

Putnam County Board Meeting
June 27, 2024 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Approval of the 2024-2025 Board Meeting Dates/Agenda Deadlines and Board Work Sessions, as submitted.
 - B. Director's Personnel Report
- IV. Approval of Minutes
 - A. Minutes of the Regular June Board Meeting - Thursday, June 6, 2024, @ 5:00 PM
- V. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval of the purchase of the Dreambox Learning Math Advances for the 2024-2025 school year (personalized math intervention programs for students with disabilities) student licenses and training webinar package from Dreambox Learning - Bellevue, WA in the amount of \$12,200.00 to be paid from 141-71200-429, as submitted.
 2. Approval of payment to TRA School Software Solutions, Wilmington, North Carolina, for School Funds Online Software, accounting software and maintenance fees for twenty schools for the 2024-2025 school year in the amount of \$13,573.59 to be paid from 141-E-72510-399, as submitted.
 3. Approval of the purchase of one (1) Snap-on Hand Tool Identification and Safety Certification Kit for PCSS JACEE CTE bus from vendor Snap-on Industrial - Crystal Lake, IL, in the amount of \$11,613.60 to be paid by Perkins Basic 2024/25 grant funds. This is the only kit aligned specifically to the Tennessee Department of Education promoted NC3/Snap-on Hand Tool Identification and Safety Industry Certification, as submitted.
 4. Approval of the purchase of one (1) Industrial Wiring Training System for CHS Advanced Manufacturing classes from vendor Reletech - Nashville, TN, in the amount of \$21,995.00 to be paid by ISM (Innovative School Models) grant funds, as submitted.
 5. Approval of the purchase of 26 Dell Optiplex All-In-One computers for CHS Business & Marketing, Accounting and Virtual Enterprise classes from vendor Dell - Round Rock, TX, in the amount of \$35,181.90 to be paid by ISM (Innovative School Models) grant funds, as submitted.
 6. Approval of the purchase of 30 Dell Optiplex tower computers and 30 Dell 27" monitors for ATMS Principles of Design and Technology classes from vendor Dell - Round Rock, TX, in the amount of \$24,912.00 to be paid by ISM (Innovative School Models) grant funds, as submitted.

7. Approval of the purchase of a one-year renewal of the K-5 Quaver Music Program from Tennessee Book Company, La Vergne, Tennessee in the amount of \$17,160.00 to be paid from 141-71100-449-02117, as submitted.
 8. Approval of the purchase of a two-year renewal of Gallopade Social Studies from Tennessee Book Company, La Vergne, TN in the amount of \$58,388.02 to be paid from 141-71100-449-02117, as submitted.
 9. Approval of payment to IB, International Baccalaureate Organization New York, for 2024-2025 Annual School Fees for Cookeville High School in the amount of \$12,660.00 to be paid from 141-72210-599-02103, as submitted.
 10. Approval of the purchase of the annual replacement and growth textbooks from Tennessee Book La Vergne, Tennessee in the amount of \$50,000.00 to be paid from 141-71100-499-02117, as submitted.
 11. Approval of the purchase of Dreambox Reading Plus for the 2024-2025 school year (reading plus intervention programs for students with disabilities) student licenses and training webinar package from Dreambox Learning - Bellevue, WA in the amount of \$17,025.00 to be paid from 141-71200-429, as submitted.
 12. Approval of a payment to PowerSchool Group, LLC, for services from July 15, 2024, to July 14, 2025, in the amount of \$114,492.73 to be paid from 141-E-72110-399-000-00000-000, Other Contracted Services (General Purpose School Fund), as submitted.
 13. Approval of payment to TRA School Software Solutions, Wilmington, North Carolina, for School Funds Online Software, accounting software and maintenance fees for twenty schools for the 2024-2025 school year in the amount of \$13,573.59 to be paid from 141-E-72510-399.
 14. Approval to purchase public safety DAS/distributed antenna system components for emergency responder radio communications from Graybar Electric, Nashville, TN, via pricing on the OMNIA Partners Contract #EV-2370, for the new Park View School building project, in the amount not to exceed \$53,045.60; with the antenna and cabling installation services to be purchased from Advanced Communication Services, Sparta, TN, in the amount not to exceed \$10,000, to be paid from: 141-76100-799-000-02504-000.
 15. Approval of payment to Skyward - Stevens Point, WI in the amount of \$75,608.00 to be paid from 141-72510-399 for the Accounting and HR Software Annual License fee from July 1, 2024 (General Purpose School Fund).
 16. Approval of a payment to Civil Engineering and Surveying, LLC for civil engineering for the softball and soccer fields at ATMS in the amount of \$10,000.00 to be paid from 141-72620-799, Other Capital Outlays (General Purpose School Fund).
- B. Bids/Quotes/Sealed Bids/RFPs
1. Approval to solicit bids for a post-frame barn for Veterinary & Animal Science agriculture classes at Upperman High School to be funded by ISM (Innovative School Models) grant funds, as submitted.

2. Approval for the request to solicit bids for the framing and finishing materials and labor for the CTE structural systems/construction building projects for the 2024-2025 school year at Cookeville High Schools, Upperman High School and White Plains Academy to be funded by each school's VIP (Vocational Improvement Project) account, as submitted.
 3. Approval to accept the bid from King Construction in the amount of \$1,333,800.00 to construct the Avery Trace Softball Field, which includes Alternate 1, 2, 5 and 6.
 4. Approval to accept the custodial bid including Alternate 1 from ABM Education of Nashville, Tennessee for \$303,829.31 per month, which includes the increase for the new Park View School. The time period is from July 1, 2024, through June 30, 2025.
- C. Budget Amendments/Line Item Transfers
1. General Purpose School Budget Amendments - Fund 141
 - a. Finance - To adjust budget for year-end cleanup
 - b. Teaching and Learning - To budget for Governor's Early Literacy Foundation Grant for WOW Bus - July 1, 2024 to June 30, 2026
 - c. Career and Technical Education - To move monies to pay for CHS CTSO minivan
 - d. Finance - To adjust budget for year-end cleanup
 - e. Student Services - Budget for donations received for student services
 - f. Career and Technical Education - Budget for training system for CHS automotive, STEM and PLTW
 - g. Finance - To correct budget amendment for new Parkview School construction from 6/6/24
 2. General Purpose School Line Item Transfers - Fund 141
 - a. Special Education - To reallocate funds to meet actual expenditures
 3. Federal Projects Budget Amendments - Fund 142
 - a. Federal Programs - This TN ALL Corps Amendment is needed to cover salaries in the 2023-2024 school year
 - b. Career and Technical Education - To move monies to pay for year-end in-direct costs
 - c. Federal Programs - This RSC Grant amendment is required in order to allocate funds accordingly
- D. Approval of Out-of-County and Overnight Trip Reports (None Submitted)
- E. Approval of Grant Report
- F. Other
1. Approval to accept playground equipment project purchase from Prescott Middle School's PTO in the approximate amount of \$49,771.74, as submitted.
 2. Approval of the Medical, Dental and Vision Insurance Rates for the 2025 calendar year, as submitted.
 3. Permission to reject all bids for the Cookeville High School Softball Hitting Facility project and to re-bid the project.
 4. Approval of the FY2025 Consolidated Application, as submitted.

5. Approval to renew Title I Crate from 86 Technologies per BuyBoard contract #661-22 and quote in the amount of Eleven thousand dollars (\$11,000.00) to be paid from Consolidated Administration budget line 142-72210-399-011.
6. Approval to enter into an agreement with J&B CounterTops, Cookeville, TN for the installation of solid surface countertops at Avery Trace Middle School in the amount of \$12,147.60 to be paid for from 141-72620-399, as submitted.
7. Approval to enter into an agreement with Kone, Nashville, TN for the repair of the elevator (as noted in scope of work attached) on an emergency basis at Prescott South Middle School in the amount of \$19,760.78 to be paid for from 141-72620-399, as submitted.
8. Approval of a \$20.00 monthly stipend for cell phone usage for Extended Learning Program Coordinator, Brenda Hughett effective July 1, 2024 through June 30, 2025 (per policy 3.3001, use of Cellular Phones), as submitted to be paid from 141-73300-02003 and 142-73300-432.
9. Approval of the attached research request for Kudakwashe Mandebvu, a graduate assistant in curriculum and instruction at Tennessee Tech University. The purpose of the study is to explore preschool teachers' perceptions of self-efficacy as they deliver social emotional learning instruction to their preschool students.
10. Approval to amend the SY 24/25 and SY 25/26 calendars approved during the May 2, 2024, Board Meeting to show accurate End of 9 Weeks summaries. No changes to already approved Inservice days, school days, breaks, or holidays involved.
11. Approval of both the Agreement to Administer the School Nutrition Program and the Local Agriculture Products Compliance Plan for the School Year 24-25, due annually for School Nutrition Programs.
12. Approval of the Student Teacher Partnership Agreement between the Western Governors University and the Putnam County School System effective 7/1/24 - 6/30/25.
13. Approval of the Data Sharing Agreement in order for Putnam County Schools and Curriculum Associates to provide iReady Math and Reading student data (including assessment, instruction, demographic, and class schedule information) to Ellevation Education.
14. Approval of the Data Sharing Agreement in order for Putnam County Schools and Flashlight Learning to provide progress monitoring student data (including assessment, instruction, demographic, and class schedule information) to Curriculum Associates (Ellevation).
15. Approval to enter into an agreement with Volunteer State Community College, Gallatin, TN to provide dual enrollment and middle college courses for the Fall 2024-Spring 2025 school year, per student needs. To be paid from VITAL 141-71100-399-01501.
16. Consider approval for the School Nutrition Program to participate in the Community Eligibility Provision (CEP) for the SY 2024-2025: Avery Trace Middle, Baxter Primary, Burks Elementary, Cane Creek Elementary,

Cornerstone Elementary, Jere Whitson Elementary, Monterey High, Northeast Elementary, Park View Elementary, Sycamore Elementary, Upperman Middle and White Plains Academy.

CEP is a universal meal plan under the National School Lunch Program (NSLP) permitting eligible districts and schools to provide meal service to all students a ton charge regardless of economic status (Section 104a of the Healthy, Hunger-Free Kids Act). Household information surveys will be encouraged as the socioeconomic data they contain help determine eligibility for other programs that help support students.

17. Approval to engage in a one-year contract with ParentSquare, Inc. for \$69,912.50 for communication services which include website, two-way communication, mass communications, app, etc. for the 2024-2025 school year to be paid from, 141-72310-599.
18. Approval of the Athletic and Activity Supplement amounts and guidelines for the 2024-2025 school year.
19. Approval of the 2024-2025 Certified Salary Scales, as submitted.
20. Approval of Classification Charts and Pay Scales for both Hourly and Professional Non-certified Employees for the 2024-2025 school year.
21. Approval of the Substitute Teachers and Substitute SPED/Pre-K Assistant rates for the 2024-2025 school year.
22. Approval to renew subscription for Gaggle, a K-12 student digital safety platform, from 7/1/24 to 6/30/25, per contract #: Sevier County Schools - Contract 011522SCS from Central Technologies, Inc., Knoxville, TN, per attached quote # 020839 in the amount of \$69,178.25 to be paid from: 141-71100-722-01607.
23. Approval to enter into an agreement with United Rentals, Cookeville, TN for the purchase of a scissor lift for system-wide use by the Facilities Department in the amount of \$21,763.46 to be paid for from 141-72620-717.
24. Approval to renew subscription for Jamf Pro licenses, a Device Management platform for macOS computers, from Jamf, Inc., Minneapolis, MN, per quote # Q-912082 for the term of 7/21/24 to 7/20/25, in the amount of: \$24,600.00, to be paid from: 141-71100-722-01607.
25. Approve adoption of a new Visitor's Code of Conduct for the Putnam County School System effective starting on July 1, 2024.

VI. Policy

- A. Board Policy 3.404, Private Vehicles.

VII. Discussion/Presentation

- A. Early Registration and Enrollment Update
Speaker(s): Chris Pierce, Attendance Supervisor
- B. Building Projects
 1. Park View School Project Update

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

a. Park View School Action Items

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

1. Approval to pay American Constructors, Inc. in the amount of \$1,249,388.18 and Pinnacle Bank (retainage) in the amount of \$57,361.91 for pay application #22 related to the Park View School project with \$379,069.87 to be paid from the Putnam County Bond Issue and \$927,680.22 to be paid from 141-76100-706-02504.

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

2. Approval to pay Upland Design Group, Inc. - Crossville, Tennessee, in the amount of \$12,973.70 for architectural services for the Park View School project, to be paid from 141-76100-304-02504.

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

2. Upperman High School Expansion Project Update

a. Upperman High School Expansion Project Action Items

1. Approval to pay King Construction Group, Inc. in the amount of \$25,294.70 and First Horizon Bank (retainage) in the amount of \$1,331.30 for pay application #20 related to the Upperman High School Addition project to be paid from 142-76100-707-933 (ESSER 3.0)
2. Approval of a payment to Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$138.65 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).
3. Approval to release the final retainage to King Construction for the Upperman High School Expansion project in the amount of \$101,194.59.
4. Approval of Change Order 001 to the King Construction contract for the Upperman High School expansion project to reduce the contract amount by \$3,388.85.

3. Existing Park View Elementary School Update

a. Existing Park View School Action Items

1. Approval to pay Southern Roofing of TN in the amount of \$192,912.89 and First National Bank (retainage) in the amount of \$10,153.31 for pay application #9 related to the existing Park View Elementary School Roof Replacement Project to be paid from 142-76100-707-933 (ESSER 3.0).

VIII. Adjournment

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Personnel Report For June 2024

NEW HIRES		FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
LAST NAME	PEEK	Carline	PSES	SAC Activity Instructor	5/21/24	146-E-73300-189-000-01800-000	5.7	n/a
	GENTRY	Karley	PSES	SAC Activity Instructor	5/20/24	146-E-73300-189-000-01800-000	5.7	n/a
	KASTENSMIDT	Hannah	CsES	Grade 3 Teacher	7/25/24	141-E-71100-116-000-00000-015	7.5	Madison Jones vacant position of Jennyfer McDaniel
	SIROBEL	Sophia	MHS	Spanish Teacher	7/25/24	141-E-71100-116-000-00000-055	7.5	
	HANNA	Evelyn	CHS	Grade 9-12 English Teacher	7/25/24	141-E-71100-116-000-00000-037	7.5	Jessica Wilhite
	SALDANA	David	PSMS	Grade 5-8 Music/Chorus Teacher	7/25/24	141-E-71100-116-000-00000-100	7.5	Ashley Francis
	HILDREATH	Hannah	PSMS	Grade 8 Science Teacher	7/25/24	141-E-71100-116-000-00000-100	7.5	Caillin Berta
	BUTLER	Gracie	UMS	Grade 6 ELA Teacher	7/25/24	141-E-71100-116-000-00000-110	7.5	Devine Weekes
	ARNOLD	Luanne	AMS	SPED Extended Resource Assistant	7/30/24	142-E-71200-163-906-00000-008	7	Phyllis Nash
	HARVIN	Kyra	ATMS	Future Ready Teacher Assistant	7/24/24	141-E-71100-163-000-00000-006	7	new position
	STORY	Samuel	ATMS	Assistant Principal	7/11/24	141-E-72410-139-000-00000-065	7.5	Cliff Matlock
	SMITH	Faith	PSES	SAC Activity Instructor	5/28/24	146-E-73300-189-000-01800-000	5.8	n/a
	HARVILLE	Emily	CsES	Grade 2 Teacher	7/25/24	141-E-71100-116-000-00000-015	7.5	Sara Gagliardi
REHIRES		FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
LAST NAME	GALLAGHER	Joseph	CHS	Grade 9-12 Math Teacher	7/25/24	141-E-71100-116-000-00000-037	7.5	Keyla Brown
	KIRBY	Valarie	JWES	Grade 4 Teacher	7/25/24	141-E-71100-116-000-00000-050	7.5	Sydney Lockmiller
	RENNER	Abbigail	PSES	SAC Activity Instructor	5/20/24	146-E-73300-189-000-01800-000	5.8	n/a
	SHELLTON	David	UMS	Grade 8 ELA Teacher	7/25/24	141-E-71100-116-000-00000-110	7.5	Megan Senn
TRANSFERS		FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
LAST NAME	CAMPBELL	Justin	AP @ PSMS	Principal @ UHS	8	7/1/24	141-E-72410-104-000-00000-090	Stephen Robbins
	KLINE	Abbi	TN All Corp Tutor	Kindergarten Teacher @ NES	7.5	7/25/24	141-E-71100-116-000-00000-057	David A Smith
	MAYNOR	Emily	Grade 7 Math @ AMS	Grade 7 Math @ UMS	7.5	7/25/24	141-E-71100-116-000-00000-110	David M Smith
	WARREN	Amanda	covering a LOA in Grade 5 Math @ AMS	FT Grade 7 Math @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-017	Emily Maynor
	GORE	Sada	Grade 6 SS Teacher @ AMS	Grade 5 SS Teacher @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-008	Karen Helton
	BURLISON	Morgan	Grade 3 Teacher @ JWES	RTI Teacher @ JWES	7.5	7/25/24	141-E-71100-116-101-00000-050	Caren Bates
	SMITH	David	Kindergarten @ NES	Grade 3 Teacher @ JWES	7.5	7/25/24	141-E-71100-116-000-00000-050	Audrie Garton
	HUFFINE	Brenda	FT Grade 9-12 VITAL Lab Facilitator	PT Grade 3-8 VITAL Lab Facilitator	5.8	7/25/24	141-E-71100-163-000-00000-000	Kerri Schuller
	KOST	Tiffany	Grade 2 Teacher @ JWES	Grade 3 Teacher @ JWES	7.5	7/25/24	141-E-71100-116-000-00000-050	Courtney Allen
	HARRISON	John	Grade 6 Math @ AMS	Grade 6 SS @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-008	Sada Gore

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Crooks	Natalie	Grade 1 Teacher @ BPS	Grade 6 Math/Science Teacher @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-008	Releigh Hadden/Sierra Smith
R	Kavsha	PreK Teacher @ AES SPED PreK Assistant @ NES	PreK Teacher @ NES	7.5	7/25/24	141-E-73400-116-000-02005-057	Lauren Dickens
Lovrekovic	Nancy	SAC Site Director @ Burks	SPED SW Related Services Assistant	7	7/30/24	141-E-71200-163-000-00000-000	Lella Turner
Polk	Christopher	SPED Resource Teacher @ Burks	SPED CDC Teacher @ PSMS	7.5	7/25/24	141-E-71200-116-000-00000-100 141-E-71100-116-40%	Rebecca Maynard
Adkins	Michael	Sub	SPED Tracs Teacher @ WPA	7.5	7/25/24	141-E-71100-116-000-00000-060	Anthony Mapes
Cannon	Jordan	NES AP	SPED PreK Teacher @ PSES	7.5	7/25/24	141-E-71200-116-000-00000-095	Ashley Clemons
Harvick	Sara	SPED Tracs Teacher @ WPA	SPED Resource Teacher @ Burks	7.5	7/25/24	141-E-72410-139-000-00000-025	Stephanie Hudson
Polk	Tara	AP @ PSES SPED PreK Teacher @ CCES	AP @ NES	7.5	7/1/24	141-E-72410-139-000-00000-057	Michael Adkins
Hudson	Stephanie	SPED PreK Teacher @ CCES	SPED Resource Teacher @ UHS	7.5	7/25/24	141-E-71200-116-000-00000-090	Sara Harvick
Crisp	Kendra	Grade 3 Teacher @ JWES	SPED Resource Teacher @ UHS	7.5	7/25/24	141-E-71200-116-000-00000-090	Aaron Casey
Mattlock	Joseph	AP @ ATMS	Grade 7 Social Studies Teacher @ UMS	7.5	7/25/24	141-E-71100-116-000-00000-110	Caleb Bates
Nash	Breanna	Grade 5 ELA Teacher @ AMS	Grade 7 ELA Teacher @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-008	Layne Bussell
Hubbard	Richard	Grade 7/8 Math Teacher @ UMS	Grade 8 Math Teacher @ AMS	7.5	7/25/24	141-E-71100-116-000-00000-008	Vicky Phillips
Allen	Courtney	Grade 3 Teacher @ JWES	Grade 2 Teacher @ JWES	7.5	7/25/24	141-E-71100-116-000-00000-050	Whitney Cooper
Cooper	Whitney	Grade 2 Teacher @ JWES	Kindergarten Teacher @ JWES	7.5	7/25/24	141-E-71100-116-000-00000-050	Cassie Roland
Dickens	Lauren	PreK Teacher @ NES	Grade 1 Teacher @ NES	7.5	7/25/24	141-E-71100-116-000-00000-057	Erin Hill
Krantz	Delanie	Tutor	SPED PreK Teacher @ CCES	7.5	7/25/24	141-E-71200-116-000-00000-030	Kendra Crisp
Chastain	Cloie	Sub	SPED 1x1 Assistant @ UHS	7	7/30/24	141-E-71200-163-000-00000-090	Rita Smith
Apple	Wendy	Sub	VITAL Teacher Assistant	7	7/30/24	141-E-71100-163-000-00000-000	Brenda Huffine
Underwood	Jordan	Supplement/Sub	Grade 5 Social Studies Teacher @ PSMS	7.5	7/25/24	141-E-71100-116-000-00000-100	Robert Allen
Miller	Daria	RTI Teacher Assistant @ CHS	Grade 5/6 SS/Science Teacher	7.5	7/25/24	141-E-71100-116-000-00000-065 141-E-71300-116-000-02518-090	Molly Gore
Stevenson	Tonya	SPED Tracs Assistant @ PSES	CTE Cosmetology/Aesthetics Teacher @ UHS	7.5	7/25/24	(100% for 24/25)	new position
Joyner	Alexis	Leaps	Grade 2 Teacher covering 1vr LOA @ PSES	7.5	7/25/24	141-E-71100-116-000-00000-095	Caroline Wendt
Doss	Kimberly	Leaps	SW ESL Teacher	7.5	7/25/24	141-E-71100-116-000-00000-000	Adriana Salinas
Spears	Michael	Spanish Teacher @ UMS Guidance Counselor @ PSES	Spanish Teacher @ CHS	7.5	7/25/24	141-E-71100-116-000-00000-037	Nadine Jones
Robbins	Wendy	Guidance Counselor @ PSES	Guidance Counselor @ PSES	7.5	7/25/24	141-E-72130-123-000-00000-060	added position
Rathunde	Amanda	PreK Assistant @ NES PT CES/PPT PSES School Counselor	Teacher Assistant @ NES	7	7/30/24	141-E-71100-163-000-00000-057	Judy Roberts
Walker	David	TA @ UMS	FT CES School Counselor	7.2	7/1/24	141-E-72130-123-000-00000-035	hichn chgd from pt to ft
Burroughs	Tiffany	TA @ UMS	Future Ready TA @ UMS	7	7/24/24	141-E-71100-163-000-00000-006	new position
Gragee	Tina	Grade 7 Math @ ATMS SPED Tracs Assistant @ PSMS	Grade 6 Social Studies @ ATMS	7.5	7/24/24	141-E-71100-116-000-00000-065 141-E-71200-163-80%	Gabrielle Lacey Givens
Hart	Angela	SPED Tracs Assistant @ PSMS	SPED Tracs Assistant @ PSES	7	7/30/24	141-E-71100-163-2-%	Tonya Stevenson

RESIGNATION								
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE				
Harris	Cameron	AES	SAC Activity Instructor	6/3/24				
Guinn	Dana	BPS	School Nutrition Employee	5/22/24				
Brown	Kayla	CHS	Grade 9-12 Math Teacher	5/24/24				
Hill	Erin	NES	Grade 1 Teacher	7/1/24				
Schuyler	Kerri	VITAL	Grade 3-8 Lab Facilitator PT	6/1/24				
Bratton	Hannah	JWES	Grade K-4 Music Teacher	5/24/24				
Winebarger	Kimberly	WPA	SPED Tracs Assistant	5/24/24				
Epley	Sara	NES	Grade 1 Teacher	6/1/24				
Sparkman	Kimberly	AES	1x1 Deaf Interpreter	5/24/24				
Bates	Caren	JWES	RTI Teacher	5/24/24				
Willis	Alicia	ATMS	Grade 7 Math Teacher	5/24/24				
Maynard	Rachel	BPS	PreK Assistant	6/28/24				
Eilrod	Jenny	MHS	Grade 8 ELA Teacher	6/4/24				
Bowman	Patricia	UHS	School Nutrition Employee	5/22/24				
RETIREMENT								
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE				
Hellon	Karen	AMS	Grade 5 Social Studies Teacher	6/30/24				
TERMINATIONS								
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE			
Duncan-Lyle	Kathryn	AMS	SPED Resource Assistant	7	5/24/24			
Washburn	Shirley	Central Office	SPED Assistant Systemwide after retirement	7	5/24/24			
Marthin	Angelina	JWES	School Secretary	8	5/31/24			
NON-RENEWALS								
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE			
Neff	Sarah	Burks	PreK Teacher	7.5	5/24/24			
Maynard	Rebecca S	PSMS	SPED CDC Teacher	7.5	5/24/24			
Bates	Caleb	UMS	Grade 7 ELA Teacher	7.5	5/23/24			
Weekes	Devinne	UMS	Grade 6 ELA Teacher	7.5	5/23/24			
Wilkinson	Kelsey	UMS	Grade 6 Science Teacher	7.5	5/23/24			
Salinas	Adriana	Central Office	SW ESL Teacher	7.5	5/24/24			
Phillips	Vicky	AMS	Grade 7/8 Math Teacher	7.5	5/24/24			
Enix	Jonathan	WPA	RTI Teacher	7.5	5/24/24			

PAY CHANGE		FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE	FUNDED	Rate of Pay
LAST NAME								
ADDITIONAL HOURS								
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE	FUNDED	Rate of Pay	
White	Margaret	VITAL	2 week administration supplement (Assistant Principal)	7.5	7/1/24	141-E-71100-116-000-00000-006	n/a	
Gore	Molly	STAR Center	will be working summer camp for Leaps @ \$30/hr	3	5/28/24	141-E-73300-189-000-02003-000	\$30.00	
Hadlock	Judy	STAR Center	will be working for 21st CCLC summer camps @ \$30/hr	3	5/28/24	142-E-73300-116-431-00000-000	\$30.00	
Hadlock	Thomas	STAR Center	will be working for 21st CCLC summer camps @ \$30/hr	3	5/28/24	142-E-73300-116-431-00000-000	\$30.00	
West	Rhonda	Burks	SIC Teacher to be paid \$45/hr or \$360 per day	8	5/28/24	141-E-71100-116-000-02508-000	\$45.00	
Phillips	Kristen	CCES	SIC Nurse to be paid \$20/hr or their current rate of pay, whichever is higher	7.5	5/28/24	141-E-72120-131-000-02508-000	\$20.00	
Nabors	Robyn	Adult Ed	teaching the distance ed class on Saturdays & evenings NTE 7hrs per week @ \$30/hr	1.5	5/30/24	141-E-71600-116-000-01002-000	\$30.00	
Schalle	Trina	Food Services	working summer feeding NTE 5hrs per day Through June 21st	5	6/3/24	143-E-73100-165-000-00200	\$20.00	
Commerder	Jennifer	Food Services	working summer feeding NTE 5hrs per day Through June 21st	5	5/29/24	143-E-73100-165-000-00200	\$20.00	
Hutton	Kaitlyn	AES	from PT to FT School Counselor	7.5	7/1/24	141-E-72130-123-000-00000-005	n/a	
INCREASE IN HOURS								
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING	
Tallent	Brenda	6hrs per day Bus Driver	4hrs Bus Driver 4hrs Field Trip Coordinator	8	5/1/24	141-E-72710-146-000-00000-000	Roy Evers	
DECREASE IN HOURS								
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING	
Nabors	Robyn	Assistant Principal of VITAL role & Grade 9-12 VITAL Teacher	Grade 9-12 VITAL Teacher	7.50	6/30/24	141-E-71100-116-000-00000-000	n/a	
OTHER								
LAST NAME	FIRST NAME	LOCATION	POSITION	HOURS	EFFECTIVE DATE			
Stewart	Jonathan	CHS	Announcer for home games track wages \$262.10	7.5	5/20/24			
Craig	Jeremiah	CHS	Lighting at spring concert wages \$174.75	7.5	5/20/24			

Seagrave	Emma	PSMS	Master's Diploma	7.5	5/20/24
Williams	Joseph	ATMS	Teaches percussion to band \$970.45 stipend a sub who will be working the summer camp for nutrition through the month of June \$20/hr	8	5/24/24
Taylor	Faye	Food Services	remove interim from Title, Ben Herron will be the Principal at WPA, no change in salary	5	5/28/24
Herron	Benjamin	WPA	remove interim from Title, Ms. Karen will be the Principal at CHS, no change in salary	8	7/1/24
Trentham	Karen	CHS		8	7/1/24
Cobble	Hailey	GES	EDS Degree Received = \$2,600	7.5	5/22/24
Loggins	Lacy	BPS	Conducted SLC Meeting \$100	7.5	5/20/24
Painter	Allison	Central Office	SLC Pre-K scheduling, planning, & ordering materials. \$500 flat pay	8	5/28/24
Gillmore	Rachel	Central Office	SLC facilitating, planning & scheduling tutoring for SLC Gross Pay \$4825.01	8	5/28/24
Caine	Adam	UHS	\$350 wages for mowing practice and game field for May	7.5	5/31/24
Williams	Jackson	AMS	Master's Degree	7.5	5/31/24
Bussell	Melanie	Central Office	Monthly cell phone stipend \$20 for 2024-2025 school year. Approved @ June 06, 2024 Board Meeting item #VI.F.15	7	7/1/24
Reeves	Ashley	PSMS	Tutor for 7.6 days of SLC @ \$360 per day from TN All Corp funds & remaining 8.4 days @ \$360 from ESSER funds	7.5	5/27/24

SPREADSHEETS:

Summer School SPED Employees	PCF #1 & Spreadsheet
Summer School Credit Recovery	PCF #2 & Spreadsheet
SCL Cafés Managers	PCF #3 & Spreadsheet
SCL Cafés Workers	PCF #4 & Spreadsheet
Nutrition Summer Employees	PCF #5 & Spreadsheet
ESY additional hours/funding/rate of pay for each employee	PCF #6 & Spreadsheet
23-24 Mentor Stipend	PCF #7 & Spreadsheet

Name Key: JULIA TAM000 Name: JULIAN, TAMMY R.

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#1

NEW HIRE NAME: SEE ATTACHED SPREADSHEET - ESY True Time

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: CENTRAL OFFICE

Employee Type Code: 12SPT

OR Employee's Name: TAMMY R JULIAN

* REASON FOR ACTION: ADDITIONAL HOURS

* EFFECTIVE DATE: 05/28/2024

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

CERTIFICATION/ENDORSEMENT:

HIGHLY QUALIFIED MET -

* REPLACING: NA - Additional hours for ESY May 28-June 18, 2024

* MONTHS WORKED PER YEAR: 12

* HOURS WORKED PER DAY: 8.0

POSITION FUNDED: See attached

Type of Funding: SPED

* NOTES: See attached spreadsheet additional hours/funding/ rate of pay for each employee - ESY (May 28-June 18, 2024). Will clock in/out on True Time

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

ESY May 29-June 18, 2024

Set up
5/28/2024

TEACHERS 141-71200-116			rate/hr	NTE Hours
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Sign in on True Time

1	Jordan Bussell	PreK	\$45.00	69.5
2	Christie Leftwich	PreK	\$45.00	69.5
3	Juliann Johnson	K-1	\$45.00	69.5
4	Delanie Krantz	Elem 2-4	\$45.00	69.5
5	Rhonda Lee	Middle	\$45.00	69.5
6	Amber Hargis	Highschool	\$45.00	69.5
7	Katrina Thompson	Speech Teacher	\$45.00	67.5

EA 141-71200-163

Sign in on True Time Whichever is higher NTE hours

1	Keri Lineberry	PreK	At Rate or \$20 per Hour	67.5
2	Robin Hanks	PreK	At Rate or \$20 per Hour	67.5
3	Carla Johnson	PreK 1x1 Crisis	At Rate or \$20 per Hour	40.5
4	Louise Angulo	K-1	At Rate or \$20 per Hour	67.5
5	Nikita Burnell	K-1	At Rate or \$20 per Hour	67.5
6	Janet Whitehead	2-4 Elem	At Rate or \$20 per Hour	67.5
7	Kaitlin Mabe	2-4 Elem	At Rate or \$20 per Hour	67.5
8	Tabitha Evans	Middle	At Rate or \$20 per Hour	67.5
9	Shelly Hammontree	Middle	At Rate or \$20 per Hour	67.5
10	Jenny Titsworth	Crisis	At Rate or \$20 per Hour	67.5
11	Haley Hickey	Crisis	At Rate or \$20 per Hour	67.5
12	Wendy Western	High School	At Rate or \$20 per Hour	67.5
13	Cindy Jackson	High School	At Rate or \$20 per Hour	67.5

141-71200-163-02152

Sign in on True Time Whichever is high NTE hours

1	Madyson Dallas	Pre-K assistant	At Rate or \$20 per Hour	67.5
2	Rhonda Taylor	Pre-K assistant	At Rate or \$20 per Hour	67.5

Name Key: **KEY LAN000** Name: **KEY, LANCE R.**

**PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM**

NEW HIRE NAME: **Summer School Credit Recovery** Employee's Name: **LANCE R KEY**
STREET ADDRESS: _____ OR _____

CITY, STATE ZIP: _____

CONTACT NUMBER: _____

* LOCATION: **VITAL**

Employee Type Code: **CERT**

* REASON FOR ACTION: **ADDITIONAL HOURS**
* EFFECTIVE DATE: **05/28/2024**

HIGHLY QUALIFIED MET -

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

* REPLACING: **n/a**
* MONTHS WORKED PER YEAR: **11.5**
* HOURS WORKED PER DAY: **7.0**
POSITION FUNDED: **141 E 71100 116 000 00000 000**
Type of Funding:

* NOTES: **SUMMER SCHOOL PAY. SHEET ATTACHED.**

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

2024 VITAL Summer School PCF-Summer (Information & Hours)

Information:
 The Cookeville area high school/middle school credit recovery will take place at Cookeville High School. All other HS & 8th grade MS summer programs will take place at their respective high schools.

Administrators:
 Sam Brooks, Lance Key, Adam West, & CHS, UHS, MHS Admin on duty HS/MS Summer School Grades 8-12 Credit Recovery will use Edgenuity

Credit Advancement - Only VITAL Elective courses including Personal Finance, PE, Economics & Government will be offered.

Dates & Information: Credit Recovery May 28 - June 28, Credit Advancement May 28 - June 28. Credit Recovery Registration for all students will be completed and is **REQUIRED** for enrollment. School counselors will fill out a Google Sheet to register students for credit recovery. Credit Advancement registration will be completed on May 28 at the student's school. Summer school payment for credit advancement will be accepted at the schools on May 28 to May 31 from 9:00 am - 11:00 am.

Personal Finance online via video (asynchronously or Zoom with Judy)	Credit Advancement Orientation will be given at the beginning of the online course. No student will be put into a course until payment is received.	Credit Recovery Orientation will be given within the credit recovery course			
Tuesday, May 28 - First day of classes for credit advancement courses.					
Friday, June 28 - End of Summer School for all VITAL online summer classes. Middle School 8th grade credit recovery will end on June 21. First day of classes for credit recovery students is May 28.					
Friday, June 28 - End of Summer School for all VITAL online summer classes.					

Middle School Summer School (CHS) - Grade 8 Credit Recovery - Edgenuity Sam Brooks/CHS Admin - Administrator Tuesday, May 28 - Friday, June 21 (18 day term with 1 registration day) 7:30 a. m. - 12:30 p.m.

All Summer School labs will be open from 8 am - 12 pm daily with breakfast and lunch available

Funding Mechanism

ONE lab open at each site
Cookeville High

Tamara Bib
 Lauri Sweeney
 Barbie Cook

Upperman

Becky Maynard

Monterey

Bethany Buckner

Summer HOURS	45.00/hour (5 hours daily)	Pay-out	Checked for Accuracy by Sam Brooks
as needed	120	\$5,400.00	<input type="checkbox"/>
	120	\$5,400.00	<input type="checkbox"/>
	\$20/hr	#VALUE!	<input type="checkbox"/>
	120	\$5,400.00	<input type="checkbox"/>
	120	\$5,400.00	<input type="checkbox"/>

2024 VITAL Summer School PCF-Summer (Information & Hours)

Middle School @ CHS

Robin Livingston

Middle School Facilitator

90

\$1,800.00

Credit Recovery Summer School TOTALS

#VALUE!

Bonuses cert \$500 for working all 19 days/ noncert @\$250 for 14 days

4 student minimum Enrollment for classes

Actual payout will be based on the number of students in the class. Could be lower or a little higher than the estimate

Judy Schinbeckler

Personal Finance

per contract based on the number of students

per contract based on the number of students

John Apple
Adam West
Lance Key

Government/Economics
Physical Education
Personal Finance

per contract based on the number of students
per contract based on the number of students

Total

Online TOTALS for 2024 Summer Online Credit Advancement Offerings

\$0

Total for all 2024 Summer School Payout #VALUE!

Pay Per Student	
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
MAX-	\$6000

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: **SLC Cafe Managers**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12CER**

OR Employee's Name: **BRIDGETT CARWILE**



* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **05/28/2024**

HIGHLY QUALIFIED MET -

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

CERTIFICATION/ENDORSEMENT:

* REPLACING: **NA**

* MONTHS WORKED PER YEAR: **9**

* HOURS WORKED PER DAY: **7.0**

POSITION FUNDED: **141 E 73100 105 000 02508 000**

Type of Funding:

* NOTES: **SLC Cafeteria Managers pay \$25 per hour or their rate of pay, whichever is higher. Additional \$250 stipend for working all 16 days \$200 for 15 days and \$150 for 14 days**

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

School Nutrition Managers**School**

Heather Trevathan

Burks

Elizabeth Miller

PSMS

Rebecca Morgan

BPS

Loretta Gentry

CCES

Eleisha Burton

JWES

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: SLC Cafe Workers

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: FOOD SERVICES

Employee Type Code: 12CER

OR Employee's Name: BRIDGETT CARWILE

#4

* REASON FOR ACTION: ADDITIONAL HOURS

* EFFECTIVE DATE: 05/28/2024

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

CERTIFICATION/ENDORSEMENT:

HIGHLY QUALIFIED MET -

* REPLACING: NA

* MONTHS WORKED PER YEAR: 9

* HOURS WORKED PER DAY: 5.0

POSITION FUNDED: 141 E 73100 165 000 02508 000

Type of Funding:

* NOTES: SLC Cafeteria Workers pay at \$20 per hour or
their current rate of pay, whichever is higher.
Additional \$250 stipend for working all 16 days.

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

School Nutrition Employees**School**

Karen Whittaker	Burks
Kathy Oliver	Burks
Susan Muilenburg	Burks

Mary Beth Monroe	PSMS
Teresa Harness	PSMS
Amy Phillips	PSMS

April Hawkins	BPS
Melissa Hodnett	BPS
Wanda Swartz	BPS

Sarah Cantrell	CCES
Kelsey O'Conner	CCES
Reghan McLane-Cantrell	CCES

Trisha Garrett	JWES
Jennifer Hancock	JWES
Sandi Everett	JWES

Name Key: BRADFSTA000 Name: BRADFORD, STACY M.

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#5

NEW HIRE NAME: Nutrition Summer Employees

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: FOOD SERVICES

Employee Type Code: 12SPT

Employee's Name: STACY MARIE BRADFORD

OR

* REASON FOR ACTION: OTHER

* EFFECTIVE DATE: 05/28/2024

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

CERTIFICATION/ENDORSEMENT:

HIGHLY QUALIFIED MET -

* REPLACING: SUMMER FEEDING WORKERS

* MONTHS WORKED PER YEAR: 9

* HOURS WORKED PER DAY: 5.0

POSITION FUNDED: 143 E 73100 165 000 00200 000

Type of Funding:

* NOTES: Please see attached list of Summer employees for School Nutrition that is working May 28 - June 21st. Special notes are listed in the sheet for pay rates and dates those special rates apply.

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

SUMMER FEEDING EMPLOYEES

CODE ALL TO 143 E 73100 165 000 00200

PAY RATES FOR MAY 28-JUNE 21 ONLY, then back to reg hrly rate

<u>School Name</u>	<u>Employees</u>	<u>HRS PER DAY</u>	<u>Rate of Pay</u>
Algood Middle			
	Lisa Belli (Acting MGR Duties)	7	\$25.00/hr
	Cindy Foster	5	\$23.48/hr
Baxter Primary			
	Kendall Bryson	5	\$20.00/hr
	Janie Johnson	5	\$20.00/hr
Burks			
	Shyla Taumua	7	\$25.00/hr
Cane Creek			
	Suzie Miller	5	\$20.00/hr
Cookeville High			
	Farrah Thomsen-MGR	7	\$25.00/hr
	Regina Stephens	5	\$20.00/hr
	Lynda Roberson	5	\$22.24/hr
	Ashley Carter	5	\$20.00/hr
	Stephanie Coker	5	\$20.00/hr
Jere Whitson			
	Christina Musses	5	\$20.00/hr
	Colette Baye	5	\$20.00/hr
	Bailey Hardin	5	\$20.00/hr
Prescott			
	Amy Cronk	7	\$25.00/hr
	Philip Livingston	5	\$20.00/hr
	Amanda Everett	5	\$20.00/hr
	Amber Loftis	5	\$20.00/hr
	Brigitte Hanek	5	\$20.00/hr
	Emily Crowder	5	\$20.00/hr
	Kandle Keylon	5	\$20.00/hr
	Kathy Adams	5	\$20.00/hr
	Lacie West	5	\$20.00/hr
On-Call Employees			
	Hourly rate is listed, IF they are called to work.		
**Will only work if needed, NTE 5 hours per day	Sue Marek		\$20.96/hr
	Amanda Underwood		\$20.00/hr
	Sharon Burns		\$20.00/hr
	Paige Savage		\$20.00/hr
	Amy Crabtree		\$20.00/hr
*School nutrition must match pay rates of what is offered for Learning Loss Camp staff employees; or their reg rate if higher			
PAY RATES FOR MAY 28-JUNE 21 ONLY, then back to reg hrly rate			

Name Key: JULIATAM000 Name: JULIAN, TAMMY R.

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#0

NEW HIRE NAME: SEE ATTACHED SPREADSHEET - ESY Timesheet

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: CENTRAL OFFICE

Employee Type Code: 12SPT

OR Employee's Name: TAMMY R JULIAN

* REASON FOR ACTION: ADDITIONAL HOURS

* EFFECTIVE DATE: 05/28/2024

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: NA - Additional hours for ESY May 28-June 18, 2024

* MONTHS WORKED PER YEAR: 12

* HOURS WORKED PER DAY: 8.0

POSITION FUNDED: See attached

Type of Funding: SPED

* NOTES: See attached spreadsheet additional hours/funding/ rate of pay for each employee - ESY (May 28-June 18, 2024). To be paid from a timesheet

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

ESY May 29-June 18, 2024**Set Up Date May 28, 2024****LEAD TEACHERS 141-71200-116****rate/hr****NTE Hours****PAPER TIME SHEET**

Tonia Wheeler	Lead Teacher	\$55.00	24
Christina Martin	Lead Teacher	\$55.00	30
Summer Cantrell	Lead Teacher	\$55.00	30
Terri Melton	Lead Teacher	\$55.00	20

141-71200-116-02152

Rate per hour

NTE Hours

PAPER TIME SHEET

Alyssa Oluwalana	Pre-K Speech Pat	\$50.00	67.5
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Summer Testing June 2024**141-72220-124**

Rate per hour

Hours NTE

PAPER TIME SHEET

Christina Martin	Psychologist	\$55.00	48
Bethany Timmerma	Psychologist	\$50.00	96
Samantha Farley	Psychologist	\$50.00	36

141-71200-171**PAPER TIME SHEET**

Kristi Burgess	Speech	\$50.00	150
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141-72220-189**PAPER TIME SHEET**

Laura Rich	Organize ESY & Summer Testing	\$55.00	13
Tonia Wheeler	Organize ESY & Summer Testing	\$55.00	45

Name Key: SCHINJUD001 Name: SCHINBECKLER, JUDY L.

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#1

NEW HIRE NAME: **Mentor Stipend**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12CER**

OR Employee's Name: **JUDY L SCHINBECKLER**

* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **06/04/2024**

HIGHLY QUALIFIED MET -

* TEACHER ASSISTANT - N/C: **n/a**

ANSWER - YES NO OR N/A

CERTIFICATION/ENDORSEMENT:

* REPLACING: **n/a**

* MONTHS WORKED PER YEAR: **10**

* HOURS WORKED PER DAY: **1.0**

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

Type of Funding:

* NOTES: **23-24 mentor stipend.
Paid at a rate of \$25 per hour.
Total amount to be paid from attached
spreadsheet is \$50,040.00**

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

**PCSS Mentoring Payout
School Year 2022-2023**

School	Name	Hours Worked	Stipend Amount
AES	Zanardi, Hunter	30	\$750.00
	Lindsay Null	20	\$500.00
	Erin Lynch	4.5	\$112.50
	Dana Griggs	2	\$50.00
	Taylor Dyer	3.5	\$87.50
	Olivia Tiebout	9.25	\$231.25
BPS	Haggard, Shannon	18.6	\$465.00
	Dana Carr	20	\$500.00
	Kristina Penley	20	\$500.00
	Tonya Wade	20	\$500.00
	Samantha Chambers	14.25	\$356.25
	Laiton Pigg	18	\$450.00
Burks	John Wright	20	\$500.00
	Carla Vaughn	20	\$500.00
	Amelia Guenther	20	\$500.00
	Kerri Roberts	20	\$500.00
	Christy Tollett	20	\$500.00
	Ronda Johnson	20	\$500.00
CCES	Worsham, Lesley	20	\$500.00
	Dana Wilmoth	20	\$500.00
	Josie Heady	20	\$500.00
CES	Emily Jones	7	\$175.00
	Sarah Henson	14	\$350.00
	Margaret Maxwell	15	\$375.00
CsES	Carr, Misty	30	\$750.00
	Caleb Reese	10	\$250.00
	Summer, Sandy	20	\$500.00
	Sandi Lane	20	\$500.00
	Kati Mitchell	15	\$375.00
	Myra Norrod	20	\$500.00
JWES	Mary Nell Davis	20	\$500.00
	Emily Crawford	20	\$500.00
	Marta Johnson	20	\$500.00
NES	Sheila Jett	20	\$500.00
	Jori Nash	20	\$500.00
	Teresa Sparks	20	\$500.00
	Nichol Tucker	20	\$500.00
	Lauren Dickens	20	\$500.00
	Devon Hauck	20	\$500.00
PVES	Candace Asher	20	\$500.00
	Ashley Clemons	15	\$375.00
	Lori White	20	\$500.00

	Katelyn Leddy	20	\$500.00
PSES	Angie Bilbrey	20	\$500.00
	Nichole Beaty	20	\$500.00
	Barbara Green	20	\$500.00
	Leslie Justice	30	\$750.00
	Dale Bryant	20	\$500.00
	Kara Cavender	10	\$250.00
SES	Daphne Rippetoe	20	\$500.00
	Nichole Repasky	20	\$500.00
AMS	Stephanie Tollett	20	\$500.00
	Sueellen Thompson	20	\$500.00
	Clint Isbill	20	\$500.00
	Ronda Cole	20	\$500.00
ATMS	Mentor and District Lead	60	\$1,500.00
	Brittany Burlison	20	\$500.00
	Judy Wilcox	20	\$500.00
	Ryan Dalton	20	\$500.00
PSMS	Kelly Davis	9.25	\$231.25
	Angie Dyer	20	\$500.00
	Trish Parker	6	\$150.00
	Charity Espinoza	20	\$500.00
	Jessica Webster	20	\$500.00
	Stefanie Janko	18	\$450.00
	Alex Shanks (District Lead Conte	40	\$1,000.00
UMS	Charity Bowie	20	\$500.00
	Savannah Bowman	20	\$500.00
	Krista Brannon	20	\$500.00
	Tammy Hunter	20	\$500.00
	Stephanie Winfree	20	\$500.00
	Julie Sliger	30	\$750.00
CHS	District Lead Content Mentor-	40	\$1,000.00
	Emily Anderson	12	\$300.00
	Virginia Gantkowski	20	\$500.00
	Chelsea Forgey	20	\$500.00
	Carlile (Ford), Robin	30	\$750.00
	Flatt, Merry	30	\$750.00
	Koye Cooper	20	\$500.00
	Heather Gates	20	\$500.00
	Sarah Gillespie	5	\$125.00
	Bethany Gleesing	20	\$500.00
	Nicki Goins	20	\$500.00
	Danielle Johnson	20	\$500.00
	Sheri Leimer	20	\$500.00
	Shannon Renegar	7	\$175.00
	Christine Rivers	20	\$500.00
	Tony Stone	8	\$200.00
WPA	Faith Sample	20	\$500.00

UHS	John Apple	30	\$750.00
	Renee Craig	19.25	\$481.25
	Brandi Dunford	20	\$500.00
	Jamie Torrance	20	\$500.00
	Leann Walker	13	\$325.00
MHS	Blake Vanwinkle	20	\$500.00
	Marsha Milligan	20	\$500.00
	Christi Root	18	\$450.00
	Tyler Vester	20	\$500.00
	Bridget Pugh (District Lead Cont	40	\$1,000.00
SW	Allison Painter	20	\$500.00
	Terri Melton	20	\$500.00
	Tonia Wheeler	20	\$500.00
			\$0.00
			\$0.00

\$50,040.00



MINUTES
Putnam County Board of Education
Cookeville, Tennessee
June 6, 2024

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, June 6, 2024. Ms. **CRAVENS** convened the meeting at 5:00 PM.

PRESENT.....6

ABSENT.....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 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** made the following announcements:

- Recognized Mrs. Sharon Reid, former Executive Administrative Assistant for her time served at the Putnam County School System for the *I Make A Difference Award*.

"Throughout my career, I have been fortunate to be surrounded by outstanding educators, mentors, and friends. These people encouraged and supported me as I moved from classroom teacher to school administrator, central office supervisor, and the Director of Schools. Of those, no one impacted my success in a specific role as the one who often stated, 'I am just here to serve and be a blessing.' What a statement and mantra for all of us to follow! To serve and be a blessing, she most certainly was.

I entered the role of Superintendent unexpectedly and abruptly in January 2020. Ms. Sharon Reid sat me down on my first day and said, 'Take a breath; I've got you. I won't put anything in front of you that you don't need to sign, I won't let you miss a meeting you need to attend, and I will make sure the board has the information they need.' In the first few months as superintendent, I didn't know if I was coming or going. I was in more meetings than I imagined possible, attended a superintendent conference, closed schools for a flood, our community experienced a tragic tornado and entered the COVID-19 pandemic. Through every situation, Ms. Reid continued making sure I didn't miss anything vital to the operation of our school system. Ms. Sharon Reid 'raised' me as a superintendent for the past four years. The same way she 'raised' seven superintendents before me. I imagine she 'raised' us similarly to how she raised her five children, all of whom made her proud. Sharon managed my calendar, often took phone calls from

angry or upset parents or community members, made sure I didn't miss appointments, signed anything I wasn't supposed to, and kept the board informed of deadlines and training requirements they had to meet. When the board offered me the opportunity to continue as superintendent in April 2020, Ms. Reid told me she would stay with me for at least the first year to be sure I had my feet on the ground before she retired. Fortunately, that one year turned into four years. Throughout the past four years, Sharon provided counsel when needed, both professionally and personally. She didn't get rattled. She often commented that she raised five kids and was a pastor's wife; she had seen and experienced a little bit of everything. She would send me to meetings she knew I didn't want to attend, and as I was leaving the office, she would remind me, 'To go be nice and make friends.' When I returned from the meeting, she always asked me if I had been nice and made new friends!

I struggled for weeks for what to say tonight. With the unexpected passing of Ms. Reid two weeks ago, I want her family to know what she meant to me and so many others in our school system. Sharon was excited about retirement. She was eager to train Ms. Talbert to take the reigns of her new role and was adamant that she would continue supporting us to the best of her ability. She didn't want a big celebration; she preferred quietly slipping out and beginning her many sewing projects with Linda and Mae. She was excited to read, travel, and enjoy spending time with her family. While she didn't get those opportunities, she certainly Made a Difference in my life and the lives of all she encountered over the past thirty-one years. For thirty-one years, Sharon indeed served and was a blessing to many. It is our honor to present this I Make a Difference Award to the family of Ms. Sharon Reid."

Ms. **CRAVENS** stated the following:

"I began attending the Putnam County Board of Education meetings sometime in 2006 and attended regularly until I was elected in 2012. During those six years attending in the audience, I often wondered if Sharon thought I was some cuckoo parent who just didn't have anything better to do or if I just needed a break from my three kids. Back then, meetings lasted anywhere from one and a half to two and a half hours. I'm glad we've made some major improvements to that and I know she was too! Once I was elected, Sharon was nothing but professional and welcoming. She made a point to tell me that she respected the fact that I wanted to stand up for not just my own children but all children of Putnam County. She enjoyed working for a board that steered clear of the drama and just tries to do the right thing by working together. She always made sure the board was informed, had what we needed, were registered for the proper meetings and training, had our packets for traveling, always sent a handwritten thank you note, and that we were well fed at our work sessions just to name a few things. Christmas was my favorite because I knew we would be getting a stash of molasses cookies. Hers were simply the best and reminded me of my grandmas. I would hide them from my family and would savor each cookie with morning coffee for as long as they lasted. Sharon was a true joy to be around, and it was just a blessing to walk in her office and not only see her smile but feel the love of Jesus. Sharon was one of those rare people who just radiated God's love continually and one of the rare women who fit the description of Proverbs 31.

A wife of noble character who can I find? She is worth far more than rubies. Her husband has full confidence in her and lacks nothing of value. She brings him good, not harm, all the days of her life. She selects wool and flax and works with eager hands. She is like the merchant ships, bringing her food from afar. She gets up while it is still night; she provides food for her family and portions for her female servants. She considers a field and buys it; out of her earnings, she plants a vineyard. She sets about her work vigorously; her arms are strong from her tasks. She sees that her trading is profitable, and her lamp does not go out at night. In her hand, she holds the distaff and grasps the spindle with her fingers. She opens her arms to the poor and extends her hands to the needy. When it snows, she has no fear for her household; for all of them are clothed in scarlet. She makes coverings for her bed; she is clothed in fine linen and purple. Her husband is respected at the city gate, where he takes his seat among the elders of the land. She makes linen garments and sells them, and supplies the merchants with sashes. She is clothed with strength and dignity; she can laugh at the days to come. She speaks with wisdom, and faithful instruction is on her tongue. She watches over the affairs of the household and does not eat the bread of her idleness. Her children arise and call her blessed; her husband also, and he praises her: 'Many women do noble things, but you surpass them all.' Charm is deceptive, and beauty is fleeting; but a woman who fears the Lord is to be praised. Honor her for all that her hands have done, and let her works bring her praise at the city gate.

I have no doubt that Sharon received praise at the gate of heaven and heard, 'well done thy good and faithful servant.' She truly made a difference!"

Ms. **RAMSEY** added by stating:

“Earlier I shared with Larry that I have had so many long conversations with Sharon over the years and she never failed to ask about my family, my children, my grandchildren and she talked extensively about her family and about Larry and all the good times that they had. I know Leigh Ann very well and she talked about Leigh Ann. She mentioned her husband and her other children. From her service last week and her husband and children to be able to get up and speak about your wonderful wife and their mother, the way that they did, she would be so proud. It was clear that she instilled in you, her children, service to others and to love each other deeply. You are truly a testimony to your mom’s love and what she did for others and for you.”

Mr. **McHENRY** said:

“I could speak at length and we all could about what Sharon did for the district and each of us personally. I really don't know how she kept up with everything. It's just amazing, but the greatest thing was and she still is a sister in Christ and that is the greatest thing to be able to say. This is the greatest thing I can take from her too.”

School Board Attorney Dan **Rader** also made a statement:

“I have been the school board attorney for nearly forty years and I have seen before Sharon and after Sharon. I can say without a doubt she was quintessentially the individual who was totally dependable, reliable and thoroughly loved this entire school system. She tirelessly supported this board and the Putnam County School System through everyday endeavors for everybody who has been here and I told Larry and the family, I am just heartbroken at her loss and I know everybody here is going to miss her. She was a wonderful, wonderful person to work with all these many years.”

Mr. **King** made additional announcements:

- Noted Director’s Personnel Report
- Mentioned the next meeting date

ACTION: (IV.A.) Ms. **RAMSEY** made a motion to approve the Minutes of the Regular May Board Meeting – Thursday, May 2, 2024, @ 5:00 PM, as submitted. Mr. **LEDBETTER** seconded the motion. Motion carried.

ACTION: (VI.A.1. – VI.F.31) Dr. **FRY** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of Schools:

VI. Approval of Consent Agenda

VI.A. Payments/Purchases

VI.A.1. Approval of the purchase of 465 OSHA 10-Hour General Industry training courses/seats for CHS, MHS, UHS and WPA from vendor CareerSafe - College Station, TX, in the amount of \$14,880.00 to be paid by Perkins Reserve 851 Secondary Budget funds.

VI.A.2. Approval to purchase 3rd grade classroom furniture from Ernie Morris Enterprises, Inc. (TIPS contract 230301) for Capshaw Elementary in the amount of \$26,905.94 to be paid from 141 72210 599 02103.

VI.A.3. Approval of the purchase of 5 Chevrolet Equinoxes from Wilson County Motors in the amount of \$129,464.00 to be paid from 141 72710 729, Transportation Equipment.

VI.A.4. Approval of the purchase of 5 Pacifica Vans from Chrysler Dodge Jeep RAM in the amount of \$208,450.00 to be paid from 141 72710 729, Transportation Equipment.

VI.A.5. Approval of the purchase of four 78-Passenger School buses from Cumberland International in the amount of \$535,384.44 to be paid from 141 72710 729, Transportation Equipment.

VI.A.6. Approval of payment to Tennessee Tech University - Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between January 1, 2024, and March 31, 2024, in the amount of \$26,796.64 from 141-73400-399-0164, Other Contracted Service.

VI.A.7. Approval to pay the bill for Transfinder Corporation (Routing Software) in the amount of \$21,110.00 to be paid from 141-7210-399, as submitted.

VI.A.8. Approval to pay the bill for Zonar (GPS Software) in the amount of \$22,199.30 to be paid from 141-7210-399, as submitted.

VI.A.9. Approval of the purchase of Safe School Annual Training Subscription from Vector Solutions, LLC for the 2024-2025 school year in the amount of \$16,864.00 to be paid from 141-72520-399 effective 07/15/2024 through 7/14/2025, as submitted.

VI.A.10. Approval of payment to Frontline Technologies Group, LLC - Philadelphia, PA in the amount of \$49,375.24 to be paid from:

- 141 72210 399 000 02103 000 - \$20,600.00
- 141 71100 399 000 02117 000 - \$9,275.24
- 141 72220 399 000 00000 000 - \$5,000.00
- 142 71300 399 802 00000 000 - \$1,500.00
- 142 72210 399 201 00000 000 - \$13,000.00

For use of the Professional Learning Management and Absence/Substitute Management programs from July 1, 2024, through June 30, 2025.

VI.A.11. Approval of payment to Moore, Rader & York, P.C. - Cookeville, Tennessee for legal services from March 1, 2024, to May 23, 2024, in the amount of \$12,750.10 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

VI.B. Bids/Quotes/Sealed Bids/RFPs

VI.B.1. Approval to award the McDaniel and West (License #80115) bid in the amount of \$121,741.00 for renovations of the Avery Trace Middle School gym.

VI.B.2. Approval for renewal of the Chemical bid with Kelsan for the 2024-2025 school year.

VI.B.3. Approval to award the Ice Cream Products bid to and purchase from Murfreesboro Pure Milk Company, Inc., at a bottom-line total of \$116,284.40 to be paid from 143-73100-422. This is a group bid which includes the Jackson, Macon, Putnam and Trousdale County School Nutrition Programs.

VI.B.4. Approval to reject all bids for the Avery Trace Softball Field project (Bid April 16, 2024) and re-bid the project.

VI.C. Budget Amendments/Line Item Transfers

VI.C.1. General Purpose School Budget Amendments - Fund 141

VI.C.1.a. LEAPS - Established Budget for Leaps Extended Program

VI.C.1.b. Finance - To amend the budget for TISA Outcome and Growth revenue in order to purchase 4 buses, 5 vans and 2 SUVs with the remainder to go to Fund Balance.

VI.C.1.c. Finance - To budget for additional cost for the construction of the Parkview School not funded by the county bond.

VI.C.1.d. Finance - Year End Cleanup FY24

VI.C.1.e. Student Services - This Health Services (sub fund 00000) budget amendment is needed to correctly allocate funds with the stated accounts listed.

VI.C.1.f. Family Resources - This FAMRE (sub fund 02001) budget amendment is needed to correctly allocate funds with the stated accounts listed.

VI.C.1.g. Student Services - This revenue amendment is required in order to allocate incoming funds

VI.C.1.h. Federal Programs - This GP Summer School Transportation (O2511) Amendment is to allocate funds from the State Department for 2024.

VI.C.1.i. Federal Programs - This GP Summer School Camp (O2508) Amendment is to allocate funds from the State Department for 2024.

VI.C.2. General Purpose School Line Item Transfers - Fund 141

VI.C.2.a. Career and Technical Education - To move monies to pay for CTE Summer READY2GO supplies.

VI.C.2.b. Career and Technical Education - To move monies to pay for CTE year-end travel claims.

VI.C.3. Federal Projects Budget Amendments - Fund 142

VI.C.3.a. Finance - To amend budget per State of TN allocations

VI.C.3.b. CCLC - Establish Budget for 21st Century Grant

VI.C.3.c. Federal Programs - This Title IV (401) Revenue amendment is to allocate additional revenue from the State Department

VI.C.3.d. Federal Programs - This Title II (201) Revenue Amendment is to allocate additional funds from the State Department.

VI.C.3.e. Federal Programs - This Immigration Grant (131) Budget Amendment is for year end clean up

VI.C.3.f. Federal Programs - This Title I Neglected (121) Amendment is required in order to utilize funds more appropriately according to program needs.

VI.C.3.g. Federal Programs - This Title I (101) Amendment is due to a decrease in revenue from the State Department

VI.C.3.h. Career & Technical Education - Move monies to make Skyward budget equal to the state of TN eplan budget

VI.C.3.i. Student Services - This ARP 1.0 budget amendment is required in order to allocate funds accordingly

VI.C.3.j. Federal Programs - This ARP 1.0 budget amendment is required in order to allocate funds

VI.C.3.k. Federal Programs - This ARP 2.0 budget amendment is required in order to allocate funds

VI.C.3.l. FAMRE - This ARP 2.0 (sub fund 703) budget amendment is needed to correctly allocate funds with the stated accounts listed

VI.C.3.m. FAMRE - This Systems Navigator Grant (sub fund 704) budget amendment is needed to correctly allocate funds with the stated accounts listed

VI.C.4. Federal Projects Line Item Transfers - Fund 142

VI.C.4.a. Career and Technical Education - To move monies to pay for additional CTE instructional supplies and materials

VI.C.4.b. Career and Technical Education - To move monies to pay for final year end PD expenditures

VI.C.4.c. Federal Programs - This TN All Corps Amendment (938) is required in order to utilize funds more appropriately according to program needs.

VI.C.5. Central Cafeteria - Budget Amendment Fund 143

VI.C.5.a. Food Service - Adjust current budget based on projected expenditures/revenues

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

VI.E. Approval of Grant Report

VI.F. Other

VI.F.1. Approval of the stipend for a Dance Team Coach at Prescott Middle School which would be paid at the same level as a cheerleading head coach.

VI.F.2. Approval of adding \$100.00 to the monthly stipend of the Board Chairperson for additional time and duties required.

VI.F.3. Approval of the research request by Ashwini Thorat, a doctoral candidate at the SNDT College of Education, Pune, India to review the current status of spiritual intelligence of ninth-grade students in the city of Pune, Maharashtra, India, and the city of Cookeville, TN, USA and to make a comparative study of it. The survey method will be conducted for the research study. For the present research, the self-report scale prepared by Kumar and Mehta will be used to measure spiritual intelligence and Dubey's moral value scale to measure moral development. A mean and t-test will be used to analyze the numerical data for the present research.

VI.F.4. Approval of the third renewal of the beverage contracts between the Bottling Group, LLC, and Putnam County School System effective July 1, 2024, through June 30, 2025, as submitted.

VI.F.5. Approval of the annual subscription in the amount of \$14,709.50 for the Level Data - State Data Validation Suite which is an add-on to our current PowerSchool SIS database. This program helps ensure accurate initial enrollment data entry and submission to TDOE from PowerSchool which decreases data errors which may delay funding.

VI.F.6. Approval of the agreement between Putnam County Board of Education and Professional Crisis Management (PCMA Inc.) 10269 NW 46th Street, Sunrise, Florida 33351 for Instructor Certification Course. This agreement is for Putnam County Schools PCMA instructor certification for six (6) PCS participants to be held at Prescott South Middle School on July 16-19, 2024, in the amount of \$11,370.00 to be paid from 141-72220-524 (General Purpose Special Education funds).

VI.F.7. Approval of a renewal of the agreement between Putnam County Board of Education and Sidekick Therapy Partners, Knoxville, Tennessee for the 2024-2025 school year to provide speech/language services, to seek and obtain reimbursement from TennCare Managed Care Contractors to be paid from 141-71200-312.

VI.F.8. Approval for a \$20.00 Monthly stipend for cell phone usage for the 2024-2025 school year per Policy 3.3001, Use of Cellular Phones to be paid from 141-72220-199.

VI.F.9. Approval of a renewal of the agreement between Putnam County Board of Education and Enome, Inc. (GOALBOOK) San Mateo, CA (Phone 1-855-207-5443, Fax 650-284-0432) for Goalbook Toolkit Special Education Partial Department Membership for the 2024-2025 school year in the amount of \$47,600.00 to be paid from 141-71200-312.

VI.F.10. Approval of a renewal of the agreement between Putnam County Board of Education and Kayla Sarji PT, DPT - 4009 Charlton Square, Cookeville, Tennessee 38501 (Phone 540-834-7067) for the 2024-2025 school year to provide Physical Therapy Services, supervision of PTAs (Physical Therapy Assistants), documentation and school personnel training/education for related services provided by Putnam County Schools to be paid from 141-72220-399.

VI.F.11. Approval of the renewal of the agreement between the Putnam County Board of Education and Elizabeth Reeder, OTR/L - 1117 Plunk Whitson Road, Cookeville, Tennessee 38501 (Phone 931-267-8355) for the 2024-2025 school year for student occupational evaluations, supervision of COTAs (Certified Occupational Therapy Assistants), documentation and school personnel training/education for related services provided by Putnam County Schools to be paid from 141-72220-399.

VI.F.12. Approval of a renewal (Year 3) of the Student Teaching Affiliation Agreement between Roane State Community College and the Putnam County School System effective July 1, 2024, through June 30, 2025, leaving a remaining two years with the option to renew.

VI.F.13. Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board/Workforce Connections Upper Cumberland and Putnam County BOE with local provision acknowledging the maximum liability of \$23,000.00 for infrastructure costs and \$7,000.00 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2024, through June 30, 2025.

VI.F.14. Approval of a renewal (Year 3) of the Student Teaching Affiliation Agreement between Tennessee State University and the Putnam County School System effective July 1, 2024, through June 30, 2025, leaving a remaining two years with an option to request a renewal for an additional year.

VI.F.15. Approval of a cell phone stipend of \$20.00 per month for the 2024-2025 school year for Melanie Bussell to be paid from 141 E. 72130 199.

VI.F.16. Approval of the Student Teacher Partnership Agreement between Carson Newman University and the Putnam County School System effective from July 1, 2024, through June 30, 2025, with the option to request renewal for an additional three years.

VI.F.17. Approval to renew and enter into a new three-year agreement (renewable annually with a cancelation clause of 60 days prior to the next renewal date) for Linwize School Manager (internet content filter) with Classwize screen monitoring software, per quote 218865 from PCS, Inc., Knoxville, TN, priced on the TIPS contract 230105, in the amount of \$51,366.52 annually, to be paid from 141-71100-722-01607.

VI.F.18. Approval to enter into an agreement with Kone, Nashville, TN for the repair of the elevator (as noted in the scope of work attached) on an emergency basis at Prescott South Elementary School in the amount of \$19,760.78 to be paid for from 141-72620-399.

VI.F.19. Approval of the MOU between TLD Trucking, Inc., Crossville, TN and Putnam County BOE to provide pre-apprenticeship training from Adult Education effective from July 1, 2024, through June 30, 2025.

VI.F.20. Approval of the Student Teacher Partnership Agreement between Vanderbilt University and the Putnam County School System effective between August 1, 2024, through June 30, 2025, with the option to request renewal for an additional three years.

VI.F.21. Approval for a VITAL School Yearbook Supplement, which would be considered Elementary School Level 1 on the Supplemental Scale.

VI.F.22. Approval of renewal quote between PowerSchool Group, LLC - Los Angeles, California and Putnam County schools for Naviance Premium license and subscription fees for May 1, 2024, through June 30, 2025, term in the amount of \$30,085.00 to be paid by GP 141 71300 429 (\$28,000.00) and GP 141 7231- 599 (\$2,085.00) to be used by all PCSS middle schools and high schools.

VI.F.23. Approval of a tuition rate increase for School Age Care from \$25.00 to \$30.00 for AM weekly, \$45.00 to \$50.00 for PM weekly and pro-rated for other options offered.

VI.F.24. Approval of a tuition rate increase for Employee Child Care from \$160.00 to \$180.00 per week for infants, \$140.00 to \$150.00 for potty-trained and pro-rated for other options offered.

VI.F.25. Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of Cellular Phones, for the School Nutrition Manager at each school. This stipend will begin on August of 2024 and go through May of 2025.

VI.F.26. Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of Cellular Phones, for the following School Nutrition Employees:

- Ashley Ballard - Field Manager
- Stacy Bradford - Fund Accountant
- Lynette Ellis - Administrative Assistant
- Jessica Grissom - Field Manager
- Donna Shanahan - Purchasing Clerk

This stipend will begin July of 2024 and will go through June of 2025. This will be paid from 141 E 73100 199.

VI.F.27. Approval of a contract with Fences of Excellence to complete fencing projects at several PCSS school sites. Fences of Excellence was awarded the job

by way of a bid process in April. Funds will be allocated from the 23/24 School Security Grant.

VI.F.28. Approval of the revised MOU between the Putnam County School System and Volunteer State University.

VI.F.29. Approval to renew annual subscription to the Scinary K-12 Cybersecurity services, per quote #1402940 - priced on the TIPS Contract #230105 from Howard Technology Solutions, in the amount of \$20,700.00 annually, to be paid from: 141-71100-722-01607.

VI.F.30. Approval of the Memorandum of Understanding between the Tennessee Department of Correction and the Putnam County Schools Adult Education.

VI.F.31. Approval for the FY25 budget for the School Federal Project Fund (142) to be the budget approved for separate projects within the fund by the Tennessee Department of Education.

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

Ms. **CRAVENS** stated the board would address Agenda Item VIII.A., of those teachers granted recommended to be granted tenure.

ACTION: (VIII.A.) Mr. **McHENRY** made a motion to approve granting tenure to the following certified teachers effective August 5, 2024, who have met all requirements of the State of Tennessee:

- Kaycee Franey – CHS
- Stacey Wells – Capshaw
- Lelia Easterly – Systemwide

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

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.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:

- The project is at 93% complete from a payment standpoint.
- The classroom wing was in good shape.
- Additional waxing will take place.
- The biggest concern was looking at the exterior.
- Furniture is still coming and is not a concern.

Mr. **Chamberlin** recommended payment of the Park View School Action Items, as submitted.

ACTION: [VIII.B.1.a.(1.) - VIII.B.1.a.(2.)] Dr. **FRY** made a motion to approve the following Park View Action Items, as submitted:

- VIII.B.1.a.1. To pay American Constructors, Inc. - Brentwood, Tennessee in the amount of \$3,552,634.37 and Pinnacle Bank (retainage) in the amount of \$171,825.13 for pay application #21 related to the Park View School Project to be paid from the Putnam County Bond Issue.
- VIII.B.1.a.2. To pay Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$37,327.86 for architectural services for the Park View School Project to be paid from 141-76100-304-02504, as submitted.

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

Mr. **Chamberlin** stated the following regarding the Upperman High School Expansion Update VIII.B.2:

- Work on additional parking spaces for ADA access to be completed.
- Waiting on close-out documents and pricing.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.3.a.(1), Existing Park View Elementary School Update; and recognized John Magura, Maintenance Supervisor.

Mr. **Magura** recommended the Existing Park View Elementary School Action Item VIII.B.3.a.(1.), as submitted.

ACTION: [(VIII.B.3.a.(1.))] Ms. **RAMSEY** made a motion to approve the following Existing Park View Elementary School Actions Item, as submitted and recommended by John Magura, Maintenance Supervisor:

VIII.B.3.a.1. To pay Southern Roofing of TN in the amount of \$67,265.13 and First National Bank (retainage) in the amount of \$3,540.27 for pay application #8 related to the existing Park View Elementary School Roof Replacement Project to be paid from 142-76100-707-933 (ESSER 3.0).

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

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.C., Approval of the 141 General Purpose School Budget Draft #1 for the year ending 06/30/25; and recognized Corby King, Director of Schools.

Mr. **King** stated the following regarding the 141 General Purpose School Budget Draft #2 for the year ending 06/30/25:

- General Purpose School Budget FY25 (7/1/24 – 6/30/25) Draft #1
 - PCSS: Future Ready
 - Multi-Year Strategic Improvement Plan (2023-2028)
 - The FY25 budget includes:
 - Salary and Wage Increases
 - Raises \$2,147,700.00
 - \$1,500.00/person Certified (10-month position)
 - Support (3.2% increase)
 - Step Increase \$1,095,400.00
 - Health Ins. Increase \$328,500.00
 - Reduction in TCRS Rate \$(157,000.00)
 - Total Salary and Benefits \$3,414,600.00
 - Personnel Additions
 - ESSER positions moving to GP (10 teachers, 19 support, 2 admin) = \$1,588,900.00
 - Resilient Schools positions moving to GP (Best Groups) = \$133,300.00
 - TN All Corp positions moving to GP (Tutoring) = \$303,000.00
 - Additional Year of ISM Grant (CTE) = \$314,300.00
 - Additional 1.5 Guidance Counselors (3 largest Elementary Schools) = \$108,800.00
 - 2 Fine Arts Teachers in Monterey (Equity) = \$158,800.00
 - 6 VITAL assistants for new Computer Science Requirements = \$195,400.00
 - Science and Social Studies District Coaches = \$199,000.00
 - Interpreter and Secretary for New ELL Student Registration Center = \$115,600.00
 - Behavior and Behavior Teacher with 2 Assistants = \$244,100.00
 - Additional Psychologist = \$92,000.00
 - Additional Technology position = \$82,900.00
 - 2 Additional Assistants (SPED and WPA) = \$67,700.00
 - Loss of Discretionary SPED grant (move positions to SPED grant) = \$61,900.00
 - Total \$3,665,700.00

- Other Changes
 - Additional Expenses
 - Substitutes = \$125,000.00
 - Grow Your Own = \$60,000.00
 - Non PR ESSER Items moving to GP = \$1,095,100.00
 - Total = \$1,280,100.00
 - Reductions to the Budget (FY24 to FY25)
 - Reduction in Tech Trep = (\$564,500.00)
 - Purchase FY25 buses from FY24 Fund Balance = (\$670,000.00)
 - Other Misc. Decreases = (\$186,915.00)
 - Total = (\$1,421,415.00)
- Projected Expenditures: FY25 (SY 2024-2025 = \$123,456,631.00
 - Salaries, Wages, Benefits = \$103,132,962.00
 - Contracted Services = \$8,898,040.00
 - Supplies & Materials = \$7,001,655.00
 - Other Charges = \$2,742,774.00
 - Equipment = \$1,681,200.00
- Projected Revenues: SY25 (SY 2024-2025) = \$122,185,957.00
 - State TISA = \$79,603,341.00
 - State Other = \$2,533,957.00
 - Local Property Tax = \$19,436,164.00
 - Local Sales Tax = \$17,500,000.00
 - Local Other = \$1,667,500.00
 - Transfers In = \$1,200,000.00
 - Other = \$244,996.00
- Summary of Increase
 - Net Increase in Expenditures = \$6,938,985.00
 - Expected Increase in TISA = \$5,067,563.00
 - Property Tax Increase = \$600,750.00
 - Gap = \$1,999,996.00
- Changes from Draft #1
 - Draft 1 Gap = \$1,999,996.00
 - Draft 2 Gap = \$1,270,673.00

- Increase in TISA \$138,057.00
 - Property Tax Increase = \$600,750.00
 - Small Additional Expenses = \$9,484.00
- Recommendation
 - Unbudgeted TISA FY24 = \$1,750,156.84
(Fast Growth allocation due to increase in Economically Disadvantaged and Concentrated Poverty)
 - Recommendation: Use unbudgeted FY24 TISA funds to balance FY25 Draft 2 budget

ACTION: (VIII.C.) Ms. **RAMSEY** made a motion to approve the 141 General Purpose School Budget Draft #1 for year ending 06/30/24, as submitted.
Mr. **McCORMICK** seconded the motion. Motion carried.

ACTION: (VIII.C.) Dr. **FRY** made a motion to approve the 142 Federal Projects Budget, the 143 Food Service Budget and the 146 Extended School Program Budget for FY25.
Mr. **McCORMICK** seconded the motion. Motion carried.

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

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

The Board adjourned at 6:35 PM.

Date

Kim Cravens
Chair

Corby King
Director of Schools



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

 X Backup Included

 Backup to follow

Approval of the purchase of the Dreambox Learning Math Advanced for the 2024-2025 school year (personalized math intervention programs for students with disabilities) student licenses and training webinar package from Dreambox Learning - Bellevue, WA in the amount of \$12, 200 to be paid from 141-71200-429.

Sheri Roberson, Special Education Supervisor

06/13/24

Date

Corby King, Director of Schools

Date

received
06-13-24 MT



ORDER FORM

Subscriber: PUTNAM COUNTY SCHOOL DISTRICT
Address: 1400 E SPRING ST COOKEVILLE, TN 38506-4313
Term: 08/18/24 to 08/17/25

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
DreamBox Math Advanced	08/18/24	08/17/25	375 - Student	\$11,625.00	\$11,625.00
DreamBox Math Up to 60-Minute Webinar	08/18/24	08/17/25	1 - Each	\$575.00	\$575.00
TOTAL:					\$12,200.00

This Order Form and the Discovery Education Standard Terms of Services and License available at discoveryeducation.com/terms-and-conditions ('Standard Terms') constitute the entire agreement between Subscriber and Discovery Education, Inc. for the Services. By signing below, the Subscriber and Discovery Education, Inc. agree to be bound by this Order Form and the Standard Terms as of the date of last signature below.

PUTNAM COUNTY SCHOOL DISTRICT

Discovery Education, Inc.

By: _____
(signature required)

Title: _____

Printed Name: _____

Date: _____

By: _____
(signature required)

Title: _____

Printed Name: _____

Date: _____

Please return with the signed Order Form:

Exhibit A Licensed Products



**EXHIBIT A
Licensed Products**

DreamBox Math Advanced		
SCHOOLS	START DATE	END DATE
ALGOOD ELEMENTARY SCHOOL - 2525 OLD WALTON RD, COOKEVILLE, TN. 38506-4955	08/18/2024	08/17/2025
ALGOOD MIDDLE SCHOOL - 540 DRY VALLEY RD, COOKEVILLE, TN. 38506-4935	08/18/2024	08/17/2025
AVERY TRACE MIDDLE SCHOOL - 230 RAIDER DR, COOKEVILLE, TN. 38501-4553	08/18/2024	08/17/2025
BURKS ELEMENTARY SCHOOL - 300 CROSSVILLE ST, MONTEREY, TN. 38574-1626	08/18/2024	08/17/2025
CANE CREEK ELEMENTARY SCHOOL - 1500 W JACKSON ST, COOKEVILLE, TN. 38501-7105	08/18/2024	08/17/2025
CAPSHAW ELEMENTARY SCHOOL - 1 COUGAR LN, COOKEVILLE, TN. 38501-4725	08/18/2024	08/17/2025
COOKEVILLE HIGH SCHOOL - 1 CAVALIER DR, COOKEVILLE, TN. 38501-4988	08/18/2024	08/17/2025
CORNERSTONE ELEMENTARY SCHOOL - 371 1ST AVE S, BAXTER, TN. 38544-5138	08/18/2024	08/17/2025
JERE WHITSON ELEMENTARY SCHOOL - 178 E JERE WHITSON RD, COOKEVILLE, TN. 38501-1099	08/18/2024	08/17/2025
MONTEREY HIGH SCHOOL - 710 E COMMERCIAL AVE, MONTEREY, TN. 38574-1221	08/18/2024	08/17/2025
NORTHEAST ELEMENTARY SCHOOL - 575 N OLD KENTUCKY RD, COOKEVILLE, TN. 38501-3092	08/18/2024	08/17/2025
PARK VIEW ELEMENTARY SCHOOL - 545 SCOTT AVE, COOKEVILLE, TN. 38501-3999	08/18/2024	08/17/2025
PRESCOTT SOUTH ELEMENTARY SCHOOL - 115 W CEMETERY RD, COOKEVILLE, TN. 38506-5594	08/18/2024	08/17/2025
PRESCOTT SOUTH MIDDLE SCHOOL - 1859 S JEFFERSON AVE, COOKEVILLE, TN. 38506-5567	08/18/2024	08/17/2025
SYCAMORE ELEMENTARY SCHOOL - 452 ELLIS AVE, COOKEVILLE, TN. 38501-1529	08/18/2024	08/17/2025
UPPERMAN HIGH SCHOOL - 6950 NASHVILLE HWY, BAXTER, TN. 38544-3845	08/18/2024	08/17/2025
UPPERMAN MIDDLE SCHOOL - 6750 NASHVILLE HWY, BAXTER, TN. 38544	08/18/2024	08/17/2025
VITAL UPPER CUMBERLAND E LEARNING CENTER - 1400 E SPRING ST, COOKEVILLE, TN. 38506-4313	08/18/2024	08/17/2025
WHITE PLAINS ACADEMY - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	08/18/2024	08/17/2025



Memo to: Corby King
Director of Schools

From: Mark McReynolds *MM*
Director of Finance

Date: June 7, 2024

Subject: Agenda item – June 27, 2024

Approval of payment to TRA School Software Solutions, Wilmington, North Carolina, for School Funds Online Software, accounting software and maintenance fees for twenty schools for the 2024-2025 school year in the amount of \$13,573.59 to paid from 141-E-72510-399.

Thank you for your consideration.

Attachment: Invoice 370515

received
06-07-24 *MM*



Invoice

Date	Invoice #
7/1/2024	370515

dba Tom Rickman & Associates Inc./Technology Resources
6841 Wrightsville Avenue, Unit 202
Wilmington, NC 28403
Phone: 1-866-891-9138
Email: AR@kevgroup.com
Tax ID # 56-1674515

Bill To
630 Putnam County Schools (TN) 1400 East Spring Street Cookeville TN 38506 United States

Ship To
630 Putnam County Schools (TN) 1400 East Spring Street Cookeville TN 38506 United States

Terms	Due Date	PO #
	7/1/2024	

Item	Quantity	Description	Rate	Amount
SFO	1	School Funds Online Annual License, Maintenance and Support Fees		13,242.50
SPORTAL - V.O.	1	Sponsor Portal View Only Annual License Fee Annual Recurring Software Cost for the period Jul 1, 2024, to Jun, 30, 2025		331.09
			Total	\$13,573.59

Preferred Payment Method: ACH / Wire

ACH / Wire Bank Information:
 Bank: TD Bank, N.A.
 Account Title: Tom Rickman & Associates Inc. / Technology Resource Associates Inc.
 ABA / Routing: 026013673
 Account: 4394717925
 Please email remittance detail to: AR@kevgroup.com

Remit (By Mail) To:
 LB 2258 - Tom Rickman & Associates Inc. / Technology Resource Associates Inc.
 PO Box 95000
 Philadelphia, PA 19195-0001



Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/2024

Department CTE

Person Submitting Jackie Vester *JV*

Account Number (if appropriate) 142-71300-730-804

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of one (1) Snap-on Hand Tool Identification and Safety Certification Kit for the PCSS JACEE CTE bus from vendor Snap-on Industrial - Crystal Lake, IL, in the amount of \$11,613.60 to be paid by Perkins Basic 2024/25 grant funds. This is the only kit aligned specifically to the Tennessee Department of Education promoted NC3/Snap-on Hand Tool Identification and Safety Industry Certification.

received
06-11-24 *mf* *ck*



Quote

Submit to Snap-on Industrial
 3011 IL RTE 176, Door 1
 Crystal Lake, IL 60014
 877-740-1900

Quote Number IMP-001289349
Quote Date 4/26/2024
Quote Expiration Date 6/25/2024
Customer Name PUTNAM COUNTY
 BOARD OF EDUCATION
Customer BP 201436653
Contact Information:
Name -
E-mail -
Phone Number -
Sales Rep SALYER, JUSTIN (DREW)
Mobile # 865-393-2567
E-mail Address Drew.Salyer@snapon.com

Ship Via 1 - UPS GROUND
Payment Terms P30 - NET 30 DAYS
Ship to 201436653
 COOKVILLE HIGH SCHOOL
 1 CAVALIER DRIVE
 COOKEVILLE TN 38501
Bill to 201436651
 PUTNAM COUNTY BOARD OF
 EDUCATION FINANCE DEPARTMENT
 1400 EAST SPRING STREET
 COOKEVILLE TN 38506

Line Number	Part Number	Description	Quantity	Unit Net Price	Line Total
1	HTISCERTKIT	TOOL ID & SAFETY CERT KIT	1	\$11,403.60	\$11,403.60

Total Weight 470.18 lbs
Sub Total \$11,403.60
Shipping \$210.00
Tax \$0.00

Grand Total \$11,613.60

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms, which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

*Please provide vendor and pricing information to customer service on this part number.

NC3 Snap-On Hand Tool Identification and Safety Certification

Industrial Maintenance Technology

Tier 1 - Recognized

National Coalition of Certification Centers (NC3) certifications are available to students who successfully complete the NC3 curriculum through a certified school, taught by an NC3-certified trainer. NC3 develops a standardized and comprehensive curriculum that covers multi-disciplines in conjunction with its industry partners, incorporating extensive hands-on learning for students. The curriculum is set up in a module format, and as students complete a module, they complete an end-of-module exam online. The end-of-module exams test for a high level of competency in a specific discipline. NC3 awards certificates of completion to the student and all certificates can be printed and kept in a portfolio or to accompany resumes.

The NC3/Snap-on Hand Tool Identification and Safety Certification provides students with the foundational technical skills to work in all fields where hand tools are used including machining, tool/die making, maintenance, automotive, construction, and aviation. These competencies include safety, tool identification, and usage of screwdrivers, wrenches, cutters, pliers, ratchets, sockets (and extensions), hammers, punches, and chisels, which are all critical and valuable to local and national employers. These skills have been validated by global industry partner Snap-on and the Department of Labor as skills required to be a technician in the aforementioned fields.

[National Coalition of Certification Centers \(NC3\)](#)

[Snap-On](#)

Hand Tool Identification Certification requires the instructor to attend a train the trainer (TTT) event at one of the multiple locations across the country. Once the instructor has completed course work and passed testing, they will be ready to instruct and certify students.



July 2022

To Whom It May Concern:

Thank you for your interest in the Snap-on Certification Program.

This is to inform you that the following Certifications Kits were designed and developed by Snap-on Industrial and are exclusively distributed by Snap-on:

SNAP-ON CERTIFICATION KITS

- Multi-meter
- Scanner / Diagnostics
- Horticulture
- Building Performance Instruments
- Precision and Advanced Measurement
- Torque
- Rotor Matching
- Tools at height
- Battery, Starting and Charging Systems
- Electrical Termination
- Structural Sheet metal
- Wheel Service and Alignment
- Advanced Driver Assistance Systems
- Hand Tool Identification, Safety, and Usage

Best Regards

A handwritten signature in black ink, appearing to read 'Ryne Montemurro', is written over a horizontal line. The signature is fluid and cursive, with the first letter 'R' being particularly large and stylized.

Ryne Montemurro
Product Manager – Snap-on Industrial

Snap-on Certification Kit Details

Multi-meter Certification

504F, 525F, 575, 596F, and 650 Multi-meter Certification

SCANNER CERTIFICATION

Apollo and Zeus

Lab Scope Operation & Data Management Certification

Navigation & Scanner Operation Certification

ShopKey Pro & SureTrack Certification

BAHCO (HORTICULTURE) CERTIFICATION

Loppers and Secateurs Certification

BUILDING PERFORMANCE INSTRUMENTS (HVAC)

Flue Gas Analysis

Fluid Integrity

Indoor Air Quality

Installation & Diagnostics

Leak Detection

RPM & Vibration Testing

PRECISION MEASUREMENT INSTRUMENTS CERTIFICATION

Tape and Rule Measurement

Slide Caliper Measurement

Gauge Measurement

Angle Measurement

Micrometer Measurement

Dial Gauge Measurement

WHEEL SERVICE AND ALIGNMENT CERTIFICATION

B2000P Wheel Balancing Certification

Rotor Matching Master Technician Certification

7800 Wheel Service

Pro X Wheel Alignment

Tire Pressure Monitoring System

HEAVY DUTY DIESEL CERTIFICATION

Repair Connect - Diesel Ultra Integration

Snap-on Pro-Link Edge

TOOLS @ HEIGHT CERTIFICATION

TORQUE CERTIFICATION

- Torque Electrical Certification
- Torque Mechanical Certification

PRO-CUT CERTIFICATION

- Pro-CUT Master Rotor Matching Certification

BATTERY, STARTING, AND CHARGING CERTIFICATION

- 550 Battery, Starting, and Charging Certification
- 750 Battery, Starting, and Charging Certification

AEROSPACE CERTIFICATIONS

- Precision Electrical Termination Certification
- Structural Sheet metal Certification

ADVANCED DRIVER ASSISTANCE SYSTEMS (ADAS) CERTIFICATION

HAND TOOL IDENTIFICATION, SAFETY, AND USAGE CERTIFICATION

- Screwdrivers
- Wrenches
- Cutters and Pliers
- Hammers, Punches, and Chisels
- Ratchets, Sockets, and Extensions

SNAP-ON®

HAND TOOL IDENTIFICATION AND SAFETY CERTIFICATION

The Snap-on Hand Tool Identification and Safety Certification is designed to introduce tech students to hand tools used in today's critical industries. The curriculum consists of the identification, safety, and usage of common hand tools. Tech students receive the **TOOLS FOR LIFE** they need for safe and successful careers in automotive, aviation, manufacturing, power generation and building maintenance.

Proper use of hand tools starts with identification. Snap-on and NC3 combined their industrial experience and expertise to create a certification that includes hands-on training with the hand tools that are vital to transportation, engineering, manufacturing, aviation, power generation, and natural resources, and many more. Those who earn this certification will be proficient in the safe use of a variety of hand tools.

COURSE CONTENT INCLUDES:

- **Tool Identification**
Identification of the primary categories of hand tools
- **Safety**
Rules and tips for the safe use of hand tools
- **Usage**
How to properly use and maintain hand tools

The curriculum includes knowledge checks, lab sheets, videos, and demonstration props.



BUILDING TOOLS FOR LIFE

Snap-on certifications provide a return on technical education investment through hands-on training and state of the art tools and equipment. The **Snap-on Hand Tool Identification and Safety Certification** connects directly to the following academic subject areas:

- Secondary Education
- Post-Secondary Programs

Students earn Snap-on certifications as proof of achievement. These NC3 backed, stackable credentials increase employment potential and on-the-job productivity in industries such as:

- Manufacturing
- Transportation
- Aviation
- Aerospace
- Construction
- Energy

For more information and to find the certification school nearest you, please visit education.snapon.com, or email: education@snapon.com.

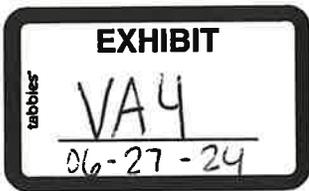
Snap-on is a proud partner of the National Coalition of Certification Centers.



Hand Tool Identification and Safety Certification

Snap-on certifications are compatible with other industry recognized certifications. Certifications are developed and administered with NC3 (National Coalition of Certification Centers).





Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/2024

Department CTE

Person Submitting Jackie Vester *JV* 5/29/24

Account Number (if appropriate) 141 E 71300 730 000 02518 037

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of one (1) Industrial Wiring Training System for CHS Advanced Manufacturing classes from vendor Reletech - Nashville, TN, in the amount of \$21,995.00 to be paid by ISM (Innovative School Models) grant funds.

received
06-11-24 *JV*



1415 Eastland Avenue
Nashville TN 37206-2626

Quotation

Date	Estimate #
5/24/2024	532340

Name / Address
Putnam County Schools Accts Payable 1400 E Spring St Cookeville TN 38501

Item	Description	Qty	Cost	Total
8176019	Industrial Wiring Training System, including wiring package, tool kit, cosumables, tabeletop workstion, conduit rack, project components, curriculum (campus licnese)	1	21,995.00	21,995.00
Thank you for the opportunity to be of service.			Subtotal	\$21,995.00

Total	\$21,995.00
--------------	-------------

Signature

Phone #	Fax #	E-mail
615.948.6210	615.523.1407	reletec@aol.com

Cart

Order Summary					
Subtotal	\$19,579.15	Estimated Tax	N/A	Estimated Shipping	\$54.64
Estimated Total \$19,633.79					



LEARNLAB

Training System: Electrical Vocational Classroom Training Set, 24 in x 24 in x 26 in

Item # 52JR72

Availability

Ships from supplier. Expected to arrive on or before **Wed. Jun 05**.

This item requires special shipping, additional charges may apply.

Qty
1

Web Price
\$19,579.15 / each

Products You Have Recently Viewed

 <p>LEARNLAB Training System: Electrical Vocational Classroom... Item # 52JR72</p> <p>Web Price ⓘ \$19,579.15 / each</p> <p>Qty 1</p> <p>Add to Cart</p>	 <p>LEARNLAB Training System: Electrical Wiring Training System, 24... Item # 52JR68</p> <p>Web Price ⓘ \$3,162.07 / each</p> <p>Qty 1</p> <p>Add to Cart</p>
--	---

QUOTATION

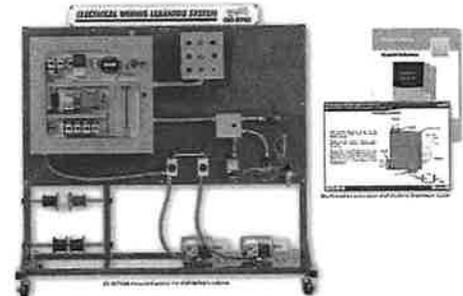
TO: Putnam County Schools - TN
 FROM: Technical Training Aids
 SUBJECT: Amatrol Industrial Wiring Learning System
 QUOTE: 423250PC
 DATE: 5/23/2024



PART #	DESCRIPTION	QTY	PRICE	TOTAL
--------	-------------	-----	-------	-------

850-MT6B Electrical Wiring Learning System
 Requires 208/60Hz/3ph electrical, Compressed Air, 41209 Hand Tool Package; and 17463 Consumable Package, and PC. For PC requirements, see amatrol.com/support.

Includes: (1) Mobile Workstation; (1) Electrical Relay Panel; (1) Pneumatic Actuator Panel; (1) 3 Phase Motor; (1) Manual Operator Station; (1) M17448 Student Curriculum - Interactive PC-Based Multimedia; (1) C17448 Instructor's Guide; (1) D17448 Installation Guide; (1) H17448 Student Reference Guide.



41209 Hand Tool Package - Electrical Wiring
 Required for 850-MT6B.

Includes: (1) Steel Tool Box; (1) Screwdriver Set; (1) Electrical Crimper, (1) Cutter/Stripper, (1) Digital Multimeter; (1) Fish Tape, (1) Nylon Fuse Puller, (1) Round File; (1) Utility Pliers; (1) Wire Tie Tool, (1) Adjustable Wrench, (1) Automatic Wire Stripper, (1) Pliers, (1) Allen Wrench.

17463 Consumables Package for 850-MT6B

Includes: (3) 100' 14 AWG Stranded Wire; (3) 100' 16 AWG Stranded Wire; (1) Electrical Tape; (25) Ring Terminal Connectors; (20) Wire Tie Mount Pad; (1) Wire Labels; (100) Wire Tie; (1) Spiral Wrap.

Options

85-MT6BA VFD/PLC Wiring Learning System
 Requires 850-MT6B Electrical Wiring Learning System, 17449 Consumables Package, and computer. For computer requirements, see www.amatrol.com/support. Recommended 82-610 Mobile Technology Workstation or equivalent.

Includes: (1) VFD; (1) PLC; (1) 3-Phase Motor; (1) Panel Hardware; (1) M17461 Student Curriculum - Interactive PC-Based Multimedia; (1) C17461 Teacher's Assessment Guide; (1) D17461 Installation Guide; (1) H17461 Student Reference Guide.



0	\$5,916.00		\$0.00
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85-MT6BB Industrial Soldering Learning System
 Requires 850-MT6B Electrical Wiring Learning System, 85-MT6BA VFD/PLC Wiring Learning System, 120V/60Hz/1ph electrical and PC. See amatrol.com/support for PC requirements. Recommended 17440 Consumables Package.

0 \$1,555.00 \$0.00

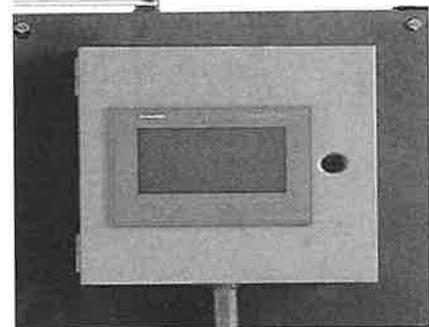
Includes: (1) Soldering Station; (1) Vacuum Desoldering Pump; (1) De-Soldering Tool Set; (1) Solder Components Panel; (1) Soldering Component Hardware; (1) M17463 Student Curriculum - Interactive PC-Based Multimedia; (1) C17463 Instructor's Guide; (1) K17463 Instructor's Resource Print CD; (1) D17463 Installation Guide; (1) H17463 Student Reference Guide.



85-MT6BC Ethernet and Analog Wiring Learning System
 Requires 850-MT6B Electrical Wiring, 85-MT6BA VFD/PLC Wiring, 120V/60Hz/1ph electrical and PC; see amatrol.com/support for PC requirements. Recommended 17441 Consumables Package.

0 \$2,922.00 \$0.00

Includes: (1) Siemens HMI; (1) Ethernet Switch; (1) Ethernet Cable; Analog Transmitter Unit; (1) Thermocouple with Mounting Hardware; (1) Cooling Fan with Mounting Hardware; (1) Conduit Set; (1) Fitting Set; (1) M17469 Student Curriculum - Interactive PC-Based Multimedia; (1) C17469 Instructor's Guide; (1) K17469 Instructor's Resource Print CD; (1) D17469 Installation Guide; (1) H17469 Student Reference Guide.



<https://amatrol.com/coursepage/electrical-wiring-training-system/ethernet-and-analog-wiring/>

Notes:

Quote is good for 60 days
 Computers are needed and to be owner provided
 Delivery is estimated at 120 days
 Purchase orders should be made out to Technical Training Aids
 Hand Tools and Consumables are optional purchase but needed

Shipping \$450.00

TOTAL \$18,700.00



Technical Training Aids
 Andrew Rittmeier - Sales Representative
 Phone:(859) 757-1455 / Fax:(859) 757-0417
 P.O. Box 17537
 Covington, KY 41017
 Birmingham home office: 800-851-3987

----- Forwarded message -----

From: **Johnny Harris** <johnny.harris@atmus.com>

Date: Tue, Jun 11, 2024 at 11:48 AM

Subject: Industrial Wiring Trainer

To: Keylon, Blake <blake.keylon@pcsstn.com>

To whom it may concern,

After reviewing the Industrial Wiring Training Systems quoted, the Festo Industrial Wiring Training System is the far superior trainer and truly is an industry standard. Festo parts can be found in numerous manufacturing plants across Tennessee and students would highly benefit from learning on Festo's trainer. The addition of the rigid conduit bending training provided by Festo is a very important skill to learn that the other equipment quoted does not provide. Students should be able to obtain very important and highly sought after skills from using this trainer by Festo.

Johnny Harris

Engineering Fabrication and Machinist

Atmus Filtration Technologies



Atmus.com

EXHIBIT
tabbles
VA5
06-27-24



Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/2024

Department CTE

Person Submitting Jackie Vester *Jma*

Account Number (if appropriate) 141 E 71300 730 000 02518 037

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of 26 Dell Optiplex All-In-One computers for CHS Business & Marketing, Accounting and Virtual Enterprise classes from vendor Dell - Round Rock, TX, in the amount of \$35,181.90 to be paid by ISM (Innovative School Models) grant funds.

received
06-12-24 MAT *AK*



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jul. 04, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000177518060.1	Sales Rep	JOSEPH MCCONNELL
Total	\$35,181.90	Phone	(800) 456-3355, 18009993355
Customer #	1545606	Email	Joseph_Mcconnell@Dell.Com
Quoted On	Jun. 04, 2024	Billing To	JOHNNY SLOAN
Expires by	Jul. 04, 2024		PUTNAM COUNTY SCHOOLS
Contract Code	C000000006563		1400 E SPRING ST
Deal ID	26342825		FINANCE DEPT
			COOKEVILLE, TN 38506-4313

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
JOSEPH MCCONNELL

Shipping Group

Shipping To	Shipping Method
ANGIE SMITH PUTNAM COUNTY SCHOOLS 3860 PHIFER MOUNTAIN RD COOKEVILLE, TN 38506-6938 (931) 520-2100	Standard Delivery Free Cost

Product	Unit Price	Quantity	Subtotal
OptiPlex All-in-One (Plus 7420)	\$1,353.15	26	\$35,181.90

Subtotal:	\$35,181.90
Shipping:	\$0.00
Non-Taxable Amount:	\$35,181.90
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$35,181.90

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

Prevent, respond and recover
from cyber threats

Managed Detection and Response Pro Plus

[Learn More](#)



Shipping Group Details

Shipping To

ANGIE SMITH
 PUTNAM COUNTY SCHOOLS
 3860 PHIFER MOUNTAIN RD
 COOKEVILLE, TN 38506-6938
 (931) 520-2100

Shipping Method

Standard Delivery Free Cost

	Unit Price	Quantity	Subtotal
OptiPlex All-in-One (Plus 7420)	\$1,353.15	26	\$35,181.90

Estimated delivery if purchased today:
 Jun. 20, 2024
 Contract # C000000006563

Description	SKU	Unit Price	Quantity	Subtotal
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.3 GHz Turbo, 65W)	338-CNCK	-	26	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	26	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	26	-
16GB DDR5 Memory, 1X16GB, 5600, Non-ECC, SoDIMM	370-BBPX	-	26	-
M.2 2280 512GB PCIe NVMe SSD Class 40	400-BQRY	-	26	-
Thermal Pad, Screw and Rubber for SSD	412-ABEK	-	26	-
AMD Radeon RX 6500, 4GB GDDR6	490-BJWZ	-	26	-
Screw for WLAN card	555-BIGS	-	26	-
No Wireless LAN Card	555-BKHY	-	26	-
OptiPlex All-in-One Plus 7420, 65W CPU, Touch, 5MP IR cam, GFX option, 240W Platinum, DAO/ BCC	329-BJXH	-	26	-
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	580-AJJG	-	26	-
Mouse included with Keyboard	570-AADI	-	26	-
No Cover Selected	325-BCZQ	-	26	-
Height Adjustable Stand for OptiPlex All-in-One Plus	575-BCNO	-	26	-
Dell Additional Software	634-CHFP	-	26	-
ENERGY STAR Qualified	387-BBLW	-	26	-
NO RAID	817-BBBN	-	26	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	26	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	26	-
Watch Dog SRV	379-BFMR	-	26	-
Quick Start Guide, OptiPlex All-in-One Plus 7420	340-DMJL	-	26	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	26	-
Package for Fixed/ HAS/ no stand (DAO, CCC)	340-DDGK	-	26	-
DAO factory Information	340-DFWR	-	26	-
Shipping Label	389-BBUU	-	26	-
Regulatory Label for OptiPlex All-in-One Plus 7420, 240W Platinum, FSJ	389-FGBM	-	26	-

SW Driver, Intel Rapid Storage Technology, OptiPlex All-in-One	658-BFST	-	26	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	26	-
Desktop BTO Standard shipment	800-BBIO	-	26	-
Custom Configuration	817-BBBB	-	26	-
OptiPlex All-in-One Plus 7420	210-BKVZ	-	26	-
OptiPlex All-in-One Touch Panel	391-BDPU	-	26	-
EPEAT 2018 Registered (Silver)	379-BDIO	-	26	-
Intel vPro Enterprise	631-BBPZ	-	26	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	26	-
Dell Limited Hardware Warranty Plus Service	997-6870	-	26	-
ProSupport: Next Business Day Onsite 3 Years	997-6895	-	26	-
ProSupport: 7x24 Technical Support, 3 Years	997-6915	-	26	-
			Subtotal:	\$35,181.90
			Shipping:	\$0.00
			Estimated Tax:	\$0.00
			Total:	\$35,181.90

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

EXHIBIT
tabbles
VAG
06-27-24



Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/2024

Department CTE

Person Submitting Jackie Vester

Handwritten signature of Jackie Vester in black ink.

Account Number (if appropriate) 141 E 71300 730 000 02518 065

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of 30 Dell Optiplex tower computers and 30 Dell 27" monitors for ATMS Principles of Design & Technology classes from vendor Dell - Round Rock, TX, in the amount of \$24,912.00 to be paid by ISM (Innovative School Models) grant funds.

received
06-12-24
MAR

Handwritten initials in black ink, possibly "JCV", written over the "received" stamp.



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jul. 11, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000177792635.1	Sales Rep	JOSEPH MCCONNELL
Total	\$24,912.00	Phone	(800) 456-3355, 18009993355
Customer #	1545606	Email	Joseph_Mcconnell@Dell.Com
Quoted On	Jun. 11, 2024	Billing To	JOHNNY SLOAN
Expires by	Jul. 11, 2024		PUTNAM COUNTY SCHOOLS
Contract Name	Standard Governing Terms in Supplier's Quote		1400 E SPRING ST
Contract Code	C000000006563		FINANCE DEPT
Deal ID	26342825		COOKEVILLE, TN 38506-4313

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell!

Regards,
JOSEPH MCCONNELL

Shipping Group

Shipping To	Shipping Method
ANGIE SMITH PUTNAM COUNTY SCHOOLS 3860 PHIFER MOUNTAIN RD COOKEVILLE, TN 38506-6938 (931) 520-2100	Standard Delivery Free Cost

Product	Unit Price	Quantity	Subtotal
OptiPlex Tower (7020)	\$682.06	30	\$20,461.80
Dell 27 Monitor - P2725H	\$148.34	30	\$4,450.20

Subtotal:	\$24,912.00
Shipping:	\$0.00
Non-Taxable Amount:	\$24,912.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$24,912.00

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

Prevent, respond and recover
from cyber threats

Managed Detection and Response Pro Plus

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Shipping Group Details

Shipping To

ANGIE SMITH
 PUTNAM COUNTY SCHOOLS
 3860 PHIFER MOUNTAIN RD
 COOKEVILLE, TN 38506-6938
 (931) 520-2100

Shipping Method

Standard Delivery Free Cost

		Unit Price	Quantity	Subtotal
OptiPlex Tower (7020)		\$682.06	30	\$20,461.80
Estimated delivery if purchased today: Jun. 27, 2024 Contract # C000000006563				
Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Tower 7020	210-BLDK	-	30	-
Intel Core i5 processor 14500 vPro (24MB cache, 14 cores, 20 threads, up to 5.0 GHz Turbo, 65W)	338-CNCH	-	30	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	30	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	30	-
16 GB: 1 x 16 GB, DDR5	370-BBPY	-	30	-
M.2 2230 256GB PCIe NVMe SSD Class 35	400-BQSD	-	30	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	30	-
NO RAID	817-BBBN	-	30	-
Intel Integrated Graphics	490-BBFG	-	30	-
MOD,CHAS,MTE,180W,7020,DAO,RC	329-BJYT	-	30	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	30	-
DVD+/-RW Bezel	325-BDSF	-	30	-
8x DVD+/-RW 9.5mm Slimline Optical Disk Drive	429-ABFH	-	30	-
CMS Essentials DVD no Media	658-BBTV	-	30	-
Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth	555-BH DU	-	30	-
Internal Antenna	555-BHDZ	-	30	-
No Additional Add In Cards	382-BBH X	-	30	-
Wireless Driver, Intel Wi-Fi 6E AX211 2x2 and Bluetooth wireless card	555-BK NB	-	30	-
No Additional Video Ports	492-BCKH	-	30	-
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	580-AJJG	-	30	-
Mouse included with Keyboard	570-AADI	-	30	-
No Cover Selected	325-BCZQ	-	30	-
Dell Additional Software	634-CHFP	-	30	-
ENERGY STAR Qualified	387-BBLW	-	30	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	30	-
System Monitoring not selected in this configuration	817-BBSI	-	30	-
Quick Start Guide, OptiPlex Tower	340-DMRV	-	30	-
Print on Demand Label	389-BDQH	-	30	-

Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	30	-
Shipping Material	340-CZGF	-	30	-
Shipping Label	389-BBUU	-	30	-
MOD,LBL,REG,MTE,FSJ,180W,7020	389-FGLV	-	30	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	30	-
Intel® Rapid Storage Technology Driver	658-BFSK	-	30	-
Intel Core i5 Processor Label	340-CUEW	-	30	-
Desktop BTO Standard shipment	800-BBIO	-	30	-
Chassis Intrusion Switch	461-AAIX	-	30	-
Custom Configuration	817-BBBB	-	30	-
No vPro support	631-BBRD	-	30	-
Internal Speaker	520-AARD	-	30	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	30	-
Dell Limited Hardware Warranty Plus Service	803-8583	-	30	-
Onsite Service After Remote Diagnosis 3 Years	803-8590	-	30	-

Unit Price	Quantity	Subtotal
\$148.34	30	\$4,450.20

Dell 27 Monitor - P2725H

Estimated delivery if purchased today:
Jun. 14, 2024
Contract # C000000006563

Description	SKU	Unit Price	Quantity	Subtotal
Dell 27 Monitor - P2725H	210-BMFJ	-	30	-
Dell Limited Hardware Warranty	814-5380	-	30	-
Advanced Exchange Service, 3 Years	814-5381	-	30	-

Subtotal:	\$24,912.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$24,912.00

Important Notes

Terms of Sale

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Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

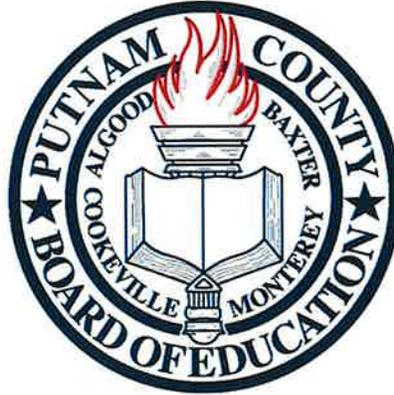
In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

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For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Board Agenda Request

Date June 13, 2024

Department Teaching and Learning

Person Submitting Dr. Diana Wood *Diana Wood*

Account Number (if appropriate) 141-71100-449-02117

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval of the purchase of a one-year renewal of the K-5 Quaver Music Program from Tennessee Book Company, La Vergne TN in the amount of \$17,160.00 to be paid from 141-71100-449-02117.

received
06-13-24 MT *[Signature]*



Renewal Quote #49014

This quote is prepared for the below license holders that have access expiring June 30, 2024.

Prepared for:

PUTNAM COUNTY SCHOOL DISTRICT, TN

Access for:	Description	Length	Grades	Cost
ALGOOD ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
BAXTER ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
BURKS ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
CANE CREEK ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
CAPSHAW ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
CORNERSTONE ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
WHITSON ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
NORTHEAST ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
PARKVIEW ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
PRESCOTT SOUTH ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00
SYCAMORE ES	QuaverEd's General Music Curriculum	1 Year	K 1 2 3 4 5	\$1,560.00

Grand Total*: \$17,160.00

Multi-year discounts are available on license purchases of 5 or more years.**

Contact us at SalesSupport@QuaverEd.com for more information!

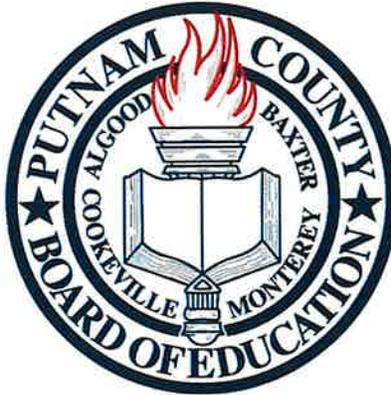
Complete your purchase by responding to SalesSupport@QuaverEd.com with the following items:

1. Purchase Order (or other form of payment) matching the amount included on your quote (plus applicable state taxes).
2. Tax exempt certificate (required if tax exempt).
3. Contact name and email address for receiving invoices (*Note: we do not mail physical invoices*).

****Tax not included. If your organization is tax exempt, please send a copy of your tax exemption certificate at time of purchase and tax will be omitted from your final invoice.***

*****Discount not available in all areas.***

EXHIBIT
tabbles
VAS
06-27-24



Board Agenda Request

Date June 13, 2024

Department Teaching and Learning

Person Submitting Dr. Bubba Winningham *Bubba Winningham*

Account Number (if appropriate) 141-71100-449-02117

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval of the purchase of a two-year renewal of Gallopade Social Studies from Tennessee Book Company, La Vergne TN in the amount of \$58,388.02 to be paid from 141-71100-449-02117.

received
06-13-24 MT *[Signature]*



P.O. Box 2779, Peachtree City, GA 30269 • tel: 800-536-2438 • fax: 800-871-2979 • curriculum@gallopade.com

TN GAP 2024-2026. Putnam County Schools. Grades 3, 4, 5. Bundled print/digital curriculum

Quote created: January 31, 2024 Reference: 20240131-104340488

Putnam County School System TN

1400 East Spring Street
Cookeville, TN 38506

Dr. Diana Wood

dwood@pcsstn.com
931-526-9777

Sylvia Smith

ssmith411@pcsstn.com
(931) 526-9777

Comments

2 year GAP quote.

3rd grade - 962 students

4th grade - 945 students

5th grade - 895 students

For Teachers: Digital Teacher's Edition, with a Digital Student Book. Access to Teaching Tools, and Expertrack Testing & Analytics. Teachers have analytics to track by student or standard, and the dynamic gradebook access with the ability to export to CSV.

For Students: Print Book and Interactive eBook. Access to assigned Expertrack tests, and assigned Teaching Tools.

• Shipping quoted is for a direct purchase. If purchased through Tennessee Book Company, please omit shipping charge. TBC will invoice the district separately.

Products & Services

Item & Description	SKU	Quantity & Price
Tennessee 3rd Grade Print/Digital Bundle for 25 Students & 1 Teacher [1-Year Gap Pricing] Includes for Students: · 25 Student Books (print & digital) · 25 ExperTrack Assessment System · 25 Digital Course Students Includes for Teachers: · Digital License for Teacher - 1-year, includes digital access to Teacher's Edition, Digital Course, Teaching Tools, and ExperTrack Assessment System 978-0-635-14147-7	TN3PDS1GY	38 x \$337.31
Tennessee 3rd Grade Print/Digital Bundle for 1 Student [2-Year Gap Pricing] Includes: · Student Workbook (print & digital) · ExperTrack Student · Digital Course Student 978-0-635-14146-0	TN3PST2GY	12 x \$26.99
Tennessee 4th Grade Print/Digital Bundle for 25 Students & 1 Teacher [2-Year Gap Pricing] Includes for Students: · 25 Student Books (print & digital) · 25 ExperTrack Assessment System · 25 Digital Course Students Includes for Teachers: · Digital License for Teacher - 2-year, includes digital access to Teacher's Edition, Digital Course, Teaching Tools, and ExperTrack Assessment System 978-0-635-14152-1	TN4PDS2GY	37 x \$674.63
Tennessee 4th Grade Print/Digital Bundle for 1 Student [2-Year Gap Pricing] Includes: · Student Workbook (print & digital) · ExperTrack Student · Digital Course Student 978-0-635-14150-7	TN4PST2GY	20 x \$26.99

Item & Description**SKU****Quantity &
Price****Tennessee 5th Grade Print/Digital Bundle for 1 Student [2-Year Gap Pricing]**

TN5PST2GY

35 x \$26.99

Includes: · Student Workbook (print & digital) · ExperTrack Student · Digital Course Student
978-0-635-14154-5

Tennessee 5th Grade Print/Digital Bundle for 25 Students & 1 Teacher [2-Year Gap Pricing]

TN5PDS2GY

20 x \$674.63

Includes for Students: · 25 Student Books (print & digital) · 25 ExperTrack Assessment System · 25 Digital Course Students
Includes for Teachers: · Digital License for Teacher - 2-year, includes digital access to Teacher's Edition, Digital Course, Teaching Tools, and ExperTrack Assessment System
978-0-635-14156-9

One-time subtotal	\$53,080.02
shipping 10%	\$5,308.00
	10.0% fee
Total	\$58,388.02

This quote expires on July 29, 2024**Purchase terms**

- Digital licenses expire on June 30 of the final year listed on this quote above.
- Any shipping included in the quote is for shipping to a single district location.
- Quoted price is for a full single payment.
- This quote is priced, as requested, in its entirety and cannot be itemized or subdivided.
- If there is any change in number of students, grades involved, or duration of purchase, then a new quote must be provided.
- Training is included for any curriculum with digital access in this price for no additional fee. That includes initial training each year, live chat, 24/7 online module support, and a personal connection with your trainer.

Questions? Contact me



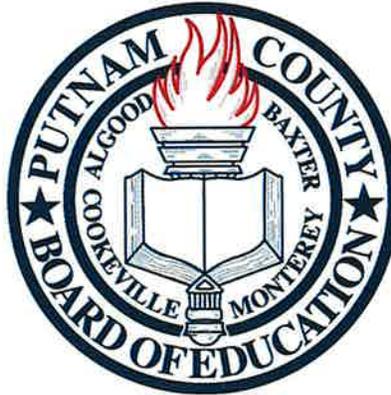
Vivian Bernstein

"Regional Representative"

vivian@gallopade.com

+14703443118

EXHIBIT
tabbles
VA9
06-27-24



Board Agenda Request

Date 06/13/2024

Department Teaching and Learning

Person Submitting Dr. Bubba Winningham *Bubba Winningham*

Account Number (if appropriate) 141-72210-599-02103

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval of payment to IB, International Baccalaureate Organization NY, for 2024-2025 Annual School Fees for Cookeville High School in the amount of \$12,660.00 to be paid from 141-72210-599-02103.

received
06-13-24 MT *[Signature]*

Invoice



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

Emily Chambers
Cookeville High School
1 Cavalier Drive

Cookeville TN 38506
United States

School / Ac.No :S001503
Programme :DP
Invoice Number :INV000145082
Invoice Date :04-JUN-2024

Here are the charges for the Annual School Fee

Description	No.	Price USD	Total USD
DP Annual Fee : 01/09/24 - 31/08/25	1	12,660.00	12,660.00
Total charges excluding tax			12,660.00
Plus tax		0 % @12,660.00	
Total charges including tax			12,660.00

TOTAL PAYABLE IN USD	12,660.00
-----------------------------	------------------

Payment

Payment terms are 30 days from invoice date in full without deductions or withholdings. Schools with outstanding payment more than 90 days old could be blocked for exam registration. Please make payment quoting your **school code** and **invoice number** to:

Beneficiary Name : International Baccalaureate Organization
Bank Name : JPMorgan Chase Bank N.A
Bank Address : 4 New York Plaza, 17th Floor, New York, NY, United States 10004
Bank Account Number : 6302307847
Bank Swift Code : CHASUS33
Bank Routing Number : 021000021

Schools in US and Canada - payment by USD check only:
International Baccalaureate Organization
PO Box 5950, New York, NY 10087-5950

If you need help

Telephone: +1 301 202 3176 (North America)
Email : myaccount@ibo.org

When making payment(s) to the IB, please provide your school code and details of payment including invoice number, so we can update your account timely and accurately.

Thank you for your support and understanding.

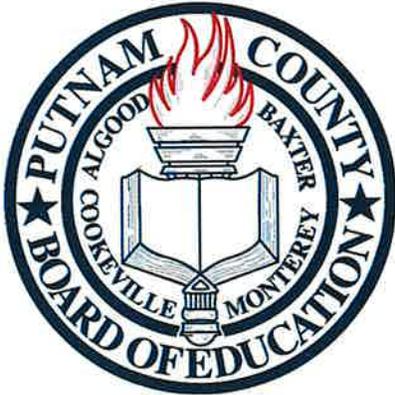
Payment is made in consideration for the IB's services and constitutes an acceptance of and agreement to the rules, regulations and other terms and conditions, accessible at <http://www.ibo.org/>.



International Baccalaureate Organization
Rue du Pré-de-la-Bichette 1, 1202 Genève, Switzerland
Swiss VAT no: CHE - 107.025.266 TVA
NL VAT Number: NL822771998B01
Canadian GST/HST: 841403876 RT0001, QST: 1217133773 TQ0001

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International Baccalaureate® | Baccalauréat International® | Bachillerato Internacional®

EXHIBIT
tabbles
VA 10
06-27-24



Board Agenda Request

Date June 13, 2024

Department Teaching & Learning

Person Submitting Dr. Bubba Winningham *Bubba Winningham*

Account Number (if appropriate) 141-71100-449-02117

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval of the purchase of the annual replacement and growth textbooks from Tennessee Book La Vergne, Tennessee in the amount of \$50,000 to be paid from 141-71100-499-02117.

received
06-13-24 MT *[Signature]*



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

Backup Included

Backup to follow

Approval of the purchase of Dreambox Reading Plus for the 2024-2025 school year (reading plus intervention programs for students with disabilities) student licenses and training webinar package from Dreambox Learning- Bellevue, WA in the amount of \$17,025 to be paid from 141-71200-429.

Sheri Roberson, Special Education Supervisor

Date

Corby King, Director of Schools

Date

received
06 - 13 - 24 MT



ORDER FORM

Subscriber: PUTNAM COUNTY SCHOOL DISTRICT
Address: 1400 E SPRING ST COOKEVILLE, TN 38506-4313
Term: 07/01/24 to 06/30/25

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
DreamBox Reading Plus	07/01/24	06/30/25	350 - Student	\$16,450.00	\$16,450.00
DreamBox Reading Plus Up to 60-Minute Webinar	07/01/24	06/30/25	1 - Each	\$575.00	\$575.00
TOTAL:					\$17,025.00

This Order Form and the Discovery Education Standard Terms of Services and License available at discoveryeducation.com/terms-and-conditions ('*Standard Terms*') constitute the entire agreement between Subscriber and Discovery Education, Inc. for the Services. By signing below, the Subscriber and Discovery Education, Inc. agree to be bound by this Order Form and the Standard Terms as of the date of last signature below.

PUTNAM COUNTY SCHOOL DISTRICT

Discovery Education, Inc.

By: _____
(signature required)

Title: _____

Printed Name: _____

Date: _____

By: _____
(signature required)

Title: _____

Printed Name: _____

Date: _____

Please return with the signed Order Form:

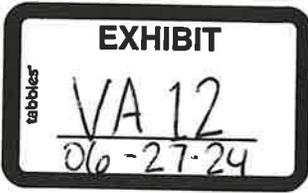
Exhibit A Licensed Products



**EXHIBIT A
Licensed Products**

DreamBox Reading Plus		
SCHOOLS	START DATE	END DATE
ADULT LEARNING CENTER - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	07/01/2024	06/30/2025
ALGOOD ELEMENTARY SCHOOL - 2525 OLD WALTON RD, COOKEVILLE, TN. 38506-4955	07/01/2024	06/30/2025
ALGOOD MIDDLE SCHOOL - 540 DRY VALLEY RD, COOKEVILLE, TN. 38506-4935	07/01/2024	06/30/2025
AVERY TRACE MIDDLE SCHOOL - 230 RAIDER DR, COOKEVILLE, TN. 38501-4553	07/01/2024	06/30/2025
BURKS ELEMENTARY SCHOOL - 300 CROSSVILLE ST, MONTEREY, TN. 38574-1626	07/01/2024	06/30/2025
CANE CREEK ELEMENTARY SCHOOL - 1500 W JACKSON ST, COOKEVILLE, TN. 38501-7105	07/01/2024	06/30/2025
CAPSHAW ELEMENTARY SCHOOL - 1 COUGAR LN, COOKEVILLE, TN. 38501-4725	07/01/2024	06/30/2025
COOKEVILLE HIGH SCHOOL - 1 CAVALIER DR, COOKEVILLE, TN. 38501-4988	07/01/2024	06/30/2025
CORNERSTONE ELEMENTARY SCHOOL - 371 1ST AVE S, BAXTER, TN. 38544-5138	07/01/2024	06/30/2025
JERE WHITSON ELEMENTARY SCHOOL - 178 E JERE WHITSON RD, COOKEVILLE, TN. 38501-1099	07/01/2024	06/30/2025
MONTEREY HIGH SCHOOL - 710 E COMMERCIAL AVE, MONTEREY, TN. 38574-1221	07/01/2024	06/30/2025
NORTHEAST ELEMENTARY SCHOOL - 575 N OLD KENTUCKY RD, COOKEVILLE, TN. 38501-3092	07/01/2024	06/30/2025
PARK VIEW ELEMENTARY SCHOOL - 545 SCOTT AVE, COOKEVILLE, TN. 38501-3999	07/01/2024	06/30/2025
PRESCOTT SOUTH ELEMENTARY SCHOOL - 115 W CEMETERY RD, COOKEVILLE, TN. 38506-5594	07/01/2024	06/30/2025
PRESCOTT SOUTH MIDDLE SCHOOL - 1859 S JEFFERSON AVE, COOKEVILLE, TN. 38506-5567	07/01/2024	06/30/2025
SYCAMORE ELEMENTARY SCHOOL - 452 ELLIS AVE, COOKEVILLE, TN. 38501-1529	07/01/2024	06/30/2025
T T U CHILD DEVELOPMENT LAB - PO BOX 5146, COOKEVILLE, TN. 38505-0001	07/01/2024	06/30/2025
UFFELMAN ELEMENTARY SCHOOL - 112 N ELM ST, MONTEREY, TN. 38574-1422	07/01/2024	06/30/2025
UPPERMAN HIGH SCHOOL - 6950 NASHVILLE HWY, BAXTER, TN. 38544-3845	07/01/2024	06/30/2025

UPPERMAN MIDDLE SCHOOL - 6750 NASHVILLE HWY, BAXTER, TN. 38544	07/01/2024	06/30/2025
WHITE PLAINS ACADEMY - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	07/01/2024	06/30/2025



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

Date _____ 6/27/24

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 PowerSchool Group, LLC for services from July 15, 2024 to July 14, 2025 in the amount of \$114,492.73 to be paid from 141 E 72110 399 000 00000 000, Other Contracted Services (General Purpose School Fund)



Sales Quote - This is Not An Invoice

 Prepared By: Lauren Franklin
 Customer Name: Putnam County School District
 Contract Term: 12 Months
 Start Date: 15-JUL-2024
 End Date: 14-JUL-2025
 Billing Frequency: Annually

 Customer Contact: April Hale
 Title: SIS Manager
 Address: 1400 E Spring St
 City: Cookeville
 State/Province: Tennessee
 Zip Code: 38506
 Phone #: (931) 520-2100

Product Description	Quantity	Unit	Extended Price
Initial Term 15-JUL-2024 - 14-JUL-2025			
License and Subscription Fees			
PowerSchool SIS Maintenance and Support	11,682.00	Students	USD 79,087.14
PowerSchool SIS Hosting	11,682.00	Students	USD 34,929.18
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 476.41
License and Subscription Totals:			USD 114,492.73

Quote Total	
Initial Term	15-JUL-2024 - 14-JUL-2025
Amount To Be Invoiced	USD 114,492.73

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Mar2024/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Putnam County School District

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 25-SEP-2023

Date:

PO Number: _____



Memo to: Corby King
Director of Schools

From: Mark McReynolds *Mark McReynolds*
Director of Finance

Date: June 7, 2024

Subject: Agenda item – June 27, 2024

Approval of payment to TRA School Software Solutions, Wilmington, North Carolina, for School Funds Online Software, accounting software and maintenance fees for twenty schools for the 2024-2025 school year in the amount of \$13,573.59 to paid from 141-E-72510-399.

Thank you for your consideration.

Attachment: Invoice 370515

received
06-18-24 *mmT*



Invoice

Date	Invoice #
7/1/2024	370515

dba Tom Rickman & Associates Inc./Technology Resources
6841 Wrightsville Avenue, Unit 202
Wilmington, NC 28403
Phone: 1-866-891-9138
Email: AR@kevgroup.com
Tax ID # 56-1674515

Bill To
630 Putnam County Schools (TN) 1400 East Spring Street Cookeville TN 38506 United States

Ship To
630 Putnam County Schools (TN) 1400 East Spring Street Cookeville TN 38506 United States

Terms	Due Date	PO #
	7/1/2024	

Item	Quantity	Description	Rate	Amount
SFO	1	School Funds Online Annual License, Maintenance and Support Fees		13,242.50
SPORTAL - V.O.	1	Sponsor Portal View Only Annual License Fee Annual Recurring Software Cost for the period Jul 1, 2024, to Jun, 30, 2025		331.09
			Total	\$13,573.59

Preferred Payment Method: ACH / Wire

ACH / Wire Bank Information:
 Bank: TD Bank, N.A.
 Account Title: Tom Rickman & Associates Inc. / Technology Resource Associates Inc.
 ABA / Routing: 026013673
 Account: 4394717925
 Please email remittance detail to: AR@kevgroup.com



Remit (By Mail) To:
 LB 2258 - Tom Rickman & Associates Inc. / Technology Resource Associates Inc.
 PO Box 95000
 Philadelphia, PA 19195-0001



2753 COUCHVILLE PIKE STE 401
 NASHVILLE TN 37217-5700
 Phone: 615-743-3202
 Fax:

To: PUTNAM COUNTY BOARD OF EDUCATION
 TECHNOLOGY DEPARTMENT
 3860 PHIFER MTN ROAD
 COOKEVILLE TN 38506
 Attn: Johnny Sloan
 Phone: 931-520-2100
 Fax: 931-372-0382
 Email: jerome.bannister@graybar.com

Date: 05/02/2024
Proj Name: PARK VIEW SCHOOL
GB Quote #: 0246023512
 Release Nbr:
 Purchase Order Nbr:
 Additional Ref#
 Valid From: 05/02/2024
 Valid To: 07/01/2024
 Contact: Jerome Bannister
 Email: Jerome.Bannister@graybar.com

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Notes: Omnia Partners Contract #EV-2370

Item	Item/Type	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		1 EA	WESTELL INC.	CS40-V30-V1D-A0	VHF 1W SIMPLEX-4PT 24M WB CL-A/B BDA	\$11,769.76	1	\$11,769.76
GB Part #: 26590274 UPC #: ***Item Note:***								
200		1 EA	WESTELL INC.	CS19-BBC-003	PS BBC NEMA 3R NFPA RED	\$952.17	1	\$952.17
GB Part #: 26426540 UPC #: ***Item Note:***								
300		2 EA	WESTELL INC.	CS19-PYL12V160FT	BATTERY 160AH AGM 1-BAT 12V	\$624.73	1	\$1,249.46
GB Part #: 26466446 UPC #: ***Item Note:***								
400		2 EA	WESTELL INC.	CS03-024-836	ANT-AY-136-174 6.5-7.5-NF DBI	\$169.03	1	\$338.06
GB Part #: 26341851 UPC #: ***Item Note:***								
500		2 EA	WESTELL INC.	CV04-500-629	2-WAY POWER DIVIDER 138-960 MHZ N FEMAL	\$138.34	1	\$276.68

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com 24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill. Unless noted the estimated ship date will be determined at the time of order placement.

To: PUTNAM COUNTY BOARD OF EDUCATION
 TECHNOLOGY DEPARTMENT
 3860 PHIFER MTN ROAD
 COOKEVILLE TN 38506

Date:
Proj Name:
GB Quote #:

05/02/2024
PARK VIEW SCHOOL
0246023512

Attn: Johnny Sloan

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

GB Part #: 26397842 UPC #:
 Item Note:

600	7 EA	WESTELL INC. CV05-522-614	3 DB POWER TAPPER 138-960 MHZ -153 PIM 2	\$80.20	1	\$561.40
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GB Part #: 26397845 UPC #:
 Item Note:

700	1 EA	WESTELL INC. CS40-ANNUNC	REMOTE ANNUNCIATOR PANEL FOR CS40 SERIES	\$607.07	1	\$607.07
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GB Part #: 26518472 UPC #:
 Item Note:

800	2 EA	WESTELL INC. CS60-024-002	RF COAX SURGE ARRESTOR DC-3 GHZ N(F) TO	\$29.07	1	\$58.14
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GB Part #: 26587539 UPC #:
 Item Note:

900	10 EA	WESTELL INC. PS178UV		\$171.13	1	\$1,711.30
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Item Note: **Pulse Laird Indoor Antennas 137-960**

1000	145 EA	WESTELL INC. 25704696		\$1.67	1	\$242.15
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Item Note: **Outdoor rated 1/2" 50 Ohm RF Coax. Cable**

1100	3,000 EA	WESTELL INC. 25992025		\$2.04	1	\$6,120.00
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Item Note: **1/2" 50 Ohm Plenum Coax. Cable**

1200	1 EA	WESTELL INC. 26036950		\$46.35	1	\$46.35
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Item Note: **6 ft. Jumper 4.3/10 to MN**

1300	10 EA	WESTELL INC. 26036902		\$39.31	1	\$393.10
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This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

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To: PUTNAM COUNTY BOARD OF EDUCATION
 TECHNOLOGY DEPARTMENT
 3860 PHIFER MTN ROAD
 COOKEVILLE TN 38506

Date:
Proj Name:
GB Quote #:

05/02/2024
PARK VIEW SCHOOL
0246023512

Attn: Johnny Sloan

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Item Note:	6 ft. Flexible Jumpers MN/MN				
1400	54 EA	WESTELL INC.	25866341	\$12.84	\$693.36
Item Note:	Male "N" Type Connectors				
1500	2 EA	WESTELL INC.	25253780	\$20.72	\$41.44
Item Note:	Rubber Matt				
1600	1 EA	WESTELL INC.	25632610	\$42.78	\$42.78
Item Note:	Grounding Panel				
1700	2 EA	WESTELL INC.	25959317	\$131.91	\$263.82
Item Note:	Non-Penetrating Antenna Mount				
1800	2 EA	WESTELL INC.	25883298	\$20.72	\$41.44
Item Note:	Grounding Kits				
1900	2 EA	WESTELL INC.	25654659	\$27.87	\$55.74
Item Note:	4"Roof Penetration, single hole				
2000	2 EA	WESTELL INC.	25881940	\$15.69	\$31.38
Item Note:	Weatherproofing Kit				
2100	1 EA	WESTELL INC.	COMMISSIONIN G OPTIMIZATION SERVICES	\$27,550.00	\$27,550.00
Item Note:	Design Services Initial Walkthrough with Installer Commissioning Optimization ATP/Inspection Baseline Testing				

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
 Unless noted the estimated ship date will be determined at the time of order placement.

To: PUTNAM COUNTY BOARD OF EDUCATION
TECHNOLOGY DEPARTMENT
3860 PHIFER MTN ROAD
COOKEVILLE TN 38506
Attn: Johnny Sloan

Date: 05/02/2024
Proj Name: PARK VIEW SCHOOL
GB Quote #: 0246023512

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

Total in USD (Tax not included): \$53,045.60

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
Unless noted the estimated ship date will be determined at the time of order placement.

To: PUTNAM COUNTY BOARD OF EDUCATION
TECHNOLOGY DEPARTMENT
3860 PHIFER MTN ROAD
COOKEVILLE TN 38506
Attn: Johnny Sloan

Date: 05/02/2024
Proj Name: PARK VIEW SCHOOL
GB Quote #: 0246023512

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

GRAYBAR ELECTRIC COMPANY, INC. TERMS AND CONDITIONS OF SALE

1. **ACCEPTANCE OF ORDER; TERMINATION** - Acceptance of any order is subject to credit approval and acceptance of order by Graybar Electric Company, Inc. ("Graybar") and, when applicable, Graybar's suppliers. If credit of the buyer of the goods or services ("Buyer") becomes unsatisfactory to Graybar, Graybar reserves the right to terminate upon notice to Buyer and without liability of Graybar.
2. **GENERAL PROVISIONS** - All typographical or clerical errors made by Graybar in any quotation, acknowledgment or publication are subject to correction. This agreement shall be governed by the laws of the State of Missouri applicable to contracts to be formed and fully performed within the State of Missouri, without giving effect to the choice or conflicts of law provisions thereof. All suits arising from or concerning this agreement shall be filed in the Circuit Court of St. Louis County, Missouri, or the United States District Court for the Eastern District of Missouri, and no other place unless otherwise determined in Graybar's sole discretion. Buyer hereby irrevocably consents to the jurisdiction of such court or courts and agrees to appear in any such action upon written notice thereof.
3. **MODIFICATION OF TERMS AND CONDITIONS** - These terms and conditions, and any associated statement of work, supersede all other communications, negotiations, and prior oral or written statements regarding the subject matter of these terms and conditions. No change, modification, rescission, discharge, abandonment, or waiver of these terms and conditions shall be binding upon Graybar unless made in writing and signed on its behalf by a duly authorized representative of Graybar. No conditions, usage of trade, course of dealing or performance, understanding or agreement, purporting to modify, vary, explain, or supplement these terms and conditions shall be binding unless hereafter made in writing and signed by the party to be bound. Any proposed modifications or additional terms are specifically rejected and deemed a material alteration hereof. If this condition shall be deemed an acceptance of a prior offer by Buyer, such acceptance is expressly conditional upon Buyer's assent to any additional or different terms set forth herein.
4. **PRICES AND SHIPMENTS** - Prices for goods shall be those in effect at time of shipment, which shall be made F.O.B. shipping point, prepaid and bill. Delivery dates are subject to change and prices may increase between the time that a quote is given or an order is placed and the time of shipment. Buyer acknowledges and accepts this risk and agrees to pay the price of goods that is in effect at time of shipment in order to account for any price increases between the date of quote or order and the date of shipment. Unless otherwise indicated in the applicable quotation or statement of work, prices for services shall be those in effect at the time of completion. The contract price for goods and/or services shall be increased by the amount of any applicable tariff, excise, fee, assessment, levy, charge or duty of any kind whatsoever, imposed, assessed or collected by any governmental body, whether or not reflected in the costs charged to Graybar, and Graybar may increase its cost for goods and/or services appropriately to take into account such increases in Graybar's costs.
5. **REELS** - When Graybar ships returnable reels, a reel deposit may be included in the invoice. The Buyer should contact the nearest Graybar service location to return reels.
6. **RETURN OF GOODS** - Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling and restocking fees charged by the manufacturers of the goods. Returns will not be accepted for services or any material which has been modified at the request of or by Buyer. In addition, no custom orders may be returned, and goods must be in original packaging.
7. **TAXES** - Prices shown do not include sales or other taxes imposed on the sale of goods or services. Taxes now or hereafter imposed upon sales, shipments or services will be added to the purchase price. Buyer agrees to reimburse Graybar for any such tax or provide Graybar with acceptable tax exemption certificate.
8. **PAYMENT TERMS** - Payment terms shall be as stated on Graybar's invoice or as otherwise mutually agreed. As a condition of the sales agreement, a monthly service charge of the lesser of one and one-half percent (1 1/2%) or the maximum permitted by law may be added to all accounts not paid by net due date. Visa, MasterCard, American Express, and Discover credit cards are accepted at point of purchase only.
9. **DELAY IN DELIVERY** - Graybar is not to be accountable for delays in delivery occasioned by acts of God, failure of its suppliers to ship or deliver on time, or other circumstances beyond Graybar's reasonable control, including, but not limited to, sourcing, shipment or delivery issues caused by, related to, or resulting from COVID-19 or other similar national or global health situations. Factory shipment or delivery dates are the best estimates of our suppliers, and in no case shall Graybar be liable for any consequential or special damages arising from any delay in shipment or delivery.
10. **CANCELLATION; CHANGES FOR SERVICES** - Buyer may cancel or make changes to a statement of work up to five (5) business days prior to commencement of the work. All changes and cancellations after such date are subject to Graybar's prior written approval in Graybar's sole and absolute discretion. Buyer shall pay to Graybar amounts necessary to cover cancellation, restocking fees and other charges applicable to the cancelled goods or services including those incurred or committed to by Graybar.
11. **SOFTWARE AND FIRMWARE** - Graybar or the applicable third-party owner will retain all rights of ownership and title in its own intellectual property, including all copyrights relating to firmware and software and all copies of such firmware and software. Buyer acknowledges that all software is governed by terms expressly granted in the applicable agreement provided by such third-party owner or licensor and agrees to comply with any such terms and conditions in connection with the use or resale of such software. Graybar provides the software "AS IS" WITH ALL FAULTS, and the only warranties provided for software, if any, are provided by the third-party owner or licensor of such software. Although Graybar may collect fees relating to such software, the end user's agreement is with the third-party owner or licensor, and Buyer holds Graybar harmless from and against any claims arising out of or related to such firmware or software.
12. **LIMITED WARRANTIES** - Graybar warrants that all goods sold are free of any security interest and will make available to Buyer all transferable warranties (including without limitation warranties with respect to intellectual property infringement) made to Graybar by the manufacturer of the goods. Buyer acknowledges that the performance of any service which alters the manufacturer provided goods, as indicated in the statement of work, may void the manufacturer's warranty. Graybar shall use the same care and skill as a similarly situated provider of like services would exercise following commonly accepted industry practices in the performance of its duties under this agreement. GRAYBAR MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE, UNLESS OTHERWISE AGREED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF GRAYBAR. PRODUCTS SOLD HEREUNDER ARE NOT INTENDED FOR USE IN OR IN CONNECTION WITH (1) ANY SAFETY APPLICATION OR THE CONTAINMENT AREA OF A NUCLEAR FACILITY, OR (2) IN A HEALTHCARE APPLICATION, WHERE THE GOODS HAVE POTENTIAL FOR DIRECT PATIENT CONTACT OR WHERE A SIX (6) FOOT CLEARANCE FROM A PATIENT CANNOT BE MAINTAINED AT ALL TIMES.
13. **LIMITATION OF LIABILITY** - Buyer's remedies under this agreement are subject to any limitations contained in manufacturer's terms and conditions to Graybar, a copy of which will be furnished upon written request. Furthermore, Graybar's liability shall be limited to either repair or replacement of the goods, re-performance of the services, or refund of the purchase price, all at Graybar's option, and IN NO CASE SHALL GRAYBAR BE LIABLE FOR INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES. In addition, claims for shortages, other than loss in transit, must be made in writing not more than five (5) days after receipt of shipment. Unless otherwise agreed in the applicable statement of work, acceptance of services will occur not more than five (5) days after completion of performance.
14. **WAIVER** - The failure of Graybar to insist upon the performance of any of the terms or conditions of this agreement or to exercise any right hereunder shall not be deemed to be a waiver of such terms, conditions, or rights in the future, nor shall it be deemed to be a waiver of any other term, condition, or right under this agreement.
15. **ASSIGNMENT** - Buyer shall not assign its rights or delegate its duties hereunder or any interest herein without the prior written consent of Graybar, and any such assignment, without such consent, shall be void.
16. **CERTIFICATION** - Graybar hereby certifies that these goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 (hereof). This agreement is subject to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Veterans Readjustment Assistance Act of 1974, as amended, E.O. 13496, 29 CFR Part 471, Appendix A to Subpart A, and the corresponding regulations, to the extent required by law. 41 CFR 60-1.4, 60-741.5, and 60-250.5 are incorporated herein by reference, to the extent legally required.
17. **FOREIGN CORRUPT PRACTICES ACT** - Buyer shall comply with applicable laws and regulations relating to anti-corruption, including, without limitation, (i) the United States Foreign Corrupt Practices Act (FCPA) (15 U.S.C. §§78dd-1, et. seq.) irrespective of the place of performance, and (ii) laws and regulations implementing the Organization for Economic Cooperation and Development's Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the U.N. Convention Against Corruption, and the Inter-American Convention Against Corruption in Buyer's country or any country where performance of this agreement or delivery of goods will occur.
18. **EXPORTING** - Buyer acknowledges that this order and the performance thereof are subject to compliance with any and all applicable United States laws, regulations, or orders. Buyer agrees to comply with all such laws, regulations, and orders, including, if applicable, all requirements of the International Traffic in Arms Regulations and/or the Export Administration Act, as may be amended. Buyer further agrees that if the export laws are applicable, it will not disclose or re-export any technical data received under this order to any countries for which the United States government requires an export license or other supporting documentation at the time of export or transfer, unless Buyer has obtained prior written authorization from the United States Office of Export Control or other authority responsible for such matters.

Signed: _____

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
Unless noted the estimated ship date will be determined at the time of order placement.



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

Date _____ 6/27/24

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 Skyward – Stevens Point, WI in the amount of \$75,608.00 to be paid from 141-72510-399 for the Accounting and HR Software Annual License fee from July 1st, 2024 to June 30th, 2025 (General Purpose School Fund).

received
6/6-19-24 MT 



PUTNAM COUNTY SCHOOLS
ATTN: ACCOUNTS PAYABLE
1400 EAST SPRING STREET
COOKEVILLE, TN 38506-4313

Invoice Detail

Invoice #	0000229943
Invoice Date	07/01/2024
Due Date	07/15/2024
Invoice Total	75,608.00

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
1.00	FINANCIAL MANAGEMENT ANNUAL LICENSE FEE	24,386.0000	24,386.00
1.00	PAYROLL ANNUAL LICENSE FEE	13,041.0000	13,041.00
1.00	TRUE TIME ANNUAL LICENSE FEE	11,681.0000	11,681.00
1.00	EMPLOYEE ACCESS ANNUAL LICENSE FEE	8,759.0000	8,759.00
1.00	EMPLOYEE MANAGEMENT ANNUAL LICENSE FEE	6,936.0000	6,936.00
1.00	SUBSTITUTE TRACKING ANNUAL LICENSE FEE	6,425.0000	6,425.00
1.00	FAST TRACK ANNUAL LICENSE FEE	4,380.0000	4,380.00

Annual License Fees: 07/01/2024 - 06/30/2025

Total Extension: 75,608.00

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Invoice #	0000229943
Invoice Date	07/01/2024
Payor	PUTNAM COUNTY SCHOOLS
Due Date	07/15/2024 (PUTNA*TN000)

Invoice Amount: 75,608.00
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT. Questions can be directed to account@skyward.com



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

Date _____ 6/27/24
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 Civil Engineering and Surveying, LLC in the amount of \$10,000 for civil engineering for the softball and soccer fields at ATMS to be paid from 141-72620-799, Other Capital Outlays (General Purpose School Fund).

received
06-25-24 MAT



INVOICE

214 East Stevens Street, Cookeville, TN 38501

Phone 931-528-5266

Bill To:
Putnam County Schools 1400 East Spring Street Cookeville, Tennessee 38506

Invoice #: 550
Invoice Date: 6/18/2024
Due Date: 6/18/2024
Project:
P.O. Number:

Description	Amount	
Civil Engineering for softball and soccer fields at Avery Trace Middle School * Design included site plan, grading plan, site details, bid documents, project bidding * Total design fee \$14,000 * \$0.00 billed to date * \$10,000 this invoice Billing through 1st bidding and pre-bid construction meeting 2nd bid <div style="text-align: center;"> <p><i>Man,</i></p> <p>I HAVE REVIEWED THIS INVOICE AND RECOMMEND ITS PAYMENT.</p> <p><i>John Masera</i></p> <p>6.21.24</p> </div>	10,000.00	
<i>Thank you for your business!!</i>	Total	\$10,000.00
	Payments/Credits	\$0.00
	Balance Due	\$10,000.00

EXHIBIT
VB1
06-27-24
tabbles



Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/2024

Department CTE

Person Submitting Jackie Vester *JV* 5/29/24

Account Number (if appropriate) 141 E 76100 706 000 02518 090

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval for the request to solicit bids for a post-frame barn for Veterinary & Animal Science agriculture classes at Upperman High School to be funded by ISM (Innovative School Models) grant funds.

received
06-11-24 MT *CK*



ENGAGE INSPIRE ACHIEVE

(931) 526-9777 / F: (931) 528-6942
1400 E. Spring Street
Cookeville, TN 38506
www.pcsstn.com

Upperman High School CTE Barn Build Specifications

Barn Type: Post frame construction

Dimensions: 40'x60'x14'

Foundation: 64'x60'x4" concrete pad

Exterior shell to include materials and installation*

*General Contractor services must be included

Materials to include:

- Steel trusses
- 2-12'x60' side sheds
- 2-14'x14' split sliding doors
- 2-36" walk-in doors
- 2 windows
- 1-36" cupola
- 40-year 29 gauge painted metal



Board Agenda Request
For June 27, 2024 Meeting

Date 06/11/24

Department CTE

Person Submitting Jaclyn Vester *JMV* 5/29/24

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval for the request to solicit bids for the framing and finishing materials and labor for the CTE structural systems/construction building projects for the 2024-2025 school year at Cookeville High School, Upperman High School and White Plains Academy to be funded by the each school's VIP (Vocational Improvement Project) account.

received
06-11-24 MIT *CK*



ENGAGE INSPIRE ACHIEVE

PUTNAM COUNTY SCHOOL SYSTEM

NOTICE

The Putnam County Board of Education will receive quotes for the Framing and Finishing Materials for the Construction Technology Building Projects for the 2024-2025 school year at the following schools: Cookeville High School, Upperman High School and White Plains Academy.

To be added as a vendor to receive quote notifications, please contact the PCSS Career and Technical Education Department Bookkeeper, Sarah Bos, via email at boss@pcsstn.com or (931) 526 - 9777 ext. 1468.

All questions regarding framing and finishing materials, should be directed to: CTE Supervisor Jaclyn Vester, Career and Technical Education Supervisor via email: jvester@pcsstn.com or (931) 526-9777 ext. 1448.

Quotes will be awarded as prescribed by law, which states "lowest and best." A Supreme Court ruling states that the discerning of best lies solely on one requesting the quote and not the vendor. The right is also reserved to refuse any and all quotes.



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: June 25, 2024

RE: Avery Trace Softball Field

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Request permission at accept the bid from King Construction in the amount of \$1,333,800 to construct the Avery Trace Softball Field, which includes Alternate 1, 2, 5, and 6.



Supervisor 6/26/24

Date

Director of Schools Date

received
06-04-24 MAT



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

JAMES L. NOE III, CRAIG WHITLOW, GREGORY L. BENNETT JR., RHYAN ATWOOD, PAMELA PUSKARICH, AMELIA CAIN, SETH CHAPMAN, ANDREW BENNETT, CHARLEY MYERS, CHARLENA DENAE BROCKMAN, BRIANNA FERGUSON, MORGAN WILLS, OF FRANKLIN, TN

its true and lawful Attorney(s)-in-Fact, with full power and authority, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

- RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification there of authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 19TH day of APRIL, 2024.

OLD REPUBLIC SURETY COMPANY

Karen J. Haffner

Assistant Secretary



Alan Pavlic

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 19TH day of APRIL, 2024, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson

Notary Public

My commission expires: 9/28/2026

(Expiration of notary commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

87-1074



Signed and sealed at the City of Brookfield, WI this 25th day of June, 2024

Karen J. Haffner

Assistant Secretary

INSURANCE GROUP OF AMERICA LLC

AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

King Construction Group, Inc.
3307 Burgess Falls Road
Cookeville, TN 38506

SURETY:

(Name, legal status and principal place of business)

Old Republic Surety Company
PO Box 1635
Milwaukee, WI 53201-1635

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Putnam County Schools
1400 E. Spring Street
Cookeville, TN 38506

BOND AMOUNT: Five Percent of the Amount Bid (5% of the amount bid)

PROJECT:

(Name, location or address, and Project number, if any)

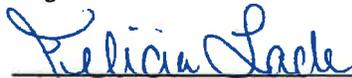
Avery Trace Middle School – Athletic Fields
230 Raider Drive
Cookeville, TN 38501

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

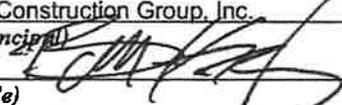
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

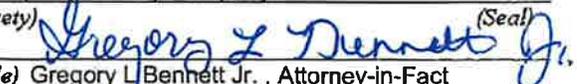
Signed and sealed this 25th day of June, 2024.


(Witness)


(Witness) Nancy Williams, Administrative Clerk

King Construction Group, Inc.
(Principal)  (Seal)

Old Republic Surety Company
(Surety)

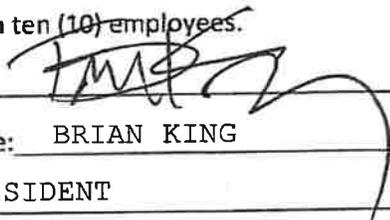
 (Seal)
(Title) Gregory L. Bennett Jr., Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

Non-Boycott of Israel Certification

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature:  _____

Printed Name: BRIAN KING _____

Title: PRESIDENT _____

Date: 06/25/2024 _____

IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

A handwritten signature in black ink, appearing to be 'M. K. f.', written over a horizontal line.

Signature

06/25/2024

Date

*******This Document must be signed & included with your Bid Submittal*******

Certificate No. 54341 was issued to the undersigned
on JANUARY 1, 2008, by the State for Licensing
Contractors.

My license limit is UNLIMITED and my bid does not exceed this.

The bid of any Contractor not complying with the above licensing law will not be considered.

J. By signing below, the Contractor affirms that he is in compliance with Tennessee Code Annotated 50-9-113 ("Drug Free Workplace Programs") statute, at the time of submitting his bid. The contractor also acknowledges that he understands he will be required to submit a signed, notarized affidavit at the time of contract signature. Sample copies of this affidavit are available on request, from the Architect.

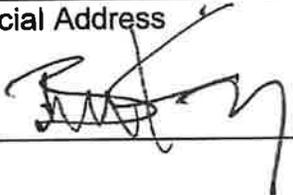
K. Bid Security

Security is submitted herewith, in the sum of: 5% of bid amount 5%, in the form of a 5% Bid Bond. Other forms of bid securities are not allowed.

Date: JUNE 25, 20 24.

KING CONSTRUCTION GROUP, INC.
Name of Bidder

3307 BURGESS FALLS RD, COOKEVILLE, TN 38506
Official Address

By  Title PRESIDENT

6. Add Alternate #6

The work of this Alternate shall consist of replacing the soccer field sowed grass with sod.

Add 37,000.00 Dollars.

E. Bid Acceptance

Upon execution and delivery of Contract by Contractor to Owner, the Contractor acknowledges that the Construction Contract will provide for all work to be fully complete no later than the dates indicated in the Contract Documents and that such Contract will provide for damages for delay as specified in the Contract Documents for each consecutive calendar day subsequent to the stated completion date, unless such Construction Contract or pursuant to Article 8 and 12 of the General Conditions, AIA Documents A201.

Further, if notified of the acceptance of this proposal, the undersigned agreed to execute a Contract for the work and to deliver to the Owner the Performance, Labor and Material Payment Bond AIA Documents A312, within ten (10) days after such notification.

F. Rejection or Withdrawal of Bids

Any bids received with Bid Envelope Cover Sheet omissions will be returned to the Bidder unopened.

Further, in submitting this Bid, it is understood that the right is reserved by the Owner to reject any and all bids, and it is agreed that this Bid shall not be withdrawn for a period of sixty (60) days following the date of opening thereof (unless extended 30 days by the owners issuance of a Letter of Intent; however this Bid may be withdrawn at any time prior to the scheduled time for opening of bids, or any authorized postponement thereof.

G. Form of Agreement

The form of Agreement shall be the American Institute of Architect's Standard Form of Agreement, AIA Document A132, 2009 Edition.

H. Form of Insurance

The Form of Insurance shall be the American Institute of Architect's Supplemental Attachment G715, 1991 Edition and Acord Certificate of Insurance 25-S (7/90).

I. Form for Certificate of Compliance with Tennessee Licensing law

This is to certify that the undersigned has fully complied with all requirements of Chapter 135-Public Acts of 1945, Chapter 165-Public Acts of 1947, and Chapter 822-Public Acts of 1976 (House Bill No. 2180), of the General Assembly of the State of Tennessee, known as the General Contractor's Licensing Law.

C. Unit Prices

Further, the undersigned proposes to provide the following unit pricing as described in Section 01 22 00. For each unit of measures of as described the Contractor agrees to provide:

1. Undercut and Replace Unsuitable Soils.	Unit Price	Unit
	\$ <u>70.⁰⁰</u> per	Cu Yd

D. Alternates

Further, the undersigned, having studied and become familiar with the Specifications, Division 1 thru 49, and Alternates Section 01 23 00, proposes to make the following changes in the Base bid Proposal sum for the associated alternates:

1. Add Alternate #1
The work of this Alternate shall consist of replacing the sprig grass with Bermuda sod on the softball field.
Add 24,000.⁰⁰ Dollars.
2. Add Alternate #2
The work of this Alternate shall consist of additional concrete sidewalk from the parking lot to the fields on the west side of the softball field.
Add 41,000.⁰⁰ Dollars.
3. Add Alternate #3
The work of this Alternate shall replace the specified topsoil with sifted topsoil.
Add 45,000.⁰⁰ Dollars.
4. Add Alternate #4
The work of this Alternate shall replace the specified 6' wide sidewalks with 8' wide sidewalks.
Add 12,000.⁰⁰ Dollars.
5. Add Alternate #5
The work of this Alternate shall consist of demolition of the existing baseball field dugouts and replacing with new dugouts and associated work including the canopies.
Add 133,000.⁰⁰ Dollars.

BID FOR LUMP SUM CONTRACT

Cookeville, TN

06/25/2024

DATE

PROPOSAL OF: KING CONSTRUCTION GROUP, INC.

3307 BURGESS FALLS RD.

COOKEVILLE, TN 38506

hereinafter called "Bidder",

TO: Putnam County Schools, Mr. Corby King, Director of Schools, Cookeville, Tennessee 38506, hereinafter called "Owner".

Dear Sir:

A. Base Bid

The undersigned, having familiarized himself (or themselves) with the site, the local conditions affecting the cost of the work and the Bid Documents, including the Drawings and Specifications and Addenda, if any thereto, prepared by Upland Design Group, Inc., Crossville, Tennessee, hereby proposes to furnish all labor, materials, and equipment to perform all work required for the Avery Trace Middle School Athletic Fields, Cookeville, Tennessee, in accordance with the Drawings and Specifications for the Base Bid Proposal of:

One Million, Ninety-Eight Thousand, Eight Hundred Dollars.

(\$ 1,098,800.00)

B. Addenda

Bidder acknowledges receipt of the following addenda:

ADDENDA NO.	DATE
1	06/21/2024
_____	_____
_____	_____
_____	_____
_____	_____

Bid Tab

Page **1** of **1**

Bids opened in **Cookeville, TN**

How many addenda issued: **1**

Target Contract Time: **120 Days**

MACC Liquidated Damages: **\$500 per day**

Bidders (name, city, license number)

Adden Ack

Bid Security

Base Bid

Alternate #1 Add Softball Sod

Alternate #2 Add Sidewalk

Alternate #3 Add Sifting Topsoil

Alternate #4 Add Sod

Alternate #5 Add Soccer Sod

Alternate #6 Add Sifting Topsoil

Plumbing - Regulated Subcontractors

Name: **Copeland DRP, LLC**

City: **Cookeville, TN**

License Number: **50450**

Alternate #1 Add Softball Sod

Alternate #2 Add Sidewalk

Alternate #3 Add Sifting Topsoil

Alternate #4 Add Sod

Alternate #5 Add Soccer Sod

Alternate #6 Add Sifting Topsoil

Plumbing - Regulated Subcontractors

Name: **J. Cumbly Construction, Inc.**

City: **Cookeville, TN**

License Number: **60508**

Alternate #1 Add Softball Sod

Alternate #2 Add Sidewalk

Alternate #3 Add Sifting Topsoil

Alternate #4 Add Sod

Alternate #5 Add Soccer Sod

Alternate #6 Add Sifting Topsoil

Plumbing - Regulated Subcontractors

Name: **King Construction Group, Inc.**

City: **Cookeville, TN**

License Number: **56341**

Alternate #1 Add Softball Sod

Alternate #2 Add Sidewalk

Alternate #3 Add Sifting Topsoil

Alternate #4 Add Sod

Alternate #5 Add Soccer Sod

Alternate #6 Add Sifting Topsoil

Plumbing - Regulated Subcontractors

Name: **Mid-State Construction Company, Inc.**

City: **LWinston, TN**

License Number: **17381**

Alternate #1 Add Softball Sod

Alternate #2 Add Sidewalk

Alternate #3 Add Sifting Topsoil

Alternate #4 Add Sod

Alternate #5 Add Soccer Sod

Alternate #6 Add Sifting Topsoil

Plumbing - Regulated Subcontractors

Pursuant to the Invitation to Bid extended for
Avery Trace Middle School
Athletic Fields
Cookeville, TN

bids and modifications must have been received here by
Tuesday, June 25, 2024 at 3:00 PM CT
I, thus declare the bidding closed, and now will proceed to open
and read bids and modifications which have been received.

Signature required only by Presiding Official.
Others can be printed or typed.

Presiding Official: *Mark Padgett*

Architect represented by: *Wesley Childs*

Owner represented by: *Wesley Childs*

Name	City	License Number	Alternate #1 Add Softball Sod	Alternate #2 Add Sidewalk	Alternate #3 Add Sifting Topsoil	Alternate #4 Add Sod	Alternate #5 Add Soccer Sod	Alternate #6 Add Sifting Topsoil	Regulated Subcontractors
Copeland DRP, LLC	Cookeville, TN	50450	None						Plumbing - Regulated Subcontractors
J. Cumbly Construction, Inc.	Cookeville, TN	60508	None						Plumbing - Regulated Subcontractors
King Construction Group, Inc.	Cookeville, TN	56341	\$1,098,800	\$41,000	\$45,000	\$133,000	\$37,000	N/A	Plumbing - N/A HVAC - N/A Electrical - N/A Masonry - King
Mid-State Construction Company, Inc.	LWinston, TN	17381	None						Plumbing - Regulated Subcontractors HVAC - Electrical - Masonry - Geothermal - N/A

BID ENVELOPE COVER SHEET

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

PROJECT: Avery Trace Middle School
Athletic Fields
Cookeville, Tennessee

ARCHITECT: Upland Design Group, Inc.
P.O. Box 1026
Crossville, Tennessee 38557

BID DATE: 3:00 PM CT Tuesday, June 25, 2024

Any blank spaces may cause bid to be unacceptable and rejected.
Provide state contractor license number, expiration date, and classifications for Bidder and listed subcontractors, as applicable.
Provide all names as used for licensing or other legal transactions.

Bidder Identification:

Bidder KING CONSTRUCTION GROUP, INC.

Address 3307 BURGESS FALLS RD, COOKEVILLE, TN 38506
Provide complete information if licensed, or circle:

Tennessee Contractor License Information:

License Number 56341 (Bidder Unlicensed)

License Classification applicable to Project BC; LMC; MU

License Expiration Date 01/31/2026 \$(UNLIMITED)
Dollar Limit

Subcontractors to be used on this Project: (or Bidder, if Bidder is to perform the work)

- If **any** work, regardless of dollar value, is required for subcontractor category, list subcontractor that will perform that work. Or, if Bidder will perform work in a category with Bidder's own forces, fill in Bidder's name as subcontractor.
- If **no** work is required in a subcontractor category, write "N/R" (None Required) or "N/A" (Not Applicable)
- If the monetary amount of a subcontractor's work is such that no license is required, "N/A" may be written in the license number column, but still write name of company providing the work.

Plumbing	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	Name	License Number	Expiration Date	Classification

Note: This space **must** be filled in or the bid may not be opened

HVAC	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	Name	License Number	Expiration Date	Classification

Note: This space **must** be filled in or the bid may not be opened

Electrical	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	Name	License Number	Expiration Date	Classification

Note: This space **must** be filled in or the bid may not be opened

Masonry	<u>King Construction Group, Inc.</u>	<u>56341</u>	<u>01/31/2026</u>	<u>LMC</u>
	Name	License Number	Expiration Date	Classification

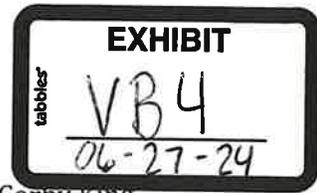
Note: This space **must** be filled in or the bid may not be opened

Geothermal	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	Name	TDEC License Number	Expiration Date	Classification



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: June 17, 2024

RE: Custodial Services

Account Funding Code (if appropriate) 141-72610-328

Backup included

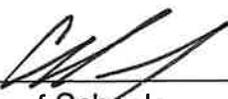
Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Recommend renewing the custodial bid including Alternate 1 from ABM Education of Nashville, Tennessee for \$303,829.31 per month, which includes the increase for the new Park View School. To begin July 1, 2024 through June 30, 2025.



Supervisor 6/19/24
Date



Director of Schools Date

received
06-19-24 MAT



Martin, Tim <martint3@pcsstn.com>

ABM - Park View Elementary Pricing and New Pricing Effective August 2024

1 message

Kyle Gribble <Kyle.Gribble@abm.com>

Tue, Jun 18, 2024 at 2:57 PM

To: "Martin, Tim" <martint3@pcsstn.com>

Cc: Corby King <kingc11@pcsstn.com>, Scott Newell <Scott.Newell@abm.com>, Kristopher Thomas

<Kristopher.Thomas@abm.com>

Good Afternoon Mr. Martin,

Below is our pricing for the new Park View Elementary:

Annual:

- \$183,735.36

Monthly:

- \$15,311.28

Below is the new pricing that will take effect in August:

School Name	effective 8/1/2024	
	Annual	Monthly
Algood Elementary	\$159,191.44	\$13,265.95
Algood Middle	\$198,513.52	\$16,542.79
Avery Trace Middle	\$327,429.80	\$27,285.82
Baxter Elementary	\$117,355.09	\$9,779.59
Burks Elementary	\$156,083.08	\$13,006.92
Cane Creek Elementary	\$116,961.92	\$9,746.83
Capshaw Elementary	\$128,478.29	\$10,706.52
Cookeville High	\$574,675.45	\$47,889.62
Cornerstone Elementary	\$148,976.71	\$12,414.73
Jere Whitson Elementary	\$72,423.01	\$6,035.25
Monterey High	\$231,754.98	\$19,312.92
Northeast Elementary	\$91,046.34	\$7,587.20
Park View Elementary (NEW BLDG)	\$183,735.36	\$15,311.28
Prescott South Elementary	\$202,341.80	\$16,861.82
Prescott South Middle	\$206,917.80	\$17,243.15
Sycamore Elementary	\$65,723.73	\$5,476.98
Upperman High	\$289,593.23	\$24,132.77
Upperman Middle	\$246,332.74	\$20,527.73
White Plains Academy	\$83,814.06	\$6,984.51
Central Office	\$8,571.88	\$714.32
Maintenance/Central Receiving	\$10,884.93	\$907.08

Location Change

STAR Center/Technology/School Nutrition	\$13,717.73	\$1,143.14
Student Support Services	\$3,265.48	\$272.10
Transportation	\$8,163.70	\$680.30
TOTALS:	\$3,645,952.07	\$303,829.31

Upon your and your Board's review and approval, I can have my team prepare the documents needed for the agreement. Let me know if you have any questions.

Thanks

Kyle
Make a Difference!

Kyle Gribble
Senior Regional Director of Operations - Middle and East Tennessee, Kentucky
ABM EDUCATION
[830 Fesslers Pkwy](#)
Suite 124
Nashville, TN 37210
(615) 519-5127 (cell)
kyle.gribble@abm.com
www.abm.com

ABM. Building Value.

ABM's Mission is to Make a Difference, every person, every day.

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<u>School Name</u>	<u>effective 8/1/2024</u>	
	<u>Annual</u>	<u>Monthly</u>
Algood Elementary	\$159,191.44	\$13,265.95
Algood Middle	\$198,513.52	\$16,542.79
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 Location Change

Upon your and your Board's review and approval, I can have my team prepare the documents needed for the agreement. Let me know if you have any questions.

Thanks

Kyle
Make a Difference!

Kyle Gribble
Senior Regional Director of Operations - Middle and East Tennessee, Kentucky
ABM EDUCATION
830 Fesslers Pkwy
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Nashville, TN 37210
(615) 519-5127 (cell)
kyle.gribble@abm.com
www.abm.com

ABM. Building Value.

**SERVICE AGREEMENT BETWEEN ABM INDUSTRY GROUPS, LLC
AND PUTNAM COUNTY BOARD OF EDUCATION**

Effective beginning July 1, 2024, by and between Putnam County Board of Education (hereafter referred to as “Customer”) and ABM Industry Groups, LLC, (hereinafter referred to as “Company”).

RECITALS

Company is prepared to provide agreed upon custodial / janitorial services to Customer as requested by Customer.

Customer is prepared to contract with Company for the performance of agreed upon services to be performed on Customer’s premises and within Customer’s facilities.

In consideration of the mutual agreements and understandings below, both parties agree as follows:

AGREEMENT

1. **Services to be Provided:** Company will provide custodial/janitorial services (hereinafter referred to as “Services”) according to the specifications set forth in Schedule E attached hereto and incorporated by reference—

LIST OF FACILITIES

Algood Elementary School
Algood Middle School
Avery Trace Middle School
Baxter Primary School
Burks Elementary School
Cane Creek Elementary School
Capshaw Elementary School
Cookeville High School
Cornerstone Elementary School
Jere Whitson Elementary School
Monterey High School
Northeast Elementary School
Park View Elementary School (NEW BLDG)
Prescott South Elementary School
Prescott South Middle School
Sycamore Elementary School
Upperman High School
Upperman Middle School
White Plains Academy / Adult Learning Center
Central Office
Maintenance Department / Central Receiving
Annex / Technology Department
Student Support Services
Transportation Department

CLEANING SPECIFICATIONS BY AREA

Company will develop a daily, weekly, and monthly checklist that will be completed and turned in to the building principal by the Contractor's school level lead worker/supervisor. Daily checklist will be turned in the following day; weekly checklists will be turned in on Friday. Monthly checklists will be turned in on the last work day of the month.

In addition to the other obligations contained herein, the Contractor will be responsible for the following:

RESPONSIBILITIES OF CONTRACTOR

A. Personnel

The Contractor shall recruit perspective personnel in full compliance with existing Tennessee statutes and regulations pertaining to non-discrimination, wage and hour and any other stipulations germane to prudent personnel management. This includes, but is not limited to, provisions of the Tennessee Human Rights Act. As defined by the Act, unfair employment practices may not be committed by the Contractor, his suppliers of material, or any labor organization furnishing skilled or unskilled labor to the Contractor.

The Contractor must pay at least \$12.00/hour minimum wage rate. An I-9 form will be required on all personnel. The Contractor is to list the proposed range of hourly wage rates and the proposed hourly rate per classification in a Table.

The District recognizes the most important element of a successful janitorial program is people. The Contractor will recruit, select, and employ service employees of high moral character and who work cooperatively with District employees to insure the best possible education environment for students, parents, and faculty/staff. Current janitorial employees meeting District's performance expectations may be hired under the new contract with guarantee no loss of pay. The District's Assistant Director, Operations & Support, or designee, will have selection and interview rights of Contractor management personnel assigned to the District.

As the new employer of any such personnel, the Contractor will protect, defend, indemnify and hold the District harmless against any and all labor and employment claims arising under state or federal law, including any claims for unemployment compensation that may accrue after the Contractor becomes the employer of such personnel.

The District is a "Drug Free Tennessee" participant; therefore, the Contractor must also be a participant in the "Drug Free Tennessee" program.

Only those personnel who have been properly trained (in custodial duties for a school) shall be assigned duties under this contract. All personnel shall be dressed in a uniform shirt identifying them with the Contractor's company name and all personnel shall be neat and clean in appearance. Employee Photographic ID tags will be required to be worn at all times and furnished by the Contractor.

All prospective personnel (Contractors) must complete a fingerprint criminal background check at the Contractor's expense. A criminal record, other than traffic offences, will disqualify an employee from being hired by the Contractor.

The Contractor will be expected to share all documents and records mentioned above with the District and the Contractor will be responsible for all expenses incurred by the above-mentioned requirements.

- **Criminal Background Checks**

In submitting this proposal, you are certifying that you are aware of the requirements stipulated by T.C.A. 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

The Contractor will pay all taxes pertaining to his employees as required by law. Any employees whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon the request of the authorized District representative. The Contractor is responsible for minimizing employee turnover.

After the initial agreement, any revision to the personnel structure in response to changing levels of janitorial requirements will be made in the form of a written amendment approved and signed by the Contractor and the District. If the staffing level is decreased, the appropriate deduction in costs will be made. The District reserves the right to audit Contractor man-hours and perform a payroll review to ensure contractually agreed upon staffing.

Contractor MUST provide at least one employee per shift, per location with the ability to communicate clearly and effectively with District personnel to facilitate communication between Contractor employees and school staff. The CLEAR and EFFECTIVE COMMUNICATION will be determined solely by the District.

Notwithstanding this understanding, the Contractor commits to providing adequate personnel to meet the District's needs and will not allow labor strikes, work stoppages, or any other event whatsoever to interfere with its performance under the terms of the contract.

The Contractor shall with his/her proposal include a spreadsheet with the number of employees necessary for all shifts at each individual building location.

B. Safety

The Contractor shall be responsible for training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the District's employees, students, staff and faculty.

C. Security

It is imperative that building security systems be "armed" every day when leaving District facilities. The Contractor shall be responsible for training employees in security requirements of the Putnam County School System and shall be responsible for the enforcement of these requirements.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment and accessories which might be exposed to the Contractor's personnel.
2. Guns, knives or other dangerous weapons shall not be allowed on any District property.
3. Alcohol and drugs are prohibited on any District property.
4. Contracted employees are required to comply with District policy 1.803 Tobacco-Free Schools
5. Keys and/or swipe cards, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys/swipe cards required by the Contractor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event the Contractor shall be fully responsible for the security and appropriate use of the keys/swipe cards issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys/swipe cards that are lost and any additional cost resulting due to the loss of keys/swipe cards.
6. The Contractor's personnel shall not allow any unauthorized persons in the school buildings. (Children, friends, or anyone else not authorized by the District)
7. After the award of contract, the Contractor will assign an employee the duty of locking and securing the building at the end of each day. The Contractor will set up a system with each location's administrator for a sign-off sheet to be available where the employee will sign each day that building has been locked and secured before they leave the facility.
8. The following schools have been identified as containing asbestos materials: White Plains Academy, Adult Education, Annex/Technology, Avery Trace Middle School, Cornerstone Middle School, Jere Whitson Elementary, and Sycamore Elementary. The Vendor shall be responsible for not disturbing these materials during the

accomplishment of the work specified. It is the responsibility of the Contractor to have read the plan on file at the specific location.

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the Contractor shall be done by the Contractor or his/her designated representative. At a minimum, two (2) non-school-based area supervisors provided solely for this contract are required. Site management personnel will possess a minimum of two (2) years of experience in the specific area of school service. The Contractor will make initial and continuing recommendations for janitorial departmental structures, procedures, implementation, and resource application. Recommendations will be implemented only with District agreement.

E. Damage/Theft

The Contractor shall be responsible for the repair, replacement, and/or reimbursement to the satisfaction of the District representative, of any damage or theft to or in the in the facility caused by any employee of the Contractor.

F. Equipment, Supplies and Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The District will provide locked storage spaces, but is not responsible for losses, which may be incurred due to theft and/or vandalism. The Contractor will implement a laundry program for mop heads, rags, etc. All equipment shall be maintained properly and kept in clean condition. Space used by Contractor's janitorial staff to store supplies and equipment must be kept clean, organized and in compliance with the State of Tennessee Fire Codes. Warehouse space must be off site.

The Contractor shall be responsible for the acquisition of all chemicals, equipment and supplies necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment, which will be used by the successful Contractor, must be submitted for approval prior to initial service under the contract. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to District personnel and updated regularly.

The Contractor will be responsible for providing all expendable supplies, i.e., toilet tissue, paper towels, hand soap, and trash liners while also supplying dispensers and making sure all dispensers, holders, etc. are maintained in working order. Contractor must keep all paper and/or soap dispensers/holders stocked at all times.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.

In the event the Contractor does not provide sufficient equipment and supplies, the Putnam County Board of Education can/will provide said supplies and equipment and the Contractor will be responsible for a minimum of (3) times the cost of said items. Said amount will be deducted from the next invoice.

G. Training

The Contractor must have a training program specifically designed for school technicians, including training that meets all Local, State, and Federal guidelines. Training includes, though not limited to, employee right to know, harassment/discrimination, asbestos awareness, blood borne pathogen, confined spaces, security alarm system requirements, emergency response and shut off valve requirement, AHERA, OSHA, TOSHA mandates, including periodic required updates.

The Contractor will provide on the job training on site and on required equipment. Ongoing and refresher training for experienced employees as well as new employee orientation will be documented to show the type of training, date of training, and signatures of employees in attendance.

H. Emergencies

All emergency conditions shall be promptly reported to the District's authorized representative.

I. Contractor's Representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters. (Preferably by cell phone and/or e-mail.)

J. Scheduling Housekeeping

All housekeeping shall be done with a minimum of disruption to normal school functions. (A detailed schedule of times and person(s) responsible shall be provided to the building administrator.)

The Contractor will make provision for on-site daily digital communication logs of cleaning needs/concerns. All District personnel will have access to the digital platform for the purpose of logging and tracking janitorial performance issues/areas of concern. Communication logs will provide area of concern, date concern was logged, initials of District personnel making log entry, date concern was addressed/corrected, initials of contracted employee addressing concern, and initials of Contracted Supervisor verifying corrective action completed.

The Contractor will provide staffing to all District facilities 52 weeks per year from 6:00 a.m. until 11:00 p.m. Monday through Friday; with the exception of PCSS scheduled breaks and mutually agreed holidays, not to exceed thirteen (13) holidays per year. Notwithstanding, staffing will be required for all school-sanctioned events that occur on weekends and/or holidays.

The Contractor is responsible for all sick day, holiday, vacation, and bereavement benefits for its personnel, guaranteeing the District specified work hours, or the Contractor will pay a refund of under-worked hours.

K. Program Responsibility

The Contractor shall assume full responsibility for the housekeeping program as defined herein on April 7, 2024. The Contractor will not let, transfer, or assign this contract in part or whole, without the District's written consent. Service will be coordinated through the District's Assistant Director, Operations & Support.

L. Specialties

To accommodate special set-up needs of athletic program, other extra-curricular activities and the District's community building rental program, janitorial staff must be able to prepare for and support a variety of programs. These special support requirements may include "set-ups".

Monday through Friday, cleaning after all such special events before the next school day is included in the base proposal. School sponsored activities on weekends and after hours are to be included in the base proposal.

The Contractor shall be responsible for cleaning up after all School System sponsored activities, i.e., regular scheduled basketball games, PTO meetings, school plays, etc. The Contractor shall not be responsible for cleaning up after community functions, banquets, and sporting events paying for use of school facilities or other rentals of school facilities. The Contractor shall be available for emergency services.

In responding to this request for proposals, Contractors are responsible for understanding the scope of these activities and be able to accommodate them as part of their response to the RFP.

M. Additional Facilities

Beyond the original agreement, Contractor services for additional facilities and/or portables may be purchased by the district-wide per square foot average for equivalent services of the given year. In each instance, the Contractor will prepare

a proposal for District consideration as soon as possible. Pricing will be pre-negotiated with the District before services are initiated. In the event buildings are closed, contract amount will be reduced by the same formula.

N. Energy Conservation

The Contractor shall follow District energy conservation guidelines. The Contractor shall make every effort to conserve energy when possible. When school is not in session, including the end of the instructional day, the District allows buildings to approach sixty (60) degrees in the winter and eighty (80) degrees in the summer. The Contractor's staff shall be prepared to work in these conditions.

The Contractor shall have interior lights on only in the area(s) where they are working and make certain all lights are off when locking up for the night. All exterior doors will be closed and locked immediately following final school dismissal time. Exterior doors will not be propped open at any time.

O. Standard Operating Procedures

The Contractor will provide standard operational procedures with clearly defined objectives. Primary objectives will include establishment of a clean and safe environment and the ability to provide designated and expected levels of janitorial services. Management systems will include clearly defined routines, tests, and inspections, and administrative procedures for project oversight. Contractor will provide continuous supervision of janitorial employees as indicated in the Contractor's proposed organizational chart.

The Contractor will develop and maintain a departmental (and necessary, specialized) manual(s) with instruction for specific/individual job functions and methods for task completion.

P. Day Porters

The Contractor shall place, at minimum, one (1) full-time Day Porter in each school and shall place, at minimum, (2) two full-time Day Porters at Cookeville High School exclusively. Day Porter services will be provided at all schools., full-time, 52 weeks per year. If a day porter fails to report for a shift, \$25 per hour will be withheld from the next payment to the janitorial service provider for every hour the shift was not covered.

DAY PORTER JOB DESCRIPTION

-GENERAL DUTIES-

JOB GOAL

To contribute to the efficient operation of the school by performing custodial duties.

PERFORMANCE RESPONSIBILITIES

1. Open the building each morning, secure the building at the end of the day as directed by the Principal, and sign-off that it is locked and secured.
2. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
3. Dust mop halls and clean entrance mats after children are in the classrooms.
4. Pick up paper and other debris from inside the building, around the parking areas and on the school grounds.
5. Sweep entranceways.
6. Including, but not limited to, make minor repairs, tighten all loose screws, replace light bulbs as required, touch-up painting as needed, and removing or cleaning vandalism or any unexpected mishaps.
7. Clean all entrance doors and windows.
8. Clean up after sick children.
9. Assist in setting up furniture for special events.
10. Assist in receiving deliveries of storeroom materials.
11. Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut off immediately in the event of a fire or other emergency.
12. Be familiar with all the emergency fire alarms in your building.
13. Take care of emergencies and any other work as directed by the Principal.
14. Police restrooms throughout the day.
15. Clean the cafeteria area during and after mealtimes. Maintain cleanliness and a sanitary condition to the areas of, but not limited to: floors, tables, and trash areas.
16. Work with contract Supervisor to fulfill Building Administrator requests for outside power washing.
17. The day porter is to be the Contractor's front line representation with the school system. This being said, it is expected for the day porter to be a "team player" when issues arise that are not a defined responsibility.

Q. Minimum Daily Man Hours required per shift and location

School/Department	Day Shift	Night Shift	Total Hours	FTE Equivalent
Adult Learning Center			See WPA	See WPA
Algood Elementary	12	24	36	4.5
Algood Middle	12	28	40	5
Avery Trace Middle	12	36	48	6
Baxter Primary	8	20	28	3.5
Burks Elementary	8	24	32	4
Cane Creek Elementary	12	20	32	4
Capshaw Elementary	12	24	36	4.5
Cookeville High School	20	60	80	10
Cornerstone Elementary	12	20	32	4
Jere Whitson Elementary	8	16	24	3
Monterey High School	16	40	56	7
Northeast Elementary	8	20	28	3.5
Park View Elementary (New)	8	16	24	3
Prescott South Elementary	8	28	36	4.5
Prescott South Middle	12	28	40	5
Sycamore Elementary	8	12	20	2.5
Upperman High School	12	28	40	5
Upperman Middle School	8	28	36	4.5
White Plains Academy	8	12	20	2.5
Central Office	0	4	4	.5
Maintenance/Cen. Receiving	0	1	1	.125
ANNEX Center/Technology/School Nutrition	0	2	2	.25
Student Support Services	0	1	1	.125
Transportation	0	1	1	.125
Total	204	493	697	87.125

2. Consideration:

- A. Monthly Contract Pricing: The monthly contract price shall be Three Hundred Three Thousand, Eight Hundred Twenty-Nine Dollars, and Thirty-One Cents (\$303,829.31).
- B. Monthly Invoices: Monthly Invoices will be billed at the beginning of the month in which the Services are to be rendered. Additional Services requested and approved by Customer will be invoiced at the beginning of each month for such Services provided during the prior month. Monthly Payments shall be made within thirty (30) days from the date of invoice.
- C. Contract Price Adjustments: The Contract Price may, with Customer approval, be adjusted as follows:
 - i. Change in Services and Additional Facilities: Beyond the original agreement, contractor services for additional facilities and/or portables may be purchased by the District-wide per square foot average for equivalent services of the given year. In each instance, the Contractor will prepare a proposal for District consideration as soon as possible. Pricing will be pre-negotiated with the District before services are initiated. In the event buildings are closed, contract amount will be reduced by the same formula.
 - ii. CPI Increase: For multi-year Agreements or whenever this Agreement is extended, the Contract Price may be modified to reflect a cost-of-living adjustment not to exceed 3%. The parties agree that the Price shall be adjusted due to factors beyond its reasonable control, including but not limited to increases to local, state and/or federal government mandated wage/health and welfare increases; union mandated wage/health and welfare increases and associated payroll costs where applicable; payroll taxes; union pension increases where applicable; subcontracting costs, material costs, or other supply and insurance and cost changes including, without limitation, increases resulting from insufficient labor supply in certain affected markets as of date incurred. If wage/benefit adjustments above those in effect on the execution date of this Agreement are necessary Customer agrees to a proportionate increase in the Price, payable retroactively when applicable. Company will notify Customer as soon as possible if retroactive payments may be due. Customer's obligation for such price adjustments shall survive the termination of this Agreement. To increase the payments in accordance with this provision, the Board of Education must approve any increase. Without specific Board approval no increases will be allowed.
 - iii. The Company shall provide all necessary cleaning supplies and equipment for the satisfactory performance of the services provided by this agreement. In the event that sufficient supplies and/or equipment are not provided, the Putnam County Board of Education may purchase said supplies or equipment and deduct the cost of same from the amounts owing to Company under this contract. This decision shall be in the sole and absolute discretion of the Director of Schools and shall be final.
 - iv. Anything to the contrary notwithstanding, the Putnam County Board of Education shall have the right to request that the project manager, supervisor, and any employee of the Company be removed from working at any facility, so long as such removal request complies with all applicable laws and is non-discriminatory in nature. This request will be honored by the Company and the project manager, supervisor, and/or employee will be replaced immediately.

3. Term and Termination Agreement:

- A. Extension #1 Term: This contract is a twelve-month contract beginning July 1, 2024 through June 30, 2025 with the Putnam County Board of Education having the option of extensions up to four additional one year periods and one additional six-month period.
 - Extension 1: July 1, 2024 through June 30, 2025**
 - Extension 2: July 1, 2025 through June 30, 2026
 - Extension 3: July 1, 2026 through June 30, 2027
 - Extension 4: July 1, 2027 through June 30, 2028
 - Extension 5 July 1, 2028 through December 31, 2029
- B. Penalties: If quality or lack of service issues arise, the Contractor will have one week to satisfy the issues(s). If issue(s) persist, 1% per day of the facility invoice will be withheld.

- a. If this provision is invoked twice at the same facility in a twelve-month period, the District has the right to remove that individual facility from the cleaning service contract with a 30-day written notice. There will be no further obligation of the Putnam County Board of education to the janitorial provider for that individual facility if this occurs.
 - b. If a day porter fails to report for a shift, \$25 per hour will be withheld from the next payment for every hour the shift was not covered.
 - c. Window Washing – If window washing is not completed by the required time, the District has the right to engage an outside contractor and deduct the actual cost paid to the contractor from the next monthly payment to the janitorial service provider.
- C. The District or the Contractor may cancel the contract upon sixty (60) days written notice without any further obligation.

4. **Insurance:**

- A. Insurance to be carried by Company: Company shall procure and maintain during the term of this Agreement, at Company's sole expense, the following insurance:
- i. Worker's Compensation and Employer's Liability Insurance covering obligations imposed by federal and state statutes with jurisdiction over Company's employees.
 - ii. Property Insurance covering Company's equipment and other personal property now or hereafter located on Customer's Facility against "All Risk" of Loss within an amount at least equal to replacement value. "All Risk" shall mean at a minimum coverage for Special Causes of Loss perils.
 - iii. Commercial General Liability Insurance providing coverage for Company's operations: Each Occurrence, General Aggregate, Products-Completed Operations Aggregate, Personal and Advertising Injury of at least one million dollars each occurrence.
 - iv. Commercial Automobile Liability Insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 each accident.
 - v. Umbrella Liability Insurance providing excess coverage over the underlying Commercial General Liability, Automobile Liability and Employers Liability policies of at least one million dollars each occurrence.
 - vi. Employee Theft Coverage or Employee Dishonesty/Fidelity for the acts of Company's employees of at least one million dollars each occurrence.

Company shall furnish Customer with a Certificate of Insurance evidencing the coverage above upon execution of the contract.

5. **Indemnification:**

- A. Indemnification of the Customer by the Company: Company agrees to indemnify, hold harmless and defend Customer, its officers, employees, and directors from and against any and all liability for loss, damage or expense for which Customer may be held liable by reason of injury (including death) to any person or damage to any property to the extent caused by the negligence, misconduct, or other fault in the performance of the work by the Company, its agents, and/or employees, except to the extent due to any act or omission of Customer or any of its employees, subcontractors or agents. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

- B. **Notification Right to Defend**: A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party, except the Putnam County Board of Education reserves the right to choose its own attorney for the defense of any claim against it, and the reasonable cost will be borne by the Company if the claim is one that is subject to indemnity by the Company. The Company, at its sole expense may retain additional attorneys of its choosing to assist.
- C. **Limitation of Liability/Damages**: Notwithstanding anything to the contrary contained in this Agreement, in no event shall either party be liable to the other for any of the following: (i) indirect damages, punitive damages, incidental damages, or consequential damages including without limitation lost profits, opportunity, use, or savings, or injury to business goodwill or reputation, except that if the Contractor or its employees cause damage or any other condition to the facilities of the Putnam County Board of Education then the Company shall be liable for the cost of substitute facilities and personnel necessary to operate and use the substitute facilities.
- D. Anything to the contrary notwithstanding, the Putnam County Board of Education and its employees are covered by the Tennessee Governmental Tort Liability Act, and the Putnam County Board of Education and its employees claim all privileges and immunities afforded by said act and do not waive any of said immunities or privileges.
- E. **Complete Agreement**: The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim and waive their right to assert any common-law indemnification or contribution claim against the other.
- F. **Dispute Resolution**: Anything to the contrary notwithstanding in this Agreement, any dispute arising out of this contract will be governed by the laws of the State of Tennessee and shall be decided in the Chancery Court of Putnam County, Tennessee, as the sole and exclusive venue and jurisdiction for the resolution of any said claims. The parties may voluntarily agree to a non-binding mediation in Cookeville, Putnam County, Tennessee, to resolve any dispute prior to litigation, but are not obligated to do so. Each party shall be responsible for its own fees and costs.

6. **Miscellaneous Provisions**:

- A. **Severability**: If any provision of this Agreement is held invalid for any reason, the other provisions of this Agreement will remain in effect, insofar as consistent with law.
- B. **Amendments; Waivers**: This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.
- C. **Independent Contractor**: The parties agree that in all aspects their relationship will be that of an independent contractor, and that neither party will act or represent that it is acting as an agent or incur any obligation on the part of the other party.
- D. **Non-Discrimination**: Company agrees that it is an equal opportunity employer and it shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, sex, national origin, age or any other protected factor.

- E. Interpretation and Applicable Law: This Agreement has been negotiated at arm's length between the parties hereto, both of which are sophisticated and knowledgeable in the matters dealt with in this Agreement. Accordingly, any rule of law or legal decision that would require ambiguities in this Agreement to be interpreted against the party that drafted it are not applicable and are hereby waived. This Agreement shall be subject to, and enforceable under, the laws of the State of Tennessee.
- F. Binding: This Agreement shall inure to and bind all parties, their successors, assigns, agents or representatives.
- G. Signature in Counterparts or Facsimile: This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original. An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.
- H. Non-solicitation of Certain Company and Customer Employees: Company and Customer agree that at no time during the term of this Agreement, and for a period of one (1) year immediately following the termination or expiration of this Agreement, will either in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or association, approach, solicit, hire, employ or take away any of the other's management personnel, or otherwise interfere with the contractual relationship or employment of the other's management personnel. For purposes of this Section, "management personnel" shall include any and all position titles of Customer, and the following position titles of Company: Site Manager, Assistant Site Manager, Administrative Assistant, Area Manager, Regional Manager, Regional Vice President and Sales Director. This shall not include shared employees of the Putnam County Board of Education and Company.
- I. Force Majeure: Except as otherwise provided herein, neither party shall be liable for the failure to perform their respective obligations under this Agreement when such failure is caused by fire, explosion, water, act of God or unavoidable accident, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, weather or energy related closings, governmental rules or regulations or like causes beyond the reasonable control and without the fault or negligence of such party, or for real or personal property destroyed or damaged due to such causes.
- J. Survival: The indemnification provision and each representation, covenant and warranty of the parties shall survive the termination or expiration of this Agreement for a period of one year.
- K. Titles and Captions: All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.
- L. Language Construction: The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.
- M. Entire Agreement: This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This Agreement may not be modified except by an instrument in writing signed by both parties. This Agreement may not be assigned by either party without the written consent of the other party. Consent to an assignment to a wholly owned subsidiary or affiliate of the assignor shall not be unreasonably withheld.
- N. Responsibilities of the District:
- a. Utilities: The District will furnish all necessary utilities within District buildings.

- b. **Storage:** The District shall provide storage for the equipment, supplies and materials normally required for the types of on-site services to be provided under this contract.
 - c. **Trash Disposal:** The District shall furnish, in a reasonably convenient location, a container for use by the Contractor in the removal of waste paper, trash, and other debris.
 - d. **Keys/swipe cards,** which may be required by the Contractor and Contractor employees will be furnished by the District. Contractor does not have permission to make copies of keys or replicate swipe cards.
 - e. **Chalkboards and Whiteboards:** "DO NO ERASE" and the date will be written on all chalkboards and/or whiteboards that are not to be cleaned.
- O. **Schedule E:** All provisions of Schedule E (as attached) are required and are incorporated herein and specify the duties of the Company at each facility.
- P. **Dispute Resolution:** Anything to the contrary notwithstanding in this Agreement, any dispute arising out of this contract will be governed by the laws of the State of Tennessee and shall be decided in the Chancery Court of Putnam County, Tennessee, as the sole and exclusive venue and jurisdiction for the resolution of any said claims. The parties may voluntarily agree to a non-binding mediation in Cookeville, Putnam County, Tennessee, to resolve any dispute prior to litigation, but are not obligated to do so. Each party shall be responsible for its own fees and costs.
- Q. **Notices:** All notices, requests, demands, and other communications hereunder shall be in writing and be deemed to have been duly given if delivered personally or if sent by courier, registered or certified mail, return receipt requested, properly addressed and postage prepaid, or by overnight mail by a reputable carrier, and addressed as follows:

TO Company: ABM Industry Groups, LLC
 830 Fesslers Pkwy, Ste 124
 Nashville, TN 37210

With a copy to:
LegalNotice@amb.com
 Attn: Deputy General Counsel, Education

TO Customer: Director of Schools
Putnam County Board of Education
 1400 East Spring Street
 Cookeville, TN 38506

or at any other address as may be given by either party to the other by notice in writing pursuant to the provision of this Section.

The parties to this Agreement have executed this Agreement as of the day and year first written above.

ABM Industry Groups, LLC

Putnam County Board of Education System

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Schedule E

CLEANING SCHEDULE -Classrooms

DAILY (Five days per week)

- Empty (clean/wet wipe as needed) wastebaskets
- Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Restock paper and soap dispensers as needed
- Dust mop, with chemically treated dust mop, all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving rooms

WEEKLY

- Replace all plastic trash liners in waste receptacles and clean and sanitize cans as needed (more frequently if needed)
- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Vacuum/dust mop all non-traffic areas, moving student desks
- Clean all windows and damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Empty pencil sharpeners
- Vacuum chalk rails and/or damp wipe
- Sanitize phones
- Mop composition floors

MONTHLY

-High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.

-Remove dust and cobwebs from ceiling areas, lights and window blinds

-CLEAN all HVAC returns and supply air grills

SPECIAL EDUCATION and CDC ROOMS

-Special Education classrooms with carpeted areas must be vacuumed every day and carpet spots cleaned as needed. More frequent shampooing of the carpet may be required during the normal school year due to unforeseen soiling. Principal will make the request to the contractor's supervisor. Hard surface floors must be fully mopped daily.

ANNUALLY

Defined as: End of current School Year thru day before County In-Service beginning the next School Year

-Strip and refinish all composition floors

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane burner must be done at night or at times when the building is inactive.
4. Provide a schedule for building administrators showing rooms/areas to be done each night that require tasks done on a rotating basis.
5. All furniture must be removed prior to annual stripping and waxing of composition floors
6. Clean all spaces utilized by before and after school extended learning programs.
7. Cleaning of computers, monitors, and keyboards will be done by PCSS personnel.

CLEANING SCHEDULE

Offices, includes all non-school district facilities (Must be cleaned 12 months per year)

DAILY (Five days per week)
<ul style="list-style-type: none">-Empty (clean/wet wipe as needed) wastebaskets-Clean furniture, including chairs and tables-Clean all window glass and glass partitions to hand height-Dust mop, with chemically treated dust mops, all composition floors-Mop composition floors with all-purpose cleaner-Vacuum all carpets-Spot clean carpet as needed-Vacuum walk-off mats-Secure any exterior doors and windows and turn off lights before leaving rooms
<u>WEEKLY</u>
<ul style="list-style-type: none">-Replace all plastic trash liners in waste receptacles. Clean and sanitize trash cans as needed (more frequently if needed)-Low dust all horizontal surfaces to hand height (60") including all furniture, chairs, tables and telephones-Sweep baseboards-Damp clean window ledges-Sanitize phones-Remove fingerprints from doors, frames, light switches, kick plates, handles and railings-Spray buff composition floors
<u>MONTHLY</u>

-High dust above hand height (60") horizontal surfaces, including shelves, moldings, pipes, etc.

-Remove dust and cobwebs from ceiling areas, lights and window blinds

-CLEAN all HVAC returns and supply air grills

ANNUALLY

-Strip and refinish all composition floors

-Clean inside windows

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to annual stripping and waxing of composite floors

CLEANING SCHEDULE

Teacher Lounge/Work Area

DAILY (Five days per week)

- Empty (clean/wet wipe as needed) wastebaskets and replace liners**
- Clean all window glass and glass partitions to hand height**
- Damp clean countertops and sinks with sanitizers**
- Damp clean vending machines**
- Dust mop, with chemically treated dust mops, all composition floors**
- Mop composition floors with an all-purpose cleaner**
- Vacuum all carpets**
- Spot clean carpets as needed**
- Vacuum walk-off mats**
- Secure any exterior doors or windows and turn off lights before leaving the room**

WEEKLY
<ul style="list-style-type: none"> -Clean and sanitize trash cans as needed (more frequently if needed) -Low dust all horizontal surfaces to hand height (60") including furniture, tables and chairs, window ledges, and telephones -Sweep baseboards -Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings -Spray buff composition floors
MONTHLY
<ul style="list-style-type: none"> -High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
SEMI-ANNUALLY
<ul style="list-style-type: none"> -Clean inside windows
ANNUALLY
<p><u>Defined as: End of current School Year through the day before County In-Service beginning the next School Year</u></p>
<ul style="list-style-type: none"> -Strip and refinish all composition floors -Damp clean all washable surfaces -Clean carpet

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. Interior cleaning of microwave ovens, conventional ovens, toasters, coffee pots, and refrigerators will be done by PCSS personnel.
5. All furniture must be removed prior to annual stripping and waxing of the composition floor.

CLEANING SCHEDULE

Library

DAILY (Five days per week)

- Empty wastebaskets
- Clean all window glass and glass partitions to hand height
- Clean tables, desks, and countertops
- Dust mop, with chemically treated dust mops, all composition floors
- Mop composition floors with an all-purpose cleaner
- Vacuum all carpets
- Spot clean carpet
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving rooms

WEEKLY

- Replace all plastic trash liners in waste receptacles. Clean and sanitize trash cans as needed (more frequently if needed)
- Low dust horizontal surfaces to hand height (60") including furniture, desk, chairs, and tables
- Dust all bookshelves (books to remain in place)
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

MONTHLY

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove dust and cobwebs from ceiling areas
- CLEAN ALL HVAC RETURNS AND SUPPLY AIR GRILLS

SEMI-ANNUALLY

- Clean windows inside and out
- Extract all carpets

ANNUALLY

Defined as: End of current School Year thru day before County In-Service beginning the next School Year

- Clean all carpets and apply soil retardant fabric coating
- Strip and refinish all composition floors

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to annual stripping and waxing of composition floors

CLEANING SCHEDULE

Cafeteria (Common Areas)

DAILY (Five days per week)
<ul style="list-style-type: none"> -Dust mop composition floors -Damp mop composition floors and vertical surfaces as needed -Clean interior glass to hand height (60") -Remove trash from cafeteria areas & replace all plastic trash liners in waste receptacles; clean and sanitize trash cans as needed -Clean tables and chairs with sanitizer after every meal and snack time or other use. -Put tables up and down -Ensure lids on dumpsters are closed
TWO TIMES WEEKLY
<ul style="list-style-type: none"> -Spray buff/high speed burnish composition floors
MONTHLY
<ul style="list-style-type: none"> -High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. -Remove dust and cobwebs from ceiling areas -Clean all HVAC returns and supply air grills
SEMI-ANNUALLY
<ul style="list-style-type: none"> -Clean windows inside and out -Clean window sills -Clean walls and vents
ANNUALLY
<p>Defined as: End of current School Year thru day before County In-Service beginning the next School Year</p>

- Scrub and refinish composition floors

-Clean windows inside and out

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. No janitorial equipment is to be stored in the cafeteria. Equipment must be kept clean.
5. All furniture must be removed prior to annual stripping and waxing of composition floors

CLEANING SCHEDULE
Corridors and Stairways/Elevators

DAILY (Five days per week)

-Spot clean glass partitions and doors

-Clean and sanitize water fountains

-Dust mop, with chemically treated dust mop, all composition floors, including hand rails

-mop composition floors with all-purpose cleaner, including stairs

-Vacuum carpet

-Spot clean carpet

-Vacuum walk-off mats

-Clean under entrance mats daily, inside and out

TWO TIMES WEEKLY

-Dust furniture, window ledges, and all lockers, if building is equipped, after buffing floors

-Sweep baseboards

TWO TIMES WEEKLY

- Spray buff all composition floors

WEEKLY

- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Remove graffiti from walls and lockers

MONTHLY

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove dust and cobwebs from ceiling areas
- Clean all HVAC returns and supply air grills

SEMI-ANNUALLY

- Clean all carpets
- Clean both sides of lobby windows

ANNUALLY

Defined as: End of current School Year thru day before County In-Service

beginning the next School Year

- Strip and wax all composition floors
- Clean all carpets

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to annual stripping and waxing of the composition floors.

CLEANING SCHEDULE
Multi-Purpose Gymnasiums, Auditoriums, Stage

DAILY (Five days per week)
<ul style="list-style-type: none">-Empty wastebaskets and replace all plastic trash liners in waste receptacles. Clean and sanitize all trash cans as needed-Vacuum any carpeted areas and spot clean as needed-Dust mop floors with chemically treated mop per manufacturer's specifications-Mop composition floors-Replace all plastic can liners in waste receptacles-Clean bleachers after school RELATED events, including under the bleachers-Mop spills in bleachers, when necessary-Clean all window glass to hand height-After school events, dust and/or vacuum theatre seating and carpet. Spot clean as needed.

WEEKLY
<ul style="list-style-type: none">-Low dust all horizontal surfaces to hand height-Sweep baseboards-Clean stage areas if applicable-Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles and railings-Check bleachers before SCHOOL RELATED events and clean (daily if necessary)-Clean under bleachers after school RELATED events (daily if necessary)-Mop all bleachers and under bleachers-Remove graffiti from walls, bleachers and lockers-Sweep bleachers and stands (daily if necessary)

MONTHLY

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove dust and cobwebs from ceiling areas and lights.
- Clean all HVAC returns and air grills

SEMI-ANNUALLY

- Clean both sides of windows

ANNUALLY

Defined as: End of current School Year thru day before County In-Service
beginning the next School Year

- Wash all windows and glass partitions
- Strip and refinish composition floors (INCLUDING STAGE AREA)

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to annual stripping and refinish of the composition floors

CLEANING SCHEDULE

SAC, Day Care, and Pre-K Locations

DAILY (Five days per week)

- Empty wastebaskets and replace all plastic trash liners in waste receptacles. Clean and sanitize trash cans as needed

- Dust mop floors with chemically treated mop per manufacturer's specifications

- Mop composition floors with all-purpose cleaner
- Vacuum all carpets
- Spot clean all carpets as needed

- Replace all plastic can liners in waste receptacles

- Clean and sanitize counters and all vitreous fixtures including toilet bowls, urinals and hand basins

MONTHLY

- Low dust horizontal surfaces to hand height (60") including furniture, desk, chairs and tables

- Remove dust and cobwebs from ceiling areas, lights and window blinds
- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove fingerprints from doors, frames, light switches, kick plates, door handles and railings
- Clean all windows
- Mop and spray buff composition floors
- Clean all HVAC returns and supply grills

SEMI- ANNUALLY

- Clean all carpet

- Clean both sides of windows

ANNUALLY

Defined as: End of current School Year thru day before County In-Service

beginning the next School Year

- Strip and refinish all composition floors
- Clean all carpet

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to annual stripping and waxing of the composition floors

CLEANING SCHEDULE
Medical Clinics

DAILY (Five days per week)

- Empty wastebaskets and replace all plastic trash liners in waste receptacles. Clean and sanitize trash cans as needed
- Vacuum any carpeted or rug areas and spot clean as needed
- Dust mop floors with chemically treated mop per manufacturer's specifications
- Mop composition floors with "All purpose" Cleaner
- Replace all plastic can liners in waste receptacles
- Clean and sanitize all vitreous fixtures including toilet bowls, urinals and hand basins - Insure area is secure before, during and after cleaning

MONTHLY

- Low dust horizontal surfaces to hand height (60") including furniture, desk, chairs and tables
- Remove dust and cobwebs from ceiling areas and lights.
- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.

- Mop and wax floors
- Dust and clean baseboards
- Clean all HVAC Returns and supply grills

SEMI- ANNUALLY
-Clean all carpet
-Clean windows

ANNUALLY
Defined as: End of current School Year thru day before County In-Service
beginning the next School Year
- Strip and refinish all composition floors
- Clean all carpets

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive.
4. All furniture must be removed prior to stripping and waxing of the composition floors

CLEANING SCHEDULE
Non-Serviced Areas

-Food Preparation Area in Kitchen and service line - Cleanup of this area will be the responsibility of cafeteria personnel; the exception to this is the semi-annual floor maintenance when the kitchen area/service line is an extension of the dining area; it is included in the regular maintenance programs.

CLEANING SCHEDULE
Restrooms/Dressing Rooms/Locker
Rooms/Restrooms in Lounges and Offices

DAILY (Five days per week)

- Check restrooms throughout the school day
- Empty wastebaskets and replace all plastic trash liners. Clean and sanitize waste receptacles including feminine hygiene receptacles
- Deep clean and sanitize all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and polish glass and mirrors
- Remove spots, stains and splashes from walls, commodes, partitions and urinals
- Disinfect stall partitions and walls around urinals
- Spot clean metal partitions
- Vacuum any carpeted areas and spot clean as needed
- Sweep floors
- Damp mop floors with germicidal disinfectant
- Re-supply expendable restroom dispensers
- Remove graffiti and marks from walls, partitions, commodes, urinals, lockers

CLEANING SCHEDULE
Restrooms/Dressing Rooms/Locker
Rooms/Restrooms in Lounges and Offices
(continued)

<u>WEEKLY</u>
<ul style="list-style-type: none">-Low dust horizontal surfaces to hand height (60")-Sweep/clean baseboards-Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.-Thoroughly (deep) clean floors and walls with germicidal disinfectant-Sanitize metal partitions and lockers-Clean and sanitize exterior of containers-Flush and check floor drains-High dust above hand height (70") horizontal surfaces, including shelves, pipes, moldings, etc.
<u>MONTHLY</u>
<ul style="list-style-type: none">-Remove dust and cobwebs from ceiling areas and lights.-Machine scrub all restroom and locker room floors with germicidal disinfectant solution including baseboards and corners-Clean all HVAC returns and supply air grills

CLEANING SCHEDULE
Field House (where applicable) and Athletic Facilities

-Clean as directed by Principal and/or Coach

CLEANING SCHEDULE

Restrooms on Football Field/Stadiums

- Make sure all dispensers are supplied before and after events
- Check weekly to ensure they are clean and odors do not build up
- Check each game day to ensure they are clean and odors do not build up
- Damp mop floors with germicidal disinfectant weekly and before games
- Before and after school related events - empty wastebaskets; clean and sanitize trash receptacles and replace liners; clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins; clean and polish all chrome fittings; clean and sanitize toilet seats; clean and polish glass and mirrors; wash and sanitize exterior of containers; remove spots, marks, stains and splashes from wall areas; sweep floors; damp mop floors with germicidal disinfectant

CLEANING SCHEDULE

Football Bleachers/Stadiums

- Use high power blower or sweep stands after each event
- Around the field area, under bleachers, sidewalks, etc. clean up any trash or spills.

VC1a
06-27-24

DATE:

Department: Finance

Current Approved Amount

Approval Amount

Item #	Account #	Account Description	Decrease	Increase	Approval Amount
		Expenditures			
1	141 E 71100 195 000 000000 000	CERTIFIED SUBSTITUTE TEACHERS	12,000.00	-	241,830.44
2	141 E 71100 198 000 000000 000	NON CERTIFIED SUBSTITUTE TEACHERS	-	12,000.00	719,700.00
3	141 E 72130 123 000 000000 000	GUIDANCE PERSONNEL	-	2,800.00	2,111,287.92
4	141 E 72130 124 000 000000 000	PSYCHOLOGICAL PERSONNEL	2,800.00	-	95,038.67
5	141 E 72130 204 000 000000 000	STATE RETIREMENT	-	4,500.00	174,866.12
6	141 E 72130 207 000 000000 000	MEDICAL INSURANCE	4,500.00	-	370,934.84
7	141 E 72210 117 000 000000 000	CAREER LADDER	-	750.00	8,750.00
8	141 E 71100 117 000 000000 000	CAREER LADDER	750.00	-	54,250.00
9	141 E 72210 207 000 000000 000	MEDICAL INSURANCE	-	5,200.00	380,087.89
10	141 E 71100 207 000 000000 000	MEDICAL INSURANCE	5,700.00	-	6,205,026.40
11	141 E 72260 207 000 000000 000	MEDICAL INSURANCE	-	500.00	16,340.00
		Total Amendment Expenditures			10,378,112.28

Explanation: To adjust budget for year-end cleanup

Recommended for Approval:

[Signature]
Official / Department Head

Requested by:

Supervisor

Reviewed by:

Chief Financial Officer

[Signature]

Recommended for Approval

No Recommendation

Date:

Approval

Non-Approval

Date:

Action by Fiscal Review Committee:

Action by County Commission:

received
06-19-24 MF

7/1/24

DATE:

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Teaching and Learning

Requested

Approval Amount

Current

Approved Amount

Account Description

Account #

Item #

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		<u>Revenue</u>				
1	141 R 46590 000 000 02513 000	Revenue	-	3,500.00		3,500.00
2			-			
		<u>Total Amendment Revenue</u>	-	3,500.00		3,500.00
		<u>Expenditures</u>				
3	141 E 73300 499 02513	Other Charges	-		3,500.00	3,500.00
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
		<u>Total Amendment Expenditures</u>	-		3,500.00	
		<u>Total Amendment Revenue less Expenditures</u>	-			3,500.00

Explanation: To budget for Governor's Early Literacy Foundation Grant for WOW Bus - July 1, 2024 - June 30, 2026

Requested by: Diana Wood
Supervisor

Recommended for Approval: [Signature]
Official / Department Head

Reviewed by: [Signature]
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

Date: _____

Action by County Commission: Approval

Date: _____



Department: Finance

DATE:

EXHIBIT

VC1d
06-27-24

Approval Amount

Current Approved Amount

Account Description

Account #

Item #

<u>Expenditures</u>		Decrease	Increase	Current Approved Amount
1	141 E 71150 163 000 000000 000	-	2,800.00	2,800.00
2	141 E 71300 117 000 000000 000	-	500.00	500.00
3	141 E 71600 208 000 000000 000	-	300.00	476.00
4	141 E 72260 117 000 000000 000	-	1,000.00	1,000.00
5	141 E 72310 118 000 000000 000	-	7,000.00	78,547.44
6	141 E 72320 117 000 000000 000	-	1,000.00	1,000.00
7	141 E 72320 201 000 000000 000	-	62.00	8,620.00
8	141 E 72320 204 000 000000 000	-	90.00	9,893.50
9	141 E 72320 212 000 000000 000	-	15.00	2,072.50
10	141 E 71100 116 000 000000 000	12,767.00	-	34,219,348.13
Total Amendment Expenditures				34,311,642.57

Explanation: To adjust budget for year-end cleanup

Recommended for Approval:

Official / Department Head

Requested by:

Supervisor

Reviewed by: *Mum M. Sargent*
Chief Financial Officer

23-00138

No Recommendation

Recommended for Approval

Action by Fiscal Review Committee:

Chief Financial Officer

Non-Approval

Approval

Action by County Commission:

received
06-19-24



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Student Services

DATE: _____

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		<u>Revenue</u>				
1	141 R 48610 000 02521 000	DONATIONS	500.00	9,500.00		10,000.00
		<u>Total Revenue</u>	500.00	9,500.00		10,000.00
		<u>Expenditures</u>				
2	141 E 72130 599 000 02521 000	OTHER CHARGES	500.00		9,500.00	10,000.00
		<u>Total Expenditures</u>	500.00		9,500.00	10,000.00
		<u>Total Revenue less Total Expenditures</u>	-	9,500.00	9,500.00	-

Explanation: Budget for donations received for student services.

Requested by: _____ Recommended for Approval: _____
 Supervisor: _____ Official / Department Head: _____
 Reviewed by: *[Signature]* Date: 23-00137
 Chief Financial Officer

Action by Fiscal Review Committee: _____
 Recommended for Approval No Recommendation Non-Approval
 Action by County Commission: _____
 Approval Non-Approval



EXHIBIT
VCIF
06-27-24

Putnam County Budget Amendment / Line Item Transfer Authorization Form

DATE: _____

Department: Career and Technical Education

Item # Account # Account Description Current Approved Amount Requested Approval Amount

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount
		Revenue		
1	141 Q 39000 000 0000 000	UNASSIGNED FUND BALANCE	-	34,500.00
		Total Revenue	-	34,500.00
		Expenditures		
2	141 E 71300 730 000 02519 000	VOCATIONAL INSTRUCTION EQUIPMENT	-	34,500.00
		Total Expenditures	-	34,500.00
		Total Revenue less Total Expenditures	-	34,500.00

Explanation: Budget for Training system for CHS automotive, STEM, and PLTW

Requested by: _____ Recommended for Approval: _____
 Supervisor: _____ Official / Department Head: _____
 Reviewed by: [Signature] Date: 23-00136
 Chief Financial Officer
 Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____
 Action by County Commission: Approval Non-Approval Date: _____

received
06-19-24 mf

Department: Finance

DATE: _____

Item # Account # Account Description Current Approved Amount

Approval Amount

Item #	Account #	Account Description	Current Approved Amount	Decrease	Increase
		Expenditures and Equity			
1	141 E 76100 706 000 02504 000	Building Construction	2,379,015.00	2,379,015.00	-
2	141 Q 39000 000 00000 000	Unassigned Fund Balance	11,377,603.09		2,379,015.00
		Total Amendment Expenditures and Equity	13,756,618.09		13,756,618.09

Explanation: To correct budget amendment for new Parkview School construction from 6/6/24 meeting.

Requested by: _____

Supervisor

Recommended for Approval: _____

Official / Department Head

Reviewed by: *[Signature]*

Chief Financial Officer

23-00134

Action by Fiscal Review Committee: _____

Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: _____

Approval

Non-Approval

Date: _____



EXHIBIT
 VC3a
 06-27-24



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

Department: **Federal Programs**

Date: Saturday, June 29, 2024

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-116	Teachers	125,500.00	4,200.12		129,700.12
2	142	71100-163	Assistants	47,130.00		4,110.98	43,019.02
3	142	71100-201	Social Security	10,706.00	2.75		10,708.75
4	142	71100-212	Medicare	2,921.21		200.00	2,721.21
5	142	71100-429	Instructional Supplies	2,500.00		2.50	2,497.50
6	142	72210-201	Social Security	1,355.00	44.81		1,399.81
7	142	72210-204	State Retirement	1,749.00	58.71		1,807.71
8	142	71100-212	Medicare	317.00	10.39		327.39
9	142	71100-499	Other Supplies	1,947.93		3.30	1,944.63
				4,316.78		4,316.78	

Explanation: This TN ALL Corps Amendment is needed to cover salaries in the 2023-2024 school year.

Requested by: _____ Recommended for Approval: _____
 Supervisor: Maria Muley Chief Financial Officer

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

Action by County Commission: Approved Not Approved Date: _____

received
 06-19-24 MT



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Career & Technical Education - Carl Perkins Basic 803

Item #	Fund #	Account #	Account Description	Current		Requested	
				Approved Amount	Decrease	Approval Amount	Decrease
1	142	142-71300-429-803	Instructional Supplies & Materials	\$57,786.88	\$22.21	\$57,764.67	
2	142	142-71300-730-803	Instructional Equipment	\$75,550.31	\$0.10	\$75,550.21	
3	142	142-99100-504-803	In-Direct Cost	\$5,026.99	\$22.31	\$5,049.30	
4						\$0.00	
5						\$0.00	
6						\$0.00	
7						\$0.00	
8						\$0.00	
9						\$0.00	
10						\$0.00	
11						\$0.00	
12						\$0.00	
13						\$0.00	
14						\$0.00	
15						\$0.00	
16						\$0.00	
17						\$0.00	
18						\$0.00	
19						\$0.00	
20						\$0.00	
21						\$0.00	
22						\$0.00	
23						\$0.00	
24						\$0.00	
25						\$0.00	
26						\$0.00	
27						\$0.00	
TOTALS:				\$138,364.18	\$22.31	\$138,364.18	

Explanation: To move monies to pay for year end in-direct costs.

Requested by: [Signature] Supervisor 6/17/24
 Reviewed by: [Signature] Chief Financial Officer 6/21/24

Recommended for Approval:

Official / Department Head

Action by Fiscal Review Committee:

None Required

Action by County Commission:

None Required



PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
JULY 2024

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	COMMENT
PERMISSION TO APPLY	2024 GOVERNOR'S EARLY LITERACY FOUNDATION BOOK BUS GRANT	\$ 3,500.00				NEW	SYSTEMWIDE	6.27.2024			MARK RODGERS APPLYING
PERMISSION TO APPLY	MIDDLE TN. NATURAL GAS/ PROJECT HOMETOWN HELP GRANT	\$ 2,500.00				NEW	MHS	6.27.2024			RACHEL GOODWIN APPLYING
PERMISSION TO APPLY	VEC SHARE GRANT	\$ 2,700.00				NEW	MHS	6.27.2024			RACHEL GOODWIN APPLYING
PERMISSION TO APPLY	UTRUST CULTURE GRANT	\$ 1,700.00				NEW	MHS	6.27.2024			KRISTI COLEMAN APPLYING
PERMISSION TO APPLY	2024 FRS COMMUNITY GRANT	\$ 5,000.00				NEW	LHS	6.27.2024			LINSEY VANWINKLE APPLYING
PERMISSION TO APPLY	ERA GRANT FOR GYO APPRENTICESHIP	\$ 5,000.00				NEW	SYSTEMWIDE	6.27.2024			ANGELA KNIGHT APPLYING
PERMISSION TO APPLY	TDOE / CTE GRANT	\$ 5,000.00				NEW	SYSTEMWIDE	6.27.2024			JACLYN WESTER APPLYING
TOTALS		\$ 25,400.00									
		AUG-24									
		SEP-24									
		OCT-24									
		NOV-24									
		DEC-24									
		JAN-25									
		FEB-25									
		MAR-25									
		APR-25									
		MAY-25									
		JUN-25									
	TOTAL	\$ 25,400.00	\$								GRANT REPORT PREPARED BY SHARON BYERS

tabbles
EXHIBIT
V.E.
66-27-24

received
DC-13-24
MT



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: Tera Brooks

Date: June 12, 2024

RE: Playground Equipment for Prescott South Middle School

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Accept playground equipment project purchase from Prescott Middle School's PTO in the approximate amount of \$49,771.74.

Supervisor

Date

Director of Schools

Date

received
06-17-24 MAT









Quote Name: Prescott South Middle

Created: May 29, 2024
Modified:

Prepared By: Adam Walton
(931) 303-0227
adam@rec-concepts.com

Prepared For: Kate Miller
PSMS PTO President
prescottsouthmiddlepto@gmail.com

Bill To: Kate Miller
Prescott South Middle
1859 S Jefferson Ave,
Cookeville, TN 38506

Ship To: Kate Miller
Prescott South Middle
1859 S Jefferson Ave,
Cookeville, TN 38506

Please make out purchase orders, contracts, and checks to:

Invoice Address Landscape Structures Inc.
601 7th Street South
Delano, MN 55328

Lead Time: 24-28 Weeks From Order
Payment Terms: 50% down at PO, Balance upon completion

We are pleased to submit this proposal to supply the following items:
Prescott South Middle Playground Proposal

QTY	Model No	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
1	1186289-01-01	PlayBooster (5-12 years) Structure w/Freestanding Play, Bridges, Ramps, Climbers w/Permalene Handholds Motion & More Fun, Signs		\$ 29,880.90		\$ 29,880.90
1	Disc	Sourcewell Discount		\$ (1,792.85)		\$ (1,792.85)
						<i>*See attached equipment breakdown, color renderings specifications and warranties</i>

Subtotal	\$ 28,088.05
Freight	\$ 3,940.88
Tax Rate	
Project Tax	\$ -
Equipment Installation	\$ 17,742.81
Project Total	\$ 49,771.74

"The quality will remain long after the price is forgotten."
~Henry Royce





Standard Terms and Conditions

Pricing: Proposal is firm for 10 days unless otherwise noted. Installation costs, if shown, are for one installation unless otherwise noted. Taxes will be shown separately, if applicable. Any applicable taxes not shown will be applied to the final invoice.

Payment Terms: Payment terms are as stated on previous page. Payment terms are 30 days following the date of the invoice and if any particular billing is not paid when due, all sales, regardless of prior terms, will become immediately due and owing upon demand by you. I agree to pay interest on past due amounts of 1.5% per month or the maximum interest rate permitted by applicable law, whichever is less. If any particular billing is not paid when due, I agree to pay in addition to the foregoing: All collection costs if this account is referred to collection, or if suit is brought to collect this account, I agree to pay all costs and reasonable attorney's fee, including all costs and a reasonable attorney's fee incurred on any appeal to an appellate court. Checks should be made payable to and mailed as indicated in the "Invoice Address" section of this proposal. Pre-payment may be required for orders equaling less than \$5,000.00.

Returns: Returns are available on shipments delivered within the last 30 days if the product is in merchantable conditions, has never been installed, and has never been stored in an area with little or no protection. A 25% restocking fee will be charged on all returned goods. Customer will be charged freight for both the outbound and inbound shipment. Any credit will be based on the condition of the item(s) upon return. No refunds on custom orders.

Installation: The site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the equipment from the time the equipment is off-loaded until the installation is complete, unless other arrangements are made and noted on the quotation.

Agreement Execution

As an authorized agent, I accept the terms and conditions of this proposal for purchase of goods and services.

Name (print) _____ Signature _____

Date _____ Purchase Order # _____





Utility Notice and Release of Liability

In order to understand the difference between PUBLIC utilities and PRIVATE utilities, please read. If you have any questions, please contact Recreational Concepts.

Definitions:

PUBLIC utilities: *Utility lines owned by a business organization (such as an electric company) performing a public service and subject to special governmental regulations. Generally, lines from the street to the meter are considered PUBLIC.*

PRIVATE utilities: *Utility lines running from the meter leading inside the property (such as electrical, gas and water lines) or lines from inside the property leading to a street connection (such as sewer or other drain lines) are considered PRIVATE. PRIVATE utilities can include but are not limited to the following: Electric, water, gas, phone, cable, geo-thermal, irrigation, sewer, storm water drainage, fiber optic.*

Responsibilities:

Prior to excavation Recreational Concepts' installers will perform an 811 Utility Locate of the work site area. This will locate and PUBLIC Utilities in the work area, it does not locate PRIVATE utilities. Recreational Concepts' installers and local locate companies are responsible for the care and damage prevention of PUBLIC utilities.

PRIVATE utility lines are the responsibility property owner. Recreational Concepts and their installers require all PRIVATE utility lines to be located and clearly marked with high visibility paint and flags. The property owner assumes all responsibility and cost associated with unmarked lines damaged during excavation. If lines are located within the dig area they must be listed on page of this document.

_____ Initial





Underground Obstacle Notice

Recreational Concepts prices the installation of Playground and other equipment based upon the assumption of the work site being clear of underground obstacles. These obstacles include but are not limited: *heavy rock, shot rock, utility lines, buried trash, old building foundations, abandoned roads, ground water.*

The presence of heavy rock or other obstacles that prevent the digging of footers with a typical skid steer and auger that require extra measures such as the use of jack hammers or extensive hand digging will be billed by change order on a cost basis.

The presence of utility lines in the work area that require hand digging will be billed by change order on a cost basis.

The presence of heavy-ground water that requires a change of footer design or other construction measures will be billed by change order on a cost basis.

As the property owner or as the authorized representative of the property owner, I have read the above and understand that the property owner is liable for additional cost incurred during construction due to underground obstacles located within the work site area of the property located at:

Property Name

Address

City, State, Zip

This document serves to notify the customer that underground obstacles are a present and common issue. Recreational Concepts will work with customer to keep any added cost to a minimum, but there is always a possibility of these unforeseen obstacles.

Signature

Date





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

Date _____ 6/27/24

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 Medical, Dental and Vision Insurance Rates for the 2025 calendar year as submitted.

received
06-17-24 MAT 

LOCAL EDUCATION PLAN
HEALTH INSURANCE MONTHLY PREMIUMS
2025

Certified and Support

Plan	Coverage	Full Monthly			EE %	PCBOE %	BOE CDHP Contribution	Total BOE Cost
		Premium	EE Rate	PC BOE Rate				
BCBS Network S - Premier	Employee	755.00	194.20	560.80	26%	74%	-	560.80
BCBS Network S - Premier	Employee + Child(ren)	1,244.00	319.20	924.80	26%	74%	-	924.80
BCBS Network S - Premier	Employee + Spouse	1,698.00	436.40	1,261.60	26%	74%	-	1,261.60
BCBS Network S - Premier	Employee + Child(ren) + Spouse	1,961.00	503.40	1,457.60	26%	74%	-	1,457.60
BCBS Network S - Standard	Employee	701.00	140.20	560.80	20%	80%	-	560.80
BCBS Network S - Standard	Employee + Child(ren)	1,156.00	231.20	924.80	20%	80%	-	924.80
BCBS Network S - Standard	Employee + Spouse	1,577.00	315.40	1,261.60	20%	80%	-	1,261.60
BCBS Network S - Standard	Employee + Child(ren) + Spouse	1,822.00	364.40	1,457.60	20%	80%	-	1,457.60
BCBS Network S - Limited	Employee	662.00	132.40	529.60	20%	80%	-	529.60
BCBS Network S - Limited	Employee + Child(ren)	1,091.00	218.20	872.80	20%	80%	-	872.80
BCBS Network S - Limited	Employee + Spouse	1,490.00	298.00	1,192.00	20%	80%	-	1,192.00
BCBS Network S - Limited	Employee + Child(ren) + Spouse	1,720.00	344.00	1,376.00	20%	80%	-	1,376.00
BCBS Network S - CDHP	Employee	578.00	115.60	462.40	20%	80%	98.40	560.80
BCBS Network S - CDHP	Employee + Child(ren)	953.00	190.60	762.40	20%	80%	162.40	924.80
BCBS Network S - CDHP	Employee + Spouse	1,300.00	260.00	1,040.00	20%	80%	221.60	1,261.60
BCBS Network S - CDHP	Employee + Child(ren) + Spouse	1,502.00	300.40	1,201.60	20%	80%	256.00	1,457.60
BCBS Network P - Premier	Employee	830.00	269.20	560.80	32%	68%	-	560.80
BCBS Network P - Premier	Employee + Child(ren)	1,329.00	404.20	924.80	30%	70%	-	924.80
BCBS Network P - Premier	Employee + Spouse	1,848.00	586.40	1,261.60	32%	68%	-	1,261.60
BCBS Network P - Premier	Employee + Child(ren) + Spouse	2,111.00	653.40	1,457.60	31%	69%	-	1,457.60
BCBS Network P - Standard	Employee	776.00	215.20	560.80	28%	72%	-	560.80
BCBS Network P - Standard	Employee + Child(ren)	1,241.00	316.20	924.80	25%	75%	-	924.80
BCBS Network P - Standard	Employee + Spouse	1,727.00	465.40	1,261.60	27%	73%	-	1,261.60
BCBS Network P - Standard	Employee + Child(ren) + Spouse	1,972.00	514.40	1,457.60	26%	74%	-	1,457.60
BCBS Network P - Limited	Employee	737.00	207.40	529.60	28%	72%	-	529.60
BCBS Network P - Limited	Employee + Child(ren)	1,176.00	303.20	872.80	26%	74%	-	872.80
BCBS Network P - Limited	Employee + Spouse	1,640.00	448.00	1,192.00	27%	73%	-	1,192.00
BCBS Network P - Limited	Employee + Child(ren) + Spouse	1,870.00	494.00	1,376.00	26%	74%	-	1,376.00
BCBS Network P - CDHP	Employee	653.00	190.60	462.40	29%	71%	98.40	560.80
BCBS Network P - CDHP	Employee + Child(ren)	1,038.00	275.60	762.40	27%	73%	162.40	924.80
BCBS Network P - CDHP	Employee + Spouse	1,450.00	410.00	1,040.00	28%	72%	221.60	1,261.60
BCBS Network P - CDHP	Employee + Child(ren) + Spouse	1,652.00	450.40	1,201.60	27%	73%	256.00	1,457.60
Cigna Local Plus - Premier	Employee	755.00	194.20	560.80	26%	74%	-	560.80
Cigna Local Plus - Premier	Employee + Child(ren)	1,244.00	319.20	924.80	26%	74%	-	924.80
Cigna Local Plus - Premier	Employee + Spouse	1,698.00	436.40	1,261.60	26%	74%	-	1,261.60
Cigna Local Plus - Premier	Employee + Child(ren) + Spouse	1,961.00	503.40	1,457.60	26%	74%	-	1,457.60
Cigna Local Plus - Standard	Employee	701.00	140.20	560.80	20%	80%	-	560.80
Cigna Local Plus - Standard	Employee + Child(ren)	1,156.00	231.20	924.80	20%	80%	-	924.80
Cigna Local Plus - Standard	Employee + Spouse	1,577.00	315.40	1,261.60	20%	80%	-	1,261.60
Cigna Local Plus - Standard	Employee + Child(ren) + Spouse	1,822.00	364.40	1,457.60	20%	80%	-	1,457.60
Cigna Local Plus - Limited	Employee	662.00	132.40	529.60	20%	80%	-	529.60
Cigna Local Plus - Limited	Employee + Child(ren)	1,091.00	218.20	872.80	20%	80%	-	872.80
Cigna Local Plus - Limited	Employee + Spouse	1,490.00	298.00	1,192.00	20%	80%	-	1,192.00
Cigna Local Plus - Limited	Employee + Child(ren) + Spouse	1,720.00	344.00	1,376.00	20%	80%	-	1,376.00
Cigna Local Plus - CDHP	Employee	578.00	115.60	462.40	20%	80%	98.40	560.80
Cigna Local Plus - CDHP	Employee + Child(ren)	953.00	190.60	762.40	20%	80%	162.40	924.80
Cigna Local Plus - CDHP	Employee + Spouse	1,300.00	260.00	1,040.00	20%	80%	221.60	1,261.60
Cigna Local Plus - CDHP	Employee + Child(ren) + Spouse	1,502.00	300.40	1,201.60	20%	80%	256.00	1,457.60
Cigna Open Access - Premier	Employee	830.00	269.20	560.80	32%	68%	-	560.80
Cigna Open Access - Premier	Employee + Child(ren)	1,329.00	404.20	924.80	30%	70%	-	924.80
Cigna Open Access - Premier	Employee + Spouse	1,848.00	586.40	1,261.60	32%	68%	-	1,261.60
Cigna Open Access - Premier	Employee + Child(ren) + Spouse	2,111.00	653.40	1,457.60	31%	69%	-	1,457.60
Cigna Open Access - Standard	Employee	776.00	215.20	560.80	28%	72%	-	560.80
Cigna Open Access - Standard	Employee + Child(ren)	1,241.00	316.20	924.80	25%	75%	-	924.80
Cigna Open Access - Standard	Employee + Spouse	1,727.00	465.40	1,261.60	27%	73%	-	1,261.60
Cigna Open Access - Standard	Employee + Child(ren) + Spouse	1,972.00	514.40	1,457.60	26%	74%	-	1,457.60
Cigna Open Access - Limited	Employee	737.00	207.40	529.60	28%	72%	-	529.60
Cigna Open Access - Limited	Employee + Child(ren)	1,176.00	303.20	872.80	26%	74%	-	872.80
Cigna Open Access - Limited	Employee + Spouse	1,640.00	448.00	1,192.00	27%	73%	-	1,192.00
Cigna Open Access - Limited	Employee + Child(ren) + Spouse	1,870.00	494.00	1,376.00	26%	74%	-	1,376.00
Cigna Open Access - CDHP	Employee	653.00	190.60	462.40	29%	71%	98.40	560.80
Cigna Open Access - CDHP	Employee + Child(ren)	1,038.00	275.60	762.40	27%	73%	162.40	924.80
Cigna Open Access - CDHP	Employee + Spouse	1,450.00	410.00	1,040.00	28%	72%	221.60	1,261.60
Cigna Open Access - CDHP	Employee + Child(ren) + Spouse	1,652.00	450.40	1,201.60	27%	73%	256.00	1,457.60

DENTAL INSURANCE MONTHLY PREMIUMS
2025

Plan	Coverage	Full Monthly Premium	EE Rate	PC BOE Rate
CIGNA DHMO (Prepaid Provider Plan)	Employee	14.69	-	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Spouse	26.03	11.34	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Child(ren)	30.50	15.81	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Spouse + Child(ren)	35.79	21.10	14.69
DELTA DENTAL DPPO PLAN	Employee	20.32	5.63	14.69
DELTA DENTAL DPPO PLAN	Employee + Spouse	39.96	25.27	14.69
DELTA DENTAL DPPO PLAN	Employee + Child(ren)	54.03	39.34	14.69
DELTA DENTAL DPPO PLAN	Employee + Spouse + Child(ren)	82.75	68.06	14.69

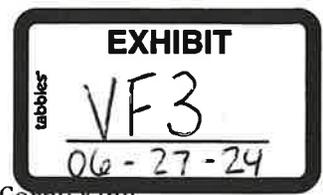
VISION INSURANCE MONTHLY PREMIUMS
2025

Plan	Coverage	Full Monthly Premium	EE Rate	PC BOE Rate
EYE MED - BASIC PLAN	Employee	3.18	3.18	-
EYE MED - BASIC PLAN	Employee + Spouse	6.03	6.03	-
EYE MED - BASIC PLAN	Employee + Child(ren)	6.35	6.35	-
EYE MED - BASIC PLAN	Employee + Spouse + Child(ren)	9.33	9.33	-
EYE MED - EXPANDED PLAN	Employee	6.30	6.30	-
EYE MED - EXPANDED PLAN	Employee + Spouse	11.98	11.98	-
EYE MED - EXPANDED PLAN	Employee + Child(ren)	12.60	12.60	-
EYE MED - EXPANDED PLAN	Employee + Spouse + Child(ren)	18.54	18.54	-



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: June 12, 2024

RE: Softball Hitting Facility at Cookeville High School

Account Funding Code (if appropriate)

_____ Backup included

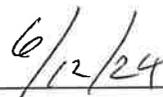
_____ Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Request permission to reject all bids for the Cookeville High School Softball Hitting Facility project and to re-bid the project.



Supervisor



Date



Director of Schools

Date

received
06-12-24
WJ

EXHIBIT
VF4-VF5
06-27-24
tabbles



PCSS Board Agenda Request

Date: June 27, 2024

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:

VF4 ☆ Approval of FY2025 Consolidated Application as submitted

VF5 ☆ Approval to renew **Title I Crate** from **806 Technologies** per BuyBoard contract #661-22 and quote in the amount of Eleven thousand dollars (\$11,000) to be paid from Consolidated Administration budget line 142-72210-399-011.

☆

received
06-13-24 MT

**FY24 Consolidated Application Approval for IDEA/ESEA
School Year 2024-25**

LEA # 710 LEA Name (Legal Name of Agency): Putnam County Board of Education

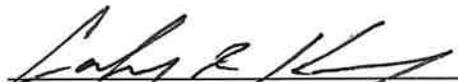
<i>LEA #</i> <u>710</u>	<i>LEA Name (Legal Name of Agency):</i> Putnam County Board of Education
<i>LEA Legal Making Address</i>	
Street Address <u>1400 E. Spring Street</u>	
City <u>Cookeville</u> State <u>Tennessee</u> Zip <u>38506</u>	

Consolidated Project begins July 1, 2024 and ends June 30, 2025.

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.
This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

June 28, 2024
Board Meeting Date


Director of Schools (Signature)

Corby King
Director of Schools (Print Name)

Date Signed

Board of Education Official (Signature)

Kim Cravens
Board of Education Official (Print Name)

Date Signed

24-25



806 TECHNOLOGIES, INC.
5760 Legacy Drive
Suite B3-176
Plano, TX 75024
(877) 331-6160x3
accounting@806technologies.com

806 | Technologies

Quote

ADDRESS

Bridgett Carwile
Putnam County School District (TN)
1400 E. Spring St.
Cookeville, TN 38506

QUOTE # 138659
DATE 02/29/2024

SCHOOL YEAR START DATE
July 1, 2024

SCHOOL YEAR END DATE
June 30, 2025

ACTIVITY	QTY	RATE	AMOUNT
Title 1 Crate:Title1Crate - District - Renewal Crate for Federal Programs Documentation - District	1	550.00	550.00
Title 1 Crate:Title1Crate - Campus - Renewal Crate for Federal Programs Documentation - Campus	22	550.00	12,100.00
Title 1 Crate:Title1Crate - Campus - Renewal Crate for Federal Programs Documentation - Campus ~ remove Endeavors, Chance and Happy Haven	-3	550.00	-1,650.00

This estimate is for the 2024-25 school year.
Please review the attached list of schools.

TOTAL **\$11,000.00**

Accepted By

Accepted Date



November 15, 2023

Sent via email to: accounting@806technologies.com

Steve Laughter
806 Technologies, Inc.
5760 Legacy Dr., Ste B3-176
Plano, TX 75024

Re: Technology Equipment, Products, Services and Software
BuyBoard Contract 661-22

The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Technology Equipment, Products, Services and Software, Contract 661-22, for which the current term is set to expire December 31, 2023. At this time, the BuyBoard is renewing your contract through December 31, 2024. This will be the final renewal of this contract.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me via email at contractadmin@buyboard.com prior to the start of the renewal term.

If you have questions or comments concerning this renewal, please contact me as soon as possible at contractadmin@buyboard.com. We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Jim Tulberg

Jim Tulberg
Contract Administrator

final renewal v.02.13.2020



***Responding vendors must read all sections of this Proposal Invitation carefully.
Even if your company has submitted proposals on previous BuyBoard proposal invitations, terms and requirements may have changed.***

NOTICE OF PROPOSAL INVITATION

The Local Government Purchasing Cooperative d/b/a BuyBoard® (Cooperative), 12007 Research Blvd., Austin, Texas 78759 is a statewide purchasing cooperative for school districts, junior colleges, cities, counties, and other political subdivisions. The Texas Association of School Boards, Inc. (TASB), a Texas nonprofit corporation, 12007 Research Blvd., Austin, Texas 78759, serves as the Cooperative's administrator. The Cooperative is endorsed by TASB, the Texas Municipal League (TML), a Texas unincorporated nonprofit association, 1821 Rutherford Lane, Austin, Texas 78754, and the Texas Association of Counties (TAC), a Texas nonprofit association, 1204 San Antonio, Austin, Texas 78701.

The Cooperative's contracts for commodities and services are available to the members of TASB, TML, and TAC, and other local governmental entities that are members of the Cooperative and eligible to purchase through a government purchasing cooperative or interlocal contract. TASB, the Cooperative administrator, provides an online marketplace to the Cooperative known as the BuyBoard which enables members to review available contracts and make purchases of awarded commodities and services electronically.

The Cooperative is soliciting sealed proposals for products, supplies, services and/or equipment as set forth in this Proposal Invitation on behalf of all present and future members of the Cooperative. There may be over 1,000 Texas public school districts and junior colleges, over 900 municipalities, 400 counties, and numerous other political subdivisions (i.e. river authorities, special districts, public housing authorities, etc.) participating in the Cooperative at any given time. Awarded products and services may also be available to the administrator's nonprofit entity BuyBoard subscribers and, in the event of a piggyback award, members of the National Purchasing Cooperative located throughout the United States as further explained in the Proposal Invitation.

Completed sealed proposals for **Proposal No. 661-22 for Technology Equipment, Products, Services and Software must be received on or before 4:00 PM July 22, 2021** either by submitting the Proposal electronically through the Cooperative's designated website or by hard copy submission as set out in the Instructions to Proposers. **Late proposals will not be accepted.**

Unless a different time period is stated in the General Information document for this Proposal Invitation, questions, requests for information or clarification, or comments regarding this Proposal Invitation, including the specifications, must be submitted in writing, addressed as indicated below, and received by the Cooperative administrator no later than the 10th business day before the Proposal Due Date. The Cooperative will respond only to written questions.

The Local Government Purchasing Cooperative
Attn: TASB Asst. Division Director, Cooperative Procurement
12007 Research Blvd.
Austin, TX 78759
E-Mail: bids@buyboard.com



PROPOSAL INVITATION No. 661-22

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12007 Research Boulevard ▪ Austin, Texas 78759-2439 ▪ PH: 800-695-2919 ▪ buyboard.com

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INSTRUCTIONS TO PROPOSERS

Electronic Proposal Submission

The Cooperative requests that Vendors submit Proposals electronically in accordance with the instructions herein via the link available on the following website:

- buyboard.com/vendor

There is no cost to the Vendor to register or use the electronic proposal submission option. To the extent a vendor is unable to submit a Proposal electronically through the proposal website, instructions for hard copy submissions are provided below.

Before you submit

- In order to submit a Proposal electronically, you must have a working registered vendor username and password to login. If you do not have a registered vendor username and password, you may obtain one by registering at buyboard.com/vendor. ***Note to existing BuyBoard vendors: The registered vendor login used for electronic proposal submission is NOT the same as your existing login used to check purchase orders or similar vendor information under awarded contracts.*** Vendors are highly encouraged to ensure you have a working vendor login well in advance of the submission deadline.
- Vendor is responsible for ensuring it has the technical capability to submit its Proposal via electronic submission.
- Browser requirements can be found at <https://buyboard.ionwave.net/BrowserCompatibility.html>.
- VENDOR SHALL BE SOLELY RESPONSIBLE FOR ENSURING TIMELY SUBMISSION OF VENDOR'S PROPOSAL. Neither the Cooperative nor the Cooperative administrator shall be responsible for equipment or software failure, internet or website downtime, corrupt or unreadable data, or other technical issues that may cause delay or non-delivery of a Proposal or inaccessibility of the submitted data. Accordingly, Vendors are highly encouraged to prepare and allow for sufficient time to familiarize itself with the electronic submission requirements and to address any technical or data issues prior to the Proposal Due Date.

How to submit Proposal electronically

- Login using your registered vendor login at buyboard.com/vendor under the "Register/Login/Submit Proposal" link.
- The page will open to the list of "Available Bids."
- Click on the applicable Proposal Invitation number under the "My Invitations" or "Other Bid Opportunities" section to view this Proposal Invitation request.
- ***Review and follow all instructions on the webpage.***
- **VENDOR INFORMATION** – Select the "Attributes" tab to locate the Vendor Contact Information fields required to be completed and submitted.
 - Vendors must respond to each item by providing the information requested. **If you fail to complete any of the line items, you will receive an error and will be unable to submit your Proposal.**
- **PROPOSAL SPECIFICATIONS** – Select the "Line Items" tab to locate the Proposal Specifications.
 - Input all required proposal pricing information (discount (%) off catalog/pricelist, line item pricing, hourly labor rates, and/or other related pricing information) as specified.



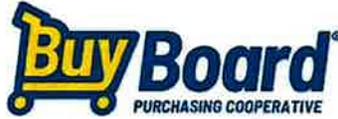
- Vendors must respond to each line item by either providing the information requested in the specifications, adding alternates to provide additional information (as necessary), or by indicating no bid. **If you fail to complete any of the line items, you will receive an error and will be unable to submit your Proposal.**
- **Vendors proposing various manufacturer product lines per line item on the Proposal Specification Form must submit the information as follows or the Proposal may not be considered:**
 - i. **Manufacturers shall be listed in alphabetical order**
 - ii. **Vendor must list one specific percentage discount for each manufacturer listed. Use the "Add Alternates" option as needed to add additional manufacturers.**
- **PROPOSAL DOCUMENTS** - To upload your Proposal documents, select the "Response Attachments" tab and upload a **signed, complete** copy of your Proposal in **searchable PDF format**, including all required proposal documents (Proposal Forms, and any other documents required by the Proposal Invitation). **Electronic Catalogs/Pricelists must be submitted with the Proposal in the format required by these Instructions to Proposers or it will not be considered.**
- **PROPOSAL SUBMISSION** - Select the "Response Submission" tab to submit the Proposal.
 - If an error or multiple errors occur, the system will display the location of the error(s).
 - Go to the problem area and correct the errors. You must go to the specific tab(s) that contain(s) the error(s) to review the error detail and correct the error(s). **Your submission will not be submitted until all errors are corrected.**
 - Once all errors are corrected, proceed to the "Response Submission" tab to submit the response.

How to submit hard copy Proposal – Paper copies will NOT be accepted

While the Cooperative requests electronic submission of Proposals through the designated website, any Vendor without the technical capability or wishing to submit a hard copy Proposal may do so in accordance with the following instructions:

- Contact BuyBoard staff at bids@buyboard.com to request a copy of the Proposal Specification Form and other forms not included in this packet in hard copy form **at least five (5) business days prior to the Proposal Due Date.**
- Submit the signed, completed Proposal in a sealed envelope or carton properly marked with the Proposal Invitation number and Proposal submittal date and time and containing all required proposal documents (including forms, completed Proposal Specification Form, and any other documents required by the Proposal Invitation). The Proposal must be submitted in **electronic, searchable PDF format on a USB flash drive, CD or DVD. Paper copies will NOT be accepted.**
- **The Proposal Specification Form and Electronic Catalogs/Pricelists must be submitted with the Proposal in the format required by these Instructions to Proposers or it will not be considered.**
 - **Vendors proposing various manufacturer product lines per line item on the Proposal Specification Form must submit the information as follows or the Proposal may not be considered:**
 - a. **Manufacturers shall be listed in alphabetical order**
 - b. **Vendor must list one specific percentage discount for each manufacturer listed.**
- Any hard copy electronic Proposals must be delivered via hand delivery or U.S. Mail to the address below so as to be received on or before the Proposal Due Date and time:

The Local Government Purchasing Cooperative
12007 Research Blvd.
Austin, TX 78759



VENDOR SHALL BE SOLELY RESPONSIBLE FOR ENSURING TIMELY SUBMISSION OF VENDOR’S PROPOSAL.

Neither the Cooperative nor the Cooperative administrator shall be responsible for Proposals delivered late by the United States Postal Service or any other delivery or courier service. Further, neither the Cooperative nor the Cooperative administrator shall be responsible for Proposals delivered in a corrupt or unreadable electronic format.

Faxed and/or emailed Proposals will NOT be accepted.

REQUIREMENTS FOR VENDOR CATALOGS/PRICELISTS IN PROPOSALS

Note: The following instructions set forth the requirements for Vendor catalogs/pricelists submitted with Proposals for proposal evaluation purposes. If awarded a Contract, Vendor may be required to resubmit catalogs/pricelists in the format described in the BuyBoard Technical Requirements as detailed further in the Proposal Invitation.

Electronic catalogs/pricelists must be submitted with Vendor’s Proposal in the required format (whether submitted electronically through the designated website or in hard copy format via mail or hand delivery) or the Proposal will not be considered. The following is required of all Vendor catalog(s)/pricelist(s) submitted to the Cooperative for evaluation with the Proposal:

Vendors shall submit catalog(s)/pricelist(s) with the Proposal in a readily available and readable electronic format, with **Excel or searchable PDF** preferred. No paper catalogs or manufacturer/vendor websites will be accepted.

Below is a sample chart, with examples of data for each field, showing the data fields that Vendors **MUST** include in each submitted pricelist/catalog with the Proposal:

BuyBoard Specification Item No. Category	Part/Item Number	Item Description	MSRP/List Price (before BuyBoard Discount)
1	1234	Desk	\$50.00
2	1235	Chair	\$20.00

The catalogs/pricelists must include all listed data fields (BuyBoard specification category, part/item number, item description, and list price) or the Proposal will not be considered. Catalogs and pricelists should contain only items that relate to the items requested in the specifications. Vendors are discouraged from including irrelevant or non-responsive information with their Proposal. The Cooperative reserves the right to deem a Proposal non-responsive if the Proposal, including catalogs or pricelists submitted with the Proposal, do not specifically relate to the intent of the Proposal Invitation or contain what the Cooperative deems to be, in its sole discretion, excessive irrelevant or non-responsive information, including information which makes it burdensome or impractical for the Cooperative to identify responsive products and pricing.

WITHDRAWAL OR MODIFICATION OF PROPOSALS

Proposals may be withdrawn or modified prior to the Proposal Due Date and time, but only in accordance with section B.11 (Withdrawal or Modification of Proposal) of the General Terms and Conditions in this Proposal Invitation.



GENERAL INFORMATION

Proposal Invitation No. 661-22 - Technology Equipment, Products, Services and Software

****Please make sure that you have reviewed and completed all sections of this Proposal Invitation.***

- 1. Notice of Proposal Invitation and Instructions to Proposers**
- 2. General Information**
- 3. Proposal Forms**
- 4. Proposal Specifications**
- 5. General Terms and Conditions**
- 6. BuyBoard Technical Requirements**
- 7. Additional Terms and Conditions for BuyBoard Self-Reporting**

PROPOSAL SUBMISSION INSTRUCTIONS

Proposal responses (including completed and signed Proposal Invitation forms, completed Proposal specifications, and pricelists/catalogs) must be submitted in electronic format in the manner prescribed in the Instructions to Proposers.

INTENT AND PURPOSE OF THE CONTRACT

The intent of this Proposal Invitation is to solicit sealed Proposals to establish a contract for various types of Technology Equipment, Products, Services and Software that may be procured by Cooperative members. Because individual members require different equipment, supplies, and/or services, this Proposal Invitation is a request for a discount off of catalog or price list for supplies, materials and equipment and an hourly not-to-exceed rate for certain services. Purchases can be made by a Cooperative member at any time during the Contract term. Except as provided in section E.4 of the General Terms and Conditions or otherwise in this Proposal Invitation, Vendor shall hold its Awarded Pricing firm during the Contract term. In the event of price decreases, such price decreases shall be allowed for all products.

TERM OF CONTRACT

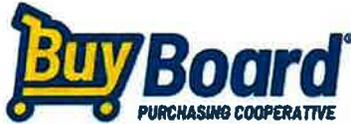
The term of this contract will be from January 1, 2022 through December 31, 2022, with two possible one-year renewals.

As set forth in the General Terms and Conditions, an awarded Vendor has no right to or vested interest in contract renewal. The determination as to whether to renew or non-renew any Vendor Contract, in whole or in part, shall be in the sole discretion of the Cooperative.

For purposes of this Proposal Invitation, a Vendor must generate a minimum of \$15,000 through the Contract during an annual contract term or may not be offered a renewal. A Vendor's failure to generate this minimum amount may also be considered by the Cooperative as part of Vendor's past performance evaluation on future proposal invitations.

VALUE OF CONTRACT

The estimated value of this contract is \$229,198,787; however, this estimate is based on prior contracts for similar types of products and services and should not be construed to be a guaranty of either a minimum or maximum amount since usage may be dependent upon multiple factors including Cooperative members' actual needs and available funding.



ADDITIONAL INFORMATION: SOFTWARE AS A PRODUCT (SaaP) AND MEMBER SOFTWARE AGREEMENT

For purposes of this Proposal Invitation, Software or Software as a Product (SaaP) shall be defined as software products for which the purchaser purchases a license for software to be hosted on the client's computer. (It is not the intent of this Proposal Invitation to solicit Software as a Service (SaaS) where software is licensed on a subscription basis and is centrally hosted by the software provider. Such items are included in a separate BuyBoard contract, currently Contract 607-20, Software as a Service (SaaS), Cybersecurity Assessments, and Related Products and Services.)

A Cooperative member procuring Software as a Product and other products and services under this Proposal Invitation may negotiate ancillary agreements or terms with Vendor that are specific to the Cooperative member's purchase and product and technology needs including, but not limited to, licensing requirements, maintenance, accessibility, security, updates, and other requirements. As provided for in more detail in the General Terms and Conditions, including Section D.2 (Applicable Terms and Conditions; Ancillary Agreements), any ancillary agreement must be in writing, signed by a representative of the Cooperative member with all necessary authority to accept the agreement. In regard to any license agreements, terms of use, privacy policies, or similar terms, Vendor must provide such terms to the Cooperative member in writing prior to purchase, and such terms (including any Vendor amendments thereto) shall only be effective and binding on the Cooperative member if specifically approved by the Cooperative member in writing, signed by an authorized representative of the Cooperative member. Such ancillary agreement(s) shall not be approved by the Cooperative at the Cooperative level.

SERVICE FEE

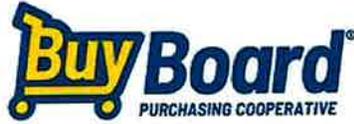
An awarded Vendor under this Proposal Invitation must pay the Cooperative a service fee in the amount of 2% per Purchase Order generated from any contract awarded under this Proposal Invitation, and the service fee is to be included in the Awarded Pricing. Vendor agrees to pay this service fee and remit the fee to the Cooperative in Austin, Texas, promptly upon payment by the Cooperative member for any Purchase Order(s) and within 30 days of the date of each service fee invoice. As set forth in more detail in the General Terms and Conditions, an awarded Vendor will be required to provide the Cooperative with copies and/or reports of all Purchase Orders generated from Vendor's Contract(s) that Vendor receives directly from Cooperative members, Vendor Invoices, and/or such other documentation regarding Cooperative member purchases under any awarded Contract as the Cooperative administrator may require in its reasonable discretion. The Cooperative shall have the right, upon reasonable written notice, to review records of awarded Vendors pertaining to purchases under any awarded Contract to verify purchase activity under the Contract, the accuracy of service fees payable by Vendor, or as otherwise reasonably necessary for the administration of the Contract or when required by law.

CONFIDENTIAL INFORMATION

Any information submitted by Proposer that Proposer considers to be confidential must be clearly identified as such on the Confidential/Proprietary Information Form.

AWARD AND EVALUATION

All information required by this Proposal Invitation, including catalogs/pricelists where required by the Proposal Specifications, must be submitted with the Proposal or your Proposal will be deemed nonresponsive. Responsive Proposals will be evaluated, and any Contracts will be awarded based on the evaluation and award criteria as set out in Section C.2 of the General Terms and Conditions determined to provide best value to Cooperative members.



COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal, the Proposer certifies that Proposer has provided its valid, proper and correct business entity name and information in its Proposal, that such entity is operating in good standing with the proper authority from whatever state or local jurisdiction is required, and Proposer has obtained, and, if awarded, will continue to maintain during the entire term of this Contract, all permits, approvals, and/or licenses necessary for lawful performance of its obligations under this Contract. Proposer further certifies that, if awarded, Proposer will comply with all applicable state, federal, and local laws, rules, and regulations in regard to awarded products and/or services.

Further, all software and/or hardware shall comply with all accessibility requirements applicable under state, local, and/or federal law and accessibility standards including where applicable, the most recent Web Content Accessibility Guidelines (WCAG).

BUYBOARD WEBSITE AND TECHNICAL REQUIREMENTS

Information on awarded Contracts, including awarded products and services under this Proposal Invitation, will be available to Cooperative members on the online marketplace platform utilized by the Cooperative: the BuyBoard. Vendors should review and confirm Vendor's ability to meet the BuyBoard Technical Requirements contained in Appendix I of this Proposal Invitation. The BuyBoard Technical Requirements may be updated from time to time as set forth in the General Terms and Conditions. To the extent a Vendor is awarded a Contract under this Proposal Invitation but is unable to meet the applicable BuyBoard Technical Requirements and provide the information in the format required by those requirements, Vendor acknowledges that the information available on the BuyBoard for Vendor's awarded products or services may be limited. This may place Vendor at a disadvantage and impact the ability of Cooperative members to search, find, review, and purchase Vendor's awarded products and services through the BuyBoard website.

To improve and enhance the experience of Cooperative members seeking to procure goods and services, the Cooperative may also, in its sole discretion, provide Vendors with an opportunity to have Vendor's logo, product images, and similar brand and trademark information included in the BuyBoard online marketplace in relation to Awarded Items. Vendors shall review the BuyBoard Vendor Consent for Name Brand Use included with the Proposal Forms in this Proposal Invitation.

PROFESSIONAL ENGINEERING AND OTHER PROFESSIONAL SERVICES EXCLUDED

The scope of services in this Proposal Invitation and any resulting contract award do not include services that are required to be procured under the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code), including without limitation architecture and professional engineering services.

ADDITIONAL REQUIREMENTS FOR PURCHASES USING FEDERAL GRANT FUNDS (2 C.F.R. 200 Uniform Guidance / EDGAR):

When a Cooperative member seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). All Vendors submitting a Proposal must complete the EDGAR Vendor Certification Form contained in the Proposal Forms regarding their willingness and ability to comply with certain requirements which may be applicable to specific Cooperative member purchases using federal grant funds. This information will not be used for evaluation purposes but will be made available to Cooperative members for their use while considering their purchasing options when using federal grant funds. Cooperative members may also require Vendors to enter into ancillary agreements, in addition to the BuyBoard contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.



12007 Research Boulevard • Austin, Texas 78759-2439 • PH: 800-695-2919 • buyboard.com

PROPOSER'S ACCEPTANCE AND AGREEMENT

Proposal Invitation Name: Technology
Equipment, Products, Services and Software

Proposal Due Date/Opening Date and Time:
July 22, 2021 at 4:00 PM

Proposal Invitation Number: 661-22

Location of Proposal Opening:
Texas Association of School Boards, Inc.
BuyBoard Department
12007 Research Blvd.
Austin, TX 78759

Contract Term: January 1, 2022 through
December 31, 2022 with two possible one-year
renewals.

Anticipated Cooperative Board Meeting Date:
October 2021

By signature below, the undersigned acknowledges and agrees that you are authorized to submit this Proposal, including making all acknowledgements, consents, and certifications herein, on behalf of Proposer and, to the best of your knowledge, the information provided is true, accurate, and complete.

Name of Proposing Company

Date

Street Address

Signature of Authorized Company Official

City, State, Zip

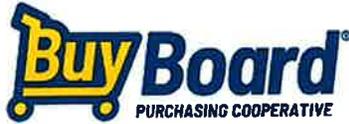
Printed Name of Authorized Company Official

Telephone Number of Authorized Company Official

Position or Title of Authorized Company Official

Fax Number of Authorized Company Official

Federal ID Number



PROPOSAL FORMS PART 1: COMPLIANCE FORMS

INSTRUCTIONS:

Proposer must review and complete all forms in this Proposal Forms Part 1:

- Proposal Acknowledgements
- Felony Conviction Disclosure
- Resident/Nonresident Certification
- Debarment Certification
- Vendor Employment Certification
- No Israel Boycott Certification
- No Excluded Nation or Foreign Terrorist Organization Certification
- Historically Underutilized Business Certification
- Acknowledgement of BuyBoard Technical Requirements
- Construction-Related Goods and Services Affirmation
- Deviation and Compliance
- Vendor Consent for Name Brand Use
- Confidential/Proprietary Information
- EDGAR Vendor Certification
- Compliance Forms Signature Page

An authorized representative of Proposer must initial in the bottom right corner of each page where indicated and complete and sign the Compliance Forms Signature Page. Proposer's failure to fully complete, initial, and sign forms as required may result in your Proposal being rejected as non-responsive.

PROPOSAL ACKNOWLEDGEMENTS

The proposing company ("you" or "your") hereby acknowledges and agrees as follows:

1. You have carefully examined and understand all information and documentation associated with this Proposal Invitation, including the Instructions to Proposers, General Information, General Terms and Conditions, attachments/forms, appendices, item specifications, and line items (collectively "Requirements");
2. By your response ("Proposal") to this Proposal Invitation, you propose to supply the products or services submitted at the pricing quoted in your Proposal and in strict compliance with the Requirements, unless specific deviations or exceptions are noted in the Proposal;
3. By your Proposal, you acknowledge and certify all items set forth in the General Terms and Conditions, Section B.12 (Certifications), including all non-collusion certifications and certifications regarding legal, ethical, and other matters set forth therein.
4. Any and all deviations and exceptions to the Requirements have been noted in your Proposal on the required form and no others will be claimed;

Initial: _____



5. If the Cooperative accepts any part of your Proposal and awards you a Contract, you will furnish all awarded products or services at the pricing quoted and in strict compliance with the Requirements (unless specific deviations or exceptions are noted on the required form and accepted by the Cooperative), including without limitation the Requirements related to:
 - a. conducting business with Cooperative members, including offering pricing to members that is the best you offer compared to similarly situated customers in similar circumstances;
 - b. payment of a service fee in the amount specified and as provided for in this Proposal Invitation;
 - c. the **possible** award of a piggy-back contract by the National Purchasing Cooperative or nonprofit entity, in which event you will offer the awarded products and services in accordance with the Requirements; and
 - d. submitting price sheets or catalogs in the proper format as required by the Cooperative as a prerequisite to activation of your Contract;
6. You have clearly identified on the included form any information in your Proposal that you believe to be confidential or proprietary or that you do not consider to be public information subject to public disclosure under the Texas Public Information Act or similar public information law;
7. The individual submitting this Proposal is duly authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the Requirements, and such individual (and any individual signing a form or Proposal document) is authorized and has the requisite knowledge to provide the information and make the representations and certifications required in the Requirements;
8. You have carefully reviewed your Proposal, and certify that all information provided is true, complete, and accurate to the best of your knowledge, and you authorize the Cooperative to take such action as it deems appropriate to verify such information; and
9. Any misstatement, falsification, or omission in your Proposal, whenever or however discovered, will be grounds for disqualifying you from consideration for a contract award under this Proposal Invitation, termination of a contract award, or any other remedy or action provided for in the General Terms and Conditions or by law.

FELONY CONVICTION DISCLOSURE

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) states: "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Section 44.034 further states in Subsection (b): "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

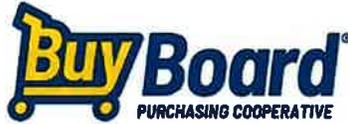
Please check (✓) one of the following:

- My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly-held corporation.)
- My company is not owned or operated by anyone who has been convicted of a felony.
- My company is owned/operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Initial: _____



NO ISRAEL BOYCOTT CERTIFICATION

A Texas governmental entity may not enter into a contract with a value of \$100,000 or more that is to be paid wholly or partly from public funds with a company (excluding a sole proprietorship) that has 10 or more full-time employees for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270). Accordingly, this certification form is included to the extent required by law.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1).

By signature on the Compliance Forms Signature Page, to the extent applicable, I certify and verify that Vendor does not boycott Israel and will not boycott Israel during the term of any contract awarded under this Proposal Invitation, that this certification is true, complete and accurate, and that I am authorized by my company to make this certification.

NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION

Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization – specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

By signature on the Compliance Forms Signature Page, I certify and verify that Vendor is not on the Texas Comptroller's list identified above; that this certification is true, complete and accurate; and that I am authorized by my company to make this certification.

HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION

A Proposer that has been certified as a Historically Underutilized Business (also known as a Minority/Women Business Enterprise or "MWBE" and all referred to in this form as a "HUB") is encouraged to indicate its HUB certification status when responding to this Proposal Invitation. The BuyBoard website will indicate HUB certifications for awarded Vendors that properly indicate and document their HUB certification on this form. Please check (✓) all that apply:

- I certify that my company has been certified as a HUB in the following categories:
 - Minority Owned Business**
 - Women Owned Business**
 - Service-Disabled Veteran Owned Business (veteran defined by 38 U.S.C. §101(2), who has a service-connected disability as defined by 38 U.S.C. § 101(16), and who has a disability rating of 20% or more as determined by the U. S. Department of Veterans Affairs or Department of Defense)**

Certification Number: _____

Name of Certifying Agency: _____

- My company has **NOT** been certified as a HUB.

Initial: _____



ACKNOWLEDGEMENT OF BUYBOARD TECHNICAL REQUIREMENTS

Vendor shall review the BuyBoard Technical Requirements included in this Proposal Invitation. By signature on the Compliance Forms Signature Page, the undersigned affirms that Proposer has obtained a copy of the BuyBoard Technical Requirements, has read and understands the requirements, and certifies that Vendor is able to meet and will comply with those requirements except as follows: *[List and explain BuyBoard Technical Requirements, if any, to which your company **cannot** or will **not** comply.]*

Note: In accordance with the General Terms and Conditions of the Contract, to the extent Vendor is awarded a Contract under this Proposal Invitation but is unable or unwilling to meet the applicable BuyBoard Technical Requirements, the information available on the BuyBoard for Vendor’s awarded products or services may be limited, potentially placing Vendor at a disadvantage and impacting the ability of Cooperative members to search, find, review, and purchase Vendor’s awarded products and services on the BuyBoard website. Further, to the extent Vendor has acknowledged ability to meet and comply with the BuyBoard Technical Requirements, any subsequent failure or refusal by Vendor to promptly provide information upon request to the Cooperative administrator in accordance with those technical requirements may be deemed an event of default under the Contract.

CONSTRUCTION-RELATED GOODS AND SERVICES AFFIRMATION

The Cooperative issued the BuyBoard Procurement and Construction-Related Goods and Services Advisory for Texas Members (“Advisory”), which provides information specifically relevant to the procurement of construction-related goods and services by Texas Cooperative members. The Advisory, available at buyboard.com/Vendor/Resources.aspx, provides an overview of certain legal requirements that are potentially relevant to a Cooperative member’s procurement of construction or construction-related goods and services, including those for projects that may involve or require architecture, engineering or independent testing services. A copy of the Advisory can also be provided upon request. Because many BuyBoard contracts include goods or installation services that might be considered construction-related, Proposer must make this Construction Related-Goods and Services Affirmation regardless of type of goods or services associated with this Proposal Invitation.

A contract awarded under this Proposal Invitation covers only the specific goods and/or services awarded by the Cooperative. As explained in the Advisory (“Advisory”), **Texas law prohibits the procurement of architecture or engineering services through a purchasing cooperative. This Proposal Invitation and any Contract awarded thereunder does not include such services. Architecture or engineering services must be procured by a Cooperative member separately, in accordance with the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) and other applicable law and local policy.**

By signature on the Compliance Forms Signature Page, Proposer affirms that Proposer has obtained a copy of the Advisory, has read and understands the Advisory, and is authorized by Proposer to make this affirmation. If Proposer sells construction-related goods or services to a Cooperative member under a Contract awarded under this Proposal Invitation, Proposer will comply with the Advisory and applicable legal requirements, make a good faith effort to make its Cooperative member customers or potential Cooperative member customers aware of such requirements, and provide a Cooperative member with a copy of the Advisory before accepting the member’s Purchase Order or other agreement for construction-related goods or services.

Initial: _____



VENDOR CONSENT FOR NAME BRAND USE

BuyBoard members seeking to make purchases using a Contract awarded under this Proposal Invitation may view information regarding awarded Vendors, including but not limited to product catalogs, pricelists, pricing, and Proposals, through the BuyBoard website. To improve and enhance the experience of BuyBoard members seeking to procure goods and services under the Contract utilizing the BuyBoard website, any Vendor logo, product images, and similar brand and trademark information provided by Vendor for purposes of the Contract ("Vendor Information") may be posted on the BuyBoard website.

You acknowledge that, by submitting your Proposal, unless you specifically opt out below, you consent to use of your company's Vendor Information on the BuyBoard website if awarded a Contract. You further acknowledge that whether, where, and when to include the Vendor Information on the BuyBoard website shall be at the sole discretion of the BuyBoard Administrator. Vendor retains, however, the right of general quality control over the BuyBoard Administrator's authorized display of proprietary Vendor Information. Neither the BuyBoard nor its administrator will be responsible for the use or distribution of Vendor Information by BuyBoard members or any other third party using the BuyBoard website. This Vendor Consent shall be effective for the full term of the Contract, including renewals, unless Vendor provides a signed, written notice revoking consent to contractadmin@buyboard.com. BuyBoard shall have up to thirty days from the date of receipt of a termination or revocation of a Vendor Consent to remove Vendor information from the BuyBoard website.

This Vendor Consent is subject to the Terms and Conditions of the Contract, including, but not limited to, those terms pertaining to Disclaimer of Warranty and Limitation of Liability, Indemnification, and Intellectual Property Infringement.

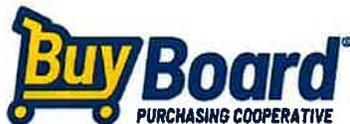
Vendor logo files must be submitted in one of the formats set forth in the BuyBoard Technical Requirements. Proposers are requested to submit this information with Vendor's Proposal. (This consent shall not authorize use of your company's Vendor Information by BuyBoard if your company is not awarded a Contract.)

OPT OUT:

If your company wishes to opt out of the Vendor Consent for Name Brand Use, you must check the opt out box below. ***DO NOT select this box unless your company is opting out of this Vendor Consent for Name Brand Use.***

- By checking this box, Vendor hereby declines to provide consent for use of Vendor Information (as defined herein) on the BuyBoard website. **By opting out, Vendor acknowledges and agrees that, if Vendor is awarded a Contract under this Proposal Invitation, information available on the BuyBoard for Vendor's awarded products or services may be limited, potentially placing Vendor at a disadvantage and impacting the ability of Cooperative members to search, find, review, and purchase Vendor's awarded products and services on the BuyBoard website.**

Initial: _____



CONFIDENTIAL/PROPRIETARY INFORMATION

A. Public Disclosure Laws

All Proposals, forms, documentation, catalogs, pricelists, or other materials submitted by Vendor to the Cooperative in response to this Proposal Invitation, may be subject to the disclosure requirements of the Texas Public Information Act (Texas Government Code chapter 552.001, *et. seq.*) or similar disclosure law. Proposer must clearly identify on this form any information in its Proposal (including forms, documentation, or other materials submitted with the Proposal) that Proposer considers proprietary or confidential. If Proposer fails to properly identify the information, the Cooperative shall have no obligation to notify Vendor or seek protection of such information from public disclosure should a member of the public or other third party request access to the information under the Texas Public Information Act or similar disclosure law. When required by the Texas Public Information Act or other disclosure law, Proposer may be notified of any third-party request for information in a Proposal that Proposer has identified in this form as proprietary or confidential.

Does your Proposal (including forms, documentation, catalogs, pricelists, or other materials submitted with the Proposal) contain information which Vendor considers proprietary or confidential?

Please check (✓) one of the following:

NO, I certify that none of the information included with this Proposal is considered confidential or proprietary.

YES, I certify that this Proposal contains information considered confidential or proprietary and all such information is specifically identified on this form.

If you responded "YES", you must clearly identify below the specific information you consider confidential or proprietary. List each page number, form number, or other information sufficient to make the information readily identifiable. The Cooperative and Cooperative administrator shall not be responsible for a Proposer's failure to clearly identify information considered confidential or proprietary. Further, by submitting a Proposal, Proposer acknowledges that the Cooperative and Cooperative administrator will disclose information when required by law, even if such information has been identified herein as information Vendor considers confidential or proprietary.

Confidential / Proprietary Information:

(Attach additional sheets if needed.)

Initial: _____



B. Copyright Information

Does your Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) contain copyright information?

Please check (✓) one of the following:

- NO**, Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) does not contain copyright information.
- YES**, Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) does contain copyright information.

If you responded "YES", clearly identify below the specific documents or pages containing copyright information.

Copyright Information: _____

(Attach additional sheets if needed.)

C. Consent to Release Confidential/Proprietary/Copyright Information to BuyBoard Members

BuyBoard members (Cooperative and nonprofit members) seeking to make purchases through the BuyBoard may wish to view information included in the Proposals of awarded Vendors. If you identified information on this form as confidential, proprietary, or subject to copyright, and you are awarded a BuyBoard contract, your acceptance of the BuyBoard contract award constitutes your consent to the disclosure of such information to BuyBoard members, including posting of such information on the secure BuyBoard website for members. Note: Neither the Cooperative nor Cooperative administrator will be responsible for the use or distribution of information by BuyBoard members or any other party.

D. Consent to Release Proposal Tabulation

Notwithstanding anything in this Confidential/Proprietary Information form to the contrary, by submitting a Proposal, Vendor consents and agrees that, upon Contract award, the Cooperative may publicly release, including posting on the public BuyBoard website, a copy of the proposal tabulation and award information for the Contract including Vendor name; proposed catalog/pricelist name(s); proposed percentage discount(s), hourly labor rate(s), or other specified pricing; and Vendor award or non-award information.

Initial: _____



EDGAR VENDOR CERTIFICATION **(2 CFR Part 200 and Appendix II)**

When a Cooperative member seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). All Vendors submitting a Proposal must complete this EDGAR Certification Form regarding Vendor's willingness and ability to comply with certain requirements which *may* be applicable to specific Cooperative member purchases using federal grant funds. Completed forms will be made available to Cooperative members for their use while considering their purchasing options when using federal grant funds. Cooperative members may also require Vendors to enter into ancillary agreements, in addition to the terms and conditions of the BuyBoard contract, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative check the applicable boxes, initial each page, and sign the Compliance Forms Signature Page. If you fail to complete any item in this form, the Cooperative will consider and may list the Vendor's response on the BuyBoard as "NO," the Vendor is unable or unwilling to comply. A "NO" response to any of the items may, if applicable, impact the ability of a Cooperative member to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Provisions regarding Vendor default are included in the BuyBoard General Terms and Conditions, including Section E.18, Remedies for Default and Termination of Contract. Any Contract award will be subject to such BuyBoard General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order or Cooperative member ancillary contract agreed upon by Vendor and the Cooperative member which must be consistent with and protect the Cooperative member at least to the same extent as the BuyBoard Terms and Conditions. The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

YES, I agree.

NO, I do not agree.

2. Termination for Cause or Convenience:

For any Cooperative member purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

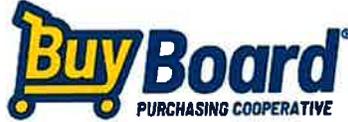
The Cooperative member may terminate or cancel any Purchase Order under this Contract at any time, with or without cause, by providing seven (7) business days advance written notice to the Vendor. If this Agreement is terminated in accordance with this Paragraph, the Cooperative member shall only be required to pay Vendor for goods or services delivered to the Cooperative member prior to the termination and not otherwise returned in accordance with Vendor's return policy. If the Cooperative member has paid Vendor for goods or services not yet provided as of the date of termination, Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a Cooperative member purchase for cause and convenience, including the manner by which it will be effected and the basis for settlement, is included in the Cooperative member's Purchase Order or ancillary agreement agreed to by the Vendor, the Cooperative member's provision shall control.

YES, I agree.

NO, I do not agree.

Initial: _____



3. Equal Employment Opportunity:

Except as otherwise provided under 41 CFR Part 60, all Cooperative member purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any Cooperative member purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

- YES**, I agree. **NO**, I do not agree.

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all Cooperative member prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at beta.sam.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

- YES**, I agree. **NO**, I do not agree.

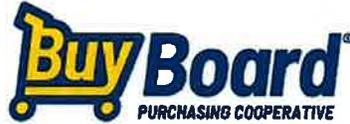
5. Contract Work Hours and Safety Standards Act:

Where applicable, for all Cooperative member contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- YES**, I agree. **NO**, I do not agree.

Initial: _____



6. Right to Inventions Made Under a Contract or Agreement:

If the Cooperative member's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

YES, I agree. **NO**, I do not agree.

7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

YES, I agree. **NO**, I do not agree.

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all Cooperative members with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

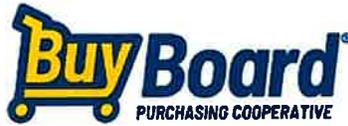
YES, I agree. **NO**, I do not agree.

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) - Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

YES, I agree. **NO**, I do not agree.

Initial: _____



10. Procurement of Recovered Materials:

For Cooperative member purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a Cooperative member may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- YES**, I agree. **NO**, I do not agree.

11. Domestic Preferences for Procurements:

Where appropriate and consistent with law, 2 CFR §200.322 contains certain considerations for domestic preferences for procurements which may be applicable to Cooperative members using federal funds. When required by a Cooperative member, Vendor agrees to provide such information or certification as may reasonably be requested by the Cooperative member regarding Vendor's products, including whether goods, products, or materials are produced in the United States.

- YES**, I agree. **NO**, I do not agree.

12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

2 CFR §200.216 prohibits expending federal loan or grant funds to procure or obtain certain telecommunications and video surveillance services or equipment. To the extent applicable and when required by a Cooperative member, Vendor agrees to provide such information or certification as may reasonably be requested by the Cooperative member to confirm whether any telecommunications or video surveillance services or equipment provided by Vendor is covered equipment or covered services under 2 CFR §200.216.

- YES**, I agree. **NO**, I do not agree.

13. Profit as a Separate Element of Price:

For purchases using federal funds in excess of the Simplified Acquisition Threshold, a Cooperative member may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a Cooperative member, Vendor agrees to provide information and negotiate with the Cooperative member regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the Cooperative member shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

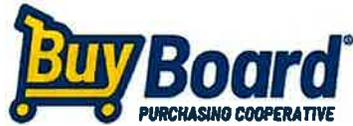
- YES**, I agree. **NO**, I do not agree.

14. General Compliance and Cooperation with Cooperative Members:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a Cooperative member, it shall make a good faith effort to work with Cooperative members to provide such information and to satisfy such requirements as may apply to a particular Cooperative member purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

- YES**, I agree. **NO**, I do not agree.

Initial: _____



COMPLIANCE FORMS SIGNATURE PAGE

By initialing pages and by signature below, I certify that I have reviewed the following forms; that the information provided therein is true, complete, and accurate; and that I am authorized by my company to make all certifications, consents, acknowledgements, and agreements contained herein:

- Proposal Acknowledgements
- Felony Conviction Disclosure
- Debarment Certification
- Resident/Nonresident Certification
- Vendor Employment Certification
- No Israel Boycott Certification
- No Excluded Nation or Foreign Terrorist Organization Certification
- Historically Underutilized Business Certification
- Construction-Related Goods and Services Affirmation
- Acknowledgement of BuyBoard Technical Requirements
- Deviation and Compliance
- Vendor Consent for Name Brand Use
- Confidential/Proprietary Information
- EDGAR Vendor Certification

Company Name

Signature of Authorized Company Official

Printed Name and Title

Date



PROPOSAL FORMS PART 2: VENDOR INFORMATION FORMS

INSTRUCTIONS:

Proposer must completely and accurately provide all information requested in the following Vendor Information Forms or your Proposal may be rejected as non-responsive:

- Vendor Business Name
- Vendor Contact Information
- Federal and State/Purchasing Cooperative Experience
- Governmental References
- Company Profile
- Texas Regional Service Designation
- State Service Designation
- National Purchasing Cooperative Vendor Award Agreement *(Vendors serving outside Texas only)*
- Local/Authorized Seller Listings
- Manufacturer Dealer Designation
- Proposal Invitation Questionnaire
- Vendor Request to Self-Report BuyBoard Purchases *(Optional)*

To the extent any information requested is not applicable to your company, you must so indicate on the form.

VENDOR BUSINESS NAME

By submitting a Proposal, Vendor is seeking to enter into a legal contract with the Cooperative. As such, Vendor must be an individual or legal business entity capable of entering into a binding contract.

Name of Proposing Company: _____

*(List the **legal** name of the company seeking to contract with the Cooperative. Do NOT list an assumed name, dba, aka, etc. here. Such information may be provided below. If you are submitting a joint proposal with another entity to provide the same proposed goods or services, each submitting entity should complete a separate vendor information form. Separately operating legal business entities, even if affiliated entities, which propose to provide goods or services separately must submit their own Proposals.)*

Please check (√) one of the following:

Type of Business: Individual/Sole Proprietor Corporation Limited Liability Company Partnership
 Other (Specify: _____)

State of Incorporation (if applicable): _____

Federal Employer Identification Number: _____

*(Vendor must include a completed **IRS W-9** form with their Proposal)*

Name by which Vendor, if awarded, wishes to be identified on the BuyBoard: *(Note: If different than the Name of Proposing Company listed above, only valid trade names (dba, aka, etc.) of the Proposing Company may be used and a copy of your Assumed Name Certificate(s), if applicable, must be attached.)*



VENDOR CONTACT INFORMATION

Vendor shall provide the requested Vendor Contact Information in the electronic proposal submission system including contract, purchase order, RFQ, and invoice contacts (or, if submitting a hard copy Proposal, timely request and complete the Vendor Contact Information form in accordance with the Instructions to Proposers).

FEDERAL AND STATE/PURCHASING COOPERATIVE EXPERIENCE

The Cooperative strives to provide Cooperative members with the best services and products at the best prices available from Vendors with the technical resources and ability to serve Cooperative members. Please respond to the following questions.

1. Provide the dollar value of sales to or through purchasing cooperatives at or based on an established catalog or market price during the previous 12-month period or the last fiscal year: \$_____. (The period of the 12-month period is ____/____). In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).
2. By submitting a proposal, you agree that, based on your written discounting policies, the discounts you offer the Cooperative are equal to or better than the best price you offer other purchasing cooperatives for the same items under equivalent circumstances.
3. Provide the information requested below for other purchasing cooperatives for which Proposer currently serves, or in the past has served, as an awarded vendor. Rows should be added to accommodate as many purchasing cooperatives as required.

PURCHASING GROUP	CURRENT VENDOR? (Y/N)	FORMER VENDOR (Y/N)? – IF YES, LIST YEARS AS VENDOR	AWARDED COMMODITY CATEGORY(IES)
1. Federal General Services Administration			
2. T-PASS (State of Texas)			
3. OMNIA Partners			
4. Sourcewell (NJPA)			
5. E&I Cooperative			
6. Houston-Galveston Area Council (HGAC)			
7. Choice Partners			
8. The Interlocal Purchasing System (TIPS)			
9. Other			

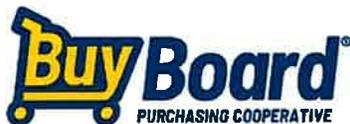
MY COMPANY DOES NOT CURRENTLY HAVE ANY OF THE ABOVE OR SIMILAR TYPE CONTRACTS.

CURRENT BUYBOARD VENDORS

If you are a current BuyBoard vendor in the same contract category as proposed in this Proposal Invitation, indicate the discount for your current BuyBoard contract and the proposed discount in this Proposal. Explain any difference between your current and proposed discounts.

Current Discount (%): _____ **Proposed Discount (%):** _____

Explanation: _____



GOVERNMENTAL REFERENCES

For your Proposal to be considered, you must supply a minimum of five (5) individual governmental entity references. The Cooperative may contact any and all references provided as part of the Proposal evaluation. Provide the information requested below, including the existing pricing/discounts you offer each customer. The Cooperative may determine whether pricing/discounts are fair and reasonable by comparing pricing/discounts stated in your Proposal with the pricing/discounts you offer other governmental customers. Attach additional pages if necessary.

Entity Name	Contact	Phone#	Email Address	Discount	Quantity/ Volume
1.					
2.					
3.					
4.					
5.					

Do you ever modify your written policies or standard governmental sales practices as identified in the above chart to give better discounts (lower pricing) than indicated? **YES** **NO** If YES, please explain:

COMPANY PROFILE

Information on awarded Cooperative Contracts is available to Cooperative Members on the BuyBoard website. If your company is awarded a Contract under this Proposal Invitation, please provide a brief company description that you would like to have included with your company profile on the BuyBoard website. **Submit your company profile in a separate file, in Word format, with your Proposal.** (Note: Vendor is solely responsible for any content provided for inclusion on the BuyBoard website. The Cooperative reserves the right to exclude or remove any content in its sole discretion, with or without prior notice, including but not limited to any content deemed by the Cooperative to be inappropriate, irrelevant to the Contract, inaccurate, or misleading.)

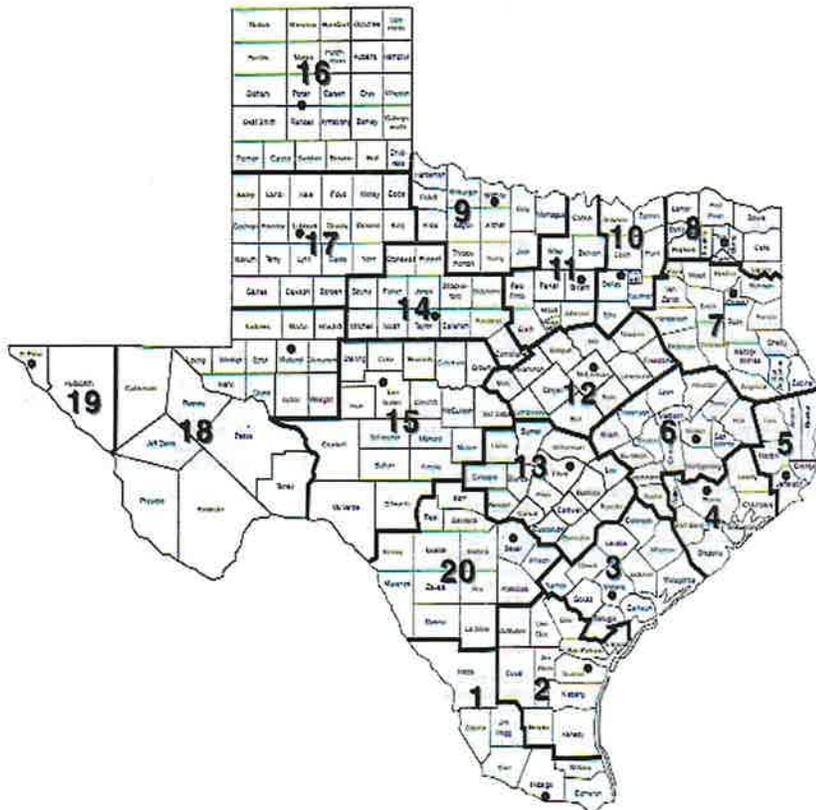


TEXAS REGIONAL SERVICE DESIGNATION

This form must be completed in the electronic proposal submission system (or, if submitting a hard copy Proposal, timely request and complete the form in accordance with the Instructions to Proposers).

The Cooperative (referred to as "Texas Cooperative" in this form and in the State Service Designation form) offers vendors the opportunity to service its members throughout the entire State of Texas. In the electronic proposal submission system, you must indicate if you will service Texas Cooperative members statewide or, if you do not plan to service all Texas Cooperative members statewide, you **must** indicate the specific regions you will service. If you propose to serve different regions for different products or services included in your Proposal, you must complete and submit a separate Texas Regional Service Designation form for each group of products and clearly indicate the products or services to which the designation applies. **(Additional forms can be obtained by contacting bids@buyboard.com at least five (5) business days prior to the Proposal Due Date.)** ***By designating a region or regions, you are certifying that you are authorized and willing to provide the proposed products and services in those regions. Designating regions in which you are either unable or unwilling to provide the specified products and services shall be grounds for either rejection of your Proposal or, if awarded, termination of your Contract.*** Additionally, if you do not plan to service Texas Cooperative members (i.e., if you will service only states other than Texas), you must so indicate on the form in the electronic proposal submission system.

Regional Education Service Centers



Region and Headquarters

- 1 Edinburg
- 2 Corpus Christi
- 3 Victoria
- 4 Houston
- 5 Beaumont
- 6 Huntsville
- 7 Kilgore
- 8 Mount Pleasant
- 9 Wichita Falls
- 10 Richardson
- 11 Fort Worth
- 12 Waco
- 13 Austin
- 14 Abilene
- 15 San Angelo
- 16 Amarillo
- 17 Lubbock
- 18 Midland
- 19 El Paso
- 20 San Antonio



STATE SERVICE DESIGNATION

This form must be completed in the electronic proposal submission system (or, if submitting a hard copy Proposal, timely request and complete the in accordance with the Instructions to Proposers).

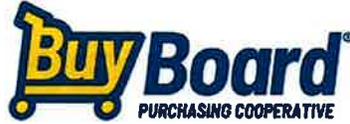
As set forth in the Proposal Invitation, it is the Cooperative's intent that other governmental entities in the United States have the opportunity to purchase goods or services awarded under the Contract, subject to applicable state law, through a piggy-back award or similar agreement through the National Purchasing Cooperative BuyBoard. If you plan to service the entire United States or only specific states, you must complete the State Service Designation information in the electronic proposal submission system. (Note: If you plan to service Texas Cooperative members, be sure that you complete the Texas Regional Service Designation form.) ***In addition to this form, to be considered for a piggy-back award by the National Purchasing Cooperative, you must have an authorized representative sign the National Purchasing Cooperative Vendor Award Agreement that follows this form.***

If you serve different states for different products or services included in your Proposal, you must complete and submit a separate State Service Designation form for each group of products and clearly indicate the products or services to which the designation applies. **(Additional forms can be obtained by contacting bids@buyboard.com at least five (5) business days prior to the Proposal Due Date.)** ***By designating a state or states, you are certifying that you are authorized and willing to provide the proposed products and services in those states. Designating states in which you are either unable or unwilling to provide the specified products and services shall be grounds for either rejection of your Proposal or, if awarded, termination of your Contract.***

- I will service all states in the United States.
- I will not service all states in the United States.

Alabama
Alaska
Arizona
Arkansas
California (Public Contract Code 20118 & 20652)
Colorado
Connecticut
Delaware
District of Columbia
Florida
Georgia
Hawaii
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Minnesota
Mississippi
Missouri
Montana

Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Texas
Utah
Vermont
Virginia
Washington
West Virginia
Wisconsin
Wyoming

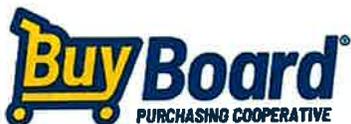


NATIONAL PURCHASING COOPERATIVE VENDOR AWARD AGREEMENT

In accordance with the Terms and Conditions associated with this Proposal Invitation, a contract awarded under this Proposal Invitation may be "piggy-backed" by another governmental entity. The National Purchasing Cooperative is an intergovernmental purchasing cooperative formed by certain school districts outside of Texas to serve its members throughout the United States. If you agree to be considered for a piggy-back award by the National Purchasing Cooperative, you agree to the following terms and agree to serve National Purchasing Cooperative members in the states you have indicated on the State Service Designation form, in your Proposal.

By signing this form, Proposer (referred to in this Agreement as "Vendor") agrees as follows:

1. Vendor acknowledges that if The Local Government Purchasing Cooperative ("Texas Cooperative") awards Vendor a contract under this Proposal Invitation ("Underlying Award"), the National Purchasing Cooperative ("National Cooperative") may - but is not required to - "piggy-back" on or re-award all or a portion of that Underlying Award ("Piggy-Back Award"). By signing this National Cooperative Vendor Award Agreement ("Agreement"), Vendor accepts and agrees to be bound by any such Piggy-Back Award as provided for herein.
2. In the event National Cooperative awards Vendor a Piggy-Back Award, the National Cooperative Administrator ("BuyBoard Administrator") will notify Vendor in writing of such Piggy-Back Award, which award shall commence on the effective date stated in the Notice and end on the expiration date of the Underlying Award, subject to annual renewals as authorized in writing by the BuyBoard Administrator. Vendor agrees that no further signature or other action is required of Vendor in order for the Piggy-Back Award and this Agreement to be binding upon Vendor. Vendor further agrees that no interlineations or changes to this Agreement by Vendor will be binding on National Cooperative, unless such changes are agreed to by its BuyBoard Administrator in writing.
3. Vendor agrees that it shall offer its goods and services to National Cooperative members at the same unit pricing and same general terms and conditions, subject to applicable state laws in the state of purchase, as required by the Underlying Award. However, nothing in this Agreement prevents Vendor from offering National Cooperative members better (i.e., lower) competitive pricing and more favorable terms and conditions than those in the Underlying Award.
4. Vendor hereby agrees and confirms that it will serve those states it has designated on the State Service Designation Form of this Proposal Invitation. Any changes to the states designated on the State Service Designation Form must be approved in writing by the BuyBoard Administrator.
5. Vendor agrees to pay National Cooperative the service fee provided for in the Underlying Award based on the amount of purchases generated from National Cooperative members through the Piggy-Back Award. Vendor shall remit payment to National Cooperative on such schedule as it specifies (which shall not be more often than monthly). Further, upon request, Vendor shall provide National Cooperative with copies of all purchase orders generated from National Cooperative members, vendor invoices, and/or such other documentation regarding those purchase orders as the Cooperative's administrators may require in their reasonable discretion for purposes of reviewing and verifying purchase activity. Vendor further agrees that National Cooperative shall have the right, upon reasonable written notice, to review Vendor's records pertaining to purchases made by National Cooperative members in order to verify the accuracy of service fees.
6. Vendor agrees that the Underlying Award, including its General Terms and Conditions, are adopted by reference to the fullest extent such provisions can reasonably apply to the post-proposal/contract award phase. The rights and responsibilities that would ordinarily inure to the Texas Cooperative pursuant to the Underlying Award shall inure to National Cooperative; and, conversely, the rights and responsibilities that would ordinarily inure to Vendor in the Underlying Award shall inure to Vendor in this Agreement. Vendor recognizes and agrees that Vendor and National Cooperative are the only parties to this Agreement, and that nothing in this Agreement has application to other third parties, including the Texas Cooperative. In the event of conflict between this Agreement and the terms of the Underlying Award, the terms of this Agreement shall control, and then only to the extent necessary to reconcile the conflict.



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7. This Agreement shall be governed and construed in accordance with the laws of the State of Rhode Island and venue for any dispute shall lie in the federal district court of Alexandria, Virginia.

8. Vendor acknowledges and agrees that the award of a Piggy-Back Award is within the sole discretion of National Cooperative, and that this Agreement does not take effect unless and until National Cooperative awards Vendor a Piggy-Back Award and the BuyBoard Administrator notifies Vendor in writing of such Piggy-Back Award as provided for herein.

WHEREFORE, by signing below Vendor agrees to the foregoing and warrants that it has the authority to enter into this Agreement.

Name of Vendor

Proposal Invitation Number

Signature of Authorized Company Official

Printed Name of Authorized Company Official

Date



MANUFACTURER DEALER DESIGNATION

If Vendor is a manufacturer that sells products through a dealer network and wishes to designate a dealer or multiple dealers ("Designated Dealers") to receive Cooperative member Purchase Orders on Vendor's behalf, you must complete this form for each dealer you wish to designate.

Regardless of any Designated Dealers submitted by Vendor, Vendor specifically agrees and acknowledges that any such designations are for Vendor's convenience only and shall not, if Vendor is awarded a Contract, relieve Vendor of any obligations under the Contract, including payment of Cooperative service fees on all Purchase Orders submitted to Vendor or any Designated Dealer. In accordance with the General Terms and Conditions, an awarded Vendor shall remain responsible and liable for all of its obligations under the Contract and the performance of both Vendor and any of Vendor's Designated Dealers under and in accordance with the Contract and remain subject to all remedies for default thereunder, including, but not limited to suspension and termination of Vendor's Contract for nonpayment of service fees.

If awarded, Vendor authorizes the Cooperative, in its sole discretion, to list any Vendor Designated Dealers in the BuyBoard system and to receive Purchase Orders directly from Cooperative members on behalf of Vendor. To the extent a Vendor with Designated Dealers receives a Purchase Order directly, it shall be the responsibility of Vendor to appropriately process such Purchase Order in accordance with the Contract, including but not limited to timely forwarding such Purchase Order to a Designated Dealer for processing.

The Cooperative reserves the right, in its sole discretion, to refuse addition of, or request removal of, any Designated Dealer, and Vendor agrees to immediately require such Designated Dealer to cease accepting Purchase Orders or otherwise acting on Vendor's behalf under the Contract. Further, the Cooperative administrator shall be authorized to remove or suspend any or all Designated Dealers from the BuyBoard at any time in its sole discretion.

If you wish to designate a dealer to service a contract awarded under this Proposal Invitation, please list the Designated Dealer below. If you wish to designate multiple dealers, please duplicate this form as necessary.

Designated Dealer Name

Designated Dealer Contact Person

Designated Dealer Address

City

State

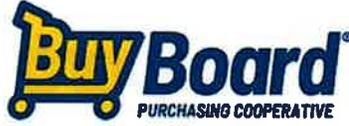
Zip

Phone Number

Fax Number

Email address

Designated Dealer Tax ID Number* (***attach W-9**)



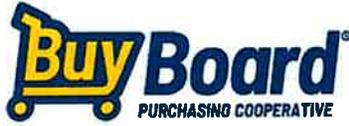
PROPOSAL INVITATION QUESTIONNAIRE

The Cooperative will use your responses to the questions below in evaluating your Proposal and technical and financial resources to provide the goods and perform the services ("Work") under the BuyBoard contract contemplated by this Proposal Invitation ("Contract"). Proposers must fully answer each question, numbering your responses to correspond to the questions/numbers below. Proposers must complete below or attach your responses to this questionnaire and submit in one document with your Proposal. **You must submit the questionnaire and responses with your Proposal or the Proposal will not be considered.**

1. List the number of years Proposer has been in business and former business names (if applicable). Note whether your company is currently for sale or involved in any transaction that would significantly alter its business or result in acquisition by another entity.

2. Describe the resources Proposer has to manage staff and successfully perform the Work contemplated under this Contract. State the number and summarize the experience of company personnel who may be utilized for the Work, including those who will be available to Cooperative members for assistance with project development, technical issues, and product selection for Work associated with this Contract.

3. **Marketing Strategy:** For your Proposal to be considered, you must submit the Marketing Strategy you will use if the Cooperative accepts all or part of your Proposal. (*Example: Explain how your company will initially inform Cooperative members of your BuyBoard Contract, and how you will continue to support the BuyBoard for the duration of the Contract term.*) Attach additional pages if necessary.

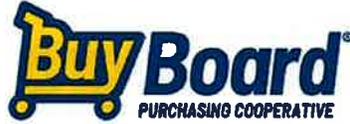


4. Describe Proposer’s financial capability to perform the Contract. State or describe the firm’s financial strength and rating, bonding capacity, and insurance coverage limits. State whether the firm, or any of the firm’s past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years, and identify any such debtor party by name and relationship to or position with your firm.

5. Does your company have any outstanding financial judgments and/or is it currently in default on any loan or financing agreement? If so, provide detailed information on the nature of such items and prospects for resolution.

6. List all contracts, if any, in the last 10 years on which Proposer has defaulted, failed to complete or deliver the work, or that have been terminated for any reason. For each such contract, provide the project name, scope, value and date and the name of the procuring entity. Fully explain the circumstances of the default, failure to complete or deliver the work, or termination.

7. List all litigation or other legal proceedings (including arbitration proceedings), if any, in the last 10 years brought against your firm, or any of the firm’s past or present owners, principal shareholders or stockholders, officers, agents or employees, that relate to or arise from a contract similar to this Contract or the Work contemplated under this Contract. Provide the style of the lawsuit or proceeding (name of parties and court or tribunal in which filed), nature of the claim, and resolution or current status.



VENDOR REQUEST TO SELF-REPORT BUYBOARD PURCHASES

The General Terms and Conditions require that all Purchase Orders generated by or under any Contract awarded under this Proposal Invitation be processed through the BuyBoard and, except as expressly authorized in writing by the Cooperative administrator, Vendors are not authorized to process Purchase Orders received directly from Cooperative members that have not been processed through the BuyBoard or provided to the Cooperative. In accordance with this provision, Vendor may request authorization of the Cooperative administrator to self-report Cooperative member purchases if awarded a Contract under this Proposal Invitation. By making such a request, Vendor acknowledges and agrees that self-reporting is specifically subject to and conditioned upon (1) Vendor's agreement to the Additional Terms and Conditions for BuyBoard Self-Reporting which are included in this Proposal Invitation and incorporated herein for all purposes and (2) approval of this request in writing by the Cooperative administrator.

Note: This form is NOT required as part of your proposal. You should sign and return this form ONLY if you wish to request authorization to self-report BuyBoard purchases. Any request to self-report will not be effective, and Vendor shall not be authorized to self-report BuyBoard member purchases, unless and until (1) Vendor is awarded a Contract under this Proposal Invitation, and (2) the request has been approved in writing by the Cooperative administrator.

By my signature below, I hereby request authorization from the Cooperative administrator to self-report BuyBoard purchases if my company is awarded a Contract. I certify that I am authorized by the above-named Vendor to approve this form, and I have received and read the Additional Terms and Conditions for BuyBoard Self-Reporting included in this Proposal Invitation and do hereby approve and agree to such terms and conditions on behalf of Vendor.

NAME OF VENDOR: _____

Signature of Vendor Authorized Representative

Printed Name: _____

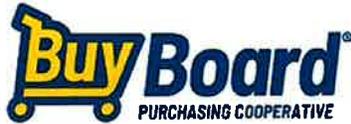
Title: _____

Date: _____

(For Cooperative Administrator Use Only)

Approved by BuyBoard Administrator: _____

Effective/Start Date for Self-Reporting: _____



PROPOSAL SPECIFICATION SUMMARY

The categories and items specified for this Proposal Invitation are summarized below. For full Proposal Specifications, you must review and complete the Proposal Specification information in the electronic proposal submission system in accordance with the Instructions to Proposers (or, if submitting a hard copy Proposal, timely request and complete the Proposal Specification Form in accordance with the Instructions to Proposers).

NOTE 1: Vendors proposing various manufacturer product lines per line item on the Proposal Specification Form must submit the information as follows or proposal may not be considered:

- Manufacturers shall be listed in alphabetical order
- Vendor must list one specific percentage discount for each manufacturer listed.

Section I: Equipment, Products, and Supplies

1. Discount (%) off catalog/pricelist for **Computer Hardware and Equipment** (desktops, laptops, tablets, equipment, supplies, and related products).
2. Discount (%) off catalog/pricelist for **Printers, Scanners, Digital Press and Related Products.**
3. Discount (%) off catalog/pricelist for **Smart Boards, Projectors, Document Cameras and Related Products.**
4. Discount (%) off catalog/pricelist for **Network Hardware and Related Products** (servers, routers, switches, equipment, supplies, and related products).
5. Discount (%) off catalog/pricelist for **Cabling and Related Products** (equipment, supplies, and related products).
6. Discount (%) off catalog/pricelist for **Digital Signage and Related Products** (equipment, supplies, and related products).
7. Discount (%) off catalog/pricelist for **Technology Supplies and Related Products.**
8. Discount (%) off catalog/pricelist for **Technology Repair Parts.**
9. Discount (%) off catalog/pricelist for **All Other Technology Related Products and Services.**
10. Discount (%) off catalog/pricelist for **Electronic Asset Recovery and Disposal Services.**
11. Discount (%) off catalog/pricelist for **Technology Related Maintenance Agreements.**

NOTE 2: Software or Software as a Product (SaaS) as used herein shall mean software products for which the purchaser purchases a license for software to be hosted on the client's computer. (Vendor shall not include in its Proposal any Software as a Service (SaaS) products where software is licensed on a subscription basis and is centrally hosted by the software provider. Such items are included in a separate BuyBoard contract.)

It is expected that software and/or hardware proposed will conform to applicable accessibility requirements and guidelines for governmental entities including any applicable World Wide Web Consortium Web Content Accessibility Guidelines and applicable state, local, and/or federal law.

Section II: Software as a Product (SaaS) and Services

12. Discount (%) off catalog/pricelist for **Admission Ticket Tracking Software.**
13. Discount (%) off catalog/pricelist for **Bill Pay Software and Technology.**
14. Discount (%) off catalog/pricelist for **Business/Office Software.**
15. Discount (%) off catalog/pricelist for **Desktop/Web Publishing Software.**
16. Discount (%) off catalog/pricelist for **Instructional Software.**
17. Discount (%) off catalog/pricelist for **Specialty Software Products** (school transportation routing software, and related products).
18. Discount (%) off catalog/pricelist for **Imaging and Deployment Software Services.**
19. Discount (%) off catalog/pricelist for **Cloud Storage, Hosting and Related Software Services.**
20. Discount (%) off catalog/pricelist for **Archive, Email, Data Migration and Related Services.**
21. Discount (%) off catalog/pricelist for **Software Support Maintenance Agreements.**

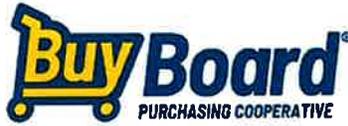


Section III: Telecommunication Products and Supplies

22. Discount (%) off catalog/pricelist for **Telecommunication Products (PURCHASE)** (phone systems, VOIP, smartphones/mobile phones, intercom systems, and related products).
23. Discount (%) off catalog/pricelist for **Telecommunication Products (LEASE)** (phone systems, VOIP, smartphones/mobile phones, intercom systems, and related products).
24. Discount (%) off catalog/pricelist for **Telecommunication Services** (broadband data plans; internet service, mobile cell booster and related services).
25. Discount (%) off catalog/pricelist for **Telecommunication Repair Parts.**
26. Discount (%) off catalog/pricelist for **Telecommunication Related Maintenance and/or Service Agreements.**

Section IV: Training, Installation and Repair Service

27. Discount (%) off catalog/pricelist for **Hourly Labor Rate for Technology Staff Development and Training of Equipment, Software, and Products - not to exceed** hourly labor rate for Technology Staff Development and Training of Equipment, Software, and Products.
28. Discount (%) off catalog/pricelist for **Hourly Labor Rate for Installation/Repair Service of Technology Equipment and Related Products - not to exceed** hourly labor rate for Technology Equipment and Related Products.
29. Discount (%) off catalog/pricelist for **Hourly Labor Rate for Installation/Repair Service of Software Products - not to exceed** hourly labor rate for Software Products.
30. Discount (%) off catalog/pricelist for **Hourly Labor Rate for Installation/Repair Service of Telecommunication Products and Supplies - not to exceed** hourly labor rate for Telecommunication Products and Supplies.
31. **Hourly Labor Rate for Website Design and Programming - not to exceed** hourly labor rate for Website Design and Programming.
32. **Hourly Labor Rate for All Types of IT Position(s)** (Manager, Supervisor and Service Technician) - **not to exceed** hourly labor rate for All Types of IT Position(s).



REQUIRED FORMS CHECKLIST

(Please check (✓) the following)

- Reviewed/Completed: **Proposer's Acceptance and Agreement**

PROPOSAL FORMS PART 1: COMPLIANCE FORMS

- Reviewed/Completed: **Proposal Acknowledgements**
- Reviewed/Completed: **Felony Conviction Disclosure**
- Reviewed/Completed: **Resident/Nonresident Certification**
- Reviewed/Completed: **Debarment Certification**
- Reviewed/Completed: **Vendor Employment Certification**
- Reviewed/Completed: **No Israel Boycott Certification**
- Reviewed/Completed: **No Excluded Nation or Foreign Terrorist Organization Certification**
- Reviewed/Completed: **Historically Underutilized Business Certification**
- Reviewed/Completed: **Acknowledgement of BuyBoard Technical Requirements**
- Reviewed/Completed: **Construction-Related Goods and Services Affirmation**
- Reviewed/Completed: **Deviation and Compliance**
- Reviewed/Completed: **Vendor Consent for Name Brand Use**
- Reviewed/Completed: **Confidential/Proprietary Information**
- Reviewed/Completed: **EDGAR Vendor Certification**
- Reviewed/Completed: **Compliance Forms Signature Page**

PROPOSAL FORMS PART 2: VENDOR INFORMATION FORMS

- Reviewed/Completed: **Vendor Business Name**
- Reviewed/Completed: **Vendor Contact Information** (*complete in electronic proposal submission system*)
- Reviewed/Completed: **Federal and State/Purchasing Cooperative Experience**
- Reviewed/Completed: **Governmental References**
- Reviewed/Completed: **Company Profile**
- Reviewed/Completed: **Texas Regional Service Designation** (*complete in electronic proposal submission system*)
- Reviewed/Completed: **State Service Designation** (*complete in electronic proposal submission system*)
- Reviewed/Completed: **National Purchasing Cooperative Vendor Award Agreement** (*Vendors serving outside Texas only*)
- Reviewed/Completed: **Local/Authorized Seller Listings**
- Reviewed/Completed: **Manufacturer Dealer Designation**
- Reviewed/Completed: **Proposal Invitation Questionnaire**
- Reviewed/Completed: **Vendor Request to Self-Report BuyBoard Purchases** (*Optional*)

Reviewed/Completed: **Proposal Specifications** *Discount (%) off Catalog/Pricelist and/or other required pricing information including Catalogs/Pricelists (or no bid response) must be submitted with the Proposal or the Proposal will not be considered.*



GENERAL TERMS AND CONDITIONS

A. General Provisions

1. Statement of Inclusion/Applicability

These General Terms and Conditions ("Terms and Conditions") apply to this Proposal Invitation and the proposing company's response to this Proposal Invitation. These Terms and Conditions are an integral part of any Contract which is awarded or Purchase Order which is issued in association with this Proposal Invitation.

2. Organization and Section Titles

The provisions of these Terms and Conditions are generally organized according to the stages of the procurement process: proposal, evaluation, award, and performance. This organization of and the section titles used in these Terms and Conditions are for convenience and reference only, and in no way define, describe, extend, or limit the scope or intent of the provisions of any section of this document. Unless otherwise stated, any listing of factors or criteria in these Terms and Conditions does not constitute an order of preference or importance.

3. Definitions

As used in this Proposal Invitation and associated documentation, the following terms have the meanings set out below unless the context requires otherwise, regardless of whether initial capitalization is consistently used. Words used in the singular include the plural, and words used in the plural include the singular. To the extent terms are defined or used differently in different Proposal Invitation documents, substance prevails over form:

"Awarded Items" has the meaning set for in section E.3 of the Terms and Conditions.

"Awarded Pricing" has the meaning set forth in section E.4 of the Terms and Conditions.

"BuyBoard@," "the BuyBoard," or "BuyBoard website" means the internet-based electronic commerce technology provided by the Cooperative Administrator, the Texas Association of School Boards, Inc. (TASB), to enable Cooperative members to purchase awarded goods and services electronically.

"BuyBoard Administrator" or "Cooperative Administrator" means the Texas Association of School Boards, Inc. (TASB), 12007 Research Blvd, Austin, Texas 78759.

"Contract" means the contract between the Cooperative and a successful Proposer (Vendor), which gives Vendor the opportunity to serve Cooperative members based on the Cooperative's acceptance of all or part of the Vendor's Proposal, and is comprised collectively of the following:

- (a) This Proposal Invitation;
- (b) Vendor's Proposal;
- (c) Notice of Award issued to Vendor by the Cooperative; and
- (d) Purchase Order between a Cooperative member and Vendor, and any additional terms, conditions, or instructions agreed to by Vendor and a Cooperative member that are consistent with these Terms and Conditions. (A Purchase Order between a Cooperative member and Vendor shall be deemed part of the Contract for the specific Cooperative member purchase only and for determination of the Service Fee as set forth in these Terms and Conditions. Purchase Order terms, including additional or supplemental terms, conditions, or instructions agreed to between a Vendor and a Cooperative member where permitted by these Terms and Conditions shall apply between the Cooperative member and Vendor as to the specific Cooperative member purchase only but shall not alter or affect the Terms and Conditions of the Contract as between the Cooperative in its own right and Vendor.)



"Cooperative" means The Local Government Purchasing Cooperative (which may also be referred to as "Texas Cooperative" herein), including when acting by and through the Cooperative Administrator, unless a distinction is made otherwise.

"Cooperative member" or **"member"** means a local governmental entity (e.g., school district, city or county) or other governmental entity that is a member of the Cooperative and is eligible to purchase through a governmental purchasing cooperative or interlocal contract. Although not eligible to be a member of the Cooperative, "Cooperative member" as used in these Terms and Conditions may include the Cooperative administrator's non-profit entity subscribers when used in relation to a purchase from a non-profit subscriber.

"Goods" or **"Products"** (which terms are used interchangeably) means the goods, products, equipment or other commodities and/or services that are the subject of this Proposal Invitation.

"Proposal Invitation" means this Proposal Invitation and all associated documentation, including without limitation, these Terms and Conditions and any amendments hereto, additional terms and conditions specific to this Proposal Invitation, instructions, exhibits or attachments, forms, agreements, certifications, item specifications, appendices, and addenda.

"Proposal" means Proposer's complete and correct response to this Proposal Invitation, including all information, forms, agreements, certifications and other documentation required by this Proposal Invitation, properly submitted by Proposer's duly authorized representative.

"Proposal Due Date" means the date and time specified in the Proposal Invitation, or any addenda thereto, by which Vendors are required to submit Proposals for this Proposal Invitation.

"Proposer" or **"Vendor"** means the company or firm that submits a Proposal or, depending on the context, the proposing company to which the Cooperative awards a Contract under this Proposal Invitation. (For purposes of the forms associated with this Proposal Invitation, "you", "your", "I" or "my" refer to Proposer or Vendor, as applicable.)

"Purchase Order" means a Cooperative member's fiscal form or other instrument which is used in making a purchase from Vendor under a Contract. A Purchase Order may include a written or electronic purchase order, record of an online order, record of a purchasing card (P card) purchase, or any other record or instrument used by a Cooperative member to document a Cooperative member's authorized commitment to purchase awarded goods or services from a Vendor under a Contract.

"Vendor Invoice" means Vendor's billing form or other instrument, written or electronic, documenting charges for goods or services delivered to the Cooperative member under a Purchase Order under a Contract.

B. Proposal Requirements

1. Specifications

Unless otherwise specified, the specifications are intended to be non-proprietary, and should be construed as such. Catalog numbers, brand names, or manufacturer product or reference numbers used in the item specifications in this Proposal Invitation are intended to be descriptive, not restrictive. These references, as well as any approved brands and/or models listed, are intended to identify and indicate the type of product being sought and establish the level of quality desired. If any conflict exists in the item specifications between the product descriptions and any brand names or model or reference numbers used, the product descriptions will override the brand names or model number references.



In some cases, however, the Cooperative may find it advantageous in order to provide best value to Cooperative members to standardize equipment and/or supplies by manufacturer in order to achieve efficiencies in procurement, repair, and operation, to match existing stock, or to satisfy other requirements. In these limited cases, preference will be given to the specific products identified as approved brands and/or models, especially if all other evaluation factors are deemed to be equal. For this reason, where specific brands or models are identified, Proposer is encouraged to propose the exact item specified, in addition to an alternate brand or model with equal/equivalent functionality or features where appropriate or necessary.

In all cases, Proposals must identify the manufacturer, brand, model, etc., of the item being offered. For Proposals on "equal/equivalent" items other than the specified approved brand and/or model, Proposer must supply a complete description and sufficient data for the Cooperative to properly analyze the product being proposed, including its functionality and features. In order to conduct such analysis, the Cooperative may request samples for items other than approved brands and/or models. If the specification identifies a specific brand or model for any item and Proposer fails to identify the manufacturer, brand, model, etc., for that item, **the Cooperative will assume Proposer is proposing on the exact brand and model identified in the specification, and if awarded a contract, Vendor must furnish the exact brand name, model, etc., as specified. Substitutions will not be allowed after the contract is awarded**, except as provided for in section E.8 (Product Updates and Substitutions) of these Terms and Conditions.

The apparent silence of the specifications as to any detail, or the apparent omission from any specification of a detailed description concerning any point, will be interpreted to mean that only the best commercial practices will prevail, and the specification will be construed accordingly.

NOTE: Unless a different time period is stated in the General Information document of this Proposal Invitation, if Proposer discovers or suspects an error in any item specification in this Proposal Invitation, including that the specification is proprietary where not intended, Proposer must notify the Cooperative Administrator of the error in writing at bids@buyboard.com immediately, but in no event later than the 10th business day before the Proposal Due Date.

2. Proposal Pricing

Pricing must be provided in the form required by the specifications and in accordance with the Proposal Invitation.

Unless otherwise provided in the specifications, if the specifications require "Line Item" or unit pricing, the Proposal must include a specific not-to-exceed price for the unit of measure specified for that item. Proposer is responsible for clearly noting any differences in proposed packaging and/or units of measure as a deviation in accordance with section B.4 (Deviations from Item Specifications or General Terms and Conditions) of these Terms and Conditions.

Unless otherwise provided in the specifications, if the specifications require "discount from catalog" or "discount from pricelist" pricing, Proposer must quote the discount percentage to be applied to all items in each published catalog or pricelist included in the Proposal. Proposer must submit each catalog or published pricelist proposed with the Proposal in electronic format and in accordance with the requirements of the Proposal Invitation. Catalogs and pricelists should contain only items that relate to the items requested in the specifications. Vendors are discouraged from including irrelevant or non-responsive information with their Proposal. The Cooperative reserves the right to deem a Proposal non-responsive if the catalogs or pricelists submitted do not specifically relate to the intent of the Proposal Invitation or contain what the Cooperative deems, in its sole discretion, excessive irrelevant or non-responsive information, including information which makes it burdensome or impractical for the Cooperative to identify responsive products and pricing.

For installation, repair, and other services or labor, the specifications may require not-to-exceed labor rates or coefficient to be applied to a unit cost book. Proposers must provide pricing in the form required by the specifications and note any deviations in accordance with B.4 (Deviations from Item Specifications or General Terms and Conditions).



Proposer's pricing must be equal to or better than pricing Proposer offers other similarly situated customers under similar circumstances, including those offered to other purchasing cooperatives. Pricing that is not considered equal or better could result in the Proposal being determined non-competitive and not considered for award.

Unless specified otherwise in this Proposal Invitation:

- (a) A "cost plus" Proposal will not be accepted;
- (b) Proposer will not include freight, transportation and delivery charges or costs, or sales tax in Proposal pricing. (Freight, transportation and delivery charges, if applicable, are to be pre-paid by the awarded Vendor and, subject to section E.5 (Packaging, Transportation, and Delivery) of these Terms and Conditions, included as a separate item on the invoice to the ordering Cooperative member);
- (c) Proposal pricing must include the service fee due pursuant to section E.12 (Service Fee) of these Terms and Conditions; and
- (d) Proposal pricing must be firm for acceptance and the Cooperative's period for acceptance will be at least 120 calendar days from the Proposal Due Date.

If Vendor is awarded a Contract, updates to pricing during the Contract term shall only be permitted in accordance with the requirements of section E.4 (Awarded Pricing) of these Terms and Conditions. Discount percentages off catalogs or pricelists must remain firm for the full Contract term.

3. Quality

Unless otherwise indicated in this Proposal Invitation, proposed products must be new and in first class condition, and must be warranted in the same manner and to the same extent as normally provided to other customers of Proposer. Additionally, proposed products must conform to the highest standards of manufacturing practice, including, for all tangible goods included in this Proposal Invitation, containers suitable for shipment and storage. Unless otherwise specified, "factory seconds," "refurbished", or otherwise inferior items are not acceptable. All services must comply with applicable industry standards.

4. Deviations from Item Specifications or General Terms and Conditions

Other than a deviation submitted in writing with the Proposal and **accepted by the Cooperative**, the Cooperative will hold Vendor accountable to the Cooperative and Cooperative members to perform in strict accordance with these Terms and Conditions and the item specifications as written. (For requirements for ancillary agreements between Cooperative members and Vendors for specific purchases, see section D.2 (Applicable Terms and Conditions; Ancillary Agreements).)

Vendor must clearly note and explain in detail any and all limitations, exceptions, qualifications, special conditions, or other deviations (collectively "deviations") from these Terms and Conditions or any of the item specifications in the Proposal on the Deviation and Compliance form (or an attachment thereto) at the time the Proposal is submitted. Deviations must be specific to these Terms and Conditions or the item specifications and clearly identify the specific section or item to which the deviation applies. The Cooperative shall not be deemed to have accepted, and a Contract shall not be subject to, any term or condition included in Vendor's Proposal which differs from these Terms and Conditions unless Vendor has specifically identified the deviation on the Deviation and Compliance form and the deviation is accepted by the Cooperative.

The submission of a deviation or deviations may place Vendor at a competitive disadvantage or otherwise prevent the Cooperative from considering the Proposal on the affected item(s).



The following Terms and Conditions are not subject to deviation. Any attempted deviation by Vendor to such Terms and Conditions, whether directly or indirectly, shall be deemed rejected by the Cooperative and, unless otherwise withdrawn by Vendor, may result in Vendor's Proposal being rejected in its entirety:

- (a) Section B.9, Requirements of the Texas Public Information Act; Confidential Information;
- (b) Section B.12, Certifications;
- (c) Section D.2, Applicable Terms and Conditions; Ancillary Agreements;
- (d) Section E.6.b, Payments;
- (e) Section E.11, BuyBoard Vendor Information and Reporting of Cooperative Member Purchases
- (f) Section E.12, Service Fee;
- (g) Section E.13, Disclaimer of Warranty and Limitation of Liability;
- (h) Section E.14, Sales Tax;
- (i) Section E.15, Use of BuyBoard Logo and Trade Name;
- (j) Section E.16, Indemnification;
- (k) Section E.17, Intellectual Property Infringement;
- (l) Section E.18, Remedies for Default and Termination of Contract;
- (m) Section E.19, Force Majeure;
- (n) Section F., Miscellaneous, including all subsections (F.1-F.12) thereto.

Further, any deviation by Vendor which, directly or indirectly, seeks to add terms or requirements substantively similar to the following shall be deemed rejected by the Cooperative and, unless otherwise withdrawn by Vendor, may result in Vendor's Proposal being rejected in its entirety:

- (a) Any deviation seeking to supersede these Terms and Conditions with Vendor's own agreement form, standard agreement, or terms and conditions;
- (b) Any deviation seeking to require the Cooperative, Cooperative Administrator, or any Cooperative member to indemnify or hold harmless Vendor.

The Cooperative may, in its sole discretion, seek clarification from and/or communicate with Vendor(s) regarding any submitted deviation(s), consistent with general procurement principles of fair competition. The Cooperative reserves the right to accept or reject a proposal based upon any submitted deviation.

5. Addenda

Any interpretation, correction or change to this Proposal Invitation will be made by written addendum, and updated information contained in an addendum will prevail over the information contained in the original Proposal Invitation or a previous addendum. The Cooperative, by and through the Cooperative Administrator, is the sole authority for the issuance of any addendum, and any communication related to this Proposal Invitation that is not from the Cooperative is invalid. Although the Cooperative may provide electronic notification when an addendum has been issued and the changes will be flagged, it is Vendor's responsibility to monitor the BuyBoard vendor website for possible addenda and incorporate any posted addendum into the Proposal. Vendor must acknowledge each addendum in accordance with the instructions accompanying the addendum.

6. Samples

For any commodities included in this Proposal Invitation, the Cooperative, by and through the Cooperative Administrator, or Cooperative member may request a product sample. Proposer must furnish the requested sample at no cost to the Cooperative, Cooperative Administrator, or requesting Cooperative member, as applicable. The Cooperative Administrator or requesting Cooperative member must receive the sample within such reasonable specified time as requested. The submitted sample must be labeled with the Proposal Invitation name and number, item number, product identification number, and Vendor's name. Vendor's failure to submit a sample when requested will result in the product in question not being considered for award to Vendor.



The Cooperative Administrator or Cooperative member may retain samples for a sufficient length of time for proper evaluation. If not destroyed or consumed during examination or testing and if Vendor has included a written return request with a submitted sample, the Cooperative Administrator or Cooperative member will return samples to Vendor at Vendor's expense. Notwithstanding the foregoing, the Cooperative Administrator or Cooperative member may permanently retain samples submitted by awarded Vendors for the purpose of determining that the quality and workmanship of awarded products delivered to Cooperative members is comparable to the samples. Neither the Cooperative, the Cooperative Administrator, nor a requesting Cooperative member will be liable for samples that are damaged, destroyed or consumed during examination or testing.

7. Proposal on All or Certain Items; Service Regions

Unless otherwise specified, Vendor may propose on any or all items. Vendor should answer all questions related to each item on which Vendor wishes to propose and indicate "No Bid" for those items on which Vendor does not wish to propose. Failure to complete any item in the specifications will be deemed a no bid on that item. The Cooperative will consider items individually and make awards on each item independently, except for related items for which compatibility will be an element of consideration. In such cases, small groups of items may be considered as a unit.

Vendor's Proposal shall specify the regions and/or states that Vendor proposes to serve by completing the appropriate Proposal forms. Vendor shall specify only those regions or states for which Vendor is authorized either under applicable law and/or by the manufacturer to sell the proposed products. If Vendor proposes multiple products, and the regions or states which the Vendor is able to serve and proposes to serve differ by product, Vendor must specify the specific regions or states by product in its Proposal. **A Vendor may not select a region or state in its Proposal where Vendor is unable or unauthorized to sell a proposed product. If it is determined that a Vendor is unable, unauthorized, or refuses to provide any awarded product(s) or service(s) in a region or state specified in Vendor's Proposal, such inability, lack of authorization, or refusal shall be an event of default and subject to all remedies up to and including termination of Vendor's Contract.**

8. "All or Nothing" Awards

Unless otherwise indicated in this Proposal Invitation, "all or nothing" Proposals are **not** acceptable and will be rejected. Vendor must be willing to accept a partial award for any combination of the items or services proposed and must be willing to share the business with any other successful Proposers.

9. Requirements of the Texas Public Information Act; Confidential Information

(a) Vendor Compliance.

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Proposal Invitation and any awarded Contract, and Vendor agrees that the Contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

Pursuant to Texas Government Code Sections 552.371 and 552.372, to the extent the Contract or any Purchase Order thereunder has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by a governmental body or results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by a governmental body in a fiscal year of the governmental body, Vendor shall:

- 1) preserve all contracting information, as defined in Texas Government Code Section 552.003(7) ("Contracting Information"), related to the Contract or any Cooperative member Purchase Order thereunder as provided by the records retention requirements applicable to the governmental body for the duration of the Contract (including any Purchase Order thereunder);
- 2) promptly provide to the Cooperative or Cooperative member, as applicable, any Contracting Information related to the Contract that is in the custody or possession of Vendor on request of the Cooperative or Cooperative member; and



- 3) on completion of the Contract (including any Purchase Order thereunder), either:
- (A) provide at no cost to the Cooperative or Cooperative member, as applicable, all Contracting Information related to the Contract (including any Purchase Order) that is in the custody or possession of Vendor; or
 - (B) preserve the Contracting Information related to the Contract (including any Purchase Order thereunder) as provided by the record retention requirements applicable to the Cooperative or Cooperative member, as applicable.

The Cooperative may not accept a Proposal or award a Contract to a Vendor that the Cooperative has determined has knowingly or intentionally failed to comply with Texas Government Code Chapter 552, Subchapter J, in a previous Proposal or Contract unless the Cooperative determines and documents that Vendor has taken adequate steps to ensure future compliance with the requirements of said Subchapter.

(b) Confidential/Proprietary Information.

Proposer must clearly identify information in the Proposal that Proposer considers proprietary or confidential by completing the Confidential/Proprietary Information form. Further, for any other information provided by Vendor to the Cooperative after Contract award (updated catalogs or pricelists, Vendor information, etc.), Vendor shall clearly mark and identify any information that Vendor considers proprietary or confidential. The Cooperative will treat such information as confidential only to the extent allowable under the Texas Public Information Act (Chapter 552 of the Texas Government Code) or similar disclosure law.

If Vendor fails to properly identify information that the Vendor considers proprietary or confidential, the Cooperative shall have no obligation to seek protection of such information from public disclosure should a member of the public or other third party request access to the information under the Texas Public Information Act or similar disclosure laws. **The Cooperative and its Administrator will not be responsible for Vendor's failure to clearly identify information Vendor considers confidential or proprietary.** Vendor may be notified of a third-party request for information that Proposer has identified in the Confidential/Proprietary Information form as proprietary or confidential when required by the Texas Public Information Act or similar disclosure law.

By submitting a Proposal, Vendor acknowledges that the Cooperative and the Cooperative Administrator will disclose information when required by law, even if such information has been identified herein as information Vendor considers confidential or proprietary.

10. Certain Professional Services Excluded

Neither this Proposal Invitation nor any Contract includes services that are required to be procured under the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code), including without limitation architecture and professional engineering services.

11. Withdrawal or Modification of Proposal

Vendor may withdraw or modify a submitted Proposal **prior to the Proposal Due Date and time** specified in this Proposal Invitation. A Proposal may be withdrawn only in strict accordance with this section.

Electronic Proposals Submissions: A Proposal submitted electronically through a website designated by the Cooperative for submission of electronic proposals may be withdrawn or modified prior to the Proposal Due Date and time through the same electronic proposal submission website. Vendor's login to the electronic proposal submission website shall be used to verify Vendor's identity. Vendor shall be solely responsible for ensuring only authorized use of its login, following all website instructions, and ensuring that the Proposal is properly withdrawn or modified prior to the Proposal Due Date and time.



Hard Copy Submissions: If a Vendor submitted a Proposal in hard copy electronic format via mail or in person, rather than electronic submission through the designated website, Proposer must submit a written request to the Cooperative Administrator to withdraw the Proposal. The request to withdraw must be signed by an individual authorized to enter into contracts on Vendor's behalf and indicate the individual's title. If the Cooperative Administrator has any question or doubt regarding Vendor's identity or the identity of its Proposal, withdrawal will not be allowed. If the Cooperative Administrator, decides to allow the withdrawal, Vendor's duly authorized representative may be required to complete and sign a written receipt satisfactory to the Cooperative Administrator before the proposal will be released. The decision of the Cooperative Administrator relating to matters concerning withdrawal of a Proposal is final.

A Vendor may resubmit a withdrawn Proposal, or submit a new Proposal, up until the Proposal Due Date and time, provided any new submission meets the requirements of this Proposal Invitation. If Vendor resubmits a Proposal that was withdrawn and makes any change to any document in the Proposal package, the change must be made in accordance with the Cooperative's instructions for Proposal submissions, and Vendor will be deemed to have authorized such change.

Proposals that are in the Cooperative's possession (including Proposals submitted through an electronic proposal submission website designated by the Cooperative) at the Proposal Due Date and time shall be deemed final, conclusive, and irrevocable; and no Proposal will be subject to withdrawal, amendment, or correction by a Vendor after the Proposal Due Date and time specified in this Proposal Invitation. However, pursuant to section B.4 (Deviations from Item Specifications or General Terms and Conditions), the Cooperative reserves the right, in its sole discretion, to seek clarification, communicate and resolve issues around deviations that were submitted in a Proposal, consistent with general procurement principles of fair competition.

12. Certifications

The Proposer's Acceptance and Agreement and Proposal Acknowledgements forms, which are fundamental to and incorporated into this Proposal Invitation, require Vendor to certify to certain matters. Pursuant to and in accordance with such forms, and in addition to the matters set forth therein, Vendor certifies to the following with respect to this Proposal Invitation, the Proposal, and any Contract awarded under this Proposal Invitation.

(a) Non-Collusion Certification

Vendor agrees and certifies to the following, and understands that the penalty for violating this non-collusion certification will be the immediate disqualification of Vendor's Proposal or, if the violation is revealed after Contract award, any remedies allowed by law or the Contract including termination of Vendor's Contract:

- 1) Neither Vendor nor any business entity represented by Vendor has received compensation for participation in the preparation of the item specifications or these Terms and Conditions related to this Proposal Invitation;
- 2) The Proposal has been arrived at independently and is submitted without collusion with any other Vendor, with any competitor or potential competitor, or with any other person or entity to obtain any information or gain any special treatment or favoritism that would in any way limit competition or give any Proposer an unfair advantage over any other Proposer with respect to the Proposal;
- 3) Vendor has not accepted, offered, conferred, or agreed to confer, and will not in the future accept, offer, confer, or agree to confer, any benefit or anything of value to any person or entity related to the Cooperative or any of its members in connection with any information or submission related to the Proposal, any recommendation, decision, vote, or award related to the Proposal, or the exercise of any influence or discretion concerning the sale, delivery, or performance of any product or service related to the Proposal;
- 4) Neither Vendor, nor any business entity represented by Vendor, nor anyone acting for such business entity, has violated the Federal Antitrust Laws or the antitrust laws of this State with regard to the Proposal, and the Proposal has not been knowingly disclosed, and will not be knowingly disclosed, to any other Proposer, competitor, or potential competitor prior to the opening of Proposals; and
- 5) No attempt has been or will be made to induce any other person or entity to submit or to not submit a Proposal.



(b) Certification Regarding Ethics, Fair Competition, and Other Matters

Vendor agrees and certifies to the following:

- 1) Vendor has, or has the ability to obtain, such financial and other resources, including inventories, as may be required to fulfill all the responsibilities associated with the Proposal;
- 2) Vendor has a high degree of integrity and business ethics, and a satisfactory record of performance;
- 3) Vendor is an authorized dealer, distributor, or manufacturer for the products or services offered in the Proposal for each region or state Vendor proposes to serve in the Proposal;
- 4) Vendor has not been notified by any local, state, or federal agency with competent jurisdiction that its standing in any matters whatsoever would preclude it from submitting its Proposal and Vendor would in no other way whatsoever be disqualified to propose or receive any award or Contract related to this Proposal Invitation, and Vendor will comply with any reasonable request from the Cooperative to supply information sufficient to substantiate the foregoing representations;
- 5) Vendor has provided its valid, proper and correct business entity name and information in its Proposal, that such entity is operating in good standing with the proper authority from whatever state or local jurisdiction is required, and Vendor has obtained, and will continue to maintain during the entire term of the Contract, all permits, approvals, or licenses necessary for lawful performance of its obligations under this Contract;
- 6) The prices, prompt payment discount terms, delivery terms, distribution allowances and the quality and/or performance (including warranties) of the product or services offered in the Proposal are and will remain the same or better than those offered Vendor's similarly situated customers under similar circumstances, including those offered through other purchasing cooperatives;
- 7) All pricing offered in the Proposal is and will remain fair and reasonable considering general market pricing for similar goods or services. Vendor has not and will not seek to engage in price gouging or price manipulation including, but not limited to, submitting artificially low pricing in pricelists, catalogs, or other pricing submitted with the Proposal or quotes to Cooperative members in an attempt to secure a Contract or Purchase Order and subsequently attempting to increase such proposed pricing citing market pricing;
- 8) The products and services offered in the Proposal represent the full and complete products and services Vendor seeks to provide if awarded a Contract. If awarded, except as permitted by Section E.8 (Product Updates and Substitutions) of the Terms and Conditions, Vendor will be limited to awarded products and services included in the Proposal and will not seek to sell non-awarded items using the Contract.
- 9) The Proposal complies with all federal, state, and local laws concerning these types of products or services, and Vendor will continue to comply with any applicable federal, state, and local laws related to Vendor's activities in connection with the Contract;
- 10) Vendor will comply with any applicable prevailing wage rate requirements under the federal Davis-Bacon or state or local law, including Chapter 2258 of the Texas Government Code;
- 11) Vendor will maintain, at Vendor's expense, any insurance, including without limitation such workers' compensation insurance as may be required by state or local law or policy, necessary to protect the Cooperative and its members from all claims for bodily injury, death, or property damage that might arise from the performance by Vendor or its employees or its agents of any service under the Contract; however, the existence of such insurance does not relieve Vendor of full responsibility and liability for damages, injury, death, or loss as described or as otherwise provided for by law; and
- 12) Any false statement contained in the Proposal is a material breach of contract which will void the Proposal or any resulting Contract, and subject Vendor to removal from all proposal lists, and possible criminal prosecution.

13. Proposal Signatures

Vendor must submit its Proposal in strict accordance with the Cooperative's instructions, including having an officer duly authorized by Vendor execute the Proposal. By signing, the signatory warrants that he or she has read and agrees to the terms of the Proposal and is authorized to execute same as a legally binding act of Vendor. A facsimile or electronic signature will be deemed an original.



14. No Reimbursement

Vendor understands and acknowledges the Cooperative will not reimburse or pay Vendor for any expenses Vendor incurs in preparing its Proposal or providing additional information required in connection with the Proposal.

C. Proposal Evaluation

1. General

A Proposal submitted in accordance with this Proposal Invitation will initially be considered for award; however, initial consideration of a Proposal will not constitute an assessment of its meeting the necessary qualifications, and a Proposal may be disqualified at any time during the evaluation process for failure to meet any other terms or conditions contained anywhere else in this Proposal Invitation.

2. Best Value Criteria

The Cooperative evaluates Proposals on the basis of best value to Cooperative members. In evaluating Proposals and determining best value for all Cooperative members, the Cooperative will consider the following criteria:

Best Value Criteria	Maximum Points
1 Price Competitiveness	45
2 Vendor Past Performance	15
3 Vendor Reputation for Goods and Services	15
4 Financial and Technical Resources	15
5 Capability of Servicing Cooperative Members	5
6 Any other relevant factor or requirement listed in this Proposal Invitation	5
TOTAL	100

The Cooperative’s evaluation may include Vendor’s responses to the forms and other attachments or information included with a Proposal or associated with this Proposal Invitation, including but not limited to Vendor’s responses to the Proposal Invitation Questionnaire, as well as any other information at its disposal deemed relevant by the Cooperative in its sole discretion. Only responsive Proposals will be evaluated. Failure to include all required information may result in a Proposal being deemed non-responsive.

As a general matter, the Cooperative seeks to make competitive and indefinite quantity awards to Proposers that give the same or better discounts/pricing than they give their best governmental clients and can provide best value to Cooperative members. Proposers should provide competitive pricing that is the same or better than the pricing provided their best governmental clients. Each Proposal is evaluated on its own merit and determined to be fair and reasonable, including by comparing the price/discounts that Vendor offers other governmental clients.

If this Proposal Invitation requires discount pricing, discount practices may be examined and evaluated, in the Cooperative’s sole discretion, based on historical data, sales information, discounts granted to other governmental clients, and/or other market research techniques. The Cooperative may award Contracts to multiple Proposers supplying comparable products or services, also known as a multiple award schedule, or award the Contract to a single Proposer. The Cooperative’s decision to make multiple awards or a single award will be based upon the Cooperative’s sole discretion regarding the type of award that provides best value to all Cooperative members.

In regard to Vendor past performance, among other factors, the Cooperative may consider a Vendor’s breach of contractual obligation on any other active or prior Cooperative contract awarded to Vendor including, but not limited to, nonpayment of service fees by Vendor, its parent company or affiliates and/or Vendor’s failure to generate any minimum amount specified in a prior-awarded Cooperative contract.



The Proposal Invitation may also require Proposers to provide certain information in the Proposal Forms for which the Cooperative does not evaluate the Proposer's responses as part of the award criteria set out in this Section C.2. The Cooperative requests such information because it may be relevant to federal, state or local procurement law or other requirements that apply to various Cooperative members. (Cooperative members may also require and request Vendors provide additional certifications and information to meet the Cooperative member's specific procurement requirements prior to making purchases under an awarded Contract.) This information, which will be made available to Cooperative members with respect to awarded Vendors, includes the following:

- (a) Resident/Nonresident Certification;
- (b) Vendor Employment Certification;
- (c) Historically Underutilized Business Certification
- (d) EDGAR Vendor Certification.

3. Cooperative Board Decision

The Cooperative reserves the right to waive any or all irregularities, formalities, or other technicalities and to be the sole and independent judge of quality and suitability of any products or services offered. The Cooperative may accept or reject a Proposal in its entirety or may reject any part of a Proposal without affecting the remainder of that Proposal and may award individual items in this Proposal Invitation in any combination or in any way that provides best value to Cooperative members based on the criteria set out in section C.2 (Best Value Criteria) of these Terms and Conditions. The Cooperative may use all means and information at the collective disposal of the Cooperative, Cooperative Administrator, and Cooperative members to evaluate Proposals. The final decision as to the best overall offer(s), including as to pricing and suitability of the proposed products or services to meet the needs of and provide best value to Cooperative members, rests solely with the Cooperative's Board of Trustees.

The Board's decision may be protested only in accordance with the Board's protest procedure policy, which is available from the Cooperative Administrator upon written request. Pursuant to the Board's protest procedure policy, a protest challenging the terms, conditions or form of notice of this Proposal Invitation and accompanying documentation must be received by the Cooperative no later than 5:00 p.m. CST the fifth business day before the Proposal opening date, and a protest challenging an award decision, including proposal evaluations, no later than 5:00 p.m. CST the fifth business day after the award is posted on the BuyBoard vendor website.

D. Contract Award

1. Notice of Award and Related Matters

A Proposal is an offer by Vendor to contract with the Cooperative and Cooperative members in accordance with this Proposal Invitation, including without limitation the item specifications and these Terms and Conditions. A Proposal does not become a Contract unless and until the Proposal is accepted by the Cooperative through the issuance of a written Notice of Award to a successful Proposer, whereupon the Contract becomes binding and enforceable. The Contract may then be utilized by a Cooperative member by the member issuing a Purchase Order for the awarded products or services. Vendor must honor all Purchase Orders issued by Cooperative members during the Contract term in accordance with these Terms and Conditions. The Cooperative may maintain Vendor's contract documents in electronic format for the duration of the Contract term.

The Cooperative reserves the right to allow awarded Vendors to add additional service regions, at the Awarded Pricing, to the Vendor's Contract during the Contract term.

As provided for in detail in section E.11 (BuyBoard Vendor Information and Reporting of Cooperative Member Purchases), all Purchase Orders must be processed through the BuyBoard. All deliveries and financial transactions related to the Purchase Order will occur directly between Vendor and the ordering Cooperative member. As provided for in detail in section E.11(c) (Vendor Invoices), Vendor must provide copies of Vendor Invoices for Cooperative member purchases to the Cooperative Administrator.



2. Applicable Terms and Conditions; Ancillary Agreements

By submitting a Proposal, Vendor specifically agrees that these Terms and Conditions shall apply, subject to any deviations properly submitted by Proposer and **approved by the Cooperative** in accordance with section B.4 (Deviations from Item Specifications or General Terms and Conditions). Following award, Vendor shall not seek to impose on a Cooperative member additional terms, conditions, or ancillary agreements that are inconsistent with, or intended to supersede, the Contract Terms and Conditions. Further, Cooperative members and Vendors do not have the authority to modify these Terms and Conditions.

However, nothing herein shall prevent the Cooperative member and Vendor from negotiating additional ancillary terms applicable to a specific purchase or purchases, consistent with the requirements of these Terms and Conditions, including but not limited to:

- (a) Detailed product or service requirements for the specific Cooperative member purchase;
- (b) Product delivery times and requirements for the specific Cooperative member purchase;
- (c) Performance and/or payment bonds from Vendor as may be required by law or policy or deemed necessary or appropriate by the Cooperative member;
- (d) Requirements for Vendor to carry and provide proof of insurance as may be required by law or policy or as deemed necessary or appropriate by the Cooperative member;
- (e) Requirements for background checks at Vendor's expense on Vendor employees who will have direct contact with students or staff, or for other reasons;
- (f) Other requirements applicable to the purchase as may be required by law, local policy, or deemed necessary or appropriate by the Cooperative member.

Any ancillary terms between a Cooperative member and Vendor must be in writing and signed by a representative of the Cooperative member with all necessary authority to accept the agreement and bind the Cooperative member. All risk of confirming proper authority shall lie with Vendor.

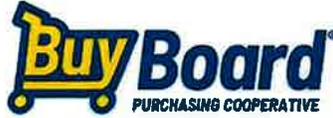
By submitting a Proposal, Vendor understands and acknowledges that Cooperative members are governmental entities, and any provision in any ancillary agreement which requires the Cooperative member to indemnify or hold harmless Vendor, or any other provision not allowed by the laws applicable to the purchasing Cooperative member, shall be void and of no effect. Vendor further acknowledges and agrees that, notwithstanding anything in any ancillary agreement, including a product warranty, to the contrary, the laws applicable to such agreement shall be the laws of the state in which the Cooperative member is located. This provision supersedes any provision in any ancillary agreement to the contrary.

Any attempt by Vendor to deviate from this section in Vendor's Proposal shall be deemed rejected. Further, any attempt by an awarded Vendor to impose terms and conditions on a Cooperative member that are inconsistent with the requirements of this section shall be an event of default under the Contract and subject to all remedies up to and including termination of Vendor's Contract.

Nothing in any ancillary agreement between a Cooperative member and Vendor shall affect the Terms and Conditions of the Contract as between the Cooperative and Vendor.

3. Piggyback Contract and Other Entity Clause

It is the Cooperative's intent that other governmental entities throughout the United States, as well as the administrator's nonprofit entity BuyBoard subscribers, have the opportunity to purchase the goods or services awarded under the Contract at the same pricing and according to these Terms and Conditions, subject to applicable state law, through a piggy-back award or similar agreement. To the extent applicable, Vendor must offer and sell the awarded goods and services to such other organizations and entities in accordance with Vendor's Proposal, including without limitation the State Service Designation form and the National Purchasing Cooperative Vendor Award Agreement.



E. Contract Performance

1. Contract Term

(a) Term. The term of the Contract is for the initial term stated in this Proposal Invitation, which term begins on the date specified in the Notice of Award. Unless otherwise stated in this Proposal Invitation, the Contract may be renewed for two additional one-year terms as provided for in this section E.1. In the event the Contract term will expire before the Cooperative awards a successor contract for the categories of awarded products or services, the Contract may be extended beyond the expiration date on a month-to-month basis, or such other term as determined by the Cooperative, upon the agreement of the Cooperative and Vendor, provided that the Awarded Pricing does not increase during such extension. A reference to "Contract term" in these Terms and Conditions means the initial term and any renewal term.

(b) Survival. The Contract shall govern the Vendor's and the Cooperative member's rights and obligations with respect to any Purchase Order issued during the Contract term and afterwards with respect to any Purchase Order or purchase bound by the Cooperative member for specified goods or services **before** the Contract award period ended. This includes, but is not limited to, the Vendor's obligations to pay to the Cooperative all applicable service fees as required by section E.12 (Service Fees) of these Terms and Conditions for such Purchase Orders.

(c) Renewals. Vendor has no right to or vested interest in a Contract renewal. The Cooperative will evaluate the Contract award prior to the expiration of the then current Contract term (initial or renewal) and reserves the right to not renew the Contract based on factors that may include, but are not limited to, the annual amount of business, Vendor's performance (including, but not limited to, compliance with the Terms and Conditions), and the continued provision of best value to Cooperative members. With respect to annual amount of business, Vendor must generate the minimum amount specified in the General Information document associated with this Proposal Invitation through the Contract, during both the initial and the first renewal term, or may not be offered a second renewal term. A Vendor's failure to generate this minimum amount may also be considered by the Cooperative as part of Vendor's past performance evaluation on future proposal invitations. A renewal must be agreed to by the Cooperative and Vendor. Vendor must promptly, and before the start of the renewal term, notify the Cooperative in writing if Vendor does not accept a renewal offered by the Cooperative or Vendor will have been deemed to have accepted the renewal.

2. Prevailing Wages, Bonding and Insurance Requirements

Vendor must comply with any applicable prevailing wage rate requirements under the federal Davis-Bacon and/or state or local law, including but not limited to Chapter 2258 of the Texas Government Code.

Vendor must provide any applicable performance and payment bonds as required by law, including but not limited to Chapter 2253 of the Texas Government Code, or as requested by a Cooperative member.

Vendor must maintain appropriate and sufficient insurance, including without limitation such workers' compensation insurance as may be required by state or local law or policy, necessary to protect Vendor and the Cooperative and its members from all claims for bodily injury, death, or property damage that might arise from the performance by Vendor or its employees or agents of any service under the Contract; however, the existence of such insurance does not relieve Vendor of full responsibility and liability for damages, injury, death, or loss as described or as otherwise provided by law.

3. Awarded Items Only May Be Sold; Conformity to Item Specifications

If awarded a Contract, Vendor may only offer under the Contract those products and services included in Vendor's Proposal and awarded to Vendor by the Cooperative ("Awarded Items"). For awards based on catalogs or pricelists, Awarded Items shall include only those items within the specification category or categories awarded to Vendor that were included in the catalog(s) or pricelist(s) submitted with Vendor's Proposal or as updated when and if permitted



by section E.8 (Product Updates and Substitutions). Any attempt by Vendor to sell items other than Awarded Items under the Contract shall be an event of default under the Contract.

Vendor warrants that the Awarded Items Vendor provides under the Contract will conform to the item specifications and other requirements of this Proposal Invitation (except to the extent and as specifically noted as deviations in Vendor's Proposal), and will be free from all defects in material, workmanship and title. Vendor further warrants that (i) Vendor has obtained, and will continue to maintain during the entire term of the Contract, all permits, approvals, and/or licenses necessary for lawful performance of Vendor's obligations under the Contract; (ii) Vendor will comply with all applicable state, federal and local laws, rules, and regulations in regard to Awarded Items, and (iii) all Awarded Items provided under the Contract meet all applicable legal standards and requirements, including OSHA standards and regulations, and that any electrical items bear the appropriate listing from US, FMRC, NEMA, or UL Laboratories.

If Vendor provides a product that does not conform to an item specification, including delivering a product other than the specific brand and model of the product awarded, the ordering Cooperative member may reject the product when delivered and terminate the Purchase Order, at no cost or penalty to the member.

If Awarded Items include chemicals or other products that customarily require Material Safety Data Sheets (MSDS), Vendor must include the MSDS with the first shipment of the product to a Cooperative member during the Contract term. Vendor must provide additional MSDSs to Cooperative members upon request, promptly and at no additional cost.

4. Awarded Pricing

Awarded pricing shall be based on the line item or unit pricing, discount off catalog or pricelist, not-to-exceed hourly labor rates, or other pricing structure as set forth in the Proposal Invitation, submitted in Vendor's Proposal, and approved by the Cooperative ("Awarded Pricing"). Except as provided in this section E.4 or otherwise in this Proposal Invitation, Vendor shall hold Awarded Pricing firm during the Contract term.

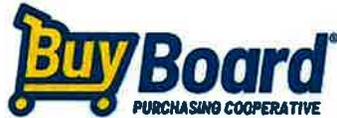
(a) Price Increases

Except as expressly permitted by these Terms and Conditions, Vendor has no contractual right to make price increases during the Contract term. The Cooperative reserves the right to reject any or all price increases it deems not representing best value to Cooperative members.

1) Line Item/Unit Pricing

Unless otherwise provided in the Proposal Invitation, for awards based on not-to-exceed line item or unit pricing, Vendor may submit updated pricing reflecting manufacturer or similar market-wide price increases that occur during the Contract term to the Cooperative, subject to the following requirements:

- (A) No price increases will be permitted or accepted between the time of Vendor's Proposal submission and Contract award.
- (B) Unless otherwise provided in the Proposal Invitation or approved by the Cooperative Administrator in writing, Vendor shall be required to keep the Awarded Pricing firm for the first year of the Contract Term; thereafter, Vendor may submit updated pricing no more frequently than annually for each subsequent year of the Contract Term.
- (C) Vendor must promptly provide all such supporting documentation, including manufacturer documentation, as the Cooperative, by and through the Cooperative Administrator, may require to support price increases;
- (D) Information on price increases must be provided in such format as may reasonably be required by the Cooperative Administrator;
- (E) All price increases must be supported by manufacturer price changes or similar market changes; and
- (F) Updated pricing must be limited to Awarded Items or the updated pricing may be rejected in its entirety. The Cooperative may deem any attempt by Vendor to include non-awarded items in updated pricing as an attempt to sell non-awarded items which is an event of default under the Contract.



2) Discount Off Catalog or Pricelist

For awards based on discount off catalog or pricelist, Vendor shall hold all awarded discount percentages firm during the Contract term. However, Vendor may submit updated pricelists or catalogs reflecting manufacturer or similar market-wide price increases that occur during the Contract term to the Cooperative, subject to the following requirements:

- (A) No catalog or pricelist price increases, including website-based catalogs or pricelists, will be permitted or accepted between the time of Vendor's Proposal submission and Contract award;
- (B) Following Contract award, Vendor may submit updated pricelists or catalogs to the BuyBoard no more frequently than 180 days from the date of Vendor's last pricelist or catalog unless otherwise provided in the Proposal invitation or otherwise approved by the Cooperative Administrator in writing;
- (C) Vendor must promptly provide all such supporting documentation, including manufacturer documentation, as the Cooperative, by and through the Cooperative Administrator, may require to support price increases;
- (D) Pricelists or catalogs must be provided in such format as may reasonably be required by the Cooperative Administrator;
- (E) All price increases must be supported by manufacturer price changes or similar market changes; and
- (F) Updated pricelists or catalogs must be limited to Awarded Items or the pricelist/catalog may be rejected in its entirety. The Cooperative may deem any attempt by Vendor to include non-awarded items in updated pricelists/catalogs as an attempt to sell non-awarded items which is an event of default under the Contract.

3) Labor Rates

Unless otherwise provided in the Proposal Invitation, for Awarded Pricing based on not to exceed hourly labor rates, Vendor may not increase Awarded Pricing during the Contract term unless changes to prevailing wage rates under state, local, or federal law applicable to the work to be performed support higher rates. In such event, the Vendor must notify the Cooperative and, upon request, promptly provide such documentation as the Cooperative may require to support the requested labor rate increase. Unless required by law, no rate increases will be permitted or accepted between the time of Vendor's Proposal submission and Contract award. Following Contract award, Vendor may submit updated labor rates no more frequently than 180 days from Vendors last hourly labor rate submission unless otherwise provided in the Proposal Invitation, otherwise approved by the Cooperative administrator in writing, or otherwise required by law.

For Awarded Pricing based on a coefficient to be applied to a unit price book, coefficients shall remain firm for the full Contract Term and are not subject to change.

(d) Price Decreases

Regardless of the pricing method specified, in the event Vendor decreases the price of awarded products or services below the Awarded Pricing for Vendor's other customers in similar market circumstances, Vendor must offer such decreased pricing to Cooperative members under the Contract.

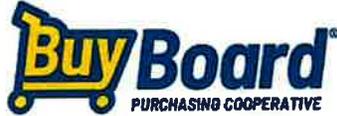
Further, Cooperative members may negotiate with Vendor, through the BuyBoard request for quotes (RFQ) function or otherwise, to obtain lower prices for Awarded Items based on volume or other factors. Nothing herein shall prohibit Vendor from offering pricing lower than the Awarded Pricing.

(e) Exceeding Awarded Pricing Prohibited

If it is determined that a Vendor has sold Awarded Items to Cooperative members through the Contract at a price higher than the applicable Awarded Pricing, Vendor shall be in default of its Contract and subject to all remedies up to and including termination.

(f) Service Fee Included in Awarded Pricing

Unless specified otherwise in this Proposal Invitation, the service fee due pursuant to section E.12 (Service Fee) of these Terms and Conditions is included in the Awarded Pricing.



5. Packaging, Transportation, and Delivery

Unless otherwise provided for in this Proposal Invitation, all tangible goods included in this Proposal Invitation must be packaged in containers that are new, appropriately designed for the product, and sturdy enough to protect the product during loading, transit, unloading, and storage, and be suitably packed to secure the lowest transportation costs. Products for which palletizing is appropriate must be delivered on standard and industry acceptable pallets for the products to be delivered in good, serviceable condition.

Vendor is responsible for paying all freight, delivery, handling and other charges incurred in transporting and delivering products to a Cooperative member, and for the risk of loss until the product is delivered to and accepted by the Cooperative member. Freight, delivery, handling and other charges incurred in transporting and delivering products to a Cooperative member are to be prepaid by Vendor. Vendor may collect the actual amount of such charges after delivery and acceptance, provided that the charges (a) are reasonable, (b) were disclosed to the Cooperative member, if requested, and in all instances in which the charges exceed ten percent (10%) of the total cost of the order, prior to shipment; (c) are itemized and shown separately on the member's invoice; and (d) are supported by appropriate documentation submitted with the invoice.

Except for items that have hidden defects or that do not meet specifications, title and risk of loss to products pass to a Cooperative member upon the member's actual receipt and acceptance of the product at the point and time of delivery. Unless otherwise noted in the Proposal (as a deviation) or the Purchase Order, Vendor must deliver or provide awarded products or services within 10 business days after receipt of a Cooperative member's Purchase Order. Vendor must immediately notify the Cooperative member's primary contact of any anticipated or actual delay and document the notice in writing, and the member may extend the delivery time or cancel the order if the delay is unacceptable. If the Cooperative member has not received notice of the delay as required by this section, the member may, at its discretion, return to Vendor any items received after the due date, at Vendor's expense and without liability or penalty to the member. When the needs of a Cooperative member require immediate response, the right to pick up tangible goods, if part of this Proposal Invitation, on an "over the counter" basis must be available for the majority of the awarded tangible goods. In these circumstances, the Cooperative member's personnel may pick up the products at Vendor's warehouse location. Additionally, a Cooperative member may request emergency delivery, and Vendor must use its best efforts to comply with rush or emergency requests. If Vendor cannot fulfill the emergency delivery requirement, the member may procure the products or services from alternative sources without penalty. Time is of the essence in Vendor's performance of the Contract.

6. Packing Lists, Invoices and Payments

(a) Packing Lists, Vendor Invoices

Packing lists or other suitable shipping documents must accompany each shipment of tangible goods included in this Proposal Invitation and state: (a) Vendor's name and address; (b) Cooperative member's name and address or delivery location; (c) Cooperative member's Purchase Order number; (d) descriptive information identifying the item(s) delivered, including quantity, item number, product code, item description, and total number of containers; and (e) copies of all product warranties for the item(s) delivered. Vendor must submit separate invoices, in duplicate, on each Purchase Order after each delivery. Invoices must (a) contain the information stated above; (b) separately itemize any transportation and delivery charges, and include associated documentation; (c) include a properly signed copy of the delivery receipt; and (d) be mailed directly to the ordering Cooperative member. Unless specified otherwise in this Proposal Invitation, the service fee due pursuant to section E.12 (Service Fee) of these Terms and Conditions is included in the Awarded Pricing and must not be separately itemized in the invoice.

Vendor shall provide copies of Vendor Invoices to the Cooperative in accordance with the requirements of section E.11(c) (Vendor Invoices).



(b) Payments

Payment by the Cooperative member is due after a Cooperative member's receipt and acceptance of ordered products or services and the documentation identified above, including a complete and correct invoice, in accordance with the Texas Prompt Payment Act (Chapter 2251 of the Texas Government Code). A Cooperative member is not responsible for products delivered or invoiced without a valid purchase order number.

A Cooperative member's obligation to Vendor is payable only and solely from funds available for the purpose of the purchase. Lack of funds will render a Cooperative member's Purchase Order null and void to the extent funds are not available and any delivered but unpaid product will be returned to Vendor. Neither the Cooperative nor TASB is liable or responsible for any payment owed Vendor by a Cooperative member under the Contract.

7. Product Inspection, Testing, and Defective Items

Products supplied under the Contract must be delivered in the best possible condition, be covered by the product warranties provided by Vendor and/or the product manufacturer to other customers, and are subject to inspection, testing, and approval by the Cooperative or a Cooperative member. Tests may be performed on samples taken from any regular shipment of the product. In the event a tested product fails to meet or exceed all requirements of the item specifications or these Terms and Conditions, Vendor must pay the cost of the samples and/or the testing. Upon receipt of notification from the Cooperative or Cooperative member, Vendor must replace and, for tangible goods, pick up the defective product within five business days or on the next service date, whichever is sooner, without charge for the replacement or delivery. Additionally, the Cooperative or member may dispose of defective products that are not picked up and replaced by Vendor, without cost. Products damaged in shipment are considered defective for purposes of the foregoing. Latent defects discovered after delivery and acceptance of any products may result in revocation of the acceptance of such products. The Cooperative or Cooperative member must have access to Vendor's place of business during normal business hours for the purpose of inspecting any awarded product.

8. Product Updates and Substitutions

Vendor's Proposal must specify the products or services Vendor proposes to provide under each category of the Proposal Invitation specifications. Vendor shall only be permitted to provide those products or services specified in the Proposal for the category or categories under which Vendor is awarded under the Contract. Except as provided in this section E.8, the Cooperative will not accept additions or substitutions to any of the product(s) listed in the Proposal after a Notice of Award has been issued.

(a) Updated Catalogs

If a manufacturer catalog submitted with Vendor's proposal is later updated with products within the same Proposal Invitation category or categories, including new products not previously available in the awarded product category, Vendor may substitute the updated catalog for the awarded product or catalog. Notwithstanding the foregoing, updated catalogs shall **not** be permitted to include any of the following:

- 1) Items that are outside the category or categories under which Vendor was awarded;
- 2) Items that, in the reasonable discretion of the Cooperative, do not meet the intent of the awarded specification category;
- 3) Items that were available in the market at the time of the submission of Vendor's Proposal which Vendor either elected not to include or neglected to include with Vendor's Proposal; or
- 4) Products from manufacturers or brands not specifically included in Vendor's Proposal in the applicable specification category.

(b) Substitutes

If an awarded product or catalog of products is discontinued by the manufacturer and the same manufacturer offers an equivalent replacement product or catalog, Vendor may substitute the replacement product or catalog for the awarded product or catalog.



Vendor shall submit all reasonable supporting documentation requested by the Cooperative Administrator regarding any catalog updates or product or catalog substitutions. The Cooperative, by and through the Cooperative Administrator, reserves the right to reject, in its sole discretion, any catalog updates or product or catalog substitutions.

9. Product and Service Guarantees and Warranties

Vendor shall extend such warranties on Awarded Items, including the installation thereof if such installation is provided by Vendor, as are normally provided to other customers of Vendor. All services shall be performed in a good and workmanlike manner consistent with industry standards. Unless a deviation is submitted by the Vendor with its proposal and accepted by the Cooperative pursuant to section B.4 (Deviations from Item Specifications or General Terms and Conditions) or unless a different warranty is required by a Cooperative member Purchase Order or ancillary agreement, a minimum of a 90-day product or service guaranty or the manufacturer's standard commercial warranty, whichever is greater, will apply to all awarded products and services. At a minimum, all product warranties must provide for replacement of defective merchandise, parts, and labor, and include pick-up of the defective merchandise from the location specified by the Cooperative member and delivery of the replacement(s) to the same location. In addition, such warranty shall include curing any defects in connection with any Vendor installation of the product at no additional cost to the member. The warranty period is effective from the date the Cooperative member accepts the product or the date the service is completed and accepted by the Cooperative member. No waiver of implied warranties shall be effective unless explicitly approved by a Cooperative member in writing in accordance with section D.2 (Applicable Terms and Conditions; Ancillary Agreements).

Vendor shall respond to any reasonable requests for information from the Cooperative, the Cooperative Administrator, or a Cooperative member pertaining to concerns regarding public health or safety in relation to Awarded Items and provide such documentation as may be reasonably requested. In the event of any product recalls affecting Awarded Items, Vendor shall notify the Cooperative Administrator and any Cooperative members who made purchases from Vendor for such recalled products in writing as soon as practicable of the recall and proposed action. At a minimum and without waiving any other requirements under the Contract, law, or Cooperative member Purchase Order or ancillary agreement, Vendor shall be required to take all action required by law or greater remedy as may be offered by Vendor to other customers with respect to recalled products, including but not limited to, prompt replacement and/or refunds.

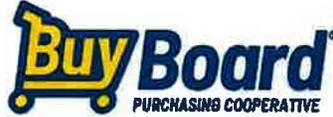
10. Multiple Distribution Centers, Single Point of Contact, and Designated Dealers

If tangible goods are included as part of Vendor's Awarded Items and Vendor delivers products out of more than one warehouse or distribution center, all warehouses or distribution centers involved in the distribution plan must carry or have timely access to all Awarded Items and must be able to respond to orders in a timely manner. Except as expressly permitted in this Proposal Invitation, product substitutions are not allowed, and the involvement of multiple distribution centers does not alter any restriction against product substitution.

The Cooperative and Cooperative members will have **one Vendor contact person** for overall contract management relative to the Contract, even if Vendor uses multiple distribution centers or designated dealers, and the Cooperative and its members will not be required to deal with multiple Vendor contacts for overall contract management.

If Vendor is a manufacturer that sells products through a dealer network, Vendor may request to designate a dealer or multiple dealers ("Designated Dealer" or "Designated Dealers") to receive Cooperative member Purchase Orders on Vendor's behalf by completing and submitting to the Cooperative Administrator the information required on the Manufacturer Dealer Designation form contained in the Proposal Invitation and, if requested, such other information as the Cooperative Administrator may reasonably require.

Regardless of any Designated Dealers submitted by Vendor, Vendor specifically agrees and acknowledges that any such designations are for Vendor's convenience only and shall not relieve Vendor of any obligations under the Contract, including payment of Cooperative service fees on all Purchase Orders submitted to Vendor or any Designated Dealer. Vendor shall remain responsible and liable for all obligations under the Contract and the



performance of both Vendor and any of Vendor's Designated Dealers under and in accordance with the Contract. Vendor shall remain subject to all remedies for default thereunder, including, but not limited to suspension and termination of Vendor's Contract for nonpayment of service fees.

Further, Vendor acknowledges and agrees that, if Vendor opts to submit Designated Dealers under the Contract, Vendor is responsible for ensuring the accuracy, maintenance, and updating of the Designated Dealer information provided to the Cooperative and ensuring and confirming such information has been received by the Cooperative Administrator in such form as the Cooperative Administrator may reasonably require. Vendor authorizes the Cooperative Administrator, in its sole discretion, to list any Vendor Designated Dealers on the BuyBoard website and authorizes the Designated Dealer(s) to receive Purchase Orders directly from Cooperative members on behalf of Vendor. To the extent a Vendor with Designated Dealers receives a Purchase Order directly, it shall be the responsibility of Vendor to appropriately process such Purchase Order in accordance with the Contract, including but not limited to timely forwarding such Purchase Order to a Designated Dealer for processing.

The Cooperative reserves the right, in its sole discretion, to refuse addition of, or request removal of, any Designated Dealer, and Vendor agrees to immediately require such Designated Dealer to cease accepting Purchase Orders or otherwise acting on Vendor's behalf under the Contract. Further, the Cooperative Administrator shall be authorized to remove or suspend any or all Designated Dealers from the BuyBoard at any time in its sole discretion.

11. BuyBoard Vendor Information and Reporting of Cooperative Member Purchases

(a) BuyBoard Website and Vendor Information

The awarded Contract will be posted on the BuyBoard website as an online marketplace. By submitting a Proposal, Vendor consents to the posting of all Proposal and product information provided by Vendor including, but not limited to, Vendor's Proposal, contact information, product catalogs, and product pricing on the BuyBoard website for Cooperative members. Vendor further authorizes the Cooperative, the Cooperative Administrator, and any third-party contractor providing services for the BuyBoard website to receive and relay such information to Cooperative members electronically, including via electronic punch out from the BuyBoard website.

Posting of Vendor information on the BuyBoard website or other relay of Vendor information by the Cooperative to Cooperative members shall be for the convenience of Cooperative members and Vendors only and shall not be deemed a contractual obligation or duty on the part of the Cooperative. Whether and when to post information to the BuyBoard website shall be in the sole discretion of the Cooperative. To the extent Vendor pricing or catalog information is posted on the BuyBoard website and Vendor subsequently submits updated pricing or catalog information in accordance with sections E.4 or E.8 of the Terms and Conditions, as applicable, the Cooperative Administrator shall have a reasonable time (which in no event shall be less than 10 business days, and may be longer depending on circumstances) to review the information and, if accepted in accordance with the Terms and Conditions, update the information. Vendor shall continue to honor all prior pricing and catalogs and shall not be permitted to sell products or services to Cooperative members using updated pricing or catalog information until all required information has been received and updated by the Cooperative Administrator. It is the responsibility of Vendor to timely provide all pricing and catalog information in the format required by the Cooperative Administrator and respond to requests for additional information from the Cooperative Administrator to avoid delays in information being updated. As provided in sections E.4 and E.8 of these Terms and Conditions, the Cooperative reserves the right to reject any or all price increases or catalog updates.

Neither the Cooperative nor the Cooperative Administrator shall be liable to any party for information provided by Vendor or for any errors in Vendor information posted to the BuyBoard website or relayed to Cooperative members. Vendor shall be fully responsible and liable to the Cooperative, the Cooperative Administrator, and Cooperative members for all information provided by Vendor related to the Proposal Invitation, Contract and/or for posting on the BuyBoard website including, but not limited to, catalogs and pricelists. Vendor shall not upload, enter, or submit any information that may infringe the intellectual property rights of any third party or that contains software viruses or any other code, files, or programs that may damage or disrupt any software,



hardware, or equipment. To the extent Vendor discovers any error in information on the BuyBoard website, Vendor shall promptly advise the Cooperative Administrator in writing at contractadmin@buyboard.com. Vendor shall also confirm the accuracy of all product and pricing information in Purchase Orders prior to acceptance and promptly notify the Cooperative member and Cooperative of any potential errors.

By submitting a Proposal, Vendor certifies that Vendor has read the BuyBoard Technical Requirements contained in this Proposal Invitation and, if awarded a Contract, will comply with all requirements therein except as specifically indicated by Vendor in the Acknowledgement of BuyBoard Technical Requirements form. To the extent Vendor has acknowledged the ability to comply with the BuyBoard Technical Requirements, Vendor's subsequent failure or refusal to comply shall be deemed an event of default under the Contract. To the extent Vendor is unable to meet the applicable BuyBoard Technical Requirements, Vendor acknowledges that, if awarded a Contract, information available on the BuyBoard for Vendor's awarded products or services may be more limited than other Vendors, potentially placing Vendor at a disadvantage and impacting the ability of Cooperative members to search, find, review, and purchase Vendor's awarded products and services on the BuyBoard website.

The BuyBoard Technical Requirements may be updated from time to time, and Vendor agrees to use best efforts to comply, if able, with updated requirements.

In using the BuyBoard Website, Vendor agrees to comply with BuyBoard Terms and Conditions of Use and BuyBoard Privacy Policy ("BuyBoard Website Terms") which are available on the website and may be updated from time to time. The BuyBoard Website Terms supplement the Contract. In the event of any conflict between the Contract and the BuyBoard Website Terms, the Contract shall prevail.

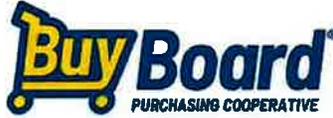
(b) Purchase Order Reporting

A Cooperative member may make purchases from Vendor under the Contract by issuing a Purchase Order to procure Awarded Items. **All Purchase Orders generated by or under the Contract must be processed through the BuyBoard. Except as expressly authorized in writing by the Cooperative Administrator, neither Vendor nor any Vendor Designated Dealer is authorized to process a Purchase Order received directly from a Cooperative member that has not been processed through the BuyBoard or provided to the Cooperative.** To the extent Vendor or Vendor's Designated Dealer receives a Purchase Order directly from a Cooperative member that Vendor has reason to believe has not been received by the Cooperative or processed through the BuyBoard, Vendor shall promptly provide a copy of the Purchase Order to the Cooperative Administrator.

A Vendor may request authorization to self-report Cooperative member purchases by completing the Vendor Request to Self-Report BuyBoard Purchases form included in the Proposal Invitation or such other form as may be required by the Cooperative Administrator. Any request must be submitted in writing and is subject to written approval by the Cooperative Administrator. To the extent that a Vendor is authorized in writing by the Cooperative administrator to self-report Cooperative member purchases under the Contract, Vendor shall be required to comply with all additional terms and conditions imposed by the Cooperative as part of such authorization.

The Cooperative may, from time to time, in its reasonable discretion, provide instructions and modify the procedures for reporting Purchase Orders under the Contract by providing Vendor at least 30 days advance written notice. Vendor acknowledges and agrees that notice provided via electronic mail to the Purchase Order contact designated by Vendor in Vendor's Proposal, or subsequently updated in writing, shall satisfy this requirement. Continued acceptance of Purchase Orders and/or any Contract renewal by Vendor shall constitute acceptance of any modified Purchase Order procedures.

The intent of the Cooperative member to purchase through the Cooperative Contract is paramount. The method or timing of reporting a Purchase Order to the Cooperative shall not alter the nature of the transaction as a BuyBoard purchase or relieve Vendor of the obligation to pay the service fee on such purchase.



Vendor and any Vendor Designated Dealer must maintain the computer and telephone hardware necessary to provide for the electronic receipt of Purchase Orders and pay such costs and fees as may be imposed by a supplier or service provider for the software, equipment and service required to use the BuyBoard.

(c) Vendor Invoices

To further document and report Cooperative member purchases under the Contract, Vendor shall provide the Cooperative with copies of Vendor Invoices for all Cooperative member purchases under the Contract. Vendor shall submit copies or reports of Vendor Invoices to info@buyboard.com promptly upon generation of the invoice. Vendor shall ensure that the Contract number and member Purchase Order number is included with the Vendor Invoice.

In lieu of providing copies of individual Vendor Invoices, Vendor may provide monthly reports of Vendor Invoices to info@buyboard.com no later than the 10th day of the month. The monthly Vendor Invoice reports shall include a list of all invoices billed by Vendor during the preceding month to Cooperative members for purchases under the Contract. Monthly Vendor Invoice reports shall include any and all information reasonably required by and be in such format as may be reasonably required by the Cooperative Administrator. At a minimum, Vendor Invoice reports shall include the Cooperative member name, Purchase Order number, general description of the purchase including Contract number and Contract category under which the purchase was made, and invoice amount.

Vendor agrees to cooperate, and to require any Vendor Designated Dealer(s) to cooperate, with the Cooperative to promptly provide such reasonable information and documentation as the Cooperative Administrator may require regarding Purchase Orders received by Vendor and Vendor Invoices issued by Vendor under the Contract.

12. Service Fee

Vendor must pay the Cooperative the service fee specified in this Proposal Invitation and, unless this Proposal Invitation provides otherwise, the service fee is included in the Awarded Pricing. Except as otherwise provided in this section E.12, Vendor must remit the service fee to the Cooperative in Austin, Texas, within 30 days of the date of each service fee invoice.

Service fees shall be deemed incurred on the date of Vendor's receipt of payment for products or services by the Cooperative member. To the extent that a Vendor disputes any service fee listed in a service fee invoice, including but not limited to assertions that the purchase on which the fee is based has yet to be delivered or paid (e.g. special orders), was canceled by the Cooperative member, or is a duplicate purchase order, the Vendor must notify the Cooperative of the dispute in writing **no later than the 90th day after the original invoice date** ("Dispute Period") by returning a copy of the invoice or statement of outstanding balances to the Cooperative Administrator with each disputed item marked and the basis for dispute provided. To the extent that the disputed service fees have been paid by Vendor, any request for a refund must be provided to the Cooperative Administrator in writing, with supporting documentation, no later than the last day of the Dispute Period. Vendor agrees to cooperate, and require any Vendor Designated Dealer(s) or billing agent to cooperate, with the Cooperative Administrator in attempting to reconcile and resolve disputed fees and shall provide such reasonable information and documentation as the Cooperative Administrator may require to review the disputed fees to the satisfaction of the Cooperative Administrator's staff. Any service fees for which the Cooperative Administrator has not received a notice of dispute or request for refund within the Dispute Period as set forth herein shall be deemed conclusively due and owing and no longer subject to dispute or claim for refund.

Unpaid service fees will be subject to collection in accordance with the Cooperative's Board policy on vendor invoicing and collections, which is available from the Cooperative Administrator on request.

A Vendor may designate a billing agent to receive Cooperative service fee invoices on Vendor's behalf. Such designation must be made in writing by an authorized representative of Vendor and properly submitted to the Cooperative Administrator in such form as the Cooperative Administrator may reasonably require. However, in so doing, Vendor acknowledges and agrees that such designation shall be for Vendor's convenience only and Vendor



shall remain responsible for all obligations under the Contract, including payment of service fees, and shall remain subject to all remedies for default in payment thereof.

Vendor agrees to provide the Cooperative with copies of all Purchase Orders generated by or under the Contract that are received directly from Cooperative members, Vendor Invoices, and/or such other documentation regarding those Purchase Orders as the Cooperative Administrator may require in its reasonable discretion. Additionally, the Cooperative has the right, upon reasonable written notice, to review Vendor's records pertaining to purchases under the Contract with Cooperative members to verify purchase history and the accuracy of service fees payable from Vendor.

13. Disclaimer of Warranty and Limitation of Liability

THE COOPERATIVE AND TASB (BOTH D/B/A BUYBOARD) DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO THE AVAILABILITY, ACCURACY, CONTENT OR ANY OTHER ASPECT OF ANY INFORMATION, PRODUCT, OR SERVICE FURNISHED UNDER THE CONTRACT AWARD, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WITH RESPECT TO ANY AND ALL CAUSES OF ACTION ARISING UNDER OR RELATED TO THE CONTRACT, NEITHER THE COOPERATIVE NOR TASB, NOR THEIR RESPECTIVE OFFICERS, BOARD MEMBERS, EMPLOYEES OR AGENTS, IS LIABLE TO VENDOR UNDER ANY CIRCUMSTANCES FOR LOST REVENUE, DATA OR PROFITS, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, EVEN IF THE COOPERATIVE AND/OR TASB HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WITHOUT WAIVING ANY GOVERNMENTAL IMMUNITY PROVIDED BY LAW, IN NO EVENT WILL THE COOPERATIVE AND/OR TASB'S TOTAL JOINT LIABILITY TO VENDOR EXCEED THE AMOUNT OF THE SERVICE FEE PAID BY VENDOR DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY.

Neither the Cooperative nor TASB is in any way liable to Vendor for a Cooperative member's performance or nonperformance of the member's obligations under the Contract or Purchase Order.

14. Sales Tax

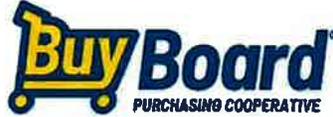
Cooperative members are governmental entities which are generally exempt by law from the payment of state sales tax and federal excise tax. Vendor may request a Cooperative member to provide a tax exemption certificate, or the member may establish its tax-exempt status by including tax exemption information or tax exemption certificate with the Purchase Order as authorized under law. Vendor is responsible for collecting such taxes, if any, as may be due from a Cooperative member and remitting payment to the appropriate taxing authority.

15. Use of BuyBoard Logo and Trade Name

The BuyBoard trade name and logo are proprietary to TASB and have been specifically licensed by TASB to the Cooperative. Vendor may not use, display, or otherwise distribute the BuyBoard logo or trade name except in strict accordance with the Cooperative's written guidelines posted on the BuyBoard website.

16. Indemnification

Vendor agrees to defend, indemnify, and hold harmless the Cooperative, TASB, and Cooperative members, and their officers, board members, agents and employees, from and against all third-party claims, actions, suits, liability, liens, loss and damage of any character, type, or description, including without limitation all expenses of litigation, court costs and attorney's fees, arising out of or related to (a) injury or death to any person or damage to any property related to the acts of Vendor or its agents, subcontractors, or employees in the execution of or performance under the Contract or a Purchase Order, as applicable; and (b) Vendor's negligence, misconduct, breach of contract or other failure to comply with its obligations in the execution or performance under the Contract or a Purchase Order, as applicable.



17. Intellectual Property Infringement by Vendor

Without limiting the scope of section E.16 (Indemnification) of these Terms and Condition, if any claim is asserted, or action or proceeding brought against the Cooperative, the Cooperative Administrator, or a Cooperative member that alleges that either (1) all or any part of the products or services supplied by Vendor, in the form supplied or modified by Vendor, or its subcontractors pursuant to Vendor's sole directions, or (2) any information provided by Vendor or its designated dealers or agents to a Cooperative member, the Cooperative, or the Cooperative Administrator (including, but not limited to, information submitted by Vendor to the Cooperative or Cooperative Administrator for the BuyBoard website), infringes or misappropriates any United States intellectual property, intangible asset, or other proprietary right, title or interest (including, without limitation, any copyright or patent or any trade secret right, title, or interest), or violates any other contract, license, grant, or other proprietary right of any third party, the Cooperative, Cooperative Administrator, or Cooperative member upon its awareness, shall give Vendor prompt written notice thereof. Vendor shall defend, and hold the Cooperative, the Cooperative Administrator, and the Cooperative member harmless against any such claim or action and shall indemnify the Cooperative, the Cooperative Administrator, and Cooperative member against any liability, damages and costs resulting from such claim. In addition, if, in any such suit arising from such claim, the continued use of the product for the purpose intended is enjoined by any court of competent jurisdiction, unless otherwise agreed in writing by the Cooperative member, Vendor shall, at its expense and option, either (a) procure for the Cooperative member the right to continue using the product; (b) modify the product so that it becomes non-infringing; (c) replace the product or portions thereof so that it becomes non-infringing; or (d) allow the Cooperative member to return the product or cancel the service and refund the purchase price (less reasonable depreciation for use, if applicable.)

18. Remedies for Default and Termination of Contract

(a) Default and Termination of Cooperative Contract

Except as otherwise provided for in these Terms and Conditions, either party (Cooperative or Vendor) may terminate the Contract in whole or in part in the event of the other party's substantial failure to fulfill its obligations under the Contract through no fault of the terminating party; provided, however, that the defaulting party is given at least 10 business days prior written notice of the default and intent to terminate (delivered by certified mail, return receipt requested, or other method that similarly documents receipt), and, to the extent the default is capable of being cured, a 10 business day opportunity to remedy the default to the satisfaction of the terminating party (or, in the event of default based on Vendor's failure to timely remit the service fee due the Cooperative, such longer cure period as may be established by Cooperative policy.)

At the Cooperative's option and in addition to any other remedies it may have available, the Cooperative may terminate the Contract if Vendor fails to adhere to or violates any of the provisions of these Terms and Conditions, including the certifications. Without limiting the scope of the foregoing, one or more of the following constitute grounds for termination:

- 1) Materially misleading or false statement(s) in Vendor's Proposal;
- 2) Delivery of product or services that fail to meet the item specifications;
- 3) Delivery of product or services that are defective or substandard or fail to pass product inspection;
- 4) Delivery of a product substitution, except as specifically authorized by the Contract;
- 5) Failure to meet required delivery schedules;
- 6) Failure to timely supply Awarded Items at the Awarded Pricing;
- 7) Failure to timely remit any service fee due the Cooperative under the Contract or any other BuyBoard contract with Vendor, its parent company, or affiliates;
- 8) Failure to provide, within a reasonable time and where required by the Contract, information reasonably requested by the Cooperative or Cooperative Administrator including, but not limited to, information requested under sections E.11 (BuyBoard Vendor Information and Reporting of Cooperative Member Purchases) or E.12 (Service Fees) of these Terms and Conditions;
- 9) Processing a Purchase Order received directly from a Cooperative member, without prior written approval from the Cooperative Administrator;



- 10) Providing architectural or engineering services under the Contract that must be procured pursuant to the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code);
- 11) Selling non-awarded products or services under the Contract or any other BuyBoard contract; or
- 12) Vendor refusal, inability, or loss of ability to offer or provide Awarded Items to Cooperative members in awarded regions or states unless caused by a Force Majeure event pursuant and subject to section E.19 (Force Majeure).

Notwithstanding any other provision of this section E.18, in the event of Vendor's default under or breach of any provision in the Contract, the Cooperative reserves the right to enforce the performance of the Contract in any manner prescribed by law or deemed to be in the best interest of the Cooperative or necessary or appropriate to protect or provide best value to Cooperative members. Without limiting the scope of the foregoing, the Cooperative, acting by or through the Cooperative Administrator, may temporarily inactivate (suspend) Vendor from the BuyBoard website and as a BuyBoard vendor, suspend or remove any Vendor Designated Dealer, or require removal of an Awarded Item with or without prior notice to Vendor, if the Cooperative or Cooperative Administrator reasonably determines that that there has been a breach under the Contract or any other BuyBoard contract with Vendor, including but not limited to nonpayment of service fees, or that there is a potential policy, public health, or safety issue to warrant such action. The temporary inactivation may remain in effect pending further action or termination of the Contract by the Cooperative. Vendor remains liable for all obligations and responsibilities incurred prior to and during any temporary inactivation and prior to termination, as applicable.

In the event the Cooperative terminates the Contract, in whole or in part, the Cooperative reserves the right to award the terminated Contract, or any portion thereof, to the next Proposer the Cooperative determines to provide best value to Cooperative members. Additionally, the Cooperative may sue for breach of contract and specific performance and, in addition to contract damages, recover attorneys' fees and costs. Vendor shall be liable for any and all damages permitted by law, and any deviation submitted by Vendor in its Proposal seeking to limit Vendor's liability to the Cooperative shall be deemed rejected.

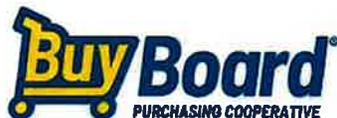
The Cooperative will not be liable to Vendor for any damages (including, but not limited to, loss of profits or loss of business, or any special, consequential, exemplary, or incidental damages) resulting from termination based on Vendor's default or breach of contract.

If any delay or failure of performance is caused by a Force Majeure event as described in section E.19 (Force Majeure) of these Terms and Conditions, the Cooperative may, in its sole discretion, terminate the Contract in whole or part, provided such termination complies with the procedures set out above. Any Contract termination resulting from any cause other than a Force Majeure event will be deemed a valid reason for the Cooperative not considering any future proposals from the defaulting Vendor.

In the event a Vendor's Contract is terminated under this section E.18, Vendor shall remain responsible for payment of all service fees to the Cooperative for Awarded Items sold under the Contract to Cooperative members prior to such termination.

(b) Default and Termination of Cooperative Member Purchase

A Cooperative member has no authority to terminate the Contract at the Cooperative level for default. A Cooperative member may terminate a Purchase Order or refuse to accept delivery (1) as provided for in these Terms and Conditions, Cooperative member Purchase Order, or ancillary agreement, or (2) for Vendor's material breach of a term or condition included in the Contract, a Cooperative member Purchase Order, or ancillary agreement. Additionally, to the extent permitted by law, Cooperative members may sue for breach of contract and specific performance and, in addition to contract damages, recover attorneys' fees and costs. Nothing herein shall limit the remedies available to a Cooperative member under applicable law.



A Cooperative member will not be liable to Vendor for any damages (including, but not limited to, loss of profits or loss of business, or any special, consequential, exemplary, or incidental damages) resulting from termination based on Vendor's default or breach of contract.

19. Force Majeure

The term Force Majeure includes, but is not limited to, governmental restraints or decrees, provided they affect all companies in Vendor's industry equally and are not actions taken solely against Vendor; acts of God (except natural phenomena, such as rain, wind, or flood, which are normally expected in the locale in which performance is to take place); work stoppages due to labor disputes or strikes; fires; explosions; epidemics or pandemics; riots; war; rebellion; or sabotage.

The Cooperative, Cooperative members, and Vendor are required to use due caution and preventive measures to protect against the effects of Force Majeure, and the burden of proving that Force Majeure has occurred rests on the party seeking relief under this section E.19. The claiming party must promptly notify the other party in writing, citing the details of the Force Majeure event, use due diligence to overcome obstacles to performance created by the Force Majeure event, and resume performance immediately after the obstacles have been removed, provided the Contract has not been terminated in the interim.

Delay or failure of performance of the Contract or a Purchase Order caused solely by a Force Majeure event will be excused for the period of delay caused solely by the Force Majeure event, provided the party claiming the event promptly notifies the other party in writing. Neither party shall have any claim for damages against the other resulting from delays caused solely by Force Majeure. The Cooperative will not be responsible for any cost incurred by Vendor because of a Force Majeure event. A Cooperative member will not be responsible for any cost incurred by Vendor because of the Force Majeure event unless an authorized representative of the Cooperative member has requested, in writing, that Vendor incur such cost in connection with any delay or work stoppage caused by the Force Majeure event.

Notwithstanding any other provision of this section E.19, in the event Vendor's performance of its obligations under the Contract is delayed or stopped by a Force Majeure event, the Cooperative may, at its sole option, terminate the Contract in accordance with section E.18 (Remedies for Default and Termination of Contract) of these Terms and Conditions. This section E.19 does not limit or otherwise modify any of the Cooperative's rights as provided elsewhere in the Contract.

F. Miscellaneous

1. Assignment

Vendor may not sell, assign, transfer, convey or subcontract any responsibility or obligation created by the Contract in regard to the Cooperative without the Cooperative's prior written consent. A Vendor wishing to assign, transfer, or convey all or any portion of an awarded Contract shall submit a written request to the Cooperative, preferably at least 60 days before the projected effective date of the assignment and promptly provide such information as the Cooperative may require to process and consider the request.

Approval or denial of an assignment request shall be within the sole discretion of the Cooperative, and a vendor not awarded a Contract through the Proposal Invitation process has no right or vested interest to assignment of an awarded Contract. In determining whether to consent, the Cooperative may consider any relevant factors, including whether the party to which the sale, assignment, transfer, conveyance or subcontract is proposed is bound to and will honor all obligations and responsibilities imposed on Vendor under the Contract, including Awarded Pricing, and the best interest of and value to Cooperative members. Vendor's attempted sale, assignment, transfer, conveyance or subcontracting of any part of the Contract except in compliance with this section F.1 is void and ineffective.



If Vendor ceases distribution of an Awarded Item for any reason during the Contract term, including ceasing distribution in one or more regions or states designated by Vendor in its Texas Regional Service Designation or State Service Designation forms, and the Cooperative determines that continued availability of the product provides best value to Cooperative members, the Cooperative reserves the right to place the manufacturer of such product on the BuyBoard for the remainder of the Contract term for any or all regions or states in which Vendor has ceased distribution, in which event Vendor's Contract for such product will be deemed assigned to the product manufacturer.

2. Notices

Unless otherwise provided for in this Proposal Invitation, any written notice or other communication required by the Contract or by law will be conclusively deemed to have been given and received on the third business day after such written notice has been deposited in the U. S. Mail, properly addressed, and with sufficient postage affixed thereto, provided that actual notice may also be given via electronic mail or in any other manner used in commerce.

If the conclusion of any time period provided for in these Terms and Conditions falls on a weekend or a federal holiday, the conclusion of such time period shall be deemed to be extended until the next business day. Otherwise, references to time periods measured by days shall mean calendar days unless business days are specifically designated.

3. Equal Employment Opportunity (EEO) Disclosures

Vendor agrees to abide by all applicable laws, regulations, and executive orders pertaining to equal employment opportunity, including federal laws and the laws of the state in which Vendor's primary place of business is located. In accordance with such laws, regulations and executive orders, Vendor agrees that no person in the United States shall, on the grounds of race, color, religion, national origin, sex, age, veteran status, disability or genetic information, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed by Vendor under the Contract. Upon request, Vendor will furnish information regarding its nondiscriminatory hiring and promotion policies.

4. Applicable Law, Venue and Dispute Resolution

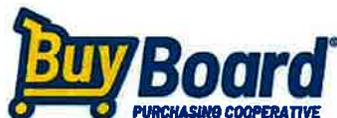
The Contract is governed by and will be construed according to the laws of the State of Texas, including the Uniform Commercial Code (UCC) as adopted in the State of Texas as effective and in force on the date of the Contract. Venue for any litigation concerning the Cooperative or TASB lies in Austin, Travis County, Texas, and venue for any litigation between a Cooperative member and Vendor arising under the Contract lies in the home county of the member. The parties have the mutual affirmative duty to attempt to resolve any disputes that arise under the Contract in good faith at the least possible expense prior to the initiation of any type of judicial or administrative proceeding.

5. Waiver

No claim or right arising out of a breach of the Contract can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. A party's failure to require strict performance of any provision of the Contract does not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision.

6. Interpretation – Parol Evidence

This writing is intended by the parties as a final expression of their agreement and a complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties and no usage of the trade is relevant to supplement or explain any terms used in the Contract. Acceptance or acquiescence in a course of performance rendered under the Contract is not relevant to and does not determine the meaning of the Contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection.



7. Right to Assurance

Whenever the Cooperative in good faith has reason to question Vendor's intent to perform, the Cooperative may demand that Vendor give written assurance of its intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the Cooperative may treat the failure as an anticipatory repudiation of the Contract.

8. Non-Appropriations Clause

Texas law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. A Cooperative member that is a governmental entity (a) reserves the right to rescind a multi-year purchase order or other agreement to purchase products or services under the Contract at the end of the member's fiscal year if it is determined that funding is not available to extend the agreement; and (b) will use its best efforts to attempt to obtain and appropriate funds for payment.

9. Invalid Term or Condition

If any term or condition of the Contract is held invalid or unenforceable, the remainder of the Contract will not be affected and will be valid and enforceable.

10. Remedies Cumulative

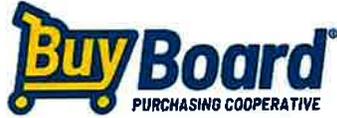
The remedies available to the Cooperative, a Cooperative member, or Vendor under this Contract are in addition to any other remedies that may be available under law or in equity.

11. Signatures

Except as otherwise specifically required in these Terms and Conditions, all notices, requests, amendments and other written documentation required or authorized under the Contract may be provided electronically or as an imaged document, and an electronic or facsimile signature shall be deemed an original.

12. Right of Setoff

Any indebtedness or obligation owed by Vendor or Vendor's affiliates to the Cooperative may be appropriated and applied by the Cooperative at any time, and from time to time, on any indebtedness or other obligation owed by the Cooperative to Vendor or Vendor's affiliates, whether such indebtedness or other obligations are now existing or hereafter arise, and whether under the Contract or otherwise. It is further understood and agreed that this right of setoff is in addition to, and not in lieu of, any other right, remedy or recourse which is available to the Cooperative either at law or equity, and that failure to exercise such right of setoff in any instance shall not constitute a waiver of such right.



APPENDIX I

BUYBOARD TECHNICAL REQUIREMENTS

The following are the BuyBoard Technical Requirements, current as of the date indicated at the bottom of this document.

Technical Requirements and Instructions for Vendor Logo Files

Vendor logo files submitted for inclusion on the BuyBoard website must be provided in one of the following formats:

Preferred:

- Minimum longest dimension (width or height): 384 pixels
- Image type: PNG

Other acceptable formats:

- Minimum longest dimension (width or height): 192 pixels
- Image type: JPG, JPEG, WebP

Technical Requirements and Instructions for Vendor Product Details

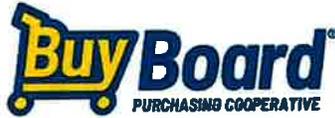
Following Contract award, Awarded Vendors for commodity items will be expected to promptly provide product details for awarded products in an electronic Excel spreadsheet in the format listed below. (A spreadsheet template will be provided to Vendors after Contract award.)

File Name <VendorName>_<ContractNumber>_<YYYYMMDD>.xlsm (eg. TASB_123-45_20200720.xlsm)
Format:

Field Name	Required?	Description	Type	Character Limit
Product Name	Required	The product name. Should be unique to each product. Do not list a product category.	Text	255
Product Description	Required	Product description as might appear in a catalog. Can include specifications, annotations, etc. Do not include: -Bullet points -HTML	Text	No limit
Manufacturer Name	Strongly recommended	Name of product manufacturer (or "brand"). If none available, blanks are acceptable, but this information is strongly recommended. The more data you can provide about your product, the better.	Text	125



Manufacturer Product Number	Strongly recommended	Manufacturers product or part number. If none available, blanks are acceptable, but this information is strongly recommended. The more data you can provide about your product, the better.	Text	50
Vendor Product Number	Required	Your product number or SKU. Can be the same as ManufacturerProductNumber if you do not use a separate number or SKU (if you are the manufacturer, or use the same number as the manufacturer).	Text	50
UOM	Required	Measurement that represents a single unit of this product relative to price (eg. EA "each", PK "pack", CS "case", etc). Can be in abbreviated format (ex. EA) or full word format (ex. Each). This should not be a numeric value.	Text	10
Vendor Image Url	Strongly recommended	A link to an individual product image. If none exists, leave blank. Link should begin with https://. Do not provide: -A link to the home page of your website -A link to a product page or another section of your website If none available, blanks are ok, but strongly recommended to have this information. Product images help sell your product!	Text	1000
List Price	Required	Price per unit of product without BuyBoard discount. Cannot be left blank. DO NOT LIST "Call for Price" or "Price Varies". Must be a numeric value.	Numeric (no currency symbols or formatting, should be rounded to 2 decimal places)	N/A
Discount Percent OR	One or the other required*	The percentage discount off of List Price, per the Contract.	Percentage-one decimal place max	N/A



Discount Price *You are only required to provide either Discount Percent OR Discount Price. You may provide both if you wish, but at least one must be provided.		Price per unit of product with BuyBoard discount applied. DO NOT LIST "Call for Price" or "Price Varies". Must be a numeric value.	Numeric (no currency symbols or formatting, should be rounded to 2 decimal places)	N/A
Vendor Page Url	Optional	A link to an online catalog listing for this product (if available). This is for future use. Do not provide: -A link to the home page of your website	Text	1000
Vendor Thumbnail Image Url	Optional	A link to a catalog product thumbnail image (if available).	Text	1000
Vendor Category	Optional	Your categorization for this product. If this product is nested within categories, please delimit between categories. This information is for future use.	Text	1000
UNSPSC Code	Optional	(https://www.unspsc.org/) if available.	Numeric	N/A
Extended Attributes	Optional	This field is reserved for any additional information which should be used for search indexing for this line item. It could include information on options, colors, sizes, informative notifications, etc.	Text	No limit

***Products must be unique. Duplicate products will not be accepted. To make a product unique, it must have one of the following:**

- 1- A unique Vendor Product Number
- 2- A unique Vendor Product Number + UOM combination

DESIRED RESULT:

Product A - 1234567 - EA (different vendor product numbers)

Product B - 1234568 - EA

-OR-

Product A - 1234567 - EA (same vendor product number, different UOM)

Product B - 1234567 - PK

WRONG:

Product A - 1234567 - EA

Product B - 1234567 - EA



APPENDIX II

ADDITIONAL TERMS AND CONDITIONS FOR BUYBOARD SELF-REPORTING

The following additional terms and conditions shall apply to any approved Vendor Request to Self-Report BuyBoard Purchases:

1. **BuyBoard Contracts Subject to Self-Reporting.** Authorization to self-report shall apply only to a Contract awarded under this Proposal Invitation. To the extent Vendor is awarded on another BuyBoard contract or contracts, separate authorization to self-report for such other contract(s) is required.
2. **Monthly Vendor Reports.** Vendor shall submit reports of Cooperative member purchases monthly to the Cooperative Administrator ("Monthly Vendor Reports"). All Monthly Vendor Reports shall be provided to BuyBoard at contractadmin@buyboard.com no later than the 10th day of the month. The Monthly Vendor Reports shall include a list of all purchase orders completed and invoiced by Vendor during the preceding month for BuyBoard members. Monthly Vendor Reports shall include any and all information reasonably required by, and in such format as may be reasonably required by, the BuyBoard Administrator from time to time. At a minimum, Monthly Vendor Reports shall include:
 - i. BuyBoard member name;
 - ii. Purchase Order amount;
 - iii. Purchase Order number;
 - iv. Date Purchase Order submitted to vendor;
 - v. Date purchase executed / completed / delivered;
 - vi. List of any Purchase Orders on prior Monthly Vendor Report(s) subsequently canceled;
 - vii. General description of purchase, including Vendor's awarded BuyBoard contract number and category or categories under which the purchase was made; and
 - viii. Final purchase amount total (as invoiced to BuyBoard member);
 - ix. Invoice Date.
3. **Reconciling Self-Reported Information and Discrepancies.** BuyBoard may, in its sole discretion, periodically send information to Cooperative members listing all purchases self-reported by Vendor for the Cooperative member and/or request reports from Cooperative members containing purchase order data. If discrepancies are noted or reported by the Cooperative member as a result of such report or otherwise, Vendor agrees to promptly respond and cooperate with the Cooperative and/or Cooperative members to reconcile and correct any discrepancies. Vendor further agrees to promptly respond to requests and comply with any reasonable request for information and documentation by the Cooperative or a Cooperative member to assist in such reconciliation.
4. **Vendor Accounts.** Recognizing that Cooperative members seeking best value may wish to compare pricing from multiple cooperatives when considering individual purchases, the Cooperative expects Vendor to honor any request by a Cooperative member to make a purchase through the Contract and expects that Vendor will not seek to limit or inhibit a Cooperative member from making individual purchases through the purchasing cooperative of its choice, regardless of the Cooperative member establishing an account with Vendor designating BuyBoard as its cooperative.



5. **Vendor Obligation Comply with BuyBoard Contract.** Nothing in an authorization to self-report shall be deemed to waive any of Vendor's obligations under the General Terms and Conditions of the Contract, including but not limited to Vendor's obligations to honor Cooperative member Purchase Orders and pay all service fees on such Purchase Orders. Nothing shall require Cooperative members to utilize Vendor's self-reporting option to make purchases under the Contract. Vendor shall process all Purchase Orders, including any Purchase Orders received directly through the BuyBoard.
6. **Amendment.** These Additional Terms and Conditions for BuyBoard Self-Reporting are subject to amendment by the Cooperative at any time in its sole discretion. BuyBoard shall provide written notice to Vendor of any amendment, and the amendment shall be effective thirty (30) days after the date of the written notice.
7. **Termination of Self-Report Authorization.** The Cooperative may terminate any authorization for Vendor to self-report at any time for any reason, in its sole discretion. Notice of termination, including the effective date of the termination, shall be provided to Vendor in writing. If Vendor at any time wishes to cease self-reporting BuyBoard member purchases, including after receipt of amended self-reporting terms or conditions as provided herein, Vendor shall provide the Cooperative with at least thirty (30) days prior written notice of its request to revoke, listing the effective date of such revocation in the notice. Any termination or revocation of an authorization to self-report shall pertain to Vendor self-reporting only and shall not affect an awarded Vendor's underlying BuyBoard contract.
8. **BuyBoard Contract Terms and Conditions.** Self-reporting is subject to the General Terms and Conditions of the Contract. Unless otherwise indicated, all capitalized terms used herein shall have the same meaning as set forth in the General Terms and Conditions of the Contract.
9. **Assignment.** An authorization to self-report is specific to Vendor and not subject to assignment. In the event a Vendor's awarded Contract is subsequently assigned to another vendor where permitted by the Contract, the Contract assignee must submit its own Vendor Request to Self-Report BuyBoard Purchases and receive approval of such request by the BuyBoard Administrator.

AFFP

Proposal Number Proposal Name

Affidavit of Publication

STATE OF TEXAS }
COUNTY OF POTTER } SS

Proposal Number Proposal Name Proposal Deadline Contract Effective Date
Contract Expiration Date

647-21 Emergency Alert and Voice Broadcast Communications Systems 3/11/2021
4:00 PM 10/1/2021 9/30/2024

648-21 Law Enforcement Body Cameras, Supplies and Equipment 3/25/2021 4:00
PM 10/1/2021 9/30/2024

649-21 Custodial Supplies and Equipment 4/8/2021 4:00 PM 10/1/2021 9/30/2024

650-21 Ambulances 4/22/2021 4:00 PM 10/1/2021 9/30/2024

651-21 Fire Service Apparatus Vehicles 4/22/2021 4:00 PM 10/1/2021 9/30/2024

652-21 Vehicle Fleet Leasing and Management Services 4/29/2021 4:00 PM
10/1/2021 9/30/2024

653-21 Instructional Materials and Classroom Teaching Supplies and Equipment
5/13/2021 4:00 PM 11/1/2021 10/31/2024

654-21 Fire and Security Systems and Monitoring Services 5/20/2021 4:00 PM
12/1/2021 11/30/2024

655-21 Stage and Theater Curtains, Lighting, Sound Systems and Supplies
5/27/2021 4:00 PM 12/1/2021 11/30/2024

656-21 Office Supplies and Equipment 6/10/2021 4:00 PM 12/1/2021 11/30/2024

657-21 Building Maintenance, Repair and Operations Supplies and Equipment
6/17/2021 4:00 PM 12/1/2021 11/30/2024

658-21 Boats, Trailers, Marine and Waterway Equipment 6/24/2021 4:00 PM
12/1/2021 11/30/2024

659-21 Low-Speed Electric Vehicles 7/1/2021 4:00 PM 12/1/2021 11/30/2024

660-21 Regional Statewide Job Order Contracting (Gordian ezIQC®) 7/15/2021 4:00
PM 12/1/2021 11/30/2026

661-22 Technology Equipment, Products, Services and Software 7/22/2021 4:00 PM
1/1/2022 12/31/2024

Kimberly Megrew, being duly sworn, says:

That she is Legal Clerk of the Amarillo Globe-News, a daily newspaper of general circulation, printed and published in Amarillo, Potter County, Texas; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

January 27, 2021, February 03, 2021

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Kimberly Megrew
Legal Clerk

Subscribed to and sworn to me this 3rd day of February 2021.

Rose O'Rand Miller
Rose O'Rand Miller, Notary Public, Potter County, Texas

My commission expires: September 06, 2021



00008868 16094400

Texas Association of School Boards/AMA
12007 Research Blvd.
AUSTIN, TX 78759

Legal Notices

Proposal Number	Proposal Name	Proposal Deadline	Contract Effective Date	Contract Expiration Date
647-21	Emergency Alert and Voice Broadcast Communications Systems	3/11/2021 4:00 PM	10/1/2021	9/30/2024
648-21	Law Enforcement Body Cameras, Supplies and Equipment	3/25/2021 4:00 PM	10/1/2021	9/30/2024
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650-21	Ambulances	4/22/2021 4:00 PM	10/1/2021	9/30/2024
651-21	Fire Service Apparatus Vehicles	4/22/2021 4:00 PM	10/1/2021	9/30/2024
652-21	Vehicle Fleet Leasing and Management Services	4/29/2021 4:00 PM	10/1/2021	9/30/2024
653-21	Instructional Materials and Classroom Teaching Supplies and Equipment	5/13/2021 4:00 PM	11/1/2021	10/31/2024
654-21	Fire and Security Systems and Monitoring Services	5/20/2021 4:00 PM	12/1/2021	11/30/2024
655-21	Stage and Theater Curtains, Lighting, Sound Systems and Supplies	5/27/2021 4:00 PM	12/1/2021	11/30/2024
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661-22	Technology Equipment, Products, Services and Software	7/22/2021 4:00 PM	1/1/2022	12/31/2024

*Sealed proposals will be received by the Local Government Purchasing Cooperative, Cooperative Purchasing Office, 12007 Research Blvd., Austin, TX 78759:
NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative reserves the right to reject any or all bids and to waive any formalities in bidding except time of filing.

Austin American-Statesman

statesman.com

PROOF OF PUBLICATION STATE OF TEXAS

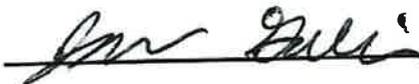
PUBLIC NOTICE

Before the undersigned authority personally appeared Jason Gallanis, who on oath says that he/she is a Legal Advertising Agent of the Austin American-Statesman, a daily published newspaper that is generally circulated in Bastrop, Bell, Blanco, Burnet, Caldwell, Comal, Coryell, Fayette, Gillespie, Guadalupe, Hays, Kerr, Lampasas, Lee, Llano, Milam, Travis, and Williamson Counties, and State of Texas, and that the attached advertisement was published in said newspaper, to wit: TX ASSOC OF SCHOOL BOARDS, first date of publication 01/27/2021, last date of publication 02/03/2021, published 2 time(s), and that the attached is a true copy of said advertisement.

TX ASSOC OF SCHOOL BOARDS
12007 RESEARCH BLVD
AUSTIN, TX 78759-2429

Invoice/Order Number:	0000621436
Ad Cost:	\$1,189.20
Paid:	\$0.00
Balance Due:	\$1,189.20

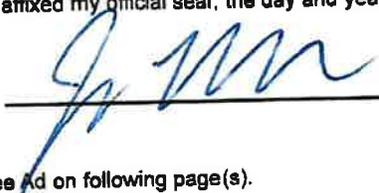
Signed



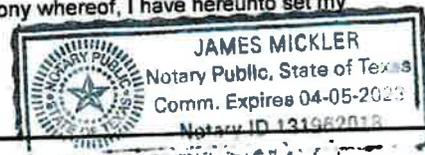
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 4th day of February, 2021 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)



Please see Ad on following page(s).

TX ASSOC OF SCHOOL BOARDS
 12007 RESEARCH BLVD
 AUSTIN, TX 78759-2429

Invoice/Order Number: 0000621438
 Ad Cost: \$1,189.20
 Paid: \$0.00
 Balance Due: \$1,189.20

Proposal Number	Proposal Name	Proposal Deadline	Contract Effective Date	Contract Expiration Date
647-21	Emergency Alert and Voice Broadcast Communications Systems	3/11/2021 4:00 PM	10/1/2021	9/30/2024
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661-22	Technology Equipment, Products, Services and Software	7/22/2021 4:00 PM	1/1/2022	12/31/2024

"Sealed proposals will be received by the Local Government Purchasing Cooperative, Cooperative Purchasing Office, 12007 Research Blvd., Austin, TX 78759:
 NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative reserves the right to reject any or all bids and to waive any formalities in bidding except time of filing.
 1/27, 2/3/21
 0000621436-01

AFFP

Proposal Number Proposal Name

Affidavit of Publication

STATE OF TEXAS }
COUNTY OF LUBBOCK } SS

Vickie Cypert, being duly sworn, says:

That she is Finance Coordinator of the Lubbock Avalanche-Journal, a daily newspaper of general circulation, printed and published in Lubbock, Lubbock County, Texas; that the publication, a copy of which is attached hereto, was published in the said newspaper on

January 28, 2021, February 03, 2021

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Vickie Cypert
Finance Coordinator

Subscribed to and sworn to me this 3rd day of February 2021.

Cindy McGaha
Cindy McGaha, Notary Public, Lubbock County, Texas

My commission expires: January 07, 2023

00008017 16094424

Texas Association of School Boards
12007 Research Blvd.
Austin, TX 78759

- | Proposal Number | Proposal Name | Proposal Deadline | Contract Effective Date |
|-----------------|---|-------------------|------------------------------|
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Times Record News

PART OF THE USA TODAY NETWORK

PROOF OF PUBLICATION

TEXAS ASSOCIATION OF SCHOOL BOARDS
12007 RESEARCH BLVD.

AUSTIN, TX 78752

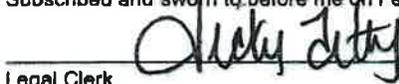
STATE OF WISCONSIN, COUNTY OF BROWN

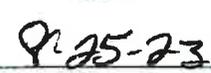
On this **February 3, 2021 AD**, personally appeared before me the undersigned authority for the Times Publishing Company of Wichita Falls, publishers of the Wichita Falls in Wichita County, Texas, and of general circulation in said county, and upon being duly sworn by me, on oath states that the attached advertisement is a true and correct copy of advertising published in day (2) issues hereof on the following date:

01/27/2021, 02/03/2021

Subscribed and sworn to before me on February 3, 2021

Legal Clerk


Notary Public, State of WI, County of Brown


My commission expires

SHELLY HORA
Notary Public
State of Wisconsin

Publication Cost: \$1,753.24
Ad No: 0004572923
Customer No: 1238067
PO #: Bids
of Affidavits 1
This is not an invoice

Proposal Number	Proposal Name
647-21	Emergency Alert and Voice Broadcast Communications Systems
648-21	Law Enforcement Body Cameras, Supplies and Equipment
649-21	Custodial Supplies and Equipment
650-21	Ambulances
651-21	Fire Service Apparatus Vehicles
652-21	Vehicle Fleet Leasing and Management Services
653-21	Instructional Materials and Classroom Teaching Supplies and Equipment
654-21	Fire and Security Systems and Monitoring Services
655-21	Stage and Theater Curtains, Lighting, Sound Systems and Supplies
656-21	Office Supplies and Equipment
657-21	Building Maintenance, Repair and Operations Supplies and Equipment
658-21	Boats, Trailers, Marine and Waterway Equipment
659-21	Low-Speed Electric Vehicles
660-21	Regional Statewide Job Order Contracting (Gordian eziQC®)
661-22	Technology Equipment, Products, Services and Software

"Sealed proposals will be received by the Local Government Purchasing Search Blvd., Austin, TX 78759:

NOTE: Proposal Invitations will be available at www.vendor.buy or all bids and to waive any formalities in bidding except time of f

Proposal Number	Proposal Name	Proposal Deadline	Contract Effective Date	Contract Expiration Date
647-21	Emergency Alert and Voice Broadcast Communications Systems	3/11/2021 4:00 PM	10/1/2021	9/30/2024
648-21	Law Enforcement Body Cameras, Supplies and Equipment	3/25/2021 4:00 PM	10/1/2021	9/30/2024
649-21	Custodial Supplies and Equipment	4/8/2021 4:00 PM	10/1/2021	9/30/2024
650-21	Ambulances	4/22/2021 4:00 PM	10/1/2021	9/30/2024
651-21	Fire Service Apparatus Vehicles	4/22/2021 4:00 PM	10/1/2021	9/30/2024
652-21	Vehicle Fleet Leasing and Management Services	4/29/2021 4:00 PM	10/1/2021	9/30/2024
653-21	Instructional Materials and Classroom Teaching Supplies and Equipment	5/13/2021 4:00 PM	11/1/2021	10/31/2024
654-21	Fire and Security Systems and Monitoring Services	5/20/2021 4:00 PM	12/1/2021	11/30/2024
655-21	Stage and Theater Curtains, Lighting, Sound Systems and Supplies	5/27/2021 4:00 PM	12/1/2021	11/30/2024
656-21	Office Supplies and Equipment	6/10/2021 4:00 PM	12/1/2021	11/30/2024
657-21	Building Maintenance, Repair and Operations Supplies and Equipment	6/17/2021 4:00 PM	12/1/2021	11/30/2024
658-21	Boats, Trailers, Marine and Waterway Equipment	6/24/2021 4:00 PM	12/1/2021	11/30/2024
659-21	Low-Speed Electric Vehicles	7/1/2021 4:00 PM	12/1/2021	11/30/2024
660-21	Regional Statewide Job Order Contracting (Gordian ezIQC®)	7/15/2021 4:00 PM	12/1/2021	11/30/2026
661-22	Technology Equipment, Products, Services and Software	7/22/2021 4:00 PM	1/1/2022	12/31/2024

"Sealed proposals will be received by the Local Government Purchasing Cooperative, Cooperative Purchasing Office, 12007 Research Blvd., Austin, TX 78759:

NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative reserves the right to reject any or all bids and to waive any formalities in bidding except time of filing.

Abilene Reporter-News

PART OF THE USA TODAY NETWORK

Certificate of
Publication

TEXAS ASSOC OF SCHOOL BOARDS
12007 RESEARCH BLVD

AUSTIN, TX 78759

STATE OF WISCONSIN)

COUNTY OF BROWN)

Before me, the undersigned authority, on this day personally appeared representing the Abilene Reporter-News being duly sworn deposes and says that the following notice(s) published in said newspaper generally circulated in Brown, Callahan, Coleman, Comanche, Eastland, Erath, Fisher, Haskell, Jones, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephans, Stonewall, Taylor counties, Texas by:

TEXAS ASSOC OF SCHOOL BOARDS

On the following date(s) to wit:

01/27/2021, 02/03/2021


Legal Notice Clerk

On this February 3, 2021, I certify that the attached document is a true and exact copy made by the publisher.:


Notary Public, State of Wisconsin, County of Brown

5.15.23
My Commission Expires

Publication Cost: \$1,557.00

Ad No: 0004572187

Customer No: 1225040

PO #:

of Affidavits 1

This is not an invoice

NANCY HEYRMAN
Notary Public
State of Wisconsin

Proposal Number	Proposal Name
647-21	Emergency Alert and Voice Broadcast Communications Systems
648-21	Law Enforcement Body Cameras, Supplies and Equipment
649-21	Custodial Supplies and Equipment
650-21	Ambulances
651-21	Fire Service Apparatus Vehicles
652-21	Vehicle Fleet Leasing and Management Services
653-21	Instructional Materials and Classroom Teaching Supplies and Equipment
654-21	Fire and Security Systems and Monitoring Services
655-21	Stage and Theater Curtains, Lighting, Sound Systems and Supplies
656-21	Office Supplies and Equipment
657-21	Building Maintenance, Repair and Operations Supplies and Equipment
658-21	Boats, Trailers, Marine and Waterway Equipment
659-21	Low-Speed Electric Vehicles
660-21	Regional Statewide Job Order Contracting (Gordian ez)
661-22	Technology Equipment, Products, Services and Software

"Sealed proposals will be received by the Local Government Purchasing Department, 12007 Research Blvd., Austin, TX 78759:

NOTE: Proposal invitations will be available at www.vendor.buy to view any or all bids and to waive any formalities in bidding except as noted.

El Paso Times

PART OF THE USA TODAY NETWORK

Affidavit of Publication

Ad # 0004572378

This is not an invoice

TEXAS ASSOCIATION OF SCHOOL BO
12007 RESEARCH BLVD

AUSTIN, TX 78759-2429

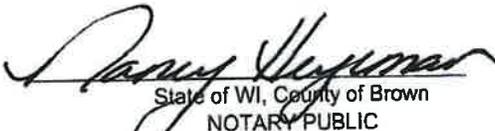
I, being duly sworn say: El Paso Times, a daily newspaper of general circulation published in the City and County El Paso, State of Texas, which is a newspaper of general circulation and which has been continuously and regularly published for the period of not less than one year in the said County of El Paso, and that he/she was upon the dates herein mentioned in the EL PASO TIMES.

That the LEGAL copy was published in the EL PASO TIMES for the date(s) of such follows DAY(s) to wit

01/27/2021, 02/03/2021


Legal Clerk

Subscribed and sworn before me this February 3,
2021:


State of WI, County of Brown
NOTARY PUBLIC
5.15.23
My commission expires

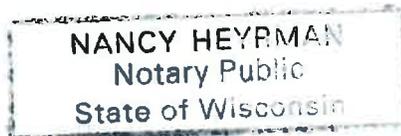
Proposal Number	Proposal Name	Proposal Deadline	
647-21	Emergency Alert and Voice Broadcast Communications Systems	3/11/2021	4:00 I
648-21	Law Enforcement Body Cameras, Supplies and Equipment	3/25/2021	4:00 I
649-21	Custodial Supplies and Equipment	4/8/2021	4:00 I
650-21	Ambulances	4/22/2021	4:00 I
651-21	Fire Service Apparatus Vehicles	4/22/2021	4:00 I
652-21	Vehicle Fleet Leasing and Management Services	4/29/2021	4:00 I
653-21	Instructional Materials and Classroom Teaching Supplies and Equipment	5/13/2021	4:00 I
654-21	Fire and Security Systems and Monitoring Services	5/20/2021	4:00 I
655-21	Stage and Theater Curtains, Lighting, Sound Systems and Supplies	5/27/2021	4:00 I
656-21	Office Supplies and Equipment	6/10/2021	4:00 I
657-21	Building Maintenance, Repair and Operations Supplies and Equipment	6/17/2021	4:00 I
658-21	Boats, Trailers, Marine and Waterway Equipment	6/24/2021	4:00 I
659-21	Low-Speed Electric Vehicles	7/1/2021	4:00 I
660-21	Regional Statewide Job Order Contracting (Gordian e2iQC®)	7/15/2021	4:00 I
661-22	Technology Equipment, Products, Services and Software	7/22/2021	4:00 I

*Sealed proposals will be received by the Local Government Purchasing Cooperative, Coo Austin, TX 78759.

NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative waive any formalities in bidding except time of filing.

Ad # 0004572378
PO #:
of Affidavits 1

This is not an invoice



HEARST

MEDIA SOLUTIONS

San Antonio Express News | ExpressNews.com | mySA.com

SAN ANTONIO EXPRESS - NEWS AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:
COUNTY OF BEXAR

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared: Geena Garza, who after being duly sworn, says that she is the Bookkeeper of HEARST NEWSPAPERS, LLC - dba: SAN ANTONIO EXPRESS - NEWS, a newspaper published in Bexar County, Texas and that the publication, of which the annexed is a true copy, was published to wit:

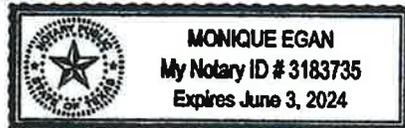
Customer ID	Customer	Order ID	Publication	Pub Date
20000624	TEXAS ASSN OF SCHOOL BOARDS	34089548	SAE Express-News	01/27/21
			SAE Express-News	02/03/21


Geena Garza
Bookkeeper

Sworn and subscribed to before me, this 3rd day of Feb. A.D. 2021

Notary public in and for the State of Texas





REQUEST FOR PROPOSALS

647-21 Emergency Alert and Voice Broadcast Communications Systems 3/1/2021 4:00 PM 10/1/2019/30/2024
648-21 Law Enforcement Body Cameras, Supplies and Equipment 3/25/2021 4:00 PM 10/1/2021 9/30/2024
649-21 Custodial Supplies and Equipment 4/8/2021 4:00 PM 10/1/2021 9/30/2024
660-21 Ambulances 4/22/2021 4:00 PM 10/1/2021 9/30/2024
661-21 Fire Service Apparatus Vehicles 4/22/2021 4:00 PM 10/1/2019/30/2024
662-21 Vehicle Fleet Leasing and Management Services 4/29/2021 4:00 PM 10/1/2021 9/30/2024
663-21 Instructional Materials and Classroom Teaching Supplies and Equipment 5/13/2021 4:00 PM 11/1/2021 10/31/2024
664-21 Fire and Security Systems and Monitoring Services 5/20/2021 4:00 PM 12/1/2021 11/30/2024
665-21 Stage and Theater Curtains, Lighting, Sound Systems and Supplies 5/27/2021 4:00 PM 12/1/2021/30/2024
666-21 Office Supplies and Equipment 6/10/2021 4:00 PM 12/1/2021 11/30/2024
667-21 Building Maintenance, Repair and Operations Supplies and Equipment 6/17/2021 4:00 PM 12/1/2021 11/30/2024
668-21 Boats, Trailers, Marine and Waterway Equipment 6/24/2021 4:00 PM 12/1/2021 11/30/2024
669-21 Low-Speed Electric Vehicles 7/1/2021 4:00 PM 12/1/2021 11/30/2024
660-21 Regional Statewide Job Order Contracting (Gordian eziOC®) 7/15/2021 4:00 PM 12/1/2021 11/30/2025
661-22 Technology Equipment, Products, Services and Software 7/22/2021 4:00 PM 1/1/2022 12/31/2024

*Sealed proposals will be received by the Local Government Purchasing Cooperative, Cooperative Purchasing Office, 12007 Research Blvd., Austin, TX 78759; NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative reserves the right to reject any or all bids and to waive any formalities in bidding except time of filing.

Standard-Times

PART OF THE USA TODAY NETWORK

PROOF OF PUBLICATION

TEXAS ASSOCIATION OF SCHOOL BOARDS
P O BOX 400

AUSTIN, TX 78767

State of Wisconsin, County of Brown

On February 3, 2021, personally appeared before me the undersigned, a Notary Public in and for said county and state, legal clerk of the **SAN ANGELO STANDARD-TIMES**, a daily newspaper published in San Angelo, County of TOM GREEN, State of Texas and of general circulation in the following counties: Tom Green, Coke, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Runnels, Schleicher, Sterling, Sutton. The attached advertisement, a true copy of which is hereto annexed, was published in said newspaper in its issues thereof the following dates:

01/29/2021, 02/03/2021

Subscribed and sworn to before me on February 3, 2021

Legal Clerk

Notary Public, State of WI, County of Brown

My commission expires

SHELLY HORA
Notary Public
State of Wisconsin

Publication Cost: \$836.48

Ad No: 0004577141

Customer No: 1244504

PO #:
of Affidavits 1

This is not an invoice

Proposal Number Proposal
Name Proposal Deadline
Contract Effective Date
Contract Expiration Date

647-21 Emergency Alert and Voice Broadcast Communications Systems 3/1/2021 4:00 PM 10/1/2021 9/30/2024
648-21 Law Enforcement Body Cameras, Supplies and Equipment 3/25/2021 4:00 PM 10/1/2021 9/30/2024
649-21 Custodial Supplies and Equipment 4/8/2021 4:00 PM 10/1/2021 9/30/2024
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652-21 Vehicle Fleet Leasing and Management Services 4/29/2021 4:00 PM 10/1/2021 9/30/2024
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654-21 Fire and Security Systems and Monitoring Services 5/20/2021 4:00 PM 12/1/2021 11/30/2024
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659-21 Low-Speed Electric Vehicles 7/1/2021 4:00 PM 12/1/2021 11/30/2024
660-21 Regional Statewide Job Order Contracting (Gordian ezIQC®) 7/15/2021 4:00 PM 12/1/2021 11/30/2026
661-22 Technology Equipment, Products, Services and Software 7/22/2021 4:00 PM 1/1/2022 12/31/2024

"Sealed proposals will be received by the Local Government Purchasing Cooperative, Cooperative Purchasing Office, 12007 Research Blvd., Austin, TX 78759:

NOTE: Proposal Invitations will be available at www.vendor.buyboard.com. The Cooperative reserves the right to reject any or all bids and to waive any formalities in bidding except time of filing.



October 11, 2021

Sent Via Email: accounting@806technologies.com

Steve Laughter
806 Technologies, Inc.
5760 Legacy Dr., Ste. B3-176
Plano, TX 75024

Welcome to BuyBoard!

Re: *Notice of The Local Government Purchasing Cooperative Contract Award*; Proposal Invitation
No. 661-22, Technology Equipment, Products, Services and Software

Congratulations, The Local Government Purchasing Cooperative (Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal Invitation. The contract is effective for an initial one-year term of January 1, 2022 through December 31, 2022 and may be subject to two possible one-year renewals. Please refer to the Proposal Invitation for the contract documents, including the General Terms and Conditions of the Contract.

To review the items your company has been awarded, please review Proposal Tabulation No. 661-22 at: www.buyboard.com/vendor. Only items marked as awarded to your company are included in this contract award, and only those awarded items may be sold through the BuyBoard contract. All sales must comply with the contract terms and must be at or below the awarded pricing as set forth in the General Terms and Conditions.

The contract will be posted on the BuyBoard website as an online electronic catalog(s). **You are reminded that, in accordance with the General Terms and Conditions, all purchase orders must be processed through the BuyBoard.** Except as expressly authorized in writing by the Cooperative's administrator, you are not authorized to process a purchase order received directly from a Cooperative member that has not been processed through the BuyBoard or provided to the Cooperative. If you receive a purchase order directly from a Cooperative member that you have reason to believe has not been received by the Cooperative or processed through the BuyBoard, you must promptly forward a copy of the purchase order by email to info@buyboard.com.

A list of Cooperative members is available on the buyboard.com website. The BuyBoard vendor relations staff will be contacting you to assist with the resources available and to provide any support you may need as an awarded BuyBoard vendor.

On behalf of the Cooperative, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff** at 800-695-2919 (select option "2").

Sincerely,

Arturo Salinas
Asst. Division Director, Cooperative Purchasing
Texas Association of School Boards, Inc.,
Administrator for The Local Government Purchasing Cooperative



October 11, 2021

Sent Via Email: accounting@806technologies.com

Steve Laughter
806 Technologies, Inc.
5760 Legacy Dr., Ste. B3-176
Plano, TX 75024

Welcome to BuyBoard!

Re: Notice of National Purchasing Cooperative Award; Proposal Invitation No. 661-22, Technology Equipment, Products, Services and Software

Congratulations, The National Purchasing Cooperative (National Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal Invitation. The contract is effective for an initial one-year term of January 1, 2022 through December 31, 2022 and may be subject to two possible one-year renewals. Please refer to the Proposal Invitation for the contract documents, including the National Purchasing Cooperative Vendor Award Agreement and General Terms and Conditions of the Contract.

To review the items your company has been awarded, please review Proposal Tabulation No. 661-22 at www.buyboard.com/vendor. Only items marked as awarded to your company are included in this contract award, and only those awarded items may be sold through the BuyBoard contract. All sales must comply with the contract terms and must be at or below the awarded pricing as set forth in the General Terms and Conditions.

The contract will be posted on the BuyBoard website as an online electronic catalog(s). **You are reminded that, in accordance with the General Terms and Conditions, all purchase orders from National Cooperative members must be processed through the BuyBoard.** Except as expressly authorized in writing by the Cooperative's administrator, you are not authorized to process a purchase order received directly from a National Cooperative member that has not been processed through the BuyBoard or provided to the Cooperative. If you receive a purchase order directly from a National Cooperative member that you have reason to believe has not been received by the National Cooperative or processed through the BuyBoard, you must promptly forward a copy of the purchase order by e-mail to info@buyboard.com

A list of National Cooperative members is available on the buyboard.com website. The BuyBoard vendor relations staff will be contacting you to assist with resources available and provide any support you may need as an awarded BuyBoard vendor.

On behalf of the National Cooperative, we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff** at 800-695-2919 (select option "2").

Sincerely,

Arturo Salinas, Asst. Division Director, Cooperative Purchasing, Texas Association of School Boards, Inc.,
Procurement Administrator for the National Purchasing Cooperative

v.02.01.2021

P.O. Box 400, Austin, Texas 78767-0400
800.695.2919 • buyboard.com





PROPOSER'S ACCEPTANCE AND AGREEMENT

Proposal Invitation Name: Technology Equipment, Products, Services and Software

Proposal Due Date/Opening Date and Time: July 22, 2021 at 4:00 PM

Proposal Invitation Number: 661-22

Location of Proposal Opening:
Texas Association of School Boards, Inc.
BuyBoard Department
12007 Research Blvd.
Austin, TX 78759

Contract Term: January 1, 2022 through December 31, 2022 with two possible one-year renewals.

Anticipated Cooperative Board Meeting Date: October 2021

By signature below, the undersigned acknowledges and agrees that you are authorized to submit this Proposal, including making all acknowledgements, consents, and certifications herein, on behalf of Proposer and, to the best of your knowledge, the information provided is true, accurate, and complete.

806 Technologies, Inc.

Name of Proposing Company

07/21/2021

Date

5760 Legacy Dr., STE B3-176

Street Address

Steve Laughter Digitally signed by Steve Laughter
Date: 2021.07.21 19:53:59 -05'00'

Signature of Authorized Company Official

Plano, TX 75024

City, State, Zip

Steve Laughter

Printed Name of Authorized Company Official

877-331-6160, ext. 110

Telephone Number of Authorized Company Official

Accounting Director

Position or Title of Authorized Company Official

469-814-8210

Fax Number of Authorized Company Official

27-1264440

Federal ID Number



PROPOSAL FORMS PART 1: COMPLIANCE FORMS

INSTRUCTIONS:

Proposer must review and complete all forms in this Proposal Forms Part 1:

- Proposal Acknowledgements
- Felony Conviction Disclosure
- Resident/Nonresident Certification
- Debarment Certification
- Vendor Employment Certification
- No Israel Boycott Certification
- No Excluded Nation or Foreign Terrorist Organization Certification
- Historically Underutilized Business Certification
- Acknowledgement of BuyBoard Technical Requirements
- Construction-Related Goods and Services Affirmation
- Deviation and Compliance
- Vendor Consent for Name Brand Use
- Confidential/Proprietary Information
- EDGAR Vendor Certification
- Compliance Forms Signature Page

An authorized representative of Proposer must initial in the bottom right corner of each page where indicated and complete and sign the Compliance Forms Signature Page. Proposer's failure to fully complete, initial, and sign forms as required may result in your Proposal being rejected as non-responsive.

PROPOSAL ACKNOWLEDGEMENTS

The proposing company ("you" or "your") hereby acknowledges and agrees as follows:

1. You have carefully examined and understand all information and documentation associated with this Proposal Invitation, including the Instructions to Proposers, General Information, General Terms and Conditions, attachments/forms, appendices, item specifications, and line items (collectively "Requirements");
2. By your response ("Proposal") to this Proposal Invitation, you propose to supply the products or services submitted at the pricing quoted in your Proposal and in strict compliance with the Requirements, unless specific deviations or exceptions are noted in the Proposal;
3. By your Proposal, you acknowledge and certify all items set forth in the General Terms and Conditions, Section B.12 (Certifications), including all non-collusion certifications and certifications regarding legal, ethical, and other matters set forth therein.
4. Any and all deviations and exceptions to the Requirements have been noted in your Proposal on the required form and no others will be claimed;

Initial: SKL



5. If the Cooperative accepts any part of your Proposal and awards you a Contract, you will furnish all awarded products or services at the pricing quoted and in strict compliance with the Requirements (unless specific deviations or exceptions are noted on the required form and accepted by the Cooperative), including without limitation the Requirements related to:
 - a. conducting business with Cooperative members, including offering pricing to members that is the best you offer compared to similarly situated customers in similar circumstances;
 - b. payment of a service fee in the amount specified and as provided for in this Proposal Invitation;
 - c. the **possible** award of a piggy-back contract by the National Purchasing Cooperative or nonprofit entity, in which event you will offer the awarded products and services in accordance with the Requirements; and
 - d. submitting price sheets or catalogs in the proper format as required by the Cooperative as a prerequisite to activation of your Contract;
6. You have clearly identified on the included form any information in your Proposal that you believe to be confidential or proprietary or that you do not consider to be public information subject to public disclosure under the Texas Public Information Act or similar public information law;
7. The individual submitting this Proposal is duly authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the Requirements, and such individual (and any individual signing a form or Proposal document) is authorized and has the requisite knowledge to provide the information and make the representations and certifications required in the Requirements;
8. You have carefully reviewed your Proposal, and certify that all information provided is true, complete, and accurate to the best of your knowledge, and you authorize the Cooperative to take such action as it deems appropriate to verify such information; and
9. Any misstatement, falsification, or omission in your Proposal, whenever or however discovered, will be grounds for disqualifying you from consideration for a contract award under this Proposal Invitation, termination of a contract award, or any other remedy or action provided for in the General Terms and Conditions or by law.

FELONY CONVICTION DISCLOSURE

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) states: "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Section 44.034 further states in Subsection (b): "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

Please check (✓) one of the following:

- My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly-held corporation.)
- My company is not owned or operated by anyone who has been convicted of a felony.
- My company is owned/operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Initial: SKL



NO ISRAEL BOYCOTT CERTIFICATION

A Texas governmental entity may not enter into a contract with a value of \$100,000 or more that is to be paid wholly or partly from public funds with a company (excluding a sole proprietorship) that has 10 or more full-time employees for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270). Accordingly, this certification form is included to the extent required by law.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1).

By signature on the Compliance Forms Signature Page, to the extent applicable, I certify and verify that Vendor does not boycott Israel and will not boycott Israel during the term of any contract awarded under this Proposal Invitation, that this certification is true, complete and accurate, and that I am authorized by my company to make this certification.

NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION

Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization – specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

By signature on the Compliance Forms Signature Page, I certify and verify that Vendor is not on the Texas Comptroller's list identified above; that this certification is true, complete and accurate; and that I am authorized by my company to make this certification.

HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION

A Proposer that has been certified as a Historically Underutilized Business (also known as a Minority/Women Business Enterprise or "MWBE" and all referred to in this form as a "HUB") is encouraged to indicate its HUB certification status when responding to this Proposal Invitation. The BuyBoard website will indicate HUB certifications for awarded Vendors that properly indicate and document their HUB certification on this form. Please check (√) all that apply:

- I certify that my company has been certified as a HUB in the following categories:
 - Minority Owned Business**
 - Women Owned Business**
 - Service-Disabled Veteran Owned Business (veteran defined by 38 U.S.C. §101(2), who has a service-connected disability as defined by 38 U.S.C. § 101(16), and who has a disability rating of 20% or more as determined by the U. S. Department of Veterans Affairs or Department of Defense)**

Certification Number: _____

Name of Certifying Agency: _____

- My company has **NOT** been certified as a HUB.

Initial: SKL



ACKNOWLEDGEMENT OF BUYBOARD TECHNICAL REQUIREMENTS

Vendor shall review the BuyBoard Technical Requirements included in this Proposal Invitation. By signature on the Compliance Forms Signature Page, the undersigned affirms that Proposer has obtained a copy of the BuyBoard Technical Requirements, has read and understands the requirements, and certifies that Vendor is able to meet and will comply with those requirements except as follows: *[List and explain BuyBoard Technical Requirements, if any, to which your company **cannot** or will **not** comply.]*

-- None --

Note: In accordance with the General Terms and Conditions of the Contract, to the extent Vendor is awarded a Contract under this Proposal Invitation but is unable or unwilling to meet the applicable BuyBoard Technical Requirements, the information available on the BuyBoard for Vendor’s awarded products or services may be limited, potentially placing Vendor at a disadvantage and impacting the ability of Cooperative members to search, find, review, and purchase Vendor’s awarded products and services on the BuyBoard website. Further, to the extent Vendor has acknowledged ability to meet and comply with the BuyBoard Technical Requirements, any subsequent failure or refusal by Vendor to promptly provide information upon request to the Cooperative administrator in accordance with those technical requirements may be deemed an event of default under the Contract.

CONSTRUCTION-RELATED GOODS AND SERVICES AFFIRMATION

The Cooperative issued the BuyBoard Procurement and Construction-Related Goods and Services Advisory for Texas Members (“Advisory”), which provides information specifically relevant to the procurement of construction-related goods and services by Texas Cooperative members. The Advisory, available at buyboard.com/Vendor/Resources.aspx, provides an overview of certain legal requirements that are potentially relevant to a Cooperative member’s procurement of construction or construction-related goods and services, including those for projects that may involve or require architecture, engineering or independent testing services. A copy of the Advisory can also be provided upon request. Because many BuyBoard contracts include goods or installation services that might be considered construction-related, Proposer must make this Construction Related-Goods and Services Affirmation regardless of type of goods or services associated with this Proposal Invitation.

A contract awarded under this Proposal Invitation covers only the specific goods and/or services awarded by the Cooperative. As explained in the Advisory (“Advisory”), **Texas law prohibits the procurement of architecture or engineering services through a purchasing cooperative. This Proposal Invitation and any Contract awarded thereunder does not include such services. Architecture or engineering services must be procured by a Cooperative member separately, in accordance with the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) and other applicable law and local policy.**

By signature on the Compliance Forms Signature Page, Proposer affirms that Proposer has obtained a copy of the Advisory, has read and understands the Advisory, and is authorized by Proposer to make this affirmation. If Proposer sells construction-related goods or services to a Cooperative member under a Contract awarded under this Proposal Invitation, Proposer will comply with the Advisory and applicable legal requirements, make a good faith effort to make its Cooperative member customers or potential Cooperative member customers aware of such requirements, and provide a Cooperative member with a copy of the Advisory before accepting the member’s Purchase Order or other agreement for construction-related goods or services.

Initial: SKL



VENDOR CONSENT FOR NAME BRAND USE

BuyBoard members seeking to make purchases using a Contract awarded under this Proposal Invitation may view information regarding awarded Vendors, including but not limited to product catalogs, pricelists, pricing, and Proposals, through the BuyBoard website. To improve and enhance the experience of BuyBoard members seeking to procure goods and services under the Contract utilizing the BuyBoard website, any Vendor logo, product images, and similar brand and trademark information provided by Vendor for purposes of the Contract ("Vendor Information") may be posted on the BuyBoard website.

You acknowledge that, by submitting your Proposal, unless you specifically opt out below, you consent to use of your company's Vendor Information on the BuyBoard website if awarded a Contract. You further acknowledge that whether, where, and when to include the Vendor Information on the BuyBoard website shall be at the sole discretion of the BuyBoard Administrator. Vendor retains, however, the right of general quality control over the BuyBoard Administrator's authorized display of proprietary Vendor Information. Neither the BuyBoard nor its administrator will be responsible for the use or distribution of Vendor Information by BuyBoard members or any other third party using the BuyBoard website. This Vendor Consent shall be effective for the full term of the Contract, including renewals, unless Vendor provides a signed, written notice revoking consent to contractadmin@buyboard.com. BuyBoard shall have up to thirty days from the date of receipt of a termination or revocation of a Vendor Consent to remove Vendor information from the BuyBoard website.

This Vendor Consent is subject to the Terms and Conditions of the Contract, including, but not limited to, those terms pertaining to Disclaimer of Warranty and Limitation of Liability, Indemnification, and Intellectual Property Infringement.

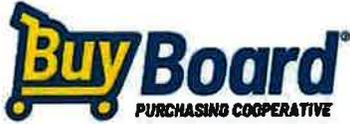
Vendor logo files must be submitted in one of the formats set forth in the BuyBoard Technical Requirements. Proposers are requested to submit this information with Vendor's Proposal. (This consent shall not authorize use of your company's Vendor Information by BuyBoard if your company is not awarded a Contract.)

OPT OUT:

If your company wishes to opt out of the Vendor Consent for Name Brand Use, you must check the opt out box below. ***DO NOT select this box unless your company is opting out of this Vendor Consent for Name Brand Use.***

By checking this box, Vendor hereby declines to provide consent for use of Vendor Information (as defined herein) on the BuyBoard website. **By opting out, Vendor acknowledges and agrees that, if Vendor is awarded a Contract under this Proposal Invitation, information available on the BuyBoard for Vendor's awarded products or services may be limited, potentially placing Vendor at a disadvantage and impacting the ability of Cooperative members to search, find, review, and purchase Vendor's awarded products and services on the BuyBoard website.**

Initial: SKL



CONFIDENTIAL / PROPRIETARY INFORMATION

A. Public Disclosure Laws

All Proposals, forms, documentation, catalogs, pricelists, or other materials submitted by Vendor to the Cooperative in response to this Proposal Invitation, may be subject to the disclosure requirements of the Texas Public Information Act (Texas Government Code chapter 552.001, *et. seq.*) or similar disclosure law. Proposer must clearly identify on this form any information in its Proposal (including forms, documentation, or other materials submitted with the Proposal) that Proposer considers proprietary or confidential. If Proposer fails to properly identify the information, the Cooperative shall have no obligation to notify Vendor or seek protection of such information from public disclosure should a member of the public or other third party request access to the information under the Texas Public Information Act or similar disclosure law. When required by the Texas Public Information Act or other disclosure law, Proposer may be notified of any third-party request for information in a Proposal that Proposer has identified in this form as proprietary or confidential.

Does your Proposal (including forms, documentation, catalogs, pricelists, or other materials submitted with the Proposal) contain information which Vendor considers proprietary or confidential?

Please check (✓) one of the following:

NO, I certify that none of the information included with this Proposal is considered confidential or proprietary.

YES, I certify that this Proposal contains information considered confidential or proprietary and all such information is specifically identified on this form.

If you responded "YES", you must clearly identify below the specific information you consider confidential or proprietary. List each page number, form number, or other information sufficient to make the information readily identifiable. The Cooperative and Cooperative administrator shall not be responsible for a Proposer's failure to clearly identify information considered confidential or proprietary. Further, by submitting a Proposal, Proposer acknowledges that the Cooperative and Cooperative administrator will disclose information when required by law, even if such information has been identified herein as information Vendor considers confidential or proprietary.

Confidential / Proprietary Information:

806 Technologies Inc.'s: Price Sheets

(Attach additional sheets if needed.)

Initial: SKL



B. Copyright Information

Does your Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) contain copyright information?

Please check (✓) one of the following:

- NO**, Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) does not contain copyright information.
- YES**, Proposal (including forms, documentation, pricelists, catalogs, or other materials submitted with the Proposal) does contain copyright information.

If you responded "YES", clearly identify below the specific documents or pages containing copyright information.

Copyright Information: 806 Technologies Inc. developed our own proprietary software for schools and school districts. All of our software is copyrighted.

(Attach additional sheets if needed.)

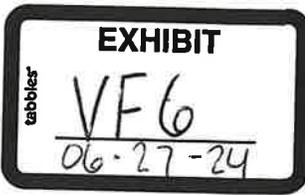
C. Consent to Release Confidential/Proprietary/Copyright Information to BuyBoard Members

BuyBoard members (Cooperative and nonprofit members) seeking to make purchases through the BuyBoard may wish to view information included in the Proposals of awarded Vendors. If you identified information on this form as confidential, proprietary, or subject to copyright, and you are awarded a BuyBoard contract, your acceptance of the BuyBoard contract award constitutes your consent to the disclosure of such information to BuyBoard members, including posting of such information on the secure BuyBoard website for members. Note: Neither the Cooperative nor Cooperative administrator will be responsible for the use or distribution of information by BuyBoard members or any other party.

D. Consent to Release Proposal Tabulation

Notwithstanding anything in this Confidential/Proprietary Information form to the contrary, by submitting a Proposal, Vendor consents and agrees that, upon Contract award, the Cooperative may publicly release, including posting on the public BuyBoard website, a copy of the proposal tabulation and award information for the Contract including Vendor name; proposed catalog/pricelist name(s); proposed percentage discount(s), hourly labor rate(s), or other specified pricing; and Vendor award or non-award information.

Initial: SKL



PCSS Board Agenda Request

Date: June 7, 2024

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 an agreement with J&B CounterTops, Cookeville, TN for the installation of solid surface countertops at Avery Trace Middle School in the amount of \$12,147.60 to be paid for from 141-72620-399

received
06-11-24 MT *CM*

J & B Countertops 1297 Boyd Farris Rd. Cookeville, TN 38506

Solid Surface Fabrication

Job Name: Avery Trace Middle school

April 10, 2024

This solid surface quote is based upon the measurements taken at the school. This price includes Livingstone material up to a level 5 countertop, fabrication with eased edge, substrate, and installation for this price. Removal of existing countertops is not included.

Vanity countertop: one individual classroom bathroom

- 76" x 23" with backsplash, side splash, and a 6" apron
- Two integrated solid surface sinks

Total: \$2,575.73 each

Vanity countertop: one individual Locker room bathroom

- 116 3/4" x 22" with backsplash, side splash, and a 6" apron
- Three integrated solid surface sinks

Total: \$3,036.90 each

All together Eight classroom bathrooms and four locker room bathrooms –

Grand Total: \$32,753.44

\$12,147.60
X 4 counter tops

Please note that these were quoted as individual bathrooms getting done one at a time. If these bathrooms all get done the pricing would be less, because now multiple bathrooms could be done at a time and material can be better used and not wasted.

Sales rep,
Katlyn Johnson
Respectfully submitted
Bety Lopez

Terms: 50% down and 50% once job is completed

Prices does not include plumbing and/or electricity.

Pricing does not include removal of existing countertops.

J & B Countertops is not responsible for any cabinet or house imperfections

J&B will charge a 4% convenience fee for ALL credit card charges. Checks and Cash will NOT be charged the 4% fee.



Quotation

2000 Bowser Rd
 Cookeville, TN 38506
 Phone (800)292-6450 Fax (931) 528-5472

Prepared Date April 26, 2024
Quotation # 1000-042624-01
Revision Date
Revision #

Quotation valid until: July 25, 2024
Prepared by: Brian Soop

Quoted To:
 John Magura
 Putnam County Schools
 240 Raider Dr.
 Cookeville, TN 38506
 931-520-6409

Project Name:
 Avery Tracy Bathrooms

Ship To:
 Avery Tracy Middle School
 ATTN: John Magura
 240 Raider Dr.
 Cookeville, TN 38506
 931-520-6409

Comments or special instructions:

Qty	Part #	Description	Unit	Extended
1	LCASE!	Special Order Buyout - Solid Surface Counter top At Boys Locker room- Approximately 130 1/2"L x 22"D includes 6" front apron and 3" back and side splashes - includes 3 undermount solid surface sinks - work includes materials and installation of counters only - (Does not include faucets or plumbing connections) - Existing support blocking to be reused or replaced by customer - Price includes colors up to tier 2 from Wilsonart		
1	LCASE!	Special Order Buyout - Solid Surface Counter top At Boys Locker room- Approximately 76"L x 23"D includes 6" front apron and 3" back and side splashes - includes 3 undermount solid surface sinks - work includes materials and installation of counters only - (Does not include faucets or plumbing connections) - Existing support blocking to be reused or replaced by customer - Price includes colors up to tier 2 from Wilsonart		
Sub-total				\$ 12,256.25

(ONE SET)

Approximate lead time to ship after receipt of order (ARO)

Determined At Order Entry

Note:

1. Please reference **quotation number** and **revision number** listed in top right hand corner when ordering!
2. Quotation is based on the use of Collins QSE or MTO standard laminate selections unless noted otherwise.
3. All Items are quoted at net price - FOB Factory - Cookeville, TN. unless noted otherwise.
4. Unless different terms have been previously established, terms are 50% deposit with order; with the remaining balance due prior to shipping.
5. If paid by credit card, there will be an additional 2 1/2% processing fee added to cover the costs charged to Collins by the credit card companies.

If you have any questions concerning this quotation, contact:
 Brian Soop - phone: (931) 651-1544 - email: BrianS@collins.co

PCT/EUCT

THANK YOU FOR YOUR BUSINESS!



PCSS Board Agenda Request

Date: June 7, 2024

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 an agreement with Kone, Nashville, TN for the repair of the elevator (as noted in scope of work attached) on an emergency basis at Prescott South Middle School in the amount of \$19,760.78 to be paid for from 141-72620-399

received
06-11-24 MAT *CM*

KONE Care™
PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL



May 16, 2024

Putnam County Schools
1400 E. Spring St.
Cookeville, TN 38501

ATTN: John

Re: Drive Upgrade

KONE
Nashville
738 Melrose Ave
Nashville, TN 37211
Phone: (615) 499-9393
kendall.davis@kone.com

Description of Work

We propose to furnish and install the labor, materials, tools and supervisions to perform the following work on the Passenger Elevator located at PRESCOTT SOUTH SCHOOL.

The passenger elevator on site at Prescott South School has a VF316, which is obsolete. KONE recommends upgrading the drive to KDL16.

Price

Our total price to perform the above-mentioned work amounts to: \$19,760.78 plus applicable taxes.

Our price includes applicable labor, material and permit fees. This proposal is not binding on KONE until approved by an authorized KONE representative. Pricing is subject to KONE's attached Terms and Conditions for tendered repairs and, by signing below, Purchaser hereby agrees to these Terms and Conditions. Price is valid for 30 days from the date of this proposal.

THE CUSTOMER UNDERSTANDS THAT THIS IS A FIXED PRICE PROPOSAL. SUPPORTING DOCUMENTATION FOR MATERIALS AND/OR LABOR SHALL NOT BE A CONDITION PRECEDENT IN ORDER FOR PAYMENT IN FULL TO BE MADE TO KONE.

The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.

Down Payment

The above quoted price is based on a \$9,880.00 down payment, due before the order will be processed. Once the proposal is signed and loaded into our system a down payment invoice will be issued. KONE reserves the right to delay ordering of material or commencing work until down payment is received. In the event the order is cancelled by the Customer, Customer shall reimburse KONE for all work performed and materials ordered as of the date of cancellation and Customer shall pay KONE a cancellation fee of 50% of the order value.

ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of Putnam County Schools

Respectfully submitted by,
KONE Inc.

(Signature)

Kendall Davis, Service Consultant

(Print Name)

(Approved by) Authorized Representative

(Print Title)

(Title)

Date

Date

Repair Work Order



May 14, 2024

Purchaser: PUTNAM COUNTY BOARD OF EDUCAT.
Address: 1400 E SPRING STREET
 COOKEVILLE, TN 38506-431
 3

Location: PRESCOTT SOUTH
 ELEMENTARY
Address: 115 W CEMETERY RD
 COOKEVILLE, TN 38506-55
 94

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Sixty Four Thousand Nine Hundred Seventy Three Dollars and Forty Three Cents (\$64,973.43)** inclusive of all applicable sales and use taxes pursuant to the terms and conditions contained in this Work Order (the "Work Order").

Summary:

Elevator	Description	Repair category
ONLY	DRIVE UPGRADE	Obsolete or Modernization

For further information, please see a detailed Scope of Work on the pages that follow.

In the event you have any questions regarding the content of this Work Order please contact me at .

We appreciate your consideration.

Regards,

Danielle Schmitt
TK Elevator Corporation
1717 Elm Hill Pike Suite A1
Nashville TN 37210
danielle.schmitt@tkelevator.com |

Notice:

No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.



Putnam County Board of Education Agenda Request

Name of Person Making Request: Brenda J. Hughett

Department: Extended Learning Programs

Phone Number of Person Making Request: 931-510-4936

Account Funding Code (if appropriate) 21st CCLC: 142-73300-431
LEAPs: 141-73300-02003

_____Backup included

_____Backup to follow

Approval of a \$20 monthly stipend for Cell phone usage for Extended Learning Program Coordinator, Brenda Hughett effective July 1, 2024-June 30, 2025 (per Policy 3.3001, use of Cellular Phones, as submitted to be paid from 141-73300-02003 and 142-73300-432.

Brenda J. Hughett
Signature of Person Making Request

6.6.24
Date

[Signature]
Signature of Director of Schools

Date



EXHIBIT
VF9
06-27-24



PCSS Board Agenda Request

Date 5/15/2024

Department Teaching and Learning

Person Submitting Dr, Sharon K. Anderson

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

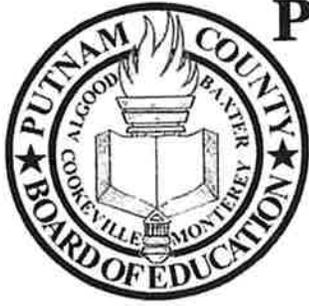
Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Kudakwashe Mandebvu, a graduate assistant in Curriculum and Instruction at Tennessee Tech University.

Purpose of the study

The purpose of this study is to explore preschool teachers' perceptions of self-efficacy as they deliver social emotional learning instruction to their preschool students. Gaining an understanding preschool teachers' sense of self-efficacy in supporting student development in social emotional competencies, is helpful in knowing how to best support teacher's professional development and their needs as they work with young learners.

received
06-10-24 MAT



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

Procedures for Request to Conduct Research

The process for requesting permission to conduct research/surveys begins with submitting a request via Google form - <https://bit.ly/PCSSResearch>. After you receive a gatekeeper letter to begin the IRB process, you will submit a letter of intent to Dr. Sharon Anderson, Continuous Improvement Supervisor for Teaching & Learning. The research/survey proposal must include the following information:

1. Full name, address, telephone number, email address, and Graduate School
2. A brief description of the topic, background, purpose, and explanation of how the results will be used, reported, displayed, and/or disseminated.
3. An explicit description of the sample, the number and type of schools, and the project timeline.
4. If a survey is to be conducted, a copy of the survey instrument.
5. A copy of the approved IRB
6. A timeline of the research process Review of submitted proposals.

Research topic: Exploring early childhood educators' perceptions of Self-efficacy when teaching Social-Emotional learning (SEL) to young children.

Purpose of the study

The purpose of this study is to explore preschool teachers' perceptions of self-efficacy as they deliver social emotional learning instruction to their preschool students. Gaining an understanding preschool teachers' sense of self-efficacy in supporting student development in social emotional competencies, is helpful in knowing how to best support teacher's professional development and their needs as they work with young learners.

Background of the study

Teacher competence in the development of social and emotional skills can play a significant role for students. Teachers recognize that they need training, not necessarily in curriculum development, but in creating and maintaining a positive and well-managed classroom environment (Shewark et al., 2018). Teachers' perceptions of what social and emotional learning is and what it should look like varies based on their own experiences and training. One falsehood that emerged from a study by Shewark et al. (2018) is the idea that emotions expressed both by students and teachers can be a hindrance to learning. The idea that emotions need to be suppressed to maintain a positive learning environment seemed to be the consensus (Shewark et al., 2018). On the contrary, experts say that suppressing emotions is not the answer but recognizing, acknowledging, and developing skills to manage or control emotions are more of the goal for both teachers and students

(Brackett, 2019). At the conclusion of (Brackett, 2019) study, those teachers who were suppressing their emotions to exhaustion, realized that in doing so, they were potentially harming their own emotional well-being as well as that of the children they taught.

Guiding research questions

The research questions are:

1. What are preschool teachers' understandings of how young children learn social-emotional competencies??
2. How do preschool teachers perceive their self-efficacy in teaching social and emotional learning to young children?
3. What are the preschool teachers' perceptions of the support they need to teach social and emotional learning to young children?
4. How do preschool teachers reflect on the role that their own social and emotional competencies play in supporting young children's social and emotional learning?

Description of participants and type of schools and project timeline

Participants will mainly be 3 teachers with an experience of teaching Social Emotional Learning at their school from Prekindergarten, grade 1 and grade 2. The targeted schools are Cane Creek, Algood, Sycamore, Prescott South and Jere Whitson Elementary Schools, which are all in Putnam County. The five schools were chosen based on convenience sample, and just in case I don't have enough participants having an option of 5 is better than being limited to just 3 it will also help on my case study if I have one sample from each school. Currently I am a student at Tennessee Tech University and this study will take place during a Fall semester between the 1st of September to 30 November 2024 at a time that classes will be running, and it will be hard to conduct research in a county that is far away from the university. Putnam county schools are in the location that is convenient for the researcher.

Role of participants

Participants will be asked to go through the consent form and acknowledge their interest in participating in the study by signing the consent form. Participants will be asked to answer interview questions (guided by the four interview questions above) on their perceptions of self-efficacy when teaching social emotional learning to their students in person, or via zoom. The initial interview will be audio recorded (with the consent of the participant) and transcribed, and I will provide a copy of the interview transcript for the participant to review, add to, or clarify as they feel necessary as a check against any subjectivities from my end as a researcher. Additionally, I will be interested in any relevant documents like memos that, might be able to add more information for my study, I will observe teachers while at work with students in mainstream classroom and my interest will not be on students but observing how they teach SEL skills to young learners in their classrooms and the impact it has on you as a teacher. A follow-up interview will be done if there is a need to clarify any information provided by the participant. Participants are free to withdraw from the study if they change their mind.

Participants will be asked to go through the consent form, and this may take 10-20 minutes. Each interview will last between 45-60 minutes. Observation will take 60 minutes The estimated time for each participant will be 2.5 hours.

Confidentiality, privacy, and anonymity

Pseudonyms will be utilized in place of participants' actual names throughout the study. Interviews will take place in the participants' offices or classrooms, and any identifying information on documents will be redacted. I will serve as the sole researcher with access to the data. All study-related documents, including transcribed interview scripts, will be securely stored in a locked

drawer within my office. Electronic copies of interviews will be stored on a password-protected computer. Unique codes will be assigned to pseudonyms to maintain anonymity, and all data will be linked to participants solely through these codes. Identifying information will be systematically removed from all documents. It's important to note that no student data will be collected as part of this research. The results of this research will be used for my class work in (EDU 7330) Qualitative research inquiry during the fall semester of 2024 and with time I hope to publish my findings and I will share the findings with the participants if they wish to know the findings from the research before, I publish.

How the results will be used....

Insights gained from the study can help identify effective strategies and best practices for teaching SEL in early childhood settings. Educators can use this knowledge to enhance their classroom practices and create supportive environments that promote children's social-emotional development. Research suggests that effective SEL instruction in early childhood can lead to positive outcomes such as improved social skills, emotional regulation, and academic achievement. By bolstering educators' self-efficacy in teaching SEL, the study may ultimately contribute to better outcomes for young children. Early childhood educators play a critical role in supporting children's social-emotional development, particularly during the formative early years. By understanding educators' perceptions of self-efficacy in teaching SEL, interventions can be designed to support educators in fostering children's well-being. Findings from the study can inform policy decisions and educational practices related to SEL instruction in early childhood settings. Policymakers, administrators, and educators can use this information to advocate for the inclusion of SEL in early childhood curriculum and professional development initiatives. The findings from this study will be used for academical purposes in a research class (EDU 7330) Qualitative research inquiry.

Survey or not survey

This study is not a survey.

Copy of the approved IRB

This research is for academical purposes, so I will apply for IRB, and it requires a gatekeeper's letter for me to start the application process which I have also applied for and as soon as I get my IRB approval document, I will be sure to share it with you.

Timeline for the study

The study will start in Fall semester from 1st September to the 30th of November that's when I intend to start collecting the data for my research class (EDU 7330) Qualitative research inquiry.

Contact information.

I appreciate your time and consideration, and I look forward to hearing from you. Thank you for your time.

Kudakwashe Mandebvu

kmandebvu42@tntech.edu

931-280-3216

Faculty of Education Advisor
3824

jisbell@tntech.edu

931-372-

Office of Research

research@tntech.edu (931) 372-3374

Graduate school College of Education

The proposals will be judged on the following criteria:

1. Is the proposal designed so that the researcher will obtain valid and reliable results?
2. Is there a reasonable chance that the study will contribute something useful and of value to the

Every Child, Every Day, No Exceptions!

Revised May 2022

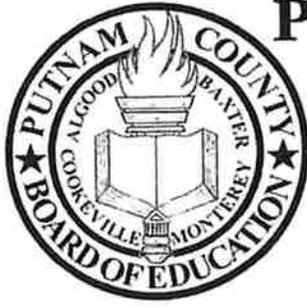
school system?

3. Does the study make adequate provisions for protecting personal rights and privacy?
4. Does the study's potential justify the interruption of the work of pupils, teachers, and/or staff?
5. Does the study duplicate research or data collection recently completed within the school system?

Dispersement of survey or related data

1. Upon the approval of the research/survey by the PCSS, the researcher will submit surveys to the Continuous Improvement Supervisor for release to the schools. The procedure for collecting student data will be developed through a meeting between the graduate student and the Continuous Improvement Supervisor.
2. The approval of the proposal indicates that it has met the standards required by the committee, but it in no way commits schools, principals, teachers, staff, or students to participate in the research or survey project.
3. Staff and students cannot be coerced or compelled to participate in research or survey activities against their will.

Once the research or survey project has been concluded, the researcher shall submit a brief on the study results. The brief should be written for an audience of district staff and the Board of Education and must include the survey in an appendix.



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

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

Signature *Manelba*

Date 5/13/24

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

andersons17@pcsstn.com



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: Chris Pierce

Date: 5/28/24

RE: Amend approved calendars SY 24/25 and SY 25/26

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for Jun 27, 2024 Board meeting.

Consider approval to amend the SY 24/25 and SY 25/26 calendars approved during the May 2, 2024, Board Meeting to show accurate End of 9 Weeks summaries. No changes to already approved inservice days, school days, breaks, or holidays are involved.

Supervisor

5/28/24

Date

Director of Schools

Date

received
06-05-24 MT

Putnam County School System School Year Calendar 2024-2025

(Two weeks Fall Break and One week Spring Break)

version from
May 2 Bd. Meeting
"approved"

Day	Date	Event
Thursday	July 25	County-wide Inservice
Monday	July 29	School Inservice
Tuesday	July 30	School Inservice
Wednesday	July 31	Registration Day (10 a.m. dismissal)
Thursday	August 1	Election Day (no school)
Friday	August 2	Teacher Work Day (no students)
Monday	August 5	First Full Day of School
Monday	September 2	Labor Day (no school)
Monday	September 9	Parent/Teacher Conf. (PK-8)
Tuesday	September 10	Parent/Teacher Conf. (9-12)
Friday	October 4	End of First 9 weeks (45 Days)
Mon-Fri	October 7-18	Fall Break
Thursday	October 24	Report Cards #1
Tuesday	November 5	Election Day- (no school)
Wed-Fri	November 27-29	Thanksgiving Holiday
Friday	December 20	End of 2nd 9 Weeks (37 Days) #87 41 Days #86
Mon-Fri	Dec 23 - Jan 3	Winter Break
Monday	January 6	Begin 2nd Semester
Thursday	January 16	Report Cards #2
Monday	January 20	Martin Luther King, Jr. Holiday
Monday	February 3	Parent/Teacher Conference (PreK-8)
Tuesday	February 4	Parent/Teacher Conference (9-12)
Monday	February 17	Presidents Day Holiday
Friday	March 14	End of 3rd 9 Weeks (48 Days) #130 #134
Mon-Fri	March 17-21	Spring Break
Thursday	March 27	Report Card #3
Fri-Mon	April 18-21	Easter Holiday
Monday	May 26	Memorial Day Holiday
Thursday	May 29	Teacher Work Day (no students)
Friday	May 30	Last Day of School - 10:00 a.m. Dismissal End of 2nd Semester - (45 Days) #180 End of 4th 9 weeks - (46 Days)

TCA 49-6-3004(e) and PCSS Board policy 1.800 requires PCSS to maintain a calendar of no less than 200 days that consists of:

- 180 instructional classroom days
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences (Two (2) half days)
- Ten (10) days paid vacation for all certified personnel
- Four (4) discretionary days
- Should Putnam County Schools exceed 13 days stockpiled inclement Weather Days, make-up days will be designated using the Spring Break week beginning with March 21, 20, etc., as needed.

Putnam County School System School Year Calendar 2024-2025

(Two weeks Fall Break and One week Spring Break)

Corrected 2/12/25 SY
print version

Day	Date	Event
Thursday	July 25	County-wide Inservice
Monday	July 29	School Inservice
Tuesday	July 30	School Inservice
Wednesday	July 31	Registration Day (10 a.m. dismissal)
Thursday	August 1	Election Day (no school)
Friday	August 2	Teacher Work Day (no students)
Monday	August 5	First Full Day of School
Monday	September 2	Labor Day (no school)
Monday	September 9	Parent/Teacher Conf. (PK-8)
Tuesday	September 10	Parent/Teacher Conf. (9-12)
Friday	October 4	End of First 9 weeks (45 Days) #45
Mon-Fri	October 7-18	Fall Break
Thursday	October 24	Report Cards #1
Tuesday	November 5	Election Day- (no school)
Wed-Fri	November 27-29	Thanksgiving Holiday
Friday	December 20	End of 2nd 9 Weeks (41 Days) #86
Mon-Fri	Dec 23 - Jan 3	Winter Break
Monday	January 6	Begin 2nd Semester
Thursday	January 16	Report Cards #2
Monday	January 20	Martin Luther King, Jr. Holiday
Monday	February 3	Parent/Teacher Conference (PreK-8)
Tuesday	February 4	Parent/Teacher Conference (9-12)
Monday	February 17	Presidents Day Holiday
Friday	March 14	End of 3rd 9 Weeks (48 Days) #134
Mon-Fri	March 17-21	Spring Break
Thursday	March 27	Report Card #3
Fri-Mon	April 18-21	Easter Holiday
Monday	May 26	Memorial Day Holiday
Thursday	May 29	Teacher Work Day (no students)
Friday	May 30	Last Day of School - 10:00 a.m. Dismissal End of 4th 9 Weeks (46 Days) #180

TCA 49-6-3004(e) and PCSS Board policy 1.800 requires PCSS to maintain a calendar of no less than 200 days that consists of:

- 180 instructional classroom days
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences (Two (2) half days)
- Ten (10) days paid vacation for all certified personnel
- Four (4) discretionary days
- Should Putnam County Schools exceed 13 days stockpiled Inclement Weather Days, make-up days will be designated using the Spring Break week beginning with March 21, 20, etc., as needed.

Putnam County School System School Year Calendar 2025-2026

*Corrected
25/26/24
Print version*

(Two weeks Fall Break and One week Spring Break)

Day	Date	Event
Monday	July 28	County-wide Inservice
Tuesday	July 29	School Inservice
Wednesday	July 30	School Inservice
Thursday	July 31	Registration Day (10 a.m. dismissal)
Friday	August 1	Teacher Work Day (no students)
Monday	August 4	First Full Day of School
Monday	September 1	Labor Day (no school)
Monday	September 8	Parent/Teacher Conf. (PK-8)
Tuesday	September 9	Parent/Teacher Conf. (9-12)
Friday	October 3	End of First 9 weeks (45 days) #45
Mon-Fri	October 6-17	Fall Break
Thursday	October 23	Report Cards #1
Wed-Fri	November 26-28	Thanksgiving Holiday
Friday	December 19	End of 2nd 9 Weeks (42 Days) #87
Mon-Fri	Dec 22 - Jan 2	Winter Break
Monday	January 5	Begin 2nd Semester
Thursday	January 15	Report Cards #2
Monday	January 19	Martin Luther King, Jr. Holiday
Monday	February 9	Parent/Teacher Conference (PreK-8)
Tuesday	February 10	Parent/Teacher Conference (9-12)
Monday	February 16	Presidents Day Holiday
Friday	March 13	End of 3rd 9 Weeks (48 Days) #135
Mon-Fri	March 16-20	Spring Break
Thursday	March 26	Report Card #3
Fri-Mon	April 3-6	Easter Holiday
Tuesday	May 5	Election Day (no school)
Monday	May 25	Memorial Day Holiday
Thursday	May 28	Teacher Work Day (no students)
Friday	May 29	Last Day of School - 10:00 a.m. Dismissal End of 4th 9 Weeks (45 Days) #180

TCA 49-6-3004(e) and PCSS Board policy 1.800 requires PCSS to maintain a calendar of no less than 200 days that consists of:

- 180 instructional classroom days
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences (Two (2) half days)
- Ten (10) days paid vacation for all certified personnel
- Four (4) discretionary days
- Should Putnam County Schools exceed 13 days stockpiled Inclement Weather Days, make-up days will be designated using the Spring Break week beginning with March 20, 19, etc., as needed.

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

Approval of both the "Agreement to Administer the School Nutrition Program" and the "Local Agriculture Products Compliance Plan" for School Year 24-25, due annually for School Nutrition Programs.

Jennifer Mitchell, SNP Supervisor *jm* 6/12/24
Signature of Person Making Request Date

[Signature]
Signature of Director of Schools Date

received
06-14-24 MT

Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/ SFAs School Year 2024-25

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2024-25 Agreement and Free and Reduced Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

Putnam County Schools 710
[Name of SFA] [SFA Agr #]
System UEI Number: RW73KH7UQAW1 Indirect Cost Rate: 13.65

On behalf of the School Food Authority:

Director of Schools:
Corby R. King _____
[Print] [Signature] [Date]

School Nutrition Program Administrator:
Jennifer Mitchell Jennifer Mitchell 6/13/24
[Print] [Signature] [Date]

On behalf of the Tennessee Department of Education:

State Director, School Nutrition Program:
Joshua Nunnally _____
[Print] [Signature] [Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.

Local Agriculture Products Compliance Plan School Year 2024-25

T.C.A § 49-6-2303-6

Putnam County Schools
[Name of SFA]

710
[SFA Agr #]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

- Make available to our school nutrition program local agriculture products, freshness and transportation cost to be considered
- Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid
- Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

On behalf of the School Food Authority:

Director of Schools:

Corby R. King
[Print]


[Signature]

[Date]

School Board Chairperson:

Kim Cravens
[Print]

[Signature]

[Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.

School Year 2024-25 Agreement to Administer the School Nutrition Program(s)

School Breakfast Program- Child Nutrition Grant (CFDA 10.553)
National School Lunch Program- Child Nutrition Grant (CFDA 10.555)
Seamless Summer Option- Child Nutrition Grant (CFDA 10.555)
Afterschool Snack Program- Child Nutrition Grant (CFDA 10.555)
Special Milk Program- Child Nutrition Grant (CFDA 10.556)

This Agreement ("Agreement") exists to achieve the purposes of: (1) the Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 1751-1760) and regulations governing the National School Lunch Program (7 CFR 210 and 245) and (2) the Child Nutrition Act of 1966, as amended (7 U.S.C. 1771 – 1985), and regulations governing the School Breakfast Program (7 CFR 220 and 245) and (3) the Special Milk Program for Children (7 CFR 215); (4) Public Law 105 – 336 authorizing reimbursement for snacks, (5) Public Law 85-478, as amended authorizing the Seamless Summer Option (formerly known as the Seamless Summer Food Service Program; (6) Public Law 108-265 to amend the National School Lunch Act and Child Nutrition Act of 1966 to provide children with increased access to food and nutrition assistance, to simplify program operations and improve program management; (7) Public Law 111-296 the Healthy, Hunger Free Kids Act of 2010; (8) 2 CFR Part 225 (formerly Office of Management and Budget (OMB) Circular A-87) which stipulates allowable and unallowable expenses in the non-profit School Nutrition Program; (9) Tennessee Code Annotated (T.C.A.) Title 49, Chapter 6, Part 23 governing the operation of the School Nutrition Programs within the state of Tennessee; and (10) State Board of Education rules, regulations, and minimum standards for the operation of the public school system, Chapter 0520-01-06 governing the operation of the School Nutrition Programs within the State of Tennessee.

The Tennessee Department of Education, hereinafter referred to as the "State Agency (SA)," and the School Food Authority (SFA), listed below, hereinafter referred to as the "SFA" agree to comply with the conditions of this Agreement which are based on public laws, regulations, statutes, policies, procedures and best practices that govern the School Nutrition Programs to be operated by the SFA.

The State Agency (SA)

- a. Agrees that to the extent of funds available, it shall reimburse the SFA in connection with meals, snacks and milk served to children in the indicated program(s) in schools, institutions or sites included in the Agreement and/or amended Agreement during the effective period of this Agreement; agrees that during any fiscal year, the amount of reimbursement paid to the SFA for meals and snacks served to children in each school, institution or site shall not exceed the amount equal to the number of meals or snacks by types (free, reduced, paid), served to children, multiplied by the assigned rates;
- b. Agrees that it will supply, in writing or electronically, to the SFA's School Nutrition Program Administrator, all changes, additions and deletions to federal and state regulations and policies of the Tennessee Department of Education and State Board of Education that govern the operation of the programs;
- c. Will operate in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability;
- d. Reserves the right to disallow any claim for reimbursement, to withhold School Nutrition funds and/or to recover any School Nutrition funds which are used in a manner that is not in accordance with federal and state laws and regulations or the terms of this Agreement;
- e. Shall execute this Agreement.

The School Food Authority (SFA)

- a. Application. An official of an SFA shall make written application to the State Agency (SA) for any school in which it desires to operate the Program. Applications shall provide the State Agency (SA) with sufficient information to determine eligibility. The SFA shall also submit for approval a Free and Reduced Price Policy Statement in accordance with part 245 of Chapter 7 of the Code of Federal Regulations.
- b. Agreement. The Parties establish this Agreement, as each SFA approved to participate in the program is required under 7 CFR 210.9 to enter into a written agreement with the State Agency (SA) that may be amended as necessary. Nothing in the preceding sentence shall be construed to limit the ability of the State Agency (SA) to suspend or terminate this Agreement in accordance with 7 CFR 210.25. The SFA and participating schools under its jurisdiction, shall comply with all provisions of 7 CFR parts 210, 215, 220 and 245. This Agreement shall provide that each SFA shall, with respect to participating schools under its jurisdiction:
 1. Maintain a nonprofit school nutrition program and observe the requirements for and limitations on the use of nonprofit school nutrition program revenues set forth in 7 CFR 210.14 and limitations on any competitive school food service as set forth in 7 CFR 210.11 and T.C.A. § 49-6-2307;
 2. Limit its net cash resources in the School Nutrition Program to an amount that does not exceed three (3) months average expenditures for its nonprofit School Nutrition Program or such

other amount as may be approved by the SA in accordance with 7 CFR 210.19 (a); agrees that indirect costs may be recovered from the School Nutrition Program only from a reserve fund that exceeds three (3) months' operating expenses as outlined in T.C.A. § 49-6- 2305 Reserve Fund;

3. Maintain a system of financial accounting as prescribed under 7 CFR 210.14, 220.13 and 225;
4. Comply with uniform administrative requirements, cost principles, and audit requirements of federal awards in 2 CFR part 200 as applicable;
5. Serve meals, during meal periods, which meet the requirements for food components and dietary standards as prescribed in 7 CFR 210.10 and 220.8;
6. Price meals as a unit;
7. Serve meals free or at a reduced price to all children who are determined by the local educational agency to be eligible for such meals under 7 CFR part 245;
8. Comply with the requirements of Provision 2, the Community Eligibility Provision, and reimbursement alternatives if applicable.
9. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals served to eligible children in accordance with 7 CFR parts 210 and 220. Agree that the SFA official who electronically signs the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR 210.8 and 220.9 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the withholding of payments, suspension or termination of the program as specified in 7 CFR regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity the penalty specified in 7 CFR 210.26 and 220.19 shall apply;
10. Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency (SA);
11. Submit claims for reimbursement in accordance with 7 CFR 210.8 and 220.11;
12. Comply with the requirements of the United States Department of Agriculture regulations regarding nondiscrimination (7 CFR parts 15, 15a, 15b);
13. Not discriminate against any child because of his or her eligibility for free or reduced price meals in accordance with the approved Free and Reduced Price Policy Statement;

The program applicant hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);

- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency. (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Part 35, 42, and 50.3);
- ix. Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the



14. Enter into an agreement with United States Department of Agriculture to receive donated foods as required by 7 CFR part 250;
15. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations, and comply with the food safety requirements of § 210.13 and 220.13;
16. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the United States Department of Agriculture;
17. Maintain necessary facilities for storing, preparing and serving food;
18. Upon request, make all accounts and records pertaining to its school food service available to the State Agency (SA) and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit;
19. Maintain files of currently approved and denied free and reduced price applications, which must be readily retrievable by school.
20. Maintain files of the names of children currently approved for free meals through direct certification with the supporting documentation, as specified in 7 CFR 245.6(b)(5) of Chapter 7 of the Code of Federal Regulations which must be readily retrievable by school. Documentation for direct certification must include information obtained directly from the appropriate state or local agency, or other appropriate individual, as specified by FNS, that:
 - i. A child in the Family, as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations, is receiving benefits from SNAP, FDPIR or TANF, as defined in § 245.2 of this chapter; if one child is receiving such benefits, all children in that family are considered to be directly certified;
 - ii. The child is a homeless child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
 - iii. The child is a runaway child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
 - iv. The child is a migrant child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations; or
 - v. The child is a Head Start child as defined in § 245.2 of Chapter 7 of the Code of Federal

Regulations.

21. Retain the individual applications for free and reduced price meals and meal supplements submitted by families for a period of 3 years after the end of the fiscal year to which they pertain or as otherwise specified under paragraph (b)(17) of 7 CFR 245.2.
 22. No later than December 31 of each year provide the State Agency (SA) with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals as of the last operating day the preceding October. In addition, each SFA shall provide, when available for the schools under its jurisdiction, and upon the request of a sponsoring organization of day care homes of the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced price meals.
- c. Afterschool care requirements. Those SFAs with eligible schools (as defined in 7 CFR 210.10(n)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to:
1. Serve meal supplements which meet the minimum requirements prescribed in 7 CFR 210.10;
 2. Price the meal supplement as a unit;
 3. Serve meal supplements free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced price school meals under 7 CFR part 245;
 4. If charging for meals, the charge for a reduced price meal supplement shall not exceed 15 cents;
 5. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
 6. Claim reimbursement for no more than one meal supplement per child per day;
 7. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care program operating year round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter; and
 8. Agree to provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity; and
 9. Comply with all requirements of 7 CFR 210, except that, claims for reimbursement need not be based on "point of service" meal supplement counts (as required by 7 CFR 210.9(b)(9)).
- d. Seamless Summer Option (SSO). Those SFAs with eligible schools that elect to serve meals and

meal supplements with the seamless summer option, shall agree to:

1. feed children in low-income areas during the summer months (or during extended breaks of a year-round school schedule). The National School Lunch Act at 42 USC 1761(a)(8) allows public and non-profit school food authorities/ Local Educational agency (SFA/LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to operate the Seamless Summer Option. The SFA/LEA will follow requirements, where applicable, in the NSLP and SBP regulations at 7 CFR Parts 210, 220 and 225 for this option.
2. apply with the location and description of the option site, percentage of Free/Reduced price meals, type of site and method of advertisement;
3. adhere to the special provisions of the Seamless Summer Option, which are described in the following sections(4-23)
4. demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites;
5. follow SSO policy (established in the body of regulations, instructions, handbooks, and other written guidance) to choose SSO sites.
6. Restricted Open Site is an open site initially (open to all children through age 18 in the community), but later restricted by the district for security, safety or control reasons;
7. Closed enrolled a site of which is open to only enrolled children, as opposed to the community at large, which at least 50 percent of enrolled children at the site are eligible for free or reduced-price school meals under National School Lunch Program and School Breakfast Program, as determined by approval of application in accordance with [7 CFR 225.15\(f\)](#), or on the basis of documentation the site meets the definition of "Areas in which poor economic conditions exist, referred to as area eligible.
8. the SFA will not claim any meals under the seamless option at any site without receiving prior approval from the State Agency(SA);
9. all persons meeting the definition of Children in the Summer Food Service Program (SFSP) federal regulations at 7 CFR 225.2 are eligible to participate. This includes all persons in the community who are 18 years of age and under and (as defined at 7 CFR 225.2) those persons over age 18 who meet the State Agency (SA) definition of mentally or physically disabled persons;
10. the SFA/LEA will follow NSLP meal service requirements for lunch or snacks (7 CFR 210.10) and SBP meal service requirements (7 CFR 220.8) for breakfast. With State Agency (SA) approval, the SFA/LEA may serve a supper meal, using applicable NSLP meal service requirements for lunches.
11. meals will be counted at the point of service.

12. second meals are not reimbursable and may not be claimed.
 13. production and menu records will be maintained that show compliance with meal requirements;
 14. the designated lunch period will be between the hours of 10 a.m. and 2 p.m., unless otherwise exempted by FNS (such as supper service that would not occur during these hours).
 15. the SFA/LEA may allow “offer versus serve” meals at SSO sites.
 16. Off-site consumption of meals shall not be allowed, except as part of an authorized scheduled event, such as a planned field trip, or if the site is approved to operate non-congregate operating in rural areas.
 17. the number and types of meals will comply with to SFSP requirements at 7 CFR 225.16(b), as described below in sections #18-23.
 18. All sites except camps or migrant sites: With State Agency (SA) approval, the SFA/LEA may serve up to two meals at all sites. Meal service may include breakfast, lunch, snack, or supper. The SFA/LEA may not claim both lunch and supper meals at the same site on the same day.
 19. there will be no charge for meals served to eligible participants.
 20. meals at all approved SSO sites, except camps, will be served free to all children in accordance with 7 CFR 225.6(e)(4) of the SFSP regulations.
 21. the SFA/LEA may claim meals at the “free” rates prescribed by USDA for the NSLP (including snacks) and the SBP. Supper meals, if permitted by the State Agency (SA), may be claimed at the free rate for NSLP lunches. All lunches and suppers served under this amendment will receive the standard commodity support rate available for the NSLP. SSO sites that qualify for the severe need breakfast rate will continue to receive this differential.
 22. on the monthly claim filed with the State Agency (SA), the SFA/LEA must identify meals served at SSO sites separately from other NSLP or SBP meals served at other sites.
 23. the SFA/LEA will review the meal counting, claiming, and meal pattern compliance within the three (3) weeks of starting operations for all sites that are newly approved to operate the Seamless Summer Feeding Option or that are operated by non-SFA/LEA personnel.
- e. The Fresh Fruit and Vegetable Program (FFVP) allows selected schools to receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. The following conditions must be met:
1. these fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day;
 2. all schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables;

3. schools with the highest free and reduced price enrollment will be selected;
4. yearly training with any updates shall be available to all FFVP schools;
5. selected schools must meet the following criteria: be an elementary school, represent the highest percentage of students certified for free and reduced price benefits, participate in the NSLP, complete an annual application and/or update for the FFVP;
6. a per-student allocation of \$50-\$75 per year will be made;
7. provide a serving of fruit or vegetable only to teachers who are directly responsible for serving the fruit or vegetable;
8. submit a monthly claim for reimbursement;
9. may use no more than 10% of your school's total grant for administrative costs;
10. receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your schools.

The SA and the SFA mutually agree that:

- a. Schools or sites may be added or deleted by amending this Agreement as the need arises and references herein to schools or sites within the SFA shall be deemed to include all schools or sites as added through the Site Application.
- b. Both shall cooperate with USDA officials and contractors conducting evaluations and research in the School Nutrition Programs.
- c. For the purpose of this Agreement, the following terms will mean respectively:
 1. *Adult*: means a person who is (1) a staff member or employee of a school, including all faculty, supervisory and other personnel and (2) not under 21 chronological years of age in non-profit Residential Child Care Institutions (RCCIs) and (3) not a student of high school grade or under as determined by the state education agency in schools as defined in 7 CFR 210.2;
 2. *Child*: means (a) a student of high school grade or under as determined by the state education agency, who is enrolled in an educational unit of high school grade or under as described in paragraph (a) and (b) of the definition *school* including students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of school or (c) for purposes of reimbursement for meal supplements served in after school care programs, an individual enrolled in an after school care program operated by an eligible school who is twelve (12) years of age or under or in the case of migrant workers and children with disabilities, not more than eighteen (18) years of age or under;

3. *Meals*: means food served at a school under the indicated programs which meets the applicable nutritional requirements set forth in the regulations and policies; *Meals* include breakfast, lunch or snack;
 4. *Non-profit School Nutrition Program*: means meal service operated by the SFA for the benefit of children, all of the income from which is used solely for the operation or improvement of such meal service and for no other purpose;
 5. *School*: (a) an educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or non-profit private ownership in a single building or complex of buildings; (b) any public or non-profit private classes of pre-primary grade when they are conducted in the aforementioned schools; or (c) any public or non-profit, private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of the government, with the exception of residential summer camps, which participate in the Summer Food Service Program for Children, Job-corps Centers funded by the Department of Labor, and private foster homes; the term "Residential Child Care Institution" includes, but is not limited to: homes for the mentally, emotionally, or physically impaired, and unmarried mothers and their infants; group homes; half-way houses; orphanages; temporary shelters for abused children and for runaway children; long term care facilities for chronically ill children; and juvenile detention centers; a long term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for thirty (30) days or more;
 6. *School food authority*: means the governing body which is responsible for the administration of one or more schools, institutions or sites, and which has the legal authority to operate the NSLP, the SBP, the SMP, the SSO and/or the ASSP therein.
- d. This Agreement is effective for the programs as approved in the electronic application for the period commencing July 1 and ending the following June 30; the Agreement will be permanent for each school year thereafter unless legislation changes and new requirements are added and/or deleted. This must be signed by the Director of Schools and maintained at the SFA level. Approval in the Tennessee: Meals, Accounting, and Claiming (TMAC) system will be made as soon as SFAs submit the appropriate information through the TMAC system.
 - e. The SFA/LEA shall comply with all requirements of 7 CFR 245.6(f) when disclosing students' free and reduced price eligibility status without parental consent. This includes the requirement that SFAs/LEAs may only disclose such information to persons determined to be "directly connected" with the administration or enforcement of a federal education program, state education program, state health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity. Eligibility information shall not be made generally available to all school officials. Only individuals with a legitimate "need to know" to provide a service or carry out an authorized activity may access or use eligibility information. Teachers, guidance counselors, principals, or other school officials who are not providing assistance under the appropriate statutory or regulatory requirements

cannot have access to eligibility information. The SFA/LEA is responsible for determining whether it is legally permissible and appropriate for an individual to have access to and/or disclose students' free and reduced price eligibility information.

- f. State agencies, SFAs/LEAs, and schools must also ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of federal or state program or activity. Online data systems shall have a masking or de-identification capability to prevent unauthorized access to free and reduced price eligibility status.
- g. The State Agency (SA) may withhold Federal School Nutrition funds from the SFA when there is evidence of material non-compliance with the terms and conditions of this Agreement; the State Agency (SA) may also withhold Federal School Nutrition funds for failure of the SFA to take corrective action within sixty (60) days of notification of non-compliance as a result of a USDA mandated review, an Additional Administrative Review (AAR) or Technical Assistance (TA) Review; the State Agency (SA) may terminate this Agreement with the SFA immediately upon receipt of evidence that the terms and conditions of this Agreement or any of the regulations specified herein have not been fully complied with the SFA; any termination of the Agreement by the State Agency (SA) shall be in accordance with applicable laws and regulations.
- h. The terms of this Agreement shall not be modified or changed in any way other than by written amendment, agreed to in writing by both parties hereto.

Policy Statement for Providing Free and Reduced Price Meals to Students

This document is part of the Agreement between the SFA and the SA to administer the School Nutrition Programs.

The SFA accepts responsibility for providing **free and reduced price meals and/or free milk and afterschool snacks** to eligible children in the schools under its jurisdiction.

The SFA assures the Tennessee Department of Education that the school district will uniformly implement the following policies to administer the program(s) in schools under its jurisdiction. In fulfilling these responsibilities, the SFA agrees to the following provisions:

- A. Serve meals free to children from households whose income is at or below the free meal eligibility scale listed in the current income eligibility guidelines, or whose participation in SNAP (formerly Food Stamp Program) or Families First also called Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) qualifies them for direct certification for free meals, or whose migrant, homeless, runaway or foster child status or other federally-approved status as described in a policy memorandum issued by the United States Department of Agriculture, entitles them for categorical eligibility for free meals;
- B. Serve meals at a reduced price to children from households whose income is at or below the reduced price meal eligibility scale listed in the current income eligibility guidelines and/or use other available resources for the student co-pay for reduced price breakfast meals (\$.30 per meal) or paid meals to serve breakfast meals at no charge to students who are eligible for reduced price meals or paid meals;
- C. Set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. Reduced price charges for lunch shall be set at \$.40 or less, reduced price breakfast shall be served free of charge to qualifying students using the state allocation provided under Session Law 21-345 or at \$.30 or less and reduced price snacks shall be served at \$.15 or less;
- D. Ensure food is not used as a means of rewarding or punishing students for any purpose;
- E. Ensure no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price. The names of children eligible to receive free or reduced price meals shall not be distributed, published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets, identification numbers or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
 - 1. Work for their meals;

2. Use separate dining room areas;
 3. Go through a separate serving line;
 4. Enter the dining room through a separate entrance;
 5. Eat meals at a different time;
 6. Eat a meal different from the one sold to children paying the full price.
- F. Operate the School Nutrition Programs so that no child shall be discriminated against on the basis of race, color, national origin, sex, age, or disability.
- G. Authorize the School Nutrition Administrator/Designee to serve as the Determining Official for the LEA; the Determining Official shall determine student's meal eligibility status based on the 2023-2024 eligibility guidelines. This official agrees that information on the application will be used to determine the child's eligibility for only those benefits designated by the parent/guardian. The determining official is also authorized to make decisions about extending school meal benefits to students residing in households where other students are directly certified for free meals and who are subsequently eligible to receive them based USDA guidance. (Note: The Determining Official may not serve as the Hearing Official. See Item K.)
- H. Develop and make available to each child's parent or guardian, a letter as outlined herein, including a household application for free or reduced price meals, at the beginning of each school year. The school system must develop a procedure and keep it on file for disseminating applications (school packets, email, website, or combination, etc.). This procedure must define if applications will be paper or electronic and how they will be returned. Parents will be responsible for completing a household application and returning it to the school or Board of Education for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the school year to which they pertain. Applications are effective for one year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be provided an application for meal benefits. If a child transfers from one school to another under the jurisdiction of the LEA, his eligibility for free or reduced price meal will be transferred to, and honored by, the receiving school. Parents or guardians will be notified, within 10 working days, of the acceptance or denial of their applications. Children will be served meals immediately upon the submission of a complete application; children whose applications are approved for free meal benefits shall not incur charges during the application processing period.

Use data from the state agency's Direct Certification Technology System to issue meal benefits to students who are directly certified for free meals and to notify the students' households of free meal benefits and allow the household the opportunity to decline free meal benefits should they choose to do so.

Public Law 111-296 allows certification of a foster child for free meals, without application, if the local educational agency or other child nutrition program institution obtains documentation from an

appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court. The foster child is categorically eligible and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced price meals based on household size and income.

In processing the application, the LEA would certify the foster child for free meals, and then make an eligibility determination for the remainder of the household based on the household's income (including personal income earned by the foster child) or other categorical eligibility information reported on the application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. The presence of a foster child in the household does not convey eligibility for free meals to all children in the household in the same manner as FNS, Temporary Assistance for Needy Families (TANF), Food Distribution Program.

When an application is denied, parents or guardians will be provided written notification in a language that parents and guardians can understand, to the extent practicable, which shall include the following:

1. Reason for the denial of benefits, (for example: income in excess of allowable limits or incomplete application).
 2. Notification of the right to appeal the denial of benefits.
 3. Specific instructions on how to appeal.
 4. Statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year. (Note: The reasons for ineligibility shall be properly documented and retained on file at the LEA level.)
- I. Select and verify by November 15 the eligibility of a sample of the approved free and reduced price applications on file as of October 1. The SFA further agrees to maintain the following records relative to verification for a period of three (3) years:
1. Total number of applications on file as of October 1st.
 2. Documentation of the sample selection.
 3. Summary of all verification activities and outcomes.
- J. Conduct a second party review of applications to ensure the applications are complete and benefits are accurately issued if a computerized system is not used.
- K. Identify individuals within the district who are authorized to serve as liaisons in the following areas:

- Migrant
- Homeless/Runaway
- HeadStart
- Even Start
- FosterChild

These liaisons will be authorized to provide official, accurate information to the SFA's determining official for the purpose of determining categorical eligibility for students who meet pre-established criteria.

- L. Designate a Hearing Official to establish and use a fair hearing procedure under which:
1. A household can appeal a decision made on the original application.
 2. A household can appeal an adverse action made because of verification of an application.
 3. The SFA can challenge the continued eligibility of any child. During the appeal and hearing, the child who was determined to be eligible based on the application submitted will continue to receive free or reduced price meals or free milk.

The Hearing Official must be someone not involved in the original eligibility determination. It is suggested that the Hearing Official hold a position at a higher administrative level than that of the Determining Official.

Hearing Procedure

Prior to initiating the hearing procedure, the school official, the parent(s) or the guardian may request a conference to provide an opportunity for the parent(s)/guardian(s) and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The designated hearing official shall ensure that the hearing procedure provides the following for both the household and the LEA:

1. A publicly- announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents, and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;

5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
 6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(s);
 7. That the hearing will be conducted, and the decision be made by an official who did not participate in the decision under appeal (or any previous conference);
 8. That the decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
 9. That the parties concerned, and any designated representative thereof be notified in writing of the decision;
 10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision; and,
 11. That such written record must be retained for a period of three (3) years after the close of the school year to which it pertains; these records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- M. Submit a public/press release annually to notify the public of the process for applying for free and reduced price meal benefits or maintain a copy of the press release from the state which is issued statewide. At such time during the course of the year the LEA is informed of major employers contemplating or experiencing large layoffs, or other conditions that would result in loss of income to households, the LEA will provide specific information about applying for free or reduced price school meal benefits to employees whose children may be enrolled in the LEA. In addition, the LEA agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.
- N. Establish a written procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced price, and full price and alternate meals served. The procedure described will be used so that no other child in the school will be aware of such procedure or the identity of the children receiving free or reduced price meals or free milk.
- O. Submit to the Tennessee Department of Education, School Nutrition Program, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0389, any revisions to the administrative procedures outlined in this policy statement before implementation. Such changes will be effective only upon approval by the department. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.



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) N/A

Backup included

Backup to follow

Consider approval of the following for the June 27th, 2024 BOE meeting:

Student Teacher Partnership Agreement between the Western Governors University and the Putnam County School System effective 7/1/24 - 6/30/25.

Judy Schinbeckler 5-29-24
Signature of Person Making Request Date

[Signature] _____
Signature of Director of Schools Date





Schinbeckler, Judy <schinbecklej@pcsstn.com>

Putnam County School System- Cookeville, TN- WGU TN DOE SRPA 2024-25

1 message

Amy Warren <amy.warren@wgu.edu>
To: "Schinbeckler, Judy" <schinbecklej@pcsstn.com>

Tue, May 28, 2024 at 12:51 PM

Hi Judy,

I hope you are doing well. It's that time of year again and I am reaching out today to initiate the process of renewing the TN State-Recognized Partnership Agreement (SRPA) so we can continue to place students this next year. Please review the attached document and provide the following:

- LEA Contact - Name, Title, Email and Phone number
- LEA Director of Schools - Name and Title
- Signature by the Director of Schools and the date signed
- Notice Purpose (Page 9)

When this has been completed, please reply by email, and include the signed completed agreement. We will have it signed and return a copy for your records.

We look forward to our continued relationship in training future educators in Tennessee.

Amy Warren

Field Experience Outreach Relationship Specialist

WGU School of Education

Western Governors Universityamy.warren@wgu.edu

385-428-9541



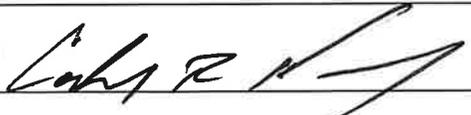
Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	Western Governors University
Local Education Agency (LEA)	Putnam County School System
Academic Year of Agreement	1 September 2024 - 31 August 2025

EPP Contact/Designee	
Name: Amy Warren	Title: Field Experience Outreach Relationship Specialist
Email: amy.warren@wgu.edu	Phone Number: 385-428-9541

LEA Contact/Designee	
Name: Judy Schinbeckler	Title: Educator Support Supervisor
Email: schinbecklej@pcsstn.com	Phone Number: 931-526-9777

Certification (signatures verify partnership)	
EPP Head Administrator: Jennifer Doshier	Title: Director, Clinical Experience, School of Education
Signature:	Date:

LEA Head Administrator: Mr. Corby King	Title: Director of Schools
Signature: 	Date:

**Prompt
1**

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. *NOTE: Responses should not exceed one page per prompt.*

General Candidate Selection and Support

Educator candidates are admitted to WGU followed by formal admission to the TC and the educator preparation program. During the program candidates receive guidance and support to ensure professional success after graduation.

WGU General Admission Requirements

WGU focuses on student success by identifying students who are most likely to thrive in WGU's learning environment. To be admitted into WGU undergraduate programs applicants must:

- Have earned a high school diploma or GED
- Submit official transcripts of all prior academic work completed at community colleges, colleges, or universities attended.
- Meet any program-specific admissions requirements (see below).
- Interview with a WGU Enrollment Counselor to determine "fit" with WGU's expectations

WGU general admission requirements and policies appear on the website at www.wgu.edu/admissions/requirements. Candidate Recruitment, Selection, and Monitoring, provides a synopsis of this admission process. WGU uses a three-part screening strategy to ensure that admitted students have a higher likelihood of success in the WGU learning environment. This assessment is required for any applicant to the TC who does not submit a transcript verifying completion of at least an associate degree. In addition, to guide the admission of students into its programs, WGU employs a predictive admissions model to assess the likelihood of success for each student, based primarily on their prior academic experience in conjunction with the results of the readiness assessment.

TC Formal Program Admission

Students are accepted into TC programs upon successful completion of basic skills and content exams, background check, dispositional assessment, and competencies in program-specific courses. Formal admission into the program provides access to the Preclinical Experience (PCE). In preparation for student teaching, candidates complete PCE designed to introduce them to the classroom through a series of activities, including observations and lesson planning.

See agreement below for further information

**Prompt
2**

Describe the design and implementation of clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on pre-k-12 students (For instructional leader programs, ensure how clinical experiences allow opportunities for candidates to practice applications of content knowledge and skills.). *NOTE: Responses should not exceed one page per prompt.*

Clinical educators support teacher candidates throughout clinical experiences and play key roles in the quality of the experience. WGU has collaborated with the school district to implement processes for the selection, training, and support of clinical educators.

Selection

Clinical educators provide regular, detailed feedback to candidates during the clinical experience: Clinical Supervisors (CSs), hired by WGU, and mentor teachers, selected by the school district, based upon qualifications from Tennessee Educator Preparation Policy 5.504, WGU and the school district.

The CS serves as advisor, observer, and assessor throughout the candidate's experience. The CS must meet the following qualifications:

- Master's degree in education preferred, minimum of a bachelor's degree in education
- 5-years of teaching and/or education administration experience
- Knowledgeable in current teaching strategies
- Comfortable in using technology to enhance teaching
- Comfortable with virtual settings

The mentor teacher is the cooperating teacher in the school who hosts the candidate.

WGU additional qualifications:

- 5-years of experience preferred
- Models WGU ethical considerations
- Demonstrated competence with technology

Training

WGU provides training for clinical educators. The Clinical Experience Liaison Team (CEL) conducts training, tracks completion of training, and creates all support resources.

Clinical Supervisors. Must attend orientation prior to each cohort, which provides training information, expectations, and informs when and where to go for support.

Mentor Teachers. WGU provides training and support to effectively guide, collaborate, and support the teacher candidate. Prior to the clinical experience, a welcome email is sent including a links to the Mentor Teacher Training Webinar, the Online Mentor Teacher Folder, and the Mentor Teacher Training and Support Site.

Support Resources

CEL maintains support sites for CSs and mentor teachers that serve as resources after orientation and houses all training materials. They contain all information CSs and mentor teachers need to complete their duties, including policies, procedures, and expectations concerning CS and mentor teacher quality and job duties; support for our candidates; how to work with adult learners; pacing during demonstration teaching, etc.

CEL implemented outreach programs for CSs and mentor teachers to increase communication, training, support, and to help build a sense of community. Emails are sent to provide just-in-time support throughout the cohort. These short but impactful outreach efforts include updates, timely reminders, tips, and trainings to assist the CS/mentor teacher continue to support candidates, and inspirational stories about our students.

Evaluation and Retention

The WGU Clinical Partner Survey provides a 360-degree evaluation of how well Teachers College programs prepare and support candidates during demonstration teaching. Perspectives from the mentor teacher, CS, principals, and candidates provide evidence of the quality of candidate performance, program preparation, and support mechanisms during demonstration teaching. Individual feedback will be shared with the appropriate clinical educators.

See agreement below for further information

CLINICAL EXPERIENCE AGREEMENT

This Clinical Experience Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (University or WGU), and Putnam County School System (District), and is effective as of the date of the last signature below (Effective Date).

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). University Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). University represents that each teacher/principal Candidate assigned to District for Student Teaching/Practicum is validly enrolled in an approved University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* will have the following meanings:

- Candidate refers to a student enrolled in a University program leading to an education degree.
- Mentor Teacher refers to a District employee who is the contracted teacher in the classroom to which the Candidate is assigned.
- Clinical Supervisor refers to a qualified individual who will supervise and complete observations and evaluations.
- Advanced Programs refers to University programs that are designed for licensed teachers to earn an endorsement or certification.
- Preclinical Experience refers to the active participation by a Candidate in a wide range of in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching.
- Student Teaching refers to the active participation by a teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and/or Clinical Supervisor.
- Practicum refers to the University Clinical Experience requirements for licensed teachers in an advanced endorsement program. Practicum length can range from 10 days to 12 months, depending on program and state requirements.
- Clinical Experience refers collectively to the Preclinical Experience and Student Teaching and/or Practicum.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers/principals, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. The school administrator and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. Mutually Beneficial Activities. The parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. Provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's [Employer Recruiting & Guidelines](#).
 - As possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District staff will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
5. University may invite District staff to participate in a focus group to:
 - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors; criteria for selection of Mentor Teachers and Clinical Supervisors; and curriculum development;
 - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
 - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to student outcomes and Candidate performance.

D. Recordings. District recognizes that University requires its Candidates to video record in the classroom for evaluation purposes and agrees to permit video recording consistent with the conditions set forth in **Exhibit A** (Video Recordings).

E. Mentor Teacher Standards. District, with the input of University, will provide the teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

- Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
- Has: (i) a minimum of three (3) years of content area teaching experience (five (5) years preferred), with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) strong evaluations.
- Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
- Successfully and with positive impact mentored student teachers, colleagues, and/or other adults.
- Competently uses technology for communicating via email and completing online evaluation forms.
- Will demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
 - All individuals can learn
 - Communication
 - Belonging
 - Integrity

- Empathy
- Growth Mindset
- Professionalism
- Intellectual courage

- Complete University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
- *For California Districts Only:* As required by the California Commission on Teacher Credentialing (CTC) Program Sponsor Alert (PSA) 19–05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)–hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content–specific pedagogy and instructional practices.

F. Clinical Supervisor Standards. A University Clinical Supervisor provides guidance, support, on-site assistance, assessment and feedback to a teacher Candidate throughout the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Ability to successfully complete a background clearance, if requested.
6. District and principal approval (if a District employee).
7. Ability to consistently demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
 - All individuals can learn
 - Belonging
 - Empathy
 - Growth Mindset
 - Communication
 - Integrity
 - Professionalism
 - Intellectual courage

G. University Responsibilities. University will:

- Select qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
- Provide Mentor Teacher with compensation for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required Mentor Teacher training.
- Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
- Require Candidates to have a fully cleared background check acceptable to District prior to participating in Clinical Experience activities.
- Where required by state regulation or District policy, ensure Candidates have a current tuberculosis (TB) risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
- Provide opportunities for feedback regarding improvement of University Candidate preparation.

- Provide professional development training to Mentor Teachers regarding University processes and procedures.
- Maintain an online site for support, resources, and training for Mentor Teachers.
- Facilitate a cohort seminar in which teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.
- Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

H. District Responsibilities. District, or school administrator, will:

- Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Field Placement Team.
- Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
- Where applicable and where a Teacher Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Student Teaching.
- University utilizes video recordings for both observations and teacher performance assessments. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs. (See **Exhibit A** for details regarding video recordings.)
- Notify University about any changes to District policies (e.g., COVID and other healthcare policies).
- Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
- Through the involvement of the Mentor Teacher and/or school administrator, participate with the Clinical Supervisor and teacher Candidates in two evaluations: one mid-way through Student Teaching, and a final evaluation at the end of Student Teaching. University shall be responsible for the format of evaluations.
 - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership, English Language Learning, and Master of Special Education.
- Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
- Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
- Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
- Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
- Adhere to any then-applicable state requirements related to training/professional development.

- *For California Districts Only.* Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)–hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content–specific pedagogy and instructional practices (as required by the CTC).

I. Advanced Programs Practicum. The following additional requirements apply to Advanced Programs Practicum:

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own classroom using a qualified individual within their school as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate will:
 - have a relationship with the school and arrange placement by obtaining District approval.
 - secure his/her own Clinical Supervisor, subject to approval of University's Field Experience team to ensure the Clinical Supervisor meets program requirements.
 - provide a valid background clearance, liability insurance, and teaching license.
 - comply with any other applicable District requirements.
3. Evaluations of Candidates are as follows:
 - Educational Leadership – 4 total (2 evaluations during the first Practicum course, and 2 during the second Practicum course)
 - English Language Learning – 3 total (2 observations and 1 final evaluation)

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a “school official” with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student’s parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on 9/1/2024 and shall continue through 8/31/2025, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. Right to Accept or Terminate a Placement. District may refuse to accept for placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not

meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University in writing and state the reasons for such decision.

4. Insurance.

- University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
- Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.

5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. No Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.

6. Non-Discrimination. Each party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.

7. Entire Agreement. This Agreement represents the entire understanding between the parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both parties.

For notice purposes:

Attn: General Counsel
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: legal@wgu.edu

For notice purposes:

Email:

Exhibit A Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of video recordings of themselves teaching in the classroom and of real artifacts (such as lesson plans, video, and student work samples). Recordings provide an avenue to evaluate performance and determine competency.
2. Clinical observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

Teacher Candidate Guidelines for Video Recordings

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.

EXHIBIT
VF 13 & 14
06-27-24



Putnam County Board of Education Agenda Request

(Data Share Agreements)

Date 6/17/24

Department Data and Testing

Person Submitting Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included: Flashlight Learning / Ellevation (Curriculum Associates):
Data Share Agreements

Backup to follow:

Consider Approval of:

VF13

Data Sharing Agreement in order for Putnam County Schools and Curriculum Associates to provide iReady Math and Reading student data (including assessment, instruction, demographic, and class schedule information) to Ellevation Education.

VF14

Data Sharing Agreement in order for Putnam County Schools and Flashlight Learning to provide progress monitoring student data (including assessment, instruction, demographic, and class schedule information) to Curriculum Associates (Ellevation).

received
06-17-24 MF *Ch*



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: _____

EXHIBIT
VF 13 & 14
06-27-24
tabbles



Putnam County Board of Education Agenda Request

(Data Share Agreements)

Date 6/17/24

Department Data and Testing

Person Submitting Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included: Flashlight Learning / Ellevation (Curriculum Associates):
Data Share Agreements

Backup to follow:

Consider Approval of:

VF13

Data Sharing Agreement in order for Putnam County Schools and Curriculum Associates to provide iReady Math and Reading student data (including assessment, instruction, demographic, and class schedule information) to Ellevation Education.

VF14

Data Sharing Agreement in order for Putnam County Schools and Flashlight Learning to provide progress monitoring student data (including assessment, instruction, demographic, and class schedule information) to Curriculum Associates (Ellevation).

received
06-17-24 MF *CS*



Indispensable Tools for Today's ELL Professionals

DATA SHARING CONSENT FORM

Putnam County School District ("District") has requested that Flashlight Learning an authorized contractor of District ("Flashlight Learning"), share certain student data with Curriculum Associates, LLC, owner of the Ellevation platform ("Ellevation"), another authorized contractor of District. Accordingly, District hereby acknowledges and agrees to the following:

1. Both Flashlight Learning and Ellevation are authorized contractors of the District and are entitled to receive District Student Data from the District in connection with the provision of educational services to the District. Flashlight Learning and Ellevation have each previously been designated as a "School Official" with "legitimate educational interests" pursuant to the Family Educational Rights and Privacy Action, 20 U.S.C. §1232(g) and its regulations (34 C.F.R. Part 99) (collectively, "FERPA") for purposes of performing the contracted-for educational services and agree to use the District Student Data only for the purpose of fulfilling its duties under their respective agreements with the District.
2. District shall provide Ellevation with credentials to access, and hereby authorizes Ellevation to use such credentials to access, District Student Data in the possession of Flashlight Learning. District hereby consents to the provision of District Student Data to Ellevation by Flashlight Learning solely through Ellevation's use of the credentials provided to it by the District.
3. Ellevation shall be responsible for School District Data that is in its possession or control and shall comply with its obligations pursuant to FERPA as well as in accordance with the terms and conditions of the applicable commercial between Ellevation and the District, as well as Ellevation's security policies.
4. Both Flashlight Learning and Ellevation operate independently and therefore Ellevation has no responsibility for, or control over, School District Data that is in the possession of Flashlight Learning. Accordingly, Ellevation shall have no liability for any unauthorized disclosures of School District Data, corruption of School District Data, or data security breaches that occur as a result of the actions or inactions of Flashlight Learning.
5. Both Flashlight Learning and Ellevation operate independently and therefore Flashlight Learning has no responsibility for, or control over, School District Data that is in the possession of Ellevation. Accordingly, Flashlight Learning shall have no liability for any unauthorized disclosures of School District Data, corruption of School District Data, or data security breaches that occur as a result of the actions or inactions of Ellevation.
6. For purposes of this Agreement, "District Student Data" shall mean the following data, which shall be shared with Ellevation by Flashlight Learning.

- *Assessment data to be shared*



PCSS Board Agenda Request

Date: May 13, 2024

Department: VITAL-Teaching and Learning

Person Submitting: Sam Brooks

Account Number (if appropriate) 141-71100-399-01501

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to, ~~once again,~~ enter into an agreement with Volunteer State Community College, Gallatin, TN to provide dual enrollment and middle college courses for the Fall 2024-Spring 2025 school year, per student needs. To be paid from VITAL: 141-71100-399-01501.

received
06-19-24 MT

Amendment to Dual Enrollment Agreement for Community Colleges
Between
Volunteer State Community College
and
Putnam County School System
(TBR Contract Number 111119)

This Amendment to the Dual Enrollment Agreement (this “Amendment”) is made and entered into by and between Volunteer State Community College (“Institution”) and Putnam County School System (“High School”) in order to amend the terms of the Dual Enrollment Agreement effective August 1, 2022 (the “Agreement”).

WHEREAS, Institution and High School desire to amend the Agreement as set forth in this Amendment.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Middle College Program. The parties have agreed to add a Middle College Program to the Dual Enrollment Agreement. Accordingly, the follow provisions are added to the end of Section D:

E. Middle College Program:

E.1 Notwithstanding anything to the contrary in this Agreement, the following provisions shall apply to the operation of the Putnam County Middle College (“PCMC”). The PCMC makes it possible for high school students to have a more independent learning environment with unique features. Individual responsibility and student ownership are hallmarks of PCMC. PCMC is designed to give students an opportunity to receive a high school diploma while earning credits toward a college degree. Both parties will promote and market the PCMC as a partnership between VSCC and PCS.

It is the intent of both institutions to market, advertise, and represent the program as a partnership between VSCC and PCS to better meet the educational needs of Putnam County students.

E.2. In order to participate in the PCMC program, Students must:

- Submit the following to PCMC and/or VSCC Admissions as required:
 - Completed PCMC application for admission signed by the Student.
 - Completed VSCC application and admissions requirements
 - PCMC Financial Agreement signed by the parent or legal guardian of the Student.
 - Counselor recommendation signed by the Student, Counselor, and Principal of the Student’s home high school.
 - Teacher recommendation signed by the Student and a Teacher from the Student’s home high school.
 - Parent/Guardian Recommendation signed by the Student and Parent/Guardian.

- Reside in Putnam County.
- Meet PCMC academic admission requirements (ACT, ACCUPLACER, or High School GPA).
- Be entering the fall semester of their junior year in high school.
- Be responsible enough to function in a college environment while managing the freedoms and stress of college.
- Have accumulated 12 high school credits and completed all high school freshman and sophomore year requirements.
- Complete a course in personal finance through the Future Ready VITAL online program.
- Promptly pay all amounts to Institution required for participation in the PCMC.

E.3 Responsibilities of Institution:

- Provide suitably furnished space for PCMC students and support staff.
- Provide appropriate equipment and furniture for the PCMC to include computers, lounge and study furniture, break-area appliances and storage, phones, and access to a multi-function device (printer, FAX, scanner).
- Facilitate college paperwork including college application and financial aid filings.
- Provide training on VSCC policies and procedures to VSCC and PCS PCMC support staff and provide access to VSCC email, advising, electronic grade reporting systems, etc.
- Provide marketing materials.
- Provide tuition and any mandatory fee information to PCMC before July 1 or as soon as available from the Tennessee Board of Regents for the upcoming school year.
- Employ at VSCC's sole cost and expense the Upper Cumberland K-12 Coordinator or other qualified position to collaborate with the specified PCS staff to advise PCMC Students and administer PCMC processes.
- Provide pre-admittance advising and information on estimated out-of-pocket costs for Students for the full program of study. Provide semester-by-semester advising and guidance to PCMC Students on out-of-pocket costs and how to pay.
- In collaboration with PCS PCMC support staff, provide academic guidance and registration assistance to PCMC Students.

E.4 Responsibilities of PCS and PCMC Students:

- In collaboration with VSCC PCMC support staff, provide academic and high school graduation guidance to PCMC Students.
- For Students pursuing the Mechatronics AAS degree, PCS will provide courses for high school graduation requirements not covered by the associate degree course requirements.
- Employ at PCS's sole cost and expense an EPSO Specialist or other qualified position to collaborate with the specified VSCC staff to advise PCMC Students and administer PCMC processes.
- Provide a PCMC operating budget not to exceed \$25,000.

- Screen and select PCS students for admission to the PCMC. Accepted Students will be subject to VSCC college admission policies.
- Facilitate the signing of a parent agreement for each PCMC student.
- Provide training to VSCC and PCS PCMC support staff on PCS policies and procedures.
- Provide guidance counseling services.
- In collaboration with VSCC PCMC support staff, provide financial aid guidance to PCMC Students, including assistance completing the TSAC financial aid application for TSAC grants including the TSAC Middle College Scholarship, and understanding costs and fees owed by the Student.
- The Student will pay VSCC any remaining tuition maintenance and dual access fees after TSAC grants and any other grants and discounts have been awarded.
- The costs for required textbooks for each course and any additional or supplemental materials required for courses, including expendable workbooks or online materials not purchased with the textbook, will be the responsibility of the Student.
- PCS will be responsible for contacting the parents/guardians of Students who have outstanding account balances. PCS will continue contacting the parents/guardians of students with outstanding balances until payment is received by VSCC.
- PCMC students are responsible for specialized lab fees, lab manuals, parking ticket fees, and student ID replacement fees.
- Parents/Guardians of Students will provide transportation to and from classes at the VSCC campus in Cookeville, TN. PCMC Students are responsible for the mandatory fees associated with specialized programs, so long as the same are permitted by statute and policy.

2. Effect of Amendment. In all other respects, and except as specifically modified and amended herein, the Agreement shall continue in full force and effect as written and the parties hereto agree to be bound thereby.

IN WITNESS WHEREOF, the parties have executed this Amendment to be effective as of the 27th day of June 2024.

Volunteer State Community College:

Putnam County School System:

By: _____
 Name: Russ Deaton
 Title: Interim President

By: _____
 Name: Corby King
 Title: Director of Schools

By: _____
 Flora W. Tydings, Chancellor
 Tennessee Board of Regents



Community College Academic Contract Routing Confirmation Review and Approval

TENNESSEE BOARD OF REGENTS

OBF-PURCH-CC-ACADEMIC Revision: 6/2/2016

Date Logged	09/12/2022
Institution Contract Number	C6910
TBR Contract Number	111119

Rush? no	Justification
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Institution	VSCC
Contractor	Putnam County Board of Education
Purpose	Dual Enrollment

The signatures below indicate the attached contract has been reviewed and is recommended for approval

STEP 1: INSTITUTION APPROVALS	
Originator	DocuSigned by: <i>April Cortin</i> 2022-09-12 5:43 PM CDT
Department Approval	DocuSigned by: <i>Daniel Manin</i> 2022-09-12 5:56 PM CDT
Institution's Purchasing and/or Contracts Office	DocuSigned by: <i>Daniel Manin</i> 2022-09-12 5:56 PM CDT
STEP 2: TBR APPROVAL	
Academic Affairs	DocuSigned by: <i>Jonathan Blackwood</i> 2022-09-12 6:37 PM CDT
Contracts and Reporting	DocuSigned by: <i>Coxy Carrigan</i> 2022-09-13 12:57 PM CDT
General Counsel	DocuSigned by: <i>Chloe T. Shafer</i> 2022-09-13 1:09 PM CDT
STEP 3: THE AGREEMENT WILL BE FORWARDED TO APPROPRIATE VICE CHANCELLOR FOR REVIEW AND APPROVAL.	

Comments:

Provide the name, title, and email of individuals that will be signing for the Contractor as well as individuals who need to be copied:

Director of Schools, Corby King kingc11@pcsstn.com

Administrative Assistant, Carol Bazenet carol.bazenet@volstate.edu

TBR CONTRACT SUMMARY SHEET**Institution Contact Data**

Name: April Corkin	Email: april.corkin@volstate.edu	Phone No. 6152303406
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Vendor Contact Data

Vendor Address: 1400 E Spring St Cookeville, TN 38506	Contact Name: Sam Brooks
Contact Phone: 9315269777	Contact Email: brookss4@pcsstn.com
Vendor/Parent Company outside USA? yes or <input checked="" type="checkbox"/> no	If yes, list country:

Purpose of Contract:

Amendment to Dual Enrollment Agreement adding Middle College Program
--

Contract Type: Memorandum of Understanding

Contract Format (Check all that apply)

<input checked="" type="checkbox"/> TBR Standard Format	<input type="checkbox"/> Vendor Generated Contract reviewed by TBR Contracts
<input type="checkbox"/> Drafted by TBR/Not Standard Format	<input type="checkbox"/> Renewal or Modification of Existing Agreement

Contract Term

Start Date: 06/11/2024	End Date: 07/31/2027	Total Number of Renewals (if a renewal or change to an existing contract, please indicate renewals remaining): 0
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Contract Financial Information

Type: <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> No Cost	Payment Frequency: Annually
Amount per Year: 0	Amount w/all renewals: 0
Funding Source: Not Applicable	If not solely funded by Institution or Department, provide detail:
If State funds, list FOAP to be charged (i.e. 110001-200230-74490-470):	

Other Pertinent Information

Lease: <input type="checkbox"/> yes <input type="checkbox"/> no	Non-debarment Verification (www.sam.gov): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> no
Grant: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification Date: 06/11/2024
Procurement Method: N/A	Available for System- Wide Use: NO If Other, list eligible entities: n/a
Ethnicity: (SA) State Agency	

Contract Monitoring

Contract requires monitoring? <input checked="" type="checkbox"/> yes or <input type="checkbox"/> no	If yes, designated contract monitor (individual responsible for ensuring receipt of goods/services and liaison with the vendor): Duane Berry
If yes, monitoring frequency: annually	Monitor's email address: duane.berry@volstate.edu





Community College Academic Contract Routing Confirmation Review and Approval

TENNESSEE BOARD OF REGENTS

OBF-PURCH-CC-ACADEMIC Revision: 6/2/2016

Date Logged	06/11/2024
Institution Contract Number	C6910
TBR Contract Number	111119-1

Rush? no	Justification
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Institution	VSCC
Contractor	Putnam County School System
Purpose	Amendment to Dual Enrollment Agreement TBR# 111119

The signatures below indicate the attached contract has been reviewed and is recommended for approval

STEP 1: INSTITUTION APPROVALS	
Originator	DocuSigned by: <i>April Cortin</i> 2024-06-11 8:38 AM CDT
Department Approval	DocuSigned by: <i>Lady</i> 2024-06-11 10:04 AM CDT
Institution's Purchasing and/or Contracts Office	DocuSigned by: <i>[Signature]</i> 2024-06-11 10:04 AM CDT
STEP 2: TBR APPROVAL	
Academic Affairs	DocuSigned by: <i>Thomas Sewell</i> 2024-06-11 9:28 AM PDT
Contracts and Reporting	DocuSigned by: <i>Crystal Rozenbaum</i> 2024-06-17 9:50 AM CDT
General Counsel	DocuSigned by: <i>Genie Whitesell</i> 2024-06-17 6:15 PM PDT
STEP 3: THE AGREEMENT WILL BE FORWARDED TO APPROPRIATE VICE CHANCELLOR FOR REVIEW AND APPROVAL.	

Comments:

Provide the name, title, and email of individuals that will be signing for the Contractor as well as individuals who need to be copied:

- Sign for Putnam County: Corby King, kingc11@pcsstn.com
- CC: Sam Brooks, brookss4@pcsstn.com
- CC: Ciara Cassity, ciara.cassity@pcsstn.com
- CC: Duane Berry, duane.berry@volstate.edu

TBR CONTRACT SUMMARY SHEET**Institution Contact Data**

Name: Carol Bazenet	Email: carol.bazenet@volstate.edu	Phone No. 6152303307
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Vendor Contact Data

Vendor Address: Putnam County SS 1400 East Spring St. Cookeville, TN 38506	Contact Name: Corby King
Contact Phone: 9315269777	Contact Email: kingc11@pcsstn.com
Vendor/Parent Company outside USA? yes or no	If yes, list country:

Purpose of Contract:

Dual Enrollment

Contract Type: Memorandum of Understanding

Contract Format (Check all that apply)

<input checked="" type="checkbox"/> TBR Standard Format	<input type="checkbox"/> Vendor Generated Contract reviewed by TBR Contracts
<input type="checkbox"/> Drafted by TBR/Not Standard Format	<input type="checkbox"/> Renewal or Modification of Existing Agreement

Contract Term

Start Date: 08/01/2022	End Date: 07/31/2027	Total Number of Renewals (if a renewal or change to an existing contract, please indicate renewals remaining): 0
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Contract Financial Information

Type: <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> No Cost	Payment Frequency: Annually
Amount per Year: 0	Amount w/all renewals: 0
Funding Source: Not Applicable	If not solely funded by Institution or Department, provide detail:
If State funds, list FOAP to be charged (i.e. 110001-200230-74490-470):	

Other Pertinent Information

Lease: <input type="checkbox"/> yes <input type="checkbox"/> no	Non-debarment Verification (www.sam.gov): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> no
Grant: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Non-debarment Verification Date: 09/12/2022
Procurement Method: N/A	Available for System- Wide Use: NO If Other, list eligible entities: n/a
Ethnicity: (SA) State Agency	

Contract Monitoring

Contract requires monitoring? <input checked="" type="checkbox"/> yes or <input type="checkbox"/> no	If yes, designated contract monitor (individual responsible for ensuring receipt of goods/services and liaison with the vendor): Daniel Marvin
If yes, monitoring frequency: annually	Monitor's email address: daniel.marvin@volstate.edu



**Dual Enrollment Agreement for Community Colleges
Between
Volunteer State Community College
and
Putnam County School System**

This Dual Enrollment Agreement ("Agreement"), by and between Volunteer State Community College ("Institution") and Putnam County School System ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

OVERVIEW

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:00, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course"). Dual Enrollment Courses include courses taken as part of a "Middle College" program of study where the high school students work to obtain an associate's degree while concurrently earning a high school diploma.

Dual Enrollment Courses must be:

- Listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department.

Eligible students ("Students") must be enrolled 11th or 12th grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the course's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the K-12 Partnerships Department:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.
- Eligible GPA and/or test scores.

- In order to remain eligible to participate in Dual Enrollment Courses, Students must maintain a cumulative GPA of at least 2.0 in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's Vice President for Academic Affairs Dr. Jennifer Brezina.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member with a Master's degree and eighteen (18) graduate level hours in the teaching area is the instructor for the Dual Enrollment Course.
- Will provide a mandatory orientation session on the main campus or via videoconference for all adjunct faculty.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School by the Institution's Dean or faculty mentor at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses
- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.
- Schools will send rosters requests and proof of eligibility for students.

A.3. The Institution and the High School shall:

- Each designate a coordinator to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship and any other TSAC grants available to pay for Dual Enrollment Courses.

B. AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than five (5) years, commencing on August 1, 2022 and ending on July 31, 2027.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.
- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant, Middle College Scholarship, or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Section C.5. It is not anticipated that the costs associated with enrollment of Students in Dual Enrollment Courses will exceed the amount of the Grant Monies.
- C.5. For Dual Enrollment Courses held at the Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials, and technology fees. The Institution's Class Cost will not include

any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.

- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that the Institution's per Student cost of each Dual Enrollment Course will be equal to the amount of Grant Monies available for such Dual Enrollment Course.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.
- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.

- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.

D.9. Communications and Contacts.

The Institution:

Dr. Orinthia Montague
President
Office of the President
Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3500

The High School:
Putnam County School System
Corby King, Director of Schools
1400 East Spring St.
Cookeville, TN 38506

- D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

Signatures on following page

IN WITNESS WHEREOF:

Putnam County School System

DocuSigned by:
Corby King 2022-09-13 | 6:55 PM PDT
Corby King, Director of Schools **Date**

Volunteer State Community College:

DocuSigned by:
Orinthia Montague 2022-09-14 | 7:37 AM CDT
Dr. Orinthia Montague, President **Date**

TENNESSEE BOARD OF REGENTS:

DocuSigned by:
Flora W. Tydings ^{DS} *FT* 2022-09-14 | 7:51 AM CDT
Flora W. Tydings, Chancellor **Date**

From: [Corkin, April](#)
To: [Danial Anderson](#)
Subject: FW: Approval needed
Date: Monday, June 17, 2024 8:04:48 AM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

CAUTION!! This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Corkin, April
Sent: Thursday, June 13, 2024 7:03 AM
To: Danial Anderson <daniel.anderson@tbr.edu>
Subject: FW: Approval needed

Approval from Thomas Sewell for the MTSU agreement I have in DocuSign.



April Corkin
Coordinator of Purchasing & Contracts
Purchasing & Contracts

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3406 | www.volstate.edu
april.corkin@volstate.edu

From: Thomas Sewell <tom.sewell@tbr.edu>
Sent: Wednesday, June 12, 2024 6:33 PM
To: Corkin, April <April.Corkin@volstate.edu>
Subject: RE: Approval needed

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Yes, that will be fine. Thank you.

Tom Sewell, Ed.D.

Associate Vice Chancellor for Academic Innovation
Office of Academic Affairs
Tennessee Board of Regents
tom.sewell@tbr.edu
Phone 615.366.2211
Cell 865.254.6110



From: Corkin, April <April.Corkin@volstate.edu>
Sent: Wednesday, June 12, 2024 12:18 PM
To: Thomas Sewell <tom.sewell@tbr.edu>
Subject: RE: Approval needed

CAUTION!! This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our submission deadline is today to enter agreements to TBR DocuSign. Can we document that this on the contract log that this one will expire in three years and I can use the new template next time?



April Corkin
Coordinator of Purchasing & Contracts
Purchasing & Contracts

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3406 | www.volstate.edu
april.corkin@volstate.edu

From: Thomas Sewell <tom.sewell@tbr.edu>
Sent: Wednesday, June 12, 2024 12:10 PM
To: Corkin, April <April.Corkin@volstate.edu>
Subject: RE: Approval needed

CAUTION: This email originated from outside of Vol State. Do not click links or open attachments unless you recognize the sender and know the content is safe.

April,

The only thing that would need to be added is a 3 year length of agreement in the Terms. Dr. Reed has asked us to set articulations to 3 years before review and renewal to maintain consistency. I will work with Contracts to update the template to include that part. Please let me know if you have any questions. Thanks!

Tom Sewell, Ed.D.

Associate Vice Chancellor for Academic Innovation
Office of Academic Affairs
Tennessee Board of Regents
tom.sewell@tbr.edu
Phone 615.366.2211

Cell 865.254.6110



From: Corkin, April <April.Corkin@volstate.edu>

Sent: Wednesday, June 12, 2024 11:24 AM

To: Thomas Sewell <tom.sewell@tbr.edu>

Subject: Approval needed

CAUTION!! This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dr. Sewell,

Can we get approval for this Articulation Agreement?

Thank you,
April Corkin



April Corkin

Coordinator of Purchasing & Contracts
Purchasing & Contracts

Volunteer State Community College
1480 Nashville Pike | Gallatin, TN 37066
(615) 230-3406 | www.volstate.edu
april.corkin@volstate.edu



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

The School Nutrition Program requests approval for the following schools to participate in the Community Eligibility Provision (CEP) for the SY 2024-25: Avery Trace Middle, Baxter Primary, Burks Elementary, Cane Creek Elementary, Cornerstone Elementary, Jere Whitson Elementary, Monterey High, Northeast Elementary, Park View Elementary, Sycamore Elementary, Upperman Middle and White Plains Academy.

CEP is a universal meal plan under the National School Lunch Program (NSLP) permitting eligible districts and schools to provide meal service to all students at no charge regardless of economic status (Section 104a of the Healthy, Hunger-Free Kids Act). Household information surveys will be encouraged as the socioeconomic data they contain help determine eligibility for other programs that help support students.

Jennifer Mitchell, SNP Supervisor *Jm*
Signature of Person Making Request

6/12/24
Date

Signature of Director of Schools

Date





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: **Buddy Pearson**

Date: 6/13/2024

RE: ParentSquare, Inc., Goleta, CA

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for June 27, 2024, Board meeting.

This is a request to engage in a one-year contract with ParentSquare, Inc. for \$69,912.50 for communication services which include website, two-way communication, mass communications, app, etc. for the 2024-2025 school year.

Buddy Pearson 6-13-2024
Supervisor Date

[Signature] _____
Director of Schools Date

received
06-13-24 MT



Putnam County School System, TN

Pricing Term Start Date: July 1, 2024 | **Pricing Term End Date:** June 30, 2025 | **Quote Create Date:** March 21, 2024 | **Reference:** 20240321-115907607

Putnam County, TN - 4703480

1400 East Spring ST
Cookeville, TN 38506
United States

Kim Cravens

Board of Education Chair
kim.cravens@pcsstn.com
(931)526-9777

Comments

Attached to this Order Form is the Putnam County School System and ParentSquare School Agreement, which is incorporated by reference as though fully set forth herein. In the event of conflict, the attached "Putnam County School System and ParentSquare School Agreement" shall take precedence over any reference to an online version of the ParentSquare School Agreement.

Ben Craft - "Regional Director" ParentSquare, Inc.



Products & Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
Engage 2023 <ul style="list-style-type: none"> · Mobile App & Web Portal · Language Translation · Analytics, Reporting & Archiving · SIS Integrations, SSO (API, SFTP, other) · Smart & Urgent Alerts · Posts & Newsletters · Social Media & Website Share · Attendance & Auto Notices (includes lunch balances) · Direct Messaging · Appointments (including parent-teacher conferences) · Volunteering & Sign Ups · Directory · StudentSquare · Calendar & Event RSVP · Forms & Permission Slips (includes Surveys) 	July 1, 2024	12	11,750	\$4.50 / year	\$47,587.50 / year after \$5,287.50 discount for 1 year
Payment starts: July 1, 2024					
Smart Sites (Multi-site)	July 1, 2024	12	11,750	\$1.75 / year	\$16,450.00 / year after \$4,112.50 discount for 1 year
Payment starts: July 1, 2024					
Secure Documents	July 1, 2024	12	11,750	\$1.00 / year	\$5,875.00 / year after \$5,875.00 discount for 1 year
Payment starts: July 1, 2024					

Due now _____ \$0.00

Future Payments Summary

Item	Payment
Engage 2023	\$47,587.50 / year starting on July 1, 2024 for 1 payment
Smart Sites (Multi-site)	\$16,450.00 / year starting on July 1, 2024 for 1 payment
Secure Documents	\$5,875.00 / year starting on July 1, 2024 for 1 payment

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

This quote expires on June 30, 2024

Purchase terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing up to 5% each annual period. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - <https://www.parentsquare.com/privacy>

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - <https://www.parentsquare.com/terms>

StudentSquare Consent -- Pursuant to Children's Online Privacy and Protection Act ("COPPA"), ParentSquare relies on the School's consent on behalf of students in order to allow those under 13 years of age to use our services.

Questions? Contact me



Ben Craft

"Regional Director"

ben.craft@parentsquare.com

+17049427410

ParentSquare, Inc.

6144 Calle Real, Suite 200A

Goleta, CA 93117

United States



Putnam County School System and ParentSquare School Agreement

This School Agreement describes the terms and conditions of the services offered by ParentSquare, Inc. ("ParentSquare", "we", "us" or "our") accepted by School (as defined below).

The entire agreement between the parties consists of (1) this School Agreement, (2) the Order Form, and (3) any separate written agreement signed by the parties (collectively, the "Agreement").

Any capitalized term used but not defined in this School Agreement will have the meaning set forth in the Order Form. In the event of any conflict between this School Agreement and the Order Form, the Order Form will prevail. In the event of any conflict between this School Agreement and any separate written agreement signed by the parties, the separate written agreement will govern to the extent of the contradiction.

1. Definitions

In addition to the terms defined in the body of this School Agreement, the following terms have the following meanings:

"Applicable Laws" means all laws, statutes, rules and regulations that are applicable to the provision or use of School Data or the use of the Subscription Service.

"Non-ParentSquare Applications" means any software, subscription service or other application that interoperates with the Subscription Service, whether provided by you or a third party. Non-ParentSquare Applications do not include any software, subscription service or other application that we provide as part of the Subscription Service.

"Order Form" means the document/s or form/s School signs to confirm its order for ParentSquare Services and the prices to be paid for such ParentSquare Services. A Sales Order is sometimes called an "Order Form", but it is not a purchase order.

"Privacy Policy" means the ParentSquare Privacy Policy found at <https://www.parentsquare.com/privacy/>.

"School", "you" or "your" means Putnam County School System, TN, located at 1400 East Spring Street, Cookeville, TN 38506. The term "School" includes all schools that are members of the school district and served by the school district that will be using the Subscription Service.

"School Data" means all data, including all personal information about Users, as described in the Privacy Policy, that is provided to ParentSquare by, or on behalf of, School through School's use of the Subscription Service.

"Service(s)" means the Subscription Service and all other products, installation, professional development services, support services, training services, and other services and applications made available by us from time to time that are paid for by you.

"Subscription Service" means the school-home communications platform(s) offered by us on a subscription basis through our website or mobile application.

"Subscription Term" means the initial term of your subscription to the Subscription Service, as specified on the Order Form, including any pilot term, and each subsequent renewal term (if any).



"Terms of Use" means the ParentSquare Terms of Use found at <https://www.parentsquare.com/terms/>.

"Users" means your administrators, staff and teachers, your students and parents and/or guardians, and any other persons whom you allow to use the Subscription Service.

2. Services

2.1 Service Activation. The Subscription Service will start at the beginning of the Subscription Term. We may provide you onboarding Services to activate your subscription, and you will cooperate with us in completing the onboarding Services.

2.2 Access to Subscription Service. During the Subscription Term, we will provide you and your Users access to use the Subscription Service on a subscription basis as described in the Agreement, the Privacy Policy and the Terms of Use. We may make reasonable changes to the Subscription Service from time to time.

2.3 Support and Availability. During the Subscription Term, we will provide you with standard support for the Subscription Service at no additional charge, and will use our reasonable efforts to keep the Subscription Service available 24 hours a day, 7 days a week, except as necessary for system maintenance or upgrades, which we will use our reasonable efforts to conduct outside of normal school hours to minimize disruption.

2.4 Safeguards. During the Subscription Term, we will maintain reasonable administrative, physical and technical safeguards to protect the security, confidentiality and integrity of the Subscription Service, including reasonable data backups. We will not be liable for any liabilities arising from your or your Users' use of the Subscription Service over the Internet or other networks outside our control.

2.5 General Use. You will ensure that all access and use of the Subscription Service by you and your Users is subject to and in compliance with the Agreement and the Terms of Use.

2.6 Accuracy of School Data. During the Subscription Term, you will use your best efforts to provide us with complete and accurate School Data. We will not be liable for any damages resulting from incorrect or incomplete School Data. You will also be responsible for adding any content for use with the Subscription Service.

2.7 Compliance with Applicable Laws. You represent, warrant and covenant that (a) you are and will remain in compliance with the Children's Online Privacy Protection Act ("COPPA") and the Family Educational Rights and Privacy Act ("FERPA"), if applicable, and consistent with COPPA, we rely on your consent on behalf of parents in order to allow those under 13 years of age to use the Subscription Service, (b) your disclosure of any information to ParentSquare, and our use of such information subject to the restrictions of the Agreement, does not and will not violate any Applicable Law, including COPPA and FERPA, (c) you are and will remain in compliance with all Applicable Laws pertaining to third party copyright or trademark rights, including as to any text, graphics, photos or other material that you might upload or transmit through the Subscription Service, and (d) you have met all contractual, regulatory and legal requirements in providing, and using, School Data, including obtaining necessary consent to send notifications to all Users, including texts and voice messages (if applicable), and we will not be liable for any additional charges that may be incurred for receiving notifications, such as phone call fees, text message fees or data fees.

2.8 Other Restrictions. You may not (a) make the Subscription Service available to, or use the Subscription Service for the benefit of, anyone other than Users, (b) except as provided in the Order Form, sell, resell, license, sublicense, distribute, rent or lease the Subscription Service, include the Subscription Service in a service bureau or outsourcing offering, or make the Subscription Service available to any third party other than Users, (c) attempt to gain unauthorized access to the Subscription Service or its related systems or networks, (d) permit direct or indirect access to or use of the Subscription Service in a way that circumvents a contractual usage limit, or bypass or breach any security device or protection included in the Subscription Service, (e) copy the Subscription Service or any part, feature, function or user interface thereof, (f) use the Subscription Service to submit, collect, transmit, process or store any protected health information (as defined in the US Health Information Portability and Accountability Act), or (g) use the Service to distribute text messaging “spam,” bulk unsolicited messages, or any other form of unsolicited electronic communications distributed on a bulk basis to recipients who have not consented to such messages.

2.9 Non-ParentSquare Applications. We are not responsible for the operation or non-operation of the Non-ParentSquare Applications, and do not guarantee the continued availability of the Non-ParentSquare Applications or the continued interoperation of the Non-ParentSquare Applications with the Subscription Service. By linking any Non-ParentSquare Applications with the Subscription Service, you authorize us to provide or receive School Data with such Non-ParentSquare Applications provider, in each case solely as necessary for the interoperation of Non-ParentSquare Applications with the Subscription Service. We are not responsible for any use, transmission or loss of any School Data caused by any actions or omissions of you or the Non-ParentSquare Applications provider.

3. Changes to this School Agreement

We may make changes to this School Agreement, the Privacy Policy or the Terms of Use from time to time. If we make a material (determined by us at our discretion) change to this School Agreement, the Privacy Policy or the Terms of Use, we will inform you by email or notification on our website. If the change has a material adverse impact on you and you do not agree to the change, you must notify us in writing within forty-five (45) days after receiving notice of the change. If you notify us as required, then you will remain governed by the terms you had agreed to until the end of the then-current Subscription Term. If the Subscription Services are subsequently renewed, they will be renewed under our then-current School Agreement, Privacy Policy or Terms of Use, as applicable, unless otherwise agreed by the parties.

4. Intellectual Property Rights

4.1 Ownership. As between the parties and except for the right to use the Subscription Service granted by the Agreement, (a) you retain all right, title and interest, including all related intellectual property rights, in and to School Data, and (b) we retain all right, title and interest, including all related intellectual property rights, in and to the Services, including the Subscription Service and any work product developed by us under the Agreement. We retain all rights not expressly granted to you in the Agreement.

4.2 License Grant. Solely as necessary to fulfill our obligations and exercise our rights under the Agreement, you hereby grant to us a revocable, non-exclusive, royalty-free, fully paid-up, worldwide and sublicensable license to use School Data. Subject to the restrictions described in the Privacy Policy, we may share School Data with third parties in order to maintain and operate the Subscription Service.

4.3 Feedback. If you provide us with any suggestions, information, ideas or other feedback concerning Subscription Service, we may use such feedback in perpetuity without obligation to you.

4.4 Domain Names. You are responsible to maintain ownership of your domain name(s), including any renewals. Upon your request, we will assist in the registration request. You are also responsible to abide by the terms and conditions of the domain name registry, including any domain name dispute policy.

5. Fees and Payment

5.1 Fees. You will pay all fees specified in the applicable Order Form. Except as otherwise set forth in the Order Form, (a) fees are based on the Service purchased and the enrollment metrics specified in the Order Form, (b) payment obligations are non-cancelable and fees paid are non-refundable, other than pursuant to Section 6.3 (Termination by You), (c) the purchased Service cannot be decreased during the applicable Subscription Term, and (d) fees are stated and payable in US Dollars.

5.2 Fees Increases. Due to factors such as inflation and product improvements, we may increase the overall or per unit fees for the Subscription Service by five percent (5%) for each annual period, or change the basis for the calculation of such fees. We will communicate any such increase or change to you no later than sixty (60) days prior to the end of the then-current term. In addition, if you pay us a flat rate based on a maximum number of students and you subsequently exceed that number of students, we may convert your payment structure to a per student rate and you will pay the then-current per student rate beginning at the next annual period of your subscription.

5.3 Payment. All amounts payable by you will be paid via electronic funds transfer (ACH, EFT or wire), check or credit card forty-five (45) days from the date of invoice. You will pay a three percent (3%) convenience fee on all credit card payments. You will pay interest on all past due amounts at a rate which is the lesser of one and a half percent (1.5%) per month, or the highest rate allowed by law. If any part of an invoice is in dispute, you agree to pay the undisputed portion of the invoice and make a note on the invoice regarding the disputed portion within thirty (30) days from the date of invoice, and if you do not, you will be deemed to agree to such charges.

5.4 Taxes. You are responsible for the payment of all taxes (other than taxes on our net income) arising from the payment of fees or the provision of any Services under the Agreement.

5.5 Fees for Guest Users.

(a) Guest Users with Phone Numbers: You will receive a free number of guest users with phone numbers annually, set at ten percent (10%) of School's contracted student enrollment. Beyond the free threshold, you will be billed annually in the amount of \$300 (three hundred dollars) per thousand (1,000) guest users with phone numbers, rounded up to the nearest thousand (1,000), postpaid and invoiced annually.

(b) Guest Users with Email: The number of free guest accounts with email is limited to ten times (10x) School's annual contracted student enrollment. If you exceed this usage limit, we may work with you to seek to reduce your usage so that it conforms to this limit. If, notwithstanding our efforts, you are unable or unwilling to abide by this usage limit, you will execute an Order Form for additional quantities of guest users with email promptly upon our request, and/or pay any invoice for excess usage.

6. Term and Termination

6.1 Term. The Agreement will have an initial term as set forth in the Order Form. Should you wish to renew the Agreement, you must notify ParentSquare not less than thirty (30) days prior to the end of the initial or any renewal term thereafter to effectuate a renewal.

6.2 Termination by Us. We may terminate the Agreement if you have not paid any applicable fee for any Services, or if you materially breach the Agreement or the Terms of Use and fail to remedy the breach within thirty (30) days of written notice of the breach.

6.3 Termination by You. You may terminate the Agreement if we materially breach the Agreement or the Terms of Use and fail to remedy the breach within thirty (30) days of written notice of the breach. If you terminate for our material uncured breach, you will be entitled to a refund of your fees paid prorated for the remaining portion of the then-current term. You may also terminate the Agreement at any time for convenience, provided that you will be obligated to pay for any Services for the then-current term, including for any Services not yet provided.

6.4 Return or Destruction. We will destroy or return all School Data within sixty (60) days of the expiration or termination of the Agreement, unless otherwise required by law or we receive your request in writing that we retain certain School Data for a specific longer period of time. If you request a longer period of time, we will enter into a special data retention agreement, and there will be a fee for this Service.

6.5 Effect of Termination. The definitions in the Agreement, and the rights, duties and obligations of the parties in the Agreement that by their nature continue and survive, shall survive any termination or expiration of the Agreement.

7. Disclaimer of Warranties

You acknowledge that the Subscription Service is based on an Internet-based software platform and, as such, may experience periods of downtime, including due to scheduled maintenance and third party service outages. Accordingly, the Services are provided to you "AS IS" and without warranty of any kind, whether express, implied, statutory or otherwise, and we disclaim and exclude, to the maximum extent permitted by law, all other warranties, whether express, implied, statutory or otherwise, including non-infringement of third party rights, fitness for a particular purpose, merchantability, title and satisfactory quality.

8. Limitation of Liability

In no event will either party be liable under the Agreement for any special, incidental, consequential, exemplary or punitive damages of any kind arising out of or in any way connected with the use of the Subscription Service or anything provided in connection with the Agreement, the delay or inability to use the Subscription Service or anything otherwise arising from the Agreement, and in no event will either party's maximum aggregate liability arising from or relating to the Agreement, regardless of the cause of action (whether in contract, tort, breach of warranty or otherwise), exceed fees paid or payable to us by you in the twelve (12) month period immediately preceding the event giving rise to liability.

9. Publicity

You agree that we may include School's name or brand features, including School's name and logo, in a list of ParentSquare customers, either online or in promotional materials. You also agree that we may verbally reference School as a ParentSquare customer.

10. General Provisions

10.1 Governing Law and Venue. The laws of the State of Tennessee govern all matters arising out of this Agreement, without regard to conflict of law principles, and the federal courts in the District where School is located, and the state and/or Chancery Courts of Putnam County, Tennessee will have exclusive jurisdiction in respect of disputes arising in connection with this Agreement. Each party will pay its own costs and attorneys' fees. The United Nations Convention for the International Sale of Goods shall not apply.

10.2 Severability. If any provision of the Agreement is held invalid, that provision will be deemed amended to achieve as nearly as possible the same economic effect as the original provision and the remainder of the Agreement will continue in full force and effect.

10.3 Independent Contractors. The parties to the Agreement are independent contractors and the Agreement will not establish any relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

10.4 Non-exclusive Agreement. The Agreement is nonexclusive, and each party will be free to enter into other similar agreements or arrangements with other third parties.

10.5 High Risk and Force Majeure. You acknowledge that the Subscription Service is not designed or intended for use in high-risk activities, or in any situation where damage or injury could result if an error occurred. Neither party has any liability for any failure of performance or equipment due to causes beyond its reasonable control, including: acts of God, fire, flood, earthquake, tsunami, storm, or other catastrophes; any law, order, regulation, direction, action, or request of any governmental entity or agency, or any civil or military authority; national emergencies, insurrections, riots, wars or acts of terrorism; unavailability of rights-of-way or materials; or strikes, lock-outs, work stoppages, or other labor difficulties; or failure of the Internet, third party software, or any telecommunications, hosting or service provider.

10.6 Modification and Waiver. Except as provided in Section 3 (Changes to this School Agreement), the Agreement may be modified only by a written agreement that is signed by authorized representatives of both parties and is identified as an amendment or part of the Agreement. No term or provision of the Agreement will be considered waived by a party, and no breach excused, unless the waiver or consent is in writing signed by such party. No consent by a party to, or waiver of, a breach, whether express or implied, will constitute a consent to, waiver of, or excuse of any other, different or subsequent breach.

10.7 Construction. The word "including" shall be construed as meaning "including without limitation." The section headings appearing in this School Agreement are inserted only as a matter of convenience and shall not be construed to define, limit, construe or describe the scope or extent of such paragraph or in any way affect such section.

10.8 Counterparts and Electronic Signature. The Order Form may be executed simultaneously in two (2) or more counterparts, each of which will be considered an original, and all of which together will constitute one and the same instrument. The exchange of a fully executed Order Form (in counterparts or otherwise) by facsimile signature or by other electronic means, shall be sufficient to bind the parties to the terms and conditions of the Agreement.

10.9. Assignment. ParentSquare may assign its rights and obligations upon obtaining your consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing,



ParentSquare reserves the right to assign the Contract in connection with a merger, acquisition, sale of assets or similar change of control transaction.”.



Putnam County Board of Education Agenda Requests

Date 6/27/24
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 Athletic and Activity Supplement amounts and guidelines for the 2024-2025 school year.

received
06-19-24 MT

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
HIGH SCHOOLS				
Athletic Director	Cookeville High School	6,190.00	7,120.00	8,050.00
Athletic Director	Cookeville High School	6,190.00	7,120.00	8,050.00
Athletic Director	Monterey High School	6,190.00	7,120.00	8,050.00
Athletic Director	Upperman High School	6,190.00	7,120.00	8,050.00
Baseball Head Coach	Cookeville High School	4,330.00	4,980.00	5,630.00
Baseball Head Coach	Monterey High School	4,330.00	4,980.00	5,630.00
Baseball Head Coach	Upperman High School	4,330.00	4,980.00	5,630.00
Baseball Assistant Coach	Cookeville High School	2,170.00	2,500.00	2,820.00
Baseball Assistant Coach	Monterey High School	2,170.00	2,500.00	2,820.00
Baseball Assistant Coach	Upperman High School	2,170.00	2,500.00	2,820.00
Basketball Head Boys Coach	Cookeville High School	6,190.00	7,120.00	8,050.00
Basketball Head Boys Coach	Monterey High School	6,190.00	7,120.00	8,050.00
Basketball Head Boys Coach	Upperman High School	6,190.00	7,120.00	8,050.00
Basketball Head Girls Coach	Cookeville High School	6,190.00	7,120.00	8,050.00
Basketball Head Girls Coach	Monterey High School	6,190.00	7,120.00	8,050.00
Basketball Head Girls Coach	Upperman High School	6,190.00	7,120.00	8,050.00
Basketball Freshman Boys Coach	Cookeville High School	3,410.00	3,920.00	4,430.00
Basketball Freshman Girls Coach	Cookeville High School	3,410.00	3,920.00	4,430.00
Basketball Asst Boys Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Basketball Asst Boys Coach	Monterey High School	3,100.00	3,570.00	4,030.00
Basketball Asst Boys Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Basketball Asst Boys Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Basketball Asst Girls Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Basketball Asst Girls Coach	Monterey High School	3,100.00	3,570.00	4,030.00
Basketball Asst Girls Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Basketball Asst Girls Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Bowling Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Cheer Competition Coach	Cookeville High School	1,550.00	1,780.00	2,020.00
Cheerleading Basketball Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Cheerleading Basketball Coach	Monterey High School	2,480.00	2,850.00	3,220.00
Cheerleading Basketball Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Cheerleading Football Coach	Cookeville High School	2,170.00	2,500.00	2,820.00
Cheerleading Football Coach	Monterey High School	2,170.00	2,500.00	2,820.00
Cheerleading Football Coach	Upperman High School	2,170.00	2,500.00	2,820.00
Cross Country Head Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Cross Country Head Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Cross Country Assistant Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Dance Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Dance Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Dance Asst.	Cookeville High School	1,240.00	1,430.00	1,610.00
Dance Asst.	Upperman High School	1,240.00	1,430.00	1,610.00
Football Head Coach	Cookeville High School	6,190.00	7,120.00	8,050.00
Football Head Coach	Monterey High School	6,190.00	7,120.00	8,050.00
Football Head Coach	Upperman High School	6,190.00	7,120.00	8,050.00
Football Head Freshman Coach	Cookeville High School	3,410.00	3,920.00	4,430.00

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Monterey High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Monterey High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Monterey High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Football Assistant Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Golf Head Boys Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Golf Head Boys Coach	Monterey High School	2,480.00	2,850.00	3,220.00
Golf Head Boys Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Golf Head Girls Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Golf Head Girls Coach	Monterey High School	2,480.00	2,850.00	3,220.00
Golf Head Girls Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Golf Asst. Boys Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Golf Asst. Boys Coach	Monterey High School	1,240.00	1,430.00	1,610.00
Golf Asst. Boys Coach	Upperman High School	1,240.00	1,430.00	1,610.00
Golf Asst. Girls Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Golf Asst. Girls Coach	Monterey High School	1,240.00	1,430.00	1,610.00
Golf Asst. Girls Coach	Upperman High School	1,240.00	1,430.00	1,610.00
LaCrosse Boys Coach	Cookeville High School	1,860.00	2,140.00	2,420.00
LaCrosse Boys Coach	Upperman High School	1,860.00	2,140.00	2,420.00
LaCrosse Girls Coach	Cookeville High School	1,860.00	2,140.00	2,420.00
LaCrosse Girls Coach	Upperman High School	1,860.00	2,140.00	2,420.00
Soccer Head Boys Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Soccer Head Boys Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Soccer Head Girls Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Soccer Head Girls Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Soccer Assistant Boys Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Soccer Assistant Boys Coach	Upperman High School	1,240.00	1,430.00	1,610.00
Soccer Assistant Girls Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Soccer Assistant Girls Coach	Upperman High School	1,240.00	1,430.00	1,610.00
Softball Head Coach	Cookeville High School	4,330.00	4,980.00	5,630.00
Softball Head Coach	Monterey High School	4,330.00	4,980.00	5,630.00
Softball Head Coach	Upperman High School	4,330.00	4,980.00	5,630.00
Softball Assistant Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Softball Assistant Coach	Monterey High School	2,170.00	2,500.00	2,820.00
Softball Assistant Coach	Upperman High School	2,170.00	2,500.00	2,820.00
Swimming Head Coach	Cookeville High School	1,860.00	2,140.00	2,420.00

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
Swimming Assistant Coach	Cookeville High School	930.00	1,070.00	1,210.00
Tennis Head Boys Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Tennis Head Girls Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Tennis Asst. Boys Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Tennis Asst. Girls Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Track Head Boys Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Track Head Boys Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Track Head Girls Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Track Head Girls Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Track Asst. Boys Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Track Asst. Boys Coach	Upperman High School	1,240.00	1,430.00	1,610.00
Track Asst. Girls Coach	Cookeville High School	1,240.00	1,430.00	1,610.00
Track Asst. Girls Coach	Upperman High School	1,240.00	1,430.00	1,610.00
Volleyball Head Coach	Cookeville High School	3,720.00	4,280.00	4,840.00
Volleyball Head Coach	Monterey High School	3,720.00	4,280.00	4,840.00
Volleyball Head Coach	Upperman High School	3,720.00	4,280.00	4,840.00
Volleyball Assistant Coach	Cookeville High School	1,860.00	2,140.00	2,420.00
Volleyball Assistant Coach	Cookeville High School	1,860.00	2,140.00	2,420.00
Volleyball Assistant Coach	Monterey High School	1,860.00	2,140.00	2,420.00
Volleyball Assistant Coach	Upperman High School	1,860.00	2,140.00	2,420.00
Wrestling Head Coach	Cookeville High School	3,720.00	4,280.00	4,840.00
Wrestling Head Coach	Upperman High School	3,720.00	4,280.00	4,840.00
Wrestling Assistant Coach	Cookeville High School	1,860.00	2,140.00	2,420.00
Wrestling Assistant Coach	Upperman High School	1,860.00	2,140.00	2,420.00
Band Director	Cookeville High School	6,190.00	7,120.00	8,050.00
Band Director	Upperman High School	6,190.00	7,120.00	8,050.00
Band Assistant Director	Cookeville High School	3,100.00	3,570.00	4,030.00
Band Assistant Director	Cookeville High School	3,100.00	3,570.00	4,030.00
Chorus Director	Cookeville High School	3,410.00	3,920.00	4,430.00
Chorus Director	Monterey High School	3,410.00	3,920.00	4,430.00
Chorus Director	Upperman High School	3,410.00	3,920.00	4,430.00
Flag Corp / Drum Line Coordinator	Upperman High School	2,480.00	2,850.00	3,220.00
Drama Coach	Cookeville High School	3,720.00	4,280.00	4,840.00
Drama Coach	Monterey High School	3,720.00	4,280.00	4,840.00
Drama Coach	Upperman High School	3,720.00	4,280.00	4,840.00
Speech / Forensics Coach	Cookeville High School	3,100.00	3,570.00	4,030.00
Speech / Forensics Coach	Upperman High School	3,100.00	3,570.00	4,030.00
Academic Team Coach	Cookeville High School	2,480.00	2,850.00	3,220.00
Academic Team Coach	Monterey High School	2,480.00	2,850.00	3,220.00
Academic Team Coach	Upperman High School	2,480.00	2,850.00	3,220.00
Newspaper Advisor	Cookeville High School	3,720.00	4,280.00	4,840.00
Newspaper Advisor	Monterey High School	3,720.00	4,280.00	4,840.00
Newspaper Advisor	Upperman High School	3,720.00	4,280.00	4,840.00
Odyssey of the Mind Coach	Cookeville High School	770.00	890.00	1,000.00
Yearbook Advisor	Cookeville High School	3,720.00	4,280.00	4,840.00
Yearbook Advisor	Monterey High School	3,720.00	4,280.00	4,840.00

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
Yearbook Advisor	Upperman High School	3,720.00	4,280.00	4,840.00
Yearbook Advisor	VITAL	520.00	600.00	680.00
MIDDLE SCHOOLS				
Athletic Director	Algood Middle School	3,410.00	3,920.00	4,430.00
Athletic Director	Avery Trace Middle School	3,410.00	3,920.00	4,430.00
Athletic Director	MHS/ Middle School	3,410.00	3,920.00	4,430.00
Athletic Director	Prescott South Middle School	3,410.00	3,920.00	4,430.00
Athletic Director	Upperman Middle School	3,410.00	3,920.00	4,430.00
Baseball Coach	Algood Middle School	2,480.00	2,850.00	3,220.00
Baseball Coach	Avery Trace Middle School	2,480.00	2,850.00	3,220.00
Baseball Coach	MHS/ Middle School	2,480.00	2,850.00	3,220.00
Baseball Coach	Prescott South Middle School	2,480.00	2,850.00	3,220.00
Baseball Coach	Upperman Middle School	2,480.00	2,850.00	3,220.00
Basketball Head Boys Coach	Algood Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Boys Coach	Avery Trace Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Boys Coach	MHS/ Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Boys Coach	Prescott South Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Boys Coach	Upperman Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Girls Coach	Algood Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Girls Coach	Avery Trace Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Girls Coach	MHS/ Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Girls Coach	Prescott South Middle School	3,410.00	3,920.00	4,430.00
Basketball Head Girls Coach	Upperman Middle School	3,410.00	3,920.00	4,430.00
Basketball Asst. Boys Coach	Algood Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Boys Coach	Avery Trace Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Boys Coach	MHS/ Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Boys Coach	Prescott South Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Boys Coach	Upperman Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Girls Coach	Algood Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Girls Coach	Avery Trace Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Girls Coach	MHS/ Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Girls Coach	Prescott South Middle School	1,700.00	1,960.00	2,210.00
Basketball Asst. Girls Coach	Upperman Middle School	1,700.00	1,960.00	2,210.00
Cheerleading Head Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Cheerleading Head Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Cheerleading Head Coach	MHS/ Middle School	1,550.00	1,780.00	2,020.00
Cheerleading Head Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Cheerleading Head Coach	Upperman Middle School	1,550.00	1,780.00	2,020.00
Cheerleading Asst. Coach	Algood Middle School	770.00	890.00	1,000.00
Cheerleading Asst. Coach	Avery Trace Middle School	770.00	890.00	1,000.00
Cheerleading Asst. Coach	MHS/ Middle School	770.00	890.00	1,000.00
Cheerleading Asst. Coach	Prescott South Middle School	770.00	890.00	1,000.00
Cheerleading Asst. Coach	Upperman Middle School	770.00	890.00	1,000.00
Cross Country Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Dance Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
Football Head Coach	Algood Middle School	3,410.00	3,920.00	4,430.00
Football Head Coach	Avery Trace Middle School	3,410.00	3,920.00	4,430.00
Football Head Coach	MHS/ Middle School	3,410.00	3,920.00	4,430.00
Football Head Coach	Prescott South Middle School	3,410.00	3,920.00	4,430.00
Football Head Coach	Upperman Middle School	3,410.00	3,920.00	4,430.00
Football Assistant Coach	Algood Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Algood Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Avery Trace Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Avery Trace Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	MHS/ Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	MHS/ Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Prescott South Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Prescott South Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Upperman Middle School	1,700.00	1,960.00	2,210.00
Football Assistant Coach	Upperman Middle School	1,700.00	1,960.00	2,210.00
Golf Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Golf Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Golf Coach	MHS/ Middle School	1,550.00	1,780.00	2,020.00
Golf Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Golf Coach	Upperman Middle School	1,550.00	1,780.00	2,020.00
Soccer Boys Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Soccer Boys Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Soccer Boys Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Soccer Boys Coach	Upperman Middle School	1,550.00	1,780.00	2,020.00
Soccer Girls Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Soccer Girls Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Soccer Girls Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Soccer Girls Coach	Upperman Middle School	1,550.00	1,780.00	2,020.00
Softball Coach	Algood Middle School	2,480.00	2,850.00	3,220.00
Softball Coach	Avery Trace Middle School	2,480.00	2,850.00	3,220.00
Softball Coach	MHS/ Middle School	2,480.00	2,850.00	3,220.00
Softball Coach	Prescott South Middle School	2,480.00	2,850.00	3,220.00
Softball Coach	Upperman Middle School	2,480.00	2,850.00	3,220.00
Tennis Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Tennis Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Tennis Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Volleyball Coach	Algood Middle School	2,170.00	2,500.00	2,820.00
Volleyball Coach	Avery Trace Middle School	2,170.00	2,500.00	2,820.00
Volleyball Coach	MHS/ Middle School	2,170.00	2,500.00	2,820.00
Volleyball Coach	Prescott South Middle School	2,170.00	2,500.00	2,820.00
Volleyball Coach	Upperman Middle School	2,170.00	2,500.00	2,820.00
Wrestling Coach	Algood Middle School	1,550.00	1,780.00	2,020.00
Wrestling Coach	Avery Trace Middle School	1,550.00	1,780.00	2,020.00
Wrestling Coach	Prescott South Middle School	1,550.00	1,780.00	2,020.00
Wrestling Coach	Upperman Middle School	1,550.00	1,780.00	2,020.00
Band Director	Algood Middle School	3,410.00	3,920.00	4,430.00

**PROPOSED ATHLETIC AND ACTIVITY
FOR THE SCHOOL YEAR 2024 - 2025**

POSITION	SCHOOL	Base	Year 4-6	Year 7+
Band Director	Avery Trace Middle School	3,410.00	3,920.00	4,430.00
Band Director	Prescott South Middle School	3,410.00	3,920.00	4,430.00
Band Director	Upperman Middle School	3,410.00	3,920.00	4,430.00
Chorus Director	Burks Elementary	2,010.00	2,310.00	2,610.00
Chorus Director	Algood Middle School	2,010.00	2,310.00	2,610.00
Chorus Director	Avery Trace Middle School	2,010.00	2,310.00	2,610.00
Chorus Director	Prescott South Middle School	2,010.00	2,310.00	2,610.00
Chorus Director	Upperman Middle School	2,010.00	2,310.00	2,610.00
Academic Team Coach	Algood Middle School	1,240.00	1,430.00	1,610.00
Academic Team Coach	Avery Trace Middle School	1,240.00	1,430.00	1,610.00
Academic Team Coach	Prescott South Middle School	1,240.00	1,430.00	1,610.00
Academic Team Coach	Upperman Middle School	1,240.00	1,430.00	1,610.00
Newspaper Advisor	Algood Middle School	1,240.00	1,430.00	1,610.00
Newspaper Advisor	Avery Trace Middle School	1,240.00	1,430.00	1,610.00
Newspaper Advisor	Prescott South Middle School	1,240.00	1,430.00	1,610.00
Odyssey of the Mind Coach	Algood Middle School	770.00	890.00	1,000.00
Yearbook Advisor	Algood Middle School	1,860.00	2,140.00	2,420.00
Yearbook Advisor	Avery Trace Middle School	1,860.00	2,140.00	2,420.00
Yearbook Advisor	Prescott South Middle School	1,860.00	2,140.00	2,420.00
Yearbook Advisor	Upperman Middle School	1,860.00	2,140.00	2,420.00
ELEMENTARY SCHOOLS				
Jump Rope Team Coach	Capshaw Elementary	460.00	530.00	600.00
Jump Rope Team Coach	Park View Elementary	460.00	530.00	600.00
Yearbook Advisor	Algood Elementary School	520.00	600.00	680.00
Yearbook Advisor	Baxter Primary School	520.00	600.00	680.00
Yearbook Advisor	Burks Elementary	930.00	1,070.00	1,210.00
Yearbook Advisor	Cane Creek Elementary School	520.00	600.00	680.00
Yearbook Advisor	Capshaw Elementary	520.00	600.00	680.00
Yearbook Advisor	Cornerstone Elementary	520.00	600.00	680.00
Yearbook Advisor	Jere Whitson Elementary	520.00	600.00	680.00
Yearbook Advisor	Northeast Elementary	520.00	600.00	680.00
Yearbook Advisor	Park View Elementary	520.00	600.00	680.00
Yearbook Advisor	Prescott South Elementary School	520.00	600.00	680.00
Yearbook Advisor	Sycamore Elementary School	520.00	600.00	680.00

Coaching and Academic Supplement Guidelines
2024-2025

- All coaching and academic supplements funded by the Board of Education must be approved by position each academic year and integrated into the General Purpose School Budget (Fund 141). A total supplemental cap must also be approved each academic year by the Board of Education.
- The supplements are based on a three-tiered system related to years of experience coaching the specific sport/activity the individual is being paid for. Tier 1 applies to persons with 1 to 3 years of experience, tier 2 to persons with 4 to 6 years and tier 3 to persons with 7 or more years.
- Experience within and outside Putnam County will count as long as it can be verified. Assistant experience will count as long as the experience is within the sport being paid. In cases where a person coaches more than one sport, each sport experience will be considered independently.
- Athletic Directors and/or School Principals will be responsible for verifying experience and reporting experience levels annually to the Finance department.
- No person may sponsor more than two (2) supplemented positions unless recommended by the Principal and approved by the Director of Schools. The absolute maximum number of supplemented positions one individual may sponsor is three (3).
- The Director of Schools shall inform the Board of all individuals that are receiving three (3) supplements and how long those individuals have received the supplements.
- Before one individual is recommended for three (3) supplements a school wide search must be conducted by the Principal to determine there are no other interested, qualified school faculty members willing to sponsor the particular athletic/academic activity.
- All sponsors must meet with the school's Principal and/or Athletic Director each year to review requirements that are to be met based on the supplemented position.
- A sponsor may, with the permission of the school's Principal, choose to split the supplemental position with another individual.
- The school Principal may not force an individual to split their supplemental position with another individual.
- All sponsors of supplemental positions must abide by Putnam County School Board Policy 5.110 and must advise any groups or individuals of Policy 5.110 who might seek to issue payments to the sponsor based on their supplemental position.
- In the event the sponsor is unable to perform the requirements set forth by the Principal and/or Athletic Director, the sponsor will reimburse the Putnam County Board of Education the prorated supplemental amount. The prorated supplemental amount to be reimbursed shall be decided by the school Principal.
- All supplemental positions must be filled and paperwork submitted to the Finance department by the last day of the first semester.
- **IT IS THE RESPONSIBILITY OF THE PRINCIPAL/ATHLETIC DIRECTOR TO ENSURE THAT ALL NON-FACULTY COACHES HAVE COMPLETED THEIR FINGERPRINTING AND BACKGROUND CHECK REQUIREMENTS WITH THE HUMAN RESOURCES DEPT PRIOR TO WORKING WITH STUDENTS.**
- The amount of total supplements allocated to one individual may not exceed \$11,500.



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

Date _____ 6/27/2024

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 2024-2025 Certified Salary Scales, as submitted.

received
06-19-24 MT

Putnam County Schools
2024-2025
Teacher Scale
200 Days

200 Step	Bachelors		Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
0	\$48,000.00	\$240.00	\$50,600.00	\$253.00	\$53,200.00	\$266.00	\$55,800.00	\$279.00
1	\$48,650.00	\$243.25	\$51,250.00	\$256.25	\$53,850.00	\$269.25	\$56,450.00	\$282.25
2	\$49,300.00	\$246.50	\$51,900.00	\$259.50	\$54,500.00	\$272.50	\$57,100.00	\$285.50
3	\$49,950.00	\$249.75	\$52,550.00	\$262.75	\$55,150.00	\$275.75	\$57,750.00	\$288.75
4	\$50,950.00	\$254.75	\$53,550.00	\$267.75	\$56,150.00	\$280.75	\$58,750.00	\$293.75
5	\$51,600.00	\$258.00	\$54,200.00	\$271.00	\$56,800.00	\$284.00	\$59,400.00	\$297.00
6	\$52,250.00	\$261.25	\$54,850.00	\$274.25	\$57,450.00	\$287.25	\$60,050.00	\$300.25
7	\$52,900.00	\$264.50	\$55,500.00	\$277.50	\$58,100.00	\$290.50	\$60,700.00	\$303.50
8	\$53,900.00	\$269.50	\$56,500.00	\$282.50	\$59,100.00	\$295.50	\$61,700.00	\$308.50
9	\$54,550.00	\$272.75	\$57,150.00	\$285.75	\$59,750.00	\$298.75	\$62,350.00	\$311.75
10	\$55,200.00	\$276.00	\$57,800.00	\$289.00	\$60,400.00	\$302.00	\$63,000.00	\$315.00
11	\$55,850.00	\$279.25	\$58,450.00	\$292.25	\$61,050.00	\$305.25	\$63,650.00	\$318.25
12	\$56,850.00	\$284.25	\$59,450.00	\$297.25	\$62,050.00	\$310.25	\$64,650.00	\$323.25
13	\$57,500.00	\$287.50	\$60,100.00	\$300.50	\$62,700.00	\$313.50	\$65,300.00	\$326.50
14	\$58,150.00	\$290.75	\$60,750.00	\$303.75	\$63,350.00	\$316.75	\$65,950.00	\$329.75
15	\$58,800.00	\$294.00	\$61,400.00	\$307.00	\$64,000.00	\$320.00	\$66,600.00	\$333.00
16	\$60,050.00	\$300.25	\$62,650.00	\$313.25	\$65,250.00	\$326.25	\$67,850.00	\$339.25
17	\$60,700.00	\$303.50	\$63,300.00	\$316.50	\$65,900.00	\$329.50	\$68,500.00	\$342.50
18	\$61,350.00	\$306.75	\$63,950.00	\$319.75	\$66,550.00	\$332.75	\$69,150.00	\$345.75
19	\$62,000.00	\$310.00	\$64,600.00	\$323.00	\$67,200.00	\$336.00	\$69,800.00	\$349.00
20	\$63,500.00	\$317.50	\$66,100.00	\$330.50	\$68,700.00	\$343.50	\$71,300.00	\$356.50
21	\$64,150.00	\$320.75	\$66,750.00	\$333.75	\$69,350.00	\$346.75	\$71,950.00	\$359.75
22	\$64,800.00	\$324.00	\$67,400.00	\$337.00	\$70,000.00	\$350.00	\$72,600.00	\$363.00
23	\$65,450.00	\$327.25	\$68,050.00	\$340.25	\$70,650.00	\$353.25	\$73,250.00	\$366.25
24	\$67,200.00	\$336.00	\$69,800.00	\$349.00	\$72,400.00	\$362.00	\$75,000.00	\$375.00
25	\$67,850.00	\$339.25	\$70,450.00	\$352.25	\$73,050.00	\$365.25	\$75,650.00	\$378.25
26	\$68,500.00	\$342.50	\$71,100.00	\$355.50	\$73,700.00	\$368.50	\$76,300.00	\$381.50
27	\$69,150.00	\$345.75	\$71,750.00	\$358.75	\$74,350.00	\$371.75	\$76,950.00	\$384.75
28	\$71,150.00	\$355.75	\$73,750.00	\$368.75	\$76,350.00	\$381.75	\$78,950.00	\$394.75
29	\$71,800.00	\$359.00	\$74,400.00	\$372.00	\$77,000.00	\$385.00	\$79,600.00	\$398.00

Note: The following scale will be implemented over multiple years. No employee will receive an increase of more than \$6,000 compared to the employee's previous yearly salary. The above scale is based on a 200 day annual contract. Different contractual lengths will be adjusted based on the daily rate.

Putnam County Schools
2024-2025
Specialist Scale
200 Days

200 Step	Bachelors		Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
0	\$51,000.00	\$255.00	\$53,600.00	\$268.00	\$56,200.00	\$281.00	\$58,800.00	\$294.00
1	\$51,650.00	\$258.25	\$54,250.00	\$271.25	\$56,850.00	\$284.25	\$59,450.00	\$297.25
2	\$52,300.00	\$261.50	\$54,900.00	\$274.50	\$57,500.00	\$287.50	\$60,100.00	\$300.50
3	\$52,950.00	\$264.75	\$55,550.00	\$277.75	\$58,150.00	\$290.75	\$60,750.00	\$303.75
4	\$53,950.00	\$269.75	\$56,550.00	\$282.75	\$59,150.00	\$295.75	\$61,750.00	\$308.75
5	\$54,600.00	\$273.00	\$57,200.00	\$286.00	\$59,800.00	\$299.00	\$62,400.00	\$312.00
6	\$55,250.00	\$276.25	\$57,850.00	\$289.25	\$60,450.00	\$302.25	\$63,050.00	\$315.25
7	\$55,900.00	\$279.50	\$58,500.00	\$292.50	\$61,100.00	\$305.50	\$63,700.00	\$318.50
8	\$56,900.00	\$284.50	\$59,500.00	\$297.50	\$62,100.00	\$310.50	\$64,700.00	\$323.50
9	\$57,550.00	\$287.75	\$60,150.00	\$300.75	\$62,750.00	\$313.75	\$65,350.00	\$326.75
10	\$58,200.00	\$291.00	\$60,800.00	\$304.00	\$63,400.00	\$317.00	\$66,000.00	\$330.00
11	\$58,850.00	\$294.25	\$61,450.00	\$307.25	\$64,050.00	\$320.25	\$66,650.00	\$333.25
12	\$59,850.00	\$299.25	\$62,450.00	\$312.25	\$65,050.00	\$325.25	\$67,650.00	\$338.25
13	\$60,500.00	\$302.50	\$63,100.00	\$315.50	\$65,700.00	\$328.50	\$68,300.00	\$341.50
14	\$61,150.00	\$305.75	\$63,750.00	\$318.75	\$66,350.00	\$331.75	\$68,950.00	\$344.75
15	\$61,800.00	\$309.00	\$64,400.00	\$322.00	\$67,000.00	\$335.00	\$69,600.00	\$348.00
16	\$63,050.00	\$315.25	\$65,650.00	\$328.25	\$68,250.00	\$341.25	\$70,850.00	\$354.25
17	\$63,700.00	\$318.50	\$66,300.00	\$331.50	\$68,900.00	\$344.50	\$71,500.00	\$357.50
18	\$64,350.00	\$321.75	\$66,950.00	\$334.75	\$69,550.00	\$347.75	\$72,150.00	\$360.75
19	\$65,000.00	\$325.00	\$67,600.00	\$338.00	\$70,200.00	\$351.00	\$72,800.00	\$364.00
20	\$66,500.00	\$332.50	\$69,100.00	\$345.50	\$71,700.00	\$358.50	\$74,300.00	\$371.50
21	\$67,150.00	\$335.75	\$69,750.00	\$348.75	\$72,350.00	\$361.75	\$74,950.00	\$374.75
22	\$67,800.00	\$339.00	\$70,400.00	\$352.00	\$73,000.00	\$365.00	\$75,600.00	\$378.00
23	\$68,450.00	\$342.25	\$71,050.00	\$355.25	\$73,650.00	\$368.25	\$76,250.00	\$381.25
24	\$70,200.00	\$351.00	\$72,800.00	\$364.00	\$75,400.00	\$377.00	\$78,000.00	\$390.00
25	\$70,850.00	\$354.25	\$73,450.00	\$367.25	\$76,050.00	\$380.25	\$78,650.00	\$393.25
26	\$71,500.00	\$357.50	\$74,100.00	\$370.50	\$76,700.00	\$383.50	\$79,300.00	\$396.50
27	\$72,150.00	\$360.75	\$74,750.00	\$373.75	\$77,350.00	\$386.75	\$79,950.00	\$399.75
28	\$74,150.00	\$370.75	\$76,750.00	\$383.75	\$79,350.00	\$396.75	\$81,950.00	\$409.75
29	\$74,800.00	\$374.00	\$77,400.00	\$387.00	\$80,000.00	\$400.00	\$82,600.00	\$413.00

Note: The following scale will be implemented over multiple years. No employee will receive an increase of more than \$6,000 compared to the employee's previous yearly salary. The above scale is based on a 200 day annual contract. Different contractual lengths will be adjusted based on the daily rate.

Putnam County Schools
2024-2025
Assistant Principal - Elementary School
210 Days

210 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$63,519.75	\$302.48	\$66,019.75	\$314.38	\$68,519.75	\$326.28
1	\$64,790.15	\$308.52	\$67,290.15	\$320.43	\$69,790.15	\$332.33
2	\$66,060.54	\$314.57	\$68,560.54	\$326.48	\$71,060.54	\$338.38
3	\$67,966.13	\$323.65	\$70,466.13	\$335.55	\$72,966.13	\$347.46
4	\$69,236.53	\$329.70	\$71,736.53	\$341.60	\$74,236.53	\$353.51
5	\$69,871.73	\$332.72	\$72,371.73	\$344.63	\$74,871.73	\$356.53
6	\$71,142.12	\$338.77	\$73,642.12	\$350.68	\$76,142.12	\$362.58
7	\$72,412.52	\$344.82	\$74,912.52	\$356.73	\$77,412.52	\$368.63
8	\$73,047.71	\$347.85	\$75,547.71	\$359.75	\$78,047.71	\$371.66
9	\$73,682.91	\$350.87	\$76,182.91	\$362.78	\$78,682.91	\$374.68
10	\$74,318.11	\$353.90	\$76,818.11	\$365.80	\$79,318.11	\$377.71
11	\$75,588.50	\$359.95	\$78,088.50	\$371.85	\$80,588.50	\$383.75
12	\$76,223.70	\$362.97	\$78,723.70	\$374.87	\$81,223.70	\$386.78
13	\$77,494.10	\$369.02	\$79,994.10	\$380.92	\$82,494.10	\$392.83
14	\$78,129.29	\$372.04	\$80,629.29	\$383.95	\$83,129.29	\$395.85
15	\$79,399.69	\$378.09	\$81,899.69	\$390.00	\$84,399.69	\$401.90
16	\$80,034.89	\$381.12	\$82,534.89	\$393.02	\$85,034.89	\$404.93
17	\$81,305.28	\$387.17	\$83,805.28	\$399.07	\$86,305.28	\$410.98
18	\$82,575.68	\$393.22	\$85,075.68	\$405.12	\$87,575.68	\$417.03

Note: Assistant Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Assistant Principal - Middle School
210 Days

210 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$64,102.50	\$305.25	\$66,602.50	\$317.15	\$69,102.50	\$329.06
1	\$65,384.55	\$311.36	\$67,884.55	\$323.26	\$70,384.55	\$335.16
2	\$66,666.60	\$317.46	\$69,166.60	\$329.36	\$71,666.60	\$341.27
3	\$68,589.68	\$326.62	\$71,089.68	\$338.52	\$73,589.68	\$350.43
4	\$69,871.73	\$332.72	\$72,371.73	\$344.63	\$74,871.73	\$356.53
5	\$70,512.75	\$335.78	\$73,012.75	\$347.68	\$75,512.75	\$359.58
6	\$71,794.80	\$341.88	\$74,294.80	\$353.78	\$76,794.80	\$365.69
7	\$73,076.85	\$347.99	\$75,576.85	\$359.89	\$78,076.85	\$371.79
8	\$73,717.88	\$351.04	\$76,217.88	\$362.94	\$78,717.88	\$374.85
9	\$74,358.90	\$354.09	\$76,858.90	\$365.99	\$79,358.90	\$377.90
10	\$74,999.93	\$357.14	\$77,499.93	\$369.05	\$79,999.93	\$380.95
11	\$76,281.98	\$363.25	\$78,781.98	\$375.15	\$81,281.98	\$387.06
12	\$76,923.00	\$366.30	\$79,423.00	\$378.20	\$81,923.00	\$390.11
13	\$78,205.05	\$372.41	\$80,705.05	\$384.31	\$83,205.05	\$396.21
14	\$78,846.08	\$375.46	\$81,346.08	\$387.36	\$83,846.08	\$399.27
15	\$80,128.13	\$381.56	\$82,628.13	\$393.47	\$85,128.13	\$405.37
16	\$80,769.15	\$384.62	\$83,269.15	\$396.52	\$85,769.15	\$408.42
17	\$82,051.20	\$390.72	\$84,551.20	\$402.62	\$87,051.20	\$414.53
18	\$83,333.25	\$396.83	\$85,833.25	\$408.73	\$88,333.25	\$420.63

Note: Assistant Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Assistant Principal - High School
220 Days

220 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$68,986.50	\$313.58	\$71,605.55	\$325.48	\$74,224.60	\$337.38
1	\$70,366.23	\$319.85	\$72,985.28	\$331.75	\$75,604.33	\$343.66
2	\$71,745.96	\$326.12	\$74,365.01	\$338.02	\$76,984.06	\$349.93
3	\$73,815.56	\$335.53	\$76,434.60	\$347.43	\$79,053.65	\$359.33
4	\$75,195.29	\$341.80	\$77,814.33	\$353.70	\$80,433.38	\$365.61
5	\$75,885.15	\$344.93	\$78,504.20	\$356.84	\$81,123.25	\$368.74
6	\$77,264.88	\$351.20	\$79,883.93	\$363.11	\$82,502.98	\$375.01
7	\$78,644.61	\$357.48	\$81,263.66	\$369.38	\$83,882.71	\$381.29
8	\$79,334.48	\$360.61	\$81,953.52	\$372.52	\$84,572.57	\$384.42
9	\$80,024.34	\$363.75	\$82,643.39	\$375.65	\$85,262.44	\$387.56
10	\$80,714.21	\$366.88	\$83,333.25	\$378.79	\$85,952.30	\$390.69
11	\$82,093.94	\$373.15	\$84,712.98	\$385.06	\$87,332.03	\$396.96
12	\$82,783.80	\$376.29	\$85,402.85	\$388.19	\$88,021.90	\$400.10
13	\$84,163.53	\$382.56	\$86,782.58	\$394.47	\$89,401.63	\$406.37
14	\$84,853.40	\$385.70	\$87,472.44	\$397.60	\$90,091.49	\$409.51
15	\$86,233.13	\$391.97	\$88,852.17	\$403.87	\$91,471.22	\$415.78
16	\$86,922.99	\$395.10	\$89,542.04	\$407.01	\$92,161.09	\$418.91
17	\$88,302.72	\$401.38	\$90,921.77	\$413.28	\$93,540.82	\$425.19
18	\$89,682.45	\$407.65	\$92,301.50	\$419.55	\$94,920.55	\$431.46

Note: Assistant Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Principal - Elementary Schools
0 to 499 Students
230 Days

230 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$72,760.50	\$316.35	\$75,498.60	\$328.25	\$78,236.69	\$340.16
1	\$74,215.71	\$322.68	\$76,953.81	\$334.58	\$79,691.90	\$346.49
2	\$75,670.92	\$329.00	\$78,409.02	\$340.91	\$81,147.11	\$352.81
3	\$77,853.74	\$338.49	\$80,591.83	\$350.40	\$83,329.93	\$362.30
4	\$79,308.95	\$344.82	\$82,047.04	\$356.73	\$84,785.14	\$368.63
5	\$80,036.55	\$347.99	\$82,774.65	\$359.89	\$85,512.74	\$371.79
6	\$81,491.76	\$354.31	\$84,229.86	\$366.22	\$86,967.95	\$378.12
7	\$82,946.97	\$360.64	\$85,685.07	\$372.54	\$88,423.16	\$384.45
8	\$83,674.58	\$363.80	\$86,412.67	\$375.71	\$89,150.77	\$387.61
9	\$84,402.18	\$366.97	\$87,140.28	\$378.87	\$89,878.37	\$390.78
10	\$85,129.79	\$370.13	\$87,867.88	\$382.03	\$90,605.98	\$393.94
11	\$86,585.00	\$376.46	\$89,323.09	\$388.36	\$92,061.19	\$400.27
12	\$87,312.60	\$379.62	\$90,050.70	\$391.52	\$92,788.79	\$403.43
13	\$88,767.81	\$385.95	\$91,505.91	\$397.85	\$94,244.00	\$409.76
14	\$89,495.42	\$389.11	\$92,233.51	\$401.02	\$94,971.61	\$412.92
15	\$90,950.63	\$395.44	\$93,688.72	\$407.34	\$96,426.82	\$419.25
16	\$91,678.23	\$398.60	\$94,416.33	\$410.51	\$97,154.42	\$422.41
17	\$93,133.44	\$404.93	\$95,871.54	\$416.83	\$98,609.63	\$428.74
18	\$94,588.65	\$411.26	\$97,326.75	\$423.16	\$100,064.84	\$435.06

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Principal - Elementary Schools
500 to 999 Students
230 Days

230 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$75,260.50	\$327.22	\$77,998.60	\$339.12	\$80,736.69	\$351.03
1	\$76,715.71	\$333.55	\$79,453.81	\$345.45	\$82,191.90	\$357.36
2	\$78,170.92	\$339.87	\$80,909.02	\$351.78	\$83,647.11	\$363.68
3	\$80,353.74	\$349.36	\$83,091.83	\$361.27	\$85,829.93	\$373.17
4	\$81,808.95	\$355.69	\$84,547.04	\$367.60	\$87,285.14	\$379.50
5	\$82,536.55	\$358.85	\$85,274.65	\$370.76	\$88,012.74	\$382.66
6	\$83,991.76	\$365.18	\$86,729.86	\$377.09	\$89,467.95	\$388.99
7	\$85,446.97	\$371.51	\$88,185.07	\$383.41	\$90,923.16	\$395.32
8	\$86,174.58	\$374.67	\$88,912.67	\$386.58	\$91,650.77	\$398.48
9	\$86,902.18	\$377.84	\$89,640.28	\$389.74	\$92,378.37	\$401.65
10	\$87,629.79	\$381.00	\$90,367.88	\$392.90	\$93,105.98	\$404.81
11	\$89,085.00	\$387.33	\$91,823.09	\$399.23	\$94,561.19	\$411.14
12	\$89,812.60	\$390.49	\$92,550.70	\$402.39	\$95,288.79	\$414.30
13	\$91,267.81	\$396.82	\$94,005.91	\$408.72	\$96,744.00	\$420.63
14	\$91,995.42	\$399.98	\$94,733.51	\$411.88	\$97,471.61	\$423.79
15	\$93,450.63	\$406.31	\$96,188.72	\$418.21	\$98,926.82	\$430.12
16	\$94,178.23	\$409.47	\$96,916.33	\$421.38	\$99,654.42	\$433.28
17	\$95,633.44	\$415.80	\$98,371.54	\$427.70	\$101,109.63	\$439.61
18	\$97,088.65	\$422.12	\$99,826.75	\$434.03	\$102,564.84	\$445.93

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - Middle Schools
0 to 499 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$77,922.00	\$324.68	\$80,779.14	\$336.58	\$83,636.29	\$348.48
1	\$79,480.44	\$331.17	\$82,337.58	\$343.07	\$85,194.73	\$354.98
2	\$81,038.88	\$337.66	\$83,896.02	\$349.57	\$86,753.17	\$361.47
3	\$83,376.54	\$347.40	\$86,233.68	\$359.31	\$89,090.83	\$371.21
4	\$84,934.98	\$353.90	\$87,792.12	\$365.80	\$90,649.27	\$377.71
5	\$85,714.20	\$357.14	\$88,571.34	\$369.05	\$91,428.49	\$380.95
6	\$87,272.64	\$363.64	\$90,129.78	\$375.54	\$92,986.93	\$387.45
7	\$88,831.08	\$370.13	\$91,688.22	\$382.03	\$94,545.37	\$393.94
8	\$89,610.30	\$373.38	\$92,467.44	\$385.28	\$95,324.59	\$397.19
9	\$90,389.52	\$376.62	\$93,246.66	\$388.53	\$96,103.81	\$400.43
10	\$91,168.74	\$379.87	\$94,025.88	\$391.77	\$96,883.03	\$403.68
11	\$92,727.18	\$386.36	\$95,584.32	\$398.27	\$98,441.47	\$410.17
12	\$93,506.40	\$389.61	\$96,363.54	\$401.51	\$99,220.69	\$413.42
13	\$95,064.84	\$396.10	\$97,921.98	\$408.01	\$100,779.13	\$419.91
14	\$95,844.06	\$399.35	\$98,701.20	\$411.26	\$101,558.35	\$423.16
15	\$97,402.50	\$405.84	\$100,259.64	\$417.75	\$103,116.79	\$429.65
16	\$98,181.72	\$409.09	\$101,038.86	\$421.00	\$103,896.01	\$432.90
17	\$99,740.16	\$415.58	\$102,597.30	\$427.49	\$105,454.45	\$439.39
18	\$101,298.60	\$422.08	\$104,155.74	\$433.98	\$107,012.89	\$445.89

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - Middle Schools
500 to 999 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$80,530.70	\$335.54	\$83,387.84	\$347.45	\$86,244.98	\$359.35
1	\$82,089.14	\$342.04	\$84,946.28	\$353.94	\$87,803.42	\$365.85
2	\$83,647.58	\$348.53	\$86,504.72	\$360.44	\$89,361.86	\$372.34
3	\$85,985.24	\$358.27	\$88,842.38	\$370.18	\$91,699.52	\$382.08
4	\$87,543.68	\$364.77	\$90,400.82	\$376.67	\$93,257.96	\$388.57
5	\$88,322.90	\$368.01	\$91,180.04	\$379.92	\$94,037.18	\$391.82
6	\$89,881.34	\$374.51	\$92,738.48	\$386.41	\$95,595.62	\$398.32
7	\$91,439.78	\$381.00	\$94,296.92	\$392.90	\$97,154.06	\$404.81
8	\$92,219.00	\$384.25	\$95,076.14	\$396.15	\$97,933.28	\$408.06
9	\$92,998.22	\$387.49	\$95,855.36	\$399.40	\$98,712.50	\$411.30
10	\$93,777.44	\$390.74	\$96,634.58	\$402.64	\$99,491.72	\$414.55
11	\$95,335.88	\$397.23	\$98,193.02	\$409.14	\$101,050.16	\$421.04
12	\$96,115.10	\$400.48	\$98,972.24	\$412.38	\$101,829.38	\$424.29
13	\$97,673.54	\$406.97	\$100,530.68	\$418.88	\$103,387.82	\$430.78
14	\$98,452.76	\$410.22	\$101,309.90	\$422.12	\$104,167.04	\$434.03
15	\$100,011.20	\$416.71	\$102,868.34	\$428.62	\$105,725.48	\$440.52
16	\$100,790.42	\$419.96	\$103,647.56	\$431.86	\$106,504.70	\$443.77
17	\$102,348.86	\$426.45	\$105,206.00	\$438.36	\$108,063.14	\$450.26
18	\$103,907.30	\$432.95	\$106,764.44	\$444.85	\$109,621.58	\$456.76

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - Middle Schools
1,000 to 1,499 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$81,574.17	\$339.89	\$84,431.32	\$351.80	\$87,288.46	\$363.70
1	\$83,132.61	\$346.39	\$85,989.76	\$358.29	\$88,846.90	\$370.20
2	\$84,691.05	\$352.88	\$87,548.20	\$364.78	\$90,405.34	\$376.69
3	\$87,028.71	\$362.62	\$89,885.86	\$374.52	\$92,743.00	\$386.43
4	\$88,587.15	\$369.11	\$91,444.30	\$381.02	\$94,301.44	\$392.92
5	\$89,366.37	\$372.36	\$92,223.52	\$384.26	\$95,080.66	\$396.17
6	\$90,924.81	\$378.85	\$93,781.96	\$390.76	\$96,639.10	\$402.66
7	\$92,483.25	\$385.35	\$95,340.40	\$397.25	\$98,197.54	\$409.16
8	\$93,262.47	\$388.59	\$96,119.62	\$400.50	\$98,976.76	\$412.40
9	\$94,041.69	\$391.84	\$96,898.84	\$403.75	\$99,755.98	\$415.65
10	\$94,820.91	\$395.09	\$97,678.06	\$406.99	\$100,535.20	\$418.90
11	\$96,379.35	\$401.58	\$99,236.50	\$413.49	\$102,093.64	\$425.39
12	\$97,158.57	\$404.83	\$100,015.72	\$416.73	\$102,872.86	\$428.64
13	\$98,717.01	\$411.32	\$101,574.16	\$423.23	\$104,431.30	\$435.13
14	\$99,496.23	\$414.57	\$102,353.38	\$426.47	\$105,210.52	\$438.38
15	\$101,054.67	\$421.06	\$103,911.82	\$432.97	\$106,768.96	\$444.87
16	\$101,833.89	\$424.31	\$104,691.04	\$436.21	\$107,548.18	\$448.12
17	\$103,392.33	\$430.80	\$106,249.48	\$442.71	\$109,106.62	\$454.61
18	\$104,950.77	\$437.29	\$107,807.92	\$449.20	\$110,665.06	\$461.10

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - High Schools
0 to 499 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$79,920.00	\$333.00	\$82,777.14	\$344.90	\$85,634.29	\$356.81
1	\$81,518.40	\$339.66	\$84,375.54	\$351.56	\$87,232.69	\$363.47
2	\$83,116.80	\$346.32	\$85,973.94	\$358.22	\$88,831.09	\$370.13
3	\$85,514.40	\$356.31	\$88,371.54	\$368.21	\$91,228.69	\$380.12
4	\$87,112.80	\$362.97	\$89,969.94	\$374.87	\$92,827.09	\$386.78
5	\$87,912.00	\$366.30	\$90,769.14	\$378.20	\$93,626.29	\$390.11
6	\$89,510.40	\$372.96	\$92,367.54	\$384.86	\$95,224.69	\$396.77
7	\$91,108.80	\$379.62	\$93,965.94	\$391.52	\$96,823.09	\$403.43
8	\$91,908.00	\$382.95	\$94,765.14	\$394.85	\$97,622.29	\$406.76
9	\$92,707.20	\$386.28	\$95,564.34	\$398.18	\$98,421.49	\$410.09
10	\$93,506.40	\$389.61	\$96,363.54	\$401.51	\$99,220.69	\$413.42
11	\$95,104.80	\$396.27	\$97,961.94	\$408.17	\$100,819.09	\$420.08
12	\$95,904.00	\$399.60	\$98,761.14	\$411.50	\$101,618.29	\$423.41
13	\$97,502.40	\$406.26	\$100,359.54	\$418.16	\$103,216.69	\$430.07
14	\$98,301.60	\$409.59	\$101,158.74	\$421.49	\$104,015.89	\$433.40
15	\$99,900.00	\$416.25	\$102,757.14	\$428.15	\$105,614.29	\$440.06
16	\$100,699.20	\$419.58	\$103,556.34	\$431.48	\$106,413.49	\$443.39
17	\$102,297.60	\$426.24	\$105,154.74	\$438.14	\$108,011.89	\$450.05
18	\$103,896.00	\$432.90	\$106,753.14	\$444.80	\$109,610.29	\$456.71

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - High School
500 to 999 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$82,528.70	\$343.87	\$85,385.84	\$355.77	\$88,242.98	\$367.68
1	\$84,127.10	\$350.53	\$86,984.24	\$362.43	\$89,841.38	\$374.34
2	\$85,725.50	\$357.19	\$88,582.64	\$369.09	\$91,439.78	\$381.00
3	\$88,123.10	\$367.18	\$90,980.24	\$379.08	\$93,837.38	\$390.99
4	\$89,721.50	\$373.84	\$92,578.64	\$385.74	\$95,435.78	\$397.65
5	\$90,520.70	\$377.17	\$93,377.84	\$389.07	\$96,234.98	\$400.98
6	\$92,119.10	\$383.83	\$94,976.24	\$395.73	\$97,833.38	\$407.64
7	\$93,717.50	\$390.49	\$96,574.64	\$402.39	\$99,431.78	\$414.30
8	\$94,516.70	\$393.82	\$97,373.84	\$405.72	\$100,230.98	\$417.63
9	\$95,315.90	\$397.15	\$98,173.04	\$409.05	\$101,030.18	\$420.96
10	\$96,115.10	\$400.48	\$98,972.24	\$412.38	\$101,829.38	\$424.29
11	\$97,713.50	\$407.14	\$100,570.64	\$419.04	\$103,427.78	\$430.95
12	\$98,512.70	\$410.47	\$101,369.84	\$422.37	\$104,226.98	\$434.28
13	\$100,111.10	\$417.13	\$102,968.24	\$429.03	\$105,825.38	\$440.94
14	\$100,910.30	\$420.46	\$103,767.44	\$432.36	\$106,624.58	\$444.27
15	\$102,508.70	\$427.12	\$105,365.84	\$439.02	\$108,222.98	\$450.93
16	\$103,307.90	\$430.45	\$106,165.04	\$442.35	\$109,022.18	\$454.26
17	\$104,906.30	\$437.11	\$107,763.44	\$449.01	\$110,620.58	\$460.92
18	\$106,504.70	\$443.77	\$109,361.84	\$455.67	\$112,218.98	\$467.58

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Principal - High School
1,000 to 1,499 Students
240 Days

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$83,572.17	\$348.22	\$86,429.32	\$360.12	\$89,286.46	\$372.03
1	\$85,170.57	\$354.88	\$88,027.72	\$366.78	\$90,884.86	\$378.69
2	\$86,768.97	\$361.54	\$89,626.12	\$373.44	\$92,483.26	\$385.35
3	\$89,166.57	\$371.53	\$92,023.72	\$383.43	\$94,880.86	\$395.34
4	\$90,764.97	\$378.19	\$93,622.12	\$390.09	\$96,479.26	\$402.00
5	\$91,564.17	\$381.52	\$94,421.32	\$393.42	\$97,278.46	\$405.33
6	\$93,162.57	\$388.18	\$96,019.72	\$400.08	\$98,876.86	\$411.99
7	\$94,760.97	\$394.84	\$97,618.12	\$406.74	\$100,475.26	\$418.65
8	\$95,560.17	\$398.17	\$98,417.32	\$410.07	\$101,274.46	\$421.98
9	\$96,359.37	\$401.50	\$99,216.52	\$413.40	\$102,073.66	\$425.31
10	\$97,158.57	\$404.83	\$100,015.72	\$416.73	\$102,872.86	\$428.64
11	\$98,756.97	\$411.49	\$101,614.12	\$423.39	\$104,471.26	\$435.30
12	\$99,556.17	\$414.82	\$102,413.32	\$426.72	\$105,270.46	\$438.63
13	\$101,154.57	\$421.48	\$104,011.72	\$433.38	\$106,868.86	\$445.29
14	\$101,953.77	\$424.81	\$104,810.92	\$436.71	\$107,668.06	\$448.62
15	\$103,552.17	\$431.47	\$106,409.32	\$443.37	\$109,266.46	\$455.28
16	\$104,351.37	\$434.80	\$107,208.52	\$446.70	\$110,065.66	\$458.61
17	\$105,949.77	\$441.46	\$108,806.92	\$453.36	\$111,664.06	\$465.27
18	\$107,548.17	\$448.12	\$110,405.32	\$460.02	\$113,262.46	\$471.93

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - High School
1,500 to 1,999 Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$85,137.39	\$354.74	\$87,994.53	\$366.64	\$90,851.68	\$378.55
1	\$86,735.79	\$361.40	\$89,592.93	\$373.30	\$92,450.08	\$385.21
2	\$88,334.19	\$368.06	\$91,191.33	\$379.96	\$94,048.48	\$391.87
3	\$90,731.79	\$378.05	\$93,588.93	\$389.95	\$96,446.08	\$401.86
4	\$92,330.19	\$384.71	\$95,187.33	\$396.61	\$98,044.48	\$408.52
5	\$93,129.39	\$388.04	\$95,986.53	\$399.94	\$98,843.68	\$411.85
6	\$94,727.79	\$394.70	\$97,584.93	\$406.60	\$100,442.08	\$418.51
7	\$96,326.19	\$401.36	\$99,183.33	\$413.26	\$102,040.48	\$425.17
8	\$97,125.39	\$404.69	\$99,982.53	\$416.59	\$102,839.68	\$428.50
9	\$97,924.59	\$408.02	\$100,781.73	\$419.92	\$103,638.88	\$431.83
10	\$98,723.79	\$411.35	\$101,580.93	\$423.25	\$104,438.08	\$435.16
11	\$100,322.19	\$418.01	\$103,179.33	\$429.91	\$106,036.48	\$441.82
12	\$101,121.39	\$421.34	\$103,978.53	\$433.24	\$106,835.68	\$445.15
13	\$102,719.79	\$428.00	\$105,576.93	\$439.90	\$108,434.08	\$451.81
14	\$103,518.99	\$431.33	\$106,376.13	\$443.23	\$109,233.28	\$455.14
15	\$105,117.39	\$437.99	\$107,974.53	\$449.89	\$110,831.68	\$461.80
16	\$105,916.59	\$441.32	\$108,773.73	\$453.22	\$111,630.88	\$465.13
17	\$107,514.99	\$447.98	\$110,372.13	\$459.88	\$113,229.28	\$471.79
18	\$109,113.39	\$454.64	\$111,970.53	\$466.54	\$114,827.68	\$478.45

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

**Putnam County Schools
2024-2025
Principal - High Schools
2,000+ Students
240 Days**

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$86,702.61	\$361.26	\$89,559.75	\$373.17	\$92,416.89	\$385.07
1	\$88,301.01	\$367.92	\$91,158.15	\$379.83	\$94,015.29	\$391.73
2	\$89,899.41	\$374.58	\$92,756.55	\$386.49	\$95,613.69	\$398.39
3	\$92,297.01	\$384.57	\$95,154.15	\$396.48	\$98,011.29	\$408.38
4	\$93,895.41	\$391.23	\$96,752.55	\$403.14	\$99,609.69	\$415.04
5	\$94,694.61	\$394.56	\$97,551.75	\$406.47	\$100,408.89	\$418.37
6	\$96,293.01	\$401.22	\$99,150.15	\$413.13	\$102,007.29	\$425.03
7	\$97,891.41	\$407.88	\$100,748.55	\$419.79	\$103,605.69	\$431.69
8	\$98,690.61	\$411.21	\$101,547.75	\$423.12	\$104,404.89	\$435.02
9	\$99,489.81	\$414.54	\$102,346.95	\$426.45	\$105,204.09	\$438.35
10	\$100,289.01	\$417.87	\$103,146.15	\$429.78	\$106,003.29	\$441.68
11	\$101,887.41	\$424.53	\$104,744.55	\$436.44	\$107,601.69	\$448.34
12	\$102,686.61	\$427.86	\$105,543.75	\$439.77	\$108,400.89	\$451.67
13	\$104,285.01	\$434.52	\$107,142.15	\$446.43	\$109,999.29	\$458.33
14	\$105,084.21	\$437.85	\$107,941.35	\$449.76	\$110,798.49	\$461.66
15	\$106,682.61	\$444.51	\$109,539.75	\$456.42	\$112,396.89	\$468.32
16	\$107,481.81	\$447.84	\$110,338.95	\$459.75	\$113,196.09	\$471.65
17	\$109,080.21	\$454.50	\$111,937.35	\$466.41	\$114,794.49	\$478.31
18	\$110,678.61	\$461.16	\$113,535.75	\$473.07	\$116,392.89	\$484.97

Note: Principals will be given 1 additional year of admin experience for every 3 years of TN Compass teaching experience.

Putnam County Schools
2024-2025
Coordinator
220 Days

220 Admin Step	Bachelors		Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
0	\$65,754.70	\$298.89	\$68,897.56	\$313.17	\$71,516.60	\$325.08	\$74,135.65	\$336.98
1	\$67,069.79	\$304.86	\$70,212.65	\$319.15	\$72,831.70	\$331.05	\$75,450.75	\$342.96
2	\$68,384.89	\$310.84	\$71,527.75	\$325.13	\$74,146.79	\$337.03	\$76,765.84	\$348.94
3	\$70,357.53	\$319.81	\$73,500.39	\$334.09	\$76,119.43	\$346.00	\$78,738.48	\$357.90
4	\$71,672.62	\$325.78	\$74,815.48	\$340.07	\$77,434.53	\$351.98	\$80,053.58	\$363.88
5	\$72,330.17	\$328.77	\$75,473.03	\$343.06	\$78,092.07	\$354.96	\$80,711.12	\$366.87
6	\$73,645.26	\$334.75	\$76,788.12	\$349.04	\$79,407.17	\$360.94	\$82,026.22	\$372.85
7	\$74,960.36	\$340.73	\$78,103.22	\$355.01	\$80,722.26	\$366.92	\$83,341.31	\$378.82
8	\$75,617.91	\$343.72	\$78,760.76	\$358.00	\$81,379.81	\$369.91	\$83,998.86	\$381.81
9	\$76,275.45	\$346.71	\$79,418.31	\$360.99	\$82,037.36	\$372.90	\$84,656.40	\$384.80
10	\$76,933.00	\$349.70	\$80,075.86	\$363.98	\$82,694.90	\$375.89	\$85,313.95	\$387.79
11	\$78,248.09	\$355.67	\$81,390.95	\$369.96	\$84,010.00	\$381.86	\$86,629.05	\$393.77
12	\$78,905.64	\$358.66	\$82,048.50	\$372.95	\$84,667.54	\$384.85	\$87,286.59	\$396.76
13	\$80,220.73	\$364.64	\$83,363.59	\$378.93	\$85,982.64	\$390.83	\$88,601.69	\$402.73
14	\$80,878.28	\$367.63	\$84,021.14	\$381.91	\$86,640.19	\$393.82	\$89,259.23	\$405.72
15	\$82,193.38	\$373.61	\$85,336.23	\$387.89	\$87,955.28	\$399.80	\$90,574.33	\$411.70
16	\$82,850.92	\$376.60	\$85,993.78	\$390.88	\$88,612.83	\$402.79	\$91,231.87	\$414.69
17	\$84,166.02	\$382.57	\$87,308.87	\$396.86	\$89,927.92	\$408.76	\$92,546.97	\$420.67
18	\$85,481.11	\$388.55	\$88,623.97	\$402.84	\$91,243.01	\$414.74	\$93,862.06	\$426.65

Putnam County Schools
2024-2025
Coordinator
240 Days

240 Admin Step	Bachelors		Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily	Annual	Daily
0	\$71,732.40	\$298.89	\$75,160.97	\$313.17	\$78,018.11	\$325.08	\$80,875.26	\$336.98
1	\$73,167.05	\$304.86	\$76,595.62	\$319.15	\$79,452.76	\$331.05	\$82,309.91	\$342.96
2	\$74,601.70	\$310.84	\$78,030.27	\$325.13	\$80,887.41	\$337.03	\$83,744.55	\$348.94
3	\$76,753.67	\$319.81	\$80,182.24	\$334.09	\$83,039.38	\$346.00	\$85,896.53	\$357.90
4	\$78,188.32	\$325.78	\$81,616.89	\$340.07	\$84,474.03	\$351.98	\$87,331.17	\$363.88
5	\$78,905.64	\$328.77	\$82,334.21	\$343.06	\$85,191.35	\$354.96	\$88,048.50	\$366.87
6	\$80,340.29	\$334.75	\$83,768.86	\$349.04	\$86,626.00	\$360.94	\$89,483.15	\$372.85
7	\$81,774.94	\$340.73	\$85,203.51	\$355.01	\$88,060.65	\$366.92	\$90,917.79	\$378.82
8	\$82,492.26	\$343.72	\$85,920.83	\$358.00	\$88,777.97	\$369.91	\$91,635.12	\$381.81
9	\$83,209.58	\$346.71	\$86,638.16	\$360.99	\$89,495.30	\$372.90	\$92,352.44	\$384.80
10	\$83,926.91	\$349.70	\$87,355.48	\$363.98	\$90,212.62	\$375.89	\$93,069.77	\$387.79
11	\$85,361.56	\$355.67	\$88,790.13	\$369.96	\$91,647.27	\$381.86	\$94,504.41	\$393.77
12	\$86,078.88	\$358.66	\$89,507.45	\$372.95	\$92,364.59	\$384.85	\$95,221.74	\$396.76
13	\$87,513.53	\$364.64	\$90,942.10	\$378.93	\$93,799.24	\$390.83	\$96,656.39	\$402.73
14	\$88,230.85	\$367.63	\$91,659.42	\$381.91	\$94,516.57	\$393.82	\$97,373.71	\$405.72
15	\$89,665.50	\$373.61	\$93,094.07	\$387.89	\$95,951.21	\$399.80	\$98,808.36	\$411.70
16	\$90,382.82	\$376.60	\$93,811.40	\$390.88	\$96,668.54	\$402.79	\$99,525.68	\$414.69
17	\$91,817.47	\$382.57	\$95,246.04	\$396.86	\$98,103.19	\$408.76	\$100,960.33	\$420.67
18	\$93,252.12	\$388.55	\$96,680.69	\$402.84	\$99,537.83	\$414.74	\$102,394.98	\$426.65

Putnam County Schools
2024-2025
Supervisor
240 Days

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$79,920.00	\$333.00	\$82,777.14	\$344.90	\$85,634.29	\$356.81
1	\$81,518.40	\$339.66	\$84,375.54	\$351.56	\$87,232.69	\$363.47
2	\$83,116.80	\$346.32	\$85,973.94	\$358.22	\$88,831.09	\$370.13
3	\$85,514.40	\$356.31	\$88,371.54	\$368.21	\$91,228.69	\$380.12
4	\$87,112.80	\$362.97	\$89,969.94	\$374.87	\$92,827.09	\$386.78
5	\$87,912.00	\$366.30	\$90,769.14	\$378.20	\$93,626.29	\$390.11
6	\$89,510.40	\$372.96	\$92,367.54	\$384.86	\$95,224.69	\$396.77
7	\$91,108.80	\$379.62	\$93,965.94	\$391.52	\$96,823.09	\$403.43
8	\$91,908.00	\$382.95	\$94,765.14	\$394.85	\$97,622.29	\$406.76
9	\$92,707.20	\$386.28	\$95,564.34	\$398.18	\$98,421.49	\$410.09
10	\$93,506.40	\$389.61	\$96,363.54	\$401.51	\$99,220.69	\$413.42
11	\$95,104.80	\$396.27	\$97,961.94	\$408.17	\$100,819.09	\$420.08
12	\$95,904.00	\$399.60	\$98,761.14	\$411.50	\$101,618.29	\$423.41
13	\$97,502.40	\$406.26	\$100,359.54	\$418.16	\$103,216.69	\$430.07
14	\$98,301.60	\$409.59	\$101,158.74	\$421.49	\$104,015.89	\$433.40
15	\$99,900.00	\$416.25	\$102,757.14	\$428.15	\$105,614.29	\$440.06
16	\$100,699.20	\$419.58	\$103,556.34	\$431.48	\$106,413.49	\$443.39
17	\$102,297.60	\$426.24	\$105,154.74	\$438.14	\$108,011.89	\$450.05
18	\$103,896.00	\$432.90	\$106,753.14	\$444.80	\$109,610.29	\$456.71

Putnam County Schools
2024-2025
Deputy Director
240 Days

240 Admin Step	Masters		EDS		EDD/PHD	
	Annual	Daily	Annual	Daily	Annual	Daily
0	\$93,240.00	\$388.50	\$96,097.14	\$400.40	\$98,954.29	\$412.31
1	\$95,104.80	\$396.27	\$97,961.94	\$408.17	\$100,819.09	\$420.08
2	\$96,969.60	\$404.04	\$99,826.74	\$415.94	\$102,683.89	\$427.85
3	\$99,766.80	\$415.70	\$102,623.94	\$427.60	\$105,481.09	\$439.50
4	\$101,631.60	\$423.47	\$104,488.74	\$435.37	\$107,345.89	\$447.27
5	\$102,564.00	\$427.35	\$105,421.14	\$439.25	\$108,278.29	\$451.16
6	\$104,428.80	\$435.12	\$107,285.94	\$447.02	\$110,143.09	\$458.93
7	\$106,293.60	\$442.89	\$109,150.74	\$454.79	\$112,007.89	\$466.70
8	\$107,226.00	\$446.78	\$110,083.14	\$458.68	\$112,940.29	\$470.58
9	\$108,158.40	\$450.66	\$111,015.54	\$462.56	\$113,872.69	\$474.47
10	\$109,090.80	\$454.55	\$111,947.94	\$466.45	\$114,805.09	\$478.35
11	\$110,955.60	\$462.32	\$113,812.74	\$474.22	\$116,669.89	\$486.12
12	\$111,888.00	\$466.20	\$114,745.14	\$478.10	\$117,602.29	\$490.01
13	\$113,752.80	\$473.97	\$116,609.94	\$485.87	\$119,467.09	\$497.78
14	\$114,685.20	\$477.86	\$117,542.34	\$489.76	\$120,399.49	\$501.66
15	\$116,550.00	\$485.63	\$119,407.14	\$497.53	\$122,264.29	\$509.43
16	\$117,482.40	\$489.51	\$120,339.54	\$501.41	\$123,196.69	\$513.32
17	\$119,347.20	\$497.28	\$122,204.34	\$509.18	\$125,061.49	\$521.09
18	\$121,212.00	\$505.05	\$124,069.14	\$516.95	\$126,926.29	\$528.86



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

Date _____ 6/27/2024

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 Classification Charts and Pay-scales for both Hourly and Professional Non-certified Employees for the 2024-2025 school year.

received
06-19-24 MT *[Signature]*

PUTNAM COUNTY BOARD OF EDUCATION
2024-2025 CLASSIFICATION CHART - HOURLY / NON-EXEMPT EMPLOYEES

1		2		3		4		5	
12.66	22.87	13.84	24.15	15.07	25.96	15.48	26.37	16.31	27.21
Substitute Custodian	Daycare Worker SAC Activity Instructor	Cafeteria Monitor Custodians Food Service Worker / Cashier Inventory Technician - seasonal	Lead Teacher - Daycare Program Teacher Assistant Library Assistant - Full Time ECE Teacher Assistant - no CDA Sped Resource Assistant	Bus Attendant**	SPED Related Services Assistant Job Coach ECE Teacher Assistant w/CDA Sped TRACS Assistant Sped Preschool Assistant Sped 1x1 Assistant/Extended Resource Maintenance - Entry Level CDC / Behavior Teacher Assistant Bilingual Teacher Assistant Assistant Cafeteria Manager				
6		7		8		9		10	
17.64	28.53	18.00	28.90	18.36	29.25	18.74	29.64	19.08	30.00
Maintenance Worker - Level I Licensed Practical Nurse Mechanic - Level I	Bus Driver** Deaf Interpreter - A ESL Interpreter - A Central Office Typist / File Clerk	SAC Site Director Daycare Site Director Maintenance - Level II Cafeteria Manager - Elementary Mechanic - Level II Student Management Assistant	ABE Recruiter/ Counselor	School Secretary Maintenance - Level III Cafeteria Manager - Middle/High School Inventory Control Clerk Mechanic - Level III					
11		12		13		14		15	
19.47	30.36	20.20	31.09	20.55	31.46	20.94	31.83	21.29	32.20
Central Office Clerical Support Technical Assistant Technology Procurement Assistant	Maintenance - Level IV Mechanic - Level IV	Bookkeeper I Deaf Interpreter - 1 ESL Interpreter - 1 ECE Bookkeeper School Nutrition Field Manager School Nutrition Purchasing & Clerical Support	Accounts Payable Clerk Crisis Management Assistant H.R. Generalist Maintenance - Level V Mechanic - Level V	Inventory/Coordinator Purchasing Clerk Fund Accountant Bookkeeper II					
16		17		18		19		20	
23.13	34.03	23.88	34.78	24.61	35.51	26.06	36.94	27.91	38.80
ESL Interpreter - II Deaf Interpreter - II Technology Support Technician	Registered Nurse Payroll Accountant	Executive Assistant Lead Computer Technician	Deaf Interpreter - III	Deaf Interpreter - IV Internal Auditor					

PUTNAM COUNTY BOARD OF EDUCATION
2024-2025 CLASSIFICATION CHART - PROFESSIONAL / EXEMPT EMPLOYEES

1		2		3		4		5	
53,523	75,117	64,511	86,981	69,919	92,819	75,328	98,657	85,309	111,202
Parent Involvement Coordinator		Accounting Dept Supervisor		Physical Therapist		Construction Manager		Special Project Coordinator	
Asst. Supervisor (non-certified)		Supervisors (non certified)		Occupational Therapist		Food Services Supervisor			
Nurse Coordinator		Clinical Social Worker		Mental Health Coordinator		Transportation Supervisor			
Program Coordinators		Network Services Specialist							
Interim Supervisor (non-certified)		Physical Therapy Assistant							
Social Worker		Certified Occupational Therapy Assitant (COTA)							
6									
86,144	114,771								
Director of Finance									
Director of Human Resources									

KEY: Grade
Annual Salary based on 12 months

**Positions less than 12 months will be prorated as applicable

PUTNAM COUNTY BOARD OF EDUCATION
2024-2025 CLASSIFICATION CHART - HOURLY - NON-EXEMPT EMPLOYEES

GRADE	2024-2025 Annual Rates for Steps - Hourly Wage																									GRADE	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		26
1	12.66	12.81	13.23	13.69	14.11	14.51	14.93	15.37	15.76	16.17	16.57	16.99	17.39	17.82	18.21	18.65	19.03	19.47	19.90	20.29	20.73	21.15	21.58	22.01	22.45	22.87	1
2	13.84	14.25	14.68	15.10	15.53	15.92	16.31	16.74	17.14	17.53	17.92	18.33	18.73	19.15	19.53	19.95	20.34	20.76	21.18	21.57	22.00	22.43	22.85	23.29	23.72	24.15	2
3	15.07	15.49	15.96	16.42	16.87	17.29	17.73	18.19	18.61	19.02	19.44	19.90	20.33	20.77	21.17	21.64	22.06	22.50	22.96	23.38	23.80	24.24	24.66	25.09	25.53	25.96	3
4	15.48	15.92	16.37	16.84	17.28	17.70	18.15	18.60	19.03	19.43	19.86	20.31	20.75	21.17	21.61	22.06	22.47	22.92	23.37	23.79	24.22	24.65	25.07	25.51	25.94	26.37	4
5	16.31	16.74	17.21	17.65	18.11	18.53	18.98	19.44	19.84	20.26	20.70	21.14	21.56	22.02	22.42	22.89	23.30	23.74	24.20	24.63	25.05	25.49	25.91	26.34	26.78	27.21	5
6	17.64	18.07	18.52	18.99	19.45	19.87	20.31	20.76	21.19	21.61	22.03	22.48	22.90	23.34	23.76	24.21	24.64	25.09	25.52	25.95	26.38	26.81	27.24	27.66	28.11	28.53	6
7	18.00	18.44	18.90	19.35	19.80	20.23	20.68	21.12	21.54	21.98	22.38	22.84	23.26	23.71	24.12	24.58	24.99	25.43	25.90	26.32	26.75	27.18	27.60	28.04	28.47	28.90	7
8	18.36	18.80	19.25	19.72	20.17	20.59	21.03	21.48	21.91	22.32	22.75	23.21	23.62	24.05	24.49	24.94	25.36	25.80	26.25	26.67	27.11	27.53	27.96	28.39	28.83	29.25	8
9	18.74	19.18	19.63	20.08	20.54	20.97	21.41	21.86	22.28	22.71	23.12	23.57	23.99	24.44	24.85	25.30	25.72	26.18	26.63	27.06	27.48	27.91	28.34	28.77	29.20	29.64	9
10	19.08	19.53	19.98	20.46	20.89	21.33	21.78	22.21	22.65	23.06	23.48	23.94	24.36	24.78	25.22	25.67	26.10	26.52	26.98	27.42	27.85	28.27	28.71	29.13	29.57	30.00	10
11	19.47	19.91	20.37	20.81	21.27	21.70	22.14	22.60	23.02	23.43	23.86	24.31	24.72	25.18	25.60	26.03	26.46	26.91	27.38	27.78	28.20	28.63	29.06	29.49	29.93	30.36	11
12	20.20	20.65	21.10	21.54	22.01	22.43	22.87	23.33	23.75	24.19	24.58	25.04	25.47	25.91	26.33	26.78	27.19	27.64	28.11	28.51	28.93	29.37	29.79	30.22	30.66	31.09	12
13	20.55	21.01	21.45	21.93	22.37	22.79	23.25	23.69	24.11	24.53	24.96	25.41	25.82	26.26	26.69	27.14	27.56	27.99	28.45	28.88	29.32	29.74	30.17	30.60	31.04	31.46	13
14	20.94	21.37	21.83	22.30	22.74	23.16	23.61	24.06	24.49	24.92	25.32	25.78	26.20	26.65	27.05	27.51	27.93	28.38	28.82	29.25	29.68	30.11	30.53	30.97	31.40	31.83	14
15	21.29	21.74	22.19	22.65	23.10	23.54	23.97	24.41	24.85	25.26	25.69	26.15	26.56	26.99	27.43	27.88	28.29	28.73	29.19	29.62	30.05	30.47	30.91	31.33	31.77	32.20	15
16	23.13	23.58	24.04	24.49	24.94	25.36	25.82	26.27	26.69	27.11	27.52	27.98	28.41	28.84	29.25	29.72	30.13	30.58	31.03	31.45	31.88	32.31	32.73	33.17	33.60	34.03	16
17	23.88	24.31	24.77	25.24	25.67	26.10	26.55	27.01	27.42	27.84	28.26	28.72	29.14	29.58	29.99	30.45	30.87	31.31	31.76	32.20	32.62	33.05	33.48	33.91	34.34	34.78	17
18	24.61	25.05	25.51	25.97	26.42	26.83	27.28	27.75	28.15	28.57	29.00	29.46	29.86	30.32	30.74	31.18	31.60	32.05	32.50	32.93	33.35	33.79	34.21	34.64	35.08	35.51	18
19	26.06	26.51	26.96	27.41	27.87	28.29	28.75	29.18	29.61	30.04	30.45	30.91	31.33	31.77	32.19	32.64	33.05	33.51	33.96	34.36	34.80	35.22	35.65	36.08	36.52	36.94	19
20	27.91	28.35	28.80	29.27	29.71	30.14	30.58	31.03	31.44	31.88	32.30	32.75	33.17	33.61	34.03	34.49	34.91	35.33	35.80	36.22	36.66	37.08	37.51	37.94	38.38	38.80	20

Increase
24-25 3.23%

PUTNAM COUNTY BOARD OF EDUCATION
2024-2025 CLASSIFICATION CHART - EXEMPT PROFESSIONAL EMPLOYEES

GRADE	2024-2025 Annual Rates for Steps - Salary																									GRADE	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		26
1	53,523	54,667	55,814	57,431	58,585	59,269	60,426	61,583	62,268	62,950	63,631	64,792	65,471	66,633	67,313	68,476	69,154	70,319	71,487	72,163	72,657	73,148	73,641	74,134	74,625	75,117	1
2	64,511	65,719	66,926	68,704	69,914	70,555	71,766	72,977	73,619	74,259	74,899	76,110	76,750	77,963	78,603	79,816	80,455	81,668	82,883	83,521	84,098	84,675	85,251	85,828	86,404	86,981	2
3	69,919	71,158	72,395	74,251	75,489	76,109	77,347	78,584	79,204	79,825	80,443	81,682	82,301	83,540	84,159	85,397	86,016	87,255	88,492	89,112	89,730	90,347	90,965	91,584	92,201	92,819	3
4	75,328	76,597	77,864	79,799	81,064	81,663	82,929	84,191	84,791	85,389	85,989	87,252	87,851	89,115	89,716	90,976	91,578	92,839	94,101	94,701	95,361	96,021	96,679	97,340	97,998	98,657	4
5	85,309	86,721	88,132	90,303	91,711	92,356	93,763	95,167	95,813	96,459	97,108	98,510	99,160	100,562	101,211	102,613	103,263	104,663	106,062	106,712	107,461	108,209	108,957	109,706	110,454	111,202	5
6	86,144	87,691	89,239	91,560	93,108	93,881	95,428	96,975	97,750	98,523	99,297	100,844	101,618	103,165	103,939	105,486	106,261	107,808	109,355	110,129	110,903	111,676	112,450	113,223	113,997	114,771	6

Increase	
24-25	3.23%



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

Date _____ 6/27/2024

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 Substitute Teachers and Substitute SPED/Pre-K Assistant rates for the 2024-2025 school year.

received
06-19-24 MAT *CM*

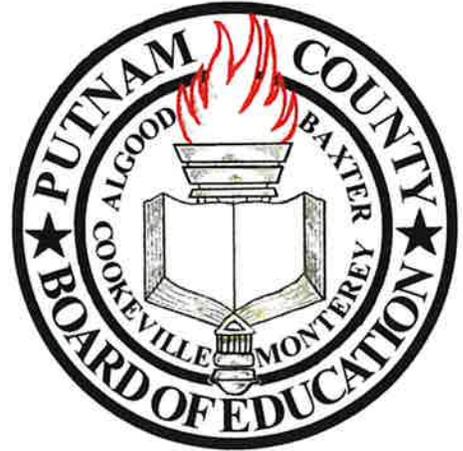
**PROPOSED RATES FOR SUBSTITUTE TEACHERS
FOR THE 2024-25 SCHOOL YEAR**

Non-Certified Substitute Teacher per Day	\$ 115.00
Certified Substitute Teacher per Day	\$ 120.00
Retired PCSS Teacher per Day	\$ 125.00
Hourly Rate which equals \$115.00 per day (7.5 hours per day)	\$ 15.48

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

EXHIBIT
VF 22
06-27-24
tabbles

Date: June 19, 2024
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note
141-71100-722-01607



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to renew subscription for Gaggle, a K-12 student digital safety platform, from 7/1/24 to 6/30/25, per contract #: Sevier County Schools - Contract 011522SCS from Central Technologies, Inc., Knoxville, TN, per attached quote # 020839 in the amount of \$69,178.25 to be paid from: 141-71100-722-01607.

NOTES:

[Empty box for notes]

received
06-20-24 [signature]



We have prepared a quote for you

Gaggle Renewal

Quote # 020839
Version 1

Prepared for:

Putnam County School System

Angie Smith
asmith4@pcsstn.com

Products

Description	Price	Qty	Ext. Price
Gaggle Safety Gaggle Safety Management for Google - Student	\$5.75	12031	\$69,178.25
Gaggle Safety - SIS Integration Gaggle Safety Management - SIS Integration - PowerSchool	\$0.00	1	\$0.00

Subtotal: **\$69,178.25**

Purchasing Vehicle

Description	Qty
SEVIER Sevier County Schools - Contract 011522SCS	1



Renewal Info

PRICING TERM: 12 Month Annual
SERVICE TERM: 7/1/2024 - 6/30/2025

Gaggle Renewal

Prepared by:

Knoxville HQ

Mark Smith
615-445-9057
mark@centralinc.com

Prepared for:

Putnam County School System

1400 East Spring Street
Cookeville, TN 38506
Angie Smith
(931) 526-9777
asmith4@pcsstn.com

Quote Information:

Quote #: 020839

Version: 1
Delivery Date: 02/29/2024
Expiration Date: 06/30/2024

Quote Summary

Description	Amount
Products	\$69,178.25
Total:	
	\$69,178.25

Knoxville HQ

Signature: _____
Name: Mark Smith
Title: Strategic Account Manager
Date: 02/29/2024

Putnam County School System

Signature: _____
Name: Angie Smith
Date: _____



PCSS Board Agenda Request

Date: June 20, 2024

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 an agreement with United Rentals, Cookeville, TN for the purchase of a scissor lift for system wide use by the Facilities Department in the amount of \$21,763.46 to be paid for from 141-72620-717

received
06-20-24 MT 



SALE QUOTE

BRANCH F85
1830 FOREMAN DR
COOKEVILLE TN 38501-5933
931-526-7212
931-520-3703 FAX

235187836

Job Site

PUTNAM COUNTY BOARD OF EDU
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Office: 931-526-9777

PUTNAM COUNTY BOARD ED
ATTN ACCTS PAYABLE
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Customer #	: 1149292
Quote Date	: 06/17/24
UR Job Loc	: 1400 E SPRING ST, CO
UR Job #	: 14
Customer Job ID:	
P.O. #	: TBD
Ordered By	: TONY SIMMONS
Written By	: SPENCER HACKETT
Salesperson	: SPENCER HACKETT

**This is not an invoice
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	3002515 CC: 300-2515 SCISSOR LIFT 24-26' ELECTRIC 30-36" WIDE JLG ES-2632 ELECTRIC DRIVE 12MONTH WARRANTY.	20888.46	20888.46
	DELIVERY CHARGE		875.00
			Sub-total: 21763.46
			Total: 21763.46

CONTACT: TONY SIMMONS
CELL#: 931-520-6409

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 2.0% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX.
THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.

ES2632

ELECTRIC SCISSOR LIFT

SCISSOR LIFT



KEY SPECS

Platform Height

Indoor: 25-ft 5-in / 7.8-m
Outdoor: 21-ft / 6.4-m

Platform Capacity

Indoor: 507-lb / 230-kg
Outdoor: 275-lb / 125-kg

Number of Occupants

Indoor: 2
Outdoor: 1

Stowed Drive Speed

2.75 mph / 4.4 km/h

KEY FEATURES

- Available with CleanGuard leak containment system, allowing for work on sensitive flooring
- Delivers narrow width to fit through most standard doorways and tight aisles
- Reduce operating costs with electric drive and integrated components containing reduced hydraulic hoses and hydraulic fittings on the entire machine. Meaning, increased uptime as well as fewer leaks and service calls
- Run longer on a single charge with double the battery life.

ACCESSORIES & OPTIONS

- 4 x 6V AGM Batteries, 220 ah
- 900W Inverter
- Anti-Vandalism Package
- CleanGuard[®] Leak Containment System
- Coiled Platform Control Box Cable
- Drive Motor Covers
- Dual Flashing Amber Beacons - LED
- MDI (Ground)
- Panel Carrier
- Pipe Racks
- SkySense[®] Enhanced Detection System
- White Noise Alarm

STANDARD SPECIFICATIONS

Performance	Indoor	Outdoor
Platform Height (Elevated)	25-ft 5-in / 7.8-m	21-ft / 6.4-m
Platform Capacity	507-lb / 230-kg	275-lb / 125-kg
Capacity on Platform Extension	265-lb / 120-kg	265-lb / 120-kg
Number of Occupants	2	1
Lift / Lower Time (No Load)	33/36 seconds	33/36 seconds
Lift / Lower Time (Rated Load)	39/29 seconds	39/29 seconds
Maximum Drive Height	25-ft 5-in / 7.8-m	21-ft / 6.4-m
Weight*	4,400-lb / 1,996-kg	4,400-lb / 1,996-kg
Max. Ground Bearing Pressure	107 psi / 7.5 kg/cm ²	107 psi / 7.5 kg/cm ²
Drive Speed (Lowered)	2.75 mph / 4.4 km/h	2.75 mph / 4.4 km/h
Drive Speed (Raised)	0.5 mph / 0.8 km/h	0.5 mph / 0.8 km/h
Gradeability	25%	25%
Max Tilt Rating (Side-to-Side)	1.5 Degrees	1.5 Degrees
Max Tilt Rating (Fore and Aft)	3.5 Degrees	3.5 Degrees
Turning Radius (Inside)	Zero	Zero
Turning Radius (Outside)	88.2-in / 2.24-m	88.2-in / 2.24-m

Power

Batteries	4 x 6V 220 amp-hr
Charger	27 Amp
Drive	24V DC

Tires

Standard	16 x 5-in / 406 x 125-mm
----------	--------------------------

Brakes

Multi-Disc Friction

Hydraulic System

Capacity	3.2 gal / 12 L
Pump	Fixed Displacement Gear

STANDARD FEATURES

- 27 amp Multi-Function Universal Charger
- AC Receptacle in Platform
- Active Pothole Protection System
- All Motion Alarm
- Analyzer Port for Diagnostics
- Battery Condition Indicator
- CAN-Enabled Charger
- ClearSky Smart Fleet™ Hardware (CS550)**
- Diamond Tread Steel Deck
- Dynamic Braking
- Electric Drive
- Foot-Actuated Deck Extension
- Fork Lift Pockets
- Greaseless Kingpin Joints
- Horn
- Hourmeter
- Lanyard Attach Points
- LED Motion/Amber Beacon (CS550)**
- Lifting and Tie Down Points
- Load Sensing System
- Lubrication Free Scissor Arm Bushings
- Manual Descent Cable
- Movable, Removable Platform Control
- Nickel Plated Pins
- Proportional Controls
- QuikFold Rails
- Removable Ladder
- Scissor Maintenance Prop
- Self-Closing Gate
- Steel Swing-Out Doors
- Tilt Alarm and Light
- USB Charger & Phone Holder
- Variable Tilt Visual Zone Indicator

**Standard on all ClearSky Smart Fleet hardware available only on models CS550 and CS550S

ES2632

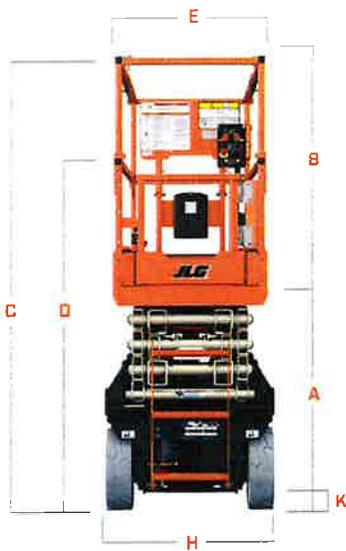
ELECTRIC SCISSOR LIFT

SCISSOR LIFT



DIMENSIONS

All dimensions are approximate



A. Platform Height (Lowered)	43.6-in / 1.1-m
B. Platform Railing Height	44.6-in / 1.13-m
C. Machine Height (Rails Raised)	88.2-in / 2.2-m
D. Machine Height (Rails Lowered)	70.3-in / 1.8-m
E. Platform Width	25.4-in / 7-m
F. Platform Length	84-in / 2.1-m
G. Platform Extension	34-in / 86.5-cm

H. Machine Width	32-in / 81-cm
I. Machine Length	94.3-in / 2.4-m
J. Wheelbase	74-in / 1.9-m
K. Ground Clearance	3.9-in / 9.8-cm



We provide coverage for one (1) full year, and cover all specified major structural components for five (5) years. Due to continuous product improvements, we reserve the right to make specification and/or equipment changes without prior notification. This machine meets or exceeds applicable ANSI and CSA requirements based on machine configuration as originally manufactured for intended applications. Please reference the serial number plate on the machine for additional information.



JLG INDUSTRIES, INC.
Toll-free US 877-JLG-LIFT
JLG.com

An Oshkosh Corporation Company



JUNE 17, 2024

TO: PPSSTN
COOKEVILLE, TN.
TONY SIMMONS
931-319-7413

NEW

DEAR MR. RANDOLPH

THE FOLLOWING ARE SPECIFICATIONS AND PRICING ON THE NEW SCISSOR LIFT, WE DISCUSSED ON EARLIER THIS WEEK.

TRUCK

MAKE: GENIE

ODEL: GS-2632

S/S: N/A

F/P: N/A

CAPACITY: 500LBS ON PLATFORM

USED: NO-NEW

FORKS: N/A

HYDRAULICS: N/A

LIFT HT: 26'

CAB: NO

HOURS: 0

FUEL: ELECTRIC

TIRES: NON-MARKING-NEW

BATTERY: NEW-ON BOARD

CHARGER: NEW-ON BOARD

LEAD TIME: 4 WEEKS

WARRANTY: 1 YEAR FULL

FOB: DELIVERED

TRUCK PRICE: \$22,490.00

ATTACHMENT

DESC.

MODEL:

CAPACITY:

OPENING RANGE:

CLASS:

PAD SIZE:

OPTION:

PRICE:

SIXTY MONTH FAIR MARKET VALUE LEASE (BASED ON THE TRADE IN)

PRICE: \$.00 MO.

SIXTY MONTH \$1PO (BASED ON THE TRADE IN)

PRICE: \$.00 MO.

THANK YOU,

NATHAN G. HEPBURN

CELL 931-510-2813



SALE QUOTE

BRANCH F85
1830 FOREMAN DR
COOKEVILLE TN 38501-5933
931-526-7212
931-520-3703 FAX

235185453

Job Site

PUTNAM COUNTY BOARD OF EDU
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Office: 931-526-9777

PUTNAM COUNTY BOARD ED
ATTN ACCTS PAYABLE
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Customer #	: 1149292
Quote Date	: 06/17/24
UR Job Loc	: 1400 E SPRING ST, CO
UR Job #	: 14
Customer Job ID	:
P.O. #	: TBD
Ordered By	: TONY SIMMONS
Written By	: SPENCER HACKETT
Salesperson	: SPENCER HACKETT

**This is not an invoice
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	3002515 CC: 300-2515 SCISSOR LIFT 24-26' ELECTRIC 30-36" WIDE 2024 GS-2632 ANSI/ CSA, E DRIVE FOLDING RAILS, HALF HEIGHT SWING GATE, SPILL GARD GENIE LEAD TIME 9 WEEKS.	20732.00	20732.00
	DELIVERY CHARGE		2485.72
		Sub-total:	23217.72
		Total:	23217.72

CONTACT: TONY SIMMONS
CELL#: 931-520-6409

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

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Genie® GS™ -2632 & GS-2646

Specifications

Models	GS-2632		GS-2646	
Measurements	US	Metric	US	Metric
Working height max. - indoor ⁽¹⁾	32 ft 1 in	9.96 m	32 ft 1 in	9.96 m
Working height max. - outdoor ⁽¹⁾	25 ft	7.79 m	25 ft 8 in	7.99 m
A Platform height max. - indoor	26 ft 1 in	7.96 m	26 ft 1 in	7.96 m
A Platform height max. - outdoor	19 ft	5.79 m	19 ft 8 in	5.99 m
B Platform height - stowed	3 ft 11 in	1.19 m	3 ft 11 in	1.19 m
C Platform length - outside	7 ft 5 in	2.26 m	7 ft 5 in	2.26 m
C Platform length - outside, extended	10 ft 5 in	3.18 m	10 ft 5 in	3.18 m
Slide-out platform extension deck - length	3 ft	0.91 m	3 ft	0.91 m
D Platform width - outside	32.9 in	0.84 m	3 ft 10 in	1.18 m
Guardrail height	3 ft 7 in	1.10 m	3 ft 7 in	1.10 m
Toeboard height	6 in	15 cm	6 in	15 cm
E Machine Height - stowed (folding rails)	7 ft 7 in	2.31 m	7 ft 7 in	2.31 m
Machine Height - stowed (rails lowered)	6 ft 4 in	1.94 m	5 ft 7 in	1.70 m
F Length machine - stowed	8 ft	2.44 m	8 ft	2.44 m
F Length machine - stowed, extended	10 ft 11 in	3.33 m	10 ft 11 in	3.33 m
G Width	32.2 in	0.82 m	3 ft 10 in	1.18 m
H Wheelbase	6 ft 1 in	1.85 m	6 ft 1 in	1.85 m
I Ground clearance (center) - pothole guards retracted	5 in	12 cm	5 in	12 cm
I Ground clearance - pothole guards deployed	0.9 in	2.30 cm	0.9 in	2.30 cm

Productivity

Max. platform occupancy (in/out)	2/1		2/1	
Lift capacity	500 lb	227 kg	1,000 lb	454 kg
Lift capacity - extension deck extended	250 lb	113 kg	250 lb	113 kg
Max. platform drive height	26 ft 1 in	7.96 m	26 ft 1 in	7.96 m
Drive speed - stowed	2.0 mph	3.2 km/h	2.0 mph	3.2 km/h
Drive speed - raised	0.5 mph	0.8 km/h	0.5 mph	0.8 km/h
Gradeability - stowed ⁽²⁾	25%		25%	
Turning radius - inside/outside	0/7 ft	0/2.13 m	0/7 ft 6 in	0/2.29 m
Lifting speed - raise/lower	43/33 sec		41/30 sec	
Tilt sensor activation (front to back/side to side)	3° / 1.5°		3° / 1.5°	
Tires - solid non-marking	15×5 in	38×13 cm	15×5 in	38×13 cm

Power

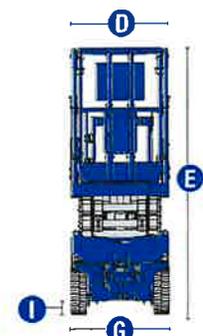
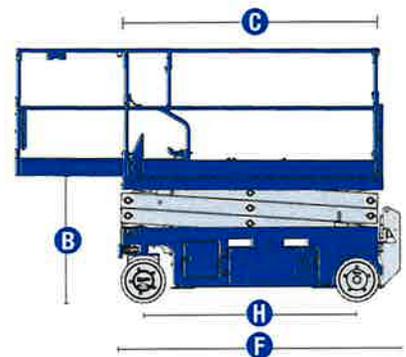
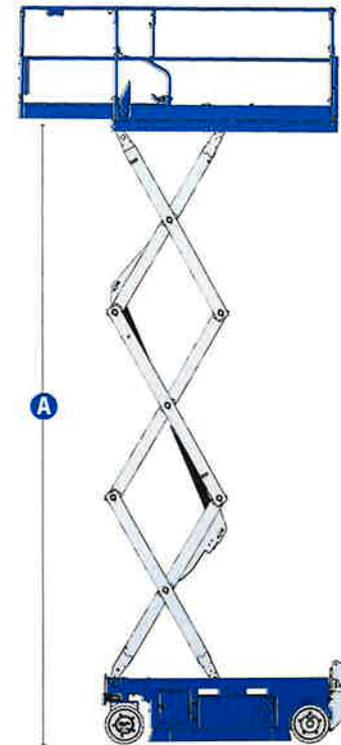
Power - FLA	24V DC (4×6V 210Ah)	24V DC (4×6V 210Ah)
Power - Lithium-Ion	24V DC (1×24V 90Ah)	24V DC (1×24V 90Ah)
Hydraulic tank capacity (E-Drive)	4 gal	15 L

Weight⁽³⁾ and Floor Loading⁽⁴⁾

Weight	4,729 lb	2,145 kg	4,346 lb	1,971 kg
Weight max. (adding all possible options)	4,900 lb	2,223 kg	4,542 lb	2,060 kg
Tire load max.	1,820 lb	826 kg	2,127 lb	965 kg
Tire contact pressure	119 psi	824 kPa	124.6 psi	935 kPa
Occupied floor pressure	270 psf	12.91 kPa	192 psf	9.83 kPa

Sound and Vibration Levels

Sound Pressure level (ground workstation)	< 70 dBA	< 70 dBA
Sound Pressure level (platform workstation)	< 70 dBA	< 70 dBA
Vibrations	< 8 ft 2 in/s ²	< 2.5 m/s ²



(1) The metric equivalent of working height adds 2 m to platform height. US adds 6 ft to platform height.
 (2) Gradeability applies to driving on slopes and may vary depending on options and machine configurations. See operator's manual for details regarding slope ratings.
 (3) Weight refers to standard configuration and may vary depending on options and/or country standards.
 (4) Floor loading information is approximate and may vary depending on options and machine configurations. It should be used only with adequate safety factors.

Genie® GS™ -2632 & GS-2646

SKU: Standard Model

- GS2632E1AE0003: GS-2632, E-Drive

* Build to Order

SKU: Standard Model

- GS264601AE0003: GS-2646, E-Drive

Option availability		S	S+	BiO
Power	Standard FLA flooded lead acid batteries	✓		
	AGM Maintenance-free batteries		⊖	
	Lithium-Ion battery			⊖
	Drive cut-out while charging		⊖	
	Power Inverter		⊖	
	Rear recessed charger receptacle	✓		
Platform	Folding rails, Full-height swing gate (GS-2646)	✓		✓
	Folding rails, Half-height swing gate (GS-2632)	✓		✓
	Slide out extension deck	✓		
	Air line to platform			⊖
	Automotive-style horn		⊖	
	AC power to platform	✓		
	Descent, tilt and motion alarm	✓		
	Diamond plate platform deck	✓		
	Dual LED flashing beacons	✓		
	Electric horn	✓		
Chassis	Lanyard attachment points	✓		
	Platform control guard (PCON)	✓		
	Platform load sense system	✓		
	Proportional drive and lift	✓		
	SmartLink dual zone control system	✓		
	Lift Connect Telematics		⊖	
	Lift Connect with Access Manager upgrade		⊖	
	Biodegradable hydraulic oil			⊖
	EE Certification (Hydraulic drive)			⊖
	Lift Guard White Noise Alarm		⊖	
	Lift Tools Spill Guard (E-Drive)			⊖
	Auxiliary platform lowering	✓		
	Driveable at full height	✓		
	Dual front wheel sealed AC electric drive motors (E-Drive)	✓		
	Electric brake release (E-Drive)	✓		
On board diagnostic system with battery charge indicator	✓			
Pothole protection	✓			
Side and rear fork pockets	✓			
Solid non-marking tires	✓			
Tech Pro Link connector	✓			
Tie-down and lifting points	✓			

- S Standard
- S+ Standard +
- BiO Build to Order
- ✓ Standard Features
- ⊖ Options



Indoor & Outdoor Use



Side Forklift Pockets



Optional E-Drive



Genie Genuine Accessories⁽¹⁾

- Lift Tools Productivity Tools
- Lift Connect Telematics
- Tech Pro Link Handheld Device

⁽¹⁾ More accessories available from Genie Genuine Parts.

Product specifications are subject to change without notice or obligation. Photographs are illustrative only and for illustrative purposes only. Refer to the appropriate Operator's Manual for instructions on proper equipment use. Failure to follow instructions in the Operator's Manual may result in serious injury or death. The only warranty applicable to our equipment is the standard Antenna warranty applicable to the particular product and site and we make no other warranty, express or implied. Products and services listed may be trademarks or service marks or trade names of Terex Corporation and/or their subsidiaries in the USA and many other countries. Terex, Genie, Quality By Design, Lift Capacity, Lift Power, Lift Guard, Lift Tools, Lift Connect and Tech Pro Link are registered trademarks of Terex Corporation or its subsidiaries.



SALE QUOTE

BRANCH F85
1830 FOREMAN DR
COOKEVILLE TN 38501-5933
931-526-7212
931-520-3703 FAX

235191101

Job Site

PUTNAM COUNTY BOARD OF EDU
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Office: 931-526-9777

PUTNAM COUNTY BOARD ED
ATTN ACCTS PAYABLE
1400 E SPRING ST
COOKEVILLE TN 38506-4313

Customer # : 1149292
Quote Date : 06/17/24

UR Job Loc : 1400 E SPRING ST, CO
UR Job # : 14
Customer Job ID:
P.O. # : TBD
Ordered By : TONY SIMMONS
Written By : SPENCER HACKETT
Salesperson : SPENCER HACKETT

**This is not an invoice
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	3002514 CC: 300-2514 SCISSOR LIFT 24-26' ELECTRIC 68" LENGTH MEC 26FT MICRO SLIM SCISSOR	21032.05	21032.05
	DELIVERY CHARGE		2175.00
		Sub-total:	23207.05
		Total:	23207.05

CONTACT: TONY SIMMONS
CELL#: 931-520-6409

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 2.0% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX.
THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.



SCISSOR LIFT

MICRO SLIM ELECTRIC



Micro 26[®] AC

Electric Scissor Lift

- Compact Size Almost 2 ft. (60 cm) Shorter Than Other 26 ft. (7.6m) Lifts
- AC Electric Drive for Extended Duty Cycle, Smoother Control and Faster Drive Speed
- Spacious 2-Person Platform (Indoors)/ 1-Person Platform (Outdoors) with 550 lb. (250 kg) Capacity
- Fully Proportional Lift and Drive Controls
- 36 in. (90 cm) Roll-Out Deck Extension with Incremental Lock Positions

**Work Over 30 Ft. High Indoors in Tight Work Areas
with Micro Footprint**



Standard Features

Work Area

Roll Out Deck Extension with Incremental Locking Positions
 Standard Full Height Swing Gate
 Lanyard Attachments (2)

Performance

AC Electric Drive
 Fully Proportional Drive and Lift Controls
 Up To 25% Gradeability

Power

240Ah Maintenance-Free Batteries
 Battery Charge Indicator

Serviceability

Lubrication-Free Scissor Bearings
 Easy Maintenance Access to Mechanical and Electrical Components in Swing Out Trays
 Parking Brake Release Switch for Towing

Safety

Lift Control Orientation Designed to Mitigate Entrapment
 Dedicated Compartments Protect Electrical and Hydraulic Components
 Emergency Shut-Off at Platform and Lower Controls
 Non-Skid Metal Deck Construction
 Descent Alarm
 Drive Speed Interlock
 Multi-Axis Tilt Sensor
 Multiple Disk Brakes
 Scissor Maintenance Lock
 Automatic Parking Brakes
 Automatic Pothole Protection

Other Features

Leak Containment System [®] (LCS)	Machine Tie Downs
Removable Upper Controls	Non-Marking Tires
Voltage-Compensating Fully Automatic Battery Charger	All-Motion Alarm
Hour Meter	Fork Lift Pockets
	Flashing Beacon

Optional Features

Upper Control Box Supplementary Guard	Cold Weather Package
900W Inverter	Pipe Rack
Tool Tray	Second Year Extended Warranty



MEC Aerial Work Platforms

Tel: 559.842.1500 | 1401 S. Madera Avenue, Kerman, CA 93630 | USA
 Toll free: 1.877.MEC LIFT | 1.877.632.5438 | Fax: 559.842.1520
 Email: info@MECawp.com | www.MECawp.com

MEC[®], Micro 26[®], Leak Containment System[®] & Proactive Platform Safety System[®] are registered trademarks of California Manufacturing & Engineering Co., LLC.
 Leak Containment System[®] is Patent #11,112,060

97024 DTD 0224

Micro 26 ^{®AC}	U.S.	Metric
Heights		
Indoor Working Height*	31 ft.*	9.6 m*
Outdoor Working Height*	24 ft.*	7.5 m*
Indoor Platform Height	25 ft.	7.6 m
Outdoor Platform Height	18 ft.	5.5 m
Stowed Height (Top Guardrail)	90.3 in.	2.3 m
Stowed Height (Rails Folded)	78.75 in.	2 m
Stowed Height (Platform Floor)	47 in.	1.2 m
Guardrail Height	43.5 in.	1.1 m
Toeboard Height	6 in.	0.15 m
Ground Clearance (Stowed)	3 in.	7.62 cm
Dimensions		
Length-Stowed (Overall)	74 in.	1.88 m
Length-Stowed (Ladder Removed)	68 in.	1.73 m
Chassis Width	31.9 in.	.81 m
Platform Length (Extended)	103.5 in.	2.63 m
Platform Length (Retracted)	68 in.	1.73 m
Roll-Out Deck Length	35.5 in.	.9 m
Platform Width (Outside)	29.1 in.	.74 m
Wheelbase	55 in.	1.4 m
Total Lift Capacity	550 lbs.	250 kg
Personnel Capacity	2 (Indoors); 1 (Outdoors)	
Roll-Out Deck Capacity	250 lbs.	113 kg
Speed		
Raise/Lower Speed	30/25 sec	
Drive Speed (Stowed)	3 mph	5 km/h
Drive Speed (Elevated)	.5 mph	.8 km/h
Performance		
Gradeability	25% 14 degrees	
Turning Radius (Inside)	6 in.	15 cm
Weight**	4190 lbs.	1900 kg
Power Source	240Ah Maintenance-Free Batteries	
Controls	Proportional	
Tires	12 in. x 5 in	30 cm x 12.5 cm

*Metric equivalent of working height adds 2m to platform height. U.S. adds 6 ft. to platform height.
 **Weight may vary with certain options or configurations.

Important - MEC scissor lifts must be on a hard level surface while elevated.

Warranty - MEC Aerial Work Platforms carry a one (1) year warranty on defective component parts and a five (5) year warranty on defective structural parts. This warranty applies to the original owner only. Consult your MEC dealer for warranty details.

Meets or exceeds the requirements of ANSI A92.20 and CSA B354.6 - 2017.

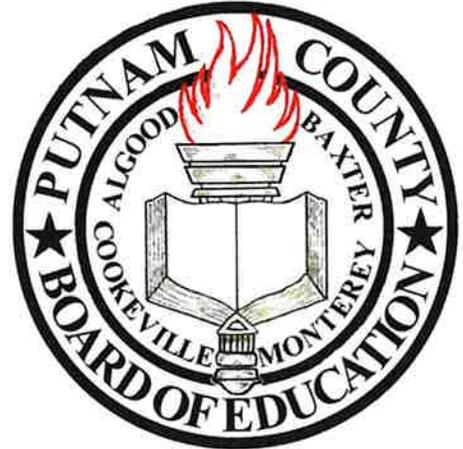
Specifications subject to change without notice. Photos and diagrams in this brochure are for illustrative purposes only. Contact your MEC distributor for detailed instructions on the proper use and maintenance of this equipment.

Distributed by:

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

EXHIBIT
VF24
06-27-24

Date: June 19, 2024
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note
141-71100-722-01607



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to renew subscription for Jamf Pro licenses, a Device Management platform for macOS computers, from Jamf, Inc., Minneapolis, MN, per quote # Q-912082, for the term of 7/21/24 to 7/20/25, in the amount of: \$24,600.00, to be paid from: 141-71100-722-01607.

NOTES:

[Empty box for notes]

received
06-20-24
MK

Quote # Q-912082
 Created Date 6/20/2024
 Expiration Date 7/21/2024



Prepared By Hayley Burton Account Name Putnam County Schools
 Quote Contact Hayley Burton
 Owner Email hayley.burton@jamf.com
 Phone +19204719298

Bill To Name Putnam County Schools Ship To Name Putnam County Schools
 Bill To 1400 E. Spring St. Ship To 240 RAIDER DRIVE
 Cookville, TN 38506 Cookville, TN 38501
 United States United States

Manufacturer SKU	Product	Quantity	MSRP	Discount	Total Price	Line Item Description
2002020100	EDU-RC Jamf Pro macOS - 100-9999	1,500.00	USD 18.00	11.1%	USD 24,000.00	Jamf Cloud seat of Jamf Pro for macOS Valid from (2024-07-21 - 2025-07-20)
2001020200	EDU-NC Jamf Pro iOS - 100-9999	100.00	USD 9.00	33.33%	USD 600.00	Jamf Cloud seat of Jamf Pro for iOS Valid from (2024-07-21 - 2025-07-20)

Total Price USD 24,600.00

Terms & Conditions

Sales Tax	This price quote does not include applicable sales tax. The appropriate tax for your location will be added to your invoice. If your purchase qualifies for a tax-exempt status, please send us a copy of your Tax-Exempt Certificate. If no certificate is received at the time of order, JAMF Software, LLC ("Jamf") will charge the appropriate sales tax for your location.	License Agreement	Jamf's standard Software License and Services Agreement or other applicable license agreement between the Ship-to Name entity/Customer and Jamf (either, the "License Agreement") and this Quote govern Customer's licensing of Jamf Software and Jamf's provision of Services indicated in this Quote. If there is a conflict between any terms on Customer's purchase order, schedule or other ordering document and the License Agreement, the License Agreement will control.
Submit POs To	Purchasing@jamf.com - Fax: 612-332-9054	Onboarding	Onboarding services must be scheduled and completed within 12 months of purchase. Specifications can be found on Jamf's website.
Requirements	The following information must be provided before an order can be fulfilled: PO #, Quote #, complete Bill To address, Billing contact email address, complete Ship To address, Ship To contact email address, date, product description, currency, line items, quantity and payment terms as shown on the Jamf Quote, total	Payment Terms	Net 30

Quote # Q-912082
Created Date 6/20/2024
Expiration Date 7/21/2024



purchase amount, and a copy of a tax exemption certificate (if applicable). Kindly submit POs to JAMF Software, LLC at the Corporate Address listed below. Should you have any queries or require further clarification, contact your Jamf contact.

Corporate Address Jamf
100 S Washington Ave #1100
Minneapolis, MN 55401 USA



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: Corby King, Director of Schools

Date: June 20, 2024

RE: Visitor's Code of Conduct

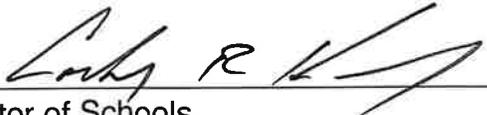
Backup included

Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Statement to be Included:

Consider adoption of a new Visitor's Code of Conduct for the Putnam County School System effective starting on July 1, 2024.



Director of Schools

06-20-24

Date

received
06-20-24 MAT

Putnam County School System

Code of Conduct for Families, Volunteers, and Visitors

I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

- Benefits for Students:
 - Improved student achievement, including math and reading scores;
 - Higher motivation to excel in school;
 - Better school attendance;
 - Improved behavior at home and school; and
 - Better social skills and adaptation to school.
- Rewards for families:
 - The opportunity to closely monitor their child's performance and recognize and address any difficulty they might be having in school;
 - Better relationships and communication with teachers; and
 - Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;

- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage communitywide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Putnam County school district. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in *ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.*

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should **start with assuming good intentions in others.** We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

II. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
4. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;
6. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and
12. Provide a place for study and ensure homework assignments are completed.

IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

V. Conduct Prohibited on school property

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;

7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;

21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

- **Organize Your Thoughts**
Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.
- **Stay Calm—Maintain a Civil Tone**
Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”
- **Clarify, Rather Than Assume**
If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.
- **Be Flexible**
Recognize that problems can be solved in more than one way. Be open to alternative solutions.
- **Keep Records**
Make notes of meeting dates and times, who you talked to, and what was discussed.

Save copies of letters, forms and other material related to your concern.

VII. Consequences for Violating the Code of Conduct (verify)

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

A. Level 1 Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

Consequences:

1. First Infraction: Verbal Warning
2. Second Infraction: Administrator/Parent Training Session
3. Third Infraction: Formal mediation

B. Level 2 Offense

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the

district's actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.

Consequence:

Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.

When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense.

At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

VIII. Right to Appeal

Level 1 offenses are not appealable.

If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools (or an appointed designee) within five (5) calendar days of the imposition of the consequence. Contact information for school staff can be located on the school's official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board.

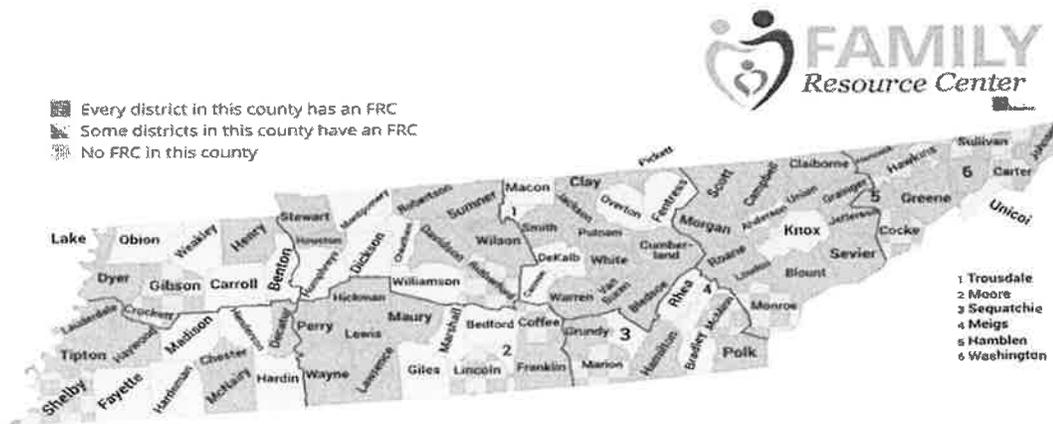
All appeals should be requested and responded to in a timely manner.

IX. Resources

The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found [here](#).

A. Tennessee Family Resource Centers

The Family Resource Centers are located throughout Tennessee, as shown in the image below. These centers are in place to help engage with families and assist them in supporting their student(s).



All information located herein shall conform to Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: June 18, 2024

RE: Use of Private Vehicles

Account Funding Code (if appropriate)

_____ Backup included

_____ Backup to follow

Agenda Item for June 27, 2024, Board meeting.

Recommend approval of change to Board Policy 3.404, Private Vehicles.



Supervisor 6/18/24
Date



Director of Schools Date

received
06-18-24 MT

Putnam County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Private Vehicles</h2>	Descriptor Code: 3.404	Issued Date: 05/05/16
		Rescinds: 3.404	Issued: 09/05/13

1 When transporting students to and from school affairs and extracurricular activities such as, athletic
 2 events, academic competitions, field trips, music contests, etc., Board of Education-owned vehicles
 3 must be used whenever available or feasible. Transportation needs should be requested with a
 4 minimum 5-day notice when possible to the transportation department. However, the Board of
 5 Education recognizes that certain employees may need to use their private vehicles to transport
 6 students to and from extracurricular events. With the use of private vehicles, the following policy shall
 7 be observed:

- 8 1. To use a private vehicle for school purposes, the employee must have the permission of
 9 the director of schools or his/her designee (such as principal or vice-principal) of the
 10 respective school and proof of vehicle liability insurance coverage which liability limits
 11 of at least ~~\$25,000/\$50,000.~~ **\$300,000/\$700,000**. Use of an employee's vehicle in the
 12 course and scope of employment is covered pursuant to the GTLA by the Putnam
 13 County Self Insurance Plan ~~on an excess basis. The employee's personal auto policy is~~
 14 ~~primary. The county's self-insurance plan will pay for negligence attributed to the~~
 15 ~~county after the employee's liability limit is exhausted. The county's self-insurance~~
 16 ~~fund does not provide any physical damage coverage for the employee's vehicle.~~

- 17 2. The Board of Education shall assume no responsibility for liability in the case of an
 18 accident, unless the employee has the proper authorization as described herein.

- 19 3. The Board of Education specifically forbids any employee to transport students for
 20 school purposes and/or to and from extracurricular activities without prior authorization
 21 of the director of schools or his/her designee.

- 22 4. Privately owned school buses and drivers of such shall meet all requirements of state
 23 law and state Board of Education Rules, Regulations, and Minimum Standards.²¹

- 24 5. No student or student teacher shall be sent on errands, personal or school-related, in his,
 25 an employee's, or a system-owned vehicle.

- 26 6. No employee may seek or give permission to students to transport other students to and
 27 from any school or school-related activity, or extracurricular event.

- 28 7. Parents may transport students to extracurricular events provided they have the
 29 permission of the director of schools or his/her designee the specific approval of the

1 Board of Education employee responsible for the event (i.e. coach, band director,
2 academic sponsor, etc.); the parent has on file through the Board of Education a copy of
3 any insurance certificate issued to said driver and the vehicle to be used indicating
4 liability limits of at least \$300,000 per person/\$700,000 aggregate per accident and
5 \$100,000 in property damage; and the permission of parents of the student to be
6 transported.

7 8. Vehicles designed to transport more than ten (10) passengers, including the driver are
8 considered a bus and shall meet school bus structural standards. Such vehicles,
9 including specialty buses, vans, and other 'non-conforming' vehicles, not meeting the
10 FMVSS requirements for student bus transportation shall not be used as student
11 transportation to or from school related events.

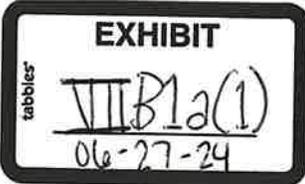
12 9. A passenger van designed to carry more than 10 persons shall not be used to transport
13 students.

Legal References

~~1. TCA 29-20-403(b)(3)~~

1. TRR/MS 0520-1-5-.02(1)

Cross References



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

Date _____ 6/27/2024

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 \$1,249,388.18 and Pinnacle Bank (retainage) in the amount of \$57,361.91 for pay application #22 related to the Parkview School project with \$379,069.87 to be paid from the Putnam County Bond Issue and \$927,680.22 to be paid from 141-76100-706-02504.

received
06-18-24 MT *CK*

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

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

PROJECT: Park View Elementary
 Attn: Mark McReynolds, Finance Director
 mmcreynolds@pccs.tn.com

APPLICATION NO: 750-22
PERIOD TO: June 30, 2024

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

PROJECT NO:
CONTRACT DATE:

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	44,070,437.92
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	57,361.91
Retainage Previous Balance	1,920,363.52
b. % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703)	1,977,725.43
6. TOTAL EARNED LESS RETAINAGE	42,092,712.49
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT	40,843,324.31 **
8. CURRENT PAYMENT DUE	1,249,388.18
9. BALANCE TO FINISH, INCLUDING RETAINAGE	3,429,059.51
(Line 3 less Line 6)	

** Unpaid Balance 3,552,634.37

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

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

CONTRACTOR: AMERICAN CONSTRUCTORS, INC.

By: 
 Matthew T. McCall, CFO
 State of Tennessee
 Subscribed and sworn to before me this 17th day of June 2024
 Notary Public: 
 My Commission expires: March 31, 2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the observations and the data comprising the 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 **\$1,249,388.18**

(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:  Pres.
 Date: 6/17/24

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

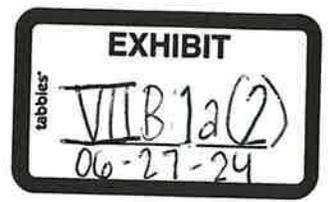
Application No. 22
Date: 06/30/24

Description of Work	C	D		E	F	G		H	I
	Scheduled Value	Work Completed 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	-	-	-	100.00%	-	57,537.50	
03.00 Cast In Place Concrete	2,359,381.00	2,359,381.00	-	-	-	100.00%	-	117,969.05	
03.30 Hollow Core Concrete Planks	424,000.00	424,000.00	-	-	-	100.00%	-	21,200.00	
04.00 Masonry	6,242,868.00	6,225,368.00	-	-	-	99.72%	17,500.00	311,268.40	
05.00 Steel and Metals	3,346,013.00	3,346,013.00	-	-	-	100.00%	-	167,300.65	
06.05 Rough Carpentry / Blocking	174,396.00	174,396.00	-	-	-	100.00%	-	8,719.80	
07.00 Caulk / Waterproof / Dampproof	402,954.00	376,204.00	16,055.00	-	-	97.35%	10,695.00	19,612.95	
07.04 ACM Panels	145,000.00	145,000.00	-	-	-	100.00%	-	7,250.00	
07.08 Horizontal Wall Panels	250,400.00	154,290.00	85,000.00	-	-	95.56%	11,110.00	11,954.50	
07.20 Roofing	1,473,000.00	1,441,854.50	12,900.00	-	-	98.76%	18,245.50	72,737.73	
08.00 Overhead Doors	84,287.00	-	84,287.00	-	-	100.00%	-	4,214.35	
08.10 Glass and Glazing	1,552,377.00	1,535,655.63	14,299.77	-	-	99.84%	2,421.60	77,497.77	
08.15 Doors / Frames / Hardware	761,222.00	756,578.54	2,810.00	-	-	99.76%	1,833.46	37,969.43	
09.00 LG Framing & Gypsum Board	947,205.00	947,205.00	-	-	-	100.00%	-	47,360.25	
09.20 Resilient Flooring	347,000.00	323,000.00	15,350.00	-	-	97.51%	8,650.00	16,917.50	
09.25 Resinous Flooring	132,560.00	132,560.00	-	-	-	100.00%	-	6,628.00	
09.30 Wood Flooring	164,854.00	164,854.00	-	-	-	100.00%	-	8,242.70	
09.40 Acoustical Ceilings	331,000.00	330,175.00	825.00	-	-	100.00%	-	16,550.00	
09.45 Acoustical Panels	97,000.00	97,000.00	-	-	-	100.00%	-	4,850.00	
09.90 Painting	346,526.00	309,260.00	19,621.00	-	-	94.91%	17,645.00	16,444.05	
10.00 Accordion Partitions	18,952.00	-	18,952.00	-	-	100.00%	-	947.60	
10.10 Lockers	83,176.00	83,176.00	-	-	-	100.00%	-	4,158.80	
10.20 Display Boards	53,400.00	52,850.00	-	-	-	98.97%	550.00	2,642.50	
10.30 Signage	55,150.00	-	-	-	-	0.00%	55,150.00	-	
10.40 Toilet Partitions	90,910.00	88,910.00	-	-	-	97.80%	2,000.00	4,445.50	
10.50 Toilet Accessories	32,400.00	24,000.00	-	-	-	74.07%	8,400.00	1,200.00	
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	28,100.00	-	-	-	90.35%	3,000.00	1,405.00	
11.00 Food Service	1,149,713.00	1,022,000.00	122,713.00	-	-	99.57%	5,000.00	57,235.65	
11.11 Building Athletic Equipment	153,588.00	151,408.00	2,180.00	-	-	100.00%	-	7,679.40	
12.00 Casework	600,785.00	575,213.00	22,072.00	-	-	99.42%	3,500.00	29,864.25	

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN Application No. 22
 Date: 06/30/24

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G		H Balance to Finish	I Retainage
		Previous Applications				Total Completed To Date	%		
12.10 Telescoping Bleachers	235,000.00	235,000.00	-	-	-	235,000.00	100.00%	-	11,750.00
12.30 Window Coverings	53,515.00	53,515.00	-	-	-	53,515.00	100.00%	-	2,675.75
14.00 Elevators	95,890.00	56,190.00	35,200.00	35,200.00	-	91,390.00	95.31%	4,500.00	4,569.50
21.00 Fire Protection	595,285.00	595,285.00	-	-	-	595,285.00	100.00%	-	29,764.25
22.00 Plumbing	1,558,015.00	1,538,921.50	19,093.50	19,093.50	-	1,558,015.00	100.00%	-	77,900.75
23.00 Mechanical / HVAC	4,161,432.00	4,139,332.00	14,000.00	14,000.00	-	4,153,332.00	99.81%	8,100.00	207,666.60
23.10 Test and Balance	47,370.00	16,477.22	17,181.00	17,181.00	-	33,658.22	71.05%	13,711.78	1,682.91
26.00 Electrical	4,232,000.00	4,145,607.20	60,309.70	60,309.70	-	4,205,916.90	99.38%	26,083.10	210,295.85
27.00 Low Voltage Systems	342,848.00	253,235.52	71,717.30	71,717.30	-	324,952.82	94.78%	17,895.18	16,247.64
31.00 Earthwork	3,369,279.00	3,318,931.73	36,414.27	36,414.27	-	3,355,346.00	99.59%	13,933.00	167,767.30
32.00 Exterior Improvements	1,512,932.00	483,702.00	435,682.00	435,682.00	-	919,384.00	60.77%	593,548.00	45,969.20
33.00 Utilities	866,777.00	866,777.00	-	-	-	866,777.00	100.00%	-	43,338.85
96.00 Contingency Allowances	750,000.00	285,094.47	40,575.77	40,575.77	-	325,670.24	43.42%	424,329.76	16,283.51
97.00 General Conditions	2,304,285.00	2,090,586.50	102,869.61	102,869.61	-	2,193,456.11	95.19%	110,828.89	-
97.60 Taxes and Insurance	634,620.00	621,122.92	6,392.17	6,392.17	-	627,515.09	98.88%	7,104.91	-
99.99 Fee	1,750,807.00	1,644,708.10	50,250.00	50,250.00	-	1,694,958.10	96.81%	55,848.90	-
	45,521,772.00	42,763,687.83	1,306,760.09	1,306,760.09	-	44,070,437.92	96.81%	1,451,334.08	1,977,725.43



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

Date _____ 6/27/2024

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 \$12,973.70 for architectural services for the Park View School project, to be paid from 141-76100-304-02504.

received
06-18-24 MT *CM*

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 1921 Inv. 32
 Invoice Date: Jun 17, 2024
 Page: 1

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

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

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

Customer ID	Customer PO	Payment Terms	
1921	New Putnam Co.	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Elem. School		7/17/24

Quantity	Item	Description	Unit Price	Amount
		Const. Cost - \$45,521,772.00 x 5% (A/E Fee)= \$2,276,088.60 x 97.36% (thru 96.81% CA)= \$2,215,999.86 - less previously billed \$2,203,026.16= \$12,973.70		12,973.70
Subtotal				12,973.70
Sales Tax				
Total Invoice Amount				12,973.70
Payment/Credit Applied				
TOTAL				12,973.70

Check/Credit Memo No:



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

Date _____ 6/27/2024

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 \$25,294.70 and First Horizon Bank (retainage) in the amount of \$1,331.30 for pay application #20 related to the Upperman High School Addition project to be paid from 142 76100 707 933 (ESSER 3.0).

received
06-18-24 NAT

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: 20

INVOICE NO: 20

PERIOD: 05/01/24 - 06/30/24

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:

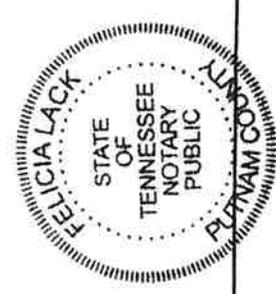
CONTRACTOR'S APPLICATION FOR PAYMENT

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 \$(3,388.85)
- 3. Contract Sum to date (Line 1 ± 2) \$4,736,511.15
- 4. Total completed and stored to date (Column G on detail sheet)
- 5. Retainage:
 - a. 2.14% of completed work \$101,194.59
 - b. 0.00% of stored material \$0.00
- 6. Total retainage (Line 5a + 5b or total in column I of detail sheet) \$101,194.59
- 7. Total earned less retainage (Line 4 less Line 5 Total) \$4,635,316.56
- 8. Less previous certificates for payment (Line 6 from prior certificate) \$4,610,021.86
- 9. Current payment due: \$25,294.70
- 10. Balance to finish, including retainage (Line 3 less Line 6) \$101,194.59

By: RB Date: 6-17-24

State of: Tennessee
County of: Putnam
Subscribed and sworn to before me this 17th day of June 2024
Notary Public: Felicia Lack
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: \$25,294.70

(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: Kim Chamberlin

By: Kim Chamberlin Date: 6/17/24

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$(3,388.85)
Totals:	\$0.00	\$(3,388.85)
Net change by change orders:		\$(3,388.85)

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

APPLICATION NUMBER: 20
 APPLICATION DATE: 6/17/2024
 PERIOD: 05/01/24 - 06/30/24

Contract Lines

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)						
1	General Conditions	\$268,043.00	\$268,043.00	\$0.00	\$0.00	\$0.00	\$268,043.00	\$0.00	\$5,762.92
2	Permits & Startup Costs	\$96,755.00	\$96,755.00	\$0.00	\$0.00	\$0.00	\$96,755.00	\$0.00	\$1,935.10
3	Mobilization	\$34,135.00	\$34,135.00	\$0.00	\$0.00	\$0.00	\$34,135.00	\$0.00	\$682.70
4	Allowance: Contingency	\$175,000.00	\$144,985.15	\$30,014.85	\$0.00	\$0.00	\$175,000.00	\$0.00	\$5,046.68
5	Allowance: Unsuitable Soils	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$2,100.00
6	Sitework	\$78,053.00	\$78,053.00	\$0.00	\$0.00	\$0.00	\$78,053.00	\$0.00	\$1,935.72
7	Site Utilities & Storm Drainage	\$194,964.00	\$194,964.00	\$0.00	\$0.00	\$0.00	\$194,964.00	\$0.00	\$3,699.28
8	Asphalt Paving	\$87,300.00	\$87,300.00	\$0.00	\$0.00	\$0.00	\$87,300.00	\$0.00	\$2,531.70
9	Concrete: Foundations	\$121,672.00	\$121,672.00	\$0.00	\$0.00	\$0.00	\$121,672.00	\$0.00	\$2,433.44
10	Concrete: Interior	\$141,803.00	\$141,803.00	\$0.00	\$0.00	\$0.00	\$141,803.00	\$0.00	\$2,836.06
11	Concrete: Exterior	\$28,800.00	\$28,800.00	\$0.00	\$0.00	\$0.00	\$28,800.00	\$0.00	\$1,111.68
12	Rebar Material Only	\$72,995.00	\$72,995.00	\$0.00	\$0.00	\$0.00	\$72,995.00	\$0.00	\$1,458.90
13	Masonry	\$916,618.00	\$916,618.00	\$0.00	\$0.00	\$0.00	\$916,618.00	\$0.00	\$19,707.29
14	Structural Steel	\$481,036.00	\$481,036.00	\$0.00	\$0.00	\$0.00	\$481,036.00	\$0.00	\$9,620.72
15	Light Gauge Metal Framing	\$98,184.00	\$98,184.00	\$0.00	\$0.00	\$0.00	\$98,184.00	\$0.00	\$1,963.68
16	Rough Carpentry	\$20,031.00	\$20,031.00	\$0.00	\$0.00	\$0.00	\$20,031.00	\$0.00	\$400.62
17	Dampproofing	\$16,286.00	\$16,286.00	\$0.00	\$0.00	\$0.00	\$16,286.00	\$0.00	\$325.72
18	Insulation	\$6,226.00	\$6,226.00	\$0.00	\$0.00	\$0.00	\$6,226.00	\$0.00	\$124.52
19	Roofing	\$426,066.00	\$426,066.00	\$0.00	\$0.00	\$0.00	\$426,066.00	\$0.00	\$9,799.52
20	Joint Sealants	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$0.00	\$472.75
21	Doors, Frames & Hardware	\$104,465.00	\$104,465.00	\$0.00	\$0.00	\$0.00	\$104,465.00	\$0.00	\$2,089.30
22	Storefront & Glazing	\$82,000.00	\$82,000.00	\$0.00	\$0.00	\$0.00	\$82,000.00	\$0.00	\$1,640.00
23	Sheetrock	\$20,500.00	\$20,500.00	\$0.00	\$0.00	\$0.00	\$20,500.00	\$0.00	\$410.00
24	Flooring	\$62,610.00	\$62,610.00	\$0.00	\$0.00	\$0.00	\$62,610.00	\$0.00	\$1,252.20
25	Acoustical Ceilings	\$88,000.00	\$88,000.00	\$0.00	\$0.00	\$0.00	\$88,000.00	\$0.00	\$1,760.00
26	Painting	\$40,351.00	\$40,351.00	\$0.00	\$0.00	\$0.00	\$40,351.00	\$0.00	\$807.02
27	Display Surfaces, Signage, FE's	\$15,099.00	\$15,099.00	\$0.00	\$0.00	\$0.00	\$15,099.00	\$0.00	\$301.98
28	Operable Partition	\$21,618.00	\$21,618.00	\$0.00	\$0.00	\$0.00	\$21,618.00	\$0.00	\$432.36
29	Casework	\$17,540.00	\$17,540.00	\$0.00	\$0.00	\$0.00	\$17,540.00	\$0.00	\$350.80
30	Mechanical: Rough-In	\$230,265.00	\$230,265.00	\$0.00	\$0.00	\$0.00	\$230,265.00	\$0.00	\$4,605.30
31	Mechanical: Trim-Out	\$25,585.00	\$25,585.00	\$0.00	\$0.00	\$0.00	\$25,585.00	\$0.00	\$511.70
32	Fire Sprinkler	\$62,000.00	\$62,000.00	\$0.00	\$0.00	\$0.00	\$62,000.00	\$0.00	\$1,240.00
33	Electrical: Rough-In	\$409,780.00	\$409,780.00	\$0.00	\$0.00	\$0.00	\$409,780.00	\$0.00	\$8,195.60
34	Electrical: Trim-Out	\$175,620.00	\$175,620.00	\$0.00	\$0.00	\$0.00	\$175,620.00	\$0.00	\$3,617.77

A ITEM NO.	B BUDGET CODE	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
TOTALS:		\$4,739,900.00	\$4,709,885.15	\$30,014.85	\$0.00	\$4,739,900.00	100.00%	\$0.00	\$101,364.03

Change Orders

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
35	PCCO#001								
35.1	PCO#001								
35.1.1	Deduct Unused Allowance Balance	\$(3,388.85)	\$0.00	\$(3,388.85)	\$0.00	\$(3,388.85)	100.00%	\$0.00	\$(169.44)
TOTALS:		\$(3,388.85)	\$0.00	\$(3,388.85)	\$0.00	\$(3,388.85)	100.00%	\$0.00	\$(169.44)

Grand Totals

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$4,736,511.15	\$4,709,885.15	\$26,626.00	\$0.00	\$4,736,511.15	100.00%	\$0.00	\$101,194.59



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

Date _____ 6/27/2024

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 \$138.65 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
06-18-24 MT 

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 2195 Inv. 17
 Invoice Date: Jun 17, 2024
 Page: 1

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

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

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

Customer ID	Customer PO	Payment Terms	
2195	Upperman HS	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Expansion		7/17/24

Quantity	Item	Description	Unit Price	Amount
		Const. Cost \$4,736,511.15 x 5% (A/E Fee) = \$236,825.56 x 100% complete = \$236,825.56 - less previously paid \$236,686.91= \$138.65		138.65
Subtotal				138.65
Sales Tax				
Total Invoice Amount				138.65
Payment/Credit Applied				
TOTAL				138.65

Check/Credit Memo No:



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

Date _____ 6/27/2024

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 release the final retainage to King Construction for the Upperman High School Expansion project in the amount of \$101,194.59.

received
06-18-24 MT 

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: 21

INVOICE NO: 21

PERIOD: 06/30/24 - 06/30/24

PROJECT NO: C011-22

CONTRACT DATE: 9/1/2022

FROM CONTRACTOR:

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

VIA ARCHITECT/ENGINEER:

Kim Chamberlin (Upland Design Group, Inc.)
362 Industrial Blvd
Crossville, Tennessee 38555

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

- 1. Original Contract Sum \$4,739,900.00
- 2. Net change by change orders \$(3,388.85)
- 3. Contract Sum to date (Line 1 ± 2) \$4,736,511.15
- 4. Total completed and stored to date (Column G on detail sheet) \$4,736,511.15
- 5. Retainage:
 - a. 0.00% of completed work \$0.00
 - b. 0.00% of stored material \$0.00
- 6. Total retainage (Line 5a + 5b or total in column I of detail sheet) \$0.00
- 7. Total earned less retainage (Line 4 less Line 5 Total) \$4,736,511.15
- 8. Less previous certificates for payment (Line 6 from prior certificate) \$4,635,316.56
- 9. Current payment due: \$101,194.59
- Balance to finish, including retainage (Line 3 less Line 6) \$0.00

CONTRACTOR: King Construction Group, Inc.

By: B

Date: 6-17-24



State of: Tennessee
 County of: Putnam
 Subscribed and sworn to before me this 17th day of June 2024
 Notary Public: Felicia Lack
 My commission expires: September 29, 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: Retainage Release Only \$101,194.59
 (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 Date: 6/17/24

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.

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$(3,388.85)
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$(3,388.85)
Net change by change orders:		\$(3,388.85)

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 21
 APPLICATION DATE: 6/17/2024
 PERIOD: 06/30/24 - 06/30/24

Contract Lines

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		% (G / C)	% (G / C)		
1		General Conditions	\$268,043.00	\$268,043.00	\$0.00	\$0.00	\$268,043.00	100.00%	\$0.00	\$0.00
2		Permits & Startup Costs	\$96,755.00	\$96,755.00	\$0.00	\$0.00	\$96,755.00	100.00%	\$0.00	\$0.00
3		Mobilization	\$34,135.00	\$34,135.00	\$0.00	\$0.00	\$34,135.00	100.00%	\$0.00	\$0.00
4		Allowance: Contingency	\$175,000.00	\$175,000.00	\$0.00	\$0.00	\$175,000.00	100.00%	\$0.00	\$0.00
5		Allowance: Unsuitable Soils	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	100.00%	\$0.00	\$0.00
6		Sitework	\$76,053.00	\$76,053.00	\$0.00	\$0.00	\$76,053.00	100.00%	\$0.00	\$0.00
7		Site Utilities & Storm Drainage	\$194,964.00	\$194,964.00	\$0.00	\$0.00	\$194,964.00	100.00%	\$0.00	\$0.00
8		Asphalt Paving	\$87,300.00	\$87,300.00	\$0.00	\$0.00	\$87,300.00	100.00%	\$0.00	\$0.00
9		Concrete: Foundations	\$121,672.00	\$121,672.00	\$0.00	\$0.00	\$121,672.00	100.00%	\$0.00	\$0.00
10		Concrete: Interior	\$141,803.00	\$141,803.00	\$0.00	\$0.00	\$141,803.00	100.00%	\$0.00	\$0.00
11		Concrete: Exterior	\$28,800.00	\$28,800.00	\$0.00	\$0.00	\$28,800.00	100.00%	\$0.00	\$0.00
12		Rebar Material Only	\$72,995.00	\$72,995.00	\$0.00	\$0.00	\$72,995.00	100.00%	\$0.00	\$0.00
13		Masonry	\$916,618.00	\$916,618.00	\$0.00	\$0.00	\$916,618.00	100.00%	\$0.00	\$0.00
14		Structural Steel	\$481,036.00	\$481,036.00	\$0.00	\$0.00	\$481,036.00	100.00%	\$0.00	\$0.00
15		Light Gauge Metal Framing	\$98,184.00	\$98,184.00	\$0.00	\$0.00	\$98,184.00	100.00%	\$0.00	\$0.00
16		Rough Carpentry	\$20,031.00	\$20,031.00	\$0.00	\$0.00	\$20,031.00	100.00%	\$0.00	\$0.00
17		Dampproofing	\$16,286.00	\$16,286.00	\$0.00	\$0.00	\$16,286.00	100.00%	\$0.00	\$0.00
18		Insulation	\$6,226.00	\$6,226.00	\$0.00	\$0.00	\$6,226.00	100.00%	\$0.00	\$0.00
19		Roofing	\$426,066.00	\$426,066.00	\$0.00	\$0.00	\$426,066.00	100.00%	\$0.00	\$0.00
20		Joint Sealants	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00%	\$0.00	\$0.00
21		Doors, Frames & Hardware	\$104,465.00	\$104,465.00	\$0.00	\$0.00	\$104,465.00	100.00%	\$0.00	\$0.00
22		Storefront & Glazing	\$82,000.00	\$82,000.00	\$0.00	\$0.00	\$82,000.00	100.00%	\$0.00	\$0.00
23		Sheetrock	\$20,500.00	\$20,500.00	\$0.00	\$0.00	\$20,500.00	100.00%	\$0.00	\$0.00
24		Flooring	\$62,610.00	\$62,610.00	\$0.00	\$0.00	\$62,610.00	100.00%	\$0.00	\$0.00
25		Acoustical Ceilings	\$88,000.00	\$88,000.00	\$0.00	\$0.00	\$88,000.00	100.00%	\$0.00	\$0.00
26		Painting	\$40,351.00	\$40,351.00	\$0.00	\$0.00	\$40,351.00	100.00%	\$0.00	\$0.00
27		Display Surfaces, Signage, FE's	\$15,099.00	\$15,099.00	\$0.00	\$0.00	\$15,099.00	100.00%	\$0.00	\$0.00
28		Operable Partition	\$21,618.00	\$21,618.00	\$0.00	\$0.00	\$21,618.00	100.00%	\$0.00	\$0.00
29		Casework	\$17,540.00	\$17,540.00	\$0.00	\$0.00	\$17,540.00	100.00%	\$0.00	\$0.00
30		Mechanical: Rough-In	\$230,265.00	\$230,265.00	\$0.00	\$0.00	\$230,265.00	100.00%	\$0.00	\$0.00
31		Mechanical: Trim-Out	\$25,585.00	\$25,585.00	\$0.00	\$0.00	\$25,585.00	100.00%	\$0.00	\$0.00
32		Fire Sprinkler	\$62,000.00	\$62,000.00	\$0.00	\$0.00	\$62,000.00	100.00%	\$0.00	\$0.00
33		Electrical: Rough-In	\$409,780.00	\$409,780.00	\$0.00	\$0.00	\$409,780.00	100.00%	\$0.00	\$0.00
34		Electrical: Trim-Out	\$175,620.00	\$175,620.00	\$0.00	\$0.00	\$175,620.00	100.00%	\$0.00	\$0.00

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	C 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
				D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
TOTALS:			\$4,739,900.00	\$4,739,900.00	\$0.00	\$0.00	\$4,739,900.00	\$0.00	\$0.00

Change Orders

ITEM NO.	B	DESCRIPTION OF WORK	C 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
				D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
35	PCO#001								
35.1	PCO#001								
35.1.1		Deduct Unused Allowance Balance	\$(3,388.85)	\$(3,388.85)	\$0.00	\$0.00	\$(3,388.85)	\$0.00	\$0.00
TOTALS:			\$(3,388.85)	\$(3,388.85)	\$0.00	\$(3,388.85)	\$(3,388.85)	\$0.00	\$0.00

Grand Totals

ITEM NO.	B	DESCRIPTION OF WORK	C 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
				D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
GRAND TOTALS:			\$4,736,511.15	\$4,736,511.15	\$0.00	\$4,736,511.15	\$4,736,511.15	\$0.00	\$0.00

RELEASE OF RETAINAGE

The undersigned, as Owner of certain real property located in Baxter, Putnam County, Tennessee (the Upperman High School Expansion Project) which has been improved pursuant to a contract with King Construction Group, Inc. hereby authorizes First Horizon Bank to release One Hundred One Thousand One Hundred Ninety Four and 59/100 (\$101,194.59) dollars paid in escrow pursuant to that certain agreement between and among the undersigned, **PUTNAM COUNTY BOARD OF EDUCATION** and **KING CONSTRUCTION Goup, Inc.** and **FIRST HORIZON BANK** the 17th day of **August, 2022** which agreement is specifically incorporated herein by reference. This release is executed for the sole purpose of releasing amounts held in escrow as aforesaid and specifically does not nor shall it be construed to release or otherwise affect any claims or rights which Owner has or may have against the Contractor pursuant to said Contract or the work performed thereunder.

PUTNAM COUNTY BOARD OF EDUCATION

By: _____ Date: _____
_____, Board Chair, Putnam County Board of Education

Personally appeared before me, the undersigned, a Notary Public in and for the County and State, Putnam County Tennessee, with whom I am personally acquainted, and who acknowledged that he executed the within instrument for the purposes therein contained, and who further acknowledged that he is the maker or a constituent of the maker and is authorized by the maker or by its constituent, the constituent being authorized by the maker, to execute this instrument on behalf of the maker.

Witness my hand, at office, this _____ day of _____, 20__.

My Commission Expires:



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

Date _____ 6/27/2024

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 Change Order 001 to the King Construction contract for the Upperman High School expansion project to reduce the contract amount by \$3,388.85.

received
06-18-24 MT



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Upperman High School Expansion
Putnam County, TN

CONTRACT INFORMATION:
Contract For: General Construction
Date: 9/1/2022

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 6/17/24

OWNER: *(Name and address)*
Putnam County School System
1400 East Spring St.
Cookeville, TN 38506

ARCHITECT: *(Name and address)*
Upland Design Group, Inc.
P. O. Box 1026
362 Industrial Blvd. (38555)
Crossville, TN 38557

CONTRACTOR: *(Name and address)*
King Construction Group, Inc.
3307 Burgess Falls Road
Cookeville, Tennessee 38506

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deduct unused Allowance funds.

The original Contract Sum was	\$	4,739,900.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	4,739,900.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	3,388.85
The new Contract Sum including this Change Order will be	\$	4,736,511.15

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

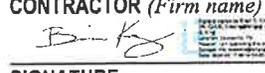
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Upland Design Group, Inc.
ARCHITECT *(Firm name)*

SIGNATURE

Kim Allen Chamberlin, President
PRINTED NAME AND TITLE

6/17/24
DATE

King Construction Group, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE

Brian King, President
PRINTED NAME AND TITLE

DATE

Putnam County School System
OWNER *(Firm name)*

SIGNATURE

Kim Cravens, Board Chairman
PRINTED NAME AND TITLE

DATE

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Upperman High School Expansion
Putnam County, TN

CONTRACT INFORMATION:
Contract For: General Construction
Date: 9/1/2022

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 6/17/24

OWNER: *(Name and address)*
Putnam County School System
1400 East Spring St.
Cookeville, TN 38506

ARCHITECT: *(Name and address)*
Upland Design Group, Inc.
P. O. Box 1026
362 Industrial Blvd. (38555)
Crossville, TN 38557

CONTRACTOR: *(Name and address)*
King Construction Group, Inc.
3307 Burgess Falls Road
Cookeville, Tennessee 38506

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deduct unused Allowance funds.

The original Contract Sum was	\$ 4,739,900.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 4,739,900.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 3,388.85
The new Contract Sum including this Change Order will be	\$ 4,736,511.15

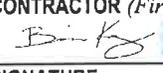
The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Upland Design Group, Inc.
ARCHITECT *(Firm name)*

SIGNATURE
Kim Allen Chamberlin, President
PRINTED NAME AND TITLE
6/17/24
DATE

King Construction Group, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE
Brian King, President
PRINTED NAME AND TITLE

DATE

Putnam County School System
OWNER *(Firm name)*

SIGNATURE
Kim Cravens, Board Chairman
PRINTED NAME AND TITLE

DATE



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

Date _____ 6/27/2024
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 \$192,912.89 and First National Bank (retainage) in the amount of \$10,153.31 for pay application #9 related to the existing Park View Elementary School Roof Replacement project to be paid from 142 76100 707 933 (ESSER 3.0).

received
06-17-24
[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

June 14, 2024

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. 9 in the amount of \$203,066.20 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 \$192,912.89 and deposit \$10,153.31 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

A/A Document G703

PAGE ONE OF 2 PAGES

TO OWNER:
Putman County Board of Education
1400 East Spring Street
Cookeville, TN 38506
FROM CONTRACTOR:
Southern Roofing Company
2929 Kraft Drive
Nashville, TN 37204

PROJECT:
Roof Replacement of Park View Elementary School
545 Scott Ave.
Cookeville, TN 38501
VIA ARCHITECT:
Richard C. Rinks & Assoc., Inc.
30 N. Jackson Ave.
Cookeville, TN 38501

APPLICATION #: #9
PERIOD TO: 06/30/24
PROJECT NOS: 23-013
DISTRIBUTION TO:
Owner
Const. Mgr
Architect
Contractor
Consultant

CONTRACT DATE: 10/31/23

CONTRACT FOR: Roof Replacement of Park View Elementary School

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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 therein is now due.

1. ORIGINAL CONTRACT SUM -----	\$	1,650,409.00
2. Net change by Change Orders -----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	1,650,409.00
4. TOTAL COMPLETED & STORED TO DATE- (Column G on Continuation Sheet)	\$	1,462,172.65
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	\$	73,108.63
b. 10.0% of Stored Material (Column F on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet-----	\$	73,108.63
6. TOTAL EARNED LESS RETAINAGE ----- (Line 4 less Line 5 Total)	\$	1,389,064.02
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----	\$	1,196,151.13
8. CURRENT PAYMENT DUE -----	\$	192,912.89
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	261,344.98

CONTRACTOR:

By: 

Date: 6/13/24

State of: Tennessee
County of: Davidson

Subscribed and sworn to before me this 13 day of June, 2024

Notary Public: 
My Commission expires: 5/8/28



CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising 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 ----- \$ 192,912.89
(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.)

ARCHITECT:

By: 

Date: 6-14-24

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 of Contractor under this Contract.

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

CONTINUATION SHEET

AIA Document G702

Page 2 of 2 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: #9

APPLICATION DATE: 06/13/24

PERIOD TO: 30-Jun-24

ARCHITECT'S PROJECT NO: 23-013

PROJECT:
Roof Replacement of Park View Elementary School
545 Scott Ave.
Cookeville, TN 38501

A Item No.	B Description of Work	C Scheduled Value		D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)		H Balance To Finish (C - G)	I Retainage
		Scheduled Value		From Previous Application (D + E)	Work Completed This Period			% (G/C)	Total Completed And Stored To Date (D + E + F)		
1	Mobilization	25,982.00		25,982.00				25,982.00	100%		1,299.10
2	Bonds & Insurance	22,640.00		22,640.00				22,640.00	100%		1,132.00
3	EPDM Roof Materials	599,896.00		599,896.00				599,896.00	100%		29,994.80
4	EPDM Labor	251,497.00		188,622.75		25,149.70		213,772.45	85%	37,724.55	10,688.62
5	Shingle Roof Materials	80,414.00		80,414.00				80,414.00	100%		4,020.70
6	Shingle Labor	119,790.00		107,811.00				107,811.00	90%	11,979.00	5,390.55
7	Metal Panel Materials	17,670.00		17,670.00				17,670.00	100%		883.50
8	Metal Panel Labor	3,548.00								3,548.00	
9	Soffit Materials	23,822.00		23,822.00				23,822.00	100%		1,191.10
10	Soffit Labor	11,827.00		4,139.45		2,956.75		7,096.20	60%	4,730.80	354.81
11	Plumbing Materials	52,000.00				52,000.00		52,000.00	100%		2,600.00
12	Plumbing Labor	104,000.00				104,000.00		104,000.00	100%		5,200.00
13	Abatement Labor	66,000.00		42,900.00		16,500.00		59,400.00	90%	6,600.00	2,970.00
14	Roof Ladders	9,495.00								9,495.00	
15	Sheet Metal Materials	108,313.00		108,313.00				108,313.00	100%		5,415.65
16	Sheet Metal Labor	49,195.00		36,896.25		2,459.75		39,356.00	80%	9,839.00	1,967.80
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	
20											
21											
22											
23											
24											
25											
26											
27											
28											
	SUBTOTALS PAGE 2	1,650,409.00		1,259,106.45		203,066.20		1,462,172.65	89%	188,236.35	73,108.63