

Putnam County Board Meeting
March 2, 2023 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Director's Personnel Report
 - B. School Accounting Informational Reports:
 - School Budgets 2022-23 (Per section 4: Title 11 TN Internal School Uniform Accounting Policy Manual)
 - School Personnel Receiving Cell Phone Benefits 2022-2023 (per Board Policy 3.3001)
 - School Donations 2021-22 (per Board Policy 2.401)
 - School Investment Accounts 2022 (per Board Policy 2.402)
 - C. Putnam County Schools' 2023 Spring Break - Monday, March 13th thru Friday, March 17th
- IV. Approval of Minutes
 - A. Minutes of the Regular February Board Meeting - Thursday, February 2, 2023, @ 5:00 PM
- V. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval of the purchase of Glowforge, Drones, Robotic Kits and 3D Printers for VITAL from Bluum USA - Phoenix, AZ per quote in the amount of \$12,041.75 to be paid from 142-72210-790-401, as submitted.
 2. Approval of the purchase of Onsite Professional Development and materials from Solution Tree - Bloomington, IN per quote in the amount of \$23,207.40 with \$12,187.18 to be paid from 142-72210-399-939 and with \$11,020.22 will be paid from 142-72210-524-933, as submitted.
 3. Approval of the purchase of ELA Professional Development from Amplify - Brooklyn, N.Y. per quote in the amount of \$13,300.00 to be paid from 142-72210-524-201, as submitted.
 4. Approval of payment to Tennessee Tech University - Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between October 1, 2022 and December 31, 2022, in the amount of \$26,234.96 to be paid from 141-73400-399-01604, Other Contracted Service, as submitted.
 5. Approval of payment to Moore, Rader, Fitzpatrick and York, P.C. - Cookeville, Tennessee for legal services from November 28, 2022, to February 17, 2023, in the amount of \$15,871.15 to be paid from 141-72310-331, Legal Services, as submitted. (General Purpose Schools)
 6. Approval to purchase from School Specialty Instruction & Intervention - Nashua, NH for Spire (reading intervention programs for students with

disabilities) student materials in the amount of \$13,919.20 to be paid from 142-71200-429-907, as submitted.

B. Bids/Quotes/Sealed Bids/RFPs

1. Approval to award the School Nutrition Program Beverage Products bid to PepsiCo, the sole bidder, in the bottom-line amount total of \$42,175.10 to be paid from 143-73100-422, as submitted.
2. Approval of awarding the Cookeville High School Electrical and Electronic Trainer bid to the sole bidder, Georgia Educational Solutions - Peachtree Corners, GA, in the amount of \$34,500.00, to be paid from 141 E 71300 730 000 02519 037, SPARC funds, as submitted.
3. Approval of the 2023 - 2024 Audit quote from Tamara Beckman, CPA, for professional services rendered for twenty schools' activity and cafeteria funds year ending June 30, 2024, in the amount of \$14,000 to be paid from 141-72310-305 and approval to authorize the Director of Schools to sign the audit contract, as submitted.
4. Approval of both the Avery Trace Middle School (ATMS) Gym Floor Replacement bid and contract from the lowest and best bidder, Covington Flooring - Birmingham, AL, for the replacement of the water-damaged gym floor at ATMS in the amount of \$80,018.00 to be paid from insurance coverage less the deductible which will be paid from 141-72620-399, as recommended by John Magura, Maintenance Supervisor, and as submitted on the bid tally sheet.
5. Approval of the quote from Cookeville Glass & Mirror - Cookeville, Tennessee for the repair of seven storefront doors as required by the State Fire Marshal at Avery Trace Middle School in the amount of \$15,428.00 to be paid from 141-72620-399, as submitted.
6. Approval to bid printing services for the remainder of the FY23 school year; and due to time constraints, approval to authorize Corby King, Director of Schools, to award the bid to the lowest and best bidder after receipt of bids.

C. Budget Amendments/Line Item Transfers

1. General Purpose School Budget Amendments - Fund 141
 - a. Special Education - To reallocate funds to align with the needs of the Special Education Department for 2022-23 school years
 - b. Adult Education - To budget for revenue received for Adult Education
 - c. Adult Education - To budget for revenue received for Adult Education general services
2. General Purpose School Line Item Transfers - Fund 141
 - a. Special Education - To reallocate funds to pay for PCM training for employees working with SWD
 - b. Career & Technical Education - Innovative School Models Grant - Move monies to purchase Hix Het Press for SBE class @ Prescott South Middle School
3. Federal Projects Budget Amendments - Fund 142

- a. Student Services - This McKinney Vento (sub fund 701) budget amendment is needed to correctly allocate funds with the stated accounts
 - b. Student Services - This Resilient Schools Community Grant (sub fund 941) budget amendment is needed to correctly allocate funds with the stated accounts listed
 - 4. Federal Projects Line Item Transfers - Fund 142
 - a. Special Education - To reallocate funds in the IDEA ARP FY-23 budget to meet the needs of EA'ds working with SWD
 - b. Special Education - To reallocate funds in the IDEA Partnership for Systemic Change K-12 budget to meet the salary requirements for EA
 - 5. School Nutrition Budget Amendment - Fund 143
 - a. Food Service - Increase budget for additional monies received from the State of Tennessee for Supply Chain assistance (SCA)
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
 - 1. Approval of the contract between Putnam County Board of Education and Turf Masters Landscape Management - Cookeville, Tennessee for the system-wide lawn care service per bid tabulation in the amount of \$162,150 to be paid from 141-72610-399, as submitted.
 - 2. Approval of the research request for Jason Brown, a doctoral candidate at East Tennessee State University, as submitted.
 - 3. Permission to distribute \$100,000 in funds saved from the budgeted amount for Athletic Trainers with the breakdown of funds to be \$50,000 to Cookeville High School; \$30,000 to Upperman High School and \$20,000 to Monterey High School, as submitted.
 - 4. Approval of the Memorandum of Agreement between Volunteer Behavioral Health Care System and Putnam County Board of Education that documents the cooperation in the conduct of the Postive Action prevention program at participating Putnam County Schools effective the 2022 - 2023 school year, as submitted.
 - 5. Approval to enter into an agreement with option to request renewal annually for three (3) years to purchase student and staff licenses of Google Workspace Plus for Education edition from CDW-G - South Norwalk, CT from the Sourcewell Contract #081419-CDW-Tech Catalog in the amount of \$48,000.00 to be paid from 141-71100-722-01607, as submitted.
 - 6. Approval of the proposal from Richard C. Rinks & Associates - Cookeville, Tennessee to prepare plans and specifications for the planned roof replacement at Park View Elementary School in the amount of six (6) percent of actual construction cost to be paid from ESSER 3.0.

VI. Policy

- A. Policies on first reading ONLY
 - 1. Policy 2.805, Purchasing
 - 2. Policy 2.806, Bids and Quotations
 - 3. Policy 2.807, Requisitions

VII. Discussion/Presentation

A. Building Projects

1. Park View School Project Update

Speaker(s): Kim Chamberlain, Upland Design Group

a. Park View School Project Action Items

Speaker(s): Kim Chamberlain, Upland Design Group

1. Approval to pay American Constructors, Inc. - Brentwood, Tennessee in the amount of \$1,286,847.12 and Pinnacle Bank (retainage) in the amount of \$58,670.87 for pay application #6 related to the Park View School Project to be paid from the Putnam County Bond Issue, as submitted.
2. Approval to pay Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$13,428.93 for architectural services for the Park View School Project to be paid from 141-76100-304-02504, as submitted.
3. Approval of a payment to GEOService, LLC - Knoxville, Tennessee in the amount of \$24,081.25 for construction monitoring services for the new Park View School Project through February 5, 2023, to be paid from 141-76100-399-000-02504-000, as submitted.

2. Upperman High School Expansion Project Update

Speaker(s): Kim Chamberlain, Upland Design Group

a. Upperman High School Expansion Project Action Items

Speaker(s): Kim Chamberlain, Upland Design Group

1. Approval to pay King Construction Group, Inc. - Cookeville, Tennessee in the amount of \$257,874.72 and First Horizon Bank (retainage) in the amount of \$13,572.35 for pay application #4 related to the Upperman High School Addition Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.
2. Approval to pay Engineering & Testing Solutions, LLC - Knoxville, Tennessee in the amount of \$5,387.50 for engineering services related to the Upperman High School Addition Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.
3. Approval to pay Engineering & Testing Solutions, LLC - Knoxville, Tennessee in the amount of \$2,897.50 for engineering services related to the Upperman High School Addition project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.

B. 2023 -2024 Early Enrollment Guideline Recommendations

Speaker(s): Chris Pierce, Attendance Supervisor

C. Social - Emotional Program Update

Speaker(s): Sheila Barker, Social Emotional Wellness Coordinator

VIII. Adjournment

EXHIBIT
III A.
 03-02-23

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Personnel Report For February 2023

NEW HIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Redden	Emily	AES	SAC Activity Instructor	1/19/23	146-E-73300-189-000-01900-000	5.8	n/a
Wall	David	WPS	Grade 9-12 Teacher	1/17/23	141-E-71150-116-000-00000-105	7.5	Terri G Hale
Scionti	Cohen	Transportation	SPED Bus Attendant/GEN ED Monitor	1/20/23	141-E-72710-189-000-01605-000	5	n/a
Bontrager	Claire	Central Office	Learning Loss Tutor	1/18/23	142-E-71100-189-938-00000-017	1	n/a
Hollandsworth	Briana	ATMS	SPED Resource Assistant	1/19/23	142-E-71200-163-907-00000-000	7..0	expansion position
Dennison	Meghan	Transportation	Bus Monitor	1/4/23	141-E-72710-189-000-01605-000	5	n/a
Oldham	Audrey	STAR Center	LEAP Assistant	1/23/23	141-E-73300-189-000-02003-000	3	n/a
Jones	Alyssa	Central Office	Homeless Navigator	12/20/22	142-E-72210-189-704-00000-000	8	n/a
Cook	Noah	School Nutrition	On Call Sub	1/23/23	143-E-73100-165-000-00037-000	5	n/a
Watson	Prapason	School Nutrition	School Nutrition Employee	1/31/23	143-E-73100-165-000-00015-000	5.5	Terrie Hall
Mackie	Sara	Central Office	SPED Systemwide Related Services Assistant	2/2/23	142-E-71200-163-906-00000-000	7	n/a
Patrick	Tammy	Transportation	Bus Driver	1/24/23	141-E-72710-146-000-00000-000	6	n/a
Everett	Amanda	SES	School Nutrition Employee	2/6/23	143-E-73100-165-000-00070-000	5.7	Tekisha Nilges
Gallardo	Gabriel	CCES	SPED CDC Teacher Assistant	2/2/23	141-E-71200-163-000-00000-030	7.5	Natalee Allen
Barker	Shelby	STAR Center	LEAPS Assistant	1/30/23	141-E-73300-189-000-02003-000	3	n/a
Roden	Isabella	PSES	SAC Activity Instructor	2/2/23	146-E-73300-189-000-01800-000	5.8	n/a
Herren	Mark	Transportation	Bus Driver	1/31/23	141-E-72710-146-000-00000-000	6	n/a
Stephenson	Rex	Transportation	Bus Driver	2/6/23	141-E-72710-146-000-00000-000	5	n/a
Julian	Misty	UMS	School Nutrition Employee	2/6/23	143-E-73100-165-000-00110-000	6.5	Kathleen Adams
Hall	Lillian	NES	SAC Activity Instructor	2/6/23	146-E-73300-189-000-01800-000	5.8	Mackenzie Ihrie
Pratt	Megan	NES	SAC Activity Instructor	2/6/23	146-E-73300-189-000-01800-000	5.8	n/a
Hodge	Elizabeth	AES	SAC Activity Instructor	2/8/23	146-E-73300-189-000-01800-000	5.8	n/a
REHIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Johnson	Lexie	STAR Ceter	LEAPS Assistant	1/17/23	141-E-73300-189-000-02003-000	3	n/a
RESIGNATION							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE			
Montgomery	Lora	ATMS	School Nutrition Employee	1/25/23			
Merced	Williamana	PSES	School Nutrition Employee	1/18/23			
Carwile	Joshua	UHS	SPED Tracs Assistant	1/25/23			
Gagliardi	Sara	PvES	RTI Teacher Assistant	2/3/23			
Barnes	Katherine	Transportation	SPED Bus Attendant	2/1/23			
Ihrie	Mckenzie	NES	SAC Activity Instructor	1/27/23			
Seiber	Chelsey	CCES	Teacher Assistant	2/21/23			
McBroom	Kayla	BPS	SAC Activity Instructor	2/7/23			

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 02-21-23
SK

Shoulders	Danela	Adult Ed	Parapro at the Macon County Site	2/28/23			
Thomas	Christian	Transportation	SPED Bus Attendant	02/10/223			
RETIREMENT							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>			
Hale	Terri	WPA	Grade 9-12 Teacher	2/10/23			
PAY CHANGE							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>	<u>FUNDED</u>	<u>Rate of Pay</u>
ADDITIONAL HOURS							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>	<u>FUNDED</u>	<u>Rate of Pay</u>
Clopton	Ella	STAR Center	will be working LEAPS effective 1/04/2023 through 6/30/2023, NTE 3hrs per day or 15hrs per week @ \$15 per hour	3	1/4/23	141-E-73300-189-000-02003-000	\$15.00
Williams	Joseph	CHS	band staff work DEC WAGES \$501.63	7	1/10/23	141-E-72210-189-000-01601-000	wages \$501.63
White	Reagan	STAR Center	will be working LEAPS effective 01/04/2023 through 6/30/2023, NTE 2hrs per day or 5hrs per week @ \$17 per hour	3	1/4/23	141-E-73300-163-000-02003-000	\$17.00
Haggard	Dawna	STAR Center	will be working LEAPS effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Sims	Summer	STAR Center	will be working LEAPS effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Powell	David	STAR Center	will be working for 21st CCLC effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	142-E-73300-116-431-00000-000	\$30.00
Clopton	Ella	PSMS	will be paid \$500 from the chorus account to pay her for the time she has helped with practices and performances.	7	1/12/23	141-E-72210-189-000-01601-000	\$500 wages
Nicholson	Kimberly	CHS	stipend co department chair stipend wages \$250	7	1/19/23	141-E-72210-189-000-01601-000	\$250 wages
White	Mitchell	CHS	stipend department chair wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 wages
Mahan	Allison	CHS	stipend co department chair stipend waged \$250	7	1/19/23	141-E-72210-189-000-01601-000	\$250 wages
Johnson	Danielle	CHS	stipend department chair wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 wages
Trentham	Karen	CHS	stipend-testing coordinator-wages \$3000	7	1/19/23	141-E-72210-189-000-01601-000	\$3000 wages
Flatt	Meredith	CHS	stipend 2nd half dance fine art wages \$825	7	1/19/23	141-E-72210-189-000-01601-000	\$825 wages
Kefauver	Jon	CHS	stipend-security-wages \$3000	7	1/19/23	141-E-72210-189-000-01601-000	\$3000 wages
Strode	Lori	CHS	stipend-media wages \$1500	7	1/19/23	141-E-72210-189-000-01601-000	\$1500 wages
Chambers	Emily	CHS	stipend-ib coordinator- wages \$3100	7	1/19/23	141-E-72210-189-000-01601-000	\$3100 wages
Bontrager	Claire	BPS	Will be working LEAPS effective 1/17/2023 through 6/30/23, NTE 3hrs per day or 15hrs per week @ \$15 per hour	3	1/17/23	141-E-73300-189-000-02003-000	\$15.00
Chaffin	Ronald	Transportation	CDL Skills Testing Driver Hannah Stephens	7	1/7/23	141-E-72210-189-000-01601-000	\$65.33

Schultz	Nicholas	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Fitzner	Tammy	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NEW 2hrs per day or 5hrs per week @ \$21.33 per	3	1/4/23	141-E-73300-163-000-02003-000	\$21.33
Crabtree	Billie	STAR Center	will be working additional hours on 1/16/2023 for archery NTE 4hrs.	3	1/16/23	141-E-73300-116-000-02003-000	n/a
Washburn	Shirley	STAR Center	will be working additional hours on 1/16/2023 for archery NTE 4hrs.	3	1/16/23	141-E-73300-116-000-02003-000	n/a
Roberson	Carrie	VITAL	Personalized Learning District Coach and receive the Semester 2 stipend pd out of funds managed by Bridgett (\$500)	7	1/5/23	142-E-72210-189-933-00000-000	\$500 stipend
Duff	Matthew	AMS	Stipend for Boy's basketball for \$500	7.5	1/18/23	141-E-72210-189-000-01601-000	\$500 stipend
Warren	Darla	AMS	Stipend for working Basketball concessions for \$750	7	1/18/23	141-E-72210-189-000-01601-000	\$750 stipend
Beil	Misty	AMS	Stipend for working Basketball concessions for \$500	7.5	1/18/23	141-E-72210-189-000-01601-000	\$500 stipend
Cunningham	Amanda	AMS	Stipend for helping coach girl's basketball for \$343.42	7.5	1/18/23	141-E-72210-189-000-01601-000	\$343.42 stipend
Bayless	Joshua	CHS	Stipend Co Dept Chair Wages	7	1/19/23	141-E-72210-189-000-01601-000	\$250.00 stipend
Guenther	Amelia	STAR Center	will be working for 21st CCLC effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	142-E-73300-116-431-00000-000	\$30.00
Stone	Jill	CHS	Stipend- Co Dept Chair Stipend Wages \$250	7	1/19/23	141-E-72210-189-000-01601-000	\$250.00 stipend
Pack	Kimberly	CHS	Stipend- Co Dept Chair Stipend Wages \$250	7	1/19/23	141-E-72210-189-000-01601-000	\$250.00 stipend
Smith	Julie	CHS	Stipend- Dept Chair Wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 stipend
Melton	Landon	CHS	Stipend - Dept Chair Wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 stipend
Williams	Jennifer	CHS	Stipend- Co. Dept Chair Wages \$250	7	1/19/23	141-E-72210-189-000-01601-000	\$250.00 stipend
Philpot	Nickey	CHS	Stipend- Dept Chair Wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 stipend
Miesch	Brian	CHS	Stipend- Dept Head Wages \$500	7	1/19/23	141-E-72210-189-000-01601-000	\$500 stipend
Robinson	Elizabeth	AMS	Stipend for working concession stand for \$80.00	7	1/18/23	141-E-72210-189-000-01601-000	\$80.00 wages
Payne	Emma	AMS	Stipend for helping coach volleyball for \$687.64	7.5	1/18/23	141-E-72210-189-000-01601-000	\$687.64 stipend
Brown	Michael	Transportation	CDL Skills Testing Driver Daniel Thompson	7	1/21/23	141-E-72210-189-000-01601-000	\$65.33
Brown	Michael	Transportation	CDL Skills Testing Driver Jeff Yates	7	1/21/23	141-E-72210-189-000-01601-000	\$65.33
Chaffin	Ronald	Transportation	CDL Skills Testing Driver S Nelson	7	1/21/23	141-E-72210-189-000-01601-000	\$65.33
Chaffin	Ronald	Transportation	CDL Skills Testing Driver James Shelton	7	1/21/23	141-E-72210-189-000-01601-000	\$65.33
Russell	Breanna	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Johnson	Marta	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Roberts	Sandi	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Phillips	Michele	STAR Center	will be working for LEAPS effective 1/4/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Hollandsworth	Briana	STAR Center	will be working for LEAPS effective 1/17/2023 through 6/30/2023, NTE 2hrs per day or 5hrs per week @ \$30 per hour	3	1/17/23	141-E-73300-163-000-02003-000	\$30.00

Vaughn	Katherine	STAR Center	will be working for 21st CCLC effective 1/04/2023 through 6/30/2023, NTE 3hrs per day or 15hrs per week @ \$15 per	3	1/4/23	142-E-73300-189-431-00000-000	\$15.00
Sherman	Rachel	STAR Center	will be working for LEAPS effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Hull	Jamie	STAR Center	will be working for LEAPS effective 1/04/2023 through 6/30/2023, NTE 3hrs per day or 15hrs per week @ \$15 per	3	1/4/23	141-E-73300-189-000-02003-000	\$15.00
Martian	Allana	STAR Center	will be working in 21st CCLC effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 5hrs per week @ \$17 per hour	3	1/4/23	142-E-73300-163-431-00000-000	\$17.00
Price	Karen	STAR Center	will be working for LEAPS effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Brown	Michael	Transportation	CDL Skills Testing Driver Daragpre Kilimanjaro	7	1/28/23	141-E-72210-189-000-01601-000	\$65.33
Farley	Sean	STAR Center	will be working for 21st CCLC effective 1/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	142-E-73300-116-431-00000-000	\$30.00
Hill	Erin	STAR Center	will be working for LEAPS effective 01/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Randolph	Brittini	STAR Center	will be working for LEAPS effective 01/04/2023 through 6/30/2023, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	1/4/23	141-E-73300-116-000-02003-000	\$30.00
Chaffin	Ronald	Transportation	CDL Skills Testing Driver EZ	7	2/4/23	141-E-72210-189-000-01601-000	\$65.33
Chaffin	Ronald	Transportation	CDL Skills Testing Driver Reba	7	2/4/23	141-E-72210-189-000-01601-000	\$65.33
Chaffin	Ronald	Transportation	CDL Skills Testing Driver Michael Thomas	7	2/4/23	141-E-72210-189-000-01601-000	\$65.33
Bryant	Tonya	CHS	PSAT Testing Admin Wages \$87.18	7	02/06/223	141-E-72210-189-000-01601-000	\$87.18
Hoffmeyer	Kelly	CHS	PSAT Testing Admin Wages \$176.10	7.5	2/6/23	141-E-72210-189-000-01601-000	\$176.10
INCREASE IN HOURS							
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
Turner	Carisa		mentor stipend \$25 per hour for 10.25 hours = \$256.25	7.5	1/2/23	141-E-71100-116-000-00000-000	n/a
Herron	Audra	Bus Monitor/Attendant	Ful Time Bus Driver	5	1/30/23	141-E-72710-146-000-00000-000	n/a
DECREASE IN HOURS							
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
Harris	Lois	LEAPS Driver	back to 5hrs per day bus driver	5.00	11/22/22	141-E-73300-146-000-02003-000	n/a
Dennison	Meghan	Equalized Pay in Transportation	Hourly Pay in Transportation	5.00	1/26/23	141-E-72710-189-000-00000-000	n/a
Loftis	Andrea	5 days per week Systemwide SPED Speech Pathologist	4 days per week Systemwide SPED Speech Pathologist	7.50	2/1/23	141-E-71200-171-000-00000-000	n/a
TRANSFERS							
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
Adams	Kathleen	School Nutrition Employee @ UMS	County Wide School Nutrition Sub 6 hrs per day	6	1/23/23	143-E-73100-165-000-00037-000	Kim McCord-Eldridge
Herron	Audra	Bus Driver	Bus Attendant	5	12/20/22	141-E-72710-189-000-01605-000	n/a
Shepherd	Concetta	SPED TRACS Teacher @ PSES	SPED Resource Teacher @ MHS	7.5	1/23/23	141-E-71200-116-000-00000-055	Jessica Blair

Green	Maria	Homebound Teacher	Grade 9-12 Teacher/ Cav Academy Class @ CHS	7.5	2/1/23	141-E-71100-116-000-00000-037	Ricky Wood
Wade	Kenzie	SPED Tracs Assistant @UMS	SPED Extended Resource Assistant @ UMS	7	1/26/23	142-E-71200-163-906-00000-110	Justin Carr
Carr	Justin	SPED Extended Resource Assistant @ UMS	SPED Tracs Assistant @ UMS	7	1/26/23	141-E-71200-163-000-00000-110	Kenzie Wade
Miller	Clara	SUB	EA Assistant/Tutor sytemtwide	7	1/30/23	142-E-71100-189-938-00000-000	n/a
Brewer	Connie	SUB	Bus Driver	5	1/17/23	141-E-72710-146-000-00000-000	n/a
Cagle	Stacey	Grade 7 English Teacher @ PSMS	Homebound Teacher	7.5	2/1/23	141-E-71200-128 (50%) 141-E-71110-128-02100 (50%)	Maria Green
Summons	Trinity	SUB	Grade 5-8 Science Teacher	7.5	2/13/23	141-E-71100-116-000-00000-110	Savannah Bowman
Jones	Derrick	Asst Coach @ PSMS (Supplement)	Head Coach @ UMS (Supplement)	1	2/8/23	141-E-71100-140-000-00000-000	Josh Carwile

PROFESSIONAL

LAST NAME	FIRST NAME	DEGREE	EFFECTIVE DATE	FUNDING CODE	AMOUNT
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TERMINATIONS

LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE
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NON-RENEWALS

LAST NAME	FIRST NAME	LOCATION	POSITION	HOURS	EFFECTIVE DATE
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OTHER

LAST NAME	FIRST NAME	LOCATION	POSITION	HOURS	EFFECTIVE DATE
Jenkins	Kiri	Burks	Master's Degree= \$2600	7.5	1/24/23
Stoire	Hannah	CHS	Master's Degree= \$2600	7.5	1/30/23
Pentecost	Hayden	UHS	Ed.S = \$2,600	7.5	2/7/23
Leftwich	Christi	BPS	taking a unpaid LOA from 2/13/23-5/17/23 for student teaching	7	2/13/23
Profitt	Sarah	UHS	Master's Degree= \$2600	7.5	2/10/23
Copeland	Dennis	WPA	Ed.S = \$2,600	7.5	2/14/23

SPREADSHEETS:

Additional Hours through LEAPS programs	PCF & Spreadsheet #1
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PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#1

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: STAR CENTER

Employee Type Code: 12SPT

OR Employee's Name: REBECCA DAWN PHILLIPS

* REASON FOR ACTION: ADDITIONAL HOURS

* EFFECTIVE DATE: 01/16/2023

* TEACHER ASSISTANT - N/C: No
ANSWER - YES NO OR N/A

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: No one

* MONTHS WORKED PER YEAR: 9.5

* HOURS WORKED PER DAY: 3.0

POSITION FUNDED: Fund Code listed by each employee on spreadsheet

Type of Funding: LEAPS

* NOTES: Please see attached spreadsheet

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

Last Name	First Name	Location (school)	Assignment	Hrs NTE	Effective Date	Funding	Rate of Pay
England	Meghan	ATMS	Swim	NTE 8hrs per day	1-16-23 & 1-28-23	141-73300-116-02003	\$30.00
Washburn	Shirley	ATMS	Archery	NTE 8hrs per day	1/21/23	141-73300-116-02003	\$30.00
Givens	Lacey	ATMS	Archery	NTE 8hrs per day	2/4/23	141-73300-116-02003	\$30.00

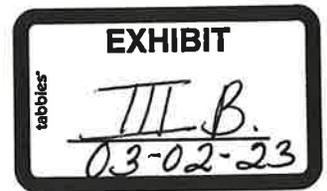
Harris	Sandy	Burks	Archery	NTE 8hrs per day	2/4/23	142-73300-116-0431	\$30.00
Uribe	Sharol	Burks	Archery	NTE 8hrs per day	2/4/23	142-73300-116-0431	\$30.00

Hall	Patsy	PSES	Best Group Training	NTE 8hrs per day	1/28/23	141-73300-189-02003	\$15.00
Hull	Jamie	BPS	Best Group Training	NTE 8hrs per day	1/28/23	141-73300-189-02003	\$15.00
Ledford	Kimberly	PSES	Best Group Training	NTE 8hrs per day	1/28/23	141-73300-116-02003	\$30.00
Landis	Reajean	PSES	Best Group Training	NTE 8hrs per day	1/28/23	141-73300-116-02003	\$30.00

Hollandsworth	Briana	ATMS	Best Group Training	NTE 8hrs per day	1/28/23	141-73300-163-02003	\$30.00
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Troyer	Abbey	Burks	Best Group Training	NTE 8hrs per day	1/28/23	142-73300-189-0431	\$9.25
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Done 1.30.23.



Memo to: Corby King
Director of Schools

From: Mark McReynolds *MPM*
Director of Finance

Date: February 21, 2023

Subject: School Budgets 2022-23
School Paid Cell Phone Benefits 2022-23
Donations Report 2021-22
School Investment Accounts Report 2022

School Accounting Informational Reports: March 2, 2023, Board Meeting

Report: School Budgets 2022-23 (Per section 4: Title 11 TN Internal School Uniform Accounting Policy Manual)

Report: School Personnel Receiving Cell Phone Benefits 2022-2023 (Per Board Policy 3.3001)

Report: School Donations 2021-22 (Per Board Policy 2.401)

Report: School Investment Accounts 2022 (Per Board Policy 2.402)

received
02-21-23 *CK*

Section 4: Administration of Internal School Funds

Title 11, Budgets for Internal School Funds

The budget is an estimated plan of anticipated revenues and proposed expenditures for a fiscal year. (Tennessee public schools have a fiscal year beginning July 1 and ending June 30.) For the general fund, the budget should present the beginning general fund balance, estimated revenues, proposed expenditures, and the estimated ending general fund balance. For each restricted fund, the budget should present separately the beginning account balance, estimated revenues, proposed expenditures, and the estimated ending account balance.

As soon as possible after school begins, students, in consultation with the activity/club sponsor, should develop and adopt a budget that will be used during the current fiscal year. Each sponsor should submit a copy to the principal for use in preparing a comprehensive school budget that is submitted to the board through the director of school's office. A copy of the school budget should be retained on file at the school for future reference and audit purposes.

Local Education Agency – School Nutrition Funds are a special revenue fund(s) of the respective county government. As a result, the budgeting process is the responsibility of the Board of Education. All revenues and expenditures should be budgeted in accordance with applicable laws and regulations.

RE: School Budgets 2022-2023

SCHOOL BUDGETS
2022-2023

To Board: March, 2023

		Beginning Balance	Estimated		
		7/1/2022	Revenues	Expenditures	Balance 6/30/23
Adult High School	General	\$ 1,810	\$ 1,500	\$ (1,500)	\$ 1,810
	Restricted	\$ 621	\$ 300	\$ (300)	\$ 621
	Total	\$ 2,431	\$ 1,800	\$ (1,800)	\$ 2,431
Algood Elementary	General	\$ 15,487	\$ 34,858	\$ (35,151)	\$ 15,194
	Restricted	\$ 1,973	\$ 11,204	\$ (10,587)	\$ 2,590
	Total	\$ 17,460	\$ 46,062	\$ (45,738)	\$ 17,784
Algood Middle School	General	\$ 25,650	\$ 28,810	\$ (28,500)	\$ 25,960
	Restricted	\$ 76,683	\$ 189,500	\$ (208,571)	\$ 57,612
	Total	\$ 102,333	\$ 218,310	\$ (237,071)	\$ 83,572
Avery Trace	General	\$ 13,893	\$ 30,600	\$ (25,600)	\$ 18,893
	Restricted	\$ 52,431	\$ 92,795	\$ (90,540)	\$ 54,686
	Total	\$ 66,324	\$ 123,395	\$ (116,140)	\$ 73,579
Baxter Primary	General	\$ 51,620	\$ 80,830	\$ (76,850)	\$ 55,600
	Restricted	\$ 1,124	\$ 14,352	\$ (14,352)	\$ 1,124
	Total	\$ 52,744	\$ 95,182	\$ (91,202)	\$ 56,724
Burks Elementary School	General	\$ 70,657	\$ 17,200	\$ (40,000)	\$ 47,857
	Restricted	\$ 14,953	\$ 17,100	\$ (17,746)	\$ 14,307
	Total	\$ 85,610	\$ 34,300	\$ (57,746)	\$ 62,164
Cane Creek Elementary	General	\$ 37,080	\$ 31,450	\$ (31,400)	\$ 37,130
	Restricted	\$ 7,869	\$ 18,000	\$ (18,000)	\$ 7,869
	Total	\$ 44,949	\$ 49,450	\$ (49,400)	\$ 44,999
Capshaw Elementary	General	\$ 28,012	\$ 119,725	\$ (138,500)	\$ 9,237
	Restricted	\$ 6,378	\$ 16,100	\$ (15,800)	\$ 6,678
	Total	\$ 34,389	\$ 135,825	\$ (154,300)	\$ 15,914
Cookeville High School	General	\$ 66,650	\$ 100,140	\$ (155,700)	\$ 11,090
	Restricted	\$ 641,448	\$ 974,315	\$ (952,067)	\$ 663,696
	Total	\$ 708,098	\$ 1,074,455	\$ (1,107,767)	\$ 674,786
Cornerstone Elementary	General	\$ 60,006	\$ 45,400	\$ (34,700)	\$ 70,706
	Restricted	\$ 9,145	\$ 1,125	\$ (1,125)	\$ 9,145
	Total	\$ 69,151	\$ 46,525	\$ (35,825)	\$ 79,851
Jere Whitson Elementary	General	\$ 24,238	\$ 15,290	\$ (21,800)	\$ 17,728
	Restricted	\$ 14,120	\$ 14,964	\$ (15,613)	\$ 13,470
	Total	\$ 38,357	\$ 30,254	\$ (37,413)	\$ 31,198
Monterey High School	General	\$ 84,504	\$ 14,850	\$ (14,550)	\$ 84,804
	Restricted	\$ 291,192	\$ 211,700	\$ (212,790)	\$ 290,102
	Total	\$ 375,696	\$ 226,550	\$ (227,340)	\$ 374,906
Northeast Elementary	General	\$ 34,840	\$ 22,300	\$ (19,100)	\$ 38,040
	Restricted	\$ 9,871	\$ 11,150	\$ (11,100)	\$ 9,921
	Total	\$ 44,711	\$ 33,450	\$ (30,200)	\$ 47,961
Parkview Elementary	General	\$ 13,282	\$ 23,400	\$ (21,600)	\$ 15,082
	Restricted	\$ 5,255	\$ 5,460	\$ (5,460)	\$ 5,255
	Total	\$ -	\$ 28,860	\$ (27,060)	\$ 1,800
Prescott South Elem School	General	\$ 18,442	\$ 57,800	\$ (57,375)	\$ 18,867
	Restricted	\$ 10,490	\$ 35,500	\$ (27,300)	\$ 18,690
	Total	\$ 28,932	\$ 93,300	\$ (84,675)	\$ 37,557
Prescott South Middle School	General	\$ 11,192	\$ 54,300	\$ (48,500)	\$ 16,992

SCHOOL BUDGETS
2022-2023

To Board: March, 2023

		Beginning Balance	Estimated		
		7/1/2022	Revenues	Expenditures	Balance 6/30/23
	Restricted	\$ 97,278	\$ 148,550	\$ (131,015)	\$ 114,813
	Total	\$ 108,470	\$ 202,850	\$ (179,515)	\$ 131,805
Sycamore Elementary	General	\$ 21,782	\$ 21,100	\$ (22,500)	\$ 20,382
	Restricted	\$ 2,631	\$ 6,700	\$ (6,700)	\$ 2,631
	Total	\$ 24,413	\$ 27,800	\$ (29,200)	\$ 23,013
Upperman High School	General	\$ 23,883	\$ 36,750	\$ (34,100)	\$ 26,533
	Restricted	\$ 410,246	\$ 495,095	\$ (386,035)	\$ 519,306
	Total	\$ 434,129	\$ 531,845	\$ (420,135)	\$ 545,839
Upperman Middle School	General	\$ 62,373	\$ 54,710	\$ (48,350)	\$ 68,733
	Restricted	\$ 85,839	\$ 186,845	\$ (177,880)	\$ 94,804
	Total	\$ 148,212	\$ 241,555	\$ (226,230)	\$ 163,537
White Plains Academy	General	\$ 24,958	\$ 1,531	\$ (1,100)	\$ 25,389
	Restricted	\$ 8,655	\$ 1,086	\$ (492)	\$ 9,249
	Total	\$ 33,613	\$ 2,617	\$ (1,592)	\$ 34,638
DISTRICT TOTAL	General	\$ 690,359	\$ 792,544	\$ (856,876)	\$ 626,027
	Restricted	\$ 1,748,201	\$ 2,451,841	\$ (2,303,474)	\$ 1,896,568
	Total	\$ 2,438,560	\$ 3,244,385	\$ (3,160,350)	\$ 2,522,595

Putnam County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cell Phones	Descriptor Code: 3.3001	Issued Date: 01/12/12
		Rescinds: 3.3001	Issued: 07/09/09

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
2 the school system. Whenever possible, other methods of more economical, immediate communication
3 shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be
4 approved by the director of schools/designee. The Board shall be financially responsible for the
5 customary minimum monthly bills for pre-approved cellular phones.

6 Cellular phones provided to employees are for official school board business only and shall not be used
7 for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than
8 the customary minimum monthly bill, the excess portion shall become the responsibility of the
9 employee to whom the cellular phone has been issued. If the employee wishes to dispute the portion of
10 the monthly bill for which s/he is responsible, the employee may request and become financially
11 responsible for obtaining a listing for phone use during the disputed period of time.

12 The director of schools/designee shall develop procedures for assignment and use of phones, billing
13 disputes and lost or damaged cellular phones. These procedures shall be given to any employee
14 requesting a cellular phone.

15 The system may choose to allow departments and/or schools to reimburse employees a portion of the
16 cost for the use of private cell phones for Board of Education official business at a rate to be
17 determined by the director and approved by the Board in lieu of Board of Education assigned cell
18 phones.

19 A school may choose to pay for cellular phones for school personnel from school funds if approved by
20 the Principal. If a school chooses to pay for cellular phones or reimburse for cellular phone usage a list
21 of all school personnel receiving this benefit will be given to the Board annually for approval.

RE: School Personnel Receiving Cell Phone Benefits 2022-2023

**Putnam County Board of Education
School Personnel Receiving Cell Phone Benefit**

2022-2023

(per Board policy 3.3001)

Report to Board, March, 2023

SCHOOL NAME	Employee Name	Position	school pays for cell equipment & plan	school reimburses usage employee personal cell	paid from gen or restricted	name of restricted acct
Adult HS/VITAL	none	n/a	none	none	n/a	n/a
Algood Elementary School	none	n/a	none	none	n/a	n/a
Algood Middle School	none	n/a	none	none	n/a	n/a
Avery Trace Middle School	Alma Anderson	Principal	yes	none	General	n/a
	Clif Matlock	Assistant Principal, 7-8	yes	none	General	n/a
	Mel Presley	Assistant Principal, 5-6	yes	none	General	n/a
	Kim Stanford	Bookkeeper	yes	none	General	n/a
Baxter Primary School	none	n/a	none	none	n/a	n/a
Burks Elementary School	none	n/a	none	none	n/a	n/a
Cane Creek Elementary	none	n/a	none	none	n/a	n/a
Capshaw Elementary	Renee Cantrell	Principal	none	yes	General	n/a
	Kendra Hillis	Assistant Principal	none	yes	General	n/a
Cookeville High School	Max Petett	Principal	yes	none	General	n/a
	Tammi Hill	Executive Assistant	yes	none	General	n/a
	Michelle Bowman	Assistant Principal	yes	none	General	n/a
	Adam Kefauver	Assistant Principal	yes	none	General	n/a
	Lance Kennedy	Assistant Principal	yes	none	General	n/a
	Karen Maddox	Assistant Principal	yes	none	General	n/a
	Karen Trentham	Assistant Principal	yes	none	General	n/a
	Karen Zavaulta	Assistant Principal	yes	none	General	n/a
	Bill Harris	School Resource Officer	yes	none	General	n/a
Cornerstone Elementary School	none	n/a	none	none	n/a	n/a
Jere Whitson Elementary	none	n/a	none	none	n/a	n/a
Monterey High School	none	n/a	none	none	n/a	n/a
Northeast Elementary	none	n/a	none	none	n/a	n/a
Parkview Elementary	none	n/a	none	none	n/a	n/a
Prescott South Elementary	none	n/a	none	none	n/a	n/a
Prescott Middle School	Misty Briggs	Assistant Principal	yes	none	General	n/a
Sycamore Elementary	none	n/a	none	none	n/a	n/a
Upperman High School	Stephen Robbins	Principal	yes	none	General	n/a
Upperman Middle School	none	n/a	none	none	n/a	n/a
White Plains Academy	none	n/a	none	none	n/a	n/a

Putnam County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Gifts and Bequests	Descriptor Code: 2.401	Issued Date: 01/10/08
		Rescinds: 2.401	Issued: 12/03/01

1 *General*

2 The director of schools is authorized to accept gifts to the school system and may designate others to
3 accept gifts for particular schools in behalf of the Board.¹ The Board will officially express appreciation
4 to the donor and all major gifts will be reported to the Board and publicly announced.

5 In instances where the director of schools or his designee doubts the appropriateness or usefulness of an
6 offered gift, the gift may be declined or the matter referred to the Board.

7 In accepting gifts and donations, the following guidelines shall be followed:

- 8 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
9 placed on school premises shall for all intents and purposes be a gift and shall become school
10 system property subject to the same controls and regulations that govern the use of other school-
11 owned property.
- 12 2. Contributions of equipment or services that may involve major costs for installation,
13 maintenance, or initial or continuing financial commitments from school funds shall be presented
14 by the director of schools' office for Board consideration and approval.
- 15 3. Individuals or organizations wanting to contribute supplies or equipment will consult with school
16 officials about the feasibility of accepting such contributions prior to the solicitation of funds or
17 the making of budgetary appropriations.
- 18 4. A list of supplies and equipment which have been contributed shall be reported to the Board by
19 the director of schools' office annually.
- 20 5. All gifts or donations will be placed where the best use can be made
- 21
- 22
- 23
- 24

RE: School Donations 2021-2022

Putnam County Schools System

Donations Report

Year: 2021-2022

Complete Per Board Policy 2.401, Item #4

SCHOOLS	DONATED ITEM VALUE	General	Restricted	Web Donation	TOTAL
ADULT LEARNING CENTER/VITAL	-	\$ 1,000.00	\$ 1,993.30	\$ -	\$ 2,993.30
ALGOOD ELEMENTARY SCHOOL	-	\$ 1,691.22	\$ 3,145.00		\$ 4,836.22
ALGOOD MIDDLE SCHOOL		\$ -	\$ 56,264.46		\$ 56,264.46
AVERY TRACE MIDDLE SCHOOL		\$ 1,190.00	\$ 30,121.95		\$ 31,311.95
BAXTER PRIMARY SCHOOL		\$ 5,676.78			\$ 5,676.78
BURKS ELEMENTARY SCHOOL	\$ 400.08	\$ 405.00	\$ 6,750.00		\$ 7,555.08
CANE CREEK ELEMENTARY		\$ 2,025.44	\$ 2,379.53		\$ 4,404.97
CAPSHAW ELEMENTARY	\$ -	\$ 122,616.20	\$ 18,896.57		\$ 141,512.77
COOKEVILLE HIGH SCHOOL		\$ 1,516.24	\$ 72,237.64		\$ 73,753.88
CORNERSTONE ELEMENTARY SCHOOL	\$ 1,830.42	\$ 4,279.36	\$ 10,505.21		\$ 16,614.99
JERE WHITSON ELEMENTARY		\$ 8,519.74	\$ 4,850.00		\$ 13,369.74
MONTEREY HIGH SCHOOL		\$ 245.00	\$ 56,494.00		\$ 56,739.00
NORTHEAST ELEMENTARY		\$ 129.03	\$ 2,948.50		\$ 3,077.53
PARK VIEW ELEMENTARY		\$ 5,554.85	\$ 8,937.60		\$ 14,492.45
PRESCOTT SOUTH ELEMENTARY		\$ 7,263.67	\$ 7,967.86		\$ 15,231.53
PRESCOTT SOUTH MIDDLE SCHOOL	\$ 200.00	\$ 525.00	\$ 11,136.08		\$ 11,861.08
SYCAMORE ELEMENTARY		\$ 4,027.38	\$ 2,334.81		\$ 6,362.19
UPPERMAN HIGH SCHOOL		\$ 5,322.08	\$ 117,486.15		\$ 122,808.23
UPPERMAN MIDDLE SCHOOL		\$ 200.00	\$ 13,094.04		\$ 13,294.04
WHITE PLAINS ACADEMY		\$ 1,000.00	\$ 500.00		\$ 1,500.00
TOTAL:	\$ 2,430.50	\$ 173,186.99	\$ 428,042.70	\$ -	\$ 603,660.19

Putnam County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Investment Earnings	Descriptor Code: 2.402	Issued Date: 01/10/08
		Rescinds: 2.402	Issued: 12/03/01

1 *Individual Schools*

2 The building principal, with consent of the director of schools, is authorized to invest excess funds of
3 the school in appropriate investment options.¹ Appropriate investment options are savings accounts,
4 money market accounts and certificates of deposit. Interest earned on general fund accounts shall be
5 credited to general fund revenue.

6 School food service funds shall be kept separate from other school funds and interest earned on food
7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts that are federally insured and protected by sufficient collateral.

9 Reports of the investments shall be made to the Board annually.

RE: School Investment Accounts 2022

Legal Reference:

1. *Tennessee Internal School Uniform
Accounting Policy Manual*; Section 6-1

Cross References:

Deposit of Funds 2.500
Food Service Management 3.500

School Investment Accounts
 Report to Board of Education
 per Board Policy 2.402
 Year Ending, 12/31/22

SCHOOL	Principal	School Investment Account	Amount in Investment Account
ADULT LEARNING CENTER/VITAL	Shannon Pirtle	checking only	N/A
ALGOOD ELEMENTARY SCHOOL	Patience Cannon	checking only	N/A
ALGOOD MIDDLE SCHOOL	Russell Darley	checking only	N/A
AVERY TRACE MIDDLE SCHOOL	Alma Anderson	checking only	N/A
BAXTER PRIMARY	Marsha Wyatt	checking only	N/A
BURKS ELEMENTARY SCHOOL	Heather Tinch	checking only	N/A
CANE CREEK ELEMENTARY	Rhonda Mahan	checking only	N/A
CAPSHAW ELEMENTARY	Renee Cantrell	checking only	N/A
COOKEVILLE HIGH SCHOOL	Max Petett	Pinkerton Scholarship & WC Moore Scholarship	Pinkerton \$14,717.86 (Speech) WC Moore \$4,104.43 (Newspaper)
CORNERSTONE ELEMENTARY SCHOOL	Tammy Hoover	checking only	N/A
JERE WHITSON ELEMENTARY	Tina Francis	checking only	N/A
MONTEREY HIGH SCHOOL	Sonja Farley	checking only	N/A
NORTHEAST ELEMENTARY	Dr. Melissa Palk	checking only	N/A
PARK VIEW ELEMENTARY	Bobby Winingham	checking only	N/A
PRESCOTT SOUTH ELEMENTARY	Dr. Catherine Jones	checking only	N/A
PRESCOTT SOUTH MIDDLE SCHOOL	Tera Brooks	checking only	N/A
SYCAMORE ELEMENTARY	Tracy Nabors	checking only	N/A
UPPERMAN HIGH SCHOOL	Stephen Robbins	checking only	N/A
UPPERMAN MIDDLE SCHOOL	Jessica Etheredge	checking only	N/A
WHITE PLAINS ACADEMY	Joe Matheny	checking only	N/A

All schools have a checking account; some schools have an additional savings or CD account

Ms. **CRAVENS** stated the Board would address Agenda Item IV.A., Approval of the Minutes.

ACTION: (IV.A.) Dr. **FRY** made a motion to approve the Minutes of the Regular January Board Meeting – Thursday, January 5, 2023, @ 5:00 PM, as submitted. Mr. **McCORMICK** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address approval of the Consent Agenda, and asked if anyone had an item they would like removed for discussion.

ACTION: (V.A.1. – V.F.7.) Mr. **McHENRY** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of School:

V. Approval of the Consent Agenda

A. Payments/Purchases

1. Approval to purchase Testing Kits and Materials for School Psychologists from Pearson Clinical Assessment – San Antonio, Texas in the amount of \$11,135.85 to be paid from 141-72220-499, as submitted.
2. Approval of payment to Automated Controls, Inc. in the amount of \$2,850.00 and Truxton Trust in the amount of \$150.00 for retainage withheld for a total amount of \$3,000.00 to be paid from 142-76100-707-932 (ESSER 2.0) for application payment #10 relative to the CHS Controls Upgrade Project, as submitted.
3. Approval to pay the \$5,000 option to the City of Cookeville for the 92.54 acres of land off Highway 111 known as the Trinity Property, noting the option is \$5,000 per year for 6 years with the purchase price of the property for Putnam County, if executed, to be \$2,783,418 plus accrued interest, as submitted.
4. Approval to purchase five (5) Viewboards for Burks Elementary from Bluum USA – Phoenix, AZ per quote in the amount of \$11,295.05 to be paid from 142-72210-790-101, as submitted.
5. Approval of the purchase of thirty-three (33) Chromebooks for Avery Trace Middle School (ATMS) from Bluum USA – Phoenix, AZ per quote in the amount of \$11,014.08 to be paid from 142-71100-722-101, as submitted.

6. Approval to purchase six (6) cafeteria tables from Ernie Morris Enterprises, Inc. – Bushnell, Florida for Cookeville High School in the amount of \$18,684.00 to be paid from 141-71100-722-02117, as submitted.

B. Bids/Quotes/Sealed bids/RFPs

1. Approval to bid for the replacement of the water damaged wood gym floor at Avery Trace Middle School (ATMS) to be paid from our insurance less any deductible, as submitted.
2. Approval of the following bid items for the School Nutrition Program, as submitted:
 - a. Renewal of the Milk and Milk Products bid for SY 23-24
 - b. Renewal of the Upper Cumberland USDA Foods Processing bid for SY 23-24
 - c. Permission to bid Ice Cream Products for SY 23-24, with the ability to request renewal for up to 4 additional years
 - d. Permission to bid Ready to Eat, Delivery Pizza for SY 23-24, with the ability to request renewal for up to 4 additional years
 - e. Approval of the Memorandum of Understanding between Jackson, Macon, and Putnam County School Nutrition Programs in bidding food & non-food items
3. Permission to bid System-wide bids for Air Filters and Transportation Fuel and Bus Tires
4. Approval of the System-wide Lawn Maintenance Bid to the sole bidder, Turf Masters Landscape Management, LLC – Baxter, Tennessee, in the total amount of \$162,150.00 for the 2023 school year, as submitted on the bid tally sheet.

C. Budget Amendments/Line Item Transfers

1. General Purpose School Budget Amendments – Fund 141
 - a. Student Services – This NoVo Teacher Morale & Retention Grant revenue amendment is required in order to allocate incoming funds
2. Federal Projects Budget Amendments – Fund 142
 - a. Federal Programs – Increase Consolidated Admin Budget based on additional contributions from Title IA

- b. Federal Programs – Increase Consolidated Admin contribution from Title IA
- c. Federal Programs – Title I (101) revenue amendment is required in order to allocate additional funds
- d. Federal Programs – Title I Neglected (121) revenue amendment is required in order to allocate additional funds
- e. Federal Programs – Title ID (161) revenue amendment is required in order to allocate funds
- f. Federal Programs – Title II Revenue amendment is required in order to allocate additional funds
- g. Federal Programs – Title III revenue amendment is required in order to allocate additional funds
- h. Federal Programs – Title IV (401) revenue amendment is required in order to allocate additional funds
- i. Special Education – To reallocate funds to pay for an additional assistant to serve SWD ages 3-21 years
- j. Federal Programs – This TN All Corps (938) is required in order to purchase equipment for the program
- k. Special Education – To budget additional IDEA Part B funds awarded to Putnam County serving SWD ages 3-21 years for FY-23
- l. Special Education – To budget additional funds awarded to Putnam County SWD ages 3-5 years
- m. Career & Technical Education Perkins Grant – Move monies to purchase additional computer tower and monitor for CHS Civil Engineering & Architecture PLTW

D. Approval of Out-of-County and Overnight Trip Reports

E. Approval of the Grant Report

F. Other

1. Approval to renew Adobe software licensing annual subscription from Central Technologies, Inc. – Knoxville, Tennessee from Quote #014958 in the amount of \$15,713.00 to be paid from multiple system-wide funding accounting, as submitted.
2. Approval of the Quarterly Reports for the quarter ending 12/31/22 for the following funds, as submitted:
 - 141 General Purpose Schools
 - 142 Federal Projects
 - 143 Central Cafeteria
 - 146 Extended School Program
3. Approval of the research request for Allison Coutinho, a doctoral candidate at Tennessee Tech University, as submitted.
4. Approval of the Master Services and License Agreement between Accelerate Education – Anthem, AZ and Putnam County School System to establish the terms and conditions under which Accelerate Education will provide products and services, as submitted.
5. Approval to enter into a Retainage Agreement with AAR of North Carolina, Inc. and First National Bank to establish an interest-bearing account at a financial institution to house the retainage funds related to the Upperman High School Roof Project per State of Tennessee requirements, as submitted.
6. Approval of the amendment to the agreement with Tennessee Tech University – Cookeville, Tennessee to provide dual enrollment to Putnam County students for the 2022 – 2023 school year, as submitted.
7. Approval to renew GetHelp/IT asset management bundled package from Frontline Education per attached Quote Q-120950 on NCPA Contract #01-102 in the amount of \$15,000.00 to be paid from 141-72250-499, as submitted.

Ms. **RAMSEY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VI.A., Building Projects, and recognized Kim Chamberlin, Upland Design Group – Crossville, Tennessee.

Mr. **Chamberlin** stated the following regarding the New Park View School Project Update:

- Good deal of work completed on the project
- Multiple footings in place in the classroom wing area
- Underground sanity sewer work going well
- Working on site prep
- Work going well with no issues

Ms. **CRAVENS** stated the Board would address Agenda Item VI.A.1.a.(1.) – VI.A.1.a.(5.), Payments of the Park View Action Items.

ACTION: [VI.A.1.a.(1.) – VI.A.1.a.(5.)] Mr. **McHENRY** made a motion to approve the following Park View Action Items, as submitted:

- VI.A.1.a.(1.) Approval to pay American Constructors, Inc. – Brentwood, Tennessee in the amount of \$1,625,522.90 and Pinnacle Bank (retainage) in the amount of \$76,860.77 for pay application #5 related to the Park View School Project to be paid from the Putnam County Bond Issue, as submitted.
- VI.A.1.a.(2.) Approval to pay Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$17,070.66 for architectural services for the Park View School Project to be paid from 141-76100-304-02504, as submitted.
- VI.A.1.a.(3.) Approval to pay \$135,990 to the City of Cookeville for the building permit fee for the new Park View School Project to be paid from 141-76100-399-02504, as submitted.
- VI.A.1.a.(4.) Approval of payment to GEOService, LLC – Knoxville, Tennessee in the amount of \$18,585.00 for construction monitoring services for the new Park View School Project through December 11, 2022, to be paid from 141-76100-399-02504-000, as submitted.
- VI.A.1.a.(5.) Approval of a payment to GEOService, LLC – Knoxville, Tennessee in the amount of \$11,520.00 for construction monitoring services for the new Park View School Project through January 08, 2023, to be paid from 141-76100-399-02504-000, as submitted.

Mr. **LEDBETTER** seconded the motion. Motion carried.

Mr. **Chamberlin** stated the following regarding the Upperman High School (UHS) Addition Project Update:

- Out of the mud in the back (JROTC & Choir areas)
- Building pad approved by ETS, testing company
- First concrete pour scheduled for next Monday.
- When footings are completed on the back portion, footings will be started on the classroom wing additions.
- By next month should be able to inform the Board, we have moved to the front.
- No issues on this project.

Ms. **CRAVENS** stated the Board would address Agenda Item VI.A.2.a.(1.), Payment to King Construction Group, Inc. – Cookeville, Tennessee.

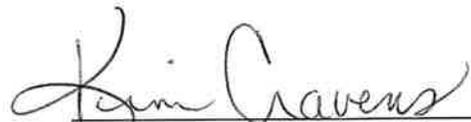
ACTION: [VI.A.2.a.(1.)] Ms. **RAMSEY** made a motion to approve the payment to King Construction Group, Inc. – Cookeville, Tennessee in the amount of \$86,887.82 and First Horizon Bank (retainage) in the amount of \$4,573.04 for pay application #3 related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted. Mr. **McCORMICK** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VII., Adjournment.

ACTION: (VII.) Mr. **McHENRY** made a motion to adjourn. Dr. **FRY** seconded the motion. Motion carried.

The Board adjourned at 5:10 PM.

03-02-23
Date



Kim Cravens
Chair



Corby King
Director of School

EXHIBIT
tabbles
VA1, VA2, VA3
03-02-23



PCSS Board Agenda Request

Date: March 2, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VA1

☆ Purchase of Glowforge, Drones, Robotic Kits, and 3D Printers for **Vital** from **Bluum USA** per quote in the amount of \$12,041.75 to be paid from 142-72210-790-401.

VA2

☆ Purchase of **Onsite Professional Development** and materials from **Solution Tree** per quote in the amount of ~~\$22,607.00~~ ^{23,207.40} where \$12,187.18 will be paid from 142-72210-399-939 and ~~\$10,419.82~~ will be paid from 142-72210-524-933

11,020.22 chq per Heather Hayes 02-21-23, SA

VA3

☆ Purchase of ELA Professional Development from **Amplify** per quote in the amount of \$13,300.00 to be paid from 142-72210-524-201.

received
02-16-23
[Signature]



Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
 4675 E. Cotton Center Blvd
 Suite 155
 Phoenix AZ 85040
 www.bluum.com



#251008

01/12/2023

Bill To
 Putnam Co School District
 1400 E Spring St
 Cookeville TN 38506

Ship To
 SHEREE BERNARD PO 6222300092
 PUTNAM COUNTY CENTRAL RECEIVING
 240 RAIDER DRIVE
 COOKEVILLE TN 38501

Memo:

Expires	Sales Rep	Contract	Terms
04/12/2023	807 Dan Boshers		Net 30

Qty	Item	MFG	Price	Ext. Price
11	Non-Stock Item SKU CP.TL.00000026.02 DJI Tello Edu drone is an ideal companion for anyone engaged in STEAM-based learning. The drone provides precise and stable flying thanks to DJIs cutting-edge flight technology. And the Tello Edu app together with Swift Playgrounds help you learn to write code to program the drone. The Tello Edu app has a colorful interface complete with educational features and visual programming. It pairs with your iPhone or iPad to offer complete control of Tello Edu while simplifying its maneuvers.	DJI	\$127.25	\$1,399.75
4	CP.MA.00000306.01 DJI Mavic Mini 2 Fly More Combo - Grey Fly farther to capture stunning 4K aerial videos with the Mini 2 from DJI. Utilizing DJI's OcuSync 2.0 2.4/5.8 GHz wireless transmission technology, the Mini 2 can be operated from up to 6.2 miles away while still providing you with video of what the drone sees. The Mini 2 can also be flown as high as 2.5 miles and withstand 19 to 24 mph winds, all while maintaining a compact, foldable design that weighs only 8.8 oz. It's small and light enough to take with you almost anywhere.	DJI	\$595.00	\$2,380.00
5	Non-Stock Item SKU:90040 As an advanced programmable robotic kit, Ultimate 2.0 has more than 160 mechanical parts and modules, allows you to build 10 different configurations. Compatible with DIY platform, Arduino, and Raspberry Pi, Ultimate 2.0 can help you achieve practical and interesting projects.	MakeBlock	\$390.00	\$1,950.00
1	GF-ASM-00331 Glowforge Plus 40 watt 3D Laser Cutter, Engraver - White 38x20.75x8.25in Box Plus includes both the accessory pack and \$150 of Premium Proofgrade Materials. Accessory pack includes exhaust hose, crumb tray, power cord Proofgrade materials include clear 12x20 acrylic, teal 5x10 acrylic, hardwood/basswood finish 6x12", plywood/basswood finished 12x20", draftboard unfinished 12x20", leather natural 5x10" (3/64") Med	Glowforge	\$4,995.00	\$4,995.00
3	1001020366 Ender-3 S1 3D Printer, High-quality printing with Sprite direct extruder, CR touch automatic leveling, and dual z-axis synchronization. We provide 12-month after-sales service for the printer and 3-month service for wearing parts.	Creality	\$439.00	\$1,317.00





Quote

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
4675 E. Cotton Center Blvd
Suite 155
Phoenix AZ 85040
www.bluum.com

#251008

01/12/2023

Subtotal	\$12,041.75
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$12,041.75

To accept this quotation, sign here : _____

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions
 If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service .
 Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Bluum reserves the right to adjust or cancel this quote.
 Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.
 Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.
 Returns require an authorization number and must be made within 30 days.
 Custom orders and "Consumables", such as projector lamps, may not be returned.
 Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.
 Restocking fees varying depending on the product line, expect a minimum charge of 25%.



251008



**Solution Tree, Inc.
Purchase Agreement**

Effective February 2, 2023, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Putnam County School District ("Customer") located at 1400 E Springs St Cookeville, TN 38506 agree as follows:

- Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$19,500.00
Resources, including shipping and handling	\$-3,107.00 \$3,707.40
Total	\$22,607.00 \$23,207.40

- Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$-4,521.40 \$4,641.48	Upon execution of Agreement
Resources	\$-2,485.60 \$2,965.92	Upon execution of Agreement
Onsite Professional Development	\$10,400.00	June 1, 2023
Onsite Professional Development	\$ 5,200.00	July 21, 2023

3. Onsite Professional Development

- Description of Services:** Solution Tree agrees to provide a speaker, Phillip Page ("Associate"), to disseminate information for Customer on the topic of *PLC @ Work*® on June 1, 2023, June 2, 2023, and July 21, 2023.
- Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.

- Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.



Title	Quantity	Price	Total
Learning By Doing 3 rd Edition	100120	\$28.77*	\$2,877.00 \$3,452.40
Shipping and handling	--	--	\$- 230.00 \$250.00
<i>Totals denote a 40% quantity discount*</i>		Resources Total	\$3,107.00 \$3,707.40

5. General Terms

5.1. Intellectual Property: Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. Force Majeure: If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

5.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will make a good faith effort to reschedule the Onsite Professional Development Services.
- b. **Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.



5.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

Kim Cravens *KA 2-21-23* 2/4/2023
Sharon Anderson *Kim Cravens* _____
Curriculum, Secondary Board Chairman Date
Putnam County School District

DocuSigned by:
All Cummins 2/7/2023
AC5ABCA77B2C485... _____
All Cummins Date
Director of Professional Development
Solution Tree, Inc.

EXHIBIT
tabbles
VA1, VA2, VA3
03-02-23



PCSS Board Agenda Request

Date: March 2, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VA1

☆ Purchase of Glowforge, Drones, Robotic Kits, and 3D Printers for **Vital** from **Bluum USA** per quote in the amount of \$12,041.75 to be paid from 142-72210-790-401.

VA2

☆ Purchase of **Onsite Professional Development** and materials from **Solution Tree** per quote in the amount of ~~\$22,607.00~~ ^{23,207.40} where \$12,187.18 will be paid from 142-72210-399-939 and ~~\$10,419.82~~ will be paid from 142-72210-524-933

11,020.22 chq per Heather Hayes 02-21-23, SA

VA3

☆ Purchase of ELA Professional Development from **Amplify** per quote in the amount of \$13,300.00 to be paid from 142-72210-524-201.

received
02-16-23
[Signature]

EXHIBIT
tabbles
VA1, VA2, VA3
03-02-23



PCSS Board Agenda Request

Date: March 2, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VA1
VA2
VA3

☆ Purchase of Glowforge, Drones, Robotic Kits, and 3D Printers for **Vital** from **Bluum USA** per quote in the amount of \$12,041.75 to be paid from 142-72210-790-401.

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☆ Purchase of ELA Professional Development from **Amplify** per quote in the amount of \$13,300.00 to be paid from 142-72210-524-201.
11,020.22 chq per Heather Hayes 02-21-23, SA

received
02-16-23
[Signature]

On March 7th and Agenda Title:



Amplify.

Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-211035-1
Date: 2/6/2023
Expires On: 3/8/2023

Customer Contact Information

Putnam Co School District

Amplify Contact Information

Chasity O'Quinn
Account Executive
coquinn@amplify.com

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL PRICE
Amplify ELA Coaching (3 Day Consecutive Onsite)	1.00	\$6,650.00	\$6,650.00
Amplify ELA Coaching (3 Day Consecutive Onsite)	1.00	\$6,650.00	\$6,650.00
TOTAL		\$13,300.00	\$13,300.00

GRAND TOTAL **\$13,300.00**

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: 07/01/2023 until 06/30/2024.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- **FOR SHIPPED MATERIALS:**
 - Expedited shipping is available at extra charge.
 - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- **FOR SERVICES:**

received
02-16-23
ST

- Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit amplify.com/ordering-support to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

If submitting a purchase order:

To expedite your order, please visit amplify.com/ordering-support where you can submit your signed purchase order. You can also email a purchase order to IncomingPO@amplify.com or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

If submitting your order via credit card:

- Please email Accountsreceivable@amplify.com to request a secure credit card payment link

If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

The information requested above is essential to ensure the smooth completion of your order with Amplify. Failure to submit documents will prevent your order from processing.

Our Order Management Department is located at 55 Washington Street, Suite 800, Brooklyn, NY 11201. Please note that mailing any documents can result in delays of up to two weeks. **For faster processing of your order, we recommend you submit a purchase order via our website: amplify.com/ordering-support.**

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at amplify.com/customer-terms. Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

Terms & Conditions

1. Scope. Amplify Education, Inc. ("Amplify") and Customer wish to enter into the agreement created by the price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the "Quote") and these Customer Terms & Conditions, including any addendums hereto (this "Agreement") pursuant to which Amplify will deliver one or more of the products or services specified on the Quote (collectively, the "Products").

2. License. Subject to the terms and conditions of this Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicenseable license to access and use, and permit Authorized Users to access and use the Products solely in the U.S. during the Term for the number of Authorized Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. "Authorized User" means an individual teacher or other personnel employed by Customer, or an individual student registered for instruction at Customer's school, whom Customer permits to access and use the Products subject to the terms and conditions of this Agreement, and solely while such individual is so employed or so registered. Each Authorized User's access and use of the Products shall be subject to Amplify's Terms of Use available through the Products, in addition to the terms and conditions of this Agreement, and violations of such terms may result in suspension or termination of the applicable account.

3. Restrictions. Customer shall access and use the Products solely for non-commercial instructional and administrative purposes of Customer's school. Further, Customer shall not, except as expressly authorized or directed by Amplify: (a) copy, modify, translate, distribute, disclose or create derivative works based on the contents of, or sell, the Products, or any part thereof; (b) decompile, disassemble or otherwise reverse engineer the Products or otherwise use the Products to develop functionally similar products or services; (c) modify, alter or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent or disable any security or digital rights management device, procedure, protocol or mechanism in the Products; or (f) permit any Authorized User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title and interest therein to Amplify. The Products and derivatives thereof may be subject to export laws and regulations of the U.S. and other jurisdictions. Customer may not export any Product outside of the U.S. Further, Customer will not permit Authorized Users to access or use any Product in a U.S.-embargoed country or otherwise in violation of any U.S. export law or regulation. The software and associated documentation portions of the Products are "commercial items" (as defined at 48 CFR 2.101), comprising "commercial computer software" and "commercial computer software documentation," as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).

4. Reservation of Rights. SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title and interest in and to all Products, including all related IP Rights, are and shall remain the sole and exclusive property of Amplify or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer shall notify Amplify of any violation of Amplify's IP Rights in the Products, and shall reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see <http://www.amplify.com/virtual-patent-marking>).

5. Payments. In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer shall be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

6. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.

7. Account Information. For subscription Products, the authentication of Authorized Users is based in part upon information supplied by Customer or Authorized Users, as applicable. Customer will and will cause its Authorized Users to (a) provide accurate information to Amplify or a third-party authentication service as applicable, and promptly report any changes to such information, (b) not share or allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized Users.

8. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how and trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.

9. Student Data. The parties acknowledge and agree that Customer is subject to federal and local laws relating to the protection of personally identifiable information of students ("PII"), including the Family Educational Rights and Privacy Act ("FERPA"), and that Amplify is obtaining such PII as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Subject to the terms and conditions of this Agreement, Amplify will not take any action to cause Customer to be out of compliance

with FERPA or applicable state laws relating to PII. Amplify's Customer Privacy Policy at <http://www.amplify.com/customer-privacy> will govern collection, use, and disclosure of information collected or stored on behalf of Customer under this Agreement.

10. Customer Materials. Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at <http://www.amplify.com/customer-requirements>.

11. Warranty Disclaimer. PRODUCTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY AMPLIFY. AMPLIFY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. CUSTOMER ASSUMES RESPONSIBILITY FOR SELECTING THE PRODUCTS TO ACHIEVE CUSTOMER'S INTENDED RESULTS AND FOR THE ACCESS AND USE OF THE PRODUCTS, INCLUDING THE RESULTS OBTAINED FROM THE PRODUCTS. WITHOUT LIMITING THE FOREGOING, AMPLIFY MAKES NO WARRANTY THAT THE PRODUCTS WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. AMPLIFY IS NEITHER RESPONSIBLE NOR LIABLE FOR ANY THIRD PARTY CONTENT OR SOFTWARE INCLUDED IN PRODUCTS, INCLUDING THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS OR SAFETY OF, OR IP RIGHTS RELATING TO, SUCH THIRD PARTY CONTENT AND SOFTWARE. ANY ACCESS TO OR USE OF SUCH THIRD PARTY CONTENT AND SOFTWARE MAY BE SUBJECT TO THE TERMS AND CONDITIONS AND INFORMATION COLLECTION, USAGE AND DISCLOSURE PRACTICES OF THIRD PARTIES.

12. Limitation of Liability. IN NO EVENT SHALL AMPLIFY BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE OR COVER DAMAGES, DAMAGES FOR LOST PROFITS, LOST DATA OR LOST BUSINESS, OR ANY OTHER INDIRECT DAMAGES, EVEN IF AMPLIFY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE EXTENT PERMITTED BY APPLICABLE LAW, AMPLIFY'S ENTIRE LIABILITY TO CUSTOMER OR ANY AUTHORIZED USER ARISING OUT OF PERFORMANCE OR NONPERFORMANCE BY AMPLIFY OR IN ANY WAY RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CLAIM FOR SUCH DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED THE AGGREGATE OF CUSTOMER'S OR ANY AUTHORIZED USER'S DIRECT DAMAGES UP TO THE FEES PAID BY CUSTOMER TO AMPLIFY FOR THE AFFECTED PORTION OF THE PRODUCTS IN THE PRIOR 12 MONTH-PERIOD. UNDER NO CIRCUMSTANCES SHALL AMPLIFY BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS THAT VIOLATES THIS AGREEMENT OR ANY APPLICABLE LAW OR REGULATION.

13. Term; Termination. This Agreement will be in effect for the duration specified in the Quote and may be renewed or extended by mutual agreement of the parties. Without prejudice to any rights either party may have under this Agreement, in law, equity or otherwise, a party shall have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized User) materially breaches any term, provision, warranty or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible the cost of any continued use of Products following such termination. Upon termination, Amplify will return or destroy any PII of students provided to Amplify hereunder. Notwithstanding the foregoing, nothing shall require Amplify to return or destroy any data that does not include PII, including de-identified information or data that is derived from access to PII but which does not contain PII. Sections 3-13 shall survive the termination of this Agreement.

14. Miscellaneous. This Agreement, including all addendums, attachments and the Quote, as applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement shall supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and shall supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement shall apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." This Agreement shall be governed by and construed and enforced in accordance with the laws of the state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement shall constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor

costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable at law, such provisions shall be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify shall have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network.

We are delighted to work with you and we thank you for your order!

Amplify Education, Inc. - Confidential Information



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/2023
Department Finance
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Tennessee Tech University – Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between October 1, 2022 and December 31, 2022 in the amount of \$26,234.96 to be paid from 141-73400-399-01604, Other Contracted Service.

received
02-01-23
[Signature]

**TENNESSEE TECHNOLOGICAL UNIVERSITY
INVOICE**

TO: Attn: Candice Waites
Putnam County Schools
1400 East Spring Street
Cookeville, TN 38506
cwaites@pcsstn.com

Invoice No. 13050
Invoice Date: 1/31/2023
Payment Terms: net 30 days

FOR: PCS TN ECE Pilot 22 23.
TTU reference number: 534436 / 231034 / 2122G0183

	DESCRIPTION	AMOUNT DUE
10/01/22 Thru 12/31/22	See attached financial Report	26,234.96
	Tara Lytle Senior Grant Accountant 931-372-3026	
	TOTAL AMOUNT DUE	\$26,234.96

MAKE CHECK PAYABLE TO:
Tennessee Tech University
Vice President for Planning & Finance
P.O. Box 5037
Cookeville, TN 38505



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/23
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services from November 28, 2022 to February 17, 2023 in the amount of \$15,871.15 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

received
02-21-23 *[Signature]*

LAW OFFICES
MOORE, RADER, FITZPATRICK AND YORK, P.C.
46 NORTH JEFFERSON AVENUE
COOKEVILLE, TENNESSEE

L. DEAN MOORE (1941-2019)
DANIEL H. RADER III
WALTER S. FITZPATRICK III
RICHARD LANE MOORE
DANIEL H. RADER IV
RANDALL A. YORK
BLAKE J. FITZPATRICK
ANDRÉ S. GREPPIN
WADE C. BLAIR

38501

MAILING ADDRESS
Post Office Box 3347
38502

TELEPHONE
(931) 526-3311

FACSIMILE
(931) 526-3092

February 17, 2023

PRIVILEGED AND STRICTLY CONFIDENTIAL

Mr. Corby King
Director of Schools
Putnam County Schools
1400 East Spring Street
Cookeville, TN 38506

RE: School Board Matters

Dear Mr. King:

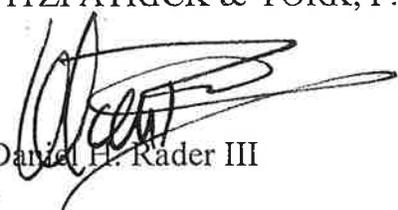
Enclosed is our statement through February 17, 2023.

I would appreciate it if you would place this on the March agenda for Board approval.

Thank you for your attention to this matter.

Yours very truly,

MOORE, RADER
FITZPATRICK & YORK, P. C.


Daniel H. Rader III

DHR III/hsj
Enclosure

received
02-21-23


**STATEMENT
MOORE, RADER, FITZPATRICK & YORK, P.C.
46 NORTH JEFFERSON AVENUE
POST OFFICE BOX 3347
COOKEVILLE, TENNESSEE
38502**

February 17, 2023

**TO: PUTNAM COUNTY BOARD OF EDUCATION
1400 EAST SPRING STREET
COOKEVILLE, TENNESSEE 38506**

IRS No. 62-0897974

FOR PROFESSIONAL SERVICES RENDERED

TO PROFESSIONAL SERVICES RENDERED:

RE: SCHOOL BOARD MATTERS

November 28, 2022 through February 17, 2023

Daniel H. Rader III: 54.25 hours at \$175.00	\$ 9,493.75
Lane Moore: 1.00 hours at \$175.00	\$ 175.00
Randall A. York: 2.50 hours at \$175.00	\$ 437.50
André S. Greppin: 24.50 hours at \$175.00	\$ 4,287.50
PARALEGAL HOURS: 18.50 hours at \$75.00	\$ 1,387.50
OUT-OF-POCKET EXPENSES:	
Copying charges	\$ 89.90
TOTAL OUT-OF-POCKET EXPENSES	<u>\$ 89.90</u>
TOTAL AMOUNT OF STATEMENT	\$ 15,871.15



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

Phone Number of Person Making Request: 931-525-4708

Backup Included

Backup to follow

Approval to purchase from School Specialty Instruction & Intervention Nashua, NH for Spire (reading intervention programs for students with disabilities) student materials in the amount of \$13,919.20 to be paid from 142-71200-429-907 as submitted.

Sheri Roberson 2/24/22
Sheri Roberson, Special Education Supervisor Date

[Signature] _____
Corby King, Director of Schools Date



QUOTE

SSL Quote Number: Q-297970
Quote Name: 2023 Putnam County Schools_Spire workbooks_S. Bernard_2-21-23
Currency: USD
Created Date: 02-22-2023
Expiration Date: 03-23-2023
Customer Number: 268342
Sales Rep Name: Patti Walker
Sales Rep Email: patti.walker@schoolspecialty.com
Sales Rep Phone: (615) 202-6513

Requestor Name: Sheree Bernard
 bernards@pcsstn.com
 9315269777

Bill To: PUTNAM COUNTY SCHOOL DISTRICT
 1400 E SPRING ST
 COOKEVILLE, TN 38506-4313

Ship To: PUTNAM COUNTY SCHOOL DISTRICT
 1400 E SPRING ST
 COOKEVILLE, TN 38506-4313

142-71200-429-907



School Specialty®



TRANSFORMING MORE THAN CLASSROOMS®

triumph
learning



To place an order using this quote, contact:

Phone: 800-225-5750

To place an order email:
curriculumorders@schoolspecialty.com

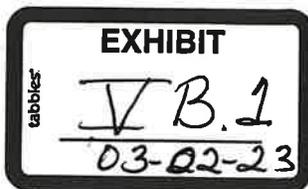
For questions email Customer Care:
curriculumcare@schoolspecialty.com

Notes: Shipping reduced from 15% to 8%.

Quantity	SSL Item	Pack Size	Item Description	Your Price	Extended Price
85	2001951	Each	SPIRE WORKBOOK 4TH ED LV 1	\$24.09	\$2,047.65
100	2001953	Each	SPIRE WORKBOOK 4TH ED LV 2	\$24.09	\$2,409.00
140	2001954	Each	SPIRE WORKBOOK 4TH ED LEVEL 3	\$24.09	\$3,372.60
150	2001955	Each	SPIRE WORKBOOK 4TH ED LEVEL 4	\$24.09	\$3,613.50
60	2001950	Each	SPIRE WORKBOOK 4TH ED LV 5	\$24.09	\$1,445.40

Subtotal	\$12,888.15
Estimated Taxes	\$0.00
Shipping & Handling	\$1,031.05
Total	\$13,919.20

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$5,000.00, please submit a hard copy of your Purchase Order.



BEVERAGE PRODUCTS BID RECAP

2/15/23 OPENING AT 10:00AM, PUTNAM CO SCHOOL NUTRITION OFFICE

BID #1: PEPSICO

\$ 42,175.10

BID#2: NO BID FROM COCA COLA

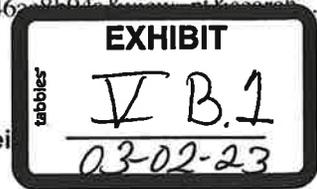
SIGNATURES OF THOSE IN ATTENDANCE:

NAME	TITLE
Stacy Bradford	SN Fund Accountant
Jennifer Mitchell	SN Supervisor
Ann Hunt	Deputy Director

received 02-22-23



Reid, Sharon <rei...>



Board Agenda Request for March 2023 Follow-up

1 message

Mitchell, Jennifer <jennifer.mitchell@pcsstn.com>
To: Sharon Reid <reids2@pcsstn.com>

Wed, Feb 22, 2023 at 9:37 AM

School Nutrition Program-Beverage Bid

The School Nutrition Program recommends awarding the Beverage Products Bid to PepsiCo, the sole bidder. Bottom-line total of \$42,175.10.

Thank you,

Jennifer L. Mitchell, MS, RDN, LDN
School Nutrition Program Supervisor
Putnam County Schools
3860 Phifer Mountain Road
Cookeville, TN 38506
(931)528-1847

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

*Request
Copy of Bid
etc*



Sender notified by
Mailtrack

SCHOOL AGREEMENT

This Agreement (“*Agreement*”) is between **Bottling Group, LLC** and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company, with an office located at 237 W Spring Street, Cookeville, TN 38501 (“*Pepsi*”) and **Putnam County Schools Nutrition**, having its principal place of business at 3860 Phifer Mountain Road, Cookeville, TN 38506 (“*Customer*”). The support described below is in lieu of any other discounts, allowances or rebates to which the Customer might otherwise be entitled from time to time. When fully executed, this Agreement will constitute a binding obligation of both parties until expiration or termination.

1. Definitions.

“*Beverage*” or “*Beverages*” means all carbonated and non-carbonated, non-alcoholic drinks, however dispensed during the Term of the Agreement. Beverages do not include non shelf-stable, non-flavored fluid milk as currently defined by the USDA (i.e., milk beverages containing at least 6.5% non-fat milk solids).

“*Cases*” means the number of cases of Packaged Products (as defined herein) purchased by the Customer from Pepsi during the Term, initially delivered in quantities of 24 plastic bottles, aluminum cans, glass bottles (or equalized 24 pack cases, e.g., two 12-pack cases), eight 2-liter plastic bottles, or such other size, quantity and type of containers as Pepsi may make available from time to time during the Term.

“*Competitive Products*” means any and all Beverages that are not Products (as defined herein).

“*Equipment*” means equipment loaned by Pepsi to Customer to dispense, store or cool Products (as defined below), including full-service vending machines (“*Vending Machines*”), as more fully described in Section 4 herein

“*Facilities*” means the entire premises of every school and facility owned or operated by the Customer, now or in the future, including with respect to each school, all academic buildings, athletic facilities, convenience stores, book stores, student operated stores, teachers’ lounges, and concession stands, parking lots, dining facilities, unbranded and branded food service outlets and vending areas. A list of current schools owned and operated by the Customer is set forth on **Exhibit A** attached hereto.

“*Food Service Area*” means all locations within the Facilities where meals, snacks and beverages are served or consumed, or areas managed or operated by the Customer’s designated Food Service Operator.

“*Food Service Operator*” means the Customer or any third party that provides food, Beverage or vending services at the Facilities.

“*Gallons*” shall mean the number of gallons of Postmix Products purchased by the Customer from Pepsi during the Term.

“*Packaged Products*” means Beverages that are sold and/or distributed by Pepsi in pre-packaged form (e.g., Bottles & Cans). A current list of Pepsi’s Packaged Products is found in attached **Exhibit B** which may be amended from time to time by Pepsi to include Beverages permitted pursuant to the then-current School Policy.

“*Postmix Products*” means beverage products sold and/or distributed by Pepsi and used to create and dispense fountain Beverages. A current list of Pepsi’s Postmix Products is found in attached **Exhibit B** which may be amended from time to time by Pepsi to include Beverages permitted pursuant to the then-current School Policy.

“**Products**” means Postmix Products and Packaged Products.

“**Special Events**” means any athletic contests, booster club activities, and all other special events conducted at the Facilities where parents and other adults are a significant part of an audience.

“**Units**” means the total combined Gallons and Cases during any applicable time period. For the purposes of measuring total Units only, 1 Case of Packaged Products equals 1 Gallon of Postmix Product.

“**Year**” means each 12-month period during the Term commencing on the first day of the Term or an anniversary thereof.

CHOOSE ONE OF THE TWO OPTIONS BELOW, THE FIRST IS FOR A TERM WITHOUT VOLUME THRESHOLD AND THE SECOND FOR A TERM WITH VOLUME THRESHOLD. PLEASE FULLY DELETE THIS MESSAGE AND THE OPTION THAT YOU HAVE NOT SELECTED.

2. Term.

The term of this Agreement shall be for 1 year, commencing on July 1, 2023 and expiring on June 30, 2023 with four additional 1-year renewals (“**Renewal Term**”) (collectively referred to as the “**Term**”), unless sooner terminated as provided herein. Effective at the end of each full Agreement Year, agreement will be renewed if both vendor and school agree to renew.

3. Performance.

This Agreement, including all of Pepsi’s support to Customer as described below, is contingent upon Customer complying, throughout the Term, with all of the following performance criteria:

(A) The Customer shall continuously purchase, and shall require that all concessionaires, Food Service Operators, or other third parties selling Beverages at the Cafeteria’s continuously purchase all awarded Products, directly from Pepsi. Throughout the Term, Customer will continuously serve, dispense, sell and/or otherwise make Products available to its customers throughout the Cafeteria. Customer agrees to pay all accounts owing to Pepsi in accordance with payment terms as established by Pepsi.

(B) The Customer agrees to comply with Pepsi’s School Policy, attached hereto as **Exhibit C** (“**School Policy**”) as may be updated from time to time during the Term. A copy of the Policy in effect as of the beginning of the Term is attached hereto as **Exhibit C**. The Customer agrees that it shall at all times during the Term comply with the School Policy and shall cause any designated Food Service Operator to comply with the School Policy, including applicable Beverage type, size and timing requirements/restrictions. The Customer’s or Food Service Operator’s failure to comply with the School Policy shall be a material breach of this Agreement.

(C) The Customer shall permit Pepsi, its employees, agents and representatives, during normal school hours, to enter the Facilities for purposes of servicing and stocking the Equipment, and verifying the Customer’s compliance with the School Policy.

(D) The parties recognize and agree that there are certain additional territorial restrictions that pertain to the purchase and resale of the Products. Customer agrees not to distribute or resell the Products, directly or indirectly, outside the territories serviced by Pepsi and shall cause its purchasing representative to abide by such territorial restrictions.

(E) Customer understands that the Products provided hereunder are provided with a best taste limit (“*BTL*”) date printed on the packaging. Neither Pepsi nor the bottlers replace Products that are past the BTL date. Customer agrees that no Product shall be sold past the BTL date, and that it shall abide by policies on product handling and quality control periodically published by the manufacturer.

4. **Pricing.**

(A) **Products purchased by the Customer.** Pricing for Products purchased by the Customer, its designated Food Service Operator or any other party from Pepsi for sale at the Facilities are listed on **Exhibit B**. The Customer recognizes that such pricing is available for the first Year of this Agreement, thereafter, the pricing may increase at Pepsi’s sole discretion and Pepsi shall provide the Customer with notice of any increases. Customer acknowledges and agrees (and shall require that any third parties or Food Service Operators purchasing Products through this Agreement agree) that Pepsi shall be entitled to pass-through any incremental fees, deposits, taxes or other governmentally imposed charges (whether local, state, federal or judicially imposed) and that the pass-through of any such governmentally imposed fees, deposits, taxes or charges on the Products shall not be deemed as a price increase subject to any pricing cap or notification restrictions that may be specified in this Agreement.

(B) The Consideration (as set forth in Section 5) was calculated based on the Customer and its purchasing representatives (including any designated Food Service Operator(s)) purchasing Products directly from Pepsi at the pricing structure established by this Agreement during the entire Term. Therefore, if the Customer or Food Service Operator demands or requires the purchase of Products from Pepsi at prices other than those established by this Agreement or purchases Products from sources other than Pepsi, then such action shall constitute a material breach of this Agreement.

5. **Competitive Products.** During the entire Term of this Agreement:

(A) Only Competitive Products awarded during the original BID process shall be sampled, sold, served or dispensed anywhere at the cafeterias.

(B) No permanent or temporary advertising, signage or trademark visibility for Competitive Products shall be displayed anywhere at the Facilities, unless Pepsi also has the same number of displays.

6. **Equipment and Service.**

(A) Pepsi will loan to the Customer, at no charge, appropriate Equipment for dispensing the Products at the Facilities and will have the exclusive right to install Equipment throughout the Facilities. Pepsi will have the further right to install additional Equipment in buildings and facilities acquired and/or constructed by the Customer after the date of this Agreement. Pepsi will place Equipment at mutually agreed upon locations throughout the Facilities. Pepsi shall install Equipment at its sole expense, except where otherwise prescribed by law. Pepsi shall have the right to place full trademark panels on all sides of its Equipment. Customer agrees that the Equipment shall be exclusively used to display and merchandise the Pepsi Products, and the Customer will not use the Equipment to display, stock, advertise, sell or maintain any Competitive Products (including on the exterior of the Equipment).

(B) Pepsi or one of its subsidiaries or affiliates shall retain ownership in and title to all Equipment

(C) The Equipment may not be removed from the Facilities without Pepsi's written consent, and the Customer agrees not to encumber the Equipment in any manner or permit other equipment to be attached thereto except as authorized by Pepsi in writing. Upon expiration or termination of this Agreement, Customer will allow Pepsi to pick up all Equipment and the parties shall work together to coordinate a pick-up schedule.

(D) Pepsi will provide, at no charge to the Customer, preventative maintenance and service to the Equipment.

7. Breach of Contract and Termination.

(A) Either party may terminate this Agreement for any breach of this Agreement's material terms by the other party, provided that the non-breaching party shall first provide the breaching party with written notice of the breach and a thirty (30) day opportunity to cure such breach. If the breaching party fails to cure the breach within the thirty (30) day period, the non-breaching party may terminate the Agreement upon written notice to the breaching party.

(B) Without prejudice to any other remedy available to Pepsi at law or in equity in respect of any event described below, this Agreement may be terminated in whole or in part by Pepsi upon thirty (30) days' advance written notice to Customer if (i) any of the Products are not made available at the Facilities as required in this Agreement, (ii) any of the rights granted to Pepsi herein are materially restricted or limited during the Term; or (iii) a final judicial opinion or governmental regulation prohibits, or materially impacts or impairs (*e.g.*, beverage tax or package size restriction) the availability or cost of Beverages, whether or not due to a cause beyond the reasonable control of Customer. Before Pepsi exercises its right to terminate as described in this Section, Pepsi agrees to engage in good faith renegotiations with Customer to adjust the funding offered to Customer herein on an equitable basis to neutralize any negative impact such change may have on the economics of the original Agreement.

8. Taxes. Customer acknowledges and agrees that neither Pepsi nor its affiliates will be responsible for any taxes payable, fees or other tax liability incurred by the Customer in connection with any fees payable by Pepsi under this Agreement. In addition, Pepsi will be responsible only for the payment of taxes on the sales of Products through Vending Machines. Pepsi will not be assessed common area maintenance fees, taxes or other charges based on its occupation of the space allocated to its Equipment.

9. Representations and Warranties

(A) Each party represents and warrants to the other: (1) it has full power and authority to enter into this Agreement and to grant and convey to the other the rights set forth herein; and (2) all necessary approvals for the execution, delivery and performance of this Agreement have been obtained and this Agreement has been duly executed and delivered by the parties and constitutes the legal, valid and binding obligation, enforceable in accordance with its terms, and nothing contained in this Agreement violates, interferes with or infringes upon the rights of any third party; (3) the respective signatory of this Agreement is duly authorized and empowered to bind the party to the terms and conditions of this Agreement for the duration of the Term; and (4) the parties have complied with all applicable laws, ordinances, codes, rules and regulations relating to its entering into this Agreement and its performance hereunder.

(B) Each of the parties hereto agree that: (1) the representations, warranties and covenants contained herein will survive the execution and delivery of this Agreement, and (2) except as expressly set forth herein, neither party has made, and neither party is relying on, any representation or warranty, express or implied, with respect to the subject matter hereof.

10. Indemnification.

(A) Pepsi will indemnify and hold the Customer harmless from any and all suits, actions, claims, demands, losses, costs, damages, liabilities, fines, expenses and penalties (including reasonable attorneys' fees) arising out of: (i) its breach of any term or condition of this Agreement; (ii) product liability suits resulting from the use or consumption of Products purchased directly from Pepsi; and/or (iii) the negligence or willful misconduct of Pepsi, (excluding claims arising out of the Customer's negligence or willful misconduct).

(C) The provisions of this Section will survive the termination of this Agreement.

11. Force Majeure. No party will be responsible to the other or to any third party for any failure, in whole or in part, to perform any of its respective obligations hereunder, to the extent and for the length of time that performance is rendered impossible or commercially impractical, owing to acts of God, public insurrections, pandemics, epidemics, floods, fires, strikes, lockouts, or other labor disputes, disruptions in supply, shortages or scarcity of materials, changes to applicable laws and regulations and other circumstances of substantially similar character beyond the reasonable control of the affected party(s), including extraordinary costs of goods increases (collectively, "*Force Majeure*"). Any party(s) so affected, will (i) use all reasonable efforts to minimize the effects thereof and (ii) promptly notify the other party(s) in writing of the Force Majeure and the effect of the Force Majeure on such party's ability to perform its obligations hereunder. The affected party(s) will promptly resume performance after it is no longer subject to Force Majeure. In the event Customer's performance is temporarily suspended pursuant to a Force Majeure event, Pepsi's funding obligations will be suspended for the duration of Customer's nonperformance. Once the Force Majeure event has concluded and Customer resumes performance or in the event Customer is able to perform some, but not all of its obligations herein, any fixed or guaranteed funding will be adjusted commensurate with the decline in volume associated with the suspended or partial performance.

12. Relationship of Parties. The parties are independent contractors with respect to each other. Nothing contained in this Agreement will be deemed or construed as creating a joint venture or partnership between the parties.

13. Retention of Rights. The Customer will not obtain by virtue of this Agreement, any right, title or interest in the trademarks of Pepsi or PepsiCo, Inc., nor will this Agreement give the Customer the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of Pepsi or PepsiCo, Inc.

14. Non-Disclosure. Except as may otherwise be required by law or legal process, neither party will disclose to unrelated third parties the terms and conditions of this Agreement without the consent of the other.

15. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Tennessee without regard to conflicts of laws principles. Anything to the contrary notwithstanding in this Agreement, the Specification, general Conditions, or anywhere else in the working arrangement, any dispute arising out of this contract shall be decided in the Chancery Court of Putnam County, Tennessee, as the sole and exclusive venue and jurisdiction for the resolution of any said claims. The parties may voluntarily agree to a non-binding mediation in Cookeville, Putnam County, Tennessee, to resolve dispute prior to litigation, but are not obligated to do so. Each party shall be responsible for its own fees and costs.

16. Insurance.

(A) Each party hereto maintains and agrees to maintain, at all times during the Term a comprehensive program of risk retention and insurance with such insurance carriers and in such amounts of insurance coverage reasonably acceptable to the other party. Each party agrees to include the other, and each of its Affiliates, and their respective officers, directors, employees, agents, representatives and successors and assigns, as additional insureds on such insurance during the Term. Such insurance will contain a waiver of subrogation with respect to the additional insureds.

(B) Either party will have the right, during the Term from time to time, to request copies of certificates of insurance and/or other evidence of the adequacy of the above insurance coverages.

17. Entire Agreement. This Agreement contains the entire agreement between the parties hereto regarding the subject matter hereof and supersedes all other agreements between the parties. This Agreement may be amended or modified only by a writing signed by each of the parties.

18. Waiver. No failure or delay of either party to exercise any rights or remedies under this Agreement shall operate as a waiver thereof, nor will any single or partial exercise of any rights or remedies preclude any further or other exercise of the same or any other rights or remedies. Any waiver must be in writing and signed by the party waiving the rights.

19. Assignment; Counterparts. To the extent permitted by law, this Agreement will be binding upon and inure to the benefit of Pepsi and the Customer and its respective successors and permitted assigns. The Customer may not subcontract or assign its rights or obligations under this Agreement to any other entity or person without the express written consent of Pepsi, which consent may be withheld at its sole discretion. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

20. Severability. If any provision of this Agreement is deemed or declared unenforceable, invalid or void, the same shall not impair any of the other provisions contained herein which shall continue to be enforceable in accordance with their respective terms, except that this clause will not deprive any party of any remedy afforded under this Agreement.

21. Construction. Customer and Pepsi acknowledge that both parties participated equally in the negotiation of this Agreement and that, accordingly, in interpreting this Agreement, no weight shall be placed upon which party hereto or its counsel drafted the provision being interpreted.

22. Right of Offset. Pepsi reserves the right to withhold payments due hereunder as an offset against amounts not paid by Customer for Products ordered from and delivered by Pepsi and any and all balances due and payable to Pepsi pursuant to this Agreement or any separate services agreement between Customer and Pepsi and/or its subsidiaries and affiliates.

23. Distribution Limitations. Pepsi reserves the right to limit quantities, withhold or deduct funding as an offset to amounts not paid by Customer or terminate this Agreement if Customer (i) sells Products directly or indirectly for resale outside of the Pepsi's exclusive territory where the Facility operates and (ii) purchases Products outside Pepsi's exclusive territory where the Facility operates and resells such Products within Pepsi's exclusive territory.

24. Notices. Any notice which either party is required or permitted to give hereunder will be in writing, signed by the notifying party and will be either delivery by hand or nationally-recognized overnight courier



service or deposited in the United States mail, certified or registered mail, return receipt requested, postage paid, addressed as follows:

If to Customer: Mrs. Jennifer Mitchell
Putnam County School Nutrition Program
3860 Phifer Mountain Road
Cookeville, TN 38506

If to Pepsi: Pepsi Beverages Company
Attn: Alison Matthews
237 W. Spring Street
Cookeville, TN 38501

With a copy thereof to: Pepsi Beverages Company
1111 Westchester Avenue
White Plains, NY 10604
Attention: Law Department

Notice will be deemed to have been given when delivered by hand or nationally recognized overnight courier service, or when received as evidenced by the return receipt, or the date such notice is first refused, if that be the case.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed on the dates set forth below.

Bottling Group, LLC

Putnam County Schools Nutrition

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A**List of Schools****Putnam County School System
School Nutrition Programs**

Algood Elementary School
2525 Old Walton Road
Algood, TN 38506
Elizabeth Miller, Manager
(931)-537-2087
elizabeth.miller@pcsstn.com

Algood Middle School
540 Dry Valley Road
Algood, TN 38506
Sharlena Turner, Manager
(931)-537-6326
sturner@pcsstn.com

Avery Trace Middle School
230 Raider Drive
Cookeville, TN 38501
Mary Light, Manager
(931)526-3411
lightm@pcsstn.com

Baxter Primary School
125 Elmore Town Road
Baxter, TN 38544
Rebecca Morgan, Manager
(931)858-4238
rmorgan@pcsstn.com

Burks Elemetary School
300 Crossville Street
Monterey, TN 38574
Jessica Williams, Manager
(931)839-7857 or (931)839-2212
mccowanj@pcsstn.com

Cane Creek Elementary School
1500 West Jackson Street
Cookeville, TN 38502
Loretta Gentry, Manager
(931)520-3725
loretta.gentry@pcsstn.com

Capshaw Elementary School

1 Cougar Lane
Cookeville, TN 38501
Christy Johnson, Manager
(931)528-5008
Christy.johnson@pcsstn.com

Cookeville High School

2335 North Washington Avenue
Cookeville, TN 38501
Virginia Titsworth, Manager
(931)520-2021
vtitsworth@pcsstn.com

Cornerstone Elementary School

371 1st Avenue
Baxter, TN 38544
Leigh Ann Hughes, Manager
(931)858-9181
lhughes@pcsstn.com

Jere Whitson Elementary School

178 East Jere Whitson
Cookeville, TN 38501
Eleisha Burton
(931)526-4642
eburton@pcsstn.com

Monterey High School

710 E Commercial Avenue
Monterey, TN 38574
Lynda Roberson, Manager
(931)839-2405
lroberson@pcsstn.com

Northeast Elementary School

575 Old Kenucky Road
Cookeville, TN 38501
Lisa Broyles, Manager
(931)526-2675
lbroyles@pcsstn.com

Park View Elementary School

545 Scott Avenue
Cookeville, TN 38501
Seanaree Bilbrey, Manager
(931)526-1715
seanaree.bilbrey@pcsstn.com

Prescott South Elementary School

115 W Cemetery Rd
Cookeville, TN 38506
Bethanie Holmes, Manager
(931)520-2009
bholmes@pcsstn.com

Prescott South Middle School

1859 S Jefferson Avenue
Cookeville, TN 38506
(931)520-2009
Bethanie Holmes, Manager
bholmes@pcsstn.com

Sycamore Elementary School

452 Ellis Avenue
Cookeville, TN 38501
Rebecca Grist, Manager
(931)526-1710
rgrist@pcsstn.com

Upperman High School

6950 Nashville Highway
Baxter, TN 38544
Jennifer Haggard, Manager
(931)858-3104
jhaggard@pcsstn.com

Upperman Middle School

6700 Nashville Highway
Baxter, TN 38544
Cindy Boles, Manager
(931)858-6642
cindy.boles@pcsstn.com

Exhibit B

Products & Pricing

Exhibit C
PepsiCo U.S. School Policy for Beverages
(Updated as of September 2014)

SUMMARY

PepsiCo follows all federal, state and local regulations governing beverage sales in schools and the company's Global School Beverage Policy (available on pepsico.com). In addition, PepsiCo will not offer caffeinated beverages that are marketed as energy drinks for sale to students in elementary, middle or high schools, even if they meet the nutrition thresholds in these standards.

PERMITTED PRODUCTS

Consistent with federal regulations issued by the U.S. Department of Agriculture (USDA) and PepsiCo's Global School Beverage Policy, PepsiCo will offer schools only those beverage products that meet the following standards, if such products are to be sold to students. In addition, PepsiCo will not offer caffeinated beverages that are marketed as energy drinks for sale to students in elementary, middle or high schools, even if they meet these standards, and will follow state and local regulations if stricter than these standards.

Elementary School

- Plain water or plain carbonated¹ water (no size limit)
- 100% fruit/vegetable juice (up to 8-ounce)
- 100% fruit/vegetable juice diluted with water - with or without carbonation¹ - and no added sweeteners (up to 8-ounce)
- Low-fat milk, unflavored (up to 8-ounce)
- Non-fat milk, flavored or unflavored, including nutritionally equivalent milk alternatives (up to 8-ounce)

Middle School

- Same as elementary school except that juice and milk meeting elementary school criteria may be up to 12-ounce
- If a middle school and high school are in the same building and students of all ages have access to the areas where beverages are sold, beverages must meet the middle school standards. If, in the above situation, the middle school students do not have access to the area where beverages are sold to high school students, high school beverage standards may be implemented for that area.

High School

Same as middle school except that the following beverages are also permitted:

- Zero-calorie beverages with or without flavors and with or without carbonation up to 20-ounce. (As defined by U.S. Food and Drug Administration (FDA), "zero-calorie" beverages are labeled to contain less than 5 calories per 8-ounce, or no more than 10 calories per 20-ounce)
- Low-calorie beverages with or without flavors and with or without carbonation up to 12-ounce. (As defined by FDA, "low calorie" beverages are labeled to contain no more than 40 calories per 8-ounce, or no more than 60 calories per 12-ounce)
- Sports drinks with more than 40 calories per 8-ounce: only before, during and after physical activity/exposure to heat (such as at sport practices, training sessions and competitions), when such sales take place either (1) during the "extended day" (as defined in this policy below) in those schools not subject to USDA regulations, or (2) outside of the "school day"(as defined by USDA¹) in those schools subject to USDA regulations



APPLICATION OF POLICY

Schools: This school beverage policy applies to all elementary, middle and high schools in the United States, whether public or private and whether or not such schools participate in the reimbursable school breakfast or lunch plan run by the Federal government.

Time of Day: This policy applies to beverages sold to students on school grounds during the school day as well as the extended school day. The “extended school day” is the time before and after school when students are involved in events (e.g., clubs, yearbook, band and choir practice, student government, drama and childcare programs) that are primarily under the control of the school or third parties on behalf of the school.

As noted above, the inclusion of the extended day in this school beverage policy does not prohibit sales of sports drinks with more than 40 calories per 8-ounce during the extended school day to student athletes at practices, training sessions and competitions or to other students engaged in physical activity/exposed to heat, except in those schools subject to the USDA regulations where sports drinks may be sold to these students only during the period from 30 minutes after the school day until midnight prior to the next school day.

Special Circumstances: This policy does not apply to the sale of beverages: (1) in staff areas of schools that are not accessible to students; (2) at, or immediately before or after, school-related events where parents and other adults are a significant part of an audience (e.g., sporting events, school plays and band concerts); or (3) for fundraisers held at schools (other than fundraising through vending machines, school stores, snack bars, à la carte sales).

Providing Choice and Information

PepsiCo will work to provide vending machines in a variety of graphic designs, including designs featuring low-calorie brands; to show calorie counts on vendor selection buttons; and to include a calorie awareness message such as “Calories Count – Check then Chose” (or similar) on vendor fronts.

Promoting Wellness and Education

PepsiCo will encourage schools to use contract-related sponsorship and marketing funds, if any, to promote student fitness, wellness and health education programs in schools.

Independent Bottlers and Third Party Distributors

Independent bottlers and third-parties that distribute PepsiCo products to schools should comply with all federal, state and local regulations governing the sale of beverages in schools. In addition, PepsiCo encourages independent bottlers and third-party distributors to follow the product standards and other guidance outlined within PepsiCo’s policy above.

Notes:

1. The USDA regulations which took effect July 1, 2014 do not apply to (1) beverages sold to students in schools that do not participate in the reimbursable school breakfast or lunch plan run by the Federal government; or (2) beverages sold to students outside the “school day” (“school day” is defined by USDA as the period from midnight before, to 30 minutes after the end of the official school day).

###

Putnam County Board of Education
Bid Tally Sheet

Bid For: CHS ELECTRICAL/ELECTRONIC TRAINER
Bid Date Opening: 2/10/23, 10:00 A.M. CENTRAL
Bid Opened by: Mark [Signature] 2/10/23
Tally Sheet Compiled by: [Signature]



VENDOR: Georgia Educational Solutions
CITY, STATE: Peachtree Corners, GA
Description: All inclusive cost per specs \$ 34,500.00

mark,

I recommend accepting the bid of \$34,500.00 for Electrical/Electronic trainer.

[Signature] 2/10/23

This will be purchased from SPARC funds
account # 141 E 71300 730 000 02519 037.

Sarah Bro
2/10/23

received
02-10-23 [Signature]



MEMO

To: Corby King
From: Mark McReynolds *Mark McReynolds*
Date: February 16, 2023
Subject: Board Agenda: March 2, 2023

Please add the following to the board meeting agenda, March 2, 2023:

Approval of the 2023-2024 Audit quote from Tamara Beckman, CPA, professional services rendered for twenty schools' activity and cafeteria funds year ending June 30, 2024, in the amount of \$14,000 to be paid from 141-72310-305 and authorization for Director of Schools to sign the audit contract.

Thank you for your consideration.

received
02-16-23 *CK*

TAMARA L. BECKMAN, CPA

PO Box 405, 103 N. 3rd Street, Smithville, TN 37166

Phone: (615) 318-1821 Fax: (931) 899-1222

Tamara L. Beckman, CPA, MBA

beckmancpa.tamara@gmail.com

Sabrina Cantrell, Auditor

scantrell79@gmail.com

January 25, 2023

Putnam County Board of Education
1400 E. Spring Street
Cookeville, TN 38501

RE: AUDIT QUOTE

I am submitting my quote in the amount of \$14,000.00 for the audit of the twenty (20) school activity funds and cafeteria funds for the fiscal year ending June 30, 2024.

Thank you for your time and consideration. If you have any questions, please contact me.

Sincerely

Tamara L. Beckman, CPA

Tamara L. Beckman, CPA

Putnam County Board of Education
 Bid Tally Sheet

Bid For: AVERY TRACE MIDDLE SCHOOL GYM FLOOR REPLACEMENT
 Bid Date Opening: 2/22/23, 2:00 P.M. CENTRAL
 Bid Opened by: Mark Magura
 Tally Sheet Compiled by: D. Brown

EXHIBIT
 JB.4
 03-02-23

VENDOR:	<u>Covington Flooring</u>	<u>Mid-State Construction</u>			
CITY, STATE:	<u>Birmingham, AL</u>	<u>Livingston, TN</u>			
Description					
All inclusive cost per specs	<u>\$ 80,018.00</u>	<u>\$ 119,000.00</u>			
Addendum #1 received	<u>✓</u>	<u>✓</u>			

PRESENT FOR BID:

MICHAEL FETTY MID-STATE CONSTRUCTION [Signature]
JOHN MAGURA [Signature]

MARK,
 I HAVE REVIEWED THIS BID AND RECOMMEND
 COVINGTON FLOORING AS THE LOWEST AND
 BEST BID.

JOHN MAGURA
2-22-23

received
 02-22-23
[Signature]



PCSS Board Agenda Request

Date: February 22, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval of the bid and contract between Putnam County Board of Education and Covington Flooring Company, Inc., Birmingham, AL for the replacement of the water damaged gym floor at Avery Trace Middle School in the amount of \$80,018.00 to be paid ~~for using~~ ^{from} insurance less any deductible. which will be paid from 141-72620-399, as ^{coverage} ~~the~~ recommended by John Magura, Maintenance Supervisor, and as submitted on the bid tally sheet.

received
02-22-23
[Signature]



PCSS Board Agenda Request

Date: February 23, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval of the quote from Cookeville Glass & Mirror, Cookeville, TN for the repair of seven storefront doors as required by the State Fire Marshal at Avery Trace Middle School in the amount of \$15,428.00 to be paid for from 141-72620-399

received
02-23-23
JM



Ticket : 83969



Client Info :

Name : Angela Brown

Location : Maintenance Department

E-Mail : abrown@pcsstn.com

Phone : 520-6409



Ticket Info :

Report Date : 12/8/22 2:00 pm

Due Date : 12/22/22 2:00 pm

Reporter : Maintenance (maintwo@pcsstn.com)

Location : Avery Trace Middle

Tech : Maintenance (maintwo@pcsstn.com)

Priority : Medium

Status : Closed

Request Type : Maintenance -- Non technology

Subject : POCA 2 of 3

PER GOVERNORS DIRECTIVE / EXECUTIVE ORDER...
ALL CLASSROOM DOORS MUST CLOSE AND LATCH
WE HAVE 7 DOORS THAT NEED REPAIRED
AS SOON AS POSSIBLE TO BE IN COMPLIANCE.

Request Detail :

1. E204 have store front type classroom doors which are unable to latch.
2. ROOMS E201, E202, E203, & E204, HAVE STORE FRONT TYPE EXTERIOR DOORS WHICH ARE UNABLE TO SELF CLOSE & LATCH BUT CAN LOCK.

ALL CAPS items listed have to be re-inspected by the fire marshal.



Notes

Date	Name	Note
2/21/23 2:32 pm	Maintenance	We are getting pricing from Cookeville Glass & Mirror and Herren Glass to correct this issue



Avery Trace - Interior Doors

Andrew Lee <alee@cookevilleglass.com>

Mon, Feb 13, 2023 at 2:28 PM

To: Kim Chamberlin <kchamberlin@uplanddesigngroup.com>, "Magura, John" <maguraj@pcsstn.com>

Guys,

Sorry for the delay, I thought I sent this last weekend, but it was sitting in my drafts...

Looking at \$2,240.00 per door to replace the existing doors with new wide stile clear anodize aluminum storefront doors with cont. hinges, classroom function lock sets, and surface closers. New doors will hang on old existing frames and all new glass will be ¼" clear tempered.

Please let m know if you have any questions.

Thank you,

Andrew Lee

Cookeville Glass & Mirror, Inc.

alee@cookevilleglass.com

P. 931-526-4373 ext. 704

F. 931-528-4020

7 doors @ 2,204.00 = 15,428.00 Total

Herren Glass (2021)
201 W. Broad St.
Cookeville, TN 38501

Estimate

Date	Estimate #
2/21/2023	21-241

Name / Address
Putnam County Board of Education 1400 E. Spring St. Cookeville, TN 38506

Description
<p>Estimate to replace Avery Trace Class Room Doors.</p> <p>All Material will be Clear Anodized Finish Aluminum.</p> <p>We agree to replace existing Deadbolt lock doors with new Panic Hardware Doors.</p> <p>(1) 3' x 7' Wide stile leaf, Equipped with Continuous hinge. Locking will be Von Duprin 22L Rim Panic Bar Exit Device with Lever Handle. (or equal)</p> <p>Using Existing frames.</p> <p>Glazed with 1/4" clear tempered safety glass.</p> <p>Total \$ 3,988.00 each</p> <p>Note : Not Included are Thresholds and closers.</p> <p style="text-align: right;"><i>7 doors @ \$3,988.00 = <u>\$27,916.00 Total</u></i></p>
<p>Thank you for the opportunity to quote this project. This estimate expires in 60 days.</p>

Signature _____

Phone #	Fax #	E-mail
931-526-3539	931-520-1788	jamiehg@gmail.com



ENGAGE INSPIRE ACHIEVE



(931) 526-9777/ F: (931) 528-6942
1400 E. Spring Street
Cookeville, TN 38501
www.pcsstn.com

Dear Putnam County School Board,

Please consider approval to bid printing services for the remainder of the FY23 school year and due to time constraints, approval to authorize Corby King, Director of Schools, to award the bid to the lowest and best bidder after receipt of bids.

Hannah Davis

Communications Supervisor

received
02-27-23
SK

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

Date: _____



Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	71200-116	Teachers	5,468,117.71	67,000.00		5,401,117.71
2	141	71200-171	Speech Pathologist	551,646.18		11,000.00	562,646.18
3	141	71200-189	Other Salaries and Wages	225,252.72	20,000.00		205,252.72
4	141	71200-201	Social Security	492,416.37	20,000.00		472,416.37
5	141	71200-204	State Retirement	665,689.75	20,000.00		645,689.75
6	141	71200-207	Health Insurance	1,255,540.67		100,885.00	1,356,425.67
7	141	71200-210	Unemployment Comp	18,559.00	16,062.00		2,497.00
8	141	71200-217	Ret Hybrid Stabilization	0.00		33,000.00	33,000.00
9	141	72220-124	School Psychologist	369,317.74	35,000.00		334,317.74
10	141	72220-204	State Retirement	106,593.42	4,000.00		102,593.42
11	141	72220-210	Unemployment Comp	2,113.00	1,823.00		290.00
12	141	72220-217	Ret Hybrid Stabilization	0.00		4,000.00	4,000.00
13	141	72220-399	Other Contracts	43,300.00		30,000.00	73,300.00
14	141	72220-499	Other Charges	32,100.00		5,000.00	37,100.00
				9,230,646.56	183,885.00	183,885.00	9,230,646.56

Explanation: To reallocate funds to align with the needs of the Special Education Department for 2022-23 school years

Requested by: *Sheri Roberson*
Sheri Roberson Supervisor

Recommended for Approval: _____
 Assistant Director

Reviewed by: *Mark McKinley*
Mark McKinley Finance Director

[Signature]
 Official / Department Head

Received
 02-10-23

Action by Fiscal Review Committee: Recommended for Approval No Recommendation
 Action by County Commission: Approved Not Approved

Date: _____
 Date: _____

Department: Adult Education

DATE: _____ 2-M

EXHIBIT

IC.1b
03-02-23

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
	Revenue					
1	141 R 47120 000 01003	ADULT EDUCATION FUNDS	-	41,811.66		41,811.66
2	141 R 46590 000 01003	OTHER STATE EDUCATION FUNDS		8,364.34		8,364.34
		Total Revenue	-	50,176.00		50,176.00
	Expenditures					
				Decrease	Increase	
3	141 E 71600 116 000 01003 Regal	Teachers	-		33,918.00	33,918.00
4	141 E 71600 189 000 01003 Regal	Other Salaries				
5	141 E 71600 201 000 01003 Regal	FICA			2,010.00	2,010.00
6	141 E 71600 204 000 01003 Regal	Retirement			2,856.00	2,856.00
7	141 E 71600 207 000 01003 Regal	Medical Insurance			2,511.00	2,511.00
8	141 E 71600 212 000 01003 Regal	Medicare			470.00	470.00
9	141 E 71600 217 000 01003 Regal	Retirement			126.00	126.00
10	141 E 71600 355 000 01003 Regal	Travel			72.00	72.00
11	141 E 71600 399 000 01003 Regal	Other				
12	141 E 71600 429 000 01003 Regal	Supplies & Materials				
13	141 E 71600 790 000 01003 Regal	Equipment				
14	141 E 72260 105 000 01003 Regal	Supervisor			5,950.00	5,950.00
15	141 E 72260 162 000 01003 Regal	Clerical				
16	141 E 72260 201 000 01003 Regal	FICA			344.00	344.00
17	141 E 72260 204 000 01003 Regal	Retirement			518.00	518.00
18	141 E 72260 207 000 01003 Regal	Medical Insurance			1,320.00	1,320.00
19	141 E 72260 212 000 01003 Regal	Medicare			81.00	81.00
20	141 E 72260 355 000 01003 Regal	Travel				
21	141 E 72260 399 000 01003 Regal	Other contracted services				
22	141 E 72260 429 000 01003 Regal	Supplies and Materials				
23	141 E 72260 790 000 01003 Regal	Equipment				
		Total Expenditures	-		50,176.00	50,176.00
		Total Revenue less Total Expenditures	-	50,176.00	50,176.00	-

Explanation: To budget for revenue received for Adult Education

Requested by: Lynda Huddleston
Supervisor

Recommended for Approval:


Official / Department Head

Reviewed by: 
Chief Financial Officer

received
02-16-23

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approval

Non-Approval

Date: _____

tabbles

VC.1c
03-02-23

Department: Adult Education

DATE: _____

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
Revenue						
1	141 R 46590 000 000 01006 000	OTHER STATE EDUCATION FUNDS	-	2,367.14		2,367.14
2	141 R 47120 000 000 01006 000	ADULT BASIC EDUCATION		11,832.86		11,832.86
		Total Revenue	-	14,200.00		14,200.00
Expenditures						
				Decrease	Increase	
3	141 E 71600 189 000 01006 000	OTHER SALARIES AND WAGES				-
4	141 E 71600 201 000 01006 000	SOCIAL SECURITY				-
5	141 E 711600 204 000 01006 000	Retirement				-
6	141 E 711600 207 000 01006 000	Medical Insurance				-
7	141 E 71600 212 000 01006 000	MEDICARE				-
8	141 E 71600 355 000 01006 000	TRAVEL				-
9	141 E 71600 399 000 01006 000	Other contracted services				-
10	141 E 71600 429 000 01006 000	INSTRUCTIONAL SUPPLIES			14,200.00	14,200.00
		Total Expenditures	-		14,200.00	14,200.00
		Total Revenue less Total Expenditures	-	14,200.00	14,200.00	-

Explanation: To budget for revenue received for Adult Education general services

Requested by: Lynnda Whitman Supervisor Recommended for Approval: _____ Official / Department Head

Reviewed by: Mark McRay Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Approval Non-Approval Date: _____

received
02-22-23

SA

EXHIBIT
 tabbles
 VC.2.a.
 03-02-23

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: March 2023

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	71200-429	Supplies and Materials	42,500.00	10,000.00	-	32,500.00
2	141	72220-524	Staff Development	59,600.00	-	10,000.00	69,600.00
							-
							-
							-
							-
							-
							-
							-
					10,000.00	10,000.00	

Explanation: To reallocate funds to pay for PCM training for employees working with SWD

Requested by: *Sheri Roberson*
Sheri Roberson Supervisor

Recommended for Approval: _____
Assistant Director

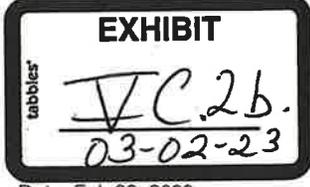
Reviewed by: *Maria McQuinn*
Finance Director

[Signature]
 Official / Department Head

Action by Fiscal Review Committee: **None Required**

Action by County Commission: **None Required**

received
 02-21-23
[Signature]



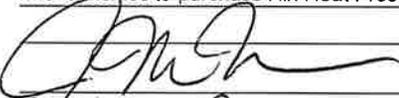
Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Career & Technical Education - Innovative School Models Grant

Date: Feb 22, 2023

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	141	141 E 71300 524 000 02518 100	Inservice/Staff Development	\$10,000.00		\$2,000.00	\$8,000.00
2	141	141 E 71300 730 000 02518 100	Vocational Instruction Equipment	\$37,854.25	\$2,000.00		\$39,854.25
3							\$0.00
4							\$0.00
5							\$0.00
6							\$0.00
7							\$0.00
8							\$0.00
9							\$0.00
10							\$0.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
16							\$0.00
17							\$0.00
18							\$0.00
19							\$0.00
20							\$0.00
21							\$0.00
22							\$0.00
23							\$0.00
24							\$0.00
25							\$0.00
TOTALS:				\$47,854.25	\$2,000.00	\$2,000.00	\$47,854.25

Explanation: Move monies to purchase Hix Heat Press for SBE class @ Prescott South Middle School

Requested by:  2/22/23 Recommended for Approval: _____
Supervisor Official / Department Head

Reviewed by: 
Chief Financial Officer

Action by Fiscal Review Committee: **None Required**

Action by County Commission: **None Required**



Department: Student Services



DATE: 01/23/2023

EXHIBIT

VC.3.a

03-02-23

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount		Requested Approval Amount	
							Decrease	Increase
1				REVENUE				
							Increase	Decrease
142	71100-116	701	701	Teachers				
142	71100-163	701	701	Assistants				
142	71100-189	701	701	Other Salaries and Wages				
142	71100-198	701	701	Non-Certified Substitutes				
142	71100-201	701	701	Social Security				
142	71100-204	701	701	State Retirement				
142	71100-206	701	701	Life Insurance				
142	71100-207	701	701	Medical Insurance				
142	71100-208	701	701	Dental				
142	71100-210	701	701	Unemployment Compensation				
142	71100-212	701	701	Medicare				
142	71100-429	701	701	Instructional Supplies				
142	71100-599	701	701	Other Charges	0.00	3,000.00		3,000.00
142	71100-722	701	701	Instructional Equipment				
142	72120-599	701	701	Other Charges	0.00	7,000.00		7,000.00
142	72130-599	701	701	Other Charges	10,000.00		10,000.00	
142	72210-189	701	701	Other Salaries and Wages				
142	72210-201	701	701	Social Security				
142	72210-204	701	701	State Retirement				
142	72210-206	701	701	Life Insurance				
142	72210-207	701	701	Medical Insurance				
142	72210-208	701	701	Dental				
142	72210-210	701	701	Unemployment Compensation				
142	72210-212	701	701	Medicare				
142	72210-355	701	701	Travel				
142	72210-399	701	701	Contracted Services				
142	72210-499	701	701	Other Supplies and Materials				
142	72210-524	701	701	Professional Development				
142	72210-599	701	701	Other Charges				
142	72210-790	701	701	Other Equipment				
142	99100-504	701	701	Indirect Costs				
							10,000.00	10,000.00

Explanation: This McKinney Vento (sub fund 701) budget amendment is needed to correctly allocate funds with the stated accounts

Requested by: *Dora L. Updegraff* Supervisor
 Recommended for Approval: *[Signature]* Official / Department Head

Reviewed by: *Mark McRay* Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

received
 Action by County Commission: *02-16-23* *SN*

Approval Non-Approval Date: _____

Department: Student Services



2/22/23

EXHIBIT
 VC.3.b.
 03-02-23

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
				REVENUE				
						Increase	Decrease	
142	71100-116	941	941	Teachers				
142	71100-163	941	941	Assistants				
142	71100-189	941	941	Other Salaries and Wages				
142	71100-195	941	941	Certified Substitutes	3,300.00	150.00		3,450.00
142	71100-198	941	941	Non Certified Substitutes	0.00	9,800.00		9,800.00
142	71100-201	941	941	Social Security	245.00	505.00		750.00
142	71100-204	941	941	State Retirement				
142	71100-206	941	941	Life Insurance				
142	71100-207	941	941	Medical Insurance				
142	71100-208	941	941	Dental				
142	71100-210	941	941	Unemployment Compensation				
142	71100-212	941	941	Medicare	55.00	145.00		200.00
142	71100-429	941	941	Instructional Supplies				
142	71100-599	941	941	Other Charges				
142	71100-722	941	941	Instructional Equipment				
142	72120-599	941	941	Other Charges				
142	72130- 189 355	941	941	Travel	0.00	500.00		500.00
142	72130-189	941	941	Other Salaries and Wages	12,000.00		12,000.00	
142	72130-201	941	941	Social Security	4,925.00		775.00	4,150.00
142	72130-204	941	941	State Retirement	7,150.00		800.00	6,350.00
142	72130-206	941	941	Life Insurance				
142	72130-207	941	941	Medical Insurance				
142	72130-208	941	941	Dental Insurance				
142	72130-212	941	941	Employer Medicare	1,154.20		179.20	975.00
142	72130-499	941	941	Other Supplies & Materials	2,807.98	0.45		2,808.43
142	72130-524	941	941	Inservice & Staff Development				
142	72130-790	941	941	Other Equipment				
142	72210-399	941	941	Contracted Services				
142	72210-499	941	941	Other Supplies & Materials				
142	72210-524	941	941	Professional Development	14,986.25	2,653.75		17,640.00
142	72210-599	941	941	Other Charges				
142	72210-790	941	941	Other Equipment				
142	99100-504	941	941	Indirect Costs				
						13,754.20	13,754.26	

Explanation: This Resilient Schools Community Grant (sub fund 941) budget amendment is needed to correctly allocate funds with the stated accounts listed.

Requested by: *Drew L. Updwell*
 Supervisor

Recommended for Approval: *[Signature]*
 Official / Department Head

Reviewed by: *Mark McLary*
 Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation Date: _____

Action by County Commission: *[Signature]*
 Approval

Non-Approval Date: _____

RECEIVED
 02-22-23



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: March 2023

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	142	72220-189-896	Other Salary and Wages	47,200.00	2,510.00	-	44,690.00
2	142	71200-263-896	Educational Assistants	25,275.00	-	2,210.00	27,485.00
3	142	712000-201-896	Social Security	1,567.00		105.00	1,672.00
4	142	71200-204-896	State Retirement	1,808.00		160.00	1,968.00
5	142	71200-206-896	Life Insurance	35.00		5.00	40.00
6	142	71200-212-896	Employer Medicare	366.00		30.00	396.00
							-
							-
							-
				76,251.00	2,510.00	2,510.00	76,251.00

Explanation: To reallocate funds in the in the IDEA Partnership for Systemic Change K-12 budget to meet the salary requirements for EA.

Requested by: *Sheri Roberson*
Sheri Roberson Supervisor

Recommended for Approval: _____
Assistant Director

Reviewed by: *Mark Melancon*
Finance Director

[Signature]
Official / Department Head

Action by Fiscal Review Committee: **None Required**

Action by County Commission: **None Required**

received
02-21-23
[Signature]



Putnam County **Budget Amendment** / Line Item Transfer Authorization Form

Department: FOOD SERVICE

DATE: 16-Feb-23

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease
Revenue						
1	143 R 47114	USDA OTHER	71,000.00		335,825.31	406,825.31
		Total Revenue	71,000.00		335,825.31	406,825.31
Expenditures						
				Decrease	Increase	
2	143 E 73100 422	FOOD SUPPLIES	3,046,000.00		335,825.31	3,381,825.31
		Total Expenditures	3,046,000.00		335,825.31	3,381,825.31
		Total Revenue less Total Expenditures			335,825.31	335,825.31

Explanation: Increase budget for additional monies received from The State of TN for Supply Chain Assistance (SCA)

Requested by: Jennifer Mitchell Supervisor Recommended for Approval: [Signature] Official / Department Head

Reviewed by: [Signature] Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approval Non-Approval Date: _____

received
02-21-23 SL

V.D.
03-02-23

Out of State/ Overnight BOARD APPROVAL Month: March, 2023

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
02/10/23	Orlando, FL	CHS	Virginia Gantkowski 931-644-3106, John Gantkowski and/or Joe Henry	CTE / 10th, 11th, 12th / DECA	April 21-26, 2023	10	International Career Development Conference (National DECA Competition)



Corby King, Director of Schools

Date

received

02-10-23

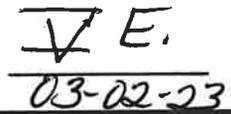


Possible National DECA Competition Room List April 21-26, 2023

Rooming List

Names	Male/Female/Advisor	Room
Judy Henry	Advisor	1
Mackie Family	Chaperone	
Cindy Mackie	Female Chaperone	2
Bob Mackie	Male Chaperone	2
James Mackie (MAC)	Student	2
William Mateo	Male	3
Shivam Patel	Male	3
Jonah Hull	Male	3
Jimmy Guadelupe	Male	3
Crystal Herrera	Female	4
Amy Leon	Female	4
Kaylee Ramirez	Female	4
Keyla Ramirez	Female	4
Shelton Family	Chaperone	5
Shannon Shelton	Femail Chaperone	5
Ricky Shelton	Mael Chaperone	5
Mia Shelton	Student	5
Sofia Shelton	Student	5
Virginia Gantkowski	Advisor	6

PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
MARCH 2023

EXHIBIT

 03-02-23

Board Action	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	GRANT AMOUNT ACCEPTANCE	New, Ongoing, Renewal	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	COMMENTS
PERMISSION TO APPLY	VEC GRANT	\$ 2,500.00			NEW	BURKS	3/2/2023		SUZANNE GOOLSBY APPLYING
TOTALS	Jul-22	\$ -		\$ 220,000.00					
	Aug-22	\$ 210,400.00		\$ 1,424,050.00					
	Sep-22	\$ 495,800.00		\$ 194,711.65					
	Oct-22	\$ 4,528,936.00		\$ 3,250.00					
	Nov-22	\$ 63,100.00		\$ 2,598.00					
	Dec-22	\$ 60,000.00		\$ 1,000.00					
	Jan-23	\$ 72,950.00		\$ 109,658.00					
	Feb-23	\$ 45,550.00		\$ 60,500.00					
	Mar-23	\$ 2,500.00							
	TOTAL	\$ 5,479,236.00	\$ -	\$ 2,015,767.65					GRANT REPORT PREPARED BY SHARON BYERS

received
02-22-23




PCSS Board Agenda Request

Date: February 7, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval of the contract between Putnam County Board of Education and Turf Masters Landscape Management, Cookeville, TN for the system wide lawn care service per bid tabulation in the amount of \$162,150 to be paid ~~for~~ from 141-72610-399

received
02-16-23
[Signature]

MR. RADER HAS
REVIEWED THIS
DOCUMENT.

JBM
2-15-23

LAWN MAINTENANCE SERVICE CONTRACT

THIS AGREEMENT between the Putnam County School Board of Cookeville, TN hereinafter referred to as the Putnam County School Board and Turf Masters Landscape Management, an independent Contractor.

Whereas, Turf Masters Landscape Management has made a bid and offer to provide and furnish the Putnam County School Board with lawn care services at VITAL/White Plains Academy, Algood Elementary, Algood Middle School, Avery Trace Middle School, Baxter Primary School, Burks Middle School, Cane Creek Elementary School, Capshaw Elementary School, Central Office, Cookeville High School, Cornerstone Elementary School, Jere Whitson Elementary School, Monterey High School, Northeast Elementary School, Park View Elementary School, Prescott South Elementary, Prescott South Middle School, Sycamore Elementary School, Upperman High School, Upperman Middle School, Student Services, Star Center/Technology Department, and includes all mowing of all sports fields in accordance with the Specifications and General Conditions which are a part of this Contract by reference and attached hereto; Whereas, Turf Masters Landscape Management has agreed to furnish said services for the monthly consideration as set forth in the bid form which is made a part of this Contract by reference and attached hereto; in addition, the Putnam County School Board reserves the option to adjust this contract in whole or in part; in total or per location; and on any basis and criteria deemed to be in the best interest of the school system.

NOW, THEREFORE, in consideration of the mutual promises and covenants each to the other hereinafter made and set forth, and the money consideration for the service described and set forth in the attached bid form and specifications, the parties hereto agree as follows:

1. The monthly charge for said maintenance services as offered by the Turf Masters Landscape Management and accepted by the Putnam County School Board shall be due and payable one (1) time per month, provided that the work or services required to be performed shall have been fully and satisfactorily completed on that date.
2. It is mutually agreed that the Contract shall become null and void upon thirty (30) days written notice to each party. Notice shall be made by certified mail. In the event of cancellation by either party, payment for any fractional month shall be determined by prorating the monthly amount on the basis of the number of days involved.

3. It is mutually agreed and understood between the parties that Turf Masters Landscape Management is an independent contractor and is responsible for the manner and methods of their work and the supervision of their employees. Putnam County Board of Education through the principals of the respective schools have the right to promulgate such rules and regulations with respect to the work as are reasonable and appropriate in their discretion. Putnam County Board of Education has the right to inspect Turf Masters Landscape Management work or service or the conduct of its employees during the performance of the Contract to make certain that work is being performed in accordance with the Specifications and General Conditions which are referred to in bid specifications as well as the policies for the Putnam County Board of Education and Tennessee state law, all of which are made a part of this Contract, without creating a master-servant relationship between the Putnam County Board of Education and Turf Masters Landscape Management.
4. Turf Masters Landscape Management shall render its lawn maintenance services hereunder for a contract period, commencing January 1, 2023 and continuing through December 31, 2023. The Putnam County School Board has the option to extend this contract annually with Turf Masters Landscape Management, not to exceed four (4) extensions. On the anniversary date of this contract, CPI Increase: For multi-year Agreements or whenever this Agreement is extended, the Contract Price may be modified to reflect a cost of living adjustment not to exceed 3%. To increase the payments in accordance with this provision, the Board of Education must approve any increase. Without specific Board approval no increases will be allowed.
5. Turf Masters Landscape Management shall indemnify and save the Putnam County School Board harmless against any suit, action, claim, demand, lien, loss, damage, fine, judgment or decree, and any expense in connection with the work or service, including reasonable attorney fees, for or on account of the violation of any statute, building code, or regulation, or for personal injury or death to any person, including workers, or damage to any property, which may arise from the work or operations under this Contract.
6. Upon written request by the Putnam County School Board, Turf Masters Landscape Management will reassign or otherwise remove from the Putnam County School Board any employee not acceptable to the Putnam County School Board.
7. The schedule of work hours for accomplishment of Turf Masters Landscape Management service shall conform to the requirements

of the building use and Turf Masters Landscape Management shall in no way interfere with the normal routine of the occupants.

8. Turf Masters Landscape Management understands that its employees will be working in areas where security is vital. Turf Masters Landscape Management agrees not to employ any person who has a prior conviction for a felony or a crime involving theft or dishonesty without the Putnam County School Board's sole discretion. Turf Masters Landscape Management shall take all reasonable steps to comply with this provision and shall promptly notify the Putnam County School Board of the arrest or conviction of any who is working.
9. Turf Masters Landscape Management is responsible for the safety of all its personnel and for assuring the continuing safety of the building in connection with the service it provides hereunder. Turf Masters Landscape Management shall comply in all instances with all federal, state, and local laws, environmental, safety and health standards and rules and regulations, including but not limited to the Occupational Safety and Health Act, the Emergency Planning and Community Right to Know Act of 1986, and the Safety Standards Act, and any licensing, bonding and permit requirements in connection with its performance of the work.
10. Turf Masters Landscape Management agrees to provide a certificate of liability insurance in an amount not less than \$1,000,000.00 to cover any liability claims that may arise as a result of the performance of any of its obligations under this Contract. Putnam County Board of Education shall be named as an additional insured on said certificate of insurance but this shall not relieve Turf Masters Landscape Management obligation to hold Putnam County Board of Education harmless for any claims which are made against it, whether by nature or personal injury and/ or property damage or employer liability for any reason including and not limited to any civil rights, employment discrimination or other similar type claims. The Putnam County Board of Education shall have the right to retain attorneys selected by it to defend its suit. Turf Masters Landscape Management shall be responsible for all said attorney's fees with respect to defending the Putnam County Board of Education with respect to any such claims.
11. Any and all claims of any nature including, but not limited to contract, tort, breach of warranty shall be brought in the Chancery Court of Putnam County, Tennessee. All parties expressly waive the right to a trial by jury. Each party shall pay its own costs and

attorney's fees. This shall be the sole and exclusive jurisdiction to resolve all claims. Under no circumstances shall any claim be submitted to arbitration. The parties may agree to non-binding mediation in Cookeville, Tennessee prior to instituting any legal action. This provision supersedes any conflicting provision of any contract or these conditions.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals this ____ day of _____, 2023

BY: _____
NOTARY

Commission Expires: _____

PUTNAM COUNTY SCHOOL SYSTEM

BY: _____
(Board Chairman)

TURF MASTERS LANDSCAPE MANAGEMENT

BY: _____

Title: _____

“Specifications and general conditions which are part of this contract and attached hereto...”

(ATTACHED: PER PAGE 1 OF CONTRACT PARAGRAPH 2)

NOTICE TO BIDDERS

The Putnam County Board of Education will accept sealed bids for Lawn Maintenance.

Bid Date Opening: January 27, 2023, 11:00 a.m. (Central)

All envelopes must be sealed and marked "Lawn Maintenance Bid"

Please contact John Magura, Maintenance Supervisor, at *email: maguraj@pcsstn.com*, if you have questions or concerns regarding the "Lawn Maintenance Bid."

Bids must be submitted by mail, special carrier, or hand-delivered to: Putnam County Board of Education Office, 1400 E. Spring Street, Cookeville, TN 38506. Bids must be received at the Board of Education Office by the bid date: January 27, 2023, 11:00 a.m. (Central) time. *No bids will be accepted after 11:00 a.m. (Central) on 1/27/23. No faxed or electronically submitted bids will be considered.*

The Board will award bids as prescribed by law, which states "lowest and best." A Supreme Court ruling states that the discerning of best lies solely on those requesting the bid and not the bidder. The right is also reserved to refuse any and all bids.

"The Bid must conform to the laws of the State of Tennessee. The exclusive jurisdiction and venue to resolve any disputes is in the Chancery Court of Putnam County, Tennessee. All contracts arising from this bid must incorporate these requirements or bid will not be accepted."

REMEMBER: NO FAXED OR ELECTRONIC BIDS WILL BE ACCEPTED

**Solicitation of Bids Lawn
Maintenance Services
Putnam County Board of Education**

General Comments

This document and all appendices are considered part of the required specifications. Putnam County Board of Education reserves the right to award this contract in whole or in part; in total or per location; and on any basis and criteria deemed to be in the best interest of the school system. Putnam County Board of Education reserves the right to reject any and all bids.

Purpose of Solicitation

To solicit bids from qualified vendors for lawn maintenance services for twenty-two (22) locations in Putnam County; thirteen (13) locations in Cookeville, three (3) locations in Algood, four (4) locations in Baxter, Tennessee, and two (2) locations in Monterey, Tennessee.

Program Requirements

The contractor shall furnish all supervision, lawn maintenance staff, equipment, supplies, tools and other materials as required for lawn maintenance services for the above named locations of the Putnam County Board of Education.

Pre-Bid Site Inspection

All interested bidders are required to visit each site to verify the acreage. These visits should be scheduled between the hours of 9:00 A.M. and 2:00 P.M., Monday thru Friday, by appointment only. Bidders must tour the grounds to acquaint themselves with the nature and extent of work involved and submit evidence of such visits on the form located in **Appendix A**. Contacts per location are as follows:

SCHOOL/DEPT	PRINCIPAL	TELEPHONE
VITAL	Shannon Pirtle	931-528-8685
Algood Elementary School	Patience Cannon	931-303-0362
Algood Middle School	Russell Darley	931-537-6141
Avery Trace Middle School	Alma Anderson	931-520-2200
Baxter Primary School	Marsha Wyatt	931-858-3110
Burks Elementary	Heather Tinch	931-839-7641
Cane Creek Elementary School	Rhonda Mahan	931-520-1173
Capshaw Elementary School	Renee Cantrell	931-526-2414
Cookeville High School	Max Petett	931-520-2287
Central Office	Tm Martin	931-526-9777
Cornerstone Elementary School	Tammy Hoover	931-858-9190
Jere Whitson Elementary School	Tina Francis	931-526-6575
Monterey High School	Sonja Farley	931-839-2970
Northeast Elementary School	Dr. Melissa Palk	931-526-2978
Park View Elementary School	Bobby Wunningham	931-526-2516
Prescott South Elementary School	Dr. Catherine Jones	931-526-2275
Prescott South Middle School	Tera Brooks	931-528-3647

Sycamore Elementary School	Tracy Nabors	931-526-9322
Upperman Middle School	Jessica Etheredge	931-858-6110
Upperman High School	Stephen Robbins	931-858-3112
White Plains Academy	Joe Matheney	931-537-3862
Star Center/Technology	Johnny Sloan	931-520-2100
Student Services	Dr. Trey Upchurch	931-525-4707

Submission Requirements

One (1) original and two (2) copies of the bid must be submitted by **11 A.M. (Central Time) on January 27, 2023**. Sealed bids must be marked “**LAWN MAINTENANCE**” and submitted to:

Putnam County Board of Education
1400 East Spring Street
Cookeville, TN 38506

On the above date, no later than the above local time. All bids must be submitted on the approved bid form and in the possession of the opening official at the time to be considered. **Email and/or faxed bids WILL NOT be accepted.** Bids received after the above date and time will be disqualified and not considered.

The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully address the full intent and meaning of each aspect of the specifications.

Firm Offer

The cost figures contained in the original bid must be firm for at least ninety (90) calendar days after the opening day bids.

Drug-Free Workplace

All bidders must complete and include in bid submission the Tennessee Drug Free Workplace Affidavit as required by TCA 50-9-113. Affidavit is contained in **Appendix B**.

Start Date/Duration of Contract

The successful bidder will begin service on/or around **March 15, 2023** and end on **December 31, 2023**. The contract will be renewable ANNUALLY with the successful bidder, not to exceed four (4) extensions at the owner’s election. Each renewal will be for a period beginning on **January 1st** and ending **December 31st** of the same year. Notice of intent to extend will be given by the owner at least 60 days in advance of the contract expiration.

Inflation Adjustment: For multi-year Agreements or whenever this Agreement is extended, extensions will be proposed for consideration of approval to the Board based on recommendations of the authorized representative of the Putnam County Board of Education. The Contract Price may be modified to reflect a cost of living adjustment not to exceed 3%. The contractor must specifically request this adjustment

with renewal 45 days prior to the termination of the contract period in question. Without specific Board approval no increases will be allowed.

Cancellation

If funds are not appropriated or otherwise made available to support continuance of performance in any subsequent fiscal period, the contract shall be cancelled. If performance by the contractor is deemed to be non-compliant or unsatisfactory with any portion of the contract, Putnam County Schools will give contractor 30 days to comply. If compliance is unsatisfactory at the end of the 30-day period, written notice by the Putnam County Schools may be given to terminate contract 30 days thereafter.

The contract, additionally, can be cancelled for failure to perform and/or inadequate performance. If the Director of Schools determines that there is a failure to perform and/or an inadequate performance pursuant to the terms and conditions of the contract, the Director of Schools may give the contractor ten (10) days notice to cure said deficiency. If said deficiency is not cured within ten (10) days, the Director of Schools may declare the contract cancelled and may retain substitute personnel to perform the contractor's obligations under this contract. If the Director of Schools does so then the contractor shall be solely and exclusively responsible for all charges incurred to perform the obligation, which they were contracted to perform, including all costs, damages, and any attorney's fees that may be necessary.

A failure to give notice of non-performance and/or inadequate performance on one occasion will not operate as a waiver for the Director of Schools to give notice for failure to perform and/or inadequate performance on other occasions.

Contract Award

The selection of the successful bidder is planned to be finalized and approved at the Putnam County Board of Education's regular **March, 2023** meeting. The lowest and best-qualified bidder will be accepted from each of the following regions: Algood, Baxter, Cookeville, and Monterey. Bids will not be awarded for each individual site. Criteria used in its evaluation is included, but not limited to, the items contained in **Appendix D.**

Addenda

Any addendums issued by the Putnam County Board of Education prior to the bid opening date must be acknowledged by the bidder on the prescribed bid form or their bid will be disqualified.

Bid Format

Bids must be submitted in the form outlined here with materials submitted in the proper sequence. All costs incurred in the formulation of the bid will be the sole responsibility of the bidder.

Required Information from Bidders

Company Profile

Each bid shall contain the history of the company, including the year it was founded, its mission and vision statements, a description of the types and number of accounts served, number of employees, ownership of the company and business classification (corporation, partnership sole proprietorship); and any subsidiaries owned by the company.

Qualifications

Bidders must submit evidence of the following minimum qualifications:

- Bidder must have been in lawn maintenance business for a minimum of five (5) years.
- Bidder must have serviced at least eight (8) school or commercial accounts of similar acreage for at least three (3) years that are similar in size, type, and quality of grounds-keeping defined in these bid specifications within the last five (5) years.
- Bidder must provide contact names, addresses and phone numbers for at least five (5) accounts of similar size, type and quality of service defined in these bid specifications.
- Bidders must provide certificate of liability insurance that meets the requirements outlined.
- Bidders must have a valid business license for chemical application.

Operations Plan and Policies

Bidders must provide:

- Quality control procedures; training plans and procedures.
- Description of uniforms to be worn by contract employees.

Staffing and Equipment

Bidders must provide:

- Number of employees
- Number of pieces of equipment owned by the contractor
- Type of equipment owned by the contractor

Bidders must provide pricing information per location on an annual, and per mowing basis. Pricing sheet is contained in **Appendix C.**

Permits

The purchasing and securing of any and all permits and licenses will be the responsibility of the contractor.

Safety

Contractor shall be familiar with and in complete compliance with, OSHA and EPA requirements and shall report any loss of time or major injuries to the Principal immediately.

Athletic Fields

High School coaches during ball season will probably care for their own fields but for the purposes of this bid, bidders are instructed to include all athletic fields for the entire contract date period. The awarded vendor must seek principal's instructions regarding athletic field mowing. The school principal will have final say regarding to athletic field mowing schedule.

Licensing

The specifications request occasional treatment by chemical weed control treatment. Bidders must have the ability to obtain a chemical license for such purpose. Bidders must either have a valid Tennessee

Charter/License to be an applicator of chemicals/herbicides or arrange for subcontracting to a licensed party. The license information (or subcontract arrangement) must be included on the front of the sealed bid submission envelope.

Drought Conditions

Severe drought situations may occur and PCS may request that mowing services be suspended at such a time. This may be throughout the entire district or only at certain locations. We recognize the difference between dry conditions and drought. It is not our desire that this situation cause financial hardship to the awarded vendor. We will therefore guarantee that the financial implications of such a situation would not exceed 10% of the total contract amount. Or conversely, PCS will be required to make payment equal to 90% of the total contract amount over the term regardless of drought complications.

Early Growing Seasons Level of Work

It will be the responsibilities of the contractor to provide lawn maintenance services for the individual locations in keeping with high standards for an education institution from the perspectives of sanitation, public relations, and protection of the physical plant. Detailed lawn maintenance specifications are outlined in **Appendix E**.

Personnel, Equipment and Supplies

This specification covers provision for a complete and efficient lawn maintenance service, including all reasonable and necessary labor, supervision, equipment, and supplies in order to keep the contracted areas properly serviced. These are minimum requirements and standards.

A. Contractor Employee Personnel Policy

The contractor agrees to be responsible for and shall provide general supervision to all of its employees working under this contract. Whenever any contractor employee(s) is/are working, there shall be a designated supervisor directing his/her work.

The contractor shall ascertain that all his employees abide by the following rules.

1. Contractor employee(s) must wear an identification badge and a distinct uniform provided by the contractor at all times while on the premises.
2. Contractor employee shall be of good integrity and character. A Tennessee Law Enforcement Division check shall be conducted on each potential employee prior to employment. The contractor may not employ any individual with a criminal record without written permission of the school district.
3. Contractor employees shall not engage in idle or unnecessary conversation with students, school employees, other employees, and other employees of the contractor or visitors to the location.
4. Contractor employees shall not remove any school articles or materials from the premises, regardless of its value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trashcans designated for that purpose.
5. Contractor employees shall abide by rules and regulations set forth by school administration and policies set forth by the Putnam County Board of Education, which affects the performance of the work.

6. The contractor's supervisor(s) must possess the ability to communicate effectively both orally and in writing, with the lawn maintenance staff and other employees. The contractor's supervisor shall make contact on a regular basis with the school Principal to ensure adequate communication.
7. The use or possession of alcoholic beverage or other non-prescription drugs will not be permitted on the contracted property. Contractor's employees, who report for work showing evidence of an impaired condition, shall not be permitted to remain on the premises.
8. Contractor's employees shall not use any part of the building and/or grounds other than for purposes expressly agreed to.
9. Upon written request of the school district's representative to the contractor, any contractor's employee who fails to abide by these rules will be immediately pulled off the job and replaced.
10. Guns, knives or other dangerous weapons are prohibited on campus.

B. **Liability**

The contractor shall assume liability for damage or loss while they are on the premises. The contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days after a claim is submitted.

1. **Subcontracting**

The contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided contractor remains liable for performance of all items of this contract.

2. **Laws**

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

Additional Services

Services also to include:

- 1) Area outside of T-ball fields next to Baxter Primary School
- 2) Park between Baxter Primary School and Cornerstone Elementary
- 3) Practice field next to Cornerstone soccer field.

Additional property locations may be added to this contract under the prevailing terms and conditions of the existing contract, whereas, if a property is sold it may be excluded from this contract.

APPENDIX A

PUTNAM COUNTY SCHOOLS LAWN MAINTENANCE SITE VISITS

I hereby declare that I have toured the facilities as noted below:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME AND TITLE _____

VITAL
Signature

Shannon Pirtle Date: _____

Algood
Elementary
Signature

Patience Cannon Date: _____

Algood
Middle
Signature

Russell Darley Date: _____

Avery
Trace Middle
Signature

Alma Anderson Date: _____

Baxter
Primary
Signature

Marsha Wyatt Date: _____

Burks
Elementary.
Signature

Heather Tinch Date: _____

Cane Creek
Elementary
Signature

Rhonda Mahan Date: _____

**Capshaw
Elementary**
Signature

_____ Date: _____
Renee Cantrell

**Central
Office**
Signature

_____ Date: _____
Cayce McCarver

**Cookeville
High**
Signature

_____ Date: _____
Max Petett

**Cornerstone
Elementary**
Signature

_____ Date: _____
Tammy Hoover

**Jere Whitson
Elementary**
Signature

_____ Date: _____
Tina Francis

**Monterey
High**
Signature

_____ Date: _____
Sonja Farley

**Northeast
Elementary**
Signature

_____ Date: _____
Dr. Melissa Palk

**Park View
Elementary**
Signature

_____ Date: _____
Bobby Winningham

**Prescott South
Elementary**
Signature

_____ Date: _____
Dr. Catherine Jones

**Prescott South
Middle**
Signature

_____ Date: _____
Tera Brooks

**Student
Services**
Signature

_____ Date: _____
Dr. Trey Upchurch

**Sycamore
Elementary**
Signature

_____ Date: _____
Tracy Nabors

**Upperman
High**
Signature

_____ Date: _____
Stephen Robbins

**Upperman
Middle**
Signature

_____ Date: _____
Jessica Etheredge

**White Plains
Academy**
Signature

_____ Date: _____
Joe Matheney

**Star Center/
Technology Building**
Signature

_____ Date: _____
Johnny Sloan

**APPENDIX B
DRUG-FREE WORKPLACE AFFIDVIT**

STATE OF: _____

COUNTY OF: _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Putnam County Schools to provide services, hereby states under oath as follows:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who **acknowledged** that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 2023

Notary Public

My commission expires: _____

Bidder: _____

APPENDIX C PUTNAM COUNTY SCHOOLS PRICING FORM

SCHOOL/DEPT	APPROX ACREAGE	AMOUNT PER MOWING	NUMBER OF MOWINGS	ANNUAL COST
ALGOOD				
VITAL/WPA	11.5		21	
Algood Elementary	32.2		21	
Algood Middle	(in AES total)		21	
BAXTER				
Baxter Primary	11.0		21	
Cornerstone Elementary	23.0		21	
Upperman High	90.0		21	
Upperman Middle	(in UHS total)		21	
COOKEVILLE				
Avery Trace Middle	20.0		21	
Cane Creek Elementary	28.0		21	
Capshaw Elementary	13.0		21	
Central Office	4.0		21	
Cookeville High	80.0		21	
Jere Whitson Elementary	6.5		21	
Northeast Elementary	10.0		21	
Park View Elementary	7.0		21	
Prescott South Elementary	63.0		21	
Prescott South Middle	(In PSES total)		21	
Sycamore Elementary	9.0		21	
Student Services	3.0		21	
Star Center/Technology Dept.	3.2		21	
MONTEREY				
Burks Elementary	15.7		21	
Monterey High	17.0		21	

APPENDIX D
PUTNAM COUNTY SCHOOLS
LAWN MAINTENANCE SERVICES
EVALUATION CRITERIA

The Putnam County Board of Education reserves the right to use the following criteria in awarding bids for lawn maintenance services. This list of criteria, is not meant to be all-inclusive and may be added to or deleted from.

- Business License
- Experience with large commercial properties
- Financial Stability
- Supervision plan for Personnel
- Experience of Supervisors
- Supplies Proposed
- Equipment List
- Training Programs
- Bid Format in Sequence Requested
- Proposed pricing

APPENDIX E
PUTNAM COUNTY SCHOOLS
LAWN MAINTENANCE SERVICES SPECIFICATIONS

I. Scope of Work

- A. The Putnam County School System intends by this bid, to contract lawn mowing of the entire school campus (interior courtyards inclusive at each cutting).
- B. The successful bidder is required to furnish all equipment and supplies, including Round-Up or equivalent herbicide, (with the exception of fertilizer, seeds, sprays and living plants) necessary and required to maintain the individual school grounds in a neat and consistent appearance in conformity with the following specifications.

II. Specifications and Instructions

- A. Prior to bid submissions, bidders are required to visit each school to determine the scope of this project. Each location (grounds and courtyards), will be mowed and trimmed as follows (for total of approximately 21 mowing's per location, per year):

MOWING SCHEDULE	
MARCH – as directed	JULY – three times (every 10 days)
APRIL – three times (every 10 days)	AUGUST – three times (every 10 days)
MAY – three times (every 10 days)	SEPTEMBER – three times (every 10 days)
JUNE – three times (every 10 days)	OCTOBER – three times (every 10 days)
	NOVEMBER – as directed

- B. The Owner reserves the right to cancel mowing during the months of July, August, and September given extreme drought conditions. Contractual payments will be adjusted/prorated accordingly.
- C. The contractor shall cut the grass on campus to a minimum of three (3) inches and a maximum of four (4) inches. All fence lines, trees, shrubs, flagpoles, outbuildings, sidewalks, driveways, playground equipment, and the areas around buildings shall be trimmed. Sidewalks, driveways, and streets must be cleared of dirt and grass clippings.
- D. Contractor must have a valid state of Tennessee and/or local business license.
- E. Any damage to buildings or vehicles (i.e. broken glass/windows) must be repaired before payment will be issued.
- F. All debris to include paper, glass, sticks, cans, rocks, and other types of litter shall be picked up and placed in trash receptacles prior to mowing to the extent such debris reasonably obstructs the mowing process. Under no circumstances should debris be mowed over resulting in more unsightliness. If debris is a recurring problem at a school, the awarded vendor must report the issue to PCS Maintenance Supervisor to rectify with the respective principal.

- G. All work performed with a mowing machine must be done at a safe distance from any student or other persons.
- H. The Contractor shall remove weeds and small trees growing next to a building through concrete and/or asphalt.
- I. The Contractor will remove grass growing through asphalt in the driveways and parking lots. If less than two (2) inches tall, they will be sprayed with "Round-Up".
- J. The Contractor will remove all grass and weeds growing over curbs.

III. Insurance Requirements

The contractor shall provide at all times during the contract period the following insurance coverage.

- Workman's Compensation, Statutory Benefits and Employer's Liability Insurance with limits of not less than \$500,000.
- Commercial General Liability Insurance with limits of not less than \$1,000,000 for bodily injury and \$1,000,000 for property damage per occurrence, including Contractual Liability coverage.
- Motor Vehicle Liability insurance with employer's non-ownership endorsement. Limits of liability shall not be less than \$1,000,000 combined single limit.
- Third Party Fidelity bond of \$50,000 per employee along with umbrella coverage in an amount not less than \$5,000,000.
- The bidder shall furnish the Putnam County Schools certificates of insurance within 15 working days after acceptance of a contract.
- All insurance shall remain in effect for duration of this contract, including extensions. Insurance and/or bond shall be secured from companies licensed to do business in the State of Tennessee and shall be countersigned by a licensed agent authorized to conduct business in Tennessee. All certificates of insurance shall provide that the insurance company will give the contracting agency fifteen (15) days written notice prior to any cancellation of change in the stated coverage of any such insurance.

The Contractor agrees to indemnify any hold harmless Putnam County Schools from all claims and suits for loss of or damage to property, including loss of use thereof, or injuries, including death to person, and from all judgment's recovered therefore, and from all expense in defending said claims or suits, including his/her subcontractors, their respective agents, servants and employees, and not caused by the sole fault or negligence of Putnam County Schools.

IV. Safety Requirements

- A. All applications, materials handling and associated equipment shall conform to and be operated in the conformance with OSHA safety requirements.
- B. The Bidder is directed to comply with Federal, State, Municipal, and PCS fire and safety requirements.
- C. The Bidder shall advise the PCS Maintenance Supervisor whenever work is expected to be hazardous to the owner's employees and/or operations.

D. The Bidder shall confirm possible hazardous materials presence with PCS Maintenance Supervisor prior to work on any project.

V. Payment Terms and Conditions

A. These listed prices shall constitute the Contract Price and the entire compensation due the Contractor for the Services and all of the Contractor's obligations. The Contract Price includes profit and all other direct and indirect costs incurred or to be incurred by the Contractor.

B. Successful bidder shall invoice Putnam County Schools two times per month, in arrears, in one consolidated itemized invoice.

C. The Contractor shall submit all invoices in a form acceptable to PCS with all the necessary supporting documentation, prior to any reimbursement of allowable cost.

D. The Contractor will only perform additional services that are not included in this contract if requested by the PCS Representative. Any additional services will be pursuant to a PCS purchase order and must be billed separately. Such additional services will be billed based upon the bid submission cost at the rate per acre per mowing.

VI. The bid must conform to the laws of the state of Tennessee. The exclusive jurisdiction in venue to resolve any disputes is in the Chancery Court of Putnam County, Tennessee. All contracts arising from this bid must incorporate these requirements or the bid will not be accepted.

BID FORM

PUTNAM COUNTY LAWN MAINTENANACE SERVICES

Putnam County Board of Education
 ATTN: John Magura
 1400 East Spring Street
 Cookeville, TN 38506

Bids Due: Friday, January 27, 2023
 11:00 a.m. (CENTRAL)

The undersigned, having carefully examined the Notice to Bidders and Specifications for Putnam County Lawn Maintenance Services with materials and services therein specified submit a bid in the **total amount of** \$ _____.

Specific bids submitted per location are as follows:

SCHOOL/DEPT	APPROX ACREAGE	AMOUNT PER MOWING	NUMBER OF MOWINGS	ANNUAL COST
ALGOOD				
VITAL/WPA	11.5		21	
Algood Elementary	32.2		21	
Algood Middle	(in AES total)		21	
ANNUAL SUBTOTAL ALGOOD SCHOOLS				\$
BAXTER				
Baxter Primary	11.0		21	
Cornerstone Elementary	23.0		21	
Upperman High	90.0		21	
Upperman Middle	(in UHS total)		21	
ANNUAL SUBTOTAL BAXTER SCHOOLS				\$
COOKEVILLE				
Avery Trace Middle	20.0		21	
Cane Creek Elementary	28.0		21	
Capshaw Elementary	13.0		21	
Central Office	4.0		21	
Cookeville High	80.0		21	
Jere Whitson Elementary	6.5		21	
Northeast Elementary	10.0		21	
Park View Elementary	7.0		21	
Prescott South Elementary	63.0		21	
Prescott South Middle	(In PSES total)		21	
Sycamore Elementary	9.0		21	
Student Services	3.0		21	
Star Center/Technology Dept.	3.2		21	

ANNUAL SUBTOTAL COOKEVILLE SCHOOLS				\$
MONTEREY				
Burks Elementary	15.7		21	
Monterey High	17.0		21	
ANNUAL SUBTOTAL MONTEREY SCHOOLS				\$
GRAND TOTAL ALL LOCATIONS				\$

LAWN MAINTENANCE SERVICES

By signature below I certify that I have read the specifications/instructions and agree to all therein. I also understand that PCS can terminate this contract without penalty at any time with 30 days written notice because of unsatisfactory and/or untimely performance.

Company Name	Representative Signature /Date
Company Address	Telephone # / fax #
City, State, Zip Code	Email Address

TOTAL BID COST: For Locations (As Detailed On Attachment): \$ _____

List 8 schools (or commercial accounts) of similar acreage maintained for at least three years:	
Schools/Commercial Accounts	Locations of Schools/Commercial Accounts
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

REFERENCES - per specification in bid (<i>including Contact Information</i>):	
REFERENCE	ADDRESS, PHONE NUMBER
1.	
2.	
3.	
4.	
5.	

Verify three years of previous experience in lawn care for schools or in a commercial environment.

COMPANY AUTHORIZED SIGNATURE	DATE
-------------------------------------	-------------

BID FORM
PUTNAM COUNTY LAWN MAINTENANCE SERVICES
(This is not an order)

As per the instructions contained in the request for bid, the following has been submitted with my proposal. I understand that if my proposal lacks any of the below items, the Putnam County Board of Education may reject on that basis.

Company Profile	Page and/or Section # _____
Operations Plan and Policies	Page and/or Section # _____
Equipment List	Page and/or Section # _____
Certificate of Insurance	Page and/or Section # _____
Five References	Page and/or Section # _____
Evidence of Site Visits	Page and/or Section # _____
Proof of Bond	Page and/or Section # _____
Valid Tennessee Business License	Page and/or Section # _____
Drug-Free Workplace Affidavit	Page and/or Section # _____

I acknowledge that I have received the following Addenda. The modifications and clarifications to the bid specifications noted herein have been considered.

a. Addendum Number _____	Dated _____
b. Addendum Number _____	Dated _____
c. Addendum Number _____	Dated _____

No faxed or emailed bids accepted. Bids must be in a sealed and marked envelope.

Firm
Name _____

Address

City/State

Telephone

BID FORM
PUTNAM COUNTY LAWN MAINTENANCE SERVICES
(This is not an order)

I hereby declare these prices to be valid and final as submitted.

Authorized Signature: _____

Printed Name & Title: _____

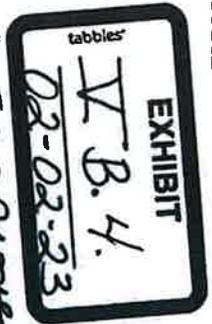
Date Signed: _____

“...Whereas, Turf Masters Landscape Management has agreed to furnish said services for the monthly consideration as set forth in the bid form which is made a part of this Contract by reference and attached hereto...”

(ATTACHED: PER PAGE 1 OF CONTRACT PARAGRAPH 2)

01/30/23 - Mr. Matt Wilson (per John M.)

Putnam County Board of Education
 Bid ANALYSIS Sheet
 LAWN MAINTENANCE BID
 JANUARY 27, 11 A.M. CENTRAL



BOE approved
 [Signature]

Mark:
 I have reviewed the bid and spoken to Mr. Wilson regarding unit rates for the Cookeville area. The costs have been corrected to correlate with the \$90,750.00 noted as the annual subtotal for Cookeville schools. I recommend the approval of the bid in the amount of \$162,150.00 for the 2023 year.

John Haver
 1-30-23

COMPANY NAME TURF MASTERS LANDSCAPE MANAGEMENT, LLC
 City, State BAXTER, TN

List of Items:

Company Profile	RECEIVED
Operations Plan & Policies	RECEIVED
Equipment List	RECEIVED
Certificate of Insurance	RECEIVED
5 Accounts: similar size, type, quality of service	RECEIVED
Evidence of Site Visits	RECEIVED
Proof of Bond	RECEIVED
Valid Tennessee Business License	RECEIVED
Drug-free Workplace Affidavit	RECEIVED
Total Bid	\$ 164,850.00

162,150.00

Location:	MOWINGS	AMT PER MOWING	Annual Cost
Algood			
VITAL/White Plains Academy	21	\$ 250.00	\$ 5,250.00
Algood Elementary	21	\$ 300.00	\$ 6,300.00
Algood Middle	21	\$ 300.00	\$ 6,300.00
Annual Subtotal for Algood Schools			\$ 17,850.00

Location:	MOWINGS	AMT PER MOWING	Annual Cost
Baxter			
Baxter Primary	21	\$ 300.00	\$ 6,300.00
Cornerstone Elementary	21	\$ 400.00	\$ 8,400.00
Upperman High	21	\$ 500.00	\$ 10,500.00
Upperman Middle	21	\$ 500.00	\$ 10,500.00
Annual Subtotal for Baxter Schools			\$ 35,700.00

Received
 01-30-23
 [Signature]

Location:	MOWINGS	AMT PER MOWING	Annual Cost
Cookeville			
Avery Trace Middle	21	\$ 471.15 450.00	\$ 9,180
Cane Creek Elementary	21	\$ 337.15 350.00	\$ 7,350.00
Capshaw Elementary	21	\$ 312.15 325.00	\$ 6,555
Central Office	21	\$ 125.00 125.00	\$ 2,625
Cookeville High	21	\$ 957.15 900.00	\$ 20,730
Iere Whitson Elementary	21	\$ 287.15 300.00	\$ 6,030
Northeast Elementary	21	\$ 287.15 300.00	\$ 6,030
Park View Elementary	21	\$ 287.15 300.00	\$ 6,030
Prescott South Elementary	21	\$ 337.15 350.00	\$ 7,350.00
Prescott South Middle	21	\$ 387.15 400.00	\$ 8,130
Sycamore Elementary	21	\$ 287.15 300.00	\$ 6,030
Student Services	21	\$ 125.00 125.00	\$ 2,625
Star Center/Technology Dept.	21	\$ 125.00 125.00	\$ 2,625
Annual Subtotal for Cookeville Schools			\$ 90,750
Monterey			
Burks Elementary	21	\$ 350.00	\$ 7,350.00
Monterey High	21	\$ 500.00	\$ 10,500.00
Annual Subtotal for Monterey Schools			\$ 17,850.00
Grand Total (All Locations)			\$ 164,850.00

* NEED TO GET 90,750.00

162,150.00

BID FORM

PUTNAM COUNTY LAWN MAINTENANCE SERVICES

Putnam County Board of Education
 ATTN: John Magura
 1400 East Spring Street
 Cookeville, TN 38506

Bids Due: Friday, January 27, 2023
 11:00 a.m. (CENTRAL)

The undersigned, having carefully examined the Notice to Bidders and Specifications for Putnam County Lawn Maintenance Services with materials and services therein specified submit a bid in the total amount of \$ 162,150.00.

Specific bids submitted per location are as follows:

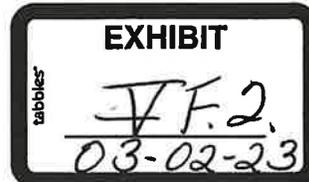
SCHOOL/DEPT	APPROX ACREAGE	AMOUNT PER MOWING	NUMBER OF MOWINGS	ANNUAL COST	
ALGOOD					
VITAL/WPA	11.5	250	21	5250	
Algood Elementary	32.2	300	21	6300	
Algood Middle	(in AES total)	300	21	6300	
ANNUAL SUBTOTAL ALGOOD SCHOOLS				\$ 17850	
BAXTER					
Baxter Primary	11.0	300	21	6300	
Cornerstone Elementary	23.0	400	21	8400	
Upperman High	90.0	500	21	10500	
Upperman Middle	(in UHS total)	500	21	10500	
ANNUAL SUBTOTAL BAXTER SCHOOLS				\$ 35700	
COOKEVILLE					
Avery Trace Middle	20.0	450 437.15	21	9450	9180.00
Cane Creek Elementary	28.0	350 337.15	21	7350	7080.00
Capshaw Elementary	13.0	325 312.15	21	6825	6555.00
Central Office	4.0	125 125.00	21	2625	2625.00
Cookeville High	80.0	1000 987.15	21	21000	20730.00
Jere Whitson Elementary	6.5	300 287.15	21	6300	6030.00
Northeast Elementary	10.0	300 287.15	21	6300	6030.00
Park View Elementary	7.0	300 287.15	21	6300	6030.00
Prescott South Elementary	63.0	350 337.15	21	7350	7080.00
Prescott South Middle	(In PSES total)	400 387.15	21	8400	8130.00
Sycamore Elementary	9.0	300 287.15	21	6300	6030.00
Student Services	3.0	125 125.00	21	2625	2625.00
Star Center/Technology Dept.	3.2	125 125.00	21	2625	2625.00

ANNUAL SUBTOTAL COOKEVILLE SCHOOLS				\$ 90750
MONTEREY				
Burks Elementary	15.7	350	21	7350
Monterey High	17.0	500	21	10500
ANNUAL SUBTOTAL MONTEREY SCHOOLS				\$ 17850
GRAND TOTAL ALL LOCATIONS				\$ 162,150.⁰⁰

Bidder: Turf Masters Landscape Management

**APPENDIX C
PUTNAM COUNTY SCHOOLS PRICING FORM**

SCHOOL/DEPT	APPROX ACREAGE	AMOUNT PER MOWING	NUMBER OF MOWINGS	ANNUAL COST
ALGOOD				
VITAL/WPA	11.5	250	21	5250
Algood Elementary	32.2	300	21	6300
Algood Middle	(in AES total)	300	21	6300
BAXTER				
Baxter Primary	11.0	300	21	6300
Cornerstone Elementary	23.0	400	21	8400
Upperman High	90.0	500	21	10500
Upperman Middle	(in UHS total)	500	21	10500
COOKEVILLE				
Avery Trace Middle	20.0	450 437.15	21	9450 9180
Cane Creek Elementary	28.0	350 337.15	21	7350 7080
Capshaw Elementary	13.0	325 312.15	21	6825 6555
Central Office	4.0	125	21	2625
Cookeville High	80.0	1000 987.15	21	21000 20,730
Jere Whitson Elementary	6.5	300 287.15	21	6300 6,030
Northeast Elementary	10.0	300 287.15	21	6300 6,030
Park View Elementary	7.0	300 287.15	21	6300 6,030
Prescott South Elementary	63.0	350 337.15	21	7350 7,080
Prescott South Middle	(In PSES total)	400	387.15	8400
Sycamore Elementary	9.0	300 287.15	21	6300 6,030
Student Services	3.0	125	21	2625
Star Center/Technology Dept.	3.2	125	21	2625
MONTEREY				
Burks Elementary	15.7	350	21	7350
Monterey High	17.0	500	21	10500



PCSS Board Agenda Request

Date 2/6/2023

Department Teaching and Learning

Person Submitting Dr, Sharon K. Anderson SKA

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Jason Brown a doctoral candidate at East Tennessee State University..

The purpose of this quantitative study is to compare ELA and math TCAP scores of virtual students and in-person students from the 2020-2021 school year. Students will be grouped together based on what percentile they scored in on their fall 2020 universal screener (MAP).

received
02-06-23
SKA

**Request to
Conduct Research**

East Tennessee State University

Jason Brown

931-704-9949

320 Paradise Lane

brownj11@etsu.edu

Gainesboro, TN 38562

There has always been debate on the effectiveness of distance learning. When COVID-19 changed our educational landscape, the debate of how effective distance learning can be came to the forefront of everyone's attention. The consensus in the public was that distance learning was inferior to in-person learning, yet research does not conclusively support this consensus.

The purpose of my study is to compare 5th-8th grade students who received virtual instruction to 5th-8th grade students who received in-person instruction during the 2020-2021 school year. I will use the fall MAP benchmark to create groups of virtual and in-person students based on their percentile score. I will then compare the TCAP scores of the groups to see if there was a significant difference on TCAP scores from students who received virtual and in-person instruction. Using the fall MAP test to create groups will allow me to avoid comparing high performing students to lower performing students. This way, the comparison will be more accurate between virtual instruction and in-person instruction.

I am requesting fall MAP test scores and TCAP scores for students who were in grades 5-8 during the 2020-2021 school year. I also need to know which students received virtual or in-person instruction. I am requesting the data from the following schools: Algood Middle School, Avery Trace Middle School, Burks Elementary School, Monterey High School, Upperman Middle School, and Prescott South Middle School. This study is for my dissertation, and I will pursue publishing my findings. My research and dissertation will be complete before the end of May 2023.

As a Cookeville High School class of 2002 alumni, I am grateful for the help of Putnam County Schools.

Jason Brown



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

Initials JB	1. I understand and agree to comply with the Family Educational Rights and Privacy Act (FERPA), the Tennessee Public Records Act, and Board policy regarding disclosing personally identifiable information on any PCSS student. I understand and agree that I will not disclose such information to anyone but the student's parent/legal guardian or PCSS staff per these laws and policies.
Initials JB	2. I agree to access student(s) only at the time and place designated by the school(s) principal(s). I agree to comply with the school(s) visitor policy.
Initials JB	3. Every individual associated with this research project who, during the research activities, will be physically present on any PCSS property and/or will have any contact with PCSS students while acting in their capacity as a researcher or research assistant will undergo criminal background check through PCSS Human Resources fingerprinting process. Fingerprinting will occur at least seven days before the researcher or research assistant is allowed any interaction with PCSS students.
Initials JB	4. Within a reasonable time period after the conclusion of the research, I will provide PCSS with a policy brief, including a summary of the study and policy-relevant findings. If engaged in a multi-year study, I will also provide annual updates during the course of my research.
Initials JB	5. Unless provided with the expressed written permission of the PCSS outlining other arrangements, within one year of completing study data collection, I agree to permanently destroy all individual paper and electronic records containing personal PCSS student data. Consent forms are excluded from this requirement.
Initials JB	6. I agree to hold PCSS harmless from and against any claims, demands, actions, liens, rights, subrogated or contribution interests, debts, liabilities, judgments, costs, and a attorney's fees arising out of, claimed on account of, or in any manner predicated upon by my participation in the research and survey process on PCSS properties.
Initials JB	7. I understand that the approval of the research/survey in no way commits schools, principals, teachers, staff, or students to participate in the research or survey project.

Signature Jason Brown

Date 1/30/23

Please return to PCSS Teaching & Learning Dept., 1400 E. Spring St., Cookeville, TN 38506, or to email address: andersonj7@pcss.net



Human Research Protection Program

RE: Determination of Not Human Subjects Research

Submitter: Jason Brown
Department: Educational Leadership & Policy Analysis (ELPA)

Project Title: COVID 19 and Classroom Instruction: A Comparison of Synchronous In-Person and Virtual Student Learning.

Submission Type: New Protocol Submission
Determination Date: January 30, 2023

Thank you for submitting information about your project referenced above. It was determined that this proposed activity does not meet the definition of research involving human subjects. Therefore, it does not fall under the purview of the ETSU IRB.

East Tennessee State University IRB review and approval is not required. This determination applies only to the activities described in the submission and does not apply should any changes be made. If changes are made and there are questions about whether the activities are human subjects research in which the organization is engaged, please submit a new request for a determination.

Please note that your project may be subject to other rules or oversight. For example, if your project is subject to the HIPAA Privacy Rule or General Data Protections Regulations (GDPR), you are responsible for consulting with ETSU Legal (if subject to ETSU) to ensure that your project is compliant with applicable regulations.

Please note that if this project is subject to Department of Defense (DoD) oversight, DoD must concur with this determination before this activity can begin. You are responsible for obtaining concurrence as appropriate.

For any assistance, please contact the Human Research Protection Program at HRPP@etsu.edu or (423)-439-6053.



Reid, Sharon <reids2@pcsstn.com>

Board Agenda Request - Doctoral Research, Jason Brown - ETSU

1 message

Anderson, Sharon <andersons17@pcsstn.com>

Mon, Feb 6, 2023 at 9:55 AM

To: Sharon Reid <reids2@pcsstn.com>, Corby King <kingc11@pcsstn.com>

Cc: brownj11@mail.etsu.edu

Hi, Sharon,

Attached is a request for inclusion on the board's agenda for March 2.

--

Thanks,

Sharon K. Anderson, Ed.D.



Continuous Learning Supervisor at Putnam County School System



Address [1400 E. Spring Street, Cookeville, TN 38501](#)

Phone (931) 525-4710, Ext. 1447 Mobile (931) 303-2954

Email andersons17@pcsstn.com Website <http://bit.ly/2Dz6eB0>

The image shows two identical badges side-by-side. Each badge has an orange header with the text 'LEVEL 1' or 'LEVEL 2'. Below the header, the text 'CERTIFIED Educator' is displayed in a large, bold font. At the bottom of each badge is the 'Google for Education' logo.

For more PCSS 9 - 12 Curriculum information
For more PCSS 9 - 12 Curriculum information
 For more PCSS 9 - 12 Curriculum information

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.



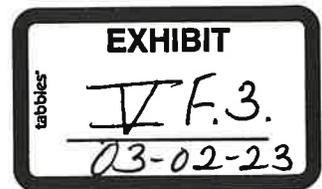
Board Agenda Request, Brown, Jason- Doctoral Research Approval.pdf

662K



Putnam County School System

1400 E. Spring Street
Cookeville, TN 38506-4313
Ph: (931) 526-9777 | Fax: (931) 528-6942
www.pcsstn.com



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: February 21, 2023

RE: Athletic Trainer Funds

Account Funding Code (if appropriate)

_____ Backup included

_____ Backup to follow

Agenda Item for March 2, 2023, Board meeting.

Requesting permission to distribute \$100,000 in funds saved from the budgeted amount for Athletic Trainers.

Breakdown of funds will be \$50,000 to Cookeville High School, \$30,000 to Upperman High School, and \$20,000 to Monterey High School.



Supervisor

2/21/23

Date



Director of Schools

Date

received
02-21-23
ll



MEMORANDUM OF AGREEMENT
Between
Volunteer Behavioral Health Care System
And
Putnam County Board of Education

A. This Memorandum of Agreement (MOA) documents the cooperation in the conduct of Positive Action prevention program at participating Putnam County Schools, to begin during the 2022-2023 school year, between Volunteer Behavioral Health Care System (hereinafter referred to as “VBHCS”) and Putnam County School District, each referred to as the “Party” and collectively as the “Parties” herein.

B. By this agreement, both parties understand and affirm that:

1. Positive Action prevention program is a school-based alcohol and drug abuse prevention program based on the philosophy that when we think positive thoughts and have positive feelings about ourselves, we will make positive decisions; and our actions in our daily life will be positive. The program can serve students from grade 4 to grade 12 in school and court settings. Program activities provided by a trained Positive Action Prevention Specialist (PS) include classroom group settings and/or virtual group activities focusing on mental health education, life skills, alcohol and drug abuse education, and other social skills lessons to build resiliency among our children and youth. All Positive Action services are provided at no charge to service recipients.

2. Positive Action is a program of VBHCS, which assumes responsibility for services and the actions of agency staff assigned to the program. Positive Action staff will pass a background check agreeable to both parties at the expense of VBHCS.

3. The Positive Action program recommends a minimum of twelve (12) hours of service for each group/participant. The group sessions can range from 30-minute sessions to 90-minute sessions in a school or court setting. The specialists will conduct lessons in person or virtually using the Positive Action Curriculum, which is an evidence-based curriculum. This service will be provided by the PS in compliance with accepted educational practices and with regard to the instructional needs of Putnam County School District. These presentations are ideally held in the classroom setting with the teacher present, but under the COVID-19 restrictions, services can be provided virtually through email, google classroom, lesson packets, or other methods the school requests. Final implementation timeline of the program will be determined through collaboration with site administration and/or staff designated by site administration.

4. The Positive Action program is allowed into Putnam County School District classrooms, however each school site principal reserves the right to allow or deny the program into their school.

5. The Positive Action program will not interfere with and/or take away from instructional time for tested subjects.

received
02-22-23
MK

6. Parental consent must be obtained for each potential group participant. If written consent cannot be obtained due to COVID-19 restrictions, verbal consent from the parent to the child's teacher, school counselor, or other designated school staff is allowed. If consent is given verbally, the Positive Action staff must have documentation supporting the verbal consent (email confirmation, written date and time by school staff accepting consent).

7. Protection of the privacy of the individual is an obligation in the conduct of Positive Action Prevention Specialists. Therefore, all transactions between the Prevention Specialist and individual students, parents, and school staff shall be confidential, except where protection of a child's welfare or orderly operation of the school are at risk, or where statute requires suspension of confidence, or where precedence of law or professional ethics permits suspension of confidence.

8. The Positive Action program is intended to enhance the school service of participating schools and therefore will not replace existing or future guidance and counseling, special education, student health, or institutional programs.

9. Operation of Positive Action prevention program is funded by a grant through the TN Department of Mental Health and Substance Abuse Services and through contract with VBHCS and is, therefore, subject to the regulations of this contract and limited by the availability of the contract funds.

C. Toward accomplishment of this cooperation, Putnam County School District agrees that:

1. The PS assigned to Positive Action will have access to the building and campus of participating schools, subject to the same usual regulations for school staff.

2. The staff of participating schools will coordinate scheduling of classroom activities with Positive Action staff in accordance with program session details listed in Section B.3. of this Agreement.

3. All students participating in the Positive Action Program require parental permission. Parental consent forms will be collected before the program begins.

4. Students may be released from class to receive services from Positive Action staff at the teacher's discretion.

5. At the beginning of the school year, the principal will schedule a time for the PS to conduct a briefing about Positive Action for all staff of participating schools. The briefing will include an introduction of the PS, an overview of the Positive Action program, role and responsibilities of the PS, program expectations, and an explanation of services to be provided.

D. Volunteer Behavioral Health Care System agrees that:

1. VBHCS will provide a qualified person as a Prevention Specialist (PS) to conduct all Positive Action services at participating schools.

2. VBHCS will provide adequate liability insurance coverage for the activities of the PS.

3. The PS shall be responsible to the principal of participating schools for his/her conduct while on campus. Any concerns that arise should be reported by the principal to the PS' direct clinical supervisor and program director at VBHCS.
4. The PS will coordinate delivery of services with the school staff to minimize disruption of usual school procedures and activities.
5. The PS will obtain parental permission as necessary to the delivery of services to students.
6. The agency will provide the PS with adequate supplies for the conduct of all Positive Action services.
7. There exists the possibility of confusion of Positive Action services with school services because of its location on campus. Therefore, all communications by VBHCS, the PS, and other agency staff shall clearly represent Positive Action as a program of VBHCS.
8. All news releases about the operation of Positive Action at participating schools will be submitted to the principal for review of accuracy prior to publication.
9. The Vice President of Specialized Grants and Services and their designee to coordinate operations of Positive Action shall monitor the program at participating schools to assure effective, professional operations and shall be available to participating schools to resolve any related conflicts.
10. VBHCS shall comply with the background check requirement of T.C.A. § 49-5-413(d) for all employees of VBHCS that will have access to school grounds when children are present. VBHCS shall provide a copy of the background check before any employee of VBHCS will be given access to school grounds.

E. **TERM AND TERMINATION OF MOA:** The term of this Agreement is for the period starting date of signage and ending June 30, 2023. At the end of this initial term, and annually for each year following, this MOA will automatically renew for one year unless either party terminates the agreement with a written notice 90 days prior to the termination date. In addition, this MOA may be revised in accordance with each organization's need if both Parties are in agreement of such revisions. This MOA may be amended only by an instrument in writing signed by the Parties hereto.

F. **FERPA:** Both Parties shall keep in strict confidence to the fullest extent required by any applicable law, including but not limited to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g ("FERPA"), any and all records and information, in whatever form or format received, pertaining to the District's individual students. Both Parties shall not publish confidential information or any other information which identifies students, employees, or officers of the District by name without first obtaining written consent from such individuals, or in the case of a student, his or her parent or legal guardian. Both Parties will protect and ensure confidentiality of children's records. Exceptions will be made when precedence of law or professional ethics permits or requires, such as is necessary for basic coordination of services with the school and family or in situations when a child's welfare is at risk.

G. HIPAA COMPLIANCE AND CONFIDENTIALITY: The Parties shall maintain the privacy and confidentiality of all information regarding the personal facts and circumstances of shared Clients, in accordance with all applicable federal and state laws and regulations (including, but not limited to, the Health Insurance Portability and Accountability Act and its implementing regulations set forth at 45 C.F.R Part 160 and Part 164) and individual Parties' policies and procedures regarding the privacy and confidentiality of such information. The Parties shall: (1) not use or disclose patient information other than as permitted or required by this Agreement for the proper performance of its duties and responsibilities hereunder, and any other disclosure of protected health information must be made pursuant to a properly executed Release of Information; (2) use appropriate safeguards to prevent use or disclosure of patient information other than and provided for under this agreement; and (3) notify the other immediately in the event the Party becomes aware of any use or disclosure of patient information that violates the terms and conditions of this agreement or applicable federal and state laws or regulations.

Additional Confidentiality Requirements: Both Parties acknowledge that consumers of mental health services are entitled to additional confidentiality protections awarded under the Title 33 Mental Health Code which may supersede the confidentiality protections provided by HIPAA. Furthermore, consumers of substance abuse treatment services are entitled to additional confidentiality protections awarded under 42 CFR, Part 2 which may supersede the confidentiality protections provided by HIPAA. When serving mental health consumers on site, both Parties will comply with the confidentiality requirements of these and any other applicable state or federal laws, rules, or regulations.

Breaches of Confidentiality: If either Party becomes aware of a material breach or any violation of its obligation to protect the confidentiality and security of consumers' protected health information (PHI), they must immediately take reasonable steps to cure the breach or end the violation and must report the breach or violation to VBHCS Privacy Officer. The alleged breach or violation will be investigated and an appropriate sanction issued. Both Parties reserve the right to terminate this agreement if they determine that either Party has violated a material term of the agreement.

Both Parties will be deemed to have satisfied its obligations under this section by exercising the same level of care to preserve the confidentiality of each other's information so long as such standard of care does not violate the applicable provisions of the first paragraph of this section.

The obligations under this section do not apply to information (i) in the public domain, (ii) entering the public domain other than from a breach by the either Party of this Agreement, (iii) previously possessed by either Party without written obligations to the other to protect it, (iv) acquired by either Party without written restrictions against disclosure from a third Party which their knowledge is free to disclose the information, and (v) independently developed by either Party without the use of the other's information.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this agreement.

APPROPRIATE USE AND DISCLOSURES OF PHI:

1. For the proper management and administration of its business;
2. For purposes of treatment, payment (if allowed by law), or healthcare operations;
3. For purpose of providing data aggregation services relating to the healthcare operations of Volunteer Behavioral Health Care System ("data aggregation" means combining protected health

information or received by the provider to permit data analyses that relate to the health care operations of a covered entity); or

4. For the purpose set forth in Volunteer Behavioral Health Care System policies and required by law.

IN WITNESS WHEREOF, the Parties hereto have set their signatures for the purposes contained herein, on the day and date written below.

PUTNAM COUNTY BOARD
OF EDUCATION

VOLUNTEER BEHAVIORAL
HEALTH CARE SYSTEM

Phyllis Persinger
President/CEO

DATE _____

DATE _____



Reid, Sharon <reids2@pcsstn.com>

Mr. King Signature

2 messages

Briggs, Misty <briggsm@pcsstn.com>
To: "Reid, Sharon" <reids2@pcsstn.com>

Tue, Feb 21, 2023 at 1:35 PM

Good afternoon,
Can you please have Mr. King sign this MOA letter about the work that Volunteer Behavioral Health Care System is completing with our 5h grade students? After he signs it, can you scan it and send it back?
Thanks for your help,
Misty

--
Misty Briggs

Assistant Principal-Prescott South Middle School
1859 South Jefferson Avenue
Cookeville, TN. 38506
931-528-3647



CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipients and may contain confidential and privileged information or be otherwise protected by law. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



PutnamCo PositiveAction 22-23 MOA (1).docx
26K

Reid, Sharon <reids2@pcsstn.com>
To: "Briggs, Misty" <briggsm@pcsstn.com>

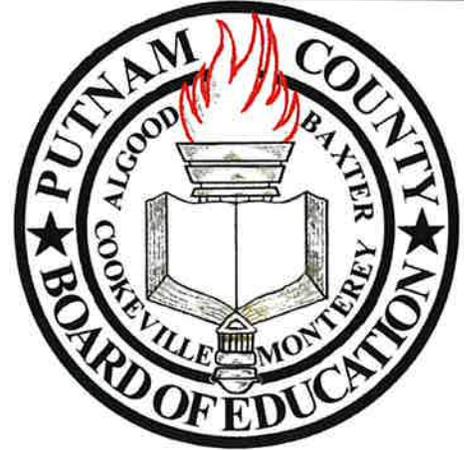
Tue, Feb 21, 2023 at 1:40 PM

will do
[Quoted text hidden]
--
Sharon Reid
Ex. Admin. Asst.
Putnam County Schools
931-525-4701
reids2@pcsstn.com

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: February 20, 2023
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note below:
141-71100-722-01607



Check one:

Backup included

Statement to be included in Board Agenda Packet:

Request approval to enter into a 3 year agreement (renewable annually) to purchase student and staff licenses of Google Workspace Plus for Education edition, from CDW-G, Vernon Hills, IL, from the Sourcewell Contract #081419-CDW-Tech Catalog, in the amount of \$47,672.00 to be paid annually from 141-71100-722-01607.

NOTES:

[Empty box for notes]

received
03-02-23
[Signature]



CDW Customer Service Order Form

Google Workspace for Education Plus: 3 year agreement, paid annually

Seller: CDW Government LLC
 Seller Address: 200 N. Milwaukee Avenue, Vernon Hills, IL 60061
 Customer: Putnam County School District (TN)
 Subscription Term Start Date: Upon Service Activation

NAME	PRICE	QTY	SUBTOTAL
Google Workspace for Education Plus - Multi Year 3 year agreement, paid annually- Contract: Sourcewell 081419- CDW Tech Catalog- Software (081419-CDW)	\$4.04	11800	\$47,672.00
Google Workspace for Education Plus - Multi Year	\$0.00	2950	\$0.00
Annual Total			\$47,672.00

The total cost over the 3 term of the agreement is \$ 143,016

Google Workspace Add-On Products/Services	Licensed Quantity	Subscription Term	Monthly Service Fee Per User	Total Monthly Service Fee
		Monthly	\$	\$

Google Voice Specific Estimated Monthly Telecom Taxes and Regulatory Fees* \$ ____N/A____

* These are estimated monthly taxes and fees only. These taxes and fees may vary based on Customer's geographic location. Seller will pass thru and bill Customer for actual telecom taxes and regulatory fees as calculated by Google.

+ In addition to the Monthly Service Fee, Customer will be responsible for any international voice services, which will be charged at Google's published international calling rates, which can be accessed here [Calling Rates](#).

Customer Technical Contact	Kim Cravens
Phone Number	(931) 526-9777
Email address	kim.cravens@pcsstn.com
Off-Domain Email Address	s.jesequel@amplifiedit.cdw.com
Google App Domain	pcsstn.com
NCES ID (If applicable)	4703480
Order Type (If applicable)	

Subscription Term Fee Total: \$47,672 paid annually, \$143,016 over the 3 year term

Terms:

- 1. TERMS AND CONDITIONS** - Customer's obligations under this Customer Service Order Form, including its payment obligations are subject to the current Third Party Cloud Services Terms and Conditions on Seller's website at [Third Party Cloud Services Terms and Conditions](#), unless Customer has entered into a written agreement with Seller covering Customer's purchase of products and services from Seller ("Existing Customer Agreement"), in which case Customer's obligations shall be subject to the terms of such Existing Customer Agreement.
- 2. PAYMENT** - Customer will pay all Fees (as defined herein), including regulatory fees and taxes, for the use of the Google Workspace for Education as set forth in Seller's invoice, within 30 days after the date of the invoice, or in accordance with such other payment terms that may have been negotiated between Customer and Seller. In addition to the Service Fee for the Google Workspace for Education, Customer will also be responsible for all additional fees for any subscription renewals and extensions, metered usage components consumed by Customer, and other subscriptions, features, products, services, or add-ons that Customer uses within the Google Workspace for Education. Seller will invoice Customer in advance for the monthly or prepaid charges due for the Google Workspace for Education purchased. Seller will invoice Customer in arrears for any metered usage or overage components (e.g., capacity overages, third party content, etc.). The Service Fee for the Google Workspace for Education and all additional fees due hereunder are collectively referred to as "Fees".
- 3. ADD-ON ORDERS** - Any orders submitted by Customer to Seller for Google Workspace for Education over the next twelve (12) months (the "Add-On Order(s)") will be governed by the terms and conditions of this Customer Service Order Form. All Add-On Order(s) must include the name of the applicable Google Workspace for Education, the Licensed User Quantity and the length of the initial term (e.g., 1, 2, or 3 years). The Initial Subscription Term for any Add-On Order(s) will commence on the date Seller provisions the new Google Workspace for Education on behalf of Customer.

4. SERVICE SUSPENSION – In addition to any other rights Seller may have, Seller may suspend or terminate the Google Workspace for Education if Customer fails to pay any Fees within ten (10) business days after the applicable due date.

5. CANCELLATION POLICY FOR GOOGLE VOICE – To cancel the Google Voice services Customer must fill out and submit the form at [Google Voice Cancellation Form](#) sixty (60) days prior to service cancellation. Customer will be responsible for all Google Voice service fees incurred up through the effective date of termination, including any applicable taxes and regulatory fees.

6. NON-CANCELLABLE/NON-REFUNDABLE – Except as set forth above for the Google Voice services, the Google Workspace for Education purchased under this Customer Service Order Form are non-cancellable and all Fees paid to Seller are non-refundable.

7. GOOGLE REQUIRED TERMS:

- (a) Seller, Google, and Customer are independent contractors with respect to the resale of the Google Workspace for Education.
- (b) Customer will either accept the Google TOS prior to accessing or using the Google Workspace for Education, or hereby expressly authorizes Seller to accept the Google TOS on Customer's behalf.
- (c) Customer acknowledges and agrees that Seller is the processor of any personal data processed by it on Customer's behalf, and Customer is the controller of any such data, as the terms "controller", "processed", "processor" and "personal data" are defined in the EU Directive;
- (d) Customer is responsible for obtaining and maintaining any consents required from End Users to allow Seller to perform its obligations under this Agreement;
- (e) If Google fails to comply with the SLAs, Customer will only be eligible to receive those remedies set out under the Google TOS and must request such remedies directly from Seller; and
- (f) Google will only provide customer support to Customers in accordance with the Google TOS.

BY SIGNING BELOW, Customer acknowledges and agrees that it is receiving the Google Workspace for Education directly from Google, Inc. ("Google") pursuant to Google's standard terms and conditions or such other terms as agreed upon by Customer and Google. Customer further acknowledges that Google and not Seller will be responsible for performance of the Google Workspace for Education.

CUSTOMER AUTHORIZED REPRESENTATIVE

(If not signing electronically, please sign, print your name and date below)



Signature

Kim Cravens, Board Chair
Print Name & Title

03-02-23
Date



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JOHNNY SLOAN,

Thank you for considering CDW G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NGJC012	2/24/2023	NGJC012	6432830	\$143,016.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GOOGLE WORKSPACE EDU PLUS Mfg. Part#: G WS EDU PLUS Electronic distribution NO MEDIA Contract: Sourcewell 081419 CDW Tech Catalog Software (081419 CDW)	11800	6498545	\$4.04	\$47,672.00
G Suite by Google Cloud Enterprise for Education subscription license (1) Mfg. Part#: GAPPS ENT 1USER 12MO EDU Electronic distribution NO MEDIA Contract: Sourcewell 081419 CDW Tech Catalog Software (081419 CDW)	2950	6172514	\$0.00	\$0.00
GOOGLE WORKSPACE EDU PLUS Mfg. Part#: G WS EDU PLUS Electronic distribution NO MEDIA Contract: Sourcewell 081419 CDW Tech Catalog Software (081419 CDW)	11800	6498545	\$4.04	\$47,672.00
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G Suite by Google Cloud Enterprise for Education subscription license (1) Mfg. Part#: GAPPS ENT 1USER 12MO EDU Electronic distribution NO MEDIA	2950	6172514	\$0.00	\$0.00

QUOTE DETAILS (CONT.)

Contract: Sourcwell 081419 CDW Tech Catalog Software
(081419 CDW)

SUBTOTAL	\$143,016.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$143,016.00

PURCHASER BILLING INFO

Billing Address:
PUTNAM COUNTY BOARD OF EDUCATION
FINANCE DEPT
1400 E SPRING ST
COOKEVILLE, TN 38506 4357
Phone: (931) 526 9777
Payment Terms: NET 30 Days Govt/Ed

DELIVER TO

Shipping Address:
PUTNAM COUNTY BOARD OF EDUCATION
240 RAIDER DR
CENTRAL RECEIVING
COOKEVILLE, TN 38501 4553
Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675 1515



Sales Contact Info

Phil Oberholtzer | (877) 874 9064 | philobe@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

http://www.cdw.com/content/terms_conditions/product_sales.aspx

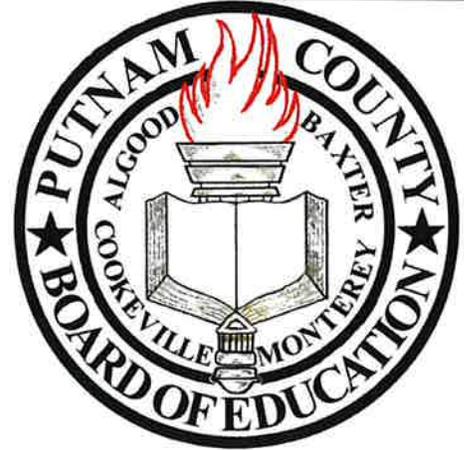
For more information, contact a CDW account manager

© 2023 CDW G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: February 20, 2023
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note below:
141-71100-722-01607



Check one:

Backup included

Statement to be included in Board Agenda Packet:

Request approval to enter into a 3 year agreement (renewable annually) to purchase student and staff licenses of Google Workspace Plus for Education edition, from CDW-G, Vernon Hills, IL, from the Sourcewell Contract #081419-CDW-Tech Catalog, in the amount of \$47,672.00 to be paid annually from 141-71100-722-01607.

NOTES:

[Empty box for notes]

received
03-02-23
[Signature]



CDW Customer Service Order Form

Google Workspace for Education Plus: 3 year agreement, paid annually

Seller: CDW Government LLC
 Seller Address: 200 N. Milwaukee Avenue, Vernon Hills, IL 60061
 Customer: Putnam County School District (TN)
 Subscription Term Start Date: Upon Service Activation

NAME	PRICE	QTY	SUBTOTAL
Google Workspace for Education Plus - Multi Year 3 year agreement, paid annually- Contract: Sourcewell 081419- CDW Tech Catalog- Software (081419-CDW)	\$4.04	11800	\$47,672.00
Google Workspace for Education Plus - Multi Year	\$0.00	2950	\$0.00
Annual Total			\$47,672.00

The total cost over the 3 term of the agreement is \$ 143,016

Google Workspace Add-On Products/Services	Licensed Quantity	Subscription Term	Monthly Service Fee Per User	Total Monthly Service Fee
		Monthly	\$	\$

Google Voice Specific Estimated Monthly Telecom Taxes and Regulatory Fees* \$ ____N/A____

* These are estimated monthly taxes and fees only. These taxes and fees may vary based on Customer's geographic location. Seller will pass thru and bill Customer for actual telecom taxes and regulatory fees as calculated by Google.

+ In addition to the Monthly Service Fee, Customer will be responsible for any international voice services, which will be charged at Google's published international calling rates, which can be accessed here [Calling Rates](#).

Customer Technical Contact	Kim Cravens
Phone Number	(931) 526-9777
Email address	kim.cravens@pcsstn.com
Off-Domain Email Address	s.jesequel@amplifiedit.cdw.com
Google App Domain	pcsstn.com
NCES ID (If applicable)	4703480
Order Type (If applicable)	

Subscription Term Fee Total: \$47,672 paid annually, \$143,016 over the 3 year term

Terms:

- 1. TERMS AND CONDITIONS** - Customer's obligations under this Customer Service Order Form, including its payment obligations are subject to the current Third Party Cloud Services Terms and Conditions on Seller's website at [Third Party Cloud Services Terms and Conditions](#), unless Customer has entered into a written agreement with Seller covering Customer's purchase of products and services from Seller ("Existing Customer Agreement"), in which case Customer's obligations shall be subject to the terms of such Existing Customer Agreement.
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CUSTOMER AUTHORIZED REPRESENTATIVE

(If not signing electronically, please sign, print your name and date below)



Signature

Kim Cravens, Board Chair
Print Name & Title

03-02-23
Date



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

JOHNNY SLOAN,

Thank you for considering CDW G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

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QUOTE DETAILS (CONT.)

Contract: Sourcwell 081419 CDW Tech Catalog Software
(081419 CDW)

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SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$143,016.00

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PUTNAM COUNTY BOARD OF EDUCATION
FINANCE DEPT
1400 E SPRING ST
COOKEVILLE, TN 38506 4357
Phone: (931) 526 9777
Payment Terms: NET 30 Days Govt/Ed

DELIVER TO

Shipping Address:
PUTNAM COUNTY BOARD OF EDUCATION
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CENTRAL RECEIVING
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Shipping Method: ELECTRONIC DISTRIBUTION

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Suite 1515
Chicago, IL 60675 1515



Sales Contact Info

Phil Oberholtzer | (877) 874 9064 | philobe@cdwg.com

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Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdw.com/content/terms_conditions/product_sales.aspx

For more information, contact a CDW account manager

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PCSS Board Agenda Request

Date: February 27, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval of the proposal (attached) from Richard C Rinks & Associates, Cookeville, TN to prepare plans and specifications for the planned roof replacement at Park View Elementary School in the amount of six percent of actual construction cost to be paid for from ESSER 3.0.

02-28-23
Received

RCR&A

RICHARD C. RINKS & ASSOCIATES, INC.

Engineering and Architectural Services

Building Enclosure Consultants

ASCE - NSPE - TSPE - IIBEC - EDI

30 North Jefferson Avenue - P.O. Box 691 - Cookeville, Tennessee 38503-0691

Telephone 931-528-5543 Patrick@Rinks-Consulting.com Facsimile 931-528-5544

February 27, 2023

Mr. John Magura
Facilities Maintenance Supervisor
Putnam County Schools
240 Ralder Drive
Cookeville, Tennessee 38506
maguraj@pcsstn.com

Dear Mr. Magura:

We offer the following Proposal to prepare Plans and Specifications for the planned roof replacement at Park View Elementary School. As we have in the past working with Putnam County and Putnam County Schools, we will perform our full services to include preparation of the Bid Documents, obtaining Bids, contract administration and appropriate construction observation.

Our Fee to perform this work will be 6 percent (6%) of the construction cost. If this Proposal is acceptable, we can provide an AIA Contract for your review and execution. We estimate a design period of approximately 90 days after receipt of an executed Contract.

We estimate the cost to replace the roof at \$1,700,000.

Should you have any questions concerning this matter, please contact me.

Respectfully submitted,

Patrick Rinks

Patrick Rinks, PE
Principal

<h1>Putnam County Board of Education</h1>			
Monitoring: Click here to enter text.	Descriptor Term: <h2 style="text-align: center;">Purchasing</h2>	Descriptor Code: 2.805	Issued Date: 03/02/23
		Rescinds: 2.805	Issued: 08/01/19

1 **GENERAL**

2 The school system will purchase competitively and seek maximum educational value for every dollar
 3 expended **in accordance with policies and procedures**. Authorization to purchase shall be provided by
 4 the Board. The director of schools or his/her designee shall serve as purchasing agent for the system-
 5 wide purchasing.¹ Principals shall serve as purchasing agents for individual schools

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
 7 responsibility of the persons making the purchase agreement. The Board will not, under any
 8 circumstances, be responsible for payment for any material or supplies purchased by unauthorized
 9 individuals or in an unprescribed manner.

10 No school shall be obligated to pay for any expenditures made by a student, a teacher or by any other
 11 employee unless he/she first receives a written purchase order from the proper office or unless prior
 12 written permission or arrangements are made with the principal.

13 The Board will purchase locally whenever other conditions are comparable **when permitted**.

14 **INDIVIDUAL SCHOOLS**

15 The director of schools must approve the following purchases:

- 16 • A single piece of equipment costing more than ten thousand dollars (\$10,000.00);
- 17 • One that is to be attached to or one that requires alteration of the building; or
- 18 • One that will become a permanent fixture.

19 **CENTRAL OFFICE**

20 *Routine Purchases*

21 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required
 22 for the operation of the school system. These expenditures shall be anticipated and provided for in the
 23 budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of
 24 schools shall make all routine purchases without further Board authorization; however, the Board shall
 25 be promptly informed if any substantial variation from budgeted estimates becomes necessary.

Recommended as submitted
Mark McReynolds 2/16/23

received
 02-16-23 *SK MK*

1 *Special Purchases*

2 Special purchases are those which are not routine and which may or may not be specifically identified
3 by line item in the budget. Examples of special purchases are all capital expenditures such as for
4 vehicles, buildings, major contracts, purchase of major equipment, items for long-term use and
5 supplies of an unusual quantity or nature. All purchases in this category shall require specific prior
6 Board approval on an item-by-item basis. In its approval, the Board may place constraints on the
7 director of schools requiring Board evaluation and/or approval at various steps in the procurement
8 process. This will be determined by the Board on an individual basis depending on the nature of the
9 procurement action.

10 *Emergency Purchases*

11 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
12 protect property from damage or to avoid major disruption of educational activities. If within
13 budgetary limits and deemed essential, emergency purchases may be made by the director of schools.

14 However, if the purchase is of such significant magnitude as to impact on the integrity of the budget,
15 the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any
16 event, the Board shall be advised promptly of all emergency purchases

17 *Purchasing of Surplus Property*

18 The director of schools and other employees designated by the Board shall be authorized to act for the
19 Board in acquiring federal surplus property through the Tennessee General Services Department for
20 surplus property and in entering into agreements, certifications and covenants of compliance
21 concerning the use of federal surplus property.

22 Further, the director of schools is authorized to purchase any needed items through suppliers approved
23 on the state bid list.

24 *Cooperative Purchasing*

25 The Board, at its option, will join in cooperative purchasing with other school systems to take
26 advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever
27 such buying appears to be to the benefit of the system.

28 *Purchasing with Federal Grant Funds*

29 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
30 proposed expenditure and determine if it is an allowable use of federal grant funds. The director will
31 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
32 approved.

33 No person officially connected with or employed by the school system may participate in the selection,
34 award or administration of a contract supported by a federal award if he or she has a real or apparent
35 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent or
36 any member of his or her immediate family, or his or her partner, or an organization which employs or

1 is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
2 personal benefit from a firm being considered for a contract. Upon discovery of any potential conflict,
3 the director shall disclose the potential conflict to the federal awarding agency in writing.

4 *Centralized Purchasing*

5 All school system purchases, excluding purchases made by individual school accounts, will be
6 authorized by the Finance Department. The Finance Department will have centralized purchasing
7 authority to either authorize or prohibit all purchases.

Legal References

Cross References

1. TCA 49-2-206(3); TCA 6-36-115

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EXHIBIT
VI A.2
 03-02-23

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 03/02/23
		Rescinds: 2.806	Issued: 12/01/22

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
 2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
 3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
 4 district. However, said newspaper advertisement may be waived by the purchasing agent in an
 5 emergency.² The purchasing agent shall advertise for bids and receive quotations. The Finance
 6 Director shall serve as the purchasing agent for the school system.

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
 8 may be made in the open market without newspaper notice, but shall, whenever possible, be based on
 9 at least three (3) competitive ~~bids~~ quotes.²

10 The lowest and/or best bid shall be accepted, provided the Board reserves the right to reject any or all
 11 bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
 12 relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time for the
 13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
 16 or other purchasing procedures is strictly prohibited.

17 Commodities may be purchased with at least three quotes authorized by the Finance Director.

18 **EXEMPTIONS FROM COMPETITIVE BIDDING**

19 Contracts for legal services, educational consultants, insurance purchased through a plan authorized
 20 and approved by any organization of governmental entities representing cities and counties,³ and
 21 similar services by professional persons or groups of high ethical standards shall not be based upon
 22 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁴

23 *Recommended as submitted,
 Mark McRae 2/16/23*

received
 02-16-23
SK CR

Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
3. TCA 49-2-203(a)(3)(c)
4. TCA 29-20-407

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

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Putnam County Board of Education			
Monitoring: Click here to enter text.	Requisitions	Descriptor Code: 2.807	Issued Date: 03/02/23
		Rescinds: 2.807	Issued: 01/10/08

1 *General*

2 The Board shall designate personnel to be responsible for making requisitions.

3 ~~Requisitions for all supplies and equipment shall be made in duplicate on forms furnished by the~~
 4 ~~central office. Each requisition must be signed by the principal of the school from which it originates~~
 5 ~~and by the superintendent or his designee. One copy shall be retained in the school, the other in the~~
 6 ~~central office.~~

7 *Central Office*

8 All approved requisitions will be submitted electronically through the accounting system to the
 9 purchasing agent (the finance director) and if approved will produce a purchase order.

10 The accounting system shall assign a unique requisition number for each requisition submitted and
 11 shall be maintained in the accounting system with the approved purchase order.

12 *Individual Schools*

13 All approved requisitions will be submitted to the principal on forms provided by the central office
 14 finance director.

15 The number of each purchase order shall be recorded on the requisition.

16 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

Legal References

Cross References

1. *Recommended as submitted,*
Miss McLaughlin 2/21/23

Purchase Orders 2.808

Received
02-16-23 *JK*



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/2023

Department _____ Finance

Person Submitting _____ Mark McReynolds

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay American Constructors, Inc. in the amount of \$1,286,847.12 and Pinnacle Bank (retainage) in the amount of \$58,670.87 for pay application #6 related to the Parkview School project to be paid from the Putnam County Bond Issue.

received
02-16-23
[Signature]

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

OWNER: Putnam County School Board
 Attn: Kim Cravens, Board Chairman
kim.cravens@pcsstn.com
 1400 East Spring Street
 Cookeville, TN 38506

PROJECT: Park View Elementary

APPLICATION NO: 750-06

PERIOD TO: February 16, 2023

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR:
 American Constructors, Inc.
 P. O. Box 947
 Brentwood, Tennessee 37024

ARCHITECT:
 Kim Allen Chamberlin
 Upland Design Group, Inc.
 362 Industrial Blvd
 Crossville, TN 38555

ARCHITECT'S CONTACT:
kchamberlin@uplanddesigngroup.com

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	45,521,772.00
2. Net change by Change Orders	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	45,521,772.00
4. TOTAL COMPLETED & STORED TO DATE	6,208,135.75
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	58,670.87
Retainage Previous Balance	197,071.06
b. % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	255,741.93
Total in Column I of G703)	5,952,393.82
6. TOTAL EARNED LESS RETAINAGE	
7. LESS PREVIOUS CERTIFICATES FOR	4,665,546.70 **
PAYMENT	1,286,847.12
8. CURRENT PAYMENT DUE	39,569,378.18
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	0.00

CHANGE ORDER SUMMARY	DEDUCTIONS
Total changes approved in previous months by Owner	0.00
Total approved this Month	0.00
TOTALS	0.00
NET CHANGES by Change Order	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: AMERICAN CONSTRUCTORS, INC.

By: 
 Matthew T. McCall, CFO

Date: February 16, 2023

State of: Tennessee
 County of: Davidson
 Subscribed and sworn to before me this 16th day of February 2023
 Notary Public: 
 My Commission expires: March 3, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the information comprising the application, the Architect certifies to the Owner that the Work has been completed in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$1,286,847.12

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By:  President Date: 2/20/23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Application for Payment, Continued

Project Elementary School, Cookeville, TN

Application No. 6
Date: 02/16/23

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G Total Completed To Date	H Balance to Finish	I Retainage
		Previous Applications	%					
02.35 Cap Grouting Allowance	1,150,750.00	1,084,730.00		86,020.00	-	1,150,750.00	-	57,537.50
03.00 Cast In Place Concrete	2,359,381.00	176,349.65		417,940.00	-	594,289.65	1,765,091.35	29,714.48
03.30 Hollow Core Concrete Planks	424,000.00	-		-	-	-	424,000.00	-
04.00 Masonry	6,242,868.00	187,200.00		253,000.00	-	440,200.00	5,802,668.00	22,010.00
05.00 Steel and Metals	3,346,013.00	-		45,400.00	-	45,400.00	3,300,613.00	2,270.00
06.05 Rough Carpentry / Blocking	174,396.00	-		-	-	-	174,396.00	-
07.00 Caulk / Waterproof / Dampproof	402,954.00	-		-	-	-	402,954.00	-
07.04 ACM Panels	145,000.00	-		-	-	-	145,000.00	-
07.08 Horizontal Wall Panels	250,400.00	-		-	-	-	250,400.00	-
07.20 Roofing	1,473,000.00	10,000.00		-	725,403.20	735,403.20	737,596.80	36,770.16
08.00 Overhead Doors	84,287.00	-		-	-	-	84,287.00	-
08.10 Glass and Glazing	1,552,377.00	-		-	-	-	1,552,377.00	-
08.15 Doors / Frames / Hardware	761,222.00	-		-	-	-	761,222.00	-
09.00 LG Framing & Gypsum Board	947,205.00	-		18,500.00	-	18,500.00	928,705.00	925.00
09.20 Resilient Flooring	347,000.00	-		-	-	-	347,000.00	-
09.25 Resinous Flooring	132,560.00	-		-	-	-	132,560.00	-
09.30 Wood Flooring	164,854.00	-		-	-	-	164,854.00	-
09.40 Acoustical Ceilings	331,000.00	-		-	-	-	331,000.00	-
09.45 Acoustical Panels	97,000.00	-		-	-	-	97,000.00	-
09.90 Painting	346,526.00	-		-	-	-	346,526.00	-
10.00 Accordion Partitions	18,952.00	-		-	-	-	18,952.00	-
10.10 Lockers	83,176.00	-		-	-	-	83,176.00	-
10.20 Display Boards	53,400.00	-		-	-	-	53,400.00	-
10.30 Signage	55,150.00	-		-	-	-	55,150.00	-
10.40 Toilet Partitions	90,910.00	-		-	-	-	90,910.00	-
10.50 Toilet Accessories	32,400.00	-		-	-	-	32,400.00	-
10.60 Fire Protection Specialties	4,850.00	-		-	-	-	4,850.00	-
10.70 Flagpole	4,900.00	-		-	-	-	4,900.00	-
10.80 Display Cases	31,100.00	-		-	-	-	31,100.00	-
11.00 Food Service	1,149,713.00	-		-	-	-	1,149,713.00	-
11.11 Building Athletic Equipment	153,588.00	-		-	-	-	153,588.00	-
12.00 Casework	600,785.00	66,863.00		-	-	66,863.00	533,922.00	3,343.15

Application for Payment, Continued

Project Elementary School, Cookeville, TN

Application No. 6
Date: 02/16/23

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G Total Completed To Date	H Balance to Finish	I Retainage
		Previous Applications	%					
12.10 Telescoping Bleachers	235,000.00	-	-	-	-	-	235,000.00	-
12.30 Window Coverings	53,515.00	-	-	-	-	-	53,515.00	-
14.00 Elevators	95,890.00	-	-	-	-	-	95,890.00	-
21.00 Fire Protection	595,285.00	-	-	-	-	-	595,285.00	-
22.00 Plumbing	1,558,015.00	44,042.50	66,927.50	66,927.50	-	110,970.00	1,447,045.00	5,548.50
23.00 Mechanical / HVAC	4,161,432.00	29,200.00	3,400.00	3,400.00	-	32,600.00	4,128,832.00	1,630.00
23.10 Test and Balance	47,370.00	-	-	-	-	-	47,370.00	-
26.00 Electrical	4,232,000.00	-	-	-	-	-	4,232,000.00	-
27.00 Low Voltage Systems	342,848.00	-	-	-	-	-	342,848.00	-
31.00 Earthwork	3,369,279.00	1,390,735.73	314,924.00	314,924.00	-	1,705,659.73	1,663,619.27	85,282.99
32.00 Exterior Improvements	1,512,932.00	89,090.00	-	-	-	89,090.00	1,423,842.00	4,454.50
33.00 Utilities	866,777.00	157,807.00	-	-	-	157,807.00	708,970.00	7,890.35
96.00 Contingency Allowances	750,000.00	-	(32,694.00)	(32,694.00)	-	(32,694.00)	782,694.00	(1,634.70)
97.00 General Conditions	2,304,285.00	298,238.00	113,929.00	113,929.00	-	412,167.00	1,892,118.00	-
97.60 Taxes and Insurance	634,620.00	435,972.47	6,347.63	6,347.63	-	442,320.10	192,299.90	-
99.99 Fee	1,750,807.00	186,986.19	51,823.88	51,823.88	-	238,810.07	1,511,996.93	-
	45,521,772.00	4,137,214.54	1,345,518.01	1,345,518.01	725,403.20	6,208,135.75	39,313,636.25	255,741.93



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/2023
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$13,428.93 for architectural services for the Park View School project, to be paid from 141-76100-304-02504.

received
02-16-23
SK

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 1921 Inv. 16
 Invoice Date: Feb 16, 2023
 Page: 1

Voice: 931-484-7541
 Fax: 931-484-2351

Bill To:
Putnam County School System 1400 East Spring St. Cookeville, TN 38506

Ship to:
Putnam County School System 1400 East Spring St. Cookeville, TN 38506

Customer ID	Customer PO	Payment Terms	
1921	New Putnam Co.	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Elem. School		3/16/23

Quantity	Item	Description	Unit Price	Amount
		Const. Cost - \$45,521,772.00 x 5% (A/E Fee)= \$2,276,088.60 x 80.73% (thru 13.64% CA)= \$1,837,486.33 - less previously paid \$1,824,057.40= \$13,428.93		13,428.93
Subtotal				13,428.93
Sales Tax				
Total Invoice Amount				13,428.93
Payment/Credit Applied				
TOTAL				13,428.93

Check/Credit Memo No:



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/02/2023

Department _____ Finance

Person Submitting _____ Mark McReynolds

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of a payment to GEOService, LLC in the amount of \$24,081.25 for construction monitoring services for the new Parkview School through February 5, 2023 to be paid from 141 76100 399 000 02504 000.

Received
02-16-23 *CK*



INVOICE
636673N

Putnam County Board of Education
1400 East Spring Street
Cookeville, TN

Remit To: GEOServices, LLC
P.O. Box 32564
Knoxville, Tennessee 37930

Payment Terms: NET 30 Days
Please include invoice number on payment.
For questions regarding this invoice please call 865-539-8242

JOB NAME OR SERVICE RENDERED	INDIVIDUAL AUTHORIZING WORK	CLIENT P.O.#	DATE
Parkview Elementary School Putnam County, Tennessee	Mr. John Magura maguraj@pcsstn.com		02/09/2023

GEOS PROJECT NO.	SCOPE OF WORK	GEOS PROJECT MANAGER
32-221926	Construction Monitoring Services	John Foster, III

For Professional Services from January 08, 2023 through February 05, 2023

Personnel

Engineering Technician	150.25 hours	at	\$65.00 hour	\$9,766.25
Engineering Technician - OT	10.00 hours	at	\$97.50 hour	\$975.00
Principal Engineer	2.00 hours	at	\$180.00 hour	\$360.00
Staff Professional	60.00 hours	at	\$95.00 hour	\$5,700.00

Laboratory

Concrete Cylinder Cure & Compression Test	64Cylinders	at	\$20.00 each	\$1,280.00
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Other

Report Review	50Reports	at	\$20.00 Report	\$1,000.00
Trip	50Trips	at	\$100.00 Trip	\$5,000.00

Invoiced to Date: \$72,613.75

TOTAL AMOUNT DUE THIS INVOICE \$24,081.25

MARK,
I HAVE REVIEWED THIS INVOICE
AND RECOMMEND ITS PAYMENT.
JOHN MAGURA
2-15-23



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/2023
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay King Construction Group, Inc. in the amount of \$257,874.72 and First Horizon Bank (retainage) in the amount of \$13,572.35 for pay application #4 related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received
02-16-23
AS
CK

DOCUMENT SUMMARY SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER/CLIENT:
Putnam County (TN) Schools
1400 East Spring St.
Cookeville, Tennessee 38506

PROJECT:
Upperman High School Addition
6950 Nashville Hwy.
Baxter, Tennessee 38544

APPLICATION NO: 4
INVOICE NO: 4
PERIOD: 01/19/23 - 02/16/23
PROJECT NO: C011-22
CONTRACT DATE: 9/1/2022

FROM CONTRACTOR:
King Construction Group, Inc.
3307 Burgess Falls rd
Cookeville, Tennessee 38506

VIA ARCHITECT/ENGINEER:
Kim Chamberlin (Upland Design Group, Inc.)
362 Industrial Blvd
Crossville, Tennessee 38555

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$4,739,900.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$4,739,900.00
4.	Total completed and stored to date (Column G on detail sheet)	\$928,512.85
5.	Retainage:	
	a. 5.00% of completed work	\$38,804.39
	b. 5.00% of stored material	\$7,621.25
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$46,425.64
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$882,087.21
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$624,212.49
8.	Current payment due:	\$257,874.72
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$3,857,812.79

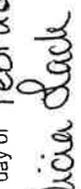
CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: King Construction Group, Inc.

By:  Date: **2-15-23**



State of: **Tennessee**
County of: **Putnam**
Subscribed and sworn to before me this **15th** day of **February 2023**
Notary Public: 
My commission expires: **September 25, 2024**

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: **\$257,874.72**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER: **UDG, Inc.**

By:  President Date: **2/16/23**

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 4
 APPLICATION DATE: 2/16/2023
 PERIOD: 01/19/23 - 02/16/23

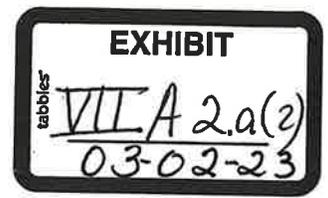
Contract Lines

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	G / C %	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)							
1	General Conditions	\$266,043.00	\$37,526.02		\$16,082.58	\$0.00	\$53,608.60	20.00%	\$214,434.40	\$2,680.42
2	Permits & Startup Costs	\$96,755.00	\$96,755.00		\$0.00	\$0.00	\$96,755.00	100.00%	\$0.00	\$4,837.75
3	Mobilization	\$34,135.00	\$34,135.00		\$0.00	\$0.00	\$34,135.00	100.00%	\$0.00	\$1,706.75
4	Allowance: Contingency	\$175,000.00	\$0.00		\$98,645.40	\$0.00	\$98,645.40	56.37%	\$76,354.60	\$4,932.27
5	Allowance: Unsuitable Soils	\$105,000.00	\$105,000.00		\$0.00	\$0.00	\$105,000.00	100.00%	\$0.00	\$5,250.00
6	Siterwork	\$78,053.00	\$27,318.55		\$23,415.90	\$0.00	\$50,734.45	65.00%	\$27,318.55	\$2,536.73
7	Site Utilities & Storm Drainage	\$194,964.00	\$126,726.60		\$0.00	\$0.00	\$126,726.60	65.00%	\$68,237.40	\$6,336.33
8	Asphalt Paving	\$87,300.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$87,300.00	\$0.00
9	Concrete: Foundations	\$121,672.00	\$0.00		\$73,003.20	\$0.00	\$73,003.20	60.00%	\$48,668.80	\$3,650.16
10	Concrete: Interior	\$141,803.00	\$0.00		\$7,800.00	\$18,000.00	\$25,800.00	18.19%	\$116,003.00	\$1,290.00
11	Concrete: Exterior	\$28,800.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$28,800.00	\$0.00
12	Rebar Material Only	\$72,995.00	\$72,995.00		\$0.00	\$0.00	\$72,995.00	100.00%	\$0.00	\$3,649.75
13	Masonry	\$916,618.00	\$0.00		\$28,000.00	\$0.00	\$28,000.00	3.05%	\$888,618.00	\$1,400.00
14	Structural Steel	\$481,036.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$481,036.00	\$0.00
15	Light Gauge Metal Framing	\$98,184.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$98,184.00	\$0.00
16	Rough Carpentry	\$20,031.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$20,031.00	\$0.00
17	Dampproofing	\$16,286.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$16,286.00	\$0.00
18	Insulation	\$6,226.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$6,226.00	\$0.00
19	Roofing	\$426,066.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$426,066.00	\$0.00
20	Joint Sealants	\$15,500.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$15,500.00	\$0.00
21	Doors, Frames & Hardware	\$104,465.00	\$0.00		\$0.00	\$6,500.00	\$6,500.00	6.22%	\$97,965.00	\$325.00
22	Storefront & Glazing	\$82,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$82,000.00	\$0.00
23	Sheetrock	\$20,500.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$20,500.00	\$0.00
24	Flooring	\$62,610.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$62,610.00	\$0.00
25	Acoustical Ceilings	\$88,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$88,000.00	\$0.00
26	Painting	\$40,351.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$40,351.00	\$0.00
27	Display Surfaces, Signage, FE's	\$15,099.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$15,099.00	\$0.00
28	Operable Partition	\$21,618.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$21,618.00	\$0.00
29	Casework	\$17,540.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$17,540.00	\$0.00
30	Mechanical: Rough-In	\$230,265.00	\$0.00		\$0.00	\$127,925.00	\$127,925.00	55.56%	\$102,340.00	\$6,396.25
31	Mechanical: Trim-Out	\$25,585.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$25,585.00	\$0.00
32	Fire Sprinkler	\$62,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$62,000.00	\$0.00
33	Electrical: Rough-In	\$409,780.00	\$28,684.60		\$0.00	\$0.00	\$28,684.60	7.00%	\$381,095.40	\$1,434.23
34	Electrical: Trim-Out	\$175,620.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00%	\$175,620.00	\$0.00

A ITEM NO.	B BUDGET CODE	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		TOTALS:	\$4,739,900.00	\$529,140.77	\$246,947.08	\$152,425.00	\$928,512.85	\$3,811,387.15	\$46,425.64
							19.59%		

Grand Totals

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		GRAND TOTALS:	\$4,739,900.00	\$529,140.77	\$246,947.08	\$152,425.00	\$928,512.85	\$3,811,387.15	\$46,425.64
							19.59%		



Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)

Date _____ 3/2/2023

Department _____ Finance

Person Submitting _____ Mark McReynolds

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Engineering & Testing Solutions, LLC in the amount of \$5,387.50 for engineering services related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received
02-06-23
SNCM

ENGINEERING & TESTING SOLUTIONS, LLC

Invoice

1526 Coleman Road
Knoxville, TN 37909

DATE	INVOICE #
1/27/2023	22185-2

BILL TO
Putnam County Schools Mr. Corby King, Director 1400 E. Spring St. Cookeville, TN 38506

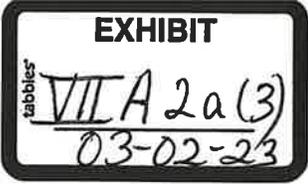
PROJECT		MANAGER		TERMS	
UPPERMAN HIGH SCHOOL		CBS		UPON RECEIPT	
CLASS	DESCRIPTION	DATE	QTY	RATE	AMOUNT
	UPPERMAN HIGH SCHOOL BAXTER, TN FOR SERVICES THROUGH 01/22/2023				
505	STAFF PROFESSIONAL, TYLER ATKINS	11/2/2022	3	85.00	255.00
8000	TRIP CHARGE	11/2/2022	1	45.00	45.00
553	PRINCIPAL ENGINEER, CHAD SMOCK	11/3/2022	0.5	95.00	47.50
505	STAFF PROFESSIONAL, TYLER ATKINS	12/1/2022	6	85.00	510.00
8000	TRIP CHARGE	12/1/2022	1	45.00	45.00
505	STAFF PROFESSIONAL, TYLER ATKINS	12/7/2022	8	85.00	680.00
8000	TRIP CHARGE	12/7/2022	1	45.00	45.00
505	STAFF PROFESSIONAL, TYLER ATKINS	12/12/2022	5	85.00	425.00
8000	TRIP CHARGE	12/12/2022	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	12/16/2022	5	65.00	325.00
8000	TRIP CHARGE	12/16/2022	1	45.00	45.00
505	STAFF PROFESSIONAL, TYLER ATKINS	12/20/2022	8	85.00	680.00
8000	TRIP CHARGE	12/20/2022	1	45.00	45.00
505	STAFF PROFESSIONAL, TYLER ATKINS	12/21/2022	9	85.00	765.00
8000	TRIP CHARGE	12/21/2022	1	45.00	45.00
553	PRINCIPAL ENGINEER, CHAD SMOCK	12/22/2022	0.5	95.00	47.50
505	STAFF PROFESSIONAL, TYLER ATKINS	12/28/2022	3.5	85.00	297.50
8000	TRIP CHARGE	12/28/2022	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	1/5/2023	4	65.00	260.00
8000	TRIP CHARGE	1/5/2023	1	45.00	45.00
505	STAFF PROFESSIONAL, TYLER ATKINS	1/9/2023	4	85.00	340.00
8000	TRIP CHARGE	1/9/2023	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	1/20/2023	4	65.00	260.00
8000	TRIP CHARGE	1/20/2023	1	45.00	45.00
	NOTE: THIS INVOICE IS ASSOCIATED WITH UNDERCUT AND REPLACEMENT OF UNSUITABLE SOILS FOR ADDITION C				

TOTAL INVOICE

\$5,387.50

For questions regarding this invoice, please contact Chad Smock at 865-474-6200.
To pay by credit card, call 865-474-6200 ext. 100.

RECEIVED
1/30/23
mpm



**Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)**

Date _____ 3/2/2023
Department Finance
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Engineering & Testing Solutions, LLC in the amount of \$2,897.50 for engineering services related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received
02-21-23
SN [Signature]

ENGINEERING & TESTING SOLUTIONS, LLC

Invoice

1526 Coleman Road
Knoxville, TN 37909

DATE	INVOICE #
2/20/2023	22185-3

BILL TO
Putnam County Schools Mr. Corby King, Director 1400 E. Spring St. Cookeville, TN 38506

PROJECT		MANAGER		TERMS	
UPPERMAN HIGH SCHOOL		CBS		UPON RECEIPT	
CLASS	DESCRIPTION	DATE	QTY	RATE	AMOUNT
	UPPERMAN HIGH SCHOOL PUTNAM COUNTY, TN FOR SERVICES THROUGH 2/19/2023				
920	COMPRESSIVE STRENGTH TESTING OF CONCRETE CYLINDERS BY ETS SET ID: 8579, 8580 & 8593		18	15.00	270.00
505	STAFF PROFESSIONAL, TYLER ATKINS	1/24/2023	2	85.00	170.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	1/26/2023	5	65.00	325.00
8000	TRIP CHARGE	1/26/2023	1	45.00	45.00
553	PRINCIPAL ENGINEER, CHAD SMOCK	1/27/2023	0.5	95.00	47.50
309	SENIOR TECHNICIAN, JOHN VOEKEL	2/3/2023	5	65.00	325.00
8000	TRIP CHARGE	2/3/2023	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	2/7/2023	6	65.00	390.00
8000	TRIP CHARGE	2/7/2023	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	2/8/2023	3.5	65.00	227.50
8000	TRIP CHARGE	2/8/2023	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	2/10/2023	4.5	65.00	292.50
8000	TRIP CHARGE	2/10/2023	1	45.00	45.00
124	CONCRETE TECHNICIAN, KATHRYN STEHLE	2/11/2023	3.5	65.00	227.50
8000	TRIP CHARGE	2/11/2023	1	45.00	45.00
309	SENIOR TECHNICIAN, JOHN VOEKEL	2/15/2023	4	65.00	260.00
8000	TRIP CHARGE	2/15/2023	1	45.00	45.00
553	PRINCIPAL ENGINEER, CHAD SMOCK	2/17/2023	0.5	95.00	47.50

TOTAL INVOICE

\$2,897.50

For questions regarding this invoice, please contact Chad Smock at 865-474-6200.
To pay by credit card, call 865-474-6200 ext. 100.