: natural disasters; acts of God; civil disturbances; epidemics; disruption of public markets; armed conflict; acts of terrorism, national, regional, or local emergency; the inability to obtain sufficient materials or services required in the conduct of Our business, failures (including those related to cybersecurity incidents) of software, computers, servers, databases, systems, networks, telecommunication lines and connections, and other technology equipment, or any other occurrence beyond Our reasonable control (each, a "**Force Majeure Event**"). We will use diligent efforts to end the failure or delay and minimize the effects of any Force Majeure Event, and We shall resume the performance of Our obligations as soon as reasonably practicable after the removal of the cause.

12. **Term; Termination.** This Master Agreement and any Exhibits attached as of the date hereof shall last for one year from the date of Your signature, and after the first year, will automatically renew for additional one-year periods unless and until a party terminates with 60 days' written notice to the other. If an Exhibit doesn't describe an applicable start or ending date, the Exhibit shall be in effect so long as this Agreement is in effect,

although individual Services may also be terminated with 60 days' written notice. If all Services provided under Exhibits are terminated and we no longer offer insurance Products to Your employees, then this Master Agreement shall automatically be terminated.

13. **Records; Transition Services.** Each party shall maintain, for such periods as required by applicable law, records of transactions under this Agreement and provide such information to the other party as is reasonably required to carry out the terms of this Agreement. At the conclusion of the term, We will deliver or make available to Your records relating to the Services. We will reasonably assist (as determined in Our discretion) with the transition of services to another provider but reserve the right to charge a reasonable market charge for specialized transition assistance.

14. **Notice.** All notices under this Agreement should be in writing sent to the notice address for each party below the signature blocks; a party may change its address by giving notice as described in this Section. Notices shall be deemed to have been received: (a) immediately upon personal delivery; (b) three business days after the date of posting of notice sent by U.S. Mail; or (c) on the date shown on the signature confirmation of the overnight service. We may also post notices regarding the Services on the applicable electronic portal for the Service, provided that such notice is conspicuous upon log on.

15. **Audit.** You will be authorized to perform an audit specifically related to Our performance under this Agreement upon reasonable prior written notice, with any audit to be performed during normal working hours. You acknowledge and agree that if You request an audit and need specialized assistance, You shall reimburse Us for reasonable expenses in assisting You to perform the audit.

16. **Miscellaneous Provisions.**

a. Services are provided to the extent permitted by law. We cannot provide tax or legal advice. You acknowledge and agree that the Services provided under this Agreement (including, but not limited to, information, materials, forms and on-line enrollment or service center access) are not intended to be, and will not be, relied upon by You as legal, financial, or tax advice.

b. The relationship between the parties is that of independent parties contracting with each other for the purpose of carrying out the terms of the Agreement. Nothing in the Agreement shall be construed or deemed to create any other relationship, including one of employment, agency or joint venture.

c. We may also terminate or modify the Agreement when regulatory changes or restructuring of Our business require such changes.

d. In the event of a dispute, a party will inform the other and the parties agree to make a good faith attempt to reach a mutually acceptable resolution. If We are unable to reach a resolution, the parties agree that any unresolved dispute arising out of the Agreement may be decided by binding arbitration with a single arbitrator pursuant to the Commercial Rules of the American Arbitration Association, with the place of arbitration to be in Tennessee. The parties shall use Tennessee law to understand and enforce the provisions of this Agreement, without regard to its conflicts of laws provisions.

e. If any provision of this Master Agreement, or any Exhibit, is invalid, illegal, or incapable of being enforced, all other terms or provisions shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated is not affected in any manner materially adverse to any party. We will negotiate in good faith to modify this Agreement or Exhibit, to achieve as close to the original intent as possible.

f. Any amendment to this Agreement or an Exhibit must be in writing and signed by authorized representatives of each Party. No waiver under this Agreement is effective unless it is in writing, identified as a waiver to this Agreement, and signed by an authorized representative of the Party waiving its right.

g. The Agreement may be executed in one or more counterparts, all of which together will be one original. Signatures to this Agreement may be delivered via PDF, facsimile or other reliable electronic delivery, and

shall be binding as if they were originals. A party executing this Agreement electronically is consenting to electronically access, review, sign, and authenticate certain documents and statements.

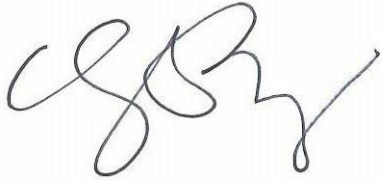
h. This Master Agreement, together with any Exhibits, sets forth the entire understanding of the parties regarding the provision of Services and supersedes all prior or contemporaneous agreements, written or oral, between the parties relating to the subject matter.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date written below.

**AMERICAN FIDELITY  
ASSURANCE COMPANY**

**GREENEVILLE CITY SCHOOLS**

By:



By:

Name: Christopher A. Rodriguez

Name: Ellen Lipe

Title: Senior Vice President

Title: Authorized Signatory

*Please provide Your address for legal notices.*

**Address for Notice:**

American Fidelity Assurance Company  
Attn: Law Department  
P.O. Box 25523  
Oklahoma City, Oklahoma 73125

**Address for Notice:**

Greeneville City Schools  
129 W. Depot St.  
Greeneville, TN 37743

## EXHIBIT FOR SECTION 403(b)/SECTION 457(b) PLAN ADMINISTRATIVE SERVICES

This Exhibit for Section 403(b)/Section 457(b) Administrative Services is by and between American Fidelity Assurance Company (“We”, “Us” or “Recordkeeper”) and the employer executing the Master Employer Services Agreement (the “Master Agreement”) to which this Exhibit is attached (“You” or “Sponsor”), for Your Section 403(b) Plan and/or Section 457(b) Plan (as applicable, the “Plan”). The terms of the Master Agreement govern this Exhibit unless expressly provided otherwise herein; We provide services for Your Section 125 Plan and You would like to engage Us to provide certain administrative duties relating to Your Plan as described in this Exhibit.

### 1. Definitions; Scope.

- a. Definitions. Capitalized terms used in this Exhibit have the meanings provided at the end of this Exhibit or the meanings given in the Master Agreement or the Plan.
- b. Scope of Services. You give Us the authority to act on Your behalf in connection with Your Plan, but only as expressly stated here. We undertake only non-discretionary recordkeeping duties under this Exhibit and do not intend to be the named “Plan Sponsor” or “Plan Administrator” under the Code and any other applicable federal or state law and supporting regulations. You acknowledge that You are legally responsible for Plan adoption, management and/or compliance, and over disposition of assets of the Plan prior to, during and after the term of this Exhibit. You are and will remain the fiduciary with respect to the management and administration of the Plan and the related participation obligations. We are providing the Services hereunder based on Your representation that the Plan is not subject to the requirements of ERISA; under no circumstance will We be liable or responsible for failure of the Plan to comply with ERISA.
- c. Regulatory Compliance; Nature of Services. We represent that We have the authority to perform the Services described in this Exhibit, and upon request, will provide You with evidence of this authority. Our Services will comply with the applicable laws and regulations of the Code. You agree that our Services do not constitute legal advice, legal opinions or other representations relating to Your Plan. You agree to seek legal counsel as to the Plan’s compliance with applicable law.

2. **Services**. We will perform the following services (“Services”) in accordance with professional standards common in the industry. If You do not provide Us timely access to Your customer materials in Our performance of the Services, then Our performance will be excused until You do so.

- a. We will provide (i) general guidance and sample forms to assist You in the overall administration of the Plan; (ii) a written Plan document and written Amendments or Plan document updates from time to time as required to continue qualification of Your Plan; (iii) sample Salary Reduction Agreements (SRAs) and election forms, eligibility notices and guidance to assist You in complying with the Universal Availability rules for Plans; and (iv) necessary Participant information for Your Plan’s compliance with the Code, including but not limited to information required for distributions from the Plan, Plan loans, rollovers into the Plan, Plan-to-Plan transfers, and Plan exchanges.
- b. On Your behalf, We will approve and monitor distributions from Approved Providers according to Your Plan rules and IRS guidelines and related activities, including: (i) providing Participants with required notice of right to elect a direct rollover prior to processing an eligible rollover distribution from the Plan; (ii) providing Participants an approval form and instructions to request a Plan distribution; (iii) applying Plan rules and applicable law at Your direction to determine eligibility for distributions from the Plan, including distributions due to age, termination of employment, disability, or financial hardship/unforeseeable emergency; (iv) monitoring Provider reports of financial hardship or unforeseeable emergency distributions and report such distributions to You upon request; and (v) monitoring and at Your direction, approving contract exchanges, transfers, rollovers, and service credit purchases.
- c. We will review any Domestic Relations Orders (“DROs”) received by the Plan and apply the rules under the Plan in accordance with applicable law at Your direction to determine if the DRO qualifies as a “Qualified Domestic Relations Order” (“QDRO”).

- d. To the extent We receive the required information from the applicable Provider, We will maintain records of each Plan Participant's account balances as of the most recent valuation data available solely for the purpose of determining the Plan's compliance with applicable qualified Plan rules and not for the purposes of reliance as to account balance by a Participant. The records of each such account balance shall reflect amounts attributable to employer contributions (if any), Participant elective-deferral contributions, rollover contributions and transfers, and any after-tax contributions. If a Plan accepts after-tax Roth Elective Deferral Contributions as permitted under Code section 402A ("**Roth Contributions**"), We will keep records that separately account for such Roth contributions and any rollover Roth Contributions, where permitted. We will not be obligated to provide any recordkeeping services with respect to accounts where an entity is not an Approved Provider.
- e. We shall arrange for contributions to and investments in a Participant's account to be allocated in contracts available under the Plan, or as directed by such Participant (or the Participant's beneficiary in the event of the Participant's death). All contributions shall be allocated among such options in accordance with the most recent valid instructions. Transfers among Plan funding options shall be made pursuant to the instructions of the Participant (or beneficiary) in accordance with the terms of the Plan but subject to any restrictions in the applicable mutual fund or annuity contract. We will provide all of the forms necessary to enable allocations of contributions or transfer amounts among the Plan funding options.
- f. We will, as authorized under the Plan and subject to applicable law, administer Plan loans. This duty shall include, but is not limited to, determining the availability of Plan loans, approving, and accounting for Plan loans available under the terms of the Plan.
- g. We will receive beneficiary distribution request forms from Participants, verify the documents comply with Plan and applicable legal requirements, and notify the applicable provider of such determination.
- h. Prior to the distribution of a Participant's benefits from an account with a provider that is no longer an Approved Provider, We will provide the appropriate tax notice as required under section 402(f) of the Code.
- i. We will notify Participants nearing or exceeding the applicable limits on employee elective deferrals in sections 402(g) and 414(v) of the Code. We will, at such times as the parties shall agree, provide You with reports concerning employee elective deferrals in order to aid in their compliance with the applicable limits on employee elective deferrals in sections 402(g) and 414(v) of the Code.
- j. We will take such steps to correct any of Our errors so that the Participant is made whole.
- k. If You elect Common Remitter Services, We will use our best efforts to process remittances and data files received in good order by the end of the following business day. We will maintain and process any files and remittances We receive from You via a separate bank account, with all data received encrypted for security prior to transmittal to Providers. If Participant contributions cannot be processed as received, We will notify You immediately for assistance in reconciliation so that the contributions can be processed on a timely basis.
- l. We will notify You immediately of any letter, telephone call or other communication We receive from an attorney, state insurance department, or other federal or state agency with respect to any matter relating to You or the Plan. If requested, We will provide any applicable information that We may possess to respond to the communication, with the process to be agreed upon.
- m. In the event that We or any affiliated successor entity are required to have a third-party administrator's license in any jurisdiction where We provide Services, We will comply with any applicable laws relating to remittance trust accounts and required notices to Participants.

3. **Your Responsibilities.** You agree to perform the following duties regarding the Plan services:

- a. You will select the entities that, in addition to American Fidelity, are eligible to become Approved Providers under Your Plan's criteria. You will maintain a current list of available and approved Investment Arrangements ("**Products**") from each Approved Provider of the Plan. We will provide education and guidance to the Sponsor upon request.
- b. You will provide Us with necessary Employer Data (as defined in the Master Agreement) which may include but is not limited to each Participant's date of hire, date of birth, salary, employment status (full or part-time),

prior deferrals, contributions, termination date, etc. We will not be responsible and will have no liability to You or any Participant for incomplete, inaccurate and/or untimely Employer Data, whether from You or any other party. We may charge an additional fee, agreed upon in advance, if We are required to take corrective action as a result of any incomplete, inaccurate or untimely information.

- c. You will process Participant payroll deductions under the applicable Salary Reduction Agreements and election forms, as applicable. If a Participant wishes to modify an SRA or an election form, You must forward the amended document to Us for approval before implementing any change.
- d. If an Approved Provider fails to comply with the Investment Provider Agreement, You will cooperate with Us to correct the failure; if the failure continues for more than 30 days after notice to the Approved Provider, that Provider will no longer be an Approved Provider and will be “de-selected” from the Plan. All further contributions, hardship or unforeseeable emergency distributions, or Plan loans will be discontinued. To the extent You fail to do this, We will not be responsible for any compliance issues with the Plan that result.
- e. Where any question arises with regard to actions taken by a Provider based on information We have received from a Provider, We will notify You of the issue for Your resolution.
- f. You will respond to written and/or verbal requests for Plan information from covered Participants.
- g. You will immediately notify Us if at any time You determine the Plan is or has become subject to ERISA.
- h. You are required to maintain all Plan documentation (Plan documents, SRAs, election forms, as applicable) for as long as there is any benefit that could become due to a Participant under Your Plan. We will maintain copies of all executed SRAs and election forms that You deliver to Us.
- i. In the event that You elect Common Remitter Services, You will remit Plan contributions to Us in an approved format on a timely basis. You will provide complete payroll data and reconciliation files as needed to properly reconcile the contributions.
- j. If You sponsor multiple 457(b) Plans, You will be responsible for coordinating Participant Plan contribution limits across such Plans (whether Yours or an affiliates) and limiting participant contributions or take corrective action as required by applicable law.

#### 4. Fees; Limits of Liability.

- a. In exchange for the Services, You agree to the applicable fees set forth in Appendix A attached hereto and if selected, Common Remitter Service fees. You may elect to pass on the fees for services to Your Approved Providers and each Approved Provider must agree to pay the fees as a condition of becoming or remaining an Approved Provider.
- b. **Limitation on Liability. IN RECOGNITION OF THE RELATIVE RISKS RELATED TO THE SERVICES PROVIDED AND THE CONSIDERATION WE MAY RECEIVE FOR SUCH SERVICES, TO THE FULLEST EXTENT PERMISSIBLE BY LAW, OUR MAXIMUM LIABILITY FOR ANY AND ALL CLAIMS UNDER ANY THEORY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY OF THE SERVICES PROVIDED TO YOU PURSUANT TO THIS EXHIBIT INCLUDING WITHOUT LIMITATION, ANY LIABILITY FOR NEGLIGENCE SHALL NOT EXCEED THE AMOUNT OF FEES YOU ACTUALLY PAID IN THE THREE (3) MONTH PERIOD PRIOR TO THE DATE OF LOSS WITH RESPECT TO THE SERVICES DIRECTLY RELATING TO AND FORMING THE BASIS OF SUCH CLAIM.**

**5. Records.** In addition to our obligations to maintain records set forth in the Master Agreement, We will deliver necessary records to You when requested and required temporarily in the case of any regulatory audit. We will deliver copies of records or any part of them within ten (10) business days of such request, or earlier, if required by state law. We reserve the right to request reimbursement for expenses for delivery that exceed \$50.00. We will maintain a copy of this Exhibit along with transaction records for the minimum of seven (7) years after the end of the year of processing, unless transferred to a successor recordkeeper by Your written request. In such case, the successor will acknowledge, if required by law, that it is responsible for retaining Your records regarding transactions that may have occurred under this Exhibit.

## 6. Term and Termination.

- a. **Term of Exhibit.** This Exhibit will begin on the date of the execution of the Master Agreement to which this Exhibit is attached, and shall remain in effect until completion of the first full Plan Year thereafter. Unless otherwise agreed to in writing by the parties hereto, for purposes of this Exhibit, the term “**Plan Year**” shall mean a twelve (12) month calendar year beginning January 1. Upon completion of the first full Plan Year, this Exhibit will continue in full force and effect for additional Plan Years until and unless terminated. In addition, this Exhibit will automatically terminate upon termination of the Plan and the distribution of all Plan assets.
- b. **Termination.** This Exhibit may be terminated with or without cause by either party upon sixty (60) days’ written notice to the other party. We may terminate this Exhibit effective no sooner than 30 days following any determination that the Plan is subject to ERISA, whether You make that determination or if We become aware of facts indicating that the Plan is subject to ERISA. Further, if We no longer provide Your Section 125 Services, We may terminate this Exhibit with (30) days’ written notice any time after the end of the final Plan Year this Exhibit is in force.
- c. **Rights Upon Termination.** Upon termination of this Exhibit for any reason, each party shall pay all amounts due the other party within ten (10) days. We will transfer all records of the Services upon Your written request and payment of the amounts set forth on Appendix A. We agree to follow Your reasonable instructions relating to the transfer of such records, subject to all statutory and regulatory requirements.

**7. Confidentiality.** In performing the Services, We are subject to the confidentiality and data security requirements of the Master Agreement and all applicable laws regarding the privacy of the individual, non-public information that we may access or process under this Exhibit.

**8. Notices.** Notices under this Exhibit shall be given as described in the Master Agreement.

**9. Definitions.** Capitalized terms not defined in this Exhibit will have the meaning given to them in the Plan or the Master Agreement.

“**Approved Providers**” means entities (i) You have selected in Your capacity as Sponsor to offer investment options to Participants, (ii) who are properly licensed and registered, and (iii) who have signed and continue to comply with the form of Investment Provider Agreement.

“**Code**” means the Internal Revenue Code of 1986, as amended, including regulations and official guidance issued thereunder.

“**Investment Provider Agreement**” means the agreement with You that a provider must execute to be considered an Approved Provider. The Investment Provider Agreement is necessary and required by the Code for Us to provide Services and are required for a provider to receive contributions. We will provide a form Investment Provider Agreement to use with Your selected providers.

“**Participant**” includes, but is not limited to any former, current and/or future active, inactive or terminated employees of Sponsor for whom contributions to the Plan are/were made or that maintain Plan assets during any particular billing period or Plan Year (as defined in Section 6(a) of this Agreement).

“**Plan**” means Your Section 403(b) Plan and/or Section 457(b) Plan, as applicable.

“**Provider**” means an investment provider who either (1) is an Approved Provider, or (2) was an Approved Provider at one time. This general term may include entities that are no longer receiving contributions but may have done so in the past and who agree to share information with Us so that we can maintain balances of prior investments.

“**Salary Reduction Agreement**” or “**SRA**” means the agreement executed between You and each Participant relating to contributions to the Plan from such Participant’s pay.

**APPENDIX A**  
**TO 403(B)/457(b) PLAN ADMINISTRATIVE SERVICES EXHIBIT**  
**FEE SCHEDULE**

**I. Service Fees**

In exchange for the Services, You agree to pay the following fees:

a) one time set-up fee in the amount of **\$0.00**; and

b) a monthly fee of **\$1.00** for each Participant in Your Plan. The monthly fee is charged only once per Participant, no matter the number of Plans You sponsor.

Monthly fees will be due and owing for each Participant during a billing period. This fee amount will be in effect from the effective date of the Plan Year and will continue until the completion of the first full Plan Year. Prior to the end of each Plan year, We will review the fee and will be entitled to change it with ninety (90) day written notification.

You will notify Us whether You are electing to use the Common Remitter Services.

**II. Invoicing**

We will invoice You or Your Approved Providers, as applicable, on a periodic basis. Fees shall be due and payable within thirty (30) days of the date of invoice, unless We agree otherwise in writing. If payment is not received on a timely basis, We will have the option to, as applicable, (i) discontinue Services until You pay the applicable fees in full; or (ii) no longer treat the Provider as an Approved Provider until the Provider pays its applicable fees in full; or (iii) terminate this Exhibit for cause.

**III. Post-Termination Record Transfer Fee**

If You request that We transfer records maintained under this Exhibit to You or Your designee upon termination of the Services, You agree to pay:

(a) a record transfer fee of \$150.00; and

(b) any outstanding amounts due and owing to Us under this Exhibit.

The fees set forth above shall be due and payable at the time of Your written request to Administrator for the record transfer. We will have no duty or obligation to comply with Your request until all fees are received.

## SUBSCRIPTION AGREEMENT

American Fidelity Assurance Company (“**American Fidelity**”, “**We**” or “**Us**”) can issue group insurance certificates or policies in two ways – directly to the participating employer (“**Employer**” or “**You**”) or through Your participation in a trust for purposes of issuing coverage. Trust issuance allows a standard set of plan benefits at the same rate for a specific industry, which spreads the risk out over a large pool of participants. Whether issued directly or through a trust, there is no difference in the resulting coverage, but the method of issuance can depend on the states Your employees live in.

This Subscription Agreement allows You to subscribe to one or more of the trusts below, which American Fidelity will select based on Your business and selected insurance products, and to make application for coverage obtained by the trust:

- Higher Education Insurance Trust
- National Business Insurance Trust
- National Education Association Insurance Trust
- National Employers Insurance Trust (Group LifeInsurance not available)
- National Public Employees Insurance Trust
- National Service Industry Insurance Trust
- National School Employees Insurance Trust
- U.S. Business Insurance Trust

You acknowledge that You have reviewed the eligibility rules and understand and agree that:

1. Eligible Employees who enroll must comply with the participation requirements We have established.
2. Coverage is not in force until: (a) American Fidelity and Trustee have approved this Agreement, (b) We have reviewed and approved individual applications; and (c) the first premium for the insurance provided under the plan is paid. Premiums are due each month thereafter based upon Your selected mode of payment.
3. As applicable, We will issue a certificate of insurance to You (for Your coverages) or on Your behalf to each Employee obtaining coverage (for their coverages).
4. The signatory below is authorized to make legally binding decisions for the Employer.

Upon review and approval by Underwriter, this Subscription Agreement shall become effective at 12:01 AM Standard Time on the Effective Date indicated below. It is agreed that the coverage of an eligible person will not take effect until the first premium has been paid on the applicant’s behalf. If we are not able to issue certain coverages through a trust, You will receive a Master Application for Your review and signature.

**ERISA Acknowledgment:** You acknowledge that the Employee Retirement Income Security Act of 1974 (ERISA), as amended or other laws, where applicable, may require that certain Employers (and not American Fidelity) be responsible for certain duties or obligations with respect to the Employer or Employer’s Employees and dependents under any certificate under such group policy or policies subject to this law.

Greeneville City Schools

\_\_\_\_\_  
Name of Participating Employer

Enter Data

1/1/2026

\_\_\_\_\_  
Master Contract Effective Date

Title

