

Putnam County Board Meeting  
December 7, 2023 5:00 PM  
1400 E Spring St.  
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
  - A. Recognize the VITAL School STEM Team
  - B. Recognize Adeleine Moore for TSBA Student Recognition Award
  - C. Director's Personnel Report
- IV. Approval of Minutes
  - A. Minutes of the Regular November Board Meeting - Thursday, November 2, 2023, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
  - A. Payments/Purchases
    1. Approval of the purchase of one-hundred (100) Chromebooks for Northeast Elementary from Bluum in the amount of \$33,276.00 per quote to be paid from 142-71100-722-101, as submitted.
    2. Approval of the purchase of one-hundred and seventy-six (176) Chromebooks for Cane Creek Elementary from Bluum in the amount of \$55,047.52 per quote to be paid from 142-71100-722-101, as submitted.
    3. Approval of the purchase of seven (7) Viewsonic Boards for Avery Trace Middle School from Bluum in the amount of \$15,813.07 per quote to be paid from 142-72210-790-101, as submitted.
    4. Approval to purchase Softball and Baseball scoreboards for Monterey High School from TIPS contract 220901-01 in the amount of \$28,034.40 using a portion of the school's allotted athletic trainer funds, as submitted.
    5. Approval of payment to Tennessee Tech University - Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between July 1, 2023, and September 30, 2023, in the amount of \$22,108.93 to be paid from 141-73400-399-01604, Other Contracted Service, as submitted.
    6. Approval of a payment to K-12 Insight, LLC - Herndon, VA for the "Let's Talk" stakeholder communication platform for the 2023-2024 school year in the amount of \$22,800.00 to be paid from 141-72610-307, as submitted.
    7. Approval of payment to Navigate 360, LLC - Cleveland, Ohio for Prepared License renewal for the 2023-24 school year in the amount of \$23,470.15 to be paid from Public Schools Security Grant, 141-E- 72130-399-02525, as submitted.
    8. Approval of payment to Moore, Rader, Fitzpatrick and York, P.C. - Cookeville, Tennessee for legal services through December 4, 2023, in the amount of \$14,837.80 to be paid from 141-72310-331, Legal Services, as submitted. (General Purpose Schools)

- B. Bids/Quotes/Sealed Bids/RFPs
  - 1. Approval to bid with the Upper Cumberland USDA Foods Processing Group for SY 2024-25 with the ability to request renewal for 4 additional years.
- C. Budget Amendments/Line Item Transfers
  - 1. General Purpose School Budget Amendments - Fund 141
    - a. Finance - To establish budget for the Public School Security Grant from the State of Tennessee
    - b. Finance - To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and Fund 141 paying for benefits
  - 2. General Purpose School Line Item Transfer - Fund 141
    - a. Special Education - To reallocate funds to pay for S.E. staff development
  - 3. Federal Projects Budget Amendments - Fund 142
    - a. Finance - To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and Fund 141 paying for benefits
    - b. Federal Programs - This McKinney Vento revenue amendment is required in order to allocate carryover funds
    - c. Federal Programs - This Immigrant Grant (-311) revenue amendment is required in order to allocate funds
    - d. Federal Programs - This Title I Amendment is required in order to utilize funds more appropriately according to program needs
- D. Approval of Out-of-County and Overnight Trip Reports (None Submitted)
- E. Approval of Grant Report
- F. Other
  - 1. Approval of the Student Teacher Partnership Agreement between Arkansas State University and the Putnam County School System effective 9/1/23 - 8/31/24 with the option to request renewal for an additional 2 years, as submitted.
  - 2. Approval of the Data Sharing Consent Form in order for Putnam County Schools to provide iReady math and reading (Curriculum Associates) student data (including assessment, instruction, demographic, and class schedule information) to Ellevation Education, as submitted.
  - 3. Approval to enter into a contract with Toadvine - Fisherville, KY for the installation of Telescoping Bleachers at Avery Trace Middle School for a lump sum of \$243,065.00 to be paid from 141-72620-399, as submitted.
  - 4. Approval of the Putnam County School Purchasing Procedure Manual, as submitted.
  - 5. Approval to increase the credit limit from \$2,500 to \$4,000 for Kristy Hunt's Putnam County Business credit card due to increased student, as submitted.
  - 6. Approval of the Memorandum of Understanding (MOU) between Health Connect America Inc. and Putnam County School System (PCSS) for the 2023-2024 school year to provide counseling, mental health and/or related services to various clients within Putnam County Schools, as submitted.

7. Approval to renew license subscription for Alertus notification service from Alertus Technologies, Inc., per attached quote with pricing on the OMNIA Partners contract #01-90, in the amount of \$10,250.00, to be paid from 23-24 Public School Security Grant, as submitted.
8. Approval of the agreement between Putnam County Schools and Putnam County Solid Waste to empty school dumpsters, including roll off dumpsters for trades construction waste, as submitted.
9. Approval to adjust the 2024 board contributions amounts for employee only standard CDHP health insurance coverage due to Affordable Care Act federal poverty line safe harbor regulations, as submitted.
10. Approval to enter into a one-year agreement (renewable annually up to three years with board approval) with Finalsit/Active Internet Technologies, for website content hosting and parent communications services at a cost for Year 1 of \$45,750; at a renewal cost of \$49,750 for Year 2; and a renewal cost of \$62,866 for Year 3 based on TIPS contract #23015 to be paid from 141-72250-399 for other contracted services, as submitted.

VII. Policy

- A. Policy 2.803, Salary Deductions
- B. Policy 4.603, Promotion and Retention
- C. Policy 6.4001, Student Surveys, Analyses, and Evaluations

VIII. Discussion/Presentation

A. Building Projects

1. Park View School Project Update

**Speaker(s):** Kim Chamberlin, Upland Design Group - Crossville, Tennessee

a. Park View School Project Action Items

**Speaker(s):** Kim Chamberlin, Upland Design Group - Crossville, Tennessee

1. Approval to pay American Constructors, Inc. - Brentwood, Tennessee in the amount of \$1,660,040.58 and Pinnacle Bank (retainage) in the amount of \$77,522.49 for pay application #15 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 \$17,525.88 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 - Chicago, IL in the amount of \$19,609.20 for construction monitoring services for the new Park View School through October 22, 2023, to be paid from 141-76100-399-000-02504-000, as submitted.

2. Upperman High School Expansion Project Update

**Speaker(s):** Kim Chamberlin, Upland Design Group - Crossville, Tennessee

a. Upperman High School Expansion Project Action Items

**Speaker(s):** Kim Chamberlin, Upland Design Group - Crossville, Tennessee

1. Approval to pay King Construction Group, Inc. - Cookeville, Tennessee in the amount of \$408,648.69 and First Horizon Bank (retainage) in the amount of \$21,507.83 for pay application #13 related to the Upperman High School Addition Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.
  2. Approval of a payment to Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$4,313.30 to be paid from 142-76100-707-933 for architectural services for the Upperman High School Expansion Project (School Federal Program Fund - ESSER 3.0), as submitted.
  3. Approval to pay Richard C. Rinks & Associates, Inc. - Cookeville, Tennessee in the amount of \$10,932.25 for design services for design services for the Upperman High School Roof project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted
3. Existing Park View Elementary School Update
- a. Existing Park View Elementary School Action Items
    1. Approval to pay Southern Roofing of TN - Nashville, Tennessee in the amount of \$617,685.25 and First National Bank (retainage) in the amount of \$32,509.75 for pay application #2 related to the existing Park View Elementary School Roof Replacement project to be paid from the 142-76100-707-933 (ESSER 3.0), as submitted.

B. Director of Schools' Performance Evaluation

**Speaker(s):** Daniel Rader, Board Attorney

C. Director of Schools' Contract Consideration

**Speaker(s):** Daniel Rader, Board Attorney

IX. Adjournment

EXHIBIT  
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III A.  
12-07-23



286 E. Main St. Cookeville, TN 38506

Phone: 931-528-8685

Mr. Shannon R. Pirtle, Principal  
PirtleS@pcsstn.com

Mrs. Robyn Nabors, Asst. Principal  
NaborsR@pcsstn.com

11-7-23

**Putnam County Board of Education Agenda Request**

**Name of Person Making Request:** Shannon R. Pirtle, VITAL School Principal

**Regarding:** Request to recognize the VITAL School STEM Team during the December 7th Board meeting.

**Additional Information:** The VITAL School Team earned multiple first-place wins for their "Kid Wind" generating projects at the Energy Conversion Congress and Expo in Nashville, TN on October 30th. Our students designed and built wind generators utilizing component kits and 3D-printed materials. Our teams won 1st Place in Joules produced, 1st Place Constructed Design, and 1st Place Design Creativity. Vanessa Kitchens also won 1st Place Best Student Demo Conversations.



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11-07-23  
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**Personnel Report For November 2023**

<b>NEW HIRES</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>HOURS</b>	<b>REPLACING</b>
Schoenmann	Taylor	UHS	SPED CDC Assistant	10/16/23	141-E-71200-163-000-00000-090	7.5	Katherine Anderson
Carr	Linda	Transportation	PT Bus Attendant	10/16/23	141-E-72710-189-000-00000-000	2.5	n/a
Brown	Kayla	CHS	Grade 9-12 Math Teacher	10/18/23	141-E-71100-116-000-00000-037	7.5	Mary Kirk
Williams	Joel	NES	SAC Activity Instructor	10/20/23	146-E-73300-189-000-01800-000	5.8	n/a
White	Lydia	SES	SAC Activity Instructor	10/24/23	146-E-73300-189-000-01800-000	5.8	n/a
Ramares	Grant	AES	SAC Activity Instructor	10/30/23	146-E-73300-189-000-01800-000	5.8	Jacob Cooper
Holder	April	NES	School Nutrition Employee	11/1/23	143-E-73100-165-000-00057-000	5.5	Cindy Theophile
Adkins	Paul	UHS	SPED Crisis Assistant	11/9/23	141-E-71200-163-000-00000-090	7	New Position
Young	Susan	BPS	PT RTI Assistant	11/1/23	142-E-71100-163-101-00000-017	4.5	LeShay Gentry
Garrett	Stephen	PSES	SAC Activity Instructor	11/2/23	146-E-73300-189-000-01800-000	5.8	n/a
Romero Meza	Francisca	Transportation	5hrs per day Bus Attendant	10/30/23	141-E-72710-189-000-00000-000	5	n/a
Humphrey	Jack	VITAL	VITAL TA	11/9/23	141-E-71100-163-000-00000-006	7	Arianna Foster's LOA
Houghtaling	Barbara	PVES	PT School Nutrition Employee	11/13/23	143-E-73100-165-000-00060-000	5.7	Beth Revalee
Carter	Coriena	PSES	ECC Worker	11/9/23	146-E-73300-189-000-01801-000	5.8	n/a
Mills	Robert	Transportation	Bus Driver	11/13/23	141-E-72710-146-000-00000-000	5	n/a
Witten	John	Transportation	Bus Driver	11/13/23	141-E-72710-146-000-00000-000	5	n/a
Paone	Cherry	SES	School Nutrition Employee	11/15/23	143-E-73100-165-000-00070-000	5.7	Mary Monroe
Arnold	Peyton	NES	SAC Activity Instructor	11/9/23	146-E-73300-189-000-01800-000	5.8	n/a
Reynolds	Brooke	CCES	SAC Activity Instructor	11/2/23	146-E-73300-189-000-01800-000	5.8	n/a
Lamb	Carla	CES	Teacher Assistant	10/27/23	142-E-71100-163-933-00000-035	7	Autumn Speck
Eldridge	Brandi	Transportation	Bus Attendant	11/14/23	141-E-72710-189-000-00000-000	5	n/a
<b>REHIRES</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>HOURS</b>	<b>REPLACING</b>
Easterly	Leila	Central Office	SW ESL Teacher	10/30/23	141-E-71100-116-000-00000-000	7.5	growth position
Hof	Rachel	BPS	ECC Employee	11/15/23	146-E-73300-189-000-018010-000	5.8	n/a
<b>TRANSFERS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>
Hickey	Haley	SPED 1x1 Assistant @ CHS	SPED Crisis Assistant @ CHS	7	10/16/23	141-E-71200-163-000-00000-037	new position
Evans	Tabatha	SPED 1x1 Assistant @ CHS	SPED Crisis Assistant @ CHS	7	10/16/23	141-E-71200-163-000-00000-037	new position
Winningham	Robert	Best Groups	Juvenile Detention Teacher	4	10/18/23	141-E-71100-116-000-02114-000	Jeff Comer
Huddleston	Brittany	Teacher Assistant @ CCES	Bookkeeper 1 @ CCES	8	1/8/24	141-E-72410-119-000-00000-030	Lesla Medley
Norrod	Brandon	Library Teacher Assistant @ ATMS	School Secretary @ ATMS	8	1/3/24	141-E-72410-161-000-00000-065	Jo Mussard
Richardson	Teresa	RTI Teacher Assistant @ CsES	School Secretary @ CCES	8	1/8/24	141-E-72410-161-000-00000-030	Patricia Yackel
Phillips	Lisa	Sub	SPED Resource Teacher Assistant @ NES	7	11/6/23	142-E-71200-163-906-00000-057	Emily Wagner

**received**  
 11/21/23  
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Johnson	Shelly	Sub	School Nutrition Employee @ NES	3	11/6/23	143-E-73100-165-000-00057-000	Rhonda Maddox
Monroe	Mary	5.75hrs per day School Nutrition Employee @ SES	5.75hrs per day School Nutrition Employee @ PvES	5.75	11/6/23	143-E-73100-165-000-00060-000	Maria Davy
Burnell	Nikita	SPED CDC Assistant @ AES	Title TA @ AES	7	11/1/23	142-E-71100-163-101-00000-005	Tonya Smith
Berardinelli	Heather	School Nutrition @ CHS	SPED CDC Assistant @ NES	7	11/16/23	141-E-71200-163-000-00000-057	Barbara Roberts
Starkey	Donnie	PT ESL Teacher	FT ESL Teacher	7.5	11/6/23	141-E-71100-116-000-00000-000	n/a
Jones	Rebecca	Title funded RTI TA @ Burks	ESSER funded RTI TA @ Burks	7	7/26/23	142-E-71100-163-933-00000-025	Chloe Harris
Martian	Allana	SPED CDC TA @ Burks	Title funded RTI TA @ Burks	7	7/26/23	142-E-71100-163-101-00000-025	Kim Harris
Cronk	Amy	Cook @ SES	Café Manager @ PvES	8	10/26/23	143-E-73100-165-000-00060-000	Virginia Titsworth
Baye	Colette	CW Sub for School Nutrition	FT Cook @ SES	6.5	11/13/23	143-E-73100-165-000-00070-000	Amy Cronk
Kimball	Anna	Sub	Systemwide ESL Teacher	7.5	10/16/23	141-E-71100-116-000-00000-000	Growth postition
Swift	Anna	TN All Corp Tutor	SPED CDC Teacher @ BPS	7.5	12/1/23	141-E-71200-116-000-00000-017	Macy Coupe

**RESIGNATION**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Wagner	Emily	NES	SPED Resource Assistant	11/3/23
O'Connell	Theresa	CES	School Nutrition Employee	10/23/23
Roberts	Barbara	NES	SPED CDC Behavior Assistant	11/3/23
Billingsley	Kaitlin	CCES	Clinic Nurse	10/27/23
Meade	Casandra	PSES	ECC Worker	9/29/23
Theophile	Cindy	NES	School Nutrition Employee	10/20/23
Maddox	Rhonda	NES	School Nutrition Employee	11/3/23
Davy	Maria	PvES	School Nutrition Employee	11/6/23
Smith	Tonya	AES	Teacher Assistant	10/31/23
Weeler IV	Graham	ATMS	SAC Activity Instructor	11/7/23
Ahlberg	Jennifer	Central Office	SPED SW Speech Pathologist	12/19/23
Brown	Megan	Adult Education	Lead Instructor	11/3/23
Coupe	Macy	BPS	SPED CDC Teacher	11/29/23
Allison	Amy	BPS	School Nutrition Employee	11/22/23
Carlen	Amanda	Central Office	DW TN All Corp Tutor	10/2/23
Dyer	Jason	CHS	Grade 9-12 Vocational Teacher	9/8/23
McDaniel	Jennyfer	MHS	Spanish Teacher	7/21/23
Lane	Rosemary	Food Services	FT Food Nutrition Sub	11/17/23
Phillips	Rhonda	Adult Education	PT Lead Instructor	11/28/23
Nash	Sean	CsES	Tutor	11/21/23
Ritacco	Brittani	CHS	SPED Tracs Assistant	11/9/23
Majka	Amber	PSES	ECC Worker	11/21/23

**RETIREMENT**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Medley	Lesa	CCES	School Bookkeeper	1/5/24

Mussard	Joanna	ATMS	School Secretary	1/3/24			
Yackel	Patricia	CCES	School Secretary	1/8/24			
Washburn	Shirley	Central Office	SPED SW Teacher Float	10/31/23			
<b>TERMINATIONS</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>		
<b>PAY CHANGE</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>Rate of Pay</b>
<b>ADDITIONAL HOURS</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>Rate of Pay</b>
Kardatzke	Valerie	STAR Center	Will be working for LEAPS effective 10/16/23 through 6/30/24, NTE 2hrs per day or 6hrs per week @ \$30.00 per hour	3	10/16/23	141-E-73300-116-000-020003-000	\$30.00
Burgess	Gracie	STAR Center	Will be working for LEAPS effective 10/02/23 through 6/30/24, NTE 2hrs per day or 5hrs per week @ \$17 per hour	3	10/2/23	141-E-73300-163-000-02003-000	\$17.00
Williams	Joseph	CHS	SSO Band Pay Sept Wages \$1021.83	7	10/18/23	141-E-72210-189-000-01601-000	n/a
Williams	Joseph	CHS	August Band Pay Wages \$798.89	7	9/19/23	141-E-72210-189-000-01601-000	n/a
Stewart	Jonathan	CHS	Announcer at playoffs & regular season wages \$420	7	10/18/23	141-E-72210-189-000-01601-000	n/a
Stewart	Jonathan	CHS	Regional Announcer - Volleyball - Wages \$75	7	10/20/23	141-E-72210-189-000-01601-000	n/a
Johnson	Mindy	CHS	Football Gate Worker Wages \$90	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Flatt	Meredith	CHS	Football Gate Worker Wages \$45	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Hoffmeyer	Kelly	CHS	Football Gate Worker Wages \$255	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Czalbowski	William	CHS	Football Gate Worker Wages \$180	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Gleesing	Charlotte	CHS	Football Gate Worker Wages \$90	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Green	Jennifer	CHS	Football Gate Worker Wages \$90	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Clopton	Ella	PSMS	worked Newsies camp 10/09 - 10/13. She needs to be paid \$500 from Chorus account.	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Chaffin	Lily	AES	interpreting as needed for a student in the 2023-2024 school year; NTE 5 hours per week (at rate)	8	10/30/23	141-E-71200-189-000-00000-005	n/a
Espinoza	Victoria	STAR Center	will be working in 21st CCLC effective 10/30/23 through 6/30/24, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	10/30/23	142-E-73300-116-431-00000-000	n/a
Easterly	Leila	STAR Center	will be working in Leaps effective 10/30/23 through 6/30/24, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	10/30/23	141-E-73300-116-000-02003-000	n/a

Herbert	Hannah	STAR Center	will be working in 21st CCLC effective 10/01/23 through 06/30/24, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	10/1/23	142-E-73300-116-431-00000-000	n/a
Williams	Robin	STAR Center	will be working for 21st CCLC effective 9/01/23 through 6/30/24, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	9/1/23	142-E-73300-116-431-00000-000	n/a
Stevens	Kattie	STAR Center	will be working for Leaps effective 11/01/23 through 6/30/24, NTE 2hrs per day or 6hrs per week @ \$30 per hour	3	11/1/23	141-E-73300-116-000-02003-000	n/a
Ashburn	Hannah	CHS	Football Gate Worker Wages \$135	7.5	10/30/23	141-E-72210-189-000-01601-000	n/a
Wooten	Erika	CHS	Football Gate Worker Wages \$45	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Taylor	Rhonda	CHS	Football Gate Worker Wages \$45	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Scott	Marissa	CHS	Football Gate Worker Wages \$90	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Rivers	Christine	CHS	Football Gate Worker Wages \$225	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Renegar	Shannon	CHS	Football Game Worker Wages \$180	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Parks	Preston	CHS	Football Gate Worker Wages \$90	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Johnson	Danielle	CHS	Football Gate Worker Wages \$45	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Criag	Joshua	CHS	Football Gate Worker Wages \$90	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Cooper	Koye	CHS	Football Gate Worker Wages \$45	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Bryant	Tonya	CHS	Football Gate Worker Wages \$45	7	10/26/23	141-E-72210-189-000-01601-000	n/a
Criag	Jeremiah	CHS	Football Gate Worker Wages \$420	7.5	10/26/23	141-E-72210-189-000-01601-000	n/a
Taylor	Rhonda	CHS	Gate Worker Football Playoffs Wages \$45	7	11/7/23	141-E-72210-189-000-01601-000	n/a
Hadlock	Judy	CHS	Gate Worker Football Playoffs Wages \$45	7.5	11/7/23	141-E-72210-189-000-01601-000	n/a
Wooten	Erika	CHS	Gate Worker Football Playoffs Wages \$45	7.5	11/7/23	141-E-72210-189-000-01601-000	n/a
Green	Jennifer	CHS	Gate Worker Football Playoffs Wages \$45	7	11/7/23	141-E-72210-189-000-01601-000	n/a
Scott	Marissa	CHS	Gate Worker Football Playoffs Wages \$45	7.5	11/7/23	141-E-72210-189-000-01601-000	n/a
Criag	Jeremiah	CHS	Gate Worker Football Playoffs Wages \$70	7.5	11/7/23	141-E-72210-189-000-01601-000	n/a
Morales	Elizabeth	Transportation	CDL Skills Training FT 24 Pay from CDL Third Party Examiner Receipts as received	7	10/1/23	141-E-72210-189-000-01601-000	n/a
<b>INCREASE IN HOURS</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>
Mashburn	Karen	5hrs per day SPED Bus Driver	6hrs per day SPED Bus Driver	6	10/12/23	141-E-72710-146-000-01605-000	n/a
Joy	Mark	5hrs per day Bus Driver	6hrs per day Bus Driver	6	10/12/23	141-E-72710-146-000-01605-000	n/a
Liston	Leilani	3hrs per day School Nutrition Employee	5.75hrs per day School Nutrition Employee	5.75	10/26/23	143-E-73100-165-000-00037-000	n/a
Hancock	Amanda	5hrs per day School Nutrition	5.5hrs per day School Nutrition	5.5	11/6/23	143-E-73100-165-000-00025-000	n/a
<b>DECREASE IN HOURS</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>

<b>PROFESSIONAL</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEGREE</b>			<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>
<b>NON-RENEWALS</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	
<b>OTHER</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	
Simmons	Stephen	PSMS	\$1000 Secondary Literacy Stipend funded by TDOE grant	7.5	10/2/23	
Taumua	Shyla	MHS	has been interim café mgr @ MHS. Manager is returning on 10/23/23 so she will go back to her reg pay.	5.75	10/23/23	
Gomez	Michael	UHS	Master's Degree instead of BS according to TNCompass	7.5	10/24/23	
Rodgers	John	Transportation	Words on Wheels Trip bus driver. He will be paid extra duty out of Trip Pay Fund. He only driver as a Trip Driver	2.5	7/1/23	
Snider	Michelle	JWES	received her CDA, went up to grade 5	7.5	7/1/23	
Jackson	Susan	Burks	will receive teacher pay for working for Ms. Phillips on 10/20/23 because Ms. Phillips used a PPL Day.	7.5	10/20/23	
Pullen	Kevin	AMS	\$1,000 stipend as lead PE teacher. Funding account code 142-72210-189-941 to be dispersed over 12 pay periods for 23-24	7	7/1/23	
Walls	Marcus	CHS	\$1,000 stipend as lead PE teacher. Funding account code 142-72210-189-941 to be dispersed over 12 pay periods for 23-25	7	7/1/23	
Lee	Christy	JWES	\$1,000 stipend as lead PE teacher. Funding account code 142-72210-189-941 to be dispersed over 12 pay periods for 23-26	7	7/1/23	
Zachary	Derek	NES	\$1,000 stipend as lead PE teacher. Funding account code 142-72210-189-941 to be dispersed over 12 pay periods for 23-27	7	7/1/23	
Ferguson	Virginia	NES	will receive teacher pay when covering ppl days for Devon Hauck	7.5	10/27/23	
Rector	Patricia	JWES	will receive teacher pay when covering unpaid leave days for Ashley Clemons	7.5	10/18/23	
Kline	Abbi	NES	will receive teacher pay when covering ppl days for Devon Hauck	7.5	10/27/23	
Doss	Kimberly	NES	will receive teacher pay when covering uppl days for Devon Hauck	7.5	10/27/23	
Washburn	Shirley	ATMS	Pay out sick days over 200 of 35.5 days @ \$50 per day = \$1775.00	7.5	10/31/23	
Mcalpin	Cullen	STAR Center	will be working for Leaps @ \$30 per hour. Gave a copy of his degree for increase.	3	10/2/23	
Jones	Steve	PSMS	Head Baseball Coach supplement for 23-24 school year	3	11/6/23	
Hennigan	Taylor	CHS	SSO Booster Stipend Wages \$1166.67	7.5	11/3/23	
Tatum	Amber	PSES	should receive the Family Engagement Supplement for the 1st semester of the 23-24 academic year.	7	9/20/23	
England	Meghan	ATMS	is the swim coach & her stipend will be paid from the swim teams' fund. \$1000	7.5	1/5/24	

Bilbrey	Mariah	Central Office	currently a sub and will also be filling in the PCSS nursing clinics as PRN effective 11/13/23	7	11/13/23
Mussard	Joanna	ATMS	handles the social media pages \$459.20 school check	8	11/8/23
Bass	Kalli	BPS	adjust to Grade 2, Step 4 and retro for time worked in this school year. Started in August & has not been paid correctly.	7	11/14/23
Smith	Berilla	PSES	will receive teacher pay on days subbing that Ms. Savage uses PPL Days or unpaid days	7.5	11/17/23
Maynard	Kevin	Tecnology	120 day contract for .6 FTE instructional computer personnel Daily rate \$361.04	5	8/2/21

**SPREADSHEETS:**

Archery Training	PCF #1 & Spreadsheet
ONLINE VITAL Teacher Pay for Fall 23-24	PCF #2 & Spreadsheet

PUTNAM COUNTY BOARD OF EDUCATION  
APPROVAL FORM

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

\* LOCATION: **STAR CENTER**

Employee Type Code: **12SPT**

OR Employee's Name: **REBECCA DAWN PHILLIPS**

#1

\* REASON FOR ACTION: **ADDITIONAL HOURS**

\* EFFECTIVE DATE: **10/21/2023**

\* 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: **Funding Code Listed for Each Employee on Atch.**

Type of Funding:

\* NOTES: **Please see attachment. Archery Training**

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

<b>Last Name</b>	<b>First Name</b>	<b>Location (school)</b>	<b>Assignment</b>	<b>Hrs NTE</b>	<b>Effective Date</b>	<b>Funding</b>	<b>Rate of Pay</b>
<b><u>21st CCLC</u></b>							
Goedken	Wren	AMS	Archery Training	NTE 8hrs	10/21/23	142-73300-116-0431	<b>\$30.00</b>
Johnson	Hannah	AMS	Archery Training	NTE 8hrs	10/21/23	142-73300-116-0431	<b>\$30.00</b>
Owen(Martinez)	Darlene	Burks	Archery Training	NTE 8hrs	10/21/23	142-73300-163-0431	<b>\$17.00</b>
<b><u>Leaps</u></b>							
Winninggham	Keri	PVES	Archery Training	NTE 8hrs	10/21/23	141-73300-116-02003	<b>\$30.00</b>
Beasley	Todd	SES	Archery Training	NTE 8hrs	10/21/23	141-73300-189-02003	<b>\$15.00</b>

Done 10/30/23

PUTNAM COUNTY BOARD OF EDUCATION

APPROVAL FORM

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

\* LOCATION: **VITAL**

Employee Type Code: **CERT**

OR Employee's Name: **LANCE R KEY**

#2

\* REASON FOR ACTION: **ADDITIONAL HOURS**

\* EFFECTIVE DATE: **11/06/2023**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

\* REPLACING: **n/a**

\* MONTHS WORKED PER YEAR: **12**

\* HOURS WORKED PER DAY: **7.0**

POSITION FUNDED: **141 E 71100 116 000 00000 000**

Type of Funding:

\* NOTES: **ONLINE VITAL Teacher Pay For FALL 23-24  
ATTACHED SPREADSHEET TOTAL OF \$78,875.00  
(\$90.45 per student)**

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

Teacher	Enrollments	Total	Notes
Andrews, James	30	\$4,000.00	Based at CHS
Apple, John	59	\$4,725.00	Based at UHS
Bibb, Tamara	53	\$4,575.00	Based at CHS
Cassidy, Ciara	33	\$4,075.00	Future Ready
Henson, Stephen	66	\$4,900.00	Based at CHS
Key, Lance	114	\$6,000.00	Future Ready
Maynard, Becky	100	\$5,750.00	Based at UHS
Nash, Carrin	32	\$4,050.00	Based at VITAL School
Schinbeckler, Judy	35	\$4,125.00	Based at Central Office
Scott, Amy	26	\$4,000.00	Based at PSMS
Simeno, Kimberly	20	\$2,500.00	Based at CHS
Smith, Sierra	50	\$4,500.00	Based at AMS
South, Bill	27	\$4,000.00	Based at Sevier County
Sweeney, Lauri	23	\$3,500.00	Based at CHS
Tuvell, Lindsay	54	\$4,600.00	Based at PSMS
Vester, Jaclyn	43	\$4,325.00	Based at Central Office
West, Adam	80	\$5,250.00	Future Ready
Zavala, Claudia	27	\$4,000.00	Based at CHS
<b>Total classes</b>	<b>872</b>	<b>\$78,875.00</b>	<b>\$90.45 per student</b>

OPTION 3	
1-5 enrollments	\$1000
6-10 enrollments	\$1500
11-15 enrollments	\$2000
16-20 enrollments	\$2500
21-25 enrollments	\$3500
26-30 enrollments	\$4000
30+ \$25 per student above 30	
50 enrollments =	\$4500
<b>MAX-</b>	<b>\$6000</b>

*Paul J. Brooks*

10/6/23

**MINUTES**  
Putnam County Board of Education  
Cookeville, Tennessee  
November 2, 2023

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, November 2, 2023. Ms. **CRAVENS** convened the meeting at 5:00 PM.

<b>PRESENT</b> .....6	<b>ABSENT</b> .....0
Kim Cravens, Chair	
Dr. Dawn Fry, Vice-Chair	
Kerry Ledbetter	
David McCormick	
Lynn McHenry	
Jill Ramsey	

Ms. **CRAVENS** stated the Board would address Agenda Item II., Approval of the Agenda.

**ACTION:** (II.) Mr. **McHENRY** made a motion to approve the Agenda, as recommended and submitted by Corby R. King, Director of Schools. Mr. **McCORMICK** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item III., Announcements, and recognized Corby King, Director of Schools.

Mr. **King** noted the Director’s Personnel Report.

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

**ACTION:** (IV.A.) Dr. **FRY** made a motion to approve the Minutes of the Regular October Board Meeting held on Thursday, September 28, 2023, @ 5:00 PM, as submitted. Ms. **RAMSEY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item V., Public Comment, and stated there were no requests to address the Board.

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

**ACTION:** (VI.A.1. – VI.F.19.) Mr. **McHENRY** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of School:

**VI. Approval of the Consent Agenda**

**A. Payments/Purchases**

1. Approval of the purchase of eighteen (18) Viewsonic Boards for Algood Elementary from Bluum in the amount of \$33,750.18 per quote to be paid from 142-72210-790-101, as submitted.
2. Approval of the purchase of seven (7) Viewsonic Boards for Cornerstone Elementary from Bluum in the amount of \$15,813.07 per quote to be paid from 142-72210-790-101, as submitted.
3. Approval of the purchase of one (1) Powermatic 15HP 3-Phase 230V 25” Wide Belt Sander from vendor, Global Equipment Company Inc. – Buford, GA in the amount of \$17,041.64 to be paid by Cookeville High School Construction Technology Account 711.00, as submitted.
4. Approval of payment to Frontline Education – Philadelphia, PA in the amount of \$16,833.52 for our continued use of their zoning software package to be paid from 141-72310-599, as submitted.
5. Approval of a request from Capshaw Elementary School to purchase from Bluum of fifty (50) Chromebook at \$332.76 each in the total amount of \$16,638.00 and seven (7) Viewsonic Boards at \$1,875.01 each in the total amount of \$29,763.07 at a total cost for the two purchases of \$29,763.07 to be paid from a Capshaw PTO donation, as submitted.
6. Approval to purchase fifty (50) iPads @ \$294.00 each and two (20) at \$299.00 each in the total amount of \$15,298.00 from Apple Store for Education Institution for system wide students with disabilities to be paid from 141-71200-725-2152, as submitted.
7. Approval to purchase the Transformational Leader Toolkit/Training from WHYTRY along with 200 copies of the Resilience Breakthrough in the amount of \$39,672.00 to be paid from The Resilient Schools Community Grant, 142-72210-524-941, to be used in training sessions with Putnam County School counselors, as submitted.

## **B. Bid/Quotes/Sealed bids/RFPs**

1. Permission to issue an RFP for a softball hitting facility at Cookeville High School.

## **C. Budget Amendments/Line Item Transfers**

1. General Purpose School Budget Amendments – Fund 141
  - a. Federal Programs – this NoVo Teacher Morale and Retention Grant budget revenue is required in order to allocate carryover funds
  - b. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure account for the 2023/24 school year (AMS)
  - c. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure account for the 2023/24 school year (CHS)
  - d. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure accounts for the 2023/24 school year (MHS)
  - e. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure accounts for the 2023/24 school year (ATMS)
  - f. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure accounts for the 2023/24 school year (UHS)
  - g. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure accounts for the 2023/24 school year (PSMS)
  - h. Career & Technical Education – ISM Grant – To allocate Innovative School Models (ISM) grant state funding to expenditure account for the 2023/24 school year (UMS)
  - i. Special Education – To budget for State Special Education Preschool Grant awarded to Putnam County for the 2023-24 school year

2. General Purpose School Line Item Transfer – Fund 141
  - a. Career & Technical Education – GP – To move monies to pay for MHS greenhouse construction site required portable toilet rental
3. Federal Project Budget Amendments – Fund 142
  - a. Special Education – To budget IDEA Part B FY-23 carry over funds and reallocate in-direct funds
  - b. Special Education – To budget IDEA PreK FY-23 carry over funds
  - c. Federal Programs – This Resilient Schools Community Grant revenue budget is required in order to allocate funds
  - d. Teaching and Learning PreK-4 – To establish budget for HQIM Literacy Implementation networks Grant for 2023-2024
  - e. Federal Programs – To budget for Consolidate Admin carryover from FY23
  - f. Federal Programs – To budget for Title I carryover from FY23
  - g. Federal Programs – To budget for Title I-A Neglected carryover from FY23
  - h. Federal Programs – To budget for Title I-C carryover from FY23
  - i. Federal Programs – To budget for Title I-D LEA carryover from FY23
  - j. Federal Programs – To budget for Title II carryover from FY23
  - k. Federal Programs – To budget for Title III carryover from FY23
  - l. Federal Programs – To budget for Title IV carryover from FY23
  - m. Federal Programs – To budget for ESSER 3.0 additional revenue
  - n. Federal Programs – To establish the TN All Corp FY24 Budget

4. Federal Project Line Item Transfer – Fund 142
  - a. Career & Technical Education – Perkin Reserve Grant 852  
Regional Career Pathways Budget – Move monies to pay for  
Welding Class Bend Tester at CHS

**D. Approval of Out-of-County and Overnight Trip Report**

**E. Approval of the Grant Report**

**F. Other**

1. Approval for Upperman Middle School wrestling to move from a club sport to a supplement sport effective the current school year, as submitted.
2. Approval to enter into contract with Eversafe Security Solutions to install Ballistic Glass Film at Prescott Middle School and Prescott Elementary School with a price based on the Williamson County Schools Bid in the amount of \$79,998.89 to be paid from carryover from the Safe Schools Grant 2022-2023, as submitted.
3. Permission to accept the donation of a swing set for the Upperman Middle School Playground from the Upperman Middle School PTO as approve by John Magura, Maintenance Supervisor, and to be installed by Putnam County School System Maintenance Department, as submitted.
4. Approval of the Customer Agreement between National Health Career Association (NHA) – Leawood, Kansas and Putnam County School System to establish the terms and conditions under which NHA will provide certified medical industry preparation materials and certification exams, as submitted.
5. Approval of a request from Upperman Middle School to start a club archery team with the club to be self-funded through a restricted account at Upperman Middle School, as submitted.
6. Approval to renew all Putnam County Schools Library Software Subscriptions for the 2023 – 2024 school year with Companion – Salt Lake City, Utah in the amount of \$29,051.00 to be paid from 141-71100-399-02117, as submitted.
7. Approval of the 2023 LEA Compliance Report, as submitted.

8. Approval of the Memorandum of Understanding (MOU) between Volunteer Behavioral Health Care Systems (VBHCS) and Putnam County School System (PCSS) for the 2023 – 2024 school year to provide services in VBHCS contract with the State of Tennessee, Department of Mental Health and Substance Abuse Services (TDMHSAD) for School Based Behavioral Health Liaison Services (SBBHL) to the students within Putnam County Schools, as submitted.
9. Approval of the sale on [www.Gov-Deals.com](http://www.Gov-Deals.com) of the following seven (7) used school buses as Surplus Equipment:
  - 1T88K4E2681103748 Thomas Bilt
  - 1T7YT4E2292209341 Thomas Bilt
  - 1BAKBCPA4AF268609 Blue Bird
  - 1BAKBCPAXBF280927 Blue Bird
  - 1BAKGCPA79F263451 Blue Bird
  - 1BAKGCPA99F263452 Blue Bird
  - 1BAKGCPA09F263453 Blue Bird
10. Approval of the Sale on [www.Gov-Deal.com](http://www.Gov-Deal.com) of the following three (30 used trucks as surplus equipment):
  - 1FDKF37FXVEC29908 Ford F-350 Box Truck
  - 1GTEC14K9SZ512918 GMC Truck
  - 1FDXF46R98EC58991
11. Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board and Putnam County Board of Education with local provision acknowledging the maximum liability of \$23,000 for infrastructure costs and \$7,000 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2023 – June 30, 2024, as submitted.
12. Approval of Renewal Year #4 of the Student Teacher Partnership Agreement between University of Tennessee at Martin and the Putnam County School System effective 7/1/23 – 6/30/24 with the option to request renewal for an additional one year, as submitted.
13. Approval to enter into a contract with Maffett Loftis Engineering, LLC – Cookeville, Tennessee for the design/bid documents required to bid the replacement of one of the two chillers at

Cookeville High School for a lump sum of \$20,900.00 to be paid from 141-72620-499-02522, as submitted.

14. Approval to enter into a contract with Maffett Loftis Engineering, LLC – Cookeville, Tennessee for the design/bid documents required to bid the replacement of the chiller at White Plains Academy for a lump sum of \$15,200.00 to be paid from 141-72620-799-02523, as submitted.

15. Approval of the Quarterly Reports for quarter ending 9/30/23 for the following funds:

- 141 General Purpose School
- 142 Federal Projects
- 143 Central Cafeteria
- 146 Extended School Program

16. Approval of the Sale Agreement between Airgas – Radnor, PA and Putnam County School System at Cookeville High School to establish the terms and conditions under which Airgas will provide gas sales and cylinder rentals to Cookeville High School’s welding class, as submitted.

17. Approval to retain Lewis Thomason – Knoxville, Tennessee to pursue the Meta Platform, Inc. Mass Tort Litigation in accordance with their letter dated September 26, 2023, and the fee arrangement proposed, as submitted.

18. Approval of Belmont University as an Educator Preparation Provider for Putnam County School System, as submitted.

19. Approval to enter into a contract with J&B Countertops – Cookeville, Tennessee for the installation of countertops at Cane Creek Elementary for a lump sum of \$14,160.00 to be paid from 141-72620-399, as submitted.

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

Ms. **CRAVENS** stated the Board would address Agenda Item VII.A., Charter School policies on third and final reading.

**ACTION:** (VII.A.1. – VII.A.8.) Dr. **FRY** made a motion to approve the following policies on third and final reading, as submitted:

- VII.A.1. Policy 1.900, Charter School Authorizing Principles
- VII.A.2. Policy 1.901, Charter School Applications

- VII.A.3. Policy 1.902, Charter School Agreements
- VII.A.4. Policy 1.903, Charter School Oversight
- VII.A.5. Policy 1.904, Charter School Intervention
- VII.A.6. Policy 1.905, Charter School Renewal
- VII.A.7. Policy 1.906, Charter School Revocation
- VII.A.8. Delete the Present Putnam County Board of Education Policy 1.704, Charter Schools, (New Charter School policies replace it.)

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

Ms. **CRAVENS** stated the Board would address Agenda Item VII.B., Policies on second and final reading.

**ACTION:** (VII.B.1. and VII.B.2.) Mr. **McCORMICK** made a motion to approve the following policies on second and final reading, as submitted:

- VII.C.1. Policy 6.404, Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS)

- VII.C.2. Policy 6.405, Medicines

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

Ms. **CRAVENS** stated the Board would address Agenda Item VII.C., Policy 5.3021, Sick Leave Bank, on first and final reading.

**ACTION:** (VII.C.1.) Dr. **FRY** made a motion to approve Policy 5.3021, Sick Leave Bank, on first and final reading, as submitted. Mr. **McHENRY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A.1., Park View School Project Update; and recognized Kim Chamberlin, Upland Design Group – Crossville, Tennessee.

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

- Project progressing well
- Finished concrete block
- Brick work picked back up; brick on site
- Weather good
- No issues
- Recommended approval of the Park View School Action Items.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A.1.a.(1.) - VIII.A.1.(3.), Park View School Action Items.

**ACTION:** [VIII.A.1.a.(1.) - VIII.A.1.a.(3.)] Ms. **RAMSEY** made a motion to approve the following Park View Action Items, as submitted and recommended by Kim Chamberlin:

- VIII.A.1.a.(1.) – Approval to pay American Constructors, Inc. – Brentwood, Tennessee in the amount of \$2,505,405.68 and Pinnacle Bank (retainage) in the amount of \$119,504.66 for pay application #14 related to the new Park View School Project to be paid from the Putnam County Bond Issue.
- VIII.A.1.a.(2.) – Approval to pay Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$26,175.02 for architectural services for the new Park View School Project to be paid from 141-76100-304-02504.
- VIII.A.1.a.(3.) - Approval of a payment to GEOService, LLC – Chicago, IL in the amount of \$4,139.95 for construction monitoring services for the new Park View School Project through September 17, 2023, to be paid from 141-76100-399-000-02504-000.

Dr. **FRY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A.2., Upperman High School Expansion Update; and recognized Kim Chamberlin, Upland Design Group – Crossville, Tennessee.

Mr. **Chamberlin** stated the following regarding the Upperman High School Expansion Update:

- New brick not slowing project down
- Painting going forward
- Finishing work being done on inside
- Brick being delivered on site by next week
- Project completion presently looks like early January 2024
- Checking with Fire Marshall to approve a Certificate of Occupancy
- Recommended approval of Upperman High School Expansion Project Action Items VIII.A.2.a.(1.) and VIII.A.2.a.(2.)

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A.2.a.(1.) – VIII.B.2.a.(2.), UHS Expansion Project Action Items.

**ACTION:** [VIII.B.2.a.(1.) - VIII.B.2.a.(2.)] Mr. **McHENRY** made a motion to approve the following UHS Expansion Project Action Items, as recommended and as submitted by Kim Chamberlin, Upland Design Group – Crossville, Tennessee, and to also approve with John Magura’s recommendation of Agenda Item VIII.A.2.a.(3.):

- VIII.A.2.a.(1.) – Approval to pay King Construction Group, Inc. – Cookeville, Tennessee in the amount of \$162,403.49 and First Horizon Bank (retainage) in the amount of \$8,547.55 for pay application #12 related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0).
- VIII.A.2.a.(2.) – Approval of a payment to Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$1,706.37 to be paid from 142-76100-707-933 for architectural services for the Upperman Expansion Project (School Federal Program Fund – ESSER 3.0).
- VIII.A.2.a.(3.) – Approval to pay AAR of North Carolina, Inc. – Kernersville, NC in the amount of \$49,582.49 and First National Bank (retainage) in the amount of \$2,609.61 for pay application # related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0).

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

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A.3., Current Park View Elementary School Update.

Mr. **King** stated his recommendation to approve the two current Park View Elementary School Action Items.

**ACTION:** [VIII.A.3.a.(1.) – VIII.A.3.a.(2.)] Mr. **McHENRY** made a motion to approve the following current Park View Elementary School Actions Items, as submitted:

- VIII.A.3.a.(1.) – Approval to enter into a Retainage Agreement with Ragan Construction d/b/a Southern Roofing Co. of TN and First National Bank to establish an interest-bearing account at a financial institution to house the retainage funds related to the current Park View Elementary School Roof Replacement Project per State of Tennessee requirements.

- VIII.A.3.a.(2.) – Approval to pay Southern Roofing of TN – Nashville, Tennessee in the amount of \$235,294.38 and First National Bank (retainage) in the amount of \$12,383.92 for pay application #1 related to the existing Park View Elementary School Roof Replacement Project to be paid from 142-76100-707-933 (ESSER 3.0).

Dr. **FRY** seconded the motion. Motion carried.

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

**ACTION:** (IX.) Dr. **FRY** made a motion to adjourn. Ms. **RAMSEY** seconded the motion. Motion carried.

The Board adjourned at 5:15 PM.

12-07-23  
Date

  
Kim Cravens  
Chair

  
Corby King  
Director of School



EXHIBIT  
tabbles  
VIA 1, 2, 3  
12-07-23

VIC.



**PCSS Board Agenda Request**

Date: December 7, 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:

☆131 Migrant Amendment

☆101 Title I Amendment

VIA 1

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VIA 2

☆ Purchase of one hundred seventy-six (176) **Chromebooks** for Cane Creek Elementary from **Bluum** in the amount of \$55,047.52 per quote to be paid from 142-71100-722-101.

VIA 3

☆ Purchase of ~~one~~ seven (7) **Viewsonic Boards** for Avery Trace Middle School from **Bluum** in the amount of \$15,813.07 per quote to be paid from 142-72210-790-101.

received  
11-10-23  
[Signature]



# Quote

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4675 E. Cotton Center Blvd  
Suite 155  
Phoenix AZ 85040  
www.bluum.com

#297432

10/23/2023

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

**Ship To**  
PUTNAM COUNTY CENTRAL RECEIVING  
240 RAIDER DRIVE  
COOKEVILLE TN 38501

Memo:

Expires	Sales Rep	Contract	Terms
12/30/2023	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	<b>IFP7550-E2</b> Viewsonic IFP7550-E2 - 75" ViewBoard 4K Ultra HD Interactive Flat Panel Bundle - 75" LCD - ARM Cortex A53 1.20 GHz - 2 GB - Infrared (IrDA) - Touchscreen - 16:9 Aspect Ratio - 3840 x 2160 - LED - 350 Nit - 1,200:1 Contrast Ratio - 2160p - USB - HDMI - VGA - Android 5.1 Lollipop AC ADAP & VB-STND-001 MOBILE CART	Viewsonic	\$2,259.00	\$2,259.00
1	<b>IFP-EW-70-04</b> Viewsonic Warranty/Support - 5 Year Extended Warranty - Warranty - On-site - Maintenance - Labor - Physical Service REPAIR FOR 70-79IN DISP BOARD	Viewsonic	\$0.01	\$0.01

**Subtotal** \$2,259.01

**Tax Total** \$0.00

**Shipping Cost** \$0.00

**Total** \$2,259.01

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1	<b>CROSSWDISEDUNEW</b> <i>Contract Reference: 01-150 Omnia (NCPA)</i> Google Chrome OS Management Console License, Education	Google	\$33.00	\$33.00

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298998

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12-07-23  
tabbles

VIC.



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Date: December 7, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

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# 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:

Date: November 7, 2023

RE: Monterey High School Scoreboards

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for December 7, 2023, Board meeting.

Request to purchase Softball and Baseball scoreboards for Monterey High School in the amount of \$28,034.40 using a portion of the school's allotted athletic trainer funds. Purchased from TIPS contract 220901-01.

  
\_\_\_\_\_  
Supervisor 11/7/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Schools \_\_\_\_\_  
Date

**received**  
11-07-23  


Received



**QUOTATION**

Quote Date: **October 27, 2023**

**Quote Number: 0071177**

Page 1 of 2

Rev. 10/27/2023 12.93789

Quote Prepared For:

Monterey High School  
710 E Commercial Ave  
Monterey, TN 38574

Contact Information and Notes:

Monterey High School  
710 E Commercial Ave  
Monterey, TN 38574

Customer ID	Payment Terms	Good Through	Sales Rep
TNMONTEREY		11/26/2023	Lee Ann Kelly

Qty.	Item ID	Description	Unit Price	Amount
2	319-40-1620	LX1620, BASEBALL, 18FT X 6FT Team Name Type ETN UPGRADE, 9X56, AMBER	12,294.00	24,588.00
2	332-40-4000	SL-400 WIRELESS SYSTEM Wireless Type SL-400 EMBEDDED RX EMBEDDED TX	792.00	1,584.00
2	544-10-4825	CARRYING CASE, CONSOLE	108.00	216.00
1	318-60-0036	ID PANEL, 3FT TALL, EXT Width 18 Feet Wide Dome Option 36 Inch Radius Dome	2,300.40	2,300.40
1	318-60-0024	ID PANEL, 2FT TALL, EXT Width 18 Feet Wide Dome Option 24 Inch Radius Dome	1,704.00	1,704.00
1	*	TIPS TIPS DICOUNT PER CONTRACT NUMBER 220901-01	-3,039.00	-3,039.00

Net Order: 27,353.40

Freight: 681.00

Sales Tax: 0.00

**Quote Total:** 28,034.40

Thank you for allowing us the opportunity to quote. Please call if you have any questions. To convert this quotation directly into an order, please provide a signature, purchase order number, and date on the lines shown below.

\_\_\_\_\_  
Signature of Authorized Purchaser

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Date



Quote Date: **October 27, 2023**

**Quote Number: 0071177**

Rev. 10/27/2023 12.93789

Page 2 of 2

## Standard Terms and Conditions

### Payment Terms:

Upon acceptance of this proposal, unless another payment schedule is agreed upon in writing, the following Standard Payment Terms shall be applicable:

#### If Contract includes installation

50% Down payment  
40% Due prior to shipping  
10% Due upon completion of the installation

#### If Contract is supply only (no installation)

50% Down payment  
50% Due prior to shipping

### Installation

Unless otherwise, specifically indicated on the attached quotation *and/or* indicated on the attached installation responsibility checklist, this proposal does **not** include the following materials and/or services:

- Stamped Engineered Drawings
- Additional Structure Dictated by Stamped Drawings
- Providing Conduit/Raceways
- Electrical Disconnect or Distribution Equipment
- Licensing or Permitting
- State & Local Taxes
- Providing Electrical Service to Location
- Installation of Foundations
- Unloading or Storing of Scoreboards
- Inside Delivery of Scoreboards

### Exclusions

In the event that Electro-Mech Scoreboard Co. is under contract to perform all of, or a specified portion of the installation of the scoreboard, signage, and/or equipment outlined in the attached quotation, unless otherwise stated the proposal does **NOT** include: stamped engineered drawings or costs associated with the addition of structure or footings dictated/required by engineered drawings, auguring/digging of footings, supply, pouring or finishing of concrete, rebar cages for footing reinforcement, metal fabrication for base plates or structure, costs associated with the amendment of unsuitable soils (including but not limited to encountering water/water table, rock removal, backfilling of voids created by rock removal, sandy or silty soil, etc.), removal of excavated materials, or additional return trips due to circumstances not directly controlled by Electro-Mech Scoreboard Co. (e.g. *improper power provided, inclement weather, restricted access to the site, etc.*)

### Assumptions

In the event that Electro-Mech Scoreboard Co. is under contract to perform all of, or a specified portion of the installation of the scoreboard, signage, and/or equipment outlined in the attached quotation, unless otherwise stated it will be the responsibility of the Owner/Purchaser to ensure the following criteria is met: Electro-Mech will have unobstructed access to the site/location during normal business hours (this access will include entranceways large enough to accommodate the size boom trucks, cranes, and/or lifts as required to perform the scope of work), a clear, unobstructed radius of 50 foot (minimum) around the scoreboard location for the duration of the installation, manufacturer's required power at the location prior to installation, access to power disconnect/breaker(s) for the scoreboard circuit(s), the Owner/Purchaser will be responsible for having a licensed electrician make final power termination.

### Deviance

If the scoreboard delivery or installation encounters any instance that requires deviation from the agreed upon scope of work and/or pricing, the project may be stopped or delayed until a mutually agreed upon solution is negotiated between the Owner and Electro-Mech Scoreboard Co.

### Acceptance

The undersigned declares that they have authority to enter into agreement on behalf of the Customer, and acknowledges & agrees to the above stated Terms & Conditions for the attached quotation. Further it is acknowledged that any changes to the agreed upon scope of work that affects pricing must be in writing and will be the responsibility of the Customer. Verbal agreements, changes, or discussion related to pricing or scope of work changes *will not* be valid.

Thank you for allowing us the opportunity to quote. Please call if you have any questions. To convert this quotation directly into an order, please provide a signature, purchase order number, and date on the lines shown below.

\_\_\_\_\_  
Signature of Authorized Purchaser

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Date



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

Date \_\_\_\_\_ 12/7/2023  
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 July 1, 2023 and Sept 30, 2023 in the amount of \$22,108.93 to be paid from 141-73400-399-01604, Other Contracted Service.

**received**  
11-02-23  
SK





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

Date \_\_\_\_\_ 12/7/2023

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 K-12 Insight, LLC - Herndon, VA for the "Let's Talk" stakeholder communication platform for the 2023-2024 school year in the amount of \$22,800.00 to be paid from 141-72610-307, as submitted.

received  
10-30-23  
SL

---

## New payment request from K12 Insight LLC - invoice 3961

1 message

---

K12 Insight LLC <quickbooks@notification.intuit.com>

Tue, Sep 12, 2023 at 11:09 AM

Reply-To: billing@k12insight.com

To: hensleyj1@pcsstn.com, mmcreynolds@pcsstn.com, reids2@pcsstn.com

Cc: billing@k12insight.com

INVOICE 3961



K12 Insight LLC

**DUE 10/12/2023**

**\$22,800.00**

Review and pay

Powered by QuickBooks

Dear Putnam County School District,

Please find attached the invoice for your account. We appreciate your timely payment.

Please confirm receipt of this invoice by replying to this email. If you have any question, please contact us at 703-542-9600.

Thanks for your business!

K12 Insight LLC

K12 Insight LLC

2291 Wood Oak Drive, #300 Herndon, VA 20171 US  
(703) 542-9600    [billing@k12insight.com](mailto:billing@k12insight.com)    [www.k12insight.com](http://www.k12insight.com)

If you receive an email that seems fraudulent, please check with the business owner before paying.



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 **putnam county school system - tn sales order form 10\_18\_2022[53**  
8929K

# Putnam County Board of Education Agenda Request



Name of Person Making Request: Chris Pierce

Department: Attendance Supervisor

Phone Number of Person Making Request: (931) 526-9777

Account Funding Code (if appropriate)  
141 E 72130 399-02525

Backup included

Backup to follow

Please consider approval of payment to NaviGate360 ,LLC: Prepared, PO Box 933402, Cleveland, OH 44193.  
For Prepared License renewal for the 2023-24 school year.  
In the amount of \$23,470.15 to be paid from Public Schools Security Grant, 141 E 72130 399-02525.

Handwritten signature of Chris Pierce in blue ink.

\_\_\_\_\_  
Signature of Person Making Request

11/15/23

\_\_\_\_\_  
Date

Handwritten signature of the Director of Schools in blue ink.

\_\_\_\_\_  
Signature of Director of Schools

\_\_\_\_\_  
Date

**received**  
11-14-23  
[Signature]

# INVOICE



Navigate360

Building safer tomorrows.

Date: 08/01/2023  
Invoice #: INV-06159

Navigate360, LLC  
PO Box 933402  
Cleveland, OH 44193  
ar@navigate360.com

Bill To Putnam Co School District  
1400 E SPRING ST  
COOKEVILLE, TN 38506

Ship To Putnam Co School District  
1400 E SPRING ST  
COOKEVILLE, TN 38506

141 E 72130-399-02118  
02525

Contract Start Date: 08/01/2023  
Contract End Date: 07/31/2024

Message	Payment Terms	Due Date	Purchase Order
	Net 30	08/31/2023	Contract

Item Name	Description	Qty	Unit Price	Line Total
Emergency Management Suite Subscription - per Student	Emergency Management Suite Platform subscription with full unlimited access to all users.	1	21,852.480000 0	\$21,852.48
			Subtotal	\$21,852.48
			Sales Tax	\$1,617.67
			Total	\$23,470.15
			Amount Paid:	\$0.00
			<b>Amount Due:</b>	<b>\$23,470.15</b>

To pay your invoice click here: <https://portal.tpro3.com/Paylink/Navigate360/Paylinks/INV-06159/E-100>  
\*\*\*NOTE: To pay future-dated invoices call 330.661.0106 x 5\*\*\*

**PREFERRED Payment Method: ACH/Wire**  
**Bank Name: PNC Bank**  
**PNC Routing Number: 041000124**  
**Account Number: 4273496353**

**Make Checks Payable to: Navigate360, LLC**  
**Remit to: PO Box 933402, Cleveland, OH 44193**

In November 2022, Navigate360 acquired Motivating Systems, the creator of PBIS Rewards. Read the press release: <https://navigate360.com/blog-news/the-future-of-whole-child-student-safety/>

For billing questions, please email: [ar@navigate360.com](mailto:ar@navigate360.com)

To download a copy of our W-9, please visit [www.navigate360.com/W9](http://www.navigate360.com/W9)



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

Date \_\_\_\_\_ 12/7/23  
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 through December 4<sup>th</sup>, 2023 in the amount of \$14,837.80 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

received  
11/29/23  
[Signature]

LAW OFFICES  
**MOORE, RADER AND YORK, P.C.**  
46 NORTH JEFFERSON AVENUE  
COOKEVILLE, TENNESSEE  
38501

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

MAILING ADDRESS  
POST OFFICE BOX 3347  
38502

TELEPHONE  
(931) 526-3311

FACSIMILE  
(931) 526-3092

November 28, 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 December 4, 2023.

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

Thank you for your attention to this matter.

Yours very truly,

MOORE, RADER  
& YORK, P. C.



Daniel H. Rader III

DHR III/hsj  
Enclosure

**received**  
11/29/23  


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

**December 4, 2023**

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

IRS No. 62-0897974

---

FOR PROFESSIONAL SERVICES RENDERED

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TO PROFESSIONAL SERVICES RENDERED:

**RE: SCHOOL BOARD MATTERS**

**August 18, 2023 through December 4, 2023**

Daniel H. Rader III: 42.00 hours at \$200.00 \$ 8,400.00

Daniel H. Rader IV: 3.00 hours at \$200.00 \$ 600.00

Lane Moore: 13.55 hours at \$200.00 \$ 2,710.00

PARALEGAL HOURS: 32.00 hours at \$95.00 \$ 3,040.00

OUT-OF-POCKET EXPENSES:

    Copying charges \$ 87.80

TOTAL OUT-OF-POCKET EXPENSES \$ 87.80

**TOTAL AMOUNT OF STATEMENT \$ 14,837.80**



DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

3860 Phifer Mountain Road  
COOKEVILLE, TN 38506  
PHONE: (931) 528-1847  
FAX: (931) 520-2022

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

Phone Number of Person Making Request: 931-528-1847 x1214

Account Funding Code (if appropriate):

Backup included

Backup to follow

Permission to bid with the Upper Cumberland USDA Foods Processing Group for SY 2024-25 with ability to <sup>the</sup>renew <sup>Request</sup>up <sup>of</sup> 4 additional years.

Jennifer Mitchell, SNP Supervisor 11/20/23  
Signature of Person Making Request Date

[Signature]  
Signature of Director of Schools Date



Department: Finance \_\_\_\_\_

DATE: \_\_\_\_\_



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Approval Amount
		<u>Revenue</u>				
				<u>Increase</u>	<u>Decrease</u>	
141 R	46590 000 000 02525 000	Other State Education Revenue	-	476,072.72		476,072.72
						-
						-
		<u>Total Amendment Revenue</u>	-			476,072.72
		<u>Expenditures</u>				
				<u>Decrease</u>	<u>Increase</u>	
141 E	72130 399 000 02525 000	Other Contracted Services	-	-	476,072.72	476,072.72
		<u>Total Amendment Expenditures</u>	-			476,072.72
		<u>Total Amendment Revenue less Expenditures</u>	-			-

Explanation: To establish budget for the Public School Security Grant from the State of Tennessee

Requested by: \_\_\_\_\_  
Supervisor

Recommended for Approval:

  
Official / Department Head

Reviewed by:   
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

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

Action by County Commission: Approval

Non-Approval

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

**received**  
11-21-23 

Department: Finance \_\_\_\_\_

DATE: 7-Dec-23

**EXHIBIT**  
 VIC. 1b.  
12-07-23

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		<u>Revenue</u>				
1	141 R 49800 000 000 00000 000	TRANSFER TO OTHER FUNDS	1,018,000.00	1,000.00		1,019,000.00
						-
						-
						-
		<b>Total Amendment Revenue</b>	1,018,000.00			1,019,000.00
		<u>Expenditures</u>				
				<u>Decrease</u>	<u>Increase</u>	
2	141 E 71100 189 000 02516 000	OTHER SALARIES AND WAGES	10,000.00		1,000.00	11,000.00
3	141 E 71100 201 000 02516 000	SOCIAL SECURITY	595.78		62.00	657.78
4	141 E 71100 201 000 00000 000	SOCIAL SECURITY	2,325,083.47	62.00		2,325,021.47
5	141 E 71100 204 000 02516 000	STATE RETIREMENT	772.20		68.10	840.30
6	141 E 71100 204 000 00000 000	STATE RETIREMENT	1,660,261.36	68.10		1,660,193.26
7	141 E 71100 212 000 02516 000	EMPLOYEE MEDICARE LIABILITY	139.33		14.50	153.83
8	141 E 71100 212 000 00000 000	EMPLOYEE MEDICARE LIABILITY	543,769.53	14.50		543,755.03
						-
						-
		<b>Total Amendment Expenditures</b>	4,540,621.67			4,541,621.67
		<b>Total Amendment Revenue less Expenditures</b>	(3,522,621.67)			(3,522,621.67)

Explanation: To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and Fund 141 paying for benefits

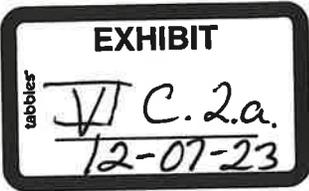
Requested by: \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_  
 Supervisor Official / Department Head

Reviewed by: Maria Delaney  
 Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date: \_\_\_\_\_

received  
 11-21-23  
 Ah



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: December 2023

Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	72220-524	Staff Development	54,600.00		14,000.00	68,600.00
2	141	72220-312	Contracts	45,000.00	14,000.00		31,000.00
							-
							-
							-
							-
							-
							-
							-
							-
					14,000.00	14,000.00	

Explanation: To reallocate funds to pay for S.E. staff development

Requested by: *Sheri Roberson*  
*Sheri Roberson Supervisor*

Recommended for Approval: \_\_\_\_\_  
*Assistant Director*

Reviewed by: *Marc Pelayo*  
*Finance Director*

*[Signature]*  
*Official / Department Head*

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

Action by County Commission: **None Required**



Department: Finance \_\_\_\_\_

DATE: \_\_\_\_\_ 7-Dec-23



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		<u>Revenue</u>		<u>Increase</u>	<u>Decrease</u>	
1	142 R 47309 000 950 00000 000	COVID-19 REVENUE	10,000.00	1,000.00		11,000.00
						-
						-
						-
		<u>Total Amendment Revenue</u>	10,000.00			11,000.00
		<u>Expenditures</u>		<u>Decrease</u>	<u>Increase</u>	
2	142 E 99100 590 950 00000 000	TRANSFER TO OTHER FUNDS	10,000.00		1,000.00	11,000.00
						-
						-
						-
						-
						-
						-
						-
		<u>Total Amendment Expenditures</u>	10,000.00			11,000.00
		<u>Total Amendment Revenue less Expenditures</u>				-

Explanation: To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and Fund 141 paying for benefits

Requested by: \_\_\_\_\_  
Supervisor

Recommended for Approval:

  
Official / Department Head

Reviewed by:   
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

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

Action by County Commission: Approval

Non-Approval

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

**received**  
11-21-23  




DATE: November 01, 2023



Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1				REVENUE			6,321.90	6,321.90
						Increase	Decrease	
142	71100-116-	701	701	Teachers				-
142	71100-163-	701	701	Assistants				-
142	71100-189-	701	701	Other Salaries and Wages	56,466.00	5,900.00		62,366.00
142	71100-198-	701	701	Non-Certified Substitutes				-
142	71100-201-	701	701	Social Security	3,557.90	421.90		3,979.80
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	71100-722-	701	701	Instructional Equipment				-
142	72130-599-	701	701	Other Charges				-
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				-
						6,321.90	6,321.90	

Explanation: This McKinney Vento revenue amendment is required in order to allocate carryover funds.

Requested by: *Oscar L. Yorkhill*  
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: *[Signature]* Approval  Non-Approval  Date: \_\_\_\_\_



Department: **Federal Programs**



DATE: \_\_\_\_\_

**EXHIBIT**  
 tabbles  
VIC 2.c.  
12-07-23

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1		47141	311	REVENUE			3,811.23	3,811.23
						Increase	Decrease	
9	142	71100-429	311	Medical Insurance		3,000.00		3,000.00
12	142	71100-499	311	Other Supplies		500.00		500.00
13	142	72210-599	311	Other Charges		311.23		311.23
								-
								-
								-
								-

Explanation: This Immigrant Grant (-311) revenue amendment is required in order to allocate funds.

Requested by: Bridgett Camilli  
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: \_\_\_\_\_

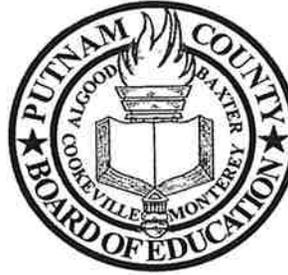
**Action by County Commission:** Approval

Non-Approval

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

received  
 11-21-23  
 [Signature]

EXHIBIT  
 VTC 3.d.  
 12-07-23



Putnam County, Budget Amendment / Line Item Transfer Authorization Form

Department: **Federal Programs**

Date: December 5, 2023

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-163	101 Assistants	504,980.00		1,740.00	503,240.00
2	142	71100-195	101 Certified Substitutes	31,092.00	360.00		31,452.00
3	142	71100-198	101 Non Certified Substitutes	20,313.00	1,380.00		21,693.00
4	142	71100-471	101 Software	22,275.00	3,738.00		26,013.00
5	142	71100-722	101 Instructional Equipment	289,771.00		10,004.00	279,767.00
6	142	72210-790	101 Other Equipment	130,068.00	6,266.00		136,334.00
					11,744.00	11,744.00	

Explanation: This Title I Amendment is required in order to utilize funds more appropriately according to program needs.

Requested by: Budget Council 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: Approved Not Approved Date: \_\_\_\_\_

received  
 11-21-23  
 [Signature]

PUTNAM COUNTY BOARD OF EDUCATION  
DISCRETIONARY GRANT REPORT  
DECEMBER 2023

EXHIBIT  
VI E.  
12-07-23  
tabbles

Board Action	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	GRANT AMOUNT ACCEPTANCE	PREVIOUS GRANTS ONGOING	New, Ongoing, Renewal	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	APPROVAL FOR ONGOING	COMMENTS
PERMISSION TO APPLY	JOTFORM GRANT / SCHOOL UPLIFT PROGRAM	\$ 10,000.00				NEW	BURKS	12/7/2023			SUZANNE GOOLSBY APPLYING
PERMISSION TO APPLY	FFA LIVING TO SERVE GRANT	\$ 400.00				NEW	BPS	12/7/2023			WHITNEY SLATTEN APPLYING
PERMISSION TO APPLY	MIDDLE NATURAL GAS GRANT	\$ 1,000.00				NEW	MHS	12/7/2023			MARSHA MILLIGAN APPLYING ( AUDIO VISUAL CLUB)
PERMISSION TO APPLY	VEC CUSTOMERS SHARE GRANT	\$ 1,000.00				NEW	MHS	12/7/2023			MARSHA MILLIGAN APPLYING ( AUDIO VISUAL CLUB)
PERMISSION TO APPLY	VEC CUSTOMERS SHARE GRANT	\$ 5,700.00				NEW	MHS	12/7/2023			MARSHA MILLIGAN APPLYING ( ARCHERY TEAM )
PERMISSION TO APPLY	MIDDLE NATURAL GAS GRANT	\$ 2,500.00				NEW	MHS	12/7/2023			MARSHA MILLIGAN APPLYING ( ARCHERY TEAM )
PERMISSION TO APPLY	VEC CUSTOMERS SHARE GRANT	\$ 2,500.00				NEW	MHS	12/7/2023			JENNY ELROD APPLYING ( CLASS OF 2029 )
PERMISSION TO APPLY	MIDDLE NATURAL GAS GRANT	\$ 3,500.00				NEW	MHS	12/7/2023			JENNY ELROD APPLYING ( CLASS OF 2029 )
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	\$ 500.00				NEW	MHS	12/7/2023			RACHELL GOODWIN APPLYING
PERMISSION TO APPLY	NEW YORK LIFE GRANTS FOR GOOD	\$ 500.00				NEW	CES	12/7/2023			RENEE CANTRELL APPLYING
PERMISSION TO APPLY	UTRUST GRANT	\$ 63,800.00				NEW	SYSTEMWIDE	12/7/2023			ANGIE KNIGHT APPLYING
PERMISSION TO ACCEPT	TENNESSEE ARTS COMMISSION			\$ 440.00		NEW	PSMS		12/7/2023		AMY SCOTT ACCEPTING
TOTALS	Jul-23	\$ 4,490.00									
	Aug-23	\$ 8,991.00		\$ 1,455,491.40	\$ 26,524.96						
	Sep-23	\$ 691,922.72		\$ 7,930.00							
	Oct-23	\$ 429,950.00		\$ 12,178.00	\$ 5,107,780.00						
	Nov-23	\$ 9,500.00		\$ 334,119.35							
	Dec-23	\$ 91,400.00		\$ 440.00							
	Jan-24										
	Feb-24										
	Mar-24										
	Apr-24										
	May-24										
	Jun-24										
	Jul-24										
	TOTAL	\$ 1,236,253.72	\$ -	\$ 1,810,158.75	\$ 5,134,304.96						GRANT REPORT PREPARED BY SHARON BYERS

received  
11/29/23  
[Signature]



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

Phone Number of Person Making Request: 931-526-9777 ext 1446

Account Funding Code (if appropriate)

Backup included

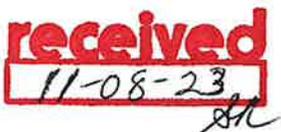
Backup to follow

Consider approval of the following for the December 7, 2023 BOE meeting:

Student Teacher Partnership Agreement between Arkansas State University and the Putnam County School System effective 9/1/23 - 8/31/24 with the option to request renewal for an additional 2 years.

Judy Schinbeckler 11-8-23  
Signature of Person Making Request Date

[Signature] \_\_\_\_\_  
Signature of Director of Schools Date





**College of Education and Behavioral Science  
Department of Educational Leadership, Curriculum, and Special Education**

**Memorandum of Understanding/Partnership Agreement**

This agreement outlines relevant policies and current operational procedures between the Arkansas State University College of Education and Behavioral Science and the School District in providing internship experiences for university students.

This collaboration aims to improve our candidates' leadership qualities, characteristics, and skills and strengthen educational leadership programs to enhance joint research and inquiry. Arkansas State University and its P-12 school partnerships agree that the philosophy and concept of renewal are integral to developing future educators who know and demonstrate best practices. Continuous improvement is collaborative growth between partner schools and higher education institutions to create and refine more effective educational leadership programs simultaneously.

The agreement, made by and between Arkansas State University, an institution of higher education and an agency of the State of Arkansas, located at State University acting by and through its College of Education and Behavioral Science Arkansas and  
Putnam County School System (School District Name)  
Cookeville, TN (School District City or NCES Number.)

It is agreed by the parties to be of mutual interest and advantage for selected candidates (the student) of the program to be provided clinical education experiences at the Facility.  
For consideration of the mutual covenants, it is further agreed by the aforesaid parties that:

1. Mutual Responsibilities:
  - a) The Facility will accept the candidate selected by the program for a period of clinical education. The Facility and the Program shall mutually agree that the site mentor will serve no more than 5 Graduate Candidates at once.
  - b) The schedule, content, and objectives of the internship experiences will be arranged in cooperation between the Candidate, Site-Mentor, and the Director of the Program or his/her designee.
  - c) The rules and regulations of the Facility shall apply to the assigned Candidate.
  - d) The Program shall be an independent contractor of the Facility.
  - e) The Program and the Facility retain the privilege to exchange, and review materials relevant to the Candidate's education.
  
2. The Program's Responsibilities
  - a) Provide the Graduate Candidate with a list of qualifying field activities that can be completed
  - b) Provide the Graduate Candidate with the content and objectives of the Program

- c) Ensure the Graduate Candidate has competence and knowledge of the Educational Leadership preparation standards.
  - d) Provide a schedule of on-site visits by the Program supervisor.
  - e) Ensure the Graduate Candidate has been made aware of all program requirements and regulations for the Internship course and the Professional Code of Ethics for the state of Arkansas
3. Candidate Responsibilities - The Graduate Candidate shall:
- a) Choose a Site Mentor to supervise the field activities at two (2) levels and two (2) sites. Obtain a signed agreement.
  - b) Provide the Facility with a statement of the field activities to complete, content, and objectives of the Program.
  - c) Ensure he/she has transportation as needed to fulfill responsibilities
  - d) Ensure all program field activities will be completed and fulfilled.
  - e) Notify the program no less than ten (10) working days in advance of a Candidate's change of placement
  - f) Act professionally and ethically.
  - g) Meet necessary academic requirements.
4. Facility Responsibilities - The Facility shall:
- a) Provide all reasonable information requested by the Program on Graduate Candidate's work performance.
  - b) Provide Graduate Candidates opportunities to complete the required program requirements.

NOTE: Any Violations from the candidate can result in dismissal from the program.

**Program Signatures:**

Print	Signature	Date
Program Director/Internship Coordinator		

Print	Signature	Date
A-State Online Coordinator		

Print Name	Signature	Date
Dean/Associate Dean, College of Education & Behavioral Science		

**Facility Signatures:**

This agreement is effective for 1 years from the date of signature. The signature verifies that the individual is aware of the candidate's placement.

District Liaison Print Name	Signature	Date

Director of Schools Print Name	Signature	Date

School Board Chair Print Name	Signature	Date

## **MOU – Educational Leadership, Curriculum & Special Education Frequently Asked Questions**

- 1) Purpose of the Memorandum of Understanding (MOU) between the school district and A-State

The MOU is a partnership between the school district and Arkansas State University. It defines how the university and school district will work together. The major purpose of this partnership is to bring all stakeholders together to improve the quality of teaching and learning for P-12 students. A partnership is based on mutual trust, respect and is seen as mutually beneficial to all partners as they collaborate. School partners work together over time, building relationships and commitment to their shared goals. In this commitment, they develop new strategies, roles, and relationships to support their work.

As the University, we agree to:

- a) Provide the Graduate Candidate a list of qualifying field activities that can be completed
- b) Provide the Graduate Candidate the content and objectives of the Program
- c) Ensure the Graduate Candidate has competence and knowledge before enrolling in the Internship course.
- d) Provide a schedule of an on-site visit by the Program supervisor. (for candidates residing in the state of Arkansas)
- e) Ensure the Graduate Candidate has been made aware of all Program requirements and regulations for the Internship course and the Professional Code of Ethics for the state of Arkansas

As the district will agree to:

- a) Provide all reasonable information requested by the Program on Graduate Candidate's work performance.
- b) Provide Graduate Candidate opportunities to complete the required field activities to meet course requirements.
- c) Complete and return all Graduate Candidate's evaluations and other paperwork required to the Program by the scheduled dates.

- 2) Purpose of MOU since it is an online program.

- a. Being an online program, we ask our students to complete approximately 225 hours of internship activities within a public/private school setting. The internship activities begin in the first course the candidate enrolls in. The program is a 30-33 hour, depending on the degree program enrolled.

- 3) Types of Internship Activities

- a. The activities consist of; leading curriculum committees, evaluating policies, attending board meetings, devising transportation plans, reporting on school safety, school finance, federal programs, and many more. A list is provided to the candidate in each course and in the internship course. We asked that the information gathered from a school be kept anonymous.

---

## Fwd: Memorandum of Understanding (MOU)

---

Angela Knight <angela.knight@pcsstn.com>  
To: Judy Schinbeckler <schinbecklej@pcsstn.com>

Tue, Nov 7, 2023 at 2:39 PM

Did you put this on board agenda last month?

Sent from my iPhone

Begin forwarded message:

**From:** Robin Buchanan <trharmon@astate.edu>  
**Date:** November 7, 2023 at 2:38:32 PM CST  
**To:** [angela.knight@pcsstn.com](mailto:angela.knight@pcsstn.com)  
**Subject:** Memorandum of Understanding (MOU)

Hello,

On behalf of Arkansas State University, we are reaching out to you because Aleece Abbisso has applied to the Special Education K-12 (MSE) program in 2023 Fall.

Arkansas State University, College of Education and Behavioral Science is required by our accreditors and the state department of education to have a Memorandum of Understanding (MOU) on file with your school district. The form will be effective for 3 years from the signature date.

I have attached a sample PDF copy of the MOU and a FAQ guide that may answer questions regarding this partnership and process. Please use the sample PDF for your reference. We ask that you complete the electronic signing of the MOU via the DocuSign process listed below to ensure this is completed promptly.

Please complete the following MOU by entering your name and e-mail address, and the subsequent DocuSign form (a completed form will be sent to you for your records once all approvals have been processed)

[MOU Electronic DocuSign](#)

Thanks,

Robin

**Robin Buchanan**

Online Coordinator

Educational Leadership

P.O. Box 1450 | State University, AR 72467

p: (870) 680-4116

*Arkansas State educates leaders, enhances intellectual growth, and enriches lives.*

---

**4 attachments**



image004.png  
29K



image003.jpg  
11K

**ARKANSAS STATE  
UNIVERSITY**

 **MOU - QA.pdf**  
66K

 **MOU - Updated 4-2023.pdf**  
114K



**PCSS Board Agenda Request**

Date: November 6<sup>th</sup>, 2023

Department: Data / Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N / A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval of:

Data Sharing Consent Form" in order for Putnam County Schools to provide iReady math and reading (Curriculum Associates) student data (including assessment, instruction, demographic, and class schedule information) to Ellevation Education.

**received**  
11-07-23  
*[Signature]*



### DATA SHARING CONSENT FORM

[Putnam County School District] ("District") has requested that Curriculum Associates, LLC ("Curriculum Associates") provide certain student data to **Ellevation Education** ("Vendor"), an authorized agent/contractor of District. In light of this request, District hereby acknowledges and agrees as follows:

1. Curriculum Associates is an authorized agent/contractor of District and is entitled to receive Customer Data from District in connection with the provision of educational services to District.
2. Vendor is also an authorized agent/contractor of District and is entitled to receive Customer Data from District in connection with the provision of services to District.
3. District hereby authorizes Curriculum Associates to provide certain Customer Data (defined below) to Vendor to allow Curriculum Associates and Vendor to better provide such services to District. District acknowledges and agrees that this sharing of Customer Data is at the request of District, and District hereby consents to the provision of such data to Vendor by Curriculum Associates by a secure means as reasonably agreed upon by and Curriculum Associates and Vendor.
4. District acknowledges and agrees that Vendor shall be responsible for all Customer Data in its possession and control. Curriculum Associates shall have no liability or responsibility for any unauthorized disclosures of Customer Data, corruption of Customer Data, or data security breaches that occur as a result of the actions or inactions of Vendor.
5. Curriculum Associates shall only be responsible for Customer Data that is in its possession or control. Nothing in this Agreement shall in any way limit the obligation of Curriculum Associates to protect and preserve Customer Data that is in its possession or control.
6. For purposes of this Agreement, "Customer Data" shall mean the following data, which is to be provided to Vendor by Curriculum Associates.

*\*'diagnostic\_and\_instruction' extracts of iReady Math and ELA*

This Data Sharing Consent Form is hereby executed by an authorized representative of [Putnam County School District], whose signature can be found below.

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



## PCSS Board Agenda Request

Date: November 15, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into a contract with Toadvine, Fisherville, KY for the installation of Telescoping Bleachers at Avery Trace Middle School for a lump sum of \$243,065.00 to be paid for from 141-72620-399

**received**  
11-20-23  
*[Signature]*

received

# TOADVINE

SEATING • ATHLETIC EQUIPMENT • VIDEO SCOREBOARDS

P.O. Box 190 • Fisherville, KY 40023 • Phone: 502-241-6010 • 1-877-211-6925 • Fax: 502-241-2288 • www.toadvine.com

## PROPOSAL

**TO:** Avery Trace ES  
**PROJECT:** Removal and Install New Bleachers. **DATE:** 11/3/2023  
**LOCATION:** Cookeville, TN 38501

### TELESCOPING BLEACHERS

We propose to furnish the following as manufactured by **INTERKAL** using standard design, materials, construction sizes and colors.

**T.I.P.S CONTRACT #: INTERKAL #20080101, 20080102**

**Pricing Includes Material, Freight, and Installation** ..... **\$243,065.00**

#### **Pricing Includes:**

1. (1) Bank 80'0" with 11 Rows
  - Wood Seating
  - 10 ¼" Rise / 24' Spacing
  - Single Phase friction motors with pendant controller
  - Limit Switches
  - Intermediate Steps, Foot Level Aisle w/Rail
  - Self-Storing End Rails
  - Self-Storing Aisles Rails
  - Vinyl End Curtains
  - ADA Recoverable Notchouts Without Rails
2. (1) Bank 80'0" with 9 Rows
  - Wood Seating
  - Balcony Access
  - **Custom 14.44" Rise / 24' Spacing**
  - Single Phase friction motors with pendant controller
  - Limit Switches
  - Intermediate Steps, Foot Level Aisle w/Rail
  - Self-Storing End Rails
  - Self-Storing Aisles Rails
  - Vinyl End Curtains
  - ADA Recoverable Notchouts Without Rails
3. **Removal of existing bleachers**
  - Includes (2) Banks Equal to what is being installed.

**NOTE: BLEACHERS MUST SHIP NO LATER THAN MAY 2024.**

#### **Exclusions and Clarifications:**

1. Architectural Fees
2. Floor protection beyond standard tarp
3. Any Liquidated, Consequential and/or Actual Damages clauses.
4. All electrical work – By Others
5. Patching and Painting
6. Any equipment not specified in pricing listed above



**Solutions for Seating, Athletic Equipment, and Scoring/Video Since 1980**

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- Note: Clean-up to be limited to removing all debris, dirt and rubbish accumulated as a result of our installation to a dumpster provided by others, leaving the premises broom clean and orderly.

**TERMS: Net 30 Days**

RESPECTFULLY,  
**Toadvine Enterprises**

By *Trent Moore*

**ACCEPTED:** \_\_\_\_\_

(name)

\_\_\_\_\_  
(date)

**Note:** This quotation is offered for acceptance within 30 days and is subject to revision beyond that time. Pricing assumes delivery no later than **May, 2024**. Delivery beyond this date shall require a Change Order for any additional escalation fees that are incurred to Toadvine Enterprises by the manufacturer.



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Kentucky | Indiana | Ohio | Tennessee | Alabama | Mississippi  
Page 2 of 2



**CONTRACT BID PROPOSAL**  
 Steve Ward & Associates, Inc.  
 7330 Cockrill Bend Boulevard  
 Nashville, Tennessee 37209  
 P: 615-350-7310  
 SWAinc.com

**Project:** Avery Trace MS Bleachers-Wood Seats  
**Location:** Cookeville, TN  
**Bid Date:** October 17, 2023  
**Revision Date:** October 24, 2023  
**1<sup>st</sup> Delivery Date:** March, 2024  
**Completion Date:** March, 2024  
**Revision #:** 01  
**Mobilizations:** 01  
**Phases:** 01

**Our Proposal is Based on Irwin Telescopic preliminary drawings and SWA jobsite review by Chad Breece.**

> 0000 Telescopic Bleachers

## OMNIA CONTRACT PRICING # R191805

We Have Seen Through Addendum 00.

Project Pricing:

<b>Total Base Bid Price Delivered and Installed with Applicable Taxes (5/8" Panelam)</b>	<b>\$232,560.00</b>
<b>Total Base Bid Price Delivered and Installed with Applicable Taxes (3/4" plywood)</b>	<b>\$254,663.00</b>
<b>ADD for removal and disposal of existing bleachers.</b>	<b>\$16,300.00</b>

**OMNIA Contract Pricing Breakout for accounting:**

**Base Bid: \$385,633.03**  
**Contract Discount: -\$192,816.52**  
**Escalation for 2024 Delivery: \$23,137.98**  
**Additional Discount by SWA: -\$14,158.19**  
**Total Contract Price: \$201,796.30**  
**Installation: \$14,300.00**  
**Freight: \$1,848.69**  
**Tax: \$14,615.00**  
**Grand Total for Project: \$232,560.00**

Inclusions: Telescopic Bleachers.

Release A  
 Group 1 - Option 1 - 4/4 Nominal Lumber Seating - Option Description  
 VersaTract with Standard Deck Seating Requirements  
 79' plus left end rails and right end rails (3 Rectangular Sections)  
 11 Seating Rows  
 10" Rise  
 22" Spacing  
 Panelam 5/8 Decking  
 Standard 11 inch Deck Level Filler  
 Wall attached  
 208/230 VAC, Three Phase IDS Power System  
 484 4/4 Nominal Lumber (18" Wide Seats), Tread Mounted on Telescopic  
 2 Sets of Self Storing End Rails Starting At Row 3  
 5 - 36" x 22" Recov. Wheelchair Spaces w/No Rail  
 5 - ISA Compliant Signs  
 5 - ISA Compliant Companion Signs  
 Galvanized Nose and Rear Beam  
 Aisle #1 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Aisle #2 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Aisle #3 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Engineering Certification  
 Estimated Seating Capacity = 484 + 5 Recoverable Wheelchair Spaces

† 232,560.00  
    16,300.00 Demo  
 -----  
 # 248,860.00

Release B  
 Group 1 - Option 1 - 4/4 Nominal Lumber Seating - Option Description  
 VersaTract with Standard Deck Seating Requirements  
 79' plus left end rails and right end rails (3 Rectangular Sections)  
 9 Seating Rows  
 10" Rise



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<b>Revision #:</b>	01
<b>Mobilizations:</b>	01
<b>Phases:</b>	01

22" Spacing  
 Panelam 5/8 Decking  
 Standard 11 inch Deck Level Filler  
 Wall attached  
 208/230 VAC, Three Phase IDS Power System  
 396 4/4 Nominal Lumber (18" Wide Seats), Tread Mounted on Telescopic  
 2 Sets of Self Storing End Rails Starting At Row 3  
 4 - 36" x 22" Recov. Wheelchair Spaces w/No Rail  
 4 - ISA Compliant Signs  
 4 - ISA Compliant Companion Signs  
 Galvanized Nose and Rear Beam  
 Aisle #1 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Aisle #2 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Aisle #3 is 52 inches wide, with  
     Smart Rail  
     Standard Steel steps including Removable Front Step  
     Rear Access  
 Engineering Certification  
 Estimated Seating Capacity = 396 + 4 Recoverable Wheelchair Spaces

Option # 2: Clear Coat 3/4 Decking (See price above).

- \*\* Bidding Standard Irwin Seating Company Telescopic Product, Specifications And Finishes Only!
- \*\* Bidding Standard Black Powder Coat Understructure & Railings Only.
- \*\* Irwin Seating Company Does Not Accept Penalty Clauses.
- \*\* Irwin Seating Company Has Specialized In Telescopic Seating For Thirty (30) Years.
- \*\* Wheelchair Spaces To Be Located By Bleacher Manufacturer.
- \*\* Due To The Speed Of Operation, Limit Switches Or Transformers Not Required Nor Provided.
- \*\* No Specifications or Architectural Drawings Were Provided At The Time Of Quotation.
- \*\* Irwin Seating Company Will Not Provide Plastic Seats Without 1 Aisle Per Group, Minimum.
- \*\* Bidding 2 Of 15 Standard Plastic Colors.
- \*\* Bidding 22" Spacing Due To Clear To Courtline Dimension.
- \*\* Bidding Rise Based on 121" Rear Access Height Only.
- \*\* Bidding Standard Seat And Aisle Sizes Per Scope Below Only. Aisles May Not Match Exactly To Gates.

- 1) Submittal lead time: Approx.60-90 days after Letter of Intent, Contract Amount, Billing/Shipping Address, and Delivery Schedule provided to SWA.
- 2) Pricing is based on material & fuel surcharges at time of bid. Increases in surcharges will be added as they occur.
- 3) Fabrication lead time: Approx. 12 weeks after final approvals, field dimensions, and all final information returned to SWA.
- 4) Prior to scope being released to production, if the project schedule shifts more than 90 days from the estimated delivery date noted on this proposal, escalation and storage costs will apply. Once scope has been released for production, if the project schedule shifts from what was communicated at the time product was released, storage costs or double handling costs may apply.
- 5) One production, one delivery, with one mobilization for March 2024. If delivery extends past this date additional costs may occur.
- 6) Work performed M-F during normal business hours.

**Exclusions:**

- 1) Removal of existing Bleachers (See add price above if required).
- 2) Cost escalation.
- 3) Caulking to adjacent surfaces, except backsplash to countertop.
- 4) Mockups.
- 5) Final connections and power source, including, but not limited to plumbing and electrical connections.
- 6) Insurance (when job is under OCIP/CCIP) – call to discuss if insurance is needed.
- 7) Certified payroll / Prevailing wage.
- 8) NAUF / FSC / LEED Requirements.+
- 9) All building permits. Assumed to be by contractor or owner.
- 10) Any non-standard insurance such as pollution insurance, etc.
- 11) All in-wall blocking & on wall blocking, in-wall support brackets and in-wall support structures.



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**Mobilizations:** 01  
**Phases:** 01

- 12) Offsite storage and double handling of materials.
- 13) Multiple mobilizations.
- 14) Payment and performance bond. If required, add \$9.00 per \$1,000.

**Terms of Proposal:**

- 1) Price is subject to acceptance within 30 days of the date of this proposal.
- 2) **Due to the unprecedented volatility of material prices at this time, Steve Ward & Associates is unable to guarantee the price of certain materials which are contained in this proposal for construction. Steve Ward & Associates requests to discuss the approach for handling excessive escalation before going to contract in order to find a mutually agreeable method for handling excessive escalation that can be added to the subcontract. It also may be required to substitute some materials in order to meet delivery requirements. In that event, SWA assumes Contractor will work with them in good faith to help facilitate those substitutions.**
- 3) Price is based on the schedule above. SWA will coordinate a specific schedule with you, but, as a starting point, SWA has established an initial schedule for this job based on information provided to us. SWA requests to discuss schedule in a scope review meeting to ensure that the plan for the project meets your needs.
- 4) Price is based on being able to deliver and unload material directly adjacent to the building.
- 5) To allow for the fluid nature of the construction industry, we have included a delivery grace period of 90 days before or after the date of the first substantial casework/millwork delivery in the contract schedule. Schedule shifts of more than 90 days in either direction will trigger a charge of 2.5% of the total subcontract value.
- 6) We plan to meet your delivery schedule. To do so, we need to reserve manufacturing capacity well in advance. Scope changes or delivery date changes inside of 120 days prior to delivery, therefore, could cause significant cost and/or schedule impacts based on available capacity at the time.
- 7) To meet the quality standards in the construction documents and to install the products in a continuous and expeditious manner, we need your help to ensure that the jobsite conditions, as spelled out in the specifications, are in place at the time of delivery.
- 8) To keep the warranty intact should jobsite conditions not be ready at the time of delivery, we have an option to store the materials at the factory for a cost.
- 9) Should delivery be requested prior to jobsite conditions being ready, any associated double handling costs are not included in this proposal.
- 10) This proposal is subject to the seller's conditions of sale to the extent set forth herein.
- 11) *Due to the unprecedented situation happening around the world with the COVID-19 virus and the potential for follow-on impacts arising from reactions to the outbreak, it is uncertain as to the impact this event will have on manufacturing and supply lead times, shipping, as well as vendor and contractor services and construction activities moving forward. Accordingly, please understand that our quotation today is conditioned upon an acknowledgement and your agreement that, in the event the COVID-19 virus directly or indirectly delays or impacts our ability to perform, including our ability to obtain requisite materials, equipment, or furnish sufficient labor or supervision, Steve Ward & Associates shall not be deemed in default and the parties shall agree to negotiate a modification of the contract scope, schedule or method of performance to appropriately address the impacts of such event. We will notify you promptly in the event of such impact and provide our best estimate as to the impact and will continue to update you as the circumstances evolve. Additionally, if awarded this project, Steve Ward & Associates will require an amendment to any and all contract terms & conditions with the following statement: Neither Party shall be liable or in breach of its obligations under this Agreement to the extent performance of such obligations is delayed or prevented, directly or indirectly, by causes beyond its reasonable control and without its fault or negligence, including acts of God, fire, terrorism, war (declared or undeclared), severe weather conditions, earthquakes, epidemics or pandemics (including but not limited to COVID-19), material shortages, insurrection, acts or omissions of contractor's suppliers or agents, any act or omission by any governmental authority, national epidemics or pandemics (including but not limited to COVID – 19), strikes, labor disputes, acts or threats of vandalism or terrorism (including disruption of technology resources), transportation shortages, or vendor's failure to perform (each, an "Excusable Delay"). The delivery or performance date shall be extended for a period equal to the time lost by reason of such delay, including time to overcome the effect of the delay. The Party experiencing Excusable Delay shall use reasonable efforts to continue performance whenever such causes are removed. However, in the event an Excusable Delay continues for a period two (2) contiguous months or more, then either party may, upon 30-days written notice to the other terminate the affected part of this Agreement for convenience.*

**Thank you for the opportunity to submit this proposal. We hope that you find it to be your best value.**

**Chad Breece      615-318-5607      Chad@swainc.com**



# Telescopic Seating System Comparison

## Interkal vs. Irwin 4500

It's like comparing apples to oranges.



 **Interkal®**

# Self-Storing Aisle Rails

## Interkal



Interkal's innovative Self-Storing Aisle Rail (SSAR™) system eliminates all labor by providing automatic hands-free operation of the bleacher. At the push of a button, the bleacher opens or closes and the rails move to the proper position. **NO LABOR REQUIRED!**



Interkal aisle rails store in the deck structure creating a virtually flush bleacher stack.

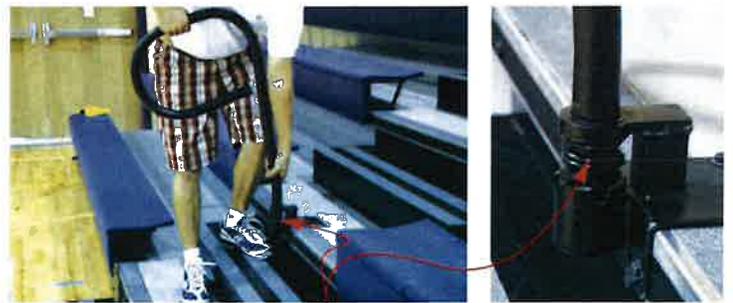
Additionally, Interkal rails are fabricated from round steel tube to eliminate sharp corners. Each rail is through-bolted and permanently attached to the nosebeam of the bleacher. No moving parts to wear or break!



## Irwin



After extending the Irwin bleacher to the open position, each rail requires a manual 1/4-turn before the bleacher is code-compliant. This is very labor-intensive.



Each rail has an exposed spring that can fatigue making it more difficult to operate. The metal-to-metal contact through continued operation causes wear over time which produces excess movement or "wobble" with patron use.



Irwin offers the option to leave the rails protruding in the stack position. This creates a ladder and potential liability hazard.

## The Interkal Advantage

- Interkal's innovative Self-Storing Aisle Rail (SSAR™) system provides for hands-free set-up of the bleacher. Simply open or close the bleacher and

the rails move to the proper position; **NO LABOR REQUIRED!**

- Additionally, rails are fabricated from round steel tube to eliminate sharp corners.

- Each Interkal rail is securely and permanently attached through the nosebeam of the bleacher to a steel deck support. No moving parts to wear or break.

# Plastic Seat Modules

## Interkal

Interkal provides a 1-piece seat with a full 30-inch perimeter interlock connecting one module to the next for greater strength and stability in all areas— especially along the back of the seat where it is most critical. This



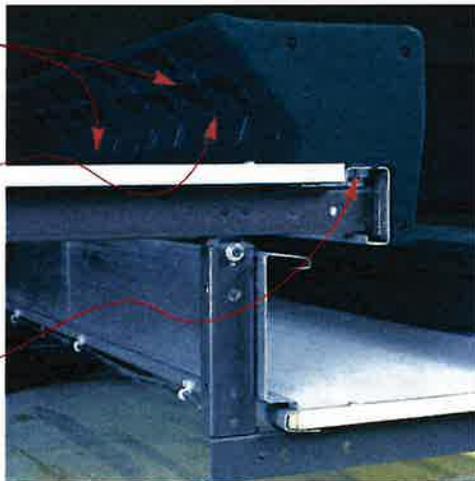
results in a clean, tight seat to seat connection. Modules are available in both 10" and 12" depths and are richly textured to provide aesthetic appeal.

A .215 seat thickness results in a consistent, comfortable seat (.220 vertical face thickness). The

greater wall thickness ensures greater durability of the Interkal seat module.

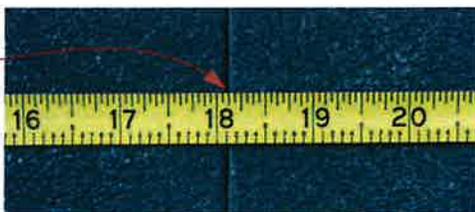
Compare the 4.65# per seat module weight of Interkal to Irwin's lighter 3.6# module and you'll see why Interkal can stand up to tough crowds!

2 full horizontal interior ribs (.223 thickness) all the way across the seat, along with 5 full vertical interior ribs (.184 thickness) fully support the module to the deck for greater strength.



A heavy gauge steel bracket with locking nut screws are used to connect each module to the steel nosebeam.

The Interkal design ensures no gap between modules. The tight joint between modules greatly improves appearance and comfort of the seating system.



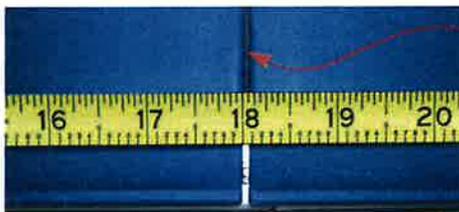
## Irwin



Irwin provides a blow molded seat mounted to steel supports with no seat-to-seat interlock. The absence of internal support ribs cause seat surfaces to sag under weight, and create potential pinch hazards, as shown above.



Irwin's modules attach to steel supports which can pose spectator tripping hazards. This design easily collects debris, which is difficult to remove due to the location of the seat supports.



Irwin provides no seat-to-seat interlock. This can result in gaps between modules and flexing at the joints which can lead to severe pinching hazards for patrons.

## The Interkal Advantage

Interkal's seat module provides multiple benefits when compared to the Irwin seat:

- Interkal's interlock creates a clean, bench style appearance as compared to the seat to seat joints (gaps) of Irwin.

- Interkal elevates the structural ribs at the rear of the seat to provide clearance along the deck for a broom or dust mop.

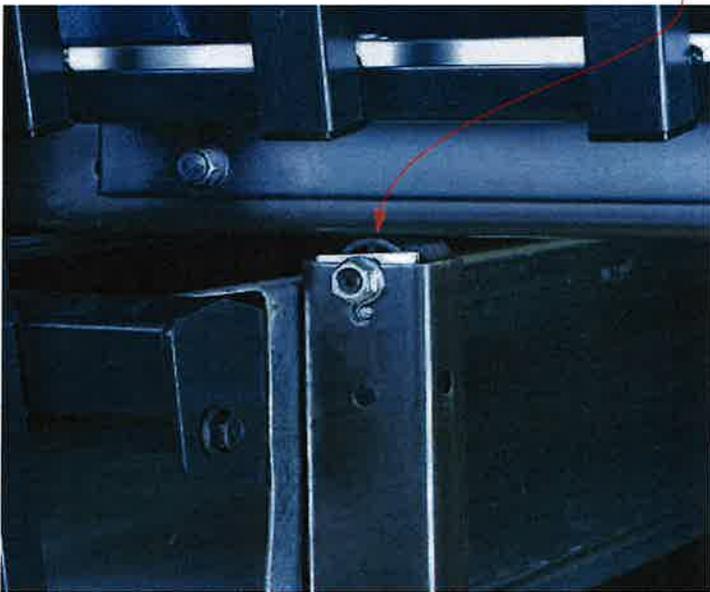
- The steel support under the Irwin seat creates a trip hazard as well as debris collector since it is not possible to push a broom under the seat.

# Deck Supports

## Interkal



Interkal utilizes a minimum (5) 11 gauge "C" shape deck supports per row, regardless of section length. Rollers are

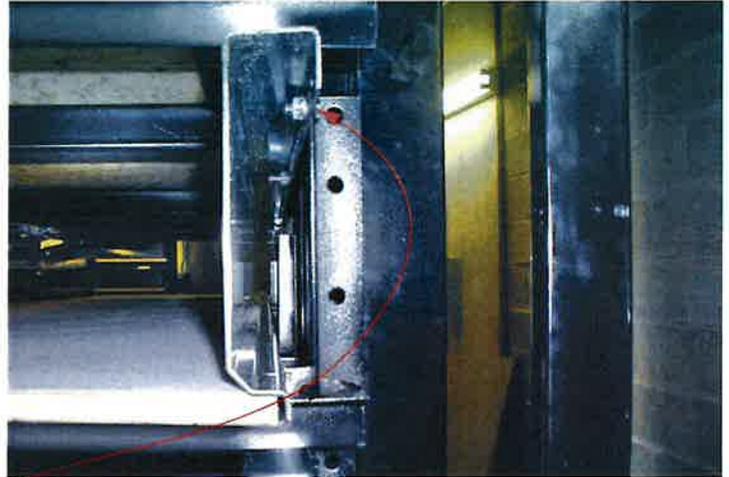


provided at every deck support to eliminate friction and ensure smooth efficient operation. Each deck support is attached through the vertical face of rear riser with two bolts. The deck support maintains tight contact to the vertical surface of the rear riser.

Interkal's 3-sided deck support provides superior structural integrity compared to the Irwin 10-gauge angle deck support.

## Irwin

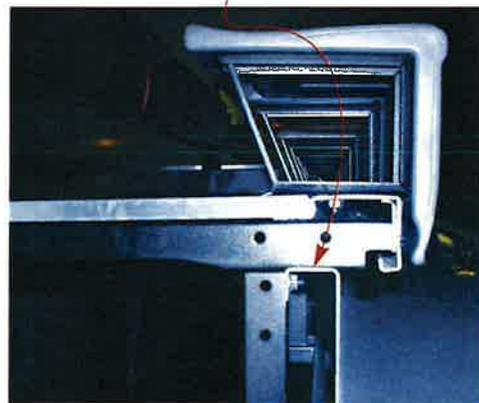
Irwin utilizes up to 5 deck supports at each section with an operation tolerance built in. A center deck support may not be provided between the sway supports.



Irwin attaches each deck support with one bolt through the upper return flange of the rear riser. This connection to a return flange creates a space between the deck support and



rear riser. These deck supports are susceptible to more deflection due to the one point attachment location and the gap created between the deck support and the rear riser. The result is noisy, steel-to-steel contact and friction that can hinder operation during extending and retracting cycles and lead to excessive maintenance requirements.



## The Interkal Advantage

Interkal's use of 5 deck supports per section minimizes the length of unsupported decking on each row. By providing rollers at each deck support, the steel to steel contact is

eliminated. This ensures smooth, efficient operation when opening and closing the bleacher. Also when in the extended position the rollers are in contact with the row

above which provides a firm walking surface. This constant contact eliminates the deck deflection created by the need for operating tolerances.

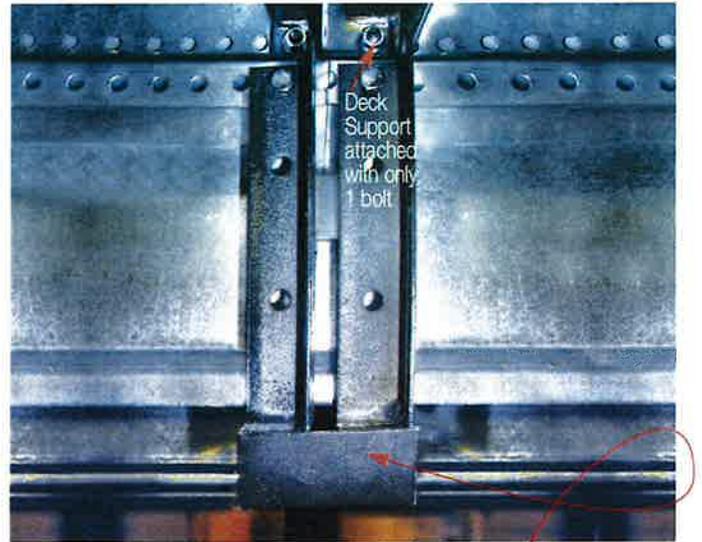
# Section Splices

## Interkal



**Interkal Section Splices** are engineered to hold up under harsh conditions. By providing (2) 20" long splice plates connected with 8 bolts on the rear riser and 4 bolts at the nosebeam of each row, these splices are built to keep sections moving solidly as one structural unit.

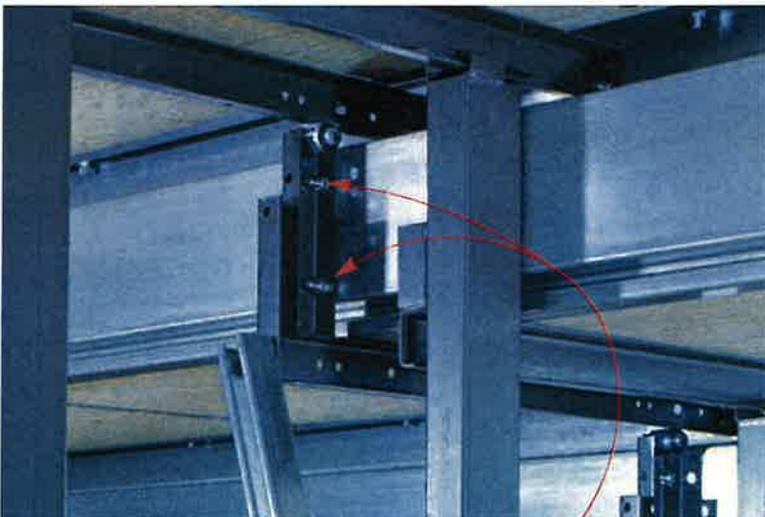
## Irwin



**Irwin Section Splices** utilize a small flat strap welded between two deck supports at each section joint. This can flex during operation and cause "racking" or sections to move unevenly. This design can also diminish the efficiency of the friction power systems.

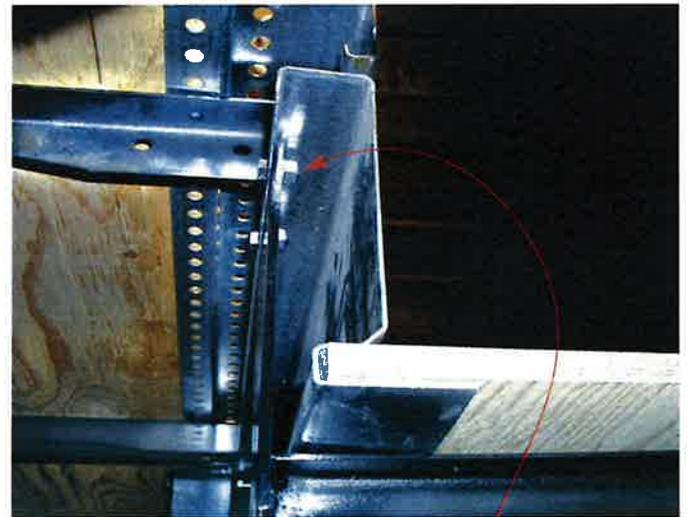
# Riser Attachments

## Interkal



**Interkal's Rear Riser Attachment** is through-bolted to the back of each deck support in 2 locations. This contributes to improved structural integrity and the overall durability of the system.

## Irwin



**Irwin's Rear Riser** is attached to the flange of the deck support in only 1 location per support. It relies on downward force to otherwise hold it in position.

## The Interkal Advantage

**Section Splices** – By providing a rigid section connection, the friction power system can more efficiently work in tandem and ensure straight, true operation.

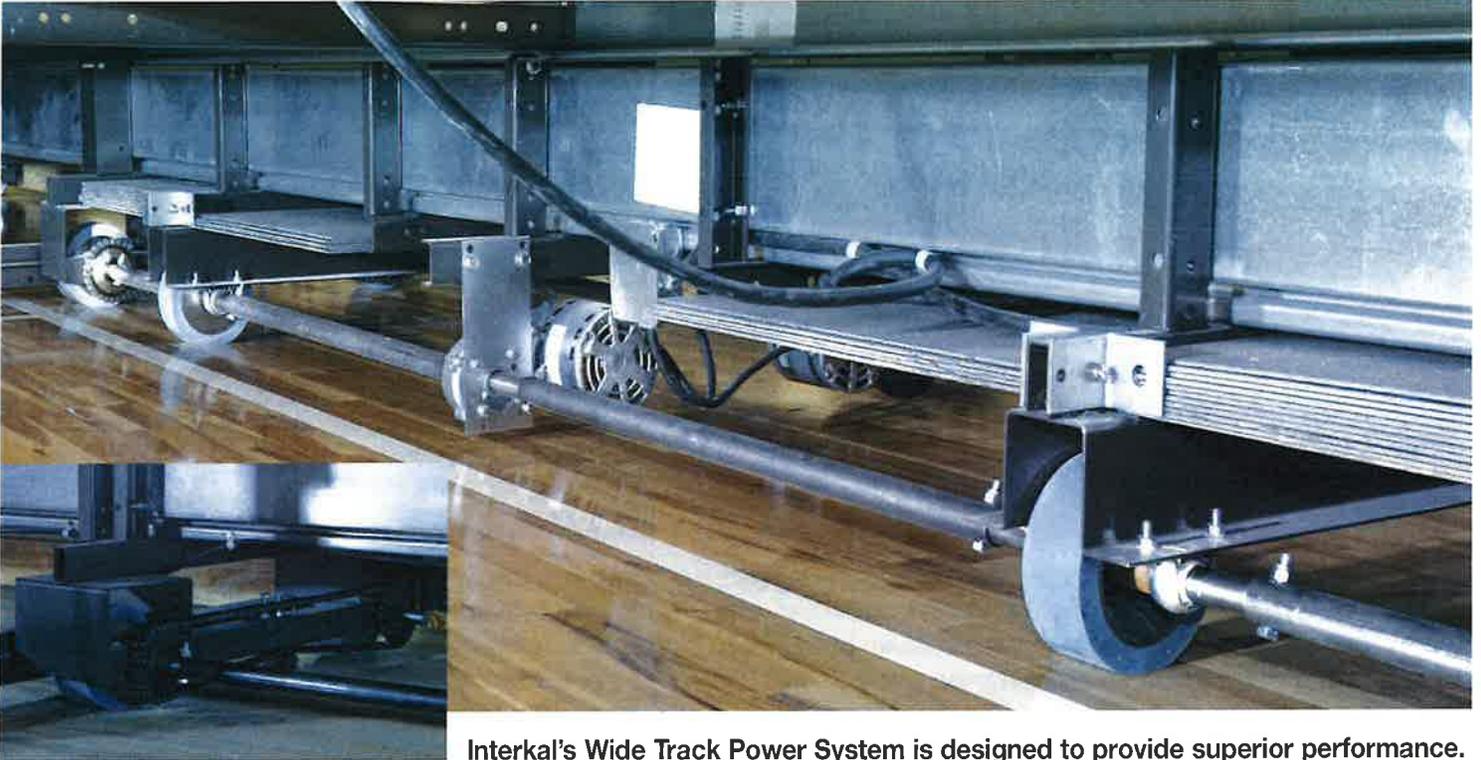
This can contribute to reduced maintenance costs and faster extension and retraction of the bleacher.

**Riser Attachment** – The security

patrons have on an Interkal bleacher results from our attention to every detail. Proper attachment of the riser is another example of our commitment to quality.

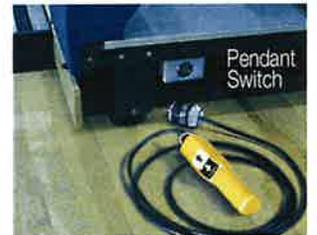
# Friction Power Systems

## Interkal

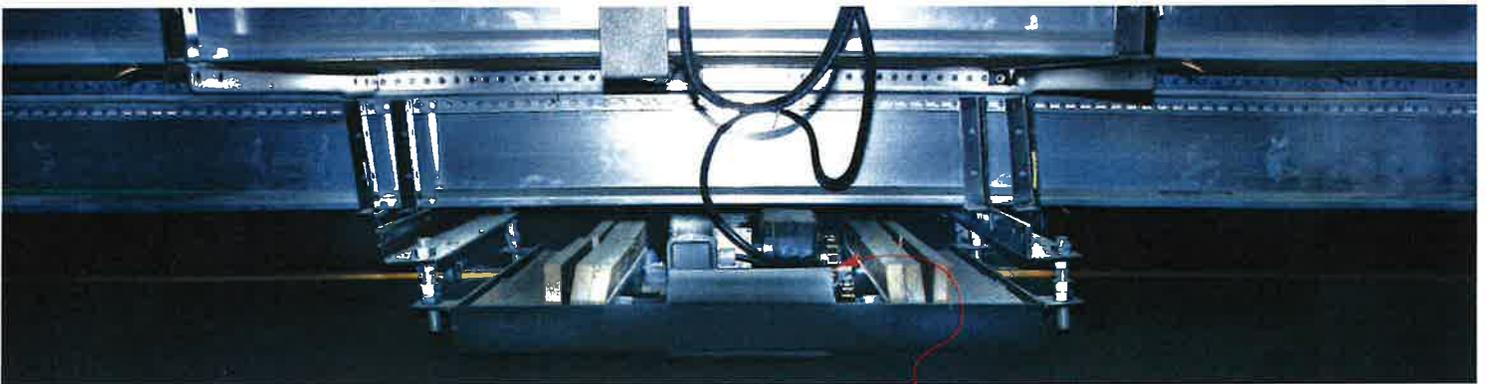


**Interkal's Wide Track Power System is designed to provide superior performance.**

Simply push a button and the system extends or retracts. It is U.L. Listed and incorporates a minimum of (4) 3"wide x 6"deep friction drive rollers per section as an integral part of the first row power assembly. The two power assemblies are linked together by a continuous drive shaft driven by a 1/2 H.P. 208V, 3-phase motor. This continuous drive shaft controls friction roller operation in a straight, efficient manner. This is especially important on bleacher banks which include numerous first row notchouts or truncations. The wide spacing of the roller assemblies also allows the Wide Track Power System to overcome the minor variations typically associated with wood floor surfaces.



## Irwin



Irwin utilizes (2) 6"deep x 9"wide friction rollers at each motor location. A single drive unit such as the Irwin friction power system may not overcome minor floor variations and will struggle to keep the bleacher operating straight.

### **The Interkal Advantage**

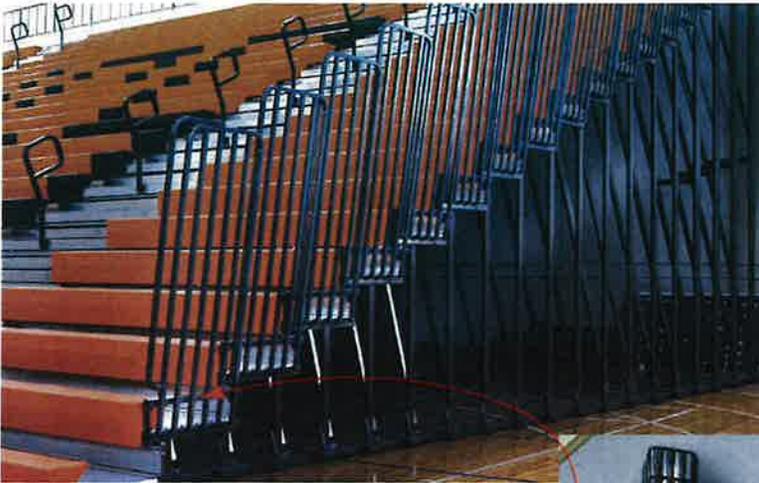
The inclusion of handicap provisions in telescopic systems and section lengths that may exceed 20', require a power system that can maintain proper alignment of

the bleacher during operation cycles. Interkal's Widetrack system incorporates a minimum of 4 drive rollers per section. These units are spaced a minimum of 10'

apart and are simultaneously driven by a center motor assembly. This wide profile of operation maintains straight alignment even over minor variations in the floor surface.

# Self-Storing End Rails

## Interkal



**Interkal Self-Storing End Rails (SSER)** are engineered with tubular steel and reinforcing cross members to provide patrons a greater sense of security. Facility personnel appreciate the convenience of this fully-automatic system which eliminates the requirement for labor prior to operation of the system.



## Irwin



**Irwin End Rails** are constructed with a tubular frame, but compromise structural integrity by use of angle vertical members. Also lacking is an important reinforcing horizontal bar for additional stability.



# Understructure

## Interkal



**Interkal's 2" x 3" Vertical Posts Provide 33% More Understructure Footprint** when compared to Irwin's 1-1/2" x 3" vertical posts. The Interkal system is stabilized by sway braces attached to the vertical columns and steel risers for maximum strength and resistance to movement.

## Irwin



**Irwin's Understructure** is comprised of 1-1/2" x 3" vertical posts, which are 1/3rd smaller than Interkal's 2" x 3" post size. Additionally, the location of the guide rod is susceptible to damage as shown in the inset photo above.

## The Interkal Advantage

**Self-Storing End Rails** - Spectator safety and the feeling of security is a top priority at Interkal

**Understructure** - Interkal has the strongest understructure in the industry. From electric-welded, continuous 2" x 3" closed seam, rectangular structural steel

tubing on vertical columns, to deck support brackets that far surpass competitor designs, Interkal engineers quality into every aspect of our understructure.

# Interkal's Revolutionary ComfoBack vs. Irwin Backrests

## Interkal



**Interkal's Innovative ComfoBack system** is break-through technology and saves substantial time and money for facilities because it is FULLY AUTOMATIC!

- Fully-automatic operation—backrest is raised and lowered with absolutely no labor required.
- Concealed spring mechanism to eliminate pinching hazard.
- 18" wide – Available with 30", 32" and 33" spans. Requires 11-1/2" rise.
- Black powder-coated cast aluminum uprights.
- Injection molded, ergonomically-designed contoured back for superior comfort.
- Available with 10" or 12" deep SculptureSeat™ Modules (SSM) on 30", 32" and 33" spans.
- Available in contrasting or matching SculptureSeat™ Module (SSM) colors.



## Irwin

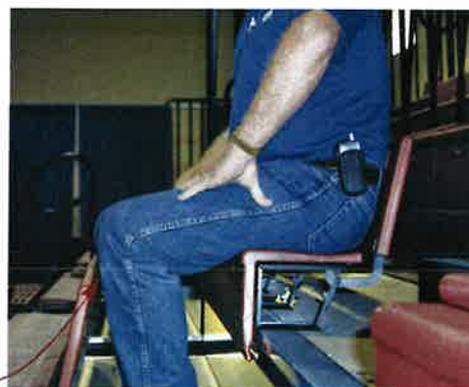


**Irwin's Backrest system** requires labor-intensive, manual set-up of each individual backrest when the bleacher is opened. In many cases, backrests are left lying on the seats and become



footrests as shown here. They are often stepped on by patrons, causing possible damage.

Irwin's reference to "automatic" applies only to the closing action of the bleacher pushing the seat-backs down as the bleacher retracts.



Irwin recommends a 26" span, for economical purposes. However, this is simply impractical because the leg room space is too tight, causing the average-size patron's knees to

push up against the backrest or patron in front of them, as shown here.

Irwin's backrest brackets are flat— with no contour for spectator comfort.



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## Attached Image

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

Wed, Nov 8, 2023 at 3:14 PM

John,

No issue with either company. My partner, Brian, has recently helped Cleveland City and Macon County schools with a couple of bleacher replacements. He said both opted for the 3/4" plywood. Cleveland thought it was a little stronger and thought the sealed plywood hid stains better than the grey Panelam. He said Macon just liked the thought of the thicker material. Both will do the job but if the funds were there I would go with the plywood.

I don't see an issue with the custom rise on the Toadvine quote. I assume it is to match a balcony? I don't recall a balcony there????

Kim Allen Chamberlin, Principal

AIA, NCARB, LEED AP

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OFFICE            931-484-7541

CELL             931-261-7543

WEB              uplanddesigngroup.com

SOCIAL             

[Quoted text hidden]





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

Date \_\_\_\_\_ 12/7/2023

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

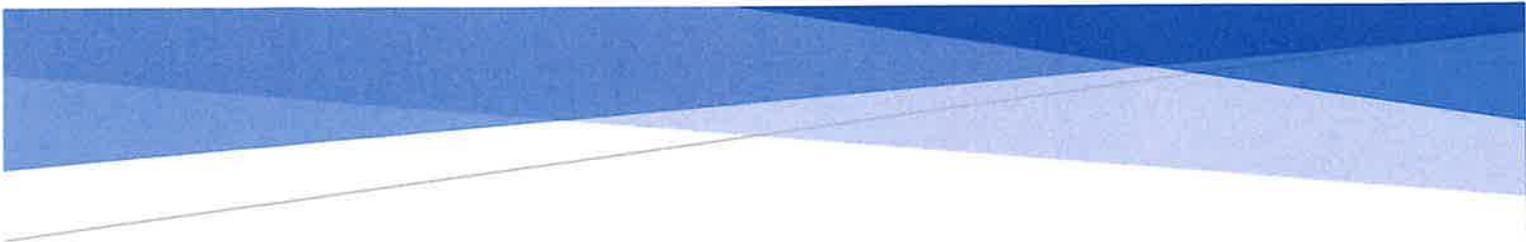
Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Putnam County School Purchasing Procedure Manual, as submitted.

**received**  
11-21-23  
*BLK*



# PUTNAM COUNTY SCHOOLS

## PURCHASING PROCEDURE MANUAL

Mark McReynolds  
Chief Financial Officer  
[mmcreynolds@pcsstn.com](mailto:mmcreynolds@pcsstn.com)

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1. Purpose

The purpose of this manual is to establish and document uniform procedures for the procurement of goods and services that is consistent with the policies of the Putnam County Board of Education and laws governing the State of Tennessee.

2. Overview

A. Scope

This manual and all the procedures outlined herein shall apply to every expenditure of Putnam County Board of Education funds, regardless of their source, with the exception of School Funds. Nothing in the manual shall prevent the Putnam County Board of Education from complying with the terms and conditions of any grant, gift or cooperative agreement.

B. Responsibility

1. It is the individual responsibility of each employee involved in the procurement process to adhere to the policies upon which these procedures are based.
2. It is the responsibility of each person to bring questions or concerns relative to these procedures to the attention of the Chief Financial Officer.
3. Revisions to the Purchasing Procedure Manual will be the responsibility of the Chief Financial Officer.

C. General

1. The Board's authority for the purchase of goods and services will be extended to the Executive Committee (Board Chair and Director of Schools), or designee, through its approval of the annual budget and appropriations, except that the Board will approve all purchases of a single item or a group of like items totaling over \$10,000. [T.C.A. § 49-2-206](#)
2. The Chief Financial Officer will ensure that all purchases fall within budget and are recorded in the proper budget category.
3. The Board's authority for the purchase of goods and services at the individual school will be extended to the Principal. The Principal is required to comply with the provisions of the Putnam County Board of Education Policy, the Purchasing Procedure Manual, and the Tennessee Internal School Uniform Accounting Policy Manual for every expenditure.

### 3. Purchasing Process

The Purchasing Process shall serve as a guideline for solicitation of competitive quotations. The Departmental Supervisor shall review purchases for conformity with the established guidelines. The process is applicable on a line item basis per procurement request.

It is a violation of Board policy to split or separate into smaller orders any purchase of a good or service to evade the competitive procurement requirements or to avoid obtaining the required approval.

Quotes are solicited in the open market to receive a committed price for a good or service. A Quote should contain at a minimum:

- Name and address of the vendor
- Name of the authorized vendor representative providing the quote. (If available)
- Date of the quotation
- Fixed dollar value of the good or service
- Expiration date (if applicable)
- Description of good(s) or service(s)

Website pricing may be submitted as documentation of a quote. The printout must include the items referenced above and include the web address.

The purchasing thresholds, referenced below, are applicable to cumulative purchases for a fiscal year. Cumulative purchases are defined as the total of purchases for the same or "like items" made during a fiscal year.

#### A. Purchases under \$2,500

Quotations are not required for line item expenditures under \$2,500 but are encouraged to ensure that the district purchases quality goods and services at the lowest possible prices.

#### B. Purchases between \$2,500 to \$24,999

1. The Requestor shall solicit a minimum of three (3) competitive quotations for line item expenditures of goods or services that are estimated to be \$2,500 and above for "like items".
  - a. "Like Items": The determination of likeness will be assessed on a case-by-case basis. The following characteristics will be used as assessment tools:
    - (1). Physical Characteristics: The greater the physical identity of two products, the more likely they are interchangeable.
    - (2). Substitutability: The extent to which two products are functionally equivalent.

- b. Identical competitive quotation requests must be provided to all potential respondents providing the same details including the response deadline.
    - c. The competitive quotation must contain enough detail to make an informed decision of the best value.
  2. In certain cases, it may not be possible to obtain three (3) competitive quotations for goods or services. The following criteria must be met to be exempt from three quotations:
    - a. The good or service is provided by a limited number of vendors. The Requestor must submit evidence to serve as backup documentation for the purchase.
    - b. The Requestor solicited multiple responses and a limited number of vendors responded by the quotation deadline. Documentation must be submitted indicating to whom the request was sent and the date. A copy of an email solicitation will meet this requirement. All vendors must have an equal amount of time to respond to the solicitation.
  3. A written quotation must be received from the vendor and submitted as an attachment to the purchase requisition in the district's financial software to serve as backup documentation.
- C. Purchases over \$25,000

All purchases of a single item or cumulative of "like items" totaling \$25,000 and above are required to follow a formal competitive solicitation. [T.C.A. § 12-3-1212](#) Cumulative purchases are calculated on a fiscal year basis. The Departmental Supervisor is responsible for preparing the solicitation document.

Depending on the type of good or service requested, the length of time to complete the formal competitive solicitation process may vary. The Requestor must also consider the timing of the next Board meeting to secure proposal approval. The chart below represents a sample timeline to complete the process:

A formal competitive solicitation will fall into one of two categories:

1. Invitation to Bid ("ITB"): A formal competitive solicitation which is made to prospective suppliers of a good or service requesting the submission of a response used in awarding a contract or transmitting a purchase order. An ITB is generally an objective determination where the award is made to the responsive and responsible respondent who meets the minimum specifications and requirements at the lowest cost.

All ITB's shall require, at a minimum, that respondents:

- a. Provide a valid mailing or email address;
  - b. Sign the response in ink;
  - c. Provide a net price for each item;
  - d. State the length of time in which a proposed pricing is valid. (For the purpose of evaluation, all pricing must be valid for a minimum of 90 days).
2. Request for Proposal (“RFP”): A formal competitive solicitation to potential respondents to submit a proposal to provide a good or service. Under this process, the Putnam County Board of Education has the ability to judge if a respondent’s qualifications, experience and approach will result in an award. An RFP solicitation shall include and meet the following criteria:
- a. The specifications for the good or service shall provide sufficient detail to minimize the likelihood of respondent confusion;
  - b. The technical requirements and scope of the specifications shall not contain features that unduly restrict competition;
  - c. Putnam County Board of Education requirements and restrictions should be detailed in the bid solicitation;
  - d. A description of the evaluation factors to be considered in evaluating the responses must be included, when applicable.

3. Specifications and Quality Control

Quality is just as important as price. The Departmental Supervisor will secure the best quality for the purpose intended. Quality buying is defined as the purchase of a good or service that will fulfill the requirements for the purpose intended at the best dollar value.

Appropriate specifications aid in obtaining proper quality. The Departmental Supervisor shall work towards providing adequate specifications and updating current specifications. Specifications are descriptions of the good or service to be purchased. Specification must be written in such a manner as to permit open and competitive soliciting. [T.C.A. § 12-3-801](#)

There are certain criteria any specification must have:

- a. Simple, clear and concise.
- b. Thorough enough to eliminate the bidding of a good or service that is not consistent with the quality requested.

- c. Fair to all vendors to create an atmosphere of open competition.

#### 4. Sole Source

A good or service may be classified as a sole source in which case the purchase must be documented as such and submitted to the Finance Department for vetting. [T.C.A. § 12-3-504](#)

- a. Sole Source Purchase: A good or service possesses specific characteristics that can only be filled by a single source or where exclusive rights exist. All sole source purchases must have the approval of the Finance Department. The following criteria may be used to justify the purchase:

- (1). Whether the vendor possesses exclusive or predominant capabilities or the good or service contains features providing a superior utility not obtainable from similar vendors.
- (2). Whether the good or service is unique and available from only one source.
- (3). Whether the good or service must be identical to equipment already in use by the end user to insure compatibility of equipment and that the item is only available from one source.
- (4). Maintenance or repair calls by the original equipment manufacturer (OEM) are required for a piece of equipment, and the manufacturer does not have multiple agents to perform the service.
- (5). Replacement or spare parts are required from OEM.

#### 5. Proprietary Purchases

A Proprietary Purchase occurs when a required good or service is restricted to a particular manufacturer but may be sold through multiple distributors. If competition between distributors is allowable, then the good or service should be secured by means of a competitive solicitation. Documentation must be obtained and submitted to the Finance Department for vetting. The following criteria may be used to justify the purchase:

- a. Compatibility of existing equipment or products;
- b. The good or service is covered by one or more patents or copyrights;
- c. Putnam County Board of Education personnel have extensive training or experience and the use of similar goods or services would require significant reorientation and training.

## 6. Emergency Purchases

A purchase of a good or service that arises from unforeseen causes without the issuance of a formal competitive solicitation may be classified as an emergency purchase, [T.C.A. § 12-3-505](#). The Director of Schools may authorize the purchase of the good or service in the open market to mitigate the emergency. Emergency purchases shall utilize competitive procurement methods whenever practicable. The Requestor shall document the emergency purchase request and submit to the Finance Department for documentation.

Poor planning or the expiration of a current contract does not constitute an emergency. Conditions that warrant the utilization of an emergency purchase include but are not limited to:

- a. Natural Disasters
- b. Fire
- c. Mechanical Failures
- d. System Outages

The Executive Committee must approve all purchases of a good or service that is classified as an emergency that fall within the dollar threshold that requires Board approval. The Executive Committee will promptly notify the Board of the purchase at the next scheduled meeting.

## 7. Professional Services

Procurement for legal services, audit services, educational consultants and similar professionals shall not be required to be based upon competitive quotations but shall be awarded based on recognized competence and integrity. This shall not prohibit the Requestor from interviewing eligible persons or entities to determine the capabilities of such persons or entities. Examples of Professionals: Lawyers, Fiscal Agents, Educational Consultant Services and similar services by a professional person or group of high ethical standards. [T.C.A. § 12-3-103 / T.C.A. § 12-3-1209](#) Procurement of architectural, engineering and construction management services shall not be based upon competitive quotations but shall be procured per Putnam County Board of Education policy 2.806.

## 8. Routine Purchases

Routine purchases shall include expenditures for goods that are consumable and continued replenishment for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The

Executive Committee, or their designee, shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary. Examples of routine purchases: Copy Paper, Bus Tires, Custodial Supplies, Air Filters, Nutrition Program Food & Consumables and such like.

9. Purchase of Secondhand Items

A Requestor may purchase used or secondhand articles consisting of goods, equipment, materials, supplies or commodities from any private individual or entity without public advertisement and competitive bidding provided the general range of value of the purchased item is documented through a listing in a nationally recognized publication or through an appraisal by a licensed appraiser, and the price is not more than five percent (5%) higher than the highest value of the documented range. [T.C.A. § 12-3-1202](#)

10. Technology Purchases

The Information Technology Department (IT) has standardized on the purchase of technology hardware for the Putnam County Board of Education. Any hardware not purchased thru IT will not be supported nor allowed on the network.

All purchases of technology hardware are processed through the Technology Department (IT), regardless of the funding source. Hardware includes the following: desktop, laptop, Apple product line, interactive projector and such like. Excluded from this requirement are items classified as an accessory product: keyboard, mouse, case, mount and such like.

11. Rejection of Response(s)

The Putnam County Board of Education shall have the absolute discretion to reject any and all responses. Minor clerical errors or immaterial defects will not automatically result in rejection of a response. [T.C.A. § 12-3-502](#)

Any response that does not meet the requirements of the solicitation may be considered non-responsive and the response may be rejected. Examples of non-responsiveness include, but are not limited to:

- The response is delivered after the deadline;
- The response is incomplete;
- The response is inconsistent with the specifications as set forth in the solicitation; or
- The response contains an obvious response error supported by appropriate industry, market or vendor cost information and where enforcement of the response would impose an undue hardship on the respondent.

All responses may be rejected by the Putnam County Board of Education, or designee, for the following reasons:

- Unreasonably high prices;
- Failure of all responses to meet the specifications;
- Error in the solicitation;
- Cessation of need;
- Lack of adequate competition;
- A determination that proceeding with the procurement would be detrimental to the best interest of the Putnam County Board of Education.

12. Award of Competitive Solicitation

The Departmental Supervisor shall evaluate and recommend an award to the respondent with the lowest responsive and responsible submission.

Notwithstanding the foregoing, there are situations where it is in the best interest of the Putnam County Board of Education to award a bid to a respondent other than the respondent with the lowest cost proposal. In such an event, the Departmental Supervisor shall document the reasons for awarding a bid to a respondent other than one with the lowest cost proposal. Justifications for such an award include, but are not limited to:

- The lowest cost proposal did not meet all the solicitation requirements;
- The respondent is not able to perform the terms of the bid in relation to quality, quantity and timeliness of performance.

An agenda item recommendation must be drafted by the Departmental Supervisor and submitted to the Board Secretary for inclusion on the monthly meeting agenda of the Putnam County Board of Education agenda submission deadline. The recommendation must include the following:

- Identify the Department/School submitting the recommendation
- Budget Code / Source of Funds
- Identify the recommended vendor
- Pricing information
- Description of the good or service

13. Cooperative Purchasing Agreements

The Putnam County Board of Education authorizes the participation in cooperative purchasing with other school districts, Federal General Services Administration contracts, State of Tennessee contracts and National Purchasing Cooperative contracts for the procurement of a goods or services, [T.C.A. § 12-3-512](#) / [T.C.A. § 12-9-104](#) / [T.C.A. § 12-3-1205](#).

The Putnam County Board of Education, or designee, shall review all documents

related to other cooperative organizations to be included as an approved provider for the following criteria:

- The procurement is consistent with applicable Tennessee Law.
- The contract is a result of full and open competition by use of competitive sealed responses.
- The contract is open for other state, county and local agencies/institutions to participate.
- The procurement documents are available for review.

The Putnam County Board of Education has authorized the use of the following National Cooperative Purchasing Organizations:

- a. TCPN / National IPA – Approved 8/3/2017
- b. National Joint Powers Alliance (NJPA) / Sourcewell – Approved 9/4/2012
- c. Omnia Partners Cooperative Purchasing Group – Approved 9/2/2021
- d. BuyBoard – Approved 6/28/2021
- e. The Interlocal Purchasing System (TIPS) – Approved 4/5/2018
- f. E&I Cooperative Purchasing Services – Approved 7/23/2020
- g. Allied States Purchasing Cooperative (ESC19) – Approved 4/4/2019

#### 4. Purchase Orders

The issuance of a formal Purchase Order is required for all purchases unless an exemption applies. The Purchase Order serves a two-fold purpose: it notifies the vendor that specific goods or services are required, and it is written certification that funds are available and have been encumbered for required goods or services. The Purchase Order is required **PRIOR** to the order being placed. The Requestor is responsible for verifying that appropriate funds are available prior to requesting the purchase order. To initiate the process, a Requisition must be entered in the Putnam County Board of Education's financial software for appropriate approval.

##### A. Requisition - Essential Information:

- An adequate description of the good or service.
- Correct Vendor
- Correct Ship To location
- The quantity and unit cost for the good or service including any discounts
- Any applicable freight/delivery expense
- Budget Code(s)
- Support documentation (as applicable)

## B. Exemption(s) from Purchase Order

The following list of goods or services will not require the issuance of a Purchase Order; however, the department head may request a purchase order for any of these exemptions. The list is not comprehensive and other situations may be exempt from the Purchase Order requirement on a case-by-case basis. All exemptions, not listed below, shall require approval from the Chief Financial Officer.

- Bank Fees and Service Charges
- Consulting and Audit Fees
- Drug Testing
- Fuel
- Insurance Payments
- Internet Access Fees
- Legal Services and Court Costs
- Licenses and Permits
- Magazine / Publication Subscriptions
- Student Refunds
- Indirect Cost
- Copier Cost
- Medical Bills
- Membership Fees / Dues
- Newspaper Advertisements
- Postage/Shipping Cost (if not part of an order)
- Professional Service Fees
- Travel Reimbursements, Hotel Bills and Airline Reimbursements
- Utilities
- Workshop / Conference Registration Cost

## 5. Vendors

The Putnam County Board of Education guarantees that all responsible vendors shall be given equal consideration and the assurance of unbiased judgement in award of bids for goods or services. Awards shall be made based on quality, price, delivery, vendor competence and vendor history.

Any Vendor conducting business with the Putnam County Board of Education shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any employee of the Putnam County Board of Education. [T.C.A. § 12-4-106](#)

Putnam County Board of Education employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors conducting business with the Putnam County Board of Education or any vendor proposing to conduct business with the Putnam County Board of Education. [Board Policy 5.605](#)

No person officially connected with or employed by the Putnam County Board of Education will be an agent for or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service. **Board Policy 5.601**

To comply with Internal Revenue Service requirements, all vendors are required to have a current IRS Form W9 on file with the Putnam County Board of Education.

To comply with the Tennessee Lawful Employment Act, non-employees, individuals hired as independent contractors, must have on file any one of the of the following documents, **T.C.A. § 50-1-703**:

- A valid Tennessee driver license or photo identification license used by the department of safety;
- A valid driver license or photo identification issued by another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the department;
- An official birth certificate issued by a United States state, jurisdiction or territory;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197 or I-179); or
- A valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien number or alien file number (or numbers if the individual has more than one number).

Any Vendor, awarded a contract to conduct business with the Putnam County Board of Education, must fulfill all the terms and conditions of the contract. Any Vendor that fails to fulfill the terms and conditions of the contract shall be suspended from participation in procurement process with the Putnam County Board of Education.

## 6. Contracts

Contracts shall be made only with responsible suppliers with the following considerations:

- A. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
- B. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;
- C. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

- D. All contracts will meet all requirements of state and federal laws, rules, and regulations. In addition, all contracts must be approved by the Board of Education and executed by the chairman of the board.
  
- E. Contracts and contractual services, shall be on a fiscal year basis, no commitment shall be made which extends beyond the end of the current fiscal year for which appropriations have been made by the county legislative body. **T.C.A. § 5-14-108**

## CONTACT INFORMATION

Mark McReynolds	Chief Financial Officer	<a href="mailto:mmcreynolds@pcsstn.com">mmcreynolds@pcsstn.com</a>	526-9777 x1416
Candice Waites	Supervisor – Finance Dept.	<a href="mailto:cwaites@pcsstn.com">cwaites@pcsstn.com</a>	526-9777 x1411
Debi Paramore	Fund Accountant – Bids	<a href="mailto:paramored@pcsstn.com">paramored@pcsstn.com</a>	526-9777 x1414
Sharon Byers	Fund Accountant – Purchasing	<a href="mailto:sbyers@pcsstn.com">sbyers@pcsstn.com</a>	526-9777 x1424
Jenny Hensley	Fund Accountant – Purchasing	<a href="mailto:hensleyj1@pcsstn.com">hensleyj1@pcsstn.com</a>	526-9777 x1412
Vickie Gordon	Fund Accountant – Purchasing	<a href="mailto:vmorgan@pcsstn.com">vmorgan@pcsstn.com</a>	526-9777 x1413
Angie Smith	Purchasing – IT Dept	<a href="mailto:asmith4@pcsstn.com">asmith4@pcsstn.com</a>	526-9777 x1262



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Candice Waites

Department: Finance

Date: November 27, 2023

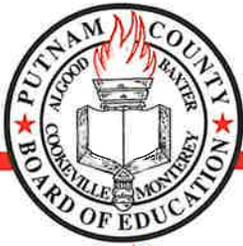
Re: Credit card limit increase for Kristy Hunt

\_\_\_\_\_ Backup included

Agenda item for December 7, 2023 Board meeting.

Consider approval to increase credit limit from \$2,500 to \$4,000 for Kristy Hunt's Putnam County Business credit card. This request is due to increased student needs.

**received**  
11/27/23 



# PUTNAM COUNTY SCHOOL SYSTEM

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ENGAGE *INSPIRE* ACHIEVE

November 27, 2023

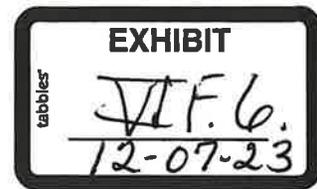
First Horizon

Please increase the credit limit of our credit card number ending in 6894 from \$2,500 to \$4,000.00.

Sincerely,

Kim Cravens

Board Chair, Putnam County Board of Education



Putnam County Board Of Education  
Agenda Request

Date: November 27, 2023, 2023

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Shelia Barker

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in board agenda packet:

Approval of the Memorandum of Understanding (MOU) between Health Connect America Inc. and Putnam County School System (PCSS) for the 2023-2024 school year to provide counseling, mental health and/or related services to various clients within Putnam County Schools.

Shelia Bark 11/27/23  
Signature of Person Making Request Date

[Signature] \_\_\_\_\_  
Signature of Director of Schools Date

**received**  
11/27/23  
SN

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Agreement") is entered into on 8/1/2022, ("Effective Date") between Health Connect America, Inc. ("Company") and Putnam County Schools ("County").

Company coordinates and provides counseling, mental health, and related services to various clients. County has clients, patients, customers, or others in need of Company's services and wishes to contract with Company for the rendering of same. Accordingly, the parties agree as set forth in this Agreement.

The Term of this Agreement is from 8/1/2023, through 7/31/2024, and will be reviewed and/or amended annually. In the event of termination of this Agreement, each party should give or be given a 30-day notice.

1. *The Services.* Company will provide the services set forth in Schedule A ("the Services") at County's principal location.
2. *Authorizations.* Company will only provide the Services to those patients, clients, and customers authorized by County to receive same. County shall refer patients to Company (and authorize provision of the Services) in writing. Each patient (or such patient's legal representative) must also consent in writing to receive the Services.
3. *Licensure.* County represents and warrants as follows:
  - a. It has all required federal, state, and local licenses (i) to operate the County and (ii) authorizing Company to provide the Services on behalf of County;
  - b. It has and will during the term of this Agreement continue to meet all federal, state, and local licensing requirements;
  - c. It has not received a notice of revocation or notice of the pendency of revocation, conditional or otherwise, of any license from any government authority;
  - d. It will promptly notify Company in the event of any threatened or actual limitation, suspension, or revocation of any license to operate or provide service in the ordinary course of its business; and
  - e. All health and safety expectations, cleaning, maintenance, and other costs shall be managed by the County.
4. *Relationship of the Parties.* Nothing herein shall be construed to create the relationship of general or limited partner or joint venture between the parties. Neither party shall hold itself out or represent itself to be the partner, joint venture, employer, or employee of the other. No party shall have the authority, or represent itself as having the authority, to bind the other with respect to any debt, liability, or obligation. In addition, Company and County do not intend to create an employer-employee relationship. County and

Company shall coordinate to determine the times at which Company performs the Services. Each party shall be solely responsible for payments of its workers, employees, and subcontractors, and shall pay its own taxes.

5. *Indemnification.* County shall indemnify and hold Company, its owners, shareholders, members, directors, officers, managers, employees, representatives, and agents, harmless from any and all liabilities, injuries, damages, claims and causes of action of any nature whatsoever except as relate directly to the provision of the Services.

Company policy is not to provide indemnification to any other organization, accepting only responsibility for our professional services provided, and clarifying that each party maintains separate and distinct liabilities for the actions of that party except as required by the other organization in relationship to being listed as an additional insured on our certificate of insurance and the implications therein.

6. *Space.* County shall provide a space within its premises of adequate size and sufficiently private at which Company can provide the Services along with access to internet.
7. *Records.* Upon execution of a release by a patient, client, or customer (or such person's legal representative as appropriate), County shall provide Company with the individual person's file and all medical information kept in the ordinary course of County business. Company shall maintain the confidentiality of all such records in accordance with applicable law (including without limitation the Health Insurance Portability and Accountability Act of 1996 as amended from time to time).
8. *Confidentiality.* Records maintained by Company as part of rendering the services shall remain confidential and will not be shared with anyone, including County, without written authorization from the patient (or such person's legal representative). However, Company will promptly advise County of any information obtained if and to the extent that, in the subjective opinion of Company personnel: a) the individual is deemed at risk of self-harm/suicide, b) the individual is deemed a threat to others, c) the individual is deemed a victim of abuse or neglect.
9. *Equipment and Supplies.* Unless otherwise set forth in this Agreement, Company (or its vendors) will provide the tools and equipment necessary to perform the Services.
10. *Abuse.* County acknowledges that Company is legally bound to report suspected or known abuse or neglect to the appropriate government

authorities. Company will provide County with a copy of any report of suspected or known abuse or neglect made to any government body.

11. *Communication.* The parties will communicate regularly and have such meetings as may be necessary for Company to effectively render the Services.

Company employees will be responsible for informing County as to their work schedule. Company employees will not require the approval of the County for leave from work, but Company employees will inform the County when such need arises. Company employees and the designated County contact person will work on a weekly basis to make sure communication is clear, any situations/issues are handled, and referrals are responded to in a timely manner.

12. *Coordination of Care.* The parties will work collaboratively to ensure that the client's needs and preferences for services and information sharing across people, functioning, and sites are met throughout the duration of this agreement. The parties will also work collaboratively to address potential gaps in meeting the client's interrelated medical, social, developmental, behavioral, educational, informal support system, and financial needs in order to achieve optimal health and wellness outcomes, according to the client's preferences.

13. *Miscellaneous.* This Agreement shall inure to the benefit of each party, its successors and assigns, and shall be binding on each party and its successors and assigns. Neither party may assign or delegate its rights or obligations under this Agreement without the prior written consent of the other party. Any assignment made without such written consent shall be void. If either party files suit with respect to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recoup from the other its costs, including without limitation its reasonable attorneys' fees, in bringing or defending such proceedings. Each party acknowledges the receipt and sufficiency of the consideration set forth in this Agreement. In no event shall either party be liable to the other for any incidental, indirect, special, consequential, or punitive damages, regardless of the nature of the claim or liabilities to third parties arising from any source, even if the party to this Agreement has been advised of the possibility of damages. This Agreement shall be construed pursuant to the laws of Tennessee without regard to that jurisdiction's choice of law provisions. Any lawsuit brought to interpret or enforce the provisions hereof shall be filed in the federal or state courts with jurisdiction over (and where appropriate venue lies in) Nashville, Tennessee. Each party waives any defense of lack of personal jurisdiction, improper venue, or *forum non conveniens*. This Agreement represents the entire understanding by and between the parties, and supersedes any other representations, promises, or statements not wholly consistent herewith. This

Agreement may only be modified by a writing signed by both parties. Neither party shall be liable to the other if the performance of any obligation hereunder is rendered impossible by any circumstance beyond its control and not created by its own act or omission, including flood, fire, and other natural disasters, war, riot or social unrest, work stoppage, act of terrorism, and Acts of God. Each party shall resume performance pursuant to the provisions of this Agreement upon the abatement of the *force majeure*. Each party hereby represents and warrants that (i) it has the legal right and authority to enter into and perform the obligations set forth in this Agreement, (ii) execution and performance of this Agreement will not violate any valid court order or applicable law or legal provision or constitute a breach of any contract or other obligation of such party, (iii) there is no other reason, currently existing or anticipated, that would render it unable to fully perform its obligations hereunder, and (iv) that this Agreement, upon execution and delivery, shall constitute a valid and binding obligation of each party and will be enforceable against such party pursuant to its terms. The provisions of this Agreement are severable. Should any part or portion hereof be deemed void or unenforceable by a court of competent jurisdiction, the remaining parts and portion shall remain in full force and effect. Failure of a party to enforce any provision of this Agreement shall not constitute a waiver of such provisions or of the right of a party at any time to avail itself of such remedies as it may have for any breach or breaches of such provision.

[SIGNATURE PAGE FOLLOWS]

AGREED TO, UNDERSTOOD, and ACKNOWLEDGED:

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Signature of Representative of Company / Date

---

Signature of Representative of County / Date

## Schedule A [EXAMPLE - UPDATE AS NEEDED]

This Agreement covers arrangements for mental health services to be placed in Putnam County Schools as assigned.

### **Mental Health Services**

Company will provide the following services: School-based mental health services for the clients suffering with mental health and/or substance abuse issues to be available at school. Company will provide access to mental health service's year-round, including availability on school breaks including holidays and summer.

School-based outpatient counseling services will be provided by master's level therapists to students of Putnam County Schools during the school day. Company staff will seek to remove students with limited disruption to academic coursework for outpatient mental health services to occur throughout the school day. Company staff will be available to assist when mental health crises arise at schools.

Company, in cooperation with County, will make written information about school-based mental health services available to parents.

Company and County personnel are responsible for maintaining student confidentiality as guided by HIPAA (the Health Insurance Portability and Accountability Act) and FERPA (the Family Educational Rights and Privacy Act).

When a student is referred by County administrators or counselors, the County will inform the family of the availability of school-based outpatient services; however, Company staff must follow crisis protocol as set forth by state regulations. Upon receiving a referral for school-based services, Company will notify the County administrator or counselor who completed the referral of admission and parental consent. Company staff will complete comprehensive mental health assessments for appropriate admission into outpatient mental health services including appropriate admission to higher level programs. If Company is unable to provide mental health services that fit the needs of the client, Company staff will connect the student and family with appropriate mental health services and may refer to other levels of care based on medical necessity.

Company plans to provide additional services to students and families on an "as-needed basis" to all students that exhibit a medical necessity for higher level of care. Utilizing TennCare, Company will be able to provide intensive in-home/schools services, case management, medication management, and/or intensive outpatient services. These services require the individual to demonstrate a significant time-limited, weakening of his or her support system and ability to function independently or within the current support system. For students needing psychiatric services or a higher level

of care, guardians will be contacted, and appropriate referrals made within and outside of Company based on the individual's needs.

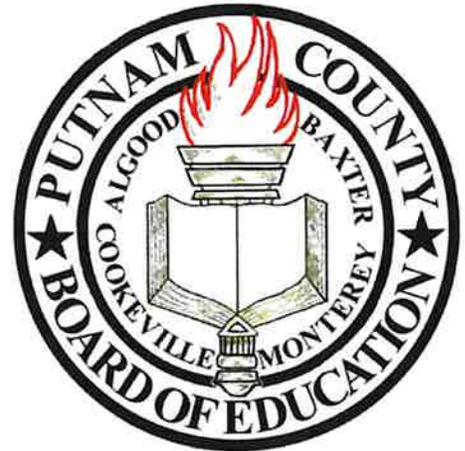
### **Payers for Mental Health Services**

Company will utilize client's insurance to cover the cost of school-based mental health services. The primary payer source is the Bureau of TennCare through Company contracts with the three statewide managed care organizations. Company is in good standing for all three TennCare MCOs. Additional insurances will be utilized based on in-network options with Company. If insurance is not available, clients will be charged a fee of \$50 per session that is the responsibility of the parent. County is not responsible for any payment for Company services provided.

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



Date: Nov. 22, 202  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to renew license subscription for Alertus notification service from Alertus Technologies, Inc., per attached quote with pricing on the OMNIA Partners contract # 01-90, in the amount of \$10,250.00, to be paid from: 23-24 Public School Security Grant

NOTES:

**received**  
11/28/23 *br*



Contact Name Johnny Sloan  
 Phone (931) 520-2100  
 Email sloanj2@pcsstn.com

Prepared By Kevin Painter  
 Phone (202) 838-0028  
 Email kpainter@alertus.com  
 Created Date 11/16/2023  
 Expiration Date 12/31/2023  
 Quote Number 00144463

Bill To Name Putnam County School System  
 Bill To 1400 East Spring ST  
 Cookeville, TN 38506  
 USA

Ship To Name Putnam County School System  
 Ship To 1400 East Spring ST  
 Cookeville, TN 38506  
 USA

Product Code	Product	Product Description	Quantity	Sales Price	Total Price
ENS-SUP-BASIC-M	Enhanced Notification Service & Basic Support - Midsize	Annual Basic Tier Support for a Medium Site organization. Annual License Renewal Knowledge Base Articles/Documentation Self Training Videos Access to Alertus Community site 8/5 Access to Technical Support Team (Normal Business Hour Support) 1 Annual Customer Assurance Review - Alertus System health check	1.00	\$10,250.00	\$10,250.00
				Subtotal	\$10,250.00
				Total Price	\$10,250.00
				Grand Total	\$10,250.00
					US Dollars (USD)

**Additional Notes**

Notes OMNIA Partners: Contract 01-90  
 SERVICE/SUPPORT: START DATE 17-DECEMBER-2023 END DATE 16-DECEMBER-2024  
 Current service expires 12/16/2023

**Terms & Conditions**

1 Product, Service and Support. Buyer agrees to pay the total amount in the above quotation/selected price plan or accompanying purchase order upon execution of this agreement, and in exchange, Alertus agrees to provide the deliverables. Alertus usually delivers orders for product and services in the sequence purchase orders are received. Alertus will not be liable for late delivery of product or service. Buyers' Service and Support Agreement, "ENS" or "CLD", and, if applicable, AlertAware services, will begin upon the execution of the order and shall automatically renew for a subsequent one year period unless Buyer gives Alertus written notice of termination at least 60 days prior to the expiration of the current term. Alertus shall invoice Buyer 45 days prior to the start of the new renewal term with payment terms of

9. Transferability; Resale. Buyer agrees not to distribute, transfer, resell, or transmit any Alertus products, software, technical information, or business plan/strategic information to any third party without express written permission from Alertus. Buyer agrees not to commercially compete with Alertus or facilitate another party's ability to commercially compete with Alertus.  
 10. Limitation of Liability. IN NO EVENT WILL ALERTUS BE LIABLE TO BUYER IN CONTRACT, TORT, WARRANTY, OR OTHERWISE FOR THE COST OF SUBSTITUTE GOODS OR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR RELATED TO THE GOODS OR SERVICE



Net 30. Alertus will not be held liable for system shut offs due to payment delays from Buyer.

2. Order Policy. Orders for product or service must be in writing, and are not binding until accepted by Alertus in writing. Purchased Implementation Services must be initiated within one calendar year from date of purchase or they will be void. Alertus may reject any order in its sole discretion. Acceptance of any order by Alertus is expressly limited to and made conditional upon the Terms and Conditions in the contract.

3 Taxes. Buyer agrees to inform Alertus if it does not hold sales tax exemption certificate. Buyer agrees to identify and remit all sales or use taxes directly to collection authorities. Buyer agrees to pay any and all import tariffs and taxes.

4 Installation. If ordered at separate charge, Alertus will install product for Buyer. Alertus products and services operate in conjunction with Buyers communications services and equipment. Buyer is responsible for determining the suitability of the product purchased from Alertus both for use with Buyers communication services and equipment and for the intended application.

5 Software. Buyer agrees that title to any software or other copyrighted materials provided to Buyer does not pass to Buyer upon sale and remains with Alertus or its licensors. Buyer agrees to use any software or other copyrighted materials provided subject to and in compliance with copyright law and any applicable license provisions. Buyer may install the server software on one server only, unless otherwise authorized by Alertus. Buyer is permitted to grant access to the frontend graphical user interface to as many staff as designated to activate system. Buyer agrees not to add, modify, or erase firmware software embedded on Alertus hardware appliances at any time. except if expressly authorized by Alertus.

6 Shipment. Buyer agrees to inspect the any shipped product and notify Alertus in writing of any damage within thirty (30) days after receipt of product. If Buyer does not notify Alertus in writing within thirty days, neither Alertus nor the transport company will be liable to Buyer for any damages arising out of or related to the shipment of product.

7 Warranty. (a) Alertus warrants that product manufactured or services rendered by Alertus will be free from defects in material or workmanship for a standard two years after delivery to Buyer. Product defects caused by acts of god, terrorism, war, military aggression, misuse, mishandling, abuse, neglect, willful physical damage, vandalism, or placement in contraindicated conditions or environments are excluded from this warranty. If notified of the defect within the warranty period, Alertus will repair or replace at its option defective product or service. Buyer must obtain authorization from Alertus prior to returning product to Alertus. Product returned to Alertus without authorization will not be accepted. (b) Product not manufactured by Alertus is covered only by the manufacturer's warranty accompanying product delivered.

8 Repair. Repair service after expiration of the warranty for product is available from Alertus. Product returned to Alertus must be sent shipment prepaid, and Buyer must obtain authorization prior to returning product. Alertus will repair product on a time and materials basis. Buyer agrees to pay for the return cost of shipping repaired product to Buyer.

Accepted by "Buyer":

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Accepted by Alertus Technologies, LLC

Signature: \_\_\_\_\_

EVEN IF ALERTUS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IF ANY DISCLAIMER OF WARRANTY OR LIMITATION OF REMEDY IS HELD UNLAWFUL OR INAPPLICABLE, OR TO HAVE FAILED ITS ESSENTIAL PURPOSE, LIABILITY WILL BE LIMITED TO THE AMOUNT PAID BY BUYER FOR THE SPECIFIC GOODS OR SERVICE ON WHICH THE CLAIM IS BASED. UPON TAKING POSSESSION AT DELIVERY, BUYER ACCEPTS ALL LIABILITY THAT MAY ARISE FROM BUYERS USE OR MISUSE OF ALERTUS PRODUCTS AND SERVICES. IN NO EVENT WILL ALERTUS BE LIABLE FOR DAMAGE TO PERSON OR PROPERTY BECAUSE OF THE COMPLETE OR PARTIAL FAILURE OF ITS PRODUCT TO OPERATE.

11. Regulations. Buyer shall comply at its own expense with all applicable laws, ordinances, regulations, and codes. Buyer acknowledges and accepts full responsibility for complying with all laws and regulations when operating product, including those of the Federal Communications Commission.

12. Forum and Controlling Law. Buyer agrees that any claim or dispute against Alertus must be resolved in a court located in Maryland, and Buyer agrees to submit to the personal jurisdiction of such courts for the purpose of litigating any claim or dispute. Maryland law will govern litigation of any claim or dispute.

13. Nondisclosure. Information disclosed pursuant to this agreement shall be used solely for the purpose of implementing and operating the product. Buyer agrees to hold the information in confidence, to use the information only for the purpose of implementing and operating the product, and not to disclose the information to any third party without express written consent from Alertus to the extent permitted by public records laws.

14. General. No failure or delay in exercising any provision of this contract will be construed as a waiver or release of any contract right. The contract is binding upon the assigns, executors, administrators, and other legal representatives of the parties. No modification of this contract will be effective unless signed by the Chief Executive Officer of Alertus. Buyer is entering into this agreement without reliance upon any statement, representation, promise, inducement, or agreement not expressly contained herein. This agreement Buyers purchase order constitutes the entire agreement between the parties. Buyer represents and warrants that the person signing this offer on Buyers behalf is authorized to bind Buyer in contract.

15. Annual Escalation. Beginning in January of 2023, and every January thereafter, the Alertus Annual Service and Support Agreement "ENS", shall be adjusted by 100% of the change in CPI for the previous twelve months or 2.0%, whichever is greater based on current levels of Alertus products and services, provided, however, that the base month shall be the month of the Effective Date for purposes of the adjustment to be made in January of 2023.

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

Title: \_\_\_\_\_



Name: \_\_\_\_\_

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

Title: \_\_\_\_\_



Reid, Sharon <reids2@pcsstn.com>

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## December Board agenda request packet - renew Alertus Technologies

1 message

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Sloan, Johnny <sloanj2@pcsstn.com>

Wed, Nov 22, 2023 at 1:22 PM

To: Sharon Reid <reids2@pcsstn.com>

Cc: Mark McReynolds <mmcreynolds@pcsstn.com>, "Pierce, Chris" <pierceb2@pcsstn.com>

Sharon,

Attached is an agenda request packet with backup quote to renew Alertus Technologies subscription.

It's complete as attached. But, I have CC'ed Mark and Chris Pierce for their awareness.

I didn't include the fund code number since it's coming from the 23-24 Public School Security Grant and I don't know that fund code. Mark can provide that or do so when he enters the PO for us.

Thank you,

Johnny Sloan

--

Supervisor, Technology Department  
Putnam County School System  
Cookeville, TN 38506  
(931) 520-2100 Office  
(931) 372-0382 Fax



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 **Dec. 2023\_Agenda-w-backup quote\_Alertus Technologies renewal.pdf**  
300K





# 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:

Date: November 28, 2023

RE: Trash Pick-up

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for December 7, 2023, Board meeting.

Request approval for the agreement between Putnam County Schools and Putnam County Solid Waste to empty school dumpsters, including roll off dumpsters for trades construction waste.

  
\_\_\_\_\_  
Supervisor 11/27/23  
Date

  
\_\_\_\_\_  
Director of Schools Date

**received**  
11/28/23  




# SERVICE CONTRACT

**I. The Parties.** This Service Contract ("Agreement") made 7/1/2023 ("Effective Date"), is by and between:

**Service Provider:** Putnam County Solid Waste, with a mailing address of 1846 S. Jefferson Ave, Cookeville, Tennessee, 38506 ("Service Provider"),

AND

**Client:** Putnam County Board of Education, with a mailing address of 1400 East Spring St., Cookeville, Tennessee, 38506 ("Client").

Service Provider and Client are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

**II. Term.** The term of this Agreement shall commence on 7/1/2023 and terminate on 6/30/2024.

**III. The Service.** The Service Provider agrees to provide the following: To empty the school's dumpsters and roll-offs for Building Trades construction waste.

Hereinafter known as the "Service".

Service Provider shall provide, while performing the service, that he/she/they shall comply with the policies, standards, and regulations of the Client, including local, State, and Federal laws and to the best of their abilities.

The Service Provider is not obligated under this Agreement to perform the Service at a specific location unless otherwise mentioned or agreed upon by the Parties.

**IV. Payment Amount.** The Client agrees to pay the Service Provider the following: The Putnam County Solid Waste will bill the Putnam County Board of Education once yearly at the beginning of May each year. The amount is \$80,000.00 per year.

Hereinafter known as the "Payment Amount".

**V. Payment Method.** The Client shall pay the Payment Amount when invoiced.

Hereinafter known as the "Payment Method". The Payment Amount and Payment Method collectively shall be referred to as "Compensation".

**VI. Retainer.** The Client is not required to pay a retainer as part of this Agreement. The Compensation shall be paid in accordance with the terms of this Agreement.

**VII. Inspection of Services.** Any Compensation shall be subject to the Client inspecting the completed Services of the Service Provider. If any of the Services performed by the Service Provider pursuant to this Agreement are defective or incomplete, the Client shall have the right to notify the Service Provider, at which time the Service Provider shall promptly correct such work within a reasonable time.

**VIII. Return of Property.** Upon the termination of this Agreement, all property provided by the Client, including, but not limited to, cleaning supplies, uniforms, equipment, and any other items must be returned by the Service Provider. Failure to do so may result in a delay in any final payment made by the Client.

**IX. Time is of the Essence.** Service Provider acknowledges that time is of the essence in regard to the performance of all Services.

**X. Confidentiality.** Service Provider acknowledges and agrees that all financial and accounting records, lists of property owned by Client, including amounts paid, therefore, client and customer lists, and any other data and information related to the Client's business is confidential ("Confidential Information"). Therefore, except for disclosures required to be made to advance the business of the Client and information which is a matter of public record, Service Provider shall not, during the term of this Agreement or after its termination, disclose any Confidential Information for the benefit of the Service Provider or any other person, except with the prior written consent of the Client.

**a.) Return of Documents.** Service Provider acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes, and other documentation related to the business of the Client containing Confidential Information shall be the sole and exclusive property of the Client and shall be returned to the Client upon termination of this Agreement or upon written request of the Client.

**b.) Injunction.** The Client agrees that it would be difficult to measure damage to the Client's business from any breach by the Service Provider under this Section; therefore, any monetary damages would be an inadequate remedy for such breach. Accordingly, the Service Provider agrees that if he/she/they should breach this Section, the Client shall be entitled to, in addition to all other remedies it may have at law or equity, to an injunction or other appropriate orders to restrain any such breach, without showing or proving actual damages sustained by the Client

**c.) No Release.** Service Provider agrees that the termination of this Agreement shall not release him/her/they from the obligations in this Section.

**XI. Taxes.** Service Provider shall pay and be solely responsible for all withholdings, including, but not limited to, Social Security, State unemployment, State and Federal income taxes, and any other obligations. In addition, Service Provider shall pay all applicable sales or use taxes on the labor provided and materials furnished or otherwise required by law in connection with the Services performed.

**XII. Independent Contractor Status.** Service Provider acknowledges that he/she/they are an independent contractor and not an agent, partner, joint venture, nor an employee of the Client. Service Provider shall have no authority to bind or otherwise obligate the Client in any manner, nor shall the Service Provider represent to anyone that it has a right to do so. Service Provider further agrees that in

the event the Client suffers any loss or damage as a result of a violation of this provision, the Service Provider shall indemnify and hold harmless the Client from any such loss or damage.

**XIII. Safety.** Service Provider shall, at his/her/their own expense, be solely responsible for protecting its employees, sub-Service Providers, material suppliers, and all other persons from risk of death, injury or bodily harm arising from or in any way related to the Services or the site where it is being performed ("Work Site"). In addition, Service Provider agrees to act in accordance with the rules and regulations administered by federal law and OSHA. Service Provider shall be solely responsible and liable for any penalties, fines, or fees incurred.

**XIV. Alcohol and Drugs.** Service Provider agrees that the presence of alcohol and drugs are prohibited on the Work Site and while performing their Services. If the Service Provider or any of their agents, employees, or subcontractors are determined to be present or with alcohol or drugs in their possession, this Agreement shall terminate immediately.

**XV. Successors and Assigns.** The provisions of this Agreement shall be binding upon and inured to the benefit of heirs, personal representatives, successors, and assigns of the Parties. Any provision hereof which imposes upon the Service Provider or Client an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon the Service Provider or Client.

**XVI. Default.** In the event of default under this Agreement, the defaulted Party shall reimburse the non-defaulting Party or Parties for all costs and expenses reasonably incurred by the non-defaulting Party or Parties in connection with the default, including, without limitation, attorney's fees. Additionally, in the event a suit or action is filed to enforce this Agreement or with respect to this Agreement, the prevailing Party or Parties shall be reimbursed by the other Party for all costs and expenses incurred in connection with the suit or action, including, without limitation, reasonable attorney's fees at the trial level and on appeal.

**XVII. No Waiver.** No waiver of any provision of this Agreement shall be deemed or shall constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

**XVIII. Governing Law.** This Agreement shall be governed by and shall be construed in accordance with the laws in the State of Tennessee.

**XIX. Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**XX. Entire Agreement.** This Agreement constitutes the entire agreement between the Parties to its subject matter and supersedes all prior contemporaneous agreements, representations, and understandings of the Parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all Parties.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Service Provider's Signature Doug Ashburn Date 11/28/2023

Print Name Doug Ashburn

PLEASE SIGN  
& DATE



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

Date \_\_\_\_\_ 12/7/2023

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 adjust the 2024 board contributions amounts for employee only standard CDHP health insurance coverage due to Affordable Care Act federal poverty line safe harbor regulations.

**received**  
11/29/23  
*[Signature]*

# BOE APPROVED 8/3/2023

Certified and Support

Plan	Coverage	Full Monthly Premium		EE %	PCBOE %	BOE CDHP Contribution	Total BOE Cost
		EE Rate	PC BOE Rate				
BCBS Network S - Premier	Employee	713.00	183.40	26%	74%	-	529.60
BCBS Network S - Premier	Employee + Child(ren)	1,175.00	301.40	26%	74%	-	873.60
BCBS Network S - Premier	Employee + Spouse	1,604.00	412.00	26%	74%	-	1,192.00
BCBS Network S - Premier	Employee + Child(ren) + Spouse	1,852.00	475.20	26%	74%	-	1,376.80
BCBS Network S - Standard	Employee	662.00	132.40	20%	80%	-	529.60
BCBS Network S - Standard	Employee + Child(ren)	1,092.00	218.40	20%	80%	-	873.60
BCBS Network S - Standard	Employee + Spouse	1,490.00	298.00	20%	80%	-	1,192.00
BCBS Network S - Standard	Employee + Child(ren) + Spouse	1,721.00	344.20	20%	80%	-	1,376.80
BCBS Network S - Limited	Employee	625.00	125.00	20%	80%	-	500.00
BCBS Network S - Limited	Employee + Child(ren)	1,031.00	206.20	20%	80%	-	824.80
BCBS Network S - Limited	Employee + Spouse	1,407.00	281.40	20%	80%	-	1,125.60
BCBS Network S - Limited	Employee + Child(ren) + Spouse	1,625.00	325.00	20%	80%	-	1,300.00
BCBS Network S - CDHP	Employee	546.00	109.20	20%	80%	92.80	529.60
BCBS Network S - CDHP	Employee + Child(ren)	900.00	180.00	20%	80%	153.60	873.60
BCBS Network S - CDHP	Employee + Spouse	1,228.00	245.60	20%	80%	209.60	1,192.00
BCBS Network S - CDHP	Employee + Child(ren) + Spouse	1,419.00	283.80	20%	80%	241.60	1,376.80
BCBS Network P - Premier	Employee	788.00	258.40	33%	67%	-	529.60
BCBS Network P - Premier	Employee + Child(ren)	1,260.00	386.40	31%	69%	-	873.60
BCBS Network P - Premier	Employee + Spouse	1,754.00	562.00	32%	68%	-	1,192.00
BCBS Network P - Premier	Employee + Child(ren) + Spouse	2,002.00	625.20	31%	69%	-	1,376.80
BCBS Network P - Standard	Employee	737.00	207.40	28%	72%	-	529.60
BCBS Network P - Standard	Employee + Child(ren)	1,177.00	303.40	26%	74%	-	873.60
BCBS Network P - Standard	Employee + Spouse	1,640.00	448.00	27%	73%	-	1,192.00
BCBS Network P - Standard	Employee + Child(ren) + Spouse	1,871.00	494.20	26%	74%	-	1,376.80
BCBS Network P - Limited	Employee	700.00	200.00	29%	71%	-	500.00
BCBS Network P - Limited	Employee + Child(ren)	1,116.00	291.20	26%	74%	-	824.80
BCBS Network P - Limited	Employee + Spouse	1,557.00	431.40	28%	72%	-	1,125.60
BCBS Network P - Limited	Employee + Child(ren) + Spouse	1,775.00	475.00	27%	73%	-	1,300.00
BCBS Network P - CDHP	Employee	621.00	184.20	30%	70%	92.80	529.60
BCBS Network P - CDHP	Employee + Child(ren)	985.00	265.00	27%	73%	153.60	873.60
BCBS Network P - CDHP	Employee + Spouse	1,378.00	395.60	29%	71%	209.60	1,192.00
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PROPOSED CHANGES HIGHLIGHTED

Certified and Support

Plan	Coverage	Full Monthly		EE Rate	PC BOE Rate	EE %	PCBOE %	BOE CDHP Contribution	Total BOE Cost
		Premium	EE Rate						
BCBS Network S - Premier	Employee	713.00	183.40	529.60	26%	74%	-	529.60	
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BCBS Network S - CDHP	Employee + Child(ren)	900.00	180.00	720.00	20%	80%	153.60	873.60	
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## FINALSITE ORDER

This **Finalsite Order (the 'Order')** is entered into by and between Active Internet Technologies, dba Finalsite ('Finalsite') and Putnam County School District ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("**Pricing Summary**"). This Order, together with the Master Terms and Conditions for Services (the "**Master Terms**") located at <http://www.finalsite.com/masterterms/useducationagencies> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The "**Effective Date**" of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### A. Pricing Summary

\* Indicates products added

[x] Indicates products removed

#### CMS Platform

Platform	
* Core Communications Platform - Blackboard WCM Conversion View a detailed description of what is included in your software package here <a href="https://www.finalsite.com/wcm-conv-pkg">https://www.finalsite.com/wcm-conv-pkg</a>	WCM Essential   WCM-ESSN

Setup and Creative and Professional Services	
* Best Practice Asset(s)	* Theme Flex - District View a detailed description of what is included in your software package here <a href="https://www.finalsite.com/sowptf">finalsite.com/sowptf</a>
* WCM Conversion Enhanced Deployment View a detailed description of what is included in your software package here <a href="https://www.finalsite.com/wcm-ced">https://www.finalsite.com/wcm-ced</a>	

Add-Ons	
Support Premium+ Support Plan   WCM-PREMSUP	* Support Plan - Premium
* Advanced Search	* Athletics Manager

Training	
* Basic Composer Training [3 hour-Virtual Instructor] The Statement of Work ('SOW') for Training Services can be reviewed here <a href="https://www.finalsite.com/sowolt">www.finalsite.com/sowolt</a>	* School Webmaster Training [2 hour-Virtual Instructor]
* Athletics Module Training [1 hour-Virtual Instructor] The Statement of Work ('SOW') for Training Services can be reviewed here <a href="https://www.finalsite.com/sowolt">www.finalsite.com/sowolt</a>	

#### Products Included in Communications Core Platform - Blackboard WCM Conversion

Finalsite Composer Content Management System	Granular Permissions
Basic Integrated Site Search	HTTPS Implementation
Calendar Manager	Knowledge Base and Product Training Resources
Website cloud storage / 200 GB	Mobile Friendly, Responsive Designs
Comprehensive Training Program	News / Blogs via Posts (Unlimited)
Content Migration Included	Page Based Notifications (Unlimited)
District Site and 21 Additional Sites	Published Pages (Unlimited)
Drag - and - Drop Page Elements	Resources (Media, Galleries, Document Library)
Faculty / Staff Directory (public facing)	Secure Hosting & CDN
Faculty / Staff Portal	Single Sign-On
Forms Manager (Unlimited forms)	Social Media Feeds for Districts - Standard (22)
Standard Support Plan	

## Communications

Platform	
MASS NOTIFICATIONS   MASS NOTIFICATIONS	MOBILE COMMUNICATIONS APP INTG   MOBILE COMMUNICATIONS APP INTG
[X] BB REACH   BB REACH	* Messages XR  Usage Plan: <a href="https://www.finalsite.com/mxr-usage-plan">https://www.finalsite.com/mxr-usage-plan</a> Parent & Student Roles / Portals Messages XR Integration

Setup	
[X] ICM K12 COM RCH INT PREM SV   ICM K12 COM RCH INT PREM SV	* Messages XR Conversion Setup  View a detailed description of what is included in your software package here <a href="http://www.finalsite.com/sow-mxr-conv">www.finalsite.com/sow-mxr-conv</a>

Add-Ons	
App Store Maintenance Service   WCM-APPSTM-S	ICM K12 COM MN MCA INT PREM SV   AS-ICMK12-MNMCA

## Digital Marketing Services

<b>Digital Marketing Services</b>	
* Virtual Webmaster	
View a detailed description of what is included in your software package here <a href="http://www.finalsite.com/virtual-webmaster-sow">http://www.finalsite.com/virtual-webmaster-sow</a>	

**Special Provisions:**

1) The applicable products and services in this Order Form are pursuant to The Interlock Purchasing System (TIPS) contract number 23015 between Finalsite and TIPS.

2) This agreement is for a one (1) year term (the 'Initial Term') and may be renewed for successive periods of one (1) year (each a 'Renewal Term') after the expiration of the Initial Term and any subsequent Renewal Term, with the approval of both parties.

**Changes to the Master Terms:**

(1) Section 28.3 of the Master Terms shall not apply to this agreement and shall have no force and effect upon the parties; and

(2) Section 29 of the Master Terms is hereby deleted and replaced in its entirety with the following:

**29. Conflict Resolution and Applicable Law.**

This Agreement shall be governed, construed, and interpreted in accordance with the laws of the jurisdiction of the Customer's formation, excluding conflict of law principles. If any claim arising out of or relating to the Agreement, or a breach thereof, the parties will consult with each other to reach a satisfactory solution. If they do not reach settlement within a period of thirty (30) days, then, upon notice by either party to the other, such claim will be referred to arbitration for full and final settlement by a panel of three arbitrators appointed in accordance with the Commercial Rules of Arbitration of the American Arbitration Association. The cost of the arbitration will be borne equally by the parties.

3) Virtual Webmaster:

- This agreement entitles Client to 20 hours of Finalsite's Virtual Webmaster service at a rate of \$150/hour.
- This service will be made available for a maximum of 5 hours per week.
- Unused hours expire on 10/31/2024
- Finalsite's Virtual Webmaster team will make every effort to deliver prompt turnaround on requested tasks. However, due to the shared-resource nature of the Virtual Webmaster service, turnaround times are subject to Virtual Webmaster availability.

4) At any time during the Term of this Order from and after the later of February 1, 2024 or the completion date of Customer's conversion from WCM to Composer (as described in this Order), the Customer shall have the option, exercisable by providing Finalsite at least sixty (60) days' advance written notice, to migrate from the mass notification or Connect Service described in this Order to Finalsite's service offering currently known as 'FS Comms', fka 'Messages XR', which shall include all updates and upgrades thereto, for no additional cost. In such event, the parties must mutually agree in writing on a target date for completion of such conversion based upon Finalsite's then-current implementation pipeline. Customer's use of such mass notification or Connect Services shall terminate, and use of FS Comms shall commence, as of the first day of the first month following completion of such migration implementation. In order to exercise this option, (1) Customer must be current in all payments due under the Agreement, including fees applicable to the mass notification or Connect Service; and (2) Customer acknowledges and agrees that Finalsite's standard Statement of Work for such implementation found here: <http://www.finalsite.com/sow-mxr-conv> which sets forth agreed implementation timeline and scope of work, shall immediately become part of this Agreement.

**Services: Initial Term and Fees:**

The initial term of this Order is for the (3) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

Total Setup Cost (USD)
\$4,000

Schedule	Amount
Period 1 - Jan 01 2024	\$ 41,750
Period 2 - Jan 01 2025	\$ 45,750
Period 3 - Jan 01 2026	\$ 58,866

### B. Payment Terms

1. All fees for the initial year of this Order shall be due as follows: (i) Set Up fees shall be invoiced on the Effective Date of this Order and shall be due and payable upon receipt of invoice; (ii) fees for Year 1 (described in the fee table above) shall be invoiced on the Effective Date of this Order or the first day of Year 1, whichever is later, and shall be due and payable upon receipt of invoice; (iii) fees for each subsequent Year of the Initial Term, and for each Renewal Term, shall be invoiced on the commencement of such Year or Renewal Term (as applicable) and shall be due and payable upon receipt of invoice. Fees for any other Services, and for reimbursable expenses, shall be invoiced in accordance with the Master Terms or this Order and shall be due and payable upon receipt of invoice.
2. Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (0) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Client provides Finalsite, or Finalsite provides Client, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Unless otherwise specified, all dollars (\$) are United States currency.
4. Sales/VAT Tax: If applicable, a copy of Customer's Sales/VAT Tax Direct Pay Certificate or its Sales/VAT Tax Exemption Certificate must be returned with this Order Form. Otherwise, Finalsite will invoice Customer for applicable sales, use and other transactional taxes due in connection with the Services or the fees due therefor.
5. Except as otherwise specified in this Order, fees are subject to increase in accordance with the applicable provisions of the Master Terms.

Any SOWs to which links are provided above in Section A, "Pricing Summary," are incorporated into this Order by reference, and any professional services described therein are included as part of your software package. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order, the Master Terms, and any SOWs incorporated by reference. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order and the Master Terms.

On Behalf Of: Putnam County School District
Signature
Name (printed)
Title (printed)
Date

Active Internet Technologies ('Finalsite')
Signature
Name (printed)
Title (printed)
Date

**C. Client Contact Information**

Please fill out the following information, which will be used by our deployment & accounting teams.

<b>Billing Contact</b>
<b>Title</b>
<b>Address</b> 1400 E Spring St
<b>City, State Zip</b> Cookeville, TN 38506-4313
<b>Phone</b>
<b>Email</b>

<b>Project Contact</b>
<b>Title</b>
<b>Phone</b>
<b>Email</b>

<b>*Executive Sponsor (Superintendent, Head of School, CFO, etc.)</b>
<b>Title</b>
<b>Email</b>

\*The Executive Sponsor should be separate from the Project Contact and is typically the Superintendent, Head of School, Business Manager, CFO, etc.

<h2>Putnam County Board of Education</h2>			
Monitoring:  Click here to enter text.	Descriptor Term:  <h3 style="text-align: center;">Salary Deductions</h3>	Descriptor Code:  <b>2.803</b>	Issued Date:  <b>12/07/23</b>
		Rescinds:  <b>2.803</b>	Issued:  <b>09/28/23</b>

1 *Central Office*

2 Upon appropriate written authorization, the payroll department of the Board shall make deductions  
 3 approved by the Board from the salary of the employee. Authorization must be made on forms  
 4 provided by the Board and filed in the office of the director of schools.

5 An employee may change or terminate any salary deduction upon written notification to the Board  
 6 **unless prohibited by IRS or State of Tennessee policy.**

Legal References

Cross References

Insurance Management 3.600

Recommended as submitted by:  
 Maria Meloyas 11/1/23

7  
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16

**received**  
 11/21/23 *[Signature]*

# Putnam County Board of Education

	Descriptor Term: <b>Salary Deductions</b>	Descriptor Code: <b>2.803</b>	Issued Date: <b>09/28/23</b>
		Rescinds: <b>2.803</b>	Issued: <b>01/10/08</b>

- 1 *Central Office*
- 2 Upon appropriate written authorization, the payroll department of the Board shall make deductions
- 3 approved by the Board from the salary of the employee. Authorization must be made on forms
- 4 provided by the Board and filed in the office of the director of schools.
- 5 An employee may change or terminate any salary deduction upon written notification to the Board.  
*unless prohibited by IRS or State of Tennessee policy.*

*Recommended as submitted by  
Mark Meloyes 11/1/23*

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Cross References

Insurance Management 3.600

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code:  <b>4.603</b>	Issued Date:  <b>12/07/23</b>
		Rescinds:  <b>4.603</b>	Issued:  <b>06/06/19</b>

1 **General**

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
 3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if  
 4 applicable.<sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion may be considered for  
 6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
 7 retention shall include:<sup>2</sup>

- 8 1. Ability to perform at the current grade level;
- 9 2. Results of local assessments, screening, or monitoring tools;
- 10 3. State assessments, as applicable;
- 11 4. Home Literacy Reports;<sup>3</sup>
- 12 5. Overall academic achievement of the student;
- 13 6. Likelihood of success with more difficult material if promoted to the next grade;
- 14 7. Attendance; and
- 15 8. Student's maturity.

16 **Retention shall not:**

- 17 1. Be used without an academic remediation plan that includes strategies and enhancements that
- 18 are different from the previous year;
- 19 2. Be used as a punitive or disciplinary measure;
- 20 3. Be based solely on English language proficiency.

21 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
 22 student is due to:

- 23 1. Date of enrollment; and
- 24 2. Additional information acquired after results of local assessment, screening or monitoring are
- 25 released.

26 **PROMOTION PLANS<sup>5</sup>**

*Received 12/7/23 Submitted*

1 When a student is identified for retention, the student’s parent(s)/guardian(s) shall be notified within  
2 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
3 avoid retention. The plan shall be developed in coordination with the student’s teachers, IEP or 504  
4 team, if applicable, and may also include input from the student’s parent(s)/guardian(s), school  
5 counselor, or other appropriate school personnel.

6 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
7 that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
8 and be tailored to the student’s learning needs. Promotion plans for students in third and fourth grade  
9 will include additional requirements for promoting students in these grades. A copy of the plan will be  
10 provided to the student’s parent(s)/guardian(s), and the school shall offer the opportunity for a parent-  
11 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
12 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
13 promotion plan.

14 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
15 promoted to the next grade level unless retention is required per additional requirements for students in  
16 third and fourth grade.<sup>6</sup>

17 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
18 the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
19 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
20 calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
21 However, if the student wasn’t enrolled in a summer program, the parent(s)/guardian(s) shall be  
22 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
23 year.<sup>7</sup>

24 **RETENTION<sup>6</sup>**

25 A student may be retained when such retention is in the best interests of the student or when retention  
26 is required per additional requirements for students in third and fourth grade.

27 *Decision of Retention – General<sup>8</sup>*

28 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
29 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
30 the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) days of its  
31 development. This plan shall include at least one of the following strategies:

- 32 1. Adjustment to the current instructional strategies or materials;
- 33 2. Additional instructional time;
- 34 3. Modification to the student’s classroom assignment to ensure the student receives instruction  
35 from a teacher with a level of overall effectiveness of above expectations (level 4) or  
36 significantly above expectations (level 5); or ; or
- 37 4. Attendance or truancy interventions.

1 A student shall not be retained more than once in any grade. The progress of students who are retained  
2 shall e closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school  
3 year in which the student is retained. The Director of Schools shall develop procedures to ensure  
4 appropriate recordkeeping of students who are retained.

5 *Decision of Retention – Third Grade<sup>9</sup>*

6 Third grade students shall not be promoted to the next grade unless they are determined to be  
7 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
8 (ELA) based on the student’s most recent TCAP test.

9 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 10 1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
11 portion of the student’s most recent TCAP test may e promoted if:  
12 a. The student is an English language learner and has received less than two (2) full years of  
13 ELA instruction;  
14 b. The student was previously retained in grades K-3;  
15 c. The student is retested before the next school year and scores proficient in ELA;  
16 d. The student attends a learning loss bridge camp before the next school year, maintains a  
17 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at  
18 the end of the camp;  
19 e. The student receives tutoring for the entirety of the next school year in accordance with  
20 state law; or  
21 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA  
22 standards by scoring within the fiftieth percentile on the most recently administered state-  
23 provided benchmark assessment and the district provides tutoring services to the student  
24 during the entire fourth grade school year and notifies the student’s parent/guardian, in  
25 writing, of the benefits of enrolling the student in summer programming.
- 26
- 27 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of  
28 the student’s most recent TCAP test may be promoted if:  
29 a. The student is an English language learner and has received less than two (2) full years of  
30 ELA instruction;  
31 b. The student was previously retained in grades K-3;  
32 c. The student is retested before the next school year and scores proficient in ELA; or  
33 d. The student attends a learning loss bridge camp before the next school year, maintains a  
34 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next  
35 school year in accordance with state law.

36 *Decision of Retention – Fourth Grade<sup>9</sup>*

37 Students in the following categories shall show adequate growth in the following ways before being  
38 promoted to the fifth grade:

- 1 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
- 2 next school year in accordance with state law or because of attending a learning loss bridge
- 3 camp must maintain a ninety percent (90%) attendance rate; and
- 4 2. A student receiving<sup>12</sup> tutoring for the entirety of the next school year in accordance with state
- 5 law shall be required to show adequate growth on the fourth grade ELA portion of TCAP
- 6 before the student may be promoted to fifth grade.

7 A student shall not be retained more than once in fourth grade.

8 *Decision of Retention – Students with Disabilities<sup>10</sup>*

9 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the

10 student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of

11 TCAP was due to the student’s disability. The school district shall not retain a student with a disability

12 or a suspected disability that impacts their ability to read.

13 **APPEALS<sup>7, 11</sup>**

14 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision

15 to retain the student and provided with information on the right to appeal the decision. Appeals shall be

16 made to a committee appointed by the principal within 10 days. The student and his/her

17 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given

18 the opportunity to address the committee. The committee shall conduct a hearing within 5 days to

19 determine if the student will be promoted and issue such decision with 3 days. Upon notification of

20 the committee decision, the principal shall send written notification to the Director of Schools/designee

21 and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their legal right to

22 appeal such action within 5 days to the Director of Schools/designee.

23 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A

24 decision shall be issued within 3 days.

25 Within five (5) days of the Director of Schools/designee rendering a decision, the student’s

26 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.

27 Following the review, the Board may affirm or overturn the decision of the Director of

28 Schools/designee. The action of the Board shall be final.

29 For students where retention is required per the additional requirements for students in third and fourth

30 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>12</sup>

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code:  <b>6.4001</b>	Issued Date:  <b>12/07/23</b>
		Rescinds:  <b>6.4001</b>	Issued:  <b>09/28/23</b>

1 Surveys, analyses and evaluations for research purposes shall be allowed by the Board when the  
 2 project is viewed as contributory to a greater understanding of the teaching-learning process, the  
 3 project does not violate the goals of the Board and the disruption of the regular school program is  
 4 minimal. The director of schools shall develop administrative procedures for approving requests for  
 5 conducting surveys, analyses and evaluations by agencies, organizations or individuals. The requests  
 6 shall outline what is to be done, who is to be involved and how the results will be used and distributed.<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, a school must obtain the  
 8 written, informed, and voluntarily signed consent of a student's parent or legal guardian, or the student  
 9 if the student is eighteen (18) years of age or older, before the student participates in a survey, analysis,  
 10 or evaluation and a student's parent or legal guardian shall be notified of their ability to review the  
 11 materials. Such notification shall include information indicating the purpose of the survey, analysis, or  
 12 evaluation as well as who will have access to the results. ~~Following such notification and prior to the~~  
 13 ~~administration of the survey, analysis or evaluation, parents/guardians may opt their child out of~~  
 14 ~~participation.~~ The director of schools shall develop procedures for granting such parental requests and  
 15 to implement the other provisions of this policy.<sup>1</sup>

16 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
 17 reveals information concerning:<sup>2,5-1.2</sup>

- 18 1. mental or psychological problems of the student or the student's family;
- 19 2. sexual behavior or attitudes;
- 20 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 21 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 22 5. legally privileged relationships;
- 23 6. income; or
- 24 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
- 25 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
- 26 volume, posture, or eye-tracking.<sup>3</sup>

27 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
 28 of an unemancipated minor, without the prior written consent of the parent.

29 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 30 1. political affiliation or voting history;

**received**  
 11/02/23

*[Signature]*  
 Recommend Approval  
 as Submitted. 11/6/23

- 1        2. religious practices; and
- 2        3. firearm ownership.

3        **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING<sup>5</sup>**

4        In general, the district will not collect, disclose or use personal student information for the purpose of  
5        marketing or selling that information or otherwise providing that information to others for that  
6        purpose.

7        If any collected information is to be marketed or sold, parents will be directly notified at least annually  
8        at the beginning of the school year of the specific or approximate dates when such information will be  
9        collected. Parents, upon request, may inspect any instrument used to collect personal information for  
10       the purpose of marketing or selling that information before the instrument is administered or  
11       distributed to the student. All parents and students of appropriate age may decline to provide the  
12       information requested.

13       This portion of the policy does not apply to the collection, disclosure or use of personal information  
14       collected from students for the exclusive purpose of developing, evaluating or providing educational  
15       products or services for or to students or educational institutions to the extent allowed by law, such as  
16       the following:<sup>4</sup>

- 17       1. College or other postsecondary education recruitment or military recruitment.
- 18       2. Book clubs, magazines and programs providing access to low-cost literacy products.
- 19       3. Test and assessments used by elementary schools and secondary schools to provide cognitive,  
20       evaluative, diagnostic, clinical, aptitude or achievement information about students (or to  
21       generate other statistically useful data for the purpose of securing such tests and assessments)  
22       and the subsequent analysis and public release of the aggregate data from such tests and  
23       assessments.
- 24       4. The sale by students of products or services to raise funds for school-related or education  
25       related activities.
- 26       5. Student recognition programs.

27

Legal References

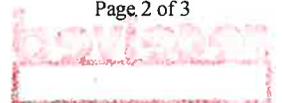
Cross References

1.

28

29

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# Putnam County Board of Education

Descriptor Term: <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>09/28/23</b>
	Rescinds: <b>6.4001</b>	Issued: <b>02/01/18</b>

1 Surveys, analyses and evaluations for research purposes shall be allowed by the Board when the  
2 project is viewed as contributory to a greater understanding of the teaching-learning process, the  
3 project does not violate the goals of the Board and the disruption of the regular school program is  
4 minimal. The director of schools shall develop administrative procedures for approving requests for  
5 conducting surveys, analyses and evaluations by agencies, organizations or individuals. The requests  
6 shall outline what is to be done, who is to be involved and how the results will be used and  
7 distributed.<sup>1</sup>

8 Prior to the dissemination of a survey, analysis, or evaluation to students, a school must obtain the  
9 written, informed, and voluntarily signed consent of a student's parent or legal guardian, or the student  
10 if the student is eighteen (18) years of age or older, before the student participates in a survey, analysis,  
11 or evaluation and a student's parent or legal guardian shall be notified of their ability to review the  
12 materials. Such notification shall include information indicating the purpose of the survey, analysis, or  
13 evaluation as well as who will have access to the results. ~~Following such notification and prior to the~~  
14 ~~administration of the survey, analysis or evaluation, parents/guardians may opt their child out of~~  
15 ~~participation.~~ The director of schools shall develop procedures for granting such parental requests and  
16 to implement the other provisions of this policy.<sup>1</sup>

17 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
18 reveals information concerning:<sup>1,2</sup>

- 19 1. mental or psychological problems of the student or the student's family;
- 20 2. sexual behavior or attitudes;
- 21 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 22 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 23 5. legally privileged relationships;
- 24 6. income; or
- 25 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain  
26 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood  
27 volume, posture, or eye-tracking.<sup>3</sup>

28 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
29 of an unemancipated minor, without the prior written consent of the parent.

30 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 31 1. political affiliation or voting history;

*Recommended as submitted: Jim Bart 11/2/23*

*Note: There is no need for opt out clause. Opt in is required by law.  
That part was already included.*



- 1        2. religious practices; and
- 2        3. firearm ownership.

### 3    **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING<sup>5</sup>**

4    In general, the district will not collect, disclose or use personal student information for the purpose of  
5    marketing or selling that information or otherwise providing that information to others for that  
6    purpose.

7    If any collected information is to be marketed or sold, parents will be directly notified at least annually  
8    at the beginning of the school year of the specific or approximate dates when such information will be  
9    collected. Parents, upon request, may inspect any instrument used to collect personal information for  
10   the purpose of marketing or selling that information before the instrument is administered or  
11   distributed to the student. All parents and students of appropriate age may decline to provide the  
12   information requested.

13   This portion of the policy does not apply to the collection, disclosure or use of personal information  
14   collected from students for the exclusive purpose of developing, evaluating or providing educational  
15   products or services for or to students or educational institutions to the extent allowed by law, such as  
16   the following:<sup>4</sup>

- 17        1. College or other postsecondary education recruitment or military recruitment.
- 18        2. Book clubs, magazines and programs providing access to low-cost literacy products.
- 19        3. Test and assessments used by elementary schools and secondary schools to provide cognitive,  
20        evaluative, diagnostic, clinical, aptitude or achievement information about students (or to  
21        generate other statistically useful data for the purpose of securing such tests and assessments)  
22        and the subsequent analysis and public release of the aggregate data from such tests and  
23        assessments.
- 24        4. The sale by students of products or services to raise funds for school-related or education  
25        related activities.
- 26        5. Student recognition programs.

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#### Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

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#### Cross References

Testing Programs 4.700





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

Date \_\_\_\_\_ 12/7/2023

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 \$1,660,040.58 and Pinnacle Bank (retainage) in the amount of \$77,522.49 for pay application #15 related to the Parkview School project to be paid from the Putnam County Bond Issue.

**received**  
11/27/23 

# 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:** 750-15

**PERIOD TO:** November 20, 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 .....	28,946,837.48
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	77,522.49
Retainage Previous Balance	1,214,688.67
b. _____ % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703) .....	1,292,211.16
6. TOTAL EARNED LESS RETAINAGE .....	27,654,626.32
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT .....	25,994,585.74 **
8. CURRENT PAYMENT DUE .....	1,660,040.58
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	17,867,145.68
** Unpaid Balance	0.00

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

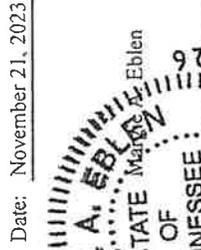
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates 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  
 Matthew T. McCall, CFO

State of: Tennessee  
 County of: Davidson  
 Subscribed and sworn to before me this 21st day of November, 2023.

Notary Public: Matthew A. Eblen  
 My Commission expires: March 3, 2026



## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$1,660,040.58

(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.)

ARCHITECT: UDG, Inc.  
 By: Kim Allen Chamberlin  
 Date: 11/22/23

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 Park View Elementary School, Cookeville, TN

Application No. 15

Date: 11/21/23

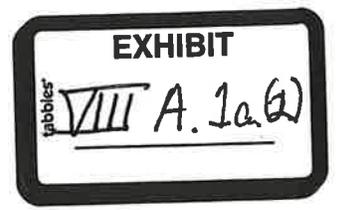
Description of Work	C		D		E		F	G		H	I	
	Scheduled Value	Work Completed	Previous Applications	This Period	Stored Material	Total Completed To Date		%	Balance to Finish			Retainage
02.35 Cap Grouting Allowance	1,150,750.00	1,150,750.00	-	-	-	1,150,750.00	100.00%	-	57,537.50			
03.00 Cast in Place Concrete	2,359,381.00	2,341,798.00	4,405.00	4,405.00	-	2,346,203.00	99.44%	13,178.00	117,310.15			
03.30 Hollow Core Concrete Planks	424,000.00	424,000.00	-	-	-	424,000.00	100.00%	-	21,200.00			
04.00 Masonry	6,242,868.00	5,409,813.12	253,216.72	253,216.72	-	5,663,029.84	90.71%	579,838.16	283,151.49			
05.00 Steel and Metals	3,346,013.00	3,228,150.70	112,861.50	112,861.50	-	3,341,012.20	99.85%	5,000.80	167,050.61			
06.05 Rough Carpentry / Blocking	174,396.00	123,551.60	15,965.00	15,965.00	-	139,516.60	80.00%	34,879.40	6,975.83			
07.00 Caulk / Waterproof / Dampproof	402,954.00	-	-	-	-	-	0.00%	402,954.00	-			
07.04 ACM Panels	145,000.00	-	-	-	-	-	0.00%	145,000.00	-			
07.08 Horizontal Wall Panels	250,400.00	-	-	-	-	-	0.00%	250,400.00	-			
07.20 Roofing	1,473,000.00	1,040,663.20	226,110.00	226,110.00	-	1,266,773.20	86.00%	206,226.80	63,338.66			
08.00 Overhead Doors	84,287.00	-	-	-	-	-	0.00%	84,287.00	-			
08.10 Glass and Glazing	1,552,377.00	256,333.51	165,995.12	165,995.12	-	422,328.63	27.21%	1,130,048.37	21,116.43			
08.15 Doors / Frames / Hardware	761,222.00	109,578.00	1,160.54	1,160.54	-	110,738.54	14.55%	650,483.46	5,536.93			
09.00 LG Framing & Gypsum Board	947,205.00	460,927.40	96,280.00	96,280.00	-	557,207.40	58.83%	389,997.60	27,860.37			
09.20 Resilient Flooring	347,000.00	-	-	-	-	-	0.00%	347,000.00	-			
09.25 Resinous Flooring	132,560.00	-	-	-	-	-	0.00%	132,560.00	-			
09.30 Wood Flooring	164,854.00	-	-	-	-	-	0.00%	164,854.00	-			
09.40 Acoustical Ceilings	331,000.00	-	-	-	-	-	0.00%	331,000.00	-			
09.45 Acoustical Panels	97,000.00	-	-	-	-	-	0.00%	97,000.00	-			
09.90 Painting	346,526.00	23,000.00	14,050.00	14,050.00	-	37,050.00	10.69%	309,476.00	1,852.50			
10.00 Accordion Partitions	18,952.00	-	-	-	-	-	0.00%	18,952.00	-			
10.10 Lockers	83,176.00	-	-	-	-	-	0.00%	83,176.00	-			
10.20 Display Boards	53,400.00	-	-	-	-	-	0.00%	53,400.00	-			
10.30 Signage	55,150.00	-	-	-	-	-	0.00%	55,150.00	-			
10.40 Toilet Partitions	90,910.00	-	-	-	-	-	0.00%	90,910.00	-			
10.50 Toilet Accessories	32,400.00	-	-	-	-	-	0.00%	32,400.00	-			
10.60 Fire Protection Specialties	4,850.00	-	-	-	-	-	0.00%	4,850.00	-			
10.70 Flagpole	4,900.00	-	-	-	-	-	0.00%	4,900.00	-			
10.80 Display Cases	31,100.00	-	-	-	-	-	0.00%	31,100.00	-			
11.00 Food Service	1,149,713.00	-	-	-	-	-	0.00%	1,149,713.00	-			
11.11 Building Athletic Equipment	153,588.00	-	-	-	-	-	0.00%	153,588.00	-			
12.00 Casework	600,785.00	66,863.00	-	-	-	66,863.00	11.13%	533,922.00	3,343.15			

**Application for Payment, Continued**

Project Park View Elementary School, Cookeville, TN

Application No. 15  
Date: 11/21/23

Description of Work	C		D		E		F	G		H	I
	Scheduled Value		Previous Applications	Work Completed This Period	Stored Material	Total Completed To Date		%	Balance to Finish		
12.10 Telescoping Bleachers	235,000.00	-	-	-	-	-	-	0.00%	235,000.00	-	-
12.30 Window Coverings	53,515.00	-	-	-	-	-	-	0.00%	53,515.00	-	-
14.00 Elevators	95,890.00	-	-	-	-	-	-	0.00%	95,890.00	-	-
21.00 Fire Protection	595,285.00	-	-	80,778.00	-	-	-	13.57%	514,507.00	4,038.90	4,038.90
22.00 Plumbing	1,558,015.00	1,035,115.00	-	(43,010.00)	-	-	-	63.68%	565,910.00	49,605.25	49,605.25
23.00 Mechanical / HVAC	4,161,432.00	2,588,914.90	-	290,438.00	-	-	-	69.19%	1,282,079.10	143,967.65	143,967.65
23.10 Test and Balance	47,370.00	-	-	-	-	-	-	0.00%	47,370.00	-	-
26.00 Electrical	4,232,000.00	1,920,796.14	-	281,820.00	-	-	-	52.05%	2,029,383.86	110,130.81	110,130.81
27.00 Low Voltage Systems	342,848.00	-	-	-	-	-	-	0.00%	342,848.00	-	-
31.00 Earthwork	3,369,279.00	3,158,745.73	-	-	-	-	-	93.75%	210,533.27	157,937.29	157,937.29
32.00 Exterior Improvements	1,512,932.00	89,090.00	-	-	-	-	-	5.89%	1,423,842.00	4,454.50	4,454.50
33.00 Utilities	866,777.00	761,922.00	-	37,000.00	-	-	-	92.17%	67,855.00	39,946.10	39,946.10
96.00 Contingency Allowances	750,000.00	6,366.00	-	110,775.06	-	-	-	15.62%	632,858.94	5,857.05	5,857.05
97.00 General Conditions	2,304,285.00	1,324,072.00	-	111,604.25	-	-	-	62.30%	868,608.75	-	-
97.60 Taxes and Insurance	634,620.00	545,018.13	-	8,509.00	-	-	-	87.22%	81,092.87	-	-
99.99 Fee	1,750,807.00	1,046,410.86	-	67,000.00	-	-	-	63.59%	637,396.14	-	-
	<b>45,521,772.00</b>	<b>27,111,879.29</b>	-	<b>1,834,958.19</b>	-	-	-	<b>63.59%</b>	<b>16,574,934.52</b>	<b>1,292,211.16</b>	<b>1,292,211.16</b>



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

Date \_\_\_\_\_ 12/7/2023

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 \$17,525.88 for architectural services for the Park View School project, to be paid from 141-76100-304-02504.

**received**  
11/27/23  
SA

**Upland Design Group Inc**

PO Box 1026  
 Crossville, TN 38557

**INVOICE**

Invoice Number: 1921 Inv. 25  
 Invoice Date: Nov 22, 2023  
 Page: 1

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

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

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

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
1921	New Putnam Co.	Net Due	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Elem. School		12/22/23

Quantity	Item	Description	Unit Price	Amount
		Const. Cost - \$45,521,772.00 x 5% (A/E Fee)= \$2,276,088.60 x 90.72% (thru 63.59% CA)= \$2,064,867.58 - less previously billed \$2,047,341.70= \$17,525.88		17,525.88
Subtotal				17,525.88
Sales Tax				
Total Invoice Amount				17,525.88
Payment/Credit Applied				
<b>TOTAL</b>				<b>17,525.88</b>

Check/Credit Memo No:



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

Date \_\_\_\_\_ 12/7/2023

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 \$19,609.20 for construction monitoring services for the new Parkview School through October 22, 2023 to be paid from 141 76100 399 000 02504 000.

*Chicago, IL*

**received**  
11-21-23  
*[Signature]*



PLEASE REMIT TO LOCKBOX  
 GEOServices, LLC  
 P.O. Box 735407  
 Chicago, IL 60673-5407

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

November 19, 2023  
 Project No: A22112.00465.000  
 Invoice No: 0001900743

Payment Terms, Net:

A22112.00465.000 Parkview Elementary School  
 Construction Monitoring Services

**Professional Services from September 18, 2023 to October 22, 2023**

Personnel

**Professional Personnel & Services**

	Hrs/Qty	Rate	Amount	
Principal Engineer	5.00	180.00	900.00	
Engineering Technician	155.00	65.00	10,318.75	
Staff Professional	14.00	95.00	1,330.00	
<b>Total Labor</b>				<b>12,548.75</b>

Laboratory

**Unit Billing**

Concrete Cylinder Cure & Compression Tes

10/1/2023	9.0 Cylinders @ 20.00	180.00	
10/10/2023	5.0 Cylinders @ 20.00	100.00	
10/22/2023	12.0 Cylinders @ 20.00	240.00	

Grout/Mortar Compression Test

10/1/2023	12.0 Tests @ 30.00	360.00	
10/1/2023	8.0 Tests @ 30.00	240.00	
10/8/2023	4.0 Tests @ 30.00	120.00	
10/10/2023	12.0 Tests @ 30.00	360.00	

**Total Units** **1.0 times** **1,600.00** **1,600.00**

Other

**Consultants**

Subcontractor Expense - Billable

9/26/2023	Contour Engineering, LLC	387.00	
9/26/2023	K&H Concrete Cutting Of Nashville, Inc.	396.00	

**Total Consultants** **1.15 times** **783.00** **900.45**

**Unit Billing**

Report Review

10/22/2023	38.0 Reports @ 20.00	760.00	
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Project	A22112.00465.000	Parkview Elementary School	Invoice	0001900743
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Trip Charge

10/22/2023

38.0 Trips @ 100.00 3,800.00

**Total Units**

**1.0 times 4,560.00 4,560.00**

**Total this Invoice 19,609.20**



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

Date \_\_\_\_\_ 12/7/2023

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 \$408,648.69 and First Horizon Bank (retainage) in the amount of \$21,507.83 for pay application #13 related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received  
11/27/23 *[Signature]*

**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: 13**

**INVOICE NO: 13**

**PERIOD: 10/20/23 - 11/22/23**

**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  
Cookeville, 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)		\$4,106,441.35
5. Retainage:		
a. 5.00% of completed work	\$204,937.18	
b. 5.00% of stored material	\$385.00	
Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$205,322.18
6. Total earned less retainage (Line 4 less Line 5 Total)		\$3,901,119.24
7. Less previous certificates for payment (Line 6 from prior certificate)		\$3,492,470.58
8. Current payment due:		\$408,648.71
9. Balance to finish, including retainage (Line 3 less Line 6)		\$838,780.73

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.

*KB*

By: \_\_\_\_\_ Date: 11-22-23

State of: Tennessee  
County of: Putnam  
Subscribed and sworn to before me this 22nd day of November 2023  
Notary Public: Felicia Jade  
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:

\$408,648.71 .69

(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: Kim Chamberlin President

Date: 11/22/23

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.

Contract Lines

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R 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				
1		General Conditions	\$268,043.00	\$209,073.54	\$21,443.44	\$0.00	\$230,516.98	\$37,526.02	\$11,525.85
2		Permits & Startup Costs	\$96,755.00	\$96,755.00	\$0.00	\$0.00	\$96,755.00	\$0.00	\$4,837.75
3		Mobilization	\$34,135.00	\$34,135.00	\$0.00	\$0.00	\$34,135.00	\$0.00	\$1,706.75
4		Allowance: Contingency	\$175,000.00	\$123,444.00	\$0.00	\$0.00	\$123,444.00	\$51,556.00	\$6,172.20
5		Allowance: Unsuitable Soils	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$5,250.00
6		Sitework	\$78,053.00	\$50,734.45	\$14,830.07	\$0.00	\$65,564.52	\$12,488.48	\$3,278.23
7		Site Utilities & Storm Drainage	\$194,964.00	\$194,964.00	\$0.00	\$0.00	\$194,964.00	\$0.00	\$9,748.20
8		Asphalt Paving	\$87,300.00	\$0.00	\$61,110.00	\$0.00	\$61,110.00	\$26,190.00	\$3,055.50
9		Concrete: Foundations	\$121,672.00	\$121,672.00	\$0.00	\$0.00	\$121,672.00	\$0.00	\$6,083.60
10		Concrete: Interior	\$141,803.00	\$141,803.00	\$0.00	\$0.00	\$141,803.00	\$0.00	\$7,090.15
11		Concrete: Exterior	\$28,800.00	\$0.00	\$6,624.00	\$0.00	\$6,624.00	\$22,176.00	\$331.20
12		Rebar Material Only	\$72,995.00	\$72,995.00	\$0.00	\$0.00	\$72,995.00	\$0.00	\$3,649.75
13		Masonry	\$916,618.00	\$614,134.06	\$0.00	\$7,700.00	\$621,834.06	\$294,783.94	\$31,091.71
14		Structural Steel	\$481,036.00	\$481,036.00	\$0.00	\$0.00	\$481,036.00	\$0.00	\$24,051.80
15		Light Gauge Metal Framing	\$98,184.00	\$93,274.80	\$0.00	\$0.00	\$93,274.80	\$4,909.20	\$4,663.74
16		Rough Carpentry	\$20,031.00	\$20,031.00	\$0.00	\$0.00	\$20,031.00	\$0.00	\$1,001.56
17		Dampproofing	\$16,286.00	\$16,286.00	\$0.00	\$0.00	\$16,286.00	\$0.00	\$814.30
18		Insulation	\$6,226.00	\$6,226.00	\$0.00	\$0.00	\$6,226.00	\$0.00	\$311.30
19		Roofing	\$426,066.00	\$383,459.40	\$0.00	\$0.00	\$383,459.40	\$42,606.60	\$19,172.98
20		Joint Sealants	\$15,500.00	\$10,075.00	\$0.00	\$0.00	\$10,075.00	\$5,425.00	\$503.75
21		Doors, Frames & Hardware	\$104,465.00	\$10,300.00	\$83,718.50	\$0.00	\$94,018.50	\$10,446.50	\$4,700.93
22		Storefront & Glazing	\$82,000.00	\$77,900.00	\$0.00	\$0.00	\$77,900.00	\$4,100.00	\$3,895.00
23		Sheetrock	\$20,500.00	\$18,450.00	\$0.00	\$0.00	\$18,450.00	\$2,050.00	\$922.50
24		Flooring	\$62,610.00	\$0.00	\$50,088.00	\$0.00	\$50,088.00	\$12,522.00	\$2,504.40
25		Acoustical Ceilings	\$86,000.00	\$46,640.00	\$0.00	\$0.00	\$46,640.00	\$41,360.00	\$2,332.00
26		Painting	\$40,351.00	\$27,438.68	\$8,877.22	\$0.00	\$36,315.90	\$4,035.10	\$1,815.79
27		Display Surfaces, Signage, FE's	\$15,099.00	\$0.00	\$14,344.05	\$0.00	\$14,344.05	\$754.95	\$717.20
28		Operable Partition	\$21,618.00	\$4,972.14	\$0.00	\$0.00	\$4,972.14	\$16,645.86	\$248.61
29		Casework	\$17,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,540.00	\$0.00
30		Mechanical: Rough-In	\$230,265.00	\$230,265.00	\$0.00	\$0.00	\$230,265.00	\$0.00	\$11,513.26
31		Mechanical: Trim-Out	\$25,585.00	\$3,837.75	\$21,747.25	\$0.00	\$25,585.00	\$0.00	\$1,279.25
32		Fire Sprinkler	\$62,000.00	\$45,260.00	\$16,740.00	\$0.00	\$62,000.00	\$0.00	\$3,100.00
33		Electrical: Rough-In	\$409,780.00	\$409,780.00	\$0.00	\$0.00	\$409,780.00	\$0.00	\$20,489.00
34		Electrical: Trim-Out	\$175,620.00	\$26,343.00	\$122,934.00	\$0.00	\$149,277.00	\$26,343.00	\$7,463.85

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		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	\$3,676,284.82	\$422,456.53	\$7,700.00	\$4,106,441.35	\$633,458.65	\$205,322.11

Grand Totals

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED		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	\$3,676,284.82	\$422,456.53	\$7,700.00	\$4,106,441.35	\$633,458.65	\$205,322.11



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

Date \_\_\_\_\_ 12/7/2023

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 Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$4,313.30 to be paid from 142-76100-707-933 for architectural services for the Upperman High School Expansion project (School Federal Program Fund-ESSER 3.0).

**received**  
11/27/23 *[Signature]*

**Upland Design Group Inc**

PO Box 1026  
 Crossville, TN 38557

**INVOICE**

Invoice Number: 2195 Inv. 11  
 Invoice Date: Nov 22, 2023  
 Page: 1

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

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

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

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
2195	Upperman HS	Net Due	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Expansion		12/22/23

Quantity	Item	Description	Unit Price	Amount
		Const. Cost \$4,739,900.00 x 5% (A/E Fee) = \$236,995.00 x 97.33% complete = \$230,667.23 - less previously paid \$226,353.93= \$4,313.30		4,313.30
Subtotal				4,313.30
Sales Tax				
Total Invoice Amount				4,313.30
Payment/Credit Applied				
<b>TOTAL</b>				<b>4,313.30</b>

Check/Credit Memo No:



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

Date \_\_\_\_\_ 12/7/2023

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 Richard C. Rinks & Associates, Inc. – Cookeville, Tennessee in the amount of \$10,932.25 for design services for the Upperman High School Roof project, to be paid from 142-76100-707-933 (ESSER 3.0).

**received**  
11-20-23  
*JK*

# 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 Rinks-Consulting.com Facsimile 931-528-5544

November 20, 2023

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

2956 Roof Replacement  
Upperman High School  
Baxter, Tennessee

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### INVOICE

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Contract Amount less \$160,000 Allowance	\$ 3,644,085.00
Design Fee (6% of Contract Amount)	\$ 218,645.10
Amount of Fee Earned to Date	
95 Percent	\$ 207,712.85
Less Previous Payments	\$ 196,780.59
	<hr/>
AMOUNT DUE	\$ 10,932.26

THANK YOU!



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

Date \_\_\_\_\_ 12/2/2023

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 Southern Roofing of TN in the amount of \$617,685.25 and First National Bank (retainage) in the amount of \$32,509.75 for pay application #2 related to the existing Park View Elementary School Roof Replacement project to be paid from the 142 76100 707 933 (ESSER 3.0).

**received**  
11-20-23  
*[Signature]*

# 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 Rinks-Consulting.com Facsimile 931-528-5544

November 20, 2023

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

Re: Roof Replacement  
Park View Elementary School  
Cookeville, Tennessee

Dear Mr. Magura:

Attached for further processing is an electronic copy of Pay Request No. 2 in the amount of \$650,195.00 from Southern Roofing Company of TN (Southern) for the above captioned project. I have signed and dated the Pay Request recommending payment.

Please pay Southern \$617,685.25 and deposit \$32,509.75 into the retainage escrow account.

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

Sincerely yours,

*Patrick Rinks*

Patrick Rinks, PE

c: Southern Roofing of TN

via email

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702

Richard C. Rinks & Associates, Inc  
 30 North Jefferson Avenue  
 Cookeville, TN 38501

**PROJECT:**

Roof Replacement of Park View Elementary School  
 23-013  
 1400 East Spring Street  
 Cookeville, TN 38506

FROM (CONTRACTOR):  
 Southern Roofing Co of TN  
 2929 Kraft Drive  
 Nashville, TN 37204

Application Number 2  
 PERIOD TO: 11/30/23  
 PROJECT NO: 23-013  
 CONTRACT DATE: 10/31/23

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 CONSULTANT

**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 1,650,409.00
2. Net change by Change Orders 0.00
3. CONTRACT SUM TO DATE (Line 1+2) 1,650,409.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) 897,873.30
5. RETAINAGE: 44,893.67
  - (Column D & E on G703) 5%
  - b.          % of Stored Material
  - (Column F on G703)
  - Total in Column I of G703) 44,893.67
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) 852,979.63
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 235,294.38
8. CURRENT PAYMENT DUE 617,685.25
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6 Total) 797,429.37

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:  Date: 11/17/23

State of: Tennessee  
 County of: Cheatham  
 Subscribed and sworn to before me this day of

Notary Public: Marissa Ball  
 My Commission expires: 8/28/2027



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 617,685.25  
 (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 conform to the amount certified.)

By:  ARCHITECT Date: 11-20-23

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		
Total approved this month	\$ -	0
<b>TOTALS</b>	\$ -	-
Net change by Change Order	\$ -	\$ -

**Continuation Sheet**

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

**Project**  
Roof Replacement of Park View Elementary School  
545 Scott Ave  
Cookeville, TN 38501

**Application Number**  
#2

**From:** Contractor  
Southern Roofing Company  
2929 Kraft Dr.  
Nashville TN 37204

**Architect**  
Richard C Rinks & Assoc, Inc  
30 N Jefferson Ave  
Cookeville TN 38501

**Application Date**  
11/30/2023

**Period To:**  
11/1/2023

11/30/2023

A Item No	B Description Of Work	C Scheduled Value	D Work Completed and Stored Material		E Work Completed From 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 To Date
			Previous Application	From This Period					
1	Mobilization	\$ 25,982.00	\$ 25,982.00	\$ -	\$ -	\$ -	\$ 25,982.00	\$ -	\$ 1,299.10
2	Bonds & Insurance	\$ 22,640.00	\$ 22,640.00	\$ -	\$ -	\$ -	\$ 22,640.00	\$ -	\$ 1,132.00
3	EPDM Roof Materials	\$ 599,896.00	\$ -	\$ 599,896.00	\$ -	\$ -	\$ 599,896.00	\$ -	\$ 29,994.80
4	EPDM Labor	\$ 251,497.00	\$ -	\$ 50,299.00	\$ -	\$ -	\$ 50,299.00	\$ 201,198.00	\$ 2,514.95
5	Shingle Roof Materials	\$ 80,414.00	\$ 80,414.00	\$ -	\$ -	\$ -	\$ 80,414.00	\$ -	\$ 4,020.70
6	Shingle Roof Labor	\$ 119,790.00	\$ 107,811.00	\$ -	\$ -	\$ -	\$ 107,811.00	\$ 11,979.00	\$ 5,390.55
7	Metal Panel Material	\$ 17,670.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,670.00	\$ -
8	Metal Panel Labor	\$ 3,548.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,548.00	\$ -
9	Soffit Materials	\$ 23,822.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,822.00	\$ -
10	Soffit Labor	\$ 11,827.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,827.00	\$ -
11	Plumbing Materials	\$ 52,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000.00	\$ -
12	Plumbing Labor	\$ 104,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,000.00	\$ -
13	Abatement Labor	\$ 66,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,000.00	\$ -
14	Roof Ladders	\$ 9,495.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,495.00	\$ -
15	Sheet Metal Materials	\$ 108,313.00	\$ 10,831.30	\$ -	\$ -	\$ -	\$ 10,831.30	\$ 97,481.70	\$ 541.57
16	Sheet Metal Labor	\$ 49,195.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,195.00	\$ -
17	Allowance	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -
18	Warranty	\$ 6,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,320.00	\$ -
19	Close Out	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,000.00	\$ -
		\$ 1,650,409.00	\$ 247,678.30	\$ 650,195.00	\$ -	\$ -	\$ 897,873.30	\$ 752,535.70	\$ 44,893.67