

Putnam County May Board Meeting
May 7, 2015 5:00 PM
1400 East Spring Street
Cookeville, TN 38506

I. Meeting Called to Order

II. Approval of Agenda

III. Announcements

A. I Make A Difference Award

B. Recognize the 2015 Building Level and District Level Teachers of the Year

C. Recognize CTSO student accomplishments for State, Regional and National Competitions

D. Note: Regular July Board Meeting rescheduled for Thursday, June 25, 2015, @ 5:00 PM

IV. Approval of Minutes

A. Minutes Regular April Board Meeting - April 2, 2015, @ 5:00 PM

B. Minutes Special Called Board Meeting - April 15, 2015 @ 12:00 Noon

V. Approval of Consent Agenda

A. Payments/Purchases

1. Approval of payment to HFR, Inc. - Brentwood, Tennessee for professional services as of March 31, 2015, rendered in connection with the Long Range Facility Plan in the amount of \$1,080.00 to be paid from 141-72310-599-02008, Other Contracted Services to be transferred from Undesignated Fund Balance with a future Budget Amendment, as submitted.

2. Approval of payment to Tennessee Tech University - Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between October 1, 2014, and December 31, 2014, in the amount of \$24,511.47 to be paid from 141-73400-399-01604, Other Contracted Service, as submitted.

3. Approval to purchase Surface Pro 3 tablets, TI 84 Plus Calculators, and Microsoft Office Software from Troxell in an amount not to exceed \$92,000 from 142-71100-722-964, MSP Grant funds, in the implementation of the MSP Integrated Math grant, as submitted.

4. Approval to purchase Professional Development texts in an amount not to exceed \$21,000 from IAT Interactive, LLC - Mount Kisco, New York to be paid from 142-71100-429-964, MSP Grant funds, in the implementation of the MSP Integrated Math Grant, as submitted.

B. Bids/Quotes/Sealed Bids

1. Approval of System-wide Bids

a. Air Filters

- b. Copy Paper
- c. Fire Alarm Inspection
- d. Fire Suppression
- e. Light Bulbs
- f. Pest Control
- g. Sprinkler Inspection & Testing
- h. Transportation
 - 1. Petroleum Products
 - 2. Automotive Parts
 - 3. Bus Tires

2. Approval of Walk-In Freezer bid for Northeast Elementary from Strategic Equipment - Knoxville, Tennessee in the total amount of \$23,658.95 to be paid from grant funds in the amount of \$22,500.00 with the remainder to be paid from Food Service fund, as submitted.

3. Approval to bid Dish Washing Machine for CHS to be paid from Food Service funds.

C. Budget Amendments/Line Item Transfers

1. Federal Budget Amendments - Fund 142

- a. Federal Programs - Title III (301) to utilize funds more appropriately according to program needs
- b. Federal Programs - Title I (101) to utilize funds more appropriately according to program needs
- c. Special Education - Allocation was decreased for federal SE PreSchool
- d. Grants - Establish MSP Integrated Math budget for 2015 - 2016
- e. CSHP - School Climate (S3 Grant)

2. Federal Line Item Transfers - Fund 142

- a. Federal Programs - Title II (201) in order to utilize funds more appropriately
- b. Federal Programs - Consolidated Administration required for year end clean up
- c. Special Education - To better expend federal Approach to Executive Functional Skills Grant funds
- d. Curriculum - First to the Top Year 5 clean up

3. General Purpose School Line Item Transfers - Fund 141

- a. Special Education - Spring Clean-up
- b. Special Education - Spring Clean-up

- c. Special Education - Spring Clean-up
 - d. Transportation - Year end budget balance
 - e. Special Education - To budget medical insurance
4. General Purpose School Budget Amendments - Fund 141
- a. Grants - To budget receipt of donation from U-Trust
- D. Approval of Out-of-County & Overnight Trip Report
- E. Approval of Grant Report
- F. Other
1. Approval of the Quarterly Reports for the quarter ending 03-31-15 for the following funds: 141 - General Purpose Schools; 142 - Federal Projects; 143 - Central Cafeteria; 146 - Extended School Program; and 177 - Capital Projects, as submitted.
 2. Approval of a \$20 stipend for Brenda Hughett, Extended Learning Program Coordinator, effective April 2015 through the remainder of the 2014-2015 school year for cell usage for the Extend Learning Program, per Policy 3.3001, Use of Cellular Phones, as submitted.
 3. Approval of 25 hour/12 month rule for school system employees effective July 1, 2015, allowing employees who have worked 12 months and 25 hours per week in our system to be eligible for medical insurance, as submitted.
 4. Approval to renew the Gov Deals contract for the 2015-2016 school year, as submitted.
 5. Approval of a Blanket Adoption for the Math Textbook Adoption as recommended by the Math Textbook Committee.
 6. Approval of the renewal of two-hundred and fifty (250) district licenses for Fast Forward Learning from Scientific Learning Company - Dallas, Texas in the amount of \$56,000.00 to be paid from 142-72210-599-101, as submitted.
 7. Approval to add Symetra Select Benefit as our GAP coverage to the Limited Plans with Concord Insurance, as submitted.
 8. Approval of reimbursement for drug screen/background check and physical for bus drivers who have completed 90 days of employment effective July 1, 2015.
 9. Approval of the Memorandum of Understanding for the 2015-2016 School Year developed by the Putnam County Collaborative Conferencing Committee, as submitted.
 10. Approval of a request to dedicate and name the Jere Whitson Courtyard Garden, "Anderson Gardens" in honor of Dr. Teri Anderson's many years of service.
 11. Approval to extend the current Janitorial Services Agreement between GCA Services Group and Putnam County Schools for the 2015 - 2016 school year, as submitted.
 12. Approval to extend the current School Bus Advertising Program Agreement between District Solutions and Putnam County Schools for the 2015 - 2016 school year, as submitted.

13. Approval to extend the current Pest Control Agreement between Optimus Pest Solutions and Putnam County Schools for the 2015 - 2016 school year, as submitted.

14. Approval to extend the current Postage Meter Lease Agreement between Pitney Bowes Global Financial Services and Putnam County Schools for the 2015 - 2016 school year, as submitted.

15. Approval to extend the existing Beverage Provider Agreement between Coca-Cola Bottling Company Consolidated and Putnam County Schools for the 2015 - 2016 school year, as submitted.

VI. Building Projects Discussion & Approval of Payments/Purchases

A. New Monterey High School Project Update

1. Change Order

a. CO #16

2. Proposed Change Orders

a. PCO #105

b. PCO #78

c. PCO #85

d. PCO #66

3. Payments

a. GEOServices, LLC - Knoxville, Tennessee for construction monitoring services

b. redChair: architects - Knoxville, Tennessee for architectural services and reimbursable expenses

c. Rouse Construction's Application Payment #18

B. New Upperman Middle School Project Update

1. Change Order

a. CO #017

2. Proposed Change Orders

a. PCO #110

b. PCO #111

c. PCO #112R (ASI17) Parts 1-3 for separate consideration

1. Part One (Select Option A or B)

1. Part One - Option A

2. Part One - Option B

2. Part Two

3. Part Three

d. PCO #114 - 1S

3. Payments

a. redChair: architects - Knoxville, Tennessee for architectural services and reimbursable expenses

b. redChair: architects - Knoxville, Tennessee for the Additional Design Services (AS009) for water pump building design

c. R.G. Anderson's Application Payment #20

VII. Policies

A. Section 2, Fiscal Management, policies on first and final reading with no change to update review date only

1. Policy 2.100, Fiscal Management Goals
2. Policy 2.200, Annual Operating Budget
3. Policy 2.300, State and Federal Aid Eligibility Determination
4. Policy 2.401, Gifts and Bequests
5. Policy 2.402, Investment Earnings
6. Policy 2.403, Personal Property Sales
7. Policy 2.404, School Support Organizations
8. Policy 2.500, Deposit of Funds
9. Policy 2.600, Bonded Employees
10. Policy 2.700, Accounting System
11. Policy 2.702, Inventories
12. Policy 2.703, Audits
13. Policy 2,801, Petty Cash Accounts
14. Policy 2.802, Payroll Procedures
15. Policy 2.803, Salary Deductions
16. Policy 2.804, Expenses and Reimbursements
17. Policy 2.805, Purchasing
18. Policy 2.806, Bids and Quotations
19. Policy 2.807, Requisitions

20. Policy 2.809, Vendor Relations

21. Policy 2.900, Student Activity Funds Management

B. Section 2, Financial Management, policies being updated or revised on first and final reading

1. Policy 2.201, Line Item Transfer Authority

2. Policy 2.400, Revenues

3. Policy 2.701, Financial Reports and Records, on first and final reading

4. Policy 2.808, Purchase Orders and Contracts, on first and final reading

5. Policy 2.800, Expenditure of Funds, on first and final reading

VIII. Discussion/Presentations

A. Calendar Committee's Proposal

B. Early Learning Literacy Program Presentation

C. General Purpose School Budget (Fund 141) - Draft #1

IX. Adjournment