

Putnam County Board Meeting
April 3, 2025 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Cookeville High School Lady Cavs were named the 2025 Class 4A Regional Champions and competed in the state semi-finals for the third time in four years.
 - B. Ty Cobb was named TSSAA Class 3A Mr. Basketball for the first time in Upperman's program history.
 - C. For the first time in program history, the Upperman Bees basketball team won the 3A State Championship.
 - D. I Make a Difference Award
 - E. Director's Personnel Report
 - F. The next board work session is to take place on May 2, 2025, following the May board meeting.
 - G. The joint school board and county commission meeting will take place on May 5, 2025, at 5:00 p.m.
- IV. Approval of Minutes
 - A. Minutes of the Regular March Board Meeting - March 6, 2024, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval to pay Mid State Construction Company in the amount of \$47,275.97 for pay application #2 related to the Cookeville High School - Student Entry Security Upgrades project to be paid from 141-72620-399-02529.
 2. Approval to pay Lee Company in the amount of \$23,270.98 for pay application #3 (payment of retainage) related to the Cookeville High School Chiller Replacement project to be paid from 141-72620-799.
 3. Approval to pay Lee Company in the amount of \$57,398.57 for pay application #2 related to the Cookeville High School Chiller Replacement project to be paid from 141-72620-799.
 4. Approval to pay 2M Builders, LLC in the amount of \$21,000.00 for the baseball dugout at Cookeville High School to be paid from 141-72620-399.
 5. Approval to pay Toadvine Enterprises in the amount of \$48,613.00 for the removal and installation of new bleachers at Avery Trace Middle School to be paid from 141-72620-399. Note: Contract approved by the Board on 12/7/2023.

6. Approval to pay TK Elevator Corporation in the amount of \$13,812.00 for maintenance work on the elevator at Avery Trace Middle School to be paid from 141-72620-399.
- B. Bids/Quotes/Sealed Bids/RFPs
1. Permission for a system-wide bid for air filters.
- C. Budget Amendments/Line Item Transfers
1. General Purpose School Budget Amendments - Fund 141
 - a. CTE ISM - To move monies to pay for additional consumable supplies for the ATMS greenhouse. To move monies to pay for certified personnel Social Security benefits at UHS. To move monies to pay for Aesthetics consumable supplies to be purchased at UHS.
 - b. Special Education - To reallocate funds awarded to PCS to better align with expenditures for SWD's ages 3-5 years in the 2024-25 school years.
 - c. LEAPS - Budget Amendment for Leaps Extended Program
 - d. Adult Education - To budget for revenue received for Adult Education from Life Church.
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Approval of two Memorandums of Understanding between the Putnam County Board of Education and Grandview Post Acute (Nursing Home) to be implemented in the event of an emergency evacuation of Grandview Post Acute.
 2. Approval to enter into a Retainage Agreement with SouthEast Bank and Stone Service Corporation to establish an interest-bearing account at a financial institution to house the retainage funds related to the Northeast Elementary School HVAC upgrades project per State of Tennessee requirements.
 3. Approval of equipment purchased to replace pole vault equipment which was destroyed in the windstorm of March 4, 2025.
 4. Data Share Request for Putnam County Schools to provide permission for Pearson to send student assessment data to the Tennessee Department of Education (in order for Putnam County Schools to remain in compliance with applicable 3rd and 4th grade promotion/retention laws).
 5. Approval of the Project Lead The Way (PLTW) Participation Confirmation affirming the \$950.00 purchase of the Gateway Program for Avery Trace Middle School for the 2025-26 school year from Project Lead The Way - Indianapolis, IN, to be paid by general purpose funds. Once approved, an email will follow from PLTW requesting an authorized signature.
 6. Request to reject all bids for the CHS hitting facility and re-bid the project with alternate plans.
 7. Request donation of the old Park View School brick sign to be donated to the County for historical preservation and display.
 8. Approval of the attached research request for Susie Dobbs, a doctoral candidate at Liberty University:

Purpose of the study

- This study examines the effectiveness of online learning tools, specifically the College Equipped Readiness Tool (CERT) and Shmoop, in improving student performance on the Tennessee Comprehensive Assessment Program (TCAP) at Upperman High School. The study employs a mixed-methods approach, incorporating interviews with teachers, surveys with recent graduates, and focus groups with current students to identify barriers to engagement and recommend strategies for optimizing online learning interventions. The findings will inform stakeholders on best practices for integrating digital learning tools into standardized test preparation, ultimately aiming to enhance student academic outcomes.
9. Permission to purchase system-wide fuel and bus tires for the 2025-26 school year utilizing State of Tennessee contracts.
 10. 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.
 11. Approval of the MOU between CVS Pharmacy and Putnam County BOE to provide a Pre-Apprenticeship program for Pharmacy Technicians from Adult Education funds effective April 1, 2025-April 1, 2026.
 12. Approval of the Lease Agreement between Fentress County Schools and Putnam County Schools for the use of space for Adult Education at \$1,000.00 per month to be paid from Adult Education funds effective April 1, 2025-June 30, 2025.
 13. Approval to purchase a Graco Lanelizer 200hs from Sherwin Williams, Cookeville, TN for systemwide striping of parking lots for \$11,388.24 to be paid from 141-72610-499.
 14. Approval to renew the contract (Year #3) with Turf Masters Landscape Management, Cookeville, TN for systemwide lawn maintenance with a 3% cost of living increase (as permitted in their contract) and the addition of the new Park View Elementary site for a per mow cost of \$9,197.81 each to be paid from 141-72610-399.
 15. Approval to renew the systemwide pest control agreement with Optimus Pest Solutions for the 2025-26 school year. The renewal will be effective July 1, 2025 through June 30, 2026 for year 4, extension #3 of the contract.
 16. Approval of the purchase of 287 cap and gown packets for Cookeville High School from Jostens, Shelbyville, TN in the amount of \$16,933.00 to be paid from 141-71100-535.
 17. Approval for the purchase of 4 CX54 14" touchscreen Chromebooks from Danmark in the amount of \$3,933.60 to be paid from line 141-72210-722-

000-01501 and consider approval for the purchase of 185 CR12 12.2" touchscreen Chromebooks from Danmark in the amount of \$74,636.40 to be paid from 141-72210-722-000-01501.

18. Approval for Print Link Printing to continue to provide systemwide printing services effective July 1, 2025 through June 30, 2026.
19. Approval to enter into a Retainage Agreement with First National Bank of Tennessee and Lakeland Electric to establish an interest-bearing account at a financial institution to house the retainage funds related to the Cookeville High School Auditorium Lighting project per State of Tennessee requirements.
20. Approval to purchase library furniture for Sycamore Elementary School from Ernie Morris in the amount of \$10,6750.00 paid from 141-71100-722-02117.
21. Approval of Kim Cravens to rerun as the TSBA District Director at the 2025 fall TSBA district meeting.

VII. Policy (None Submitted)

VIII. Discussion/Presentation

A. Building Projects

1. Park View School Update
2. Avery Trace Middle School Softball Field Project
3. Update from Energy Systems Group regarding the Putnam County School System Early Learning Academy
 - a. Energy Systems Group - Putnam County School System Early Learning Academy Renovation Project Action Items
 1. Approval to pay Energy Systems Group in the amount of \$477,928.57 and First National Bank of Tennessee (retainage) in the amount of \$25,154.44 for pay application #4 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

IX. Adjournment





MR. BASKETBALL AWARD
Presented To
TY COBB
Upperman High School
MOST OUTSTANDING HIGH SCHOOL PLAYER IN TENNESSEE
TSSAA DIVISION I-3A
2025



MR. BASKETBALL

Presented By
Tennessee Secondary
School Athletic Association



31-35 FT M-A 5-10
11 TURNOVERS 5
14 LARGEST LEAD 3
UPPERMAN 65
TOL - 2 FOULS - 4
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5
TULLAHOMA
FOULS - 5 TOL - 0
#BLUEUNITED



UPPERMAN
22

UPPERMAN
23

UPPERMAN
24

TSSAA 1926 - 2026
FB
FirstBank
2025
BOYS' BASKETBALL
STATE CHAMPIONS
DIVISION I CLASS 3A

PIXTN.com

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Personnel Report For March 2025

| NEW HIRES | | | | | | | |
|------------------|-------------------|--------------------------------|----------------------------------|-----------------------|-------------------------------|-------------------------------|--------------------|
| <u>LAST NAME</u> | <u>FIRST NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE DATE</u> | <u>FUNDED</u> | <u>HOURS</u> | <u>REPLACING</u> |
| Jarman | Cole | Transportation | Bus Attendant | 2/18/25 | 141-E-72710-189-000-00000-000 | 5 | n/a |
| Malone | Carolina | AES | SAC Activity Instructor | 2/10/25 | 146-E-73300-189-000-01800-000 | 5.8 | n/a |
| Burgess | Devonte | CCES | School Nutrition Employee | 3/3/25 | 143-E-73100-165-000-00030 | 4.5 | Paul Marin |
| Cameron | Jenna | Leaps | Leaps | 2/7/25 | 141-E-73300-189-000-02003-000 | 3 | n/a |
| Jones | Charles | PVS | SAC Activity Instructor | 2/28/25 | 146-E-73300-189-000-01800-000 | 5.8 | Makenna Garrett |
| Smith | Brady | BPS | SAC Activity Instructor | 2/5/25 | 146-E-73300-189-000-01800-000 | 5.8 | n/a |
| Heard | Joshua | PSES | SAC Activity Instructor | 3/11/25 | 146-E-73300-189-000-01800-000 | 5.8 | Makayla Lafever |
| Brown | Shanna | Transportation | Bus Attendant | 2/28/25 | 141-E-72710-189-000-00000-000 | 5 | n/a |
| Hite | Lisa | MHS | SPED Resource Assistant | 3/24/25 | 141-E-71200-163-000-00000-055 | 7 | Sondra Hann |
| Motykowski | Aleksandrs | WPA | SPED Extended Resource Assistant | 3/24/25 | 141-E-71200-163-000-00000-105 | 7 | Jessica Thompson |
| Polston | Lauren | BPS | ECC | 3/17/25 | 146-E-73300-189-000-01801-000 | 5.8 | Makenzie Whitehead |
| Sparkman | Lindsey | JWES | Teacher Assistant | 3/24/25 | 141-E-71100-163-000-00000-050 | 7 | Kendra Harless |
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| | | | | | | | |
| REHIRES | | | | | | | |
| <u>LAST NAME</u> | <u>FIRST NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE DATE</u> | <u>FUNDED</u> | <u>HOURS</u> | <u>REPLACING</u> |
| Hawke | Merry | CCES | PreK Assistant | 3/5/25 | 141-E-73400-163-000-02005-030 | 7.5 | Sarah A Ramsaur |
| | | | | | | | |
| TRANSFERS | | | | | | | |
| <u>LAST NAME</u> | <u>FIRST NAME</u> | <u>FROM POSITION</u> | <u>TO POSITION</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> | <u>FUNDING CODE</u> | <u>REPLACING</u> |
| Clopton | Ella | Sub | VITAL TA @ UHS | 7.00 | 2/3/25 | 141-E-71100-163-000-00000-090 | Ashley Martin |
| Wright | Hannah | Sub | PT TA @ BPS | 4.50 | 2/24/25 | 142-E-71100-163-101-00000-017 | Madison Harmon |
| Reynolds | Brooke | SAC Activity Instructor @ CCES | Site Director @ CCES | 5.80 | 3/3/25 | 146-E-73300-189-000-01800-000 | Graceann Boles |
| Peters | Jennifer | Teacher Assistant @ Burks | Bookkeeper @ Burks | 8.00 | 2/25/25 | 141-E-72410-119-000-00000-025 | Karen Wells |
| Hall | Rebecca | Sub | Teacher Assistant @ Burks | 7.00 | 3/3/25 | 141-E-71100-163-000-00000-025 | Jennifer Peters |
| Gunnels | Elizabeth | Pre K Teacher @ PVS | Librarian @ SES | 7.50 | 3/24/25 | 141-E-72210-129-000-00000-070 | Andrea Batson |

received
3-20-25 MF *AK*

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| Dalton | Renata | Sub | TN Elementary Tutor | 2.00 | 2/18/25 | 141-E-71100-116-000-00000-000 | Samantha Stephens |
| Narrin | Stacie | FT Bus Attendant | FT Bus Driver | 6.00 | 3/5/25 | 141-E-72710-146-000-00000-000 | n/a |
| Troxell | Julia | PT Bus Attendant | FT Bus Driver | 6 | 3/6/25 | 141-E-72710-146-000-00000-000 | n/a |
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| <i>RESIGNATION</i> | | | | | | | |
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE DATE</u> | | | |
| Baxter | Esther | PVS | Grade 1 Teacher | 3/31/25 | | | |
| Randolph | Brittni | NES | Grade 3 Teacher | 6/30/25 | | | |
| Williams | Austin | NES | SAC Site Director | 3/14/25 | | | |
| Quire | Janey | BPS | ECC | 3/14/25 | | | |
| Whitehead | Makenzie | BPS | ECC | 2/28/25 | | | |
| Richard | Amber | BPS | ECC | 2/28/25 | | | |
| Harless | Kendra | JWES | Teacher Assistant | 3/10/25 | | | |
| Jones | Tyler | UHS | Grade 9-12 Math Teacher | 3/21/25 | | | |
| Baker | Patricia | Central Office | School Psychologist | 5/31/25 | | | |
| Phillips | Kaylee | MHS | Grade 9-12 English Teacher | 8/1/24 | | | |
| | | | | | | | |
| | | | | | | | |
| <i>TERMINATIONS</i> | | | | | | | |
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> | | |
| Hickey | Haley | CHS | SPED Crisis Assistant | 7.00 | 3/14/25 | | |
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| | | | | | | | |
| <i>RETIREMENT</i> | | | | | | | |
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>EFFECTIVE DATE</u> | | | |
| Wiggins | Charles | Transportation | Bus Attendant | 2/12/25 | | | |
| Vetter | Sharon | SES | SPED Resource Teacher | 5/31/25 | | | |
| Parr-Beaty | Kathryn | Burks | Grade 1 Teacher | 6/2/25 | | | |
| Foy | Jane | SES | SPED Resource Assistant | 5/31/25 | | | |

| ADDITIONAL HOURS | | | | | | | |
|--------------------------|--------------|----------------------|--|--------------|-----------------------|-------------------------------|--------------------|
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>LOCATION</u> | <u>ASSIGNMENT</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> | <u>FUNDED</u> | <u>Rate of Pay</u> |
| Newberry | Alexandria | Leaps | will be working Leaps effective 2/03/25 through 6/30/25, NTE 2hrs per day or 5hrs per week @ \$17/hr | 2 | 2/3/25 | 141-E-73300-163-000-02003-000 | \$17.00 |
| Smith | Sierra | Leaps | will be working Leaps effective 2/03/25 through 6/30/25, NTE 2hrs per day or 6hrs per week @ \$30/hr | 2 | 2/3/25 | 141-E-73300-116-000-02003-000 | \$30.00 |
| INCREASE IN HOURS | | | | | | | |
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>FROM POSITION</u> | <u>TO POSITION</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> | <u>FUNDING CODE</u> | <u>REPLACING</u> |

| DECREASE IN HOURS | | | | | | | |
|--------------------------|--------------|----------------------|--------------------|--------------|-----------------------|---------------------|------------------|
| | <u>FIRST</u> | | | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>FROM POSITION</u> | <u>TO POSITION</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> | <u>FUNDING CODE</u> | <u>REPLACING</u> |
| | | | | | | | |

| NON-RENEWALS | | | | | |
|---------------------|--------------|-----------------|---|--------------|-----------------------|
| | <u>FIRST</u> | | | | |
| <u>LAST NAME</u> | <u>NAME</u> | <u>LOCATION</u> | <u>POSITION</u> | <u>HOURS</u> | <u>EFFECTIVE DATE</u> |
| Mathis | Donna Sue | BPS | suspended pending investigation - unpaid | 5.80 | 2/19/25 |
| Stewart | Jonathan | CHS | wrestling award banquets wages \$153.50 | 7.50 | 2/24/25 |
| Cooper | Socorro | CHS | Basketball gate worker wages \$57.75 | 7.00 | 2/14/25 |
| Ashburn | Hannah | CHS | Basketball gate worker wages \$57.75 | 7.50 | 2/11/25 |
| Clark | Mark | CHS | Basketball gate worker wages \$57.75 | 7.50 | 2/11/25 |
| Caine | Adam | UHS | \$6,000 pre taxed awarded from booster club | 7.50 | 2/18/25 |

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|----------|-----------|------|--|------|----------|
| Chaston | Mercedes | PSMS | Band will pay \$100.00 to help with the UCCF festival on 3/07/25 | 3.50 | 2/28/25 |
| Harmon | Susan | UMS | will receive teacher pay for any PPL and/or unpaid days she covers of Ms. Chelsea Eaton's remainder of her maternity leave | 7.50 | 2/6/25 |
| Wright | Susan | PSES | Mr. King verbally approved 10 days of contract work @ \$49.15/hr | 7.00 | 2/3/25 |
| Ramsey | Martha | NES | will receive teacher pay for covering the unpaid days of Ms. Cameron Phillip's maternity leave | 7.50 | 2/28/25 |
| Savage | Courtney | CHS | MS Degree obtained | 7.50 | 12/13/24 |
| Bonet | Betzaida | UHS | TN Compass from Puerto Rico & FL & 2 years w/PCSS | 7.50 | 3/3/25 |
| Bonet | Betzaida | UHS | FL experience, 4 yrs added in TN Compass | 7.50 | 3/5/25 |
| Barr | Vicky | CsES | Changing the funding code to GP from Title | 7.00 | 7/1/24 |
| Wick | Elizabeth | CHS | Basketball gate worker wages \$41.25 | 7.50 | 3/3/25 |
| Ledford | James | CHS | Basketball gate worker wages \$41.25 | 7.50 | 3/1/25 |
| Hennigan | Taylor | CHS | SSO Booster Stipends Wages \$1710.38 | 7.50 | 3/7/25 |
| Wick | Elizabeth | CHS | Basketball gate worker wages \$41.25 | 7.50 | 3/1/25 |
| Mathis | Donna Sue | BPS | Suspension ended, reinstate pay during suspension | 5.80 | 3/8/25 |
| Cooper | Socorro | CHS | gate worker basketball wages \$41.25 | 7.00 | 3/8/25 |
| | | | | | |
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SPREADSHEETS:

MINUTES
Putnam County Board of Education
Cookeville, Tennessee
March 6, 2025

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, March 6, 2025. Mr. **McHENRY** convened the meeting at 5:00 PM.

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

Mr. **McHENRY** stated the Board would address Agenda Item III., Approval of the Agenda.

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

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

Mr. **King** made the following announcements:

- Two Upperman Bees won in the state championship and finished as the state runner-up in the TSSAA Division I Class A Individual State Wrestling Tournament. Grady Phelps won the 126lb State Champion and Jake Stinnett placed as runner-up in the 106lb division.
- Director's Personnel Report

Mr. **McHENRY** stated the Board would address approval of the Minutes.

ACTION: (VI.A.) Mrs. **RAMSEY** made a motion to approve the Minutes of the Regular November Board Meeting – March 6, 2025, @ 5:00 PM, as submitted. Mr. **LEDBETTER** seconded the motion. Motion carried.

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

ACTION: (VI.A.1. – VI.F.26.) 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

A. Payments/Purchases

1. Approval to pay Maffett Loftis Engineering for mechanical design work treated to the Frontier Building HVAC Upgrade project in the amount of \$7,840.00 from 141-76100-599- 02528. The contract was Board approved on 11/14/2024 as VI.F.8.
2. Approval to purchase a replacement double-stack, convection oven for Avery Trace Middle School kitchen at the lowest quote of \$18,986.54 from Mobile Fixture. This amount includes installation and will be paid out of fund 143.
3. Approval to pay Maffett Loftis Engineering for electrical engineering work related to the Avery Trace Middle School softball field project in the amount of \$6,300.00 from 141- 72600-399. The contract was Board approved on 2/5/2025 VI.F.2.
4. Approval to pay Maffett Loftis Engineering for engineering design work related to the Northeast Elementary School HVAC Upgrade project in the amount of \$28,258.00 from 141-72600-399. The contract was Board approved on 9/5/2024 VI.F.12.
5. Approval to pay Maffett Loftis Engineering for engineering design work related to the Baxter Primary School Chiller replacement project in the amount of \$14,200.00 from 141- 72600-399. The contract was Board approved on 9/5/2024 VI.F.11.
6. Approval to pay Maffett Loftis Engineering for engineering design work related to the Sycamore Elementary School HVAC Upgrade project in the amount of \$24,630.50 from 141-72600-399. The contract was Board approved on 9/5/2024 VI.F.4.
7. Approval of the purchase of (19) Viewsonic touch Screen Boards from Danmark Technologies in the amount of \$53,335.00.
8. Approval of the purchase of IFP-EW-7550-E1 (wall mounted) from Quote 3809 v2 from account number 142-72210-790-101 for the following school(s)
 - Burks Elementary School (2) Viewsonic boards with carts \$4,510.00
 - Prescott South Elementary School (4) wall-mounted Viewsonic boards \$7,500.00
 - Algood Elementary School (4) wall-mounted Viewsonic boards and (4) Viewsonic boards with carts \$16,520.00
 - Cane Creek Elementary School (2) Viewsonic boards with carts \$4,510.00
 - Cornerstone Elementary School (7) Viewsonic boards with carts \$15,785.00
 - Prescott South Middle School (2) Viewsonic boards with carts \$4,510.00
9. Purchase of (232) Asus Chromebooks and Chrome OS Management , item #CR1104CGA-YZ84 for Putnam County Schools from Danmark Technologies in the amount of \$70,992.00 per quote #3811, contract TIPS 240101 to be paid from 142-71100- 722-101 for the following schools:
 - Sycamore Elementary School (17) Chromebooks/licensure \$5,202.00
 - Algood Middle School (14) Chromebooks/licensure \$4,284.00
 - Burks Elementary (31) Chromebooks/licensure \$9,486.00
 - Upperman Middle School (14) Chromebooks/licensure \$4,284.00

- Avery Trace Middle School (30) Chromebooks/licensure \$9,180.00
 - Algood Elementary School (71) Chromebooks/licensure \$21,726.00
 - Cane Creek Elementary School (37) Chromebooks/licensure \$11,322.00
 - Prescott South Middle School (18) Chromebooks/licensure \$5,508.00
10. Approval of the purchase of (11) Apple Mac Minis 16GB, 256GB SSD per quote proposal #2112027560 Item MU9D3LL/A to be paid from 142-71100-722-101 for the following schools:
- Northeast Elementary School (11) Apple Mac Minis \$5,489.00
11. Approval to pay Mid State Construction Company in the amount of \$19,224.03 for pay application #1 related to the Cookeville High School Student Entry Security Upgrades project to be paid from 141-72620-399-02529.
12. Approval to pay Lee Company in the amount of \$384,750.00 for pay application #1 related to the Cookeville High School Chiller Replacement project to be paid from 141- 72620-799.

B. Bids/Quotes/Sealed Bids/RFPs

C. Budget Amendments/Line Item Transfers

1. General Purpose School Budget Amendments - Fund 141

- a. CTE ISM - To move monies to pay for water, gas, and electrical to the ATMS greenhouse
- b. Student Services - Budget for donations received for counselor appreciation from PEP
- c. Finance - To amend incentive pay budget to account for actual payments
- d. Finance - To move budget for large maintenance projects from 76100 to 72620

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

E. Approval of Grant Report

F. Other

- 1. Approval to enter into a "data share" agreement with Empower Upper Cumberland.
- 2. Approval of permission to allow Capshaw PTO to purchase upgraded classroom door locks. The locks were approved and will be installed by school maintenance.
- 3. Allow permission to add the Frontier Building to the cleaning contract with ABM services for the amount of \$1,248.33 per month, to begin once the building is occupied.
- 4. Approval of the 2025-2026 Audit quote from Tamara Beckman, CPA, professional services rendered for twenty schools' activity and cafeteria funds year ending June 30, 2026, in the amount of \$16,000.00 to be paid from 141-72310-305 and approval to authorize for the Director of Schools to sign the audit contract.
- 5. Approval of the recommendation by the School Nutrition Program to award the Upper Cumberland Buying Group Bid for School Year 2025-2026 Commodity Processing to the following vendors:
 - Gold Creek Foods - Chicken
 - International Food Solutions dba Asian Food Solutions - Chicken
 - JTM - Beef and Cheese
 - Nick's Famous Barb-B-Q - Pork
 - Smuckers - Peanut Butter
 - Tyson - Beef, Cheese and Chicken

6. Approval of the members to the calendar committee for the school calendar cycle 2026-2027, 2027-2028, and 2028-2029 as attached.
7. Approval of the Quarterly Reports for quarter ending 12/31/24 for the following funds:
 - 141 General Purpose Schools
 - 142 Federal Projects
 - 143 Central Cafeteria
 - 146 Extended School Program
8. Approval of the continuation of membership for PCSS with Comprehensive Educational Resources (CER) at the cost of \$22,546.00 from account #141-72310-599. CER is an educational consortium that currently serves thirty school districts in Northeast Tennessee and across the state. CER is a collaboration between these thirty districts and the Niswonger Foundation that currently reaches approximately 156,000 students. CER began in May 2020.
9. Approval to enter into an agreement with Nixon Ower Services, Nashville, TN for a five year complete service and battery replacement (as listed in the attached proposal) on the emergency generator at Cookeville High School in the amount of \$10,932.06 to be paid for from 141-72620-399.
10. Approval of the School Accounting Informational Reports: March 6, 2024, Board Meeting
 - Report: School Budgets 2024-2025 (per section 4: Title 1 1 TN Internal School Uniform Accounting Policy Manual)
 - Report: School Personnel Receiving Cell Phone Benefits 2024-2025 (Per Board Policy 3.3001)
 - Report: School Donations 2023-2024 (Per Board Policy 2.401)
 - Report: School Investment Accounts 2024 (Per Board Policy 2.402)
11. Approval to renew the advertising agreement with District Solutions LLC to carry out the proposed School Bus Advertising Program for the 2025-2026 school year. The renewal will be effective July 1, 2025 through June 30, 2026.
12. Approval to renew the Gov Deals contract for the 2025-2026 school year.
13. Approval to enter into an agreement with Stone Services Corporation, Cookeville, TN for the mechanical upgrades at Northeast Elementary School in the amount of \$785,750.00 to be paid for from the Putnam County Capital Project Fund.
14. Approval to enter into an agreement with Stone Services Corporation, Cookeville, TN for the mechanical upgrades at the former Frontier building in the amount of \$99,050.00 to be paid for from 141-76100-599-02528.
15. Approval to enter into an agreement with Stone Services Corporation, Cookeville, TN for the chiller replacement at Baxter Primary School in the amount of \$229,142.00 to be paid for from 141-72620-399.
16. Approval to enter into an agreement with Stone Services Corporation, Cookeville, TN for the mechanical upgrades at Sycamore Elementary School in the amount of \$457,750.00 to be paid for from the Putnam County Capital Project Fund.
17. Approval to allow Baxter Youth Baseball to install lights on the T-Ball Field located on Board of Education property behind Baxter Primary School at no cost to the Board of Education.
18. Approval to enter into a contract with Covington Flooring Company, Birmingham, AL for the gym floor sand, paint and refinish (as noted in the

February 25th, 2025 proposal) at Capshaw Elementary School in the amount of \$21,550.00 to be paid for from 141-72620-399 with the pricing to be reflective of TIPS Buying Group (TIPS #23010401)

19. Approval to enter into a contract with Covington Flooring Company, Birmingham, AL for the gym floor repairs, sand, paint and refinish (as noted in the February 25th, 2025 proposal) at Burks Elementary School in the amount of \$71,777.00 to be paid for from 141-72620-399 with the pricing to be reflective of TIPS Buying Group (TIPS #23010401)

20. Approval to purchase an Avigilon video server for security system upgrades for Cane Creek ES, per quote #15299 from Pioneer Communications, Cookeville, TN, in the amount of: \$22,663.00, to be paid from: 141-71100-722-01607.

21. Approval to purchase onsite programming services for the Alertus notification system, in the amount not to exceed \$19,500.00, to be paid from: 141-E-72130-399-000-02525-000, Public School Security Grant.

22. Approval to purchase e-Rate Category 2 Internal Connections eligible network products and services from the TDoE's Tennessee Education Broadband Consortium ("TEBC") State Master Contract in the amount not to exceed our district's remaining funds allotment of \$448,606.00. The purchase is contingent upon the district's e-Rate application approval (due by 3/26/2025) and is conducted via the TDoE'S mini-bid process to solicit and evaluate pricing from approved contracted vendors, and upon approval the district's portion of the cost is 20% and will not exceed: \$89,721.20 to be paid from: 141-71100-722-01607.

23. Approval to purchase e-Rate Category 1 broadband internet connectivity products and services from the TDoE's Tennessee Education Broadband Consortium ("TEBC") State Master Contract OR from the newly awarded contract to Anderson County Schools/Anderson E-Rate Consortium for the 2025-26 school year, in e-Rate funding cycle (7/1/25 to 6/30/26).

24. Approval of the contract attached with Lakeland Electric, Cookeville, TN for the auditorium lighting replacement, upgrade and improvements at Cookeville High School in the amount of \$670,600.00 to be paid for from the Putnam County Bond Issue.

25. Approval to purchase low-voltage network data cabling materials and installation services for the Pre-K center renovation at old Park View ES, from Advanced Communications Services, Sparta, TN, in the amount of \$23,400.00 to be paid from: 141-76100-599-02530.

26. Approval of payment to Moore, Rader & York, P.C. - Cookeville, Tennessee for legal services through February 28, 2025 in the amount of \$8,809.70 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

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

Mr. **McHENRY** stated the Board would address Agenda Item VIIA, Policy.

Dr. **FRY** made a Motion to approve Motion VII.A:

- First and final reading for approval of BOE Policy 4.603 (Promotion and Retention). Policy 4.603 has been updated in accordance with State law regarding student retention and 3rd/4th grade promotion pathways.

Mrs. **RAMSEY** seconded the Motion. Motion carried.

Mr. **McCORMICK** made a Motion to approve Motion VII.B:

- No changes were made to original policy 4.605. Submitted policy for an updated review and approval.

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

Mrs. **CRAVENS** made a Motion to approve Motion VII.C:

- Policy for Use of Personal Communication Devices and Electronic Devices (6.312) second reading.

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

Mr. **McHENRY** stated the Board would address Agenda Item VIII.A., PreK Naming Committee's final decisions; and recognized Dr. Diana Wood, PreK-4th Instructional Supervisor.

Dr. **Wood** stated:

- Putnam County School System Early Learning Academy
- There will be a competition for kids to create a mascot and submit the image to involve the district
- The mascot will be the Scholars
- The colors are blue, grey/silver and white

Mrs. **CRAVENS** made a Motion to approve the decisions and Dr. **FRY** seconded the motion.

Mr. **McHENRY** stated the Board would address Agenda Item VIII.B., Building Projects; and recognized John Magura, Maintenance Supervisor.

Mr. **McHENRY** stated the Board would address Agenda Item VIII.B.1. Park View School Action Update.

Mr. **Magura** stated:

- A couple of warranty items were being worked on with American Constructors

Mr. **Magura** stated the following regarding the Avery Trace Middle School Softball Field Project:

- Working to get the lights in by the field in May and the new scoreboard

Mr. **McHENRY** stated the Board would address Agenda item VIII.B.4.a., Current Park View Elementary School Action Item and recognized Energy Systems Group.

ESG provided an update on the old Parkview School building stating:

- The electrical and ventilation systems are completed.

- The plumbing on the valves were working
- Full demolition has taken place in the building
- HVAC and duct systems are working

ACTION: [VIII.B.4.a.(1.)] Dr. **FRY** made a motion to approve the following Current Park View Elementary School Action Items, as submitted and recommended:

- Approval to pay Energy Systems Group in the amount of \$163,705.90 and First National Bank of Tennessee (retainage) in the amount of \$8,616.10 for pay application #3 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

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

Mr. **McHENRY** stated the Board would address Agenda item VIII.C., the option of offering English 9 Honors while providing an alternative accelerated English course for 8th grade students; and recognized Bubba Winningham, Grades 5-12 Curriculum Supervisor.

Mr. **Winningham** stated:

- Fixing the gap between students and being unified on the decision.
- Moving the opportunity from middle school to high school for better ACT grades and allowing for a year gap with English.
- The foundational standards are being missed in the 8th grade and this option would improve that.

Motion to approve the adoption of the 3-8 grade science textbook by Mrs. **RAMSEY**. Mr. **LEDBETTER** seconded the motion.

Mr. **McHENRY** stated the Board would address Agenda item VIII.D. Proposal of a new K-12 Science Textbook; and recognized Bubba Winningham, Grades 5-12 Curriculum Supervisor.

Mr. **Winningham** stated:

- Two options on the table and pricing being acquired.
- Schools fine with either option.
- McGraw Hill for Biology. Chemistry STEM Scope and McGraw Hill and Physical Science is McGraw Hill.
- \$1.2 million

Mr. **McHENRY** stated the Board would address Agenda item VIII.E and recognized Chris Pierce, Attendance Supervisor.

Mr. **Pierce** stated:

- Early enrollment window beginning April 1st at 8:00 a.m.
- Open house on April 8th from 1-5

- Registration online and regular paper
- Capacity numbers and priority are the same as last year

A motion was made by Dr. **FRY** to approve the early enrollment dates and process as submitted. Mrs. **CRAVENS** seconded. Motion approved.

Mr. **McHENRY** stated the Board would address Agenda item VIII.F, a new resolution regarding the Education Freedom Act of 2025.

Dr. **FRY** made the motion to approve the new resolution. Mr. **McCORMICK** seconded. Motion passed.

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

The Board adjourned at 5:55 PM.

3/6/25
Date



Lynn McHenry
Chair



Corby King
Director of Schools



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

Date _____ 4/3/2025
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 Mid State Construction Company in the amount of \$47,275.97 for pay application #2 related to the Cookeville High School–Student Entry Security Upgrades project to be paid from 141-72620-399-02529.

received
03-24-25 MT 

AIA Type Document
Application and Certification for Payment

TO (OWNER): Putnam County Board of Education
1400 E Spring St
Cookeville, TN 38544

PROJECT: Putnam County Schools Security
Cookeville High School
1 Cavalier Drive
Cookeville, TN 38506

APPLICATION NO: 2
PERIOD TO: 3/10/2025

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Mid State Construction Co Inc.
9190 Bradford Hicks Drive
Livingston, TN 38570

VIA (ARCHITECT): Upland Design Group
P.O. Box 1026
Crossville, TN 38557

ARCHITECT'S
PROJECT NO: 2330

CONTRACT FOR: Putnam Co., Schools Security Upgrades

CONTRACT DATE: 11/12/2024

1. ORIGINAL CONTRACT SUM \$ 80,700.00
2. Net Change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 80,700.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 70,000.00

5. RETAINAGE:
a. 5.00% of Completed Work \$ 3,500.00
b. 0.00% of Stored Material \$ 0.00
Total retainage (Line 5a + 5b) \$ 3,500.00

6. TOTAL EARNED LESS RETAINAGE \$ 66,500.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 19,224.03
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 47,275.96

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 14,200.00
(Line 3 less Line 6)

| CHANGE ORDER SUMMARY | ADDITIONS | 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 | 0.00 |

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document 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 herein is now due.

CONTRACTOR: Mid State Construction Co Inc.
9190 Bradford Hicks Drive Livingston, TN 38570

By: Bobby Phillips / Project Manager Date: 3/10/25

State of Tennessee Public Commission
County of Swain
Subscribed and sworn to before me this 10th Day of March 2025
Notary Public Shelley
My Commission Expires: 12-20-28

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to 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 \$ 47,275.97

(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: R. ADD COO Date: 3/11/25
By: Member

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.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Putnam County Board of Educati
1400 E Spring St
Cookeville, TN 38544

PROJECT: Putnam County Schools Security
Cookeville High School
1 Cavalier Drive
Cookeville, TN 38505

APPLICATION NO: 2
PERIOD TO: 3/10/2025

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Mid State Construction Co Inc.
9190 Bradford Hicks Drive
Livingston, TN 38570

VIA (ARCHITECT): Upland Design Group
P.O. Box 1026
Crossville, TN 38657

ARCHITECT'S PROJECT NO: 2330

CONTRACT FOR: Putnam Co. Schools Security Upgrades

CONTRACT DATE: 11/12/2024

| ITEM | DESCRIPTION | SCHEDULE VALUE | PREVIOUS APPLICATIONS | COMPLETED THIS PERIOD | STORED MATERIAL | COMPLETED STORED | % | BALANCE | RETAINAGE |
|----------------------|----------------------------|--------------------|-----------------------|-----------------------|-----------------|--------------------|--------------|--------------------|-------------------|
| 1 | General Conditions | 22,164.58 | 7,388.00 | 14,776.58 | 0.00 | 22,164.58 | 100.00 | 0.00 | 1,108.23 |
| 2 | Performance Bond | 1,159.75 | 1,159.75 | 0.00 | 0.00 | 1,159.75 | 100.00 | 0.00 | 57.99 |
| 3 | Contingency Allowance | 15,000.00 | 1,450.00 | 2,850.00 | 0.00 | 4,300.00 | 28.67 | 10,700.00 | 215.00 |
| 4 | Demolition | 1,725.24 | 1,725.24 | 0.00 | 0.00 | 1,725.24 | 100.00 | 0.00 | 86.26 |
| 5 | Rough Carpentry | 179.71 | 0.00 | 179.71 | 0.00 | 179.71 | 100.00 | 0.00 | 8.99 |
| 6 | Doors/Frames/Hardware | 2,995.21 | 0.00 | 2,995.21 | 0.00 | 2,995.21 | 100.00 | 0.00 | 149.76 |
| 7 | Aluminum Storefront | 19,101.08 | 0.00 | 19,101.08 | 0.00 | 19,101.08 | 100.00 | 0.00 | 955.05 |
| 8 | Metal Framing/Gypsum Board | 12,400.18 | 7,900.00 | 4,500.18 | 0.00 | 12,400.18 | 100.00 | 0.00 | 620.01 |
| 9 | VCT Flooring | 2,156.55 | 0.00 | 2,156.55 | 0.00 | 2,156.55 | 100.00 | 0.00 | 107.83 |
| 10 | Acoustical Ceiling | 612.83 | 612.83 | 0.00 | 0.00 | 612.83 | 100.00 | 0.00 | 30.64 |
| 11 | Painting | 898.56 | 0.00 | 898.56 | 0.00 | 898.56 | 100.00 | 0.00 | 44.93 |
| 12 | Counter Top | 2,306.31 | 0.00 | 2,306.31 | 0.00 | 2,306.31 | 100.00 | 0.00 | 115.32 |
| REPORT TOTALS | | \$80,700.00 | \$20,235.82 | \$49,764.18 | \$0.00 | \$70,000.00 | 86.74 | \$10,700.00 | \$3,500.01 |



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

Date _____ 4/3/2025

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 Lee Company in the amount of \$23,270.98 for pay application #3 (payment of retainage) related to the Cookeville High School Chiller Replacement project to be paid from 141-72620-799.

received
03-24-25 MT

Project CHS CHILLER REPLACEMENT Contractor LEE COMPANY
 1 CAVALIER DRIVE P.O. BOX 306053
 COOKEVILLE, TN 38601 NASHVILLE, TN 37230-6053

Owner PUTNAM CO BOARD OF EDUCATION Architect
 1400 EAST SPRING STREET
 COOKEVILLE, TN 38606

Application Number 000003 Application Date 3/12/2025
 Invoice Number LEE-00002069 Period To 3/31/2025
 Contract From 3/1/2025 CHS CHILLER REPLACEMENT
 Contract 2024340333
 Architect's Project Company ID 01
 Distribute To Owner Architect Contractor

| CONTRACTOR'S APPLICATION FOR PAYMENT | | | |
|--|----------|--------------|---------------|
| Change Order Summary | | Additions \$ | Deductions \$ |
| Change Orders approved in previous months by Owner | | | |
| Subsequent Change Orders | | | |
| Change Order | Approved | | |
| 1 | | \$6,353.00 | |
| 2 | | -\$68,860.00 | |
| Total | | -62,507.00 | 0.00 |
| Net change by Change Orders | | | -62,507.00 |

The present status of the account for this contract is as follows:

Original Contract Sum 527,926.55
 Net Change Orders -62,507.00
 Contract Sum To Date 465,419.55
 Total Completed and Stored To Date 465,419.55
 Retainage 5% 0.00
 Total Earned Less Retainage 465,419.55
 Less Previous Certificates For Payment 442,148.57
 Current Contract Amount Due 0.00
 Current Sales Tax 0.00
 Current Deposit Applied 0.00
 Current Payment Due 23,270.98
 Balance To Finish, Plus Retainage 0.00

State of: TN

County of: Williamson
12th day of March, 2025

Subscribed and sworn before me this 12th day of March, 2025
 Notary Public: Rachel Asanette

The undersigned Contractor certifies that to the best of the Contractor's knowledge, 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:

[Signature]

By:

My Commission expires: 4-26-27
 ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site Observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, the Work had 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
 (Attach explanation if amount certified differs from the amount applied for)
 Architect: _____ Date: _____

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.



EXHIBIT B-2
LIEN RELEASE AND WAIVER FOR FINAL PAYMENT

Project Description: Putnam County School System

ESG Project Number: CPBNA00578

Subcontract or Purchase Order Number: SUB002582

Lee Company, the undersigned, for and in consideration of the payments made to it by ESG and/or Subcontractor, for Work provided, labor employed and/or materials furnished for the above-referenced project, hereby agrees and certifies as follows:

1. Upon receipt of \$ 23,270.98, the undersigned acknowledges receipt of final payment in full, to its complete satisfaction, for all Work, deliveries of materials and/or for all work performed on the above referenced project, and hereby affirms that there are no outstanding claims against the Owner, ESG, Subcontractor, or their owners, agents, employees, and/or sureties in connection with this project.
2. In consideration of full payment to its complete satisfaction, the undersigned does hereby waive, release, and quitclaim in favor of Owner and ESG, its payment bond rights and all rights that presently exist or hereafter may accrue to the undersigned to assert a lien upon the land and/or improvements comprising the project by virtue of any law in the jurisdiction in which the land and/or improvements are located or an amendment of said law regarding the rights of a contractor, subcontractor, laborer, or supplier to assert a lien or claim against the project.
3. The undersigned does hereby forever release, waive and discharge the project, the Owner, ESG, Subcontractor, and their agents, owners, employees, and sureties, from any and all causes of action, suits, debts, accounts, damages, encumbrances, judgments, claims, and demands whatsoever, in law or equity, which the undersigned and its successors and assigns ever had, now have or ever will have against Owner, ESG, Subcontractor, and their agents, owners, employees, or sureties, by reason of delivery of material, the provision of Work, and/or the performance of work relating to the above-referenced project; and the undersigned hereby agrees to indemnify, defend and hold the above parties harmless from any and all damages, costs, expenses (including attorneys' fees), demands, and suits, directly or indirectly relating to any claim or lien by any party which relates to that which was performed or should have been performed by or for the undersigned.
4. The undersigned has not and will not assign any claim against ESG, Owner, Subcontractor, and their agents, owners, employees, or sureties, nor any lien or right to perfect a lien against the project, and the undersigned has the right, power and authority to execute this Final Affidavit, if notarized below, Waiver and Release.
5. The undersigned warrants that upon receipt of \$ 23,270.98, final payments will be made within seven (7) days to all of its subcontractors, suppliers and any other lower tier entity from which it has acquired Work, materials incorporated into the project, and any lien or bond claimant relating to the undersigned's work, and that none of such subcontractors, suppliers, lower tier entities, or claimants has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees, and benefits relating directly or indirectly to the undersigned's work have been paid in full.

6. No security interest has been given or executed by the undersigned for or in connection with any materials, services, appliances, machinery, fixtures or furnishings placed upon or installed in the project.

This Final Affidavit, if notarized below, Waiver and Release shall be an independent covenant and shall operate and be effective with respect to Work, and labor done and materials furnished and under any change order, supplemental contract or contracts, whether oral or written, for extra or additional work on the project.

IN WITNESS WHEREOF, this Final Affidavit, if notarized below, Waiver and Release has been executed on this 12th day of March, 2025.


(Signature)

Lee Company
(Company Name)

Director of Special Projects
(Title)

**COMPLETION OF AFFIDAVIT NOT REQUIRED IF PROJECT IS LOCATED IN
AL, FL, IL, IN, KY, NJ, NY, MD, ME, OH, PA, TN, VT, VA, WI OR WV**

STATE OF TN)
) SS:
COUNTY OF Williamson)

Before me, a Notary Public in and for said County and State, personally appeared John Pittmann, known to me to be the Director of Special Projects, of who as such officer acknowledged execution of the foregoing document, and who, having been duly sworn, stated that any representations herein contained are true.

My Commission Expires:
9-26-27


Notary Public

My County of Residence:
n/a

Rachel A Barnette
Printed Signature





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

Date _____ 4/3/2025
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 Lee Company in the amount of \$57,398.57 for pay application #2 related to the Cookeville High School Chiller Replacement project to be paid from 141-72620-799.

received
03-24-25 *mm*

LEE COMPANY

Project CHS CHILLER REPLACEMENT Contractor LEE COMPANY
 1 CAVALIER DRIVE P.O. BOX 306063
 COOKEVILLE, TN 38501 NASHVILLE, TN 37230-6063

Application Number 000002 Application Date 3/12/2025
 Invoice Number LEE-000020692
 Period From 3/1/2025 Period To 3/31/2026
 Contract 2024340333 CHS CHILLER REPLACEMENT
 Contract Date 2024-34-0333
 Architect's Project Company ID 01

Owner PUTNAM CO BOARD OF EDUCATION Architect
 1400 EAST SPRING STREET
 COOKEVILLE, TN 38506

Distribute To Owner Architect Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

| Change Order Summary | | Additions \$ | Deductions \$ |
|--|----------|--------------|---------------|
| Change Orders approved in previous months by Owner | | | |
| Total | | | |
| Subsequent Change Orders | Date | | |
| Change Order 1 | Approved | \$6,353.00 | |
| 2 | | -\$68,860.00 | |
| Total | | -62,507.00 | 0.00 |
| Net change by Change Orders | | | -62,507.00 |

The present status of the account for this contract is as follows:

| | |
|--|------------|
| Original Contract Sum | 527,926.55 |
| Net Change Orders | -62,507.00 |
| Contract Sum To Date | 465,419.55 |
| Total Completed and Stored To Date | 465,419.55 |
| Retainage 5% | 23,270.98 |
| Total Earned Less Retainage | 442,148.57 |
| Less Previous Certificates For Payment | 384,750.00 |
| Current Contract Amount Due | 0.00 |
| Current Sales Tax | 0.00 |
| Current Deposit Applied | 0.00 |
| Current Payment Due | 57,398.57 |
| Balance To Finish, Plus Retainage | 23,270.98 |

State of: TN County of: Williamson
 Subscribed and sworn before me this 12th day of March, 2025
 Notary Public: Roche Asanette
 My Commission Expires: 9-26-27

The undersigned Contractor certifies that to the best of the Contractor's knowledge, 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.

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site Observations and the data comprising this application, the Architect certifies to the best of the Architect's knowledge, the Work had 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 \$57,398.57
 (Attach explanation if amount certified differs from the amount applied for)
 Architect: Maffett Loftis Eng. Date: 03/20/25
 By: Justin Powell
 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 or Contractor under this Contract.



[Handwritten Signature]

MARK,
 I REVIEWED THIS PAY APPLICATION
 AND RECOMMEND ITS APPROVAL.
 JOHN MAGUEA
 3.20.25

EXHIBIT B-1
LIEN RELEASE AND WAIVER FOR PROGRESS PAYMENT

Project Description: Putnam County School System

ESG Project Number: CPBNA00578

Subcontract or Purchase Order Number: SUB002582

Lee Company, the undersigned, for and in consideration of the payments made to it by ESG and/or Subcontractor, for Work provided, labor employed and/or materials furnished for the above-referenced project, hereby agrees and certifies as follows:

1. The undersigned hereby affirms that there are no outstanding claims against ESG, Owner or their agents, owners, employees or sureties in connection with this project, and that there are no outstanding claims against the undersigned in connection with this Project by any supplier, or other lower tier entity of the undersigned.
2. In consideration of this progress payment to its complete satisfaction, the undersigned does hereby waive, release, and quitclaim in favor of ESG and the Owner, its payment bond rights and all rights that presently exist to the undersigned to assert a lien upon the land and improvements comprising the project by virtue of any law in the jurisdiction in which the land and improvements are located or an amendment of said law regarding the rights of a subcontractor, supplier, or any other party to assert a lien against the project.
3. The undersigned has not and will not assign any claim against ESG, Owner, Subcontractor, or their agents, owners, employees, or sureties, nor any lien or right to perfect a lien against the project, and the undersigned has the right, power, and authority to execute this Lien Release and Waiver for Progress Payment.
4. The undersigned warrants that upon receipt of \$ 57,398.57 the undersigned will pay its subcontractors and suppliers within seven (7) days, and that none of such subcontractors or suppliers has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees, and benefits relating directly or indirectly to the undersigned's work have been paid in full.
5. No security interest has been given or executed by the undersigned for or in connection with any materials, services, machinery, fixtures, or furnishings placed upon or installed on the project.

This Lien Release and Waiver for Progress Payment shall be an independent covenant and shall operate and be effective with respect to Work provided, Work performed and materials furnished for the project and also for any extra or additional work on the project, including change order work.

[remainder of this page left intentionally blank; signature to follow]

IN WITNESS WHEREOF, this Affidavit, if notarized below, Lien Release and Waiver for Progress Payment has been executed on this 12th day of March, 2025.

John Pittmann
(Signature)

Lee Company
(Company Name)

Director of Special Projects
(Title)

**COMPLETION OF AFFIDAVIT NOT REQUIRED IF PROJECT IS LOCATED IN
AL, FL, IL, IN, KY, NJ, NY, MD, ME, OH, PA, TN, VT, VA, WI OR WV**

STATE OF TN)
) SS:
COUNTY OF Williamson)

Before me, a Notary Public in and for said County and State, personally appeared John Pittmann, known to me to be the Director of Special Projects, of who as such officer acknowledged execution of the foregoing document, and who, having been duly sworn, stated that any representations herein contained are true.

My Commission Expires:
9-26-27

Rachel A. Barnette
Notary Public

My County of Residence:
n/a

Rachel A Barnette
Printed Signature





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

Date _____ 4/3/2025
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 2M Builders, LLC in the amount of \$21,000.00 for the baseball dugout at Cookeville High School to be paid from 141-72620-399.

received
3-25-25 MT 

2M Builders, LLC

Invoice

PO BOX 3919
Cookeville, TN 38502

| Date | Invoice # |
|-----------|-----------|
| 3/20/2025 | 585 |

| Bill To |
|--|
| Putnam County Board of Education Cookeville High School Baseball Dugout |

| Description | Amount |
|---|--------------------------------|
| All labor and materials to rebuild and replace visitor's dugout roof framing, metal, and garage door, including dump trailer to haul off all debris. Permit will be pulled with the City of Cookeville for all inspections. PO Number 4442500533 | 21,000.00 |
| All work is complete! | Total \$21,000.00 |
| | Payments/Credits \$0.00 |
| | Balance Due \$21,000.00 |



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

Date _____ 4/3/2025

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 Toadvine Enterprises in the amount of \$48,613.00 for the removal and installation of new bleachers at Avery Trace Middle School to be paid from 141-72620-399. Note: contract approved by the Board on 12/7/2023.

received
3-25-25 MT *OK*

TOADVINE ENTERPRISES

Seating • Scoreboards • Gymnasium Equipment

INVOICE

Invoice Number: 11467
Invoice Date: 3/24/2025

P.O. Box 190
Fisherville, KY 40023
Phone: 502-241-6010
Fax: 502-241-2288

Bill To:

Putnam County School System
1400 East Spring Street
Cookville TN 38506

Ship To:

Avery Trace MS
2300 Raider Drive
Cookville TN 38501

| Customer Order/PO Number | Payment Terms | TE Job Number | Due Date |
|--------------------------|---------------|---------------|-----------|
| 4442400315 | Net 30 Days | 24-008 | 4/23/2025 |

| Quantity | Description | Unit Price | Extended Price |
|----------|---|------------|----------------|
| 1.00 | 20% Balance Invoice - Removal of old bleachers and replace with new | 48,613.00 | 48,613.00 |

MARK,
ALL THE WORK ON THE BLEACHERS
HAS BEEN COMPLETED SO THE FINAL
PAYMENT IS RECOMMENDED FOR
APPROVAL.
JOHN MAGUIRE
3-24-25

Thank You For Your Business!

| | |
|-------------------------|------------------|
| Sales Tax | 0.00 |
| Gross Amount Due | 48,613.00 |
| Less Retainage | 0.00 |
| TOTAL AMOUNT DUE | 48,613.00 |

EXHIBIT
VI.F.3.
12-07-23
tabbles

PCSS Board Agenda Request

BOE approved

Date: November 15, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

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

received
11-20-23
[Signature]

PROPOSAL

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

TELESCOPING BLEACHERS

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

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

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

Pricing Includes:

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

NOTE: BLEACHERS MUST SHIP NO LATER THAN MAY 2024.

Exclusions and Clarifications:

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



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

www.toadvine.com



TOADVINE

SEATING · ATHLETIC EQUIPMENT · VIDEO SCOREBOARDS

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

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

TERMS: Net 30 Days

RESPECTFULLY,
Toadvine Enterprises

By *Trent Moore*

ACCEPTED:

(name)

(date)

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



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

toadvine.com



#Toadvine

Serving 6 states, Services located
Kentucky | Indiana | Ohio | Tennessee | Alabama | Mississippi



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

Project: Avery Trace MS Bleachers-Wood Seats
 Location: Cookeville, TN
 Bid Date: October 17, 2023
 Revision Date: October 24, 2023
 1st Delivery Date: March, 2024
 Completion Date: March, 2024

Revision #: 01
 Mobilizations: 01
 Phases: 01

Our Proposal is Based on Irwin Telescopic preliminary drawings and SWA jobsite review by Chad Breece.
 > 00000 Telescopic Bleachers

OMNIA CONTRACT PRICING # R191805

We Have Seen Through Addendum 00.

Project Pricing:

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

OMNIA Contract Pricing Breakout for accounting:

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

Inclusions: Telescopic Bleachers.

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

\$ 232,560.00
 16,300.00 Demo

 \$ 248,860.00

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



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

Project: Avery Trace MS Bleachers-wood seats
Location: Cookeville, TN
Bid Date: October 17, 2023
Revision Date: October 24, 2023
1st Delivery Date: March, 2024
Completion Date: March, 2024

Revision #: 01
Mobilizations: 01
Phases: 01

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

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

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

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

Exclusions:

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



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

Project: Avery Trace III Disasters-Wood seats
Location: Cookeville, TN
Bid Date: October 17, 2023
Revision Date: October 24, 2023
1st Delivery Date: March, 2024
Completion Date: March, 2024

Revision #: 01
Mobilizations: 01
Phases: 01

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

Terms of Proposal:

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

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

Chad Brece 615-318-5607 Chad@swainc.com



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

Date _____ 4/3/2025

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 TK Elevator Corporation in the amount of \$13,812.00 for maintenance work on the elevator at Avery Trace Middle School to be paid from 141-72620-399.

received
3-25-25 MIT *AK*



TK Elevator Corporation
 Attn: Accounts Receivable Dept.
 3100 Interstate North Cir SE Ste 500
 Atlanta, GA 30339

INVOICE

INVOICE DATE: 03/17/2025
 CUSTOMER #: 7986448
 PO #: 4442500544
 INVOICE #: 1000680912
 TERMS: IMMEDIATE
 TOTAL DUE: \$4,746.78

Mark,
 THE ELEVATOR HAS BEEN
 REPAIRED SO THE INVOICES ARE
 RECOMMENDED FOR PAYMENT.

BILL TO:

ATTN: ACCOUNTS PAYABLE
 PUTNAM COUNTY BOARD OF EDUCAT.
 1400 E SPRING STREET
 COOKEVILLE TN 38506-4313

SHIP TO:

AVERY TRACE MIDDLE SCHOOL
 230 RAIDER DR
 COOKEVILLE TN 38501-4553

JOHN HAGURA
3.24.25

| | |
|-------------------------------|---|
| TO VIEW AND PAY ONLINE GO TO: | https://tkelevator.billtrust.com/ |
| USE THIS ENROLLMENT TOKEN: | DKH LRP KBK |

\$4,354.00 + \$9,458.00 = \$13,812.00 TOTAL

| DESCRIPTION | | AMOUNT |
|---|----------------------|-------------------------------|
| NASHVILLE BRANCH | | |
| PROJECT #: 282998 | QUOTE #: 077374 | |
| CONTRACT #: WOUS_N39330 | | |
| TK Elevator will provide material and labor to install the Solid State Starter to the elevator at the location referenced above. All work will be completed during normal business hours. | | |
| BILLING AMOUNT ON CURRENT INVOICE LESS TAX | | \$4,354.00 |
| ORIGINAL CONTRACT PRICE | \$4,354.00 | |
| CHANGE ORDERS | \$0.00 | |
| TAX \$544.25 | \$544.25 | |
| TOTAL CONTRACT PRICE | \$4,898.25 | |
| LESS PREVIOUS BILLING | \$0.00 | |
| BILLABLE AMOUNT REMAINING | \$4,898.25 | |
| AMOUNT | TAX | PLEASE PAY THIS AMOUNT |
| \$4,354.00 | -\$544.25 | \$4,746.78 |



CREDIT CARD SURCHARGE and LATE FEES.

As banks continue to raise their credit card processing costs charged to merchants, it has become necessary to add a surcharge fee for credit card payments made on our billing and payments portal. Effective February 12, 2024, a 3% surcharge will be applied to credit card payments.

To avoid the surcharge fee, simply pay using ACH via our billing and payments portal: [TKELEVATOR.BILLTRUST.COM](https://tkelevator.billtrust.com).

Additionally, interest fees may be applied to all late payments. To avoid any interest fees on late payments, please set up AutoPay in your online billing account settings for quick and easy recurring payments.

For Service Related or General Questions, please call 615-256-5251. For Billing or Payment Questions, please call 678-682-7386.

DETACH AND RETURN WITH YOUR PAYMENT



TK Elevator Corporation
 Attn: Accounts Receivable Dept.
 3100 Interstate North Cir SE Ste 500
 Atlanta, GA 30339

INVOICE DATE: 03/17/2025
 CUSTOMER #: 7986448
 PO #: 4442500544
 INVOICE #: 1000680912
 TERMS: IMMEDIATE
 TOTAL DUE: 4,746.78

Amount Enclosed: \$ _____

| Payment Method |
|---|
| <input type="checkbox"/> Personal check enclosed <input type="checkbox"/> Money order enclosed <input type="checkbox"/> Cashier's check |
| Please Make Check Payment To: TK Elevator Corporation |

REMIT PAYMENT TO:

TK Elevator Corporation
 PO Box 3796
 Carol Stream IL 60132-3796



TK Elevator Corporation
 Attn: Accounts Receivable Dept.
 3100 Interstate North Cir SE Ste 500
 Atlanta, GA 30339

INVOICE

INVOICE DATE: 03/17/2025
 CUSTOMER #: 7986448
 PO #: 4442500544
 INVOICE #: 1000680915
 TERMS: IMMEDIATE
 TOTAL DUE: \$10,208.06

| | |
|-------------------------------|---|
| TO VIEW AND PAY ONLINE GO TO: | https://kelevator.billtrust.com/ |
| USE THIS ENROLLMENT TOKEN: | DKH LRP KBK |

BILL TO:

ATTN: ACCOUNTS PAYABLE
 PUTNAM COUNTY BOARD OF EDUCAT,
 1400 E SPRING STREET
 COOKEVILLE TN 38506-4313

SHIP TO:

AVERY TRACE MIDDLE SCHOOL
 230 RAIDER DR
 COOKEVILLE TN 38501-4553

| DESCRIPTION | | AMOUNT |
|---|-----------------------|-------------------------------|
| NASHVILLE BRANCH | | |
| PROJECT #: 283003 | QUOTE #: 077524 | |
| CONTRACT #: WOUS_N39331 | | |
| TK Elevator will provide material and labor to install the Hydraulic Oil to the elevator at the location referenced above. All work will be completed during normal business hours. 1) Remove and discard existing Hydraulic oil. 2) Clean th | | |
| BILLING AMOUNT ON CURRENT INVOICE LESS TAX | | \$9,458.00 |
| ORIGINAL CONTRACT PRICE | \$9,458.00 | |
| CHANGE ORDERS | \$0.00 | |
| TAX \$1,182.25 | \$1,182.25 | |
| TOTAL CONTRACT PRICE | \$10,640.25 | |
| LESS PREVIOUS BILLING | \$0.00 | |
| BILLABLE AMOUNT REMAINING | \$10,640.25 | |
| AMOUNT | TAX | PLEASE PAY THIS AMOUNT |
| \$9,458.00 | \$1,182.25 | \$10,208.06 |

CREDIT CARD SURCHARGE and LATE FEES.



As banks continue to raise their credit card processing costs charged to merchants, it has become necessary to add a surcharge fee for credit card payments made on our billing and payments portal. Effective February 12, 2024, a 3% surcharge will be applied to credit card payments.

To avoid the surcharge fee, simply pay using ACH via our billing and payments portal: TKELEVATOR.BILLTRUST.COM.

Additionally, interest fees may be applied to all late payments. To avoid any interest fees on late payments, please set up AutoPay in your online billing account settings for quick and easy recurring payments.

For Service Related or General Questions, please call 615-256-5251. For Billing or Payment Questions, please call 678-682-7386.

DETACH AND RETURN WITH YOUR PAYMENT



TK Elevator Corporation
 Attn: Accounts Receivable Dept.
 3100 Interstate North Cir SE Ste 500
 Atlanta, GA 30339

INVOICE DATE: 03/17/2025
 CUSTOMER #: 7986448
 PO #: 4442500544
 INVOICE #: 1000680915
 TERMS: IMMEDIATE
 TOTAL DUE: 10,208.06

Amount Enclosed: \$ _____

| Payment Method |
|---|
| <input type="checkbox"/> Personal check enclosed <input type="checkbox"/> Money order enclosed <input type="checkbox"/> Cashier's check |
| Please Make Check Payment To: TK Elevator Corporation |

REMIT PAYMENT TO:

TK Elevator Corporation
 PO Box 3796
 Carol Stream IL 60132-3796



Memo to: Corby King
Director of Schools

From: *Mark McReynolds*
Mark McReynolds
Director of Finance

Date: March 10, 2025

Subject: System-wide bids, 2025-2026

Agenda Item, April 3, 2025, Board Meeting

I would like to request permission to bid the following items:

System-wide Bids

Air Filters

Thank you for your consideration.

received
3-12-25 *mt* *CM*



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Career & Technical Education - ISM

3/3/2025
Date

| Item # | Fund # | Account # | Account Description | Current | | Increase | Decrease | Requested Approval Amount |
|---------|--------|--------------------------------|---|-----------------|------------|------------|------------|---------------------------|
| | | | | Approved Amount | Requested | | | |
| 1 | 141 | 141 E 71300 429 000 02518 065 | Vocational Instructional Supplies and Materials | \$15,255.67 | \$1,000.00 | | \$1,000.00 | \$14,255.67 |
| 2 | 141 | 141 E 71300 429C 000 02518 065 | Vocational Instructional Supplies and Materials (Consumables) | \$2,000.00 | \$1,000.00 | | | \$3,000.00 |
| 3 | 141 | 141 E 71300 189 000 02518 090 | Other Salaries Wages | \$32,500.00 | | \$5,200.00 | | \$27,300.00 |
| 4 | 141 | 141 E 71300 201 000 02518 090 | Social Security | \$3,145.79 | | \$5,200.00 | | \$8,345.79 |
| 5 | 141 | 141 E 71300 429 000 02518 090 | Vocational Instructional Supplies and Materials | \$20,000.00 | | \$2,000.00 | | \$18,000.00 |
| 6 | 141 | 141 E 71300 429C 000 02518 090 | Vocational Instructional Supplies and Materials (Consumables) | \$0.00 | \$2,000.00 | | | \$2,000.00 |
| Totals: | | | | \$72,901.46 | \$8,200.00 | | \$8,200.00 | \$72,901.46 |

Explanation: To move monies to pay for additional consumable supplies for the ATMS greenhouse.
 To move monies to pay for certified personnel Social Security benefits at UHS.
 To move monies to pay for Aesthetics consumable supplies to be purchased at UHS.

Requested by: [Signature] Supervisor

Reviewed by: [Signature] Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

Action by County Commission: Approved

Recommended for Approval: [Signature] Official / Department Head

Date: _____

Date: _____





Putnam County, Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education DATE: April 2025

| Item # | Fund # | Account # | Account Description | Current Approved Amount | Decrease | Increase | Requested Approval Amount |
|--------|--------|----------------|------------------------|-------------------------|-----------|-----------|---------------------------|
| 1 | 141 | 71200-116-2152 | Teachers | 60,000.00 | 549.96 | | 59,450.04 |
| 2 | 141 | 71200-163-2152 | Educational Assistants | 135,000.20 | | 24,920.81 | 159,921.01 |
| 3 | 141 | 71200-195-2152 | Certified Subs | 3,800.00 | 3,435.00 | | 365.00 |
| 4 | 141 | 71200-198-2152 | non-certified subs | 7,000.00 | 4,865.00 | | 2,135.00 |
| 5 | 141 | 71200-201-2152 | Social Security | 14,500.00 | 2,419.14 | | 12,080.86 |
| 6 | 141 | 71200-204-2152 | State Retirement | 15,500.00 | | 556.99 | 16,056.99 |
| 7 | 141 | 71200-206-2152 | Life Insurance | 245.00 | 73.00 | | 172.00 |
| 8 | 141 | 71200-207-2152 | Medical Insurance | 73,435.00 | 6,814.80 | | 66,620.20 |
| 9 | 141 | 71200-208-2152 | Dental Insurance | 1,410.00 | 338.59 | | 1,071.41 |
| 10 | 141 | 71200-212-2152 | Employer Medicare | 4,550.00 | 1,714.22 | | 2,835.78 |
| 11 | 141 | 71200-217-2152 | Retirement-Hybrid | 799.00 | 204.52 | | 594.48 |
| 12 | 141 | 71200-429-2152 | Instructional Supplies | 41,421.00 | | 1,484.01 | 42,905.01 |
| 13 | 141 | 71200-725-2152 | Equipment | 10,000.00 | 737.58 | | 9,262.42 |
| 14 | 141 | 72220-524-2152 | Staff Development | 11,000.00 | 5,810.00 | | 5,190.00 |
| | | | | | | | |
| | | | | 378,660.20 | 26,961.81 | 26,961.81 | 378,660.20 |

Explanation: To reallocate funds awarded to PCS to better align with expenditures for SWD's ages 3-5 years in the 2024-25 school years

Requested by: *Sheri Roberson* Recommended for Approval: *[Signature]*
 Sheri Roberson Supervisor Assistant Director

Reviewed by: *Mon McInnis* Official / Department Head
 Finance Director

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

Action by County Commission: Approved Not Approved Date: _____





Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: LEAPS DATE: 3-Apr-25

Requested Approval Amount

Current Approved Amount

| Item # | Account # | Account Description | Revenue | Expenditures | Increase | Decrease | Requested Approval Amount |
|--------|-------------------------------|--|-------------------|--------------|------------------|----------|---------------------------|
| 1 | 141 R 46590 000 000 02003 000 | OTHER STATE EDUCATION FUNDS | | | | | |
| | | Total Revenue | | | | | |
| | | Expenditures | | | | | |
| 2 | 141 E 73300 105 000 02003 000 | SUPERVISOR/DIRECTOR | 71,000.00 | | | | 71,000.00 |
| 3 | 141 E 73300 116 000 02003 000 | TEACHERS | 333,000.00 | | | | 333,000.00 |
| 4 | 141 E 73300 148 000 02003 000 | BUS DRIVERS | | | | | |
| 5 | 141 E 73300 162 000 02003 000 | CLERICAL PERSONNEL | 39,000.00 | | | | 39,000.00 |
| 6 | 141 E 73300 163 000 02003 000 | EDUCATIONAL ASSISTANTS | 79,560.00 | | | | 79,560.00 |
| 7 | 141 E 73300 189 000 02003 000 | OTHER SALARIES AND WAGES | 86,400.00 | | | | 86,400.00 |
| 8 | 141 E 73300 198 000 02003 000 | OTHER PER DIEM & FEES | 240.00 | | | | 240.00 |
| 9 | 141 E 73300 201 000 02003 000 | SOCIAL SECURITY | 37,800.68 | | | | 37,800.68 |
| 10 | 141 E 73300 204 000 02003 000 | STATE RETIREMENT | 36,442.96 | | | | 36,442.96 |
| 11 | 141 E 73300 206 000 02003 000 | LIFE INSURANCE | 54.48 | | | | 54.48 |
| 12 | 141 E 73300 207 000 02003 000 | MEDICAL INSURANCE | 27,985.92 | | | | 27,985.92 |
| 13 | 141 E 73300 208 000 02003 000 | DENTAL INSURANCE | 352.56 | | | | 352.56 |
| 14 | 141 E 73300 212 000 02003 000 | MEDICARE | 8,833.40 | | | | 8,833.40 |
| 15 | 141 E 73300 217 000 02003 000 | RETR HYBRID STABILIZATION | 3,330.00 | | | | 3,330.00 |
| 16 | 141 E 73300 355 000 02003 000 | TRAVEL | 2,500.00 | | | | 2,500.00 |
| 17 | 141 E 73300 399 000 02003 000 | OTHER CONTRACTED SERVICES | | | | | |
| 18 | 141 E 73300 422 000 02003 000 | FOOD SUPPLIES | 750.00 | | | | 750.00 |
| 19 | 141 E 73300 423 000 02003 000 | OTHER SUPPLIES & MATERIALS | 11,000.00 | | | | 11,000.00 |
| 20 | 141 E 73300 499 000 02003 000 | OTHER SUPPLIES & MATERIALS | 4,500.00 | | 4,200.00 | | 300.00 |
| 21 | 141 E 73300 524 000 02003 000 | INSERVICE/STAFF DEV | 1,250.00 | | | | 1,250.00 |
| 22 | 141 E 73300 599 000 02003 000 | OTHER CHARGES | 5,000.00 | | | | 5,000.00 |
| 23 | 141 E 73300 790 000 02003 000 | OTHER EQUIPMENT | 11,000.00 | | 10,580.01 | | 419.99 |
| | | Total Expenditures | 760,000.00 | | 14,780.01 | | 760,000.00 |
| | | Total Revenue less Total Expenditures | | | 14,780.01 | | 14,780.01 |

Explanation: Budget Amendment for Leaps Extended Program

Requested by: *Deanda J. Mughetto*
 Supervisor
 Reviewed by: *Mark McLaughlin*
 Chief Financial Officer

[Signature]
 Official / Department Head

Action by Fiscal Review Committee: Recommended for Approval
 Action by County Commission: Approval

Date: No Recommendation
 Date: Non-Approval



VIC1(d)
04-03-25

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

DATE: 3-Apr-25

Department: Adult Education

| Item # | Account # | Account Description | Current Approved Amount | | Requested Approval Amount |
|---------------------|-------------------------------|--|-------------------------|----------|---------------------------|
| | | | Increase | Decrease | |
| Revenue | | | | | |
| 1 | 141 R 48990 000 000 01003 000 | Donation | 1,000.00 | | 1,000.00 |
| | | Total Revenue | 1,000.00 | | 1,000.00 |
| Expenditures | | | | | |
| 2 | 141 E 72260 499 000 01003 000 | Other | | 1,000.00 | 1,000.00 |
| | | Total Expenditures | | 1,000.00 | 1,000.00 |
| | | Total Revenue less Total Expenditures | 1,000.00 | | |

Explanation: To budget for revenue received for Adult Education from Life Church

Requested by: *Lynnda Puddleston*
Supervisor

Reviewed by: *Steve Pugh*
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

Action by County Commission: Approval

Recommended for Approval:

[Signature]
Official / Department Head

Date:

Date:

received
03-24-25 4:17

Out of State/ Overnight BOARD APPROVAL Month: April 2025



| Date Submitted | Destination/City | School | Sponsors/ Chaperones | Subject/ Grade/ Group | Date(s) of Event | No. of Students | Event Name |
|----------------|---|--------|---|--|------------------|-----------------|---|
| 03/20/25 | Cabana Bay Beach Resort 6550 Adventure Wy, Orlando, FL 32819 / Universal Studios, Orlando, Florida | CCES | Lori Sexton, 423-319-8023 / Kathy Koughan, 931-510-4734 / Summer Davenport, 931-261-7301/ Pricilla Martin / Wes Martin / Kendra Phillips | Fine Arts / K-4th / CCES Music Ensembles | May 15-18, 2025 | 10 | Universal Studios Field Trip |
| 03/20/25 | Creek County Fairgrounds Kellyville, OK / On site housing | UHS | Whitney Statten 9316071763 Wes Shanks 9312607574 / Veronica Minnear | CTE / 9th- 12th / FFA | April 9-13, 2025 | 1 | SAE- Livestock Show (South Central Highland Classic) |
| 03/20/25 | Marshall County Fairgrounds - Holly Springs, MS / On site housing - horse trailer | UHS | Whitney Statten 9316071763 Wes Shanks 9312607574 / Tonya Cumplings / Charles Bailey | CTE / 9th- 12th / FFA | May 9-11, 2025 | 1 | SAE- Equine: TN High School Rodeo |
| 03/20/25 | Sleep Inn Louisville Airport and Kentucky Exposition Center 3330 Preston Hwy, Gate #6, Louisville, KY, 40213 (502) 368-9597 | MHS | Rachell Goodwin 9312675015 / Boone Atkinson 9312678059 / Mary Green 9317877720 | Athletics / 9th- 12th / Monterey Archery Team | May 8-10, 2025 | 11 | Eastern Nationals Archery Tournament |

Corby King, Director of Schools

Date

3/21/25



CCES

Music Ensembles



Cane Creek Elementary Music Ensembles
Universal Studios Educational Trip
Thursday, May 15, 2025 - Sunday, May 18, 2025

All students will travel with parents or guardians by plane or car to Universal Studios. The students are to always be chaperoned by a parent or legal guardian which will be responsible for their child/children during the duration of the entire trip.

Thursday, May 15 - Arrive & Check-in at Universal Studios

- Hotel designation is Cabana Bay Beach Resort in Orlando, Florida
- Dinner - On your own in the theme park or the resort

Friday, May 16 - Day In Universal Studios Theme Park

- **Education Workshop Game Challenge on your own (This is the middle school level because they do not have an elementary level.)**
- Students will have the day to explore the Universal Studios Theme Parks
- **Breakfast, Lunch and Dinner - On your own in the theme park or the resort**

Saturday, May 17 - Day In Universal Studios Theme Park

- **Education Workshop Game Challenge on your own (This is the middle school level because they do not have an elementary level.)**
- **Universal Studios Theme Park**
 - Students and families will explore the theme park on their own.
- **Breakfast, Lunch & Dinner - On your own in the theme park or the resort**

Sunday, May 18

- **Depart Universal Studios and return back to Cookeville, TN** either by plane or car with parents and/or guardians.

CANE CREEK ELEMENTARY MUSIC ENSEMBLES ROOMING LIST

Room 1

Lori Sexton (CCES Music Director)

Summer Davenport (Chaperone, CCES Guidance Counselor & Parent to Cole Shelton)

Cole Shelton (CCES Music Ensemble Member)

Room 2

Kathy Koughan (CCES Principal/Chaperone)

Josh Koughan (Student)

Gavin Mohr (Student)

Alli Roberts (Student)

Room 3

Pricilla Martin (Chaperone)

Kinsley Martin (CCES Music Ensemble Member)

Wes Martin (Chaperone)

Harper Martin (Student)

Room 4

Kendra Phillips (Chaperone)

Dustin Phillips (Parent)

Maverick Phillips (CCES Music Ensemble Member)

Natalie Phillips (Student)

Room 5

Matthew Hickey (Parent)

Clorissa Hickey (Parent)

Dalton Hickey (CCES Music Ensemble Member)

William Hickey (CCES Music Ensemble Member)

Room 6

Kathleen Yates (Parent)

Sawyer Yates (CCES Music Ensemble Member)

Room 7

Danielle Henderson Beaty (Parent)

Amelia Henderson (CCES Music Ensemble Member)

Nathaniel Beaty (Parent)

Room 8

Dorothy Lee (Grandparent)

Emerson Lee (CCES Music Ensemble Member)

Payten Lee (Parent)

Logan Lee (Parent)

Room 9

Tina Potter (Grandparent)

Michael Potter (Grandparent)

Malina Hammock (CCES Music Ensemble Member)

Jaxxon Hammock (CCES Student)

Room 10

Ashley Spencer (Parent)

Haleigh Gunter (Student)

Virgil Gunter (Student)

Brantley Gunter (CCES Music Ensemble Member)

UHS

FFA

24-25 SAE Rooming List – Baxter FFA

Student(s)

Thomas Arnold

Project Type

Equine-Rodeo

Chaperone(s)

Tonya Cummings

Charles Bailey

Housing

On site parking – horse trailer with living quarters

Student(s)

Evey Burchett

Project Type

Livestock- Dairy Goat

Chaperone(s)

Rachael Burchett

Housing

On site parking –trailer with living quarters

Student(s)

Madison Minnear

Project Type

Livestock- Beef

Chaperone(s)

Veronica Minnear

Housing

On site parking –trailer with living quarters

****Please not that all the students will not be attending the same events, this is a housing document list for all the various livestock events our students will be attending.***

MHS

Archery Team

MHS Archery Rooming List

| ROOM 1 | ROOM 2 | ROOM 3 | ROOM 4 | ROOM 5 | ROOM 6 |
|---------------|-----------------|----------------|---------------|---------------|------------------|
| MRS GOODWIN | BOONE ATKINSON | MARY GREEN | LOOPER FAMILY | RAMSEY FAMILY | PHILLIPS FAMILY |
| SKYLA BLALOCK | PARKER ATKINSON | JOE GOODWIN | CARSON LOOPER | NOLAN RAMSEY | NATALIE PHILLIPS |
| LEXIE CINTO | ELIJAH REMPEL | ANDREW GOODWIN | | TYLER RAMEY | CODY MCCLOUD |



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: March 7, 2025

RE: Grandview Post Acute

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for April 3, 2025, Board meeting.

Request approval of two Memorandums of Understanding between the Putnam County Board of Education and Grandview Post Acute (Nursing Home) to be implemented in the event of an emergency evacuation of Grandview Post Acute.



Supervisor 3/7/25

Date



Director of Schools 3/7/25

Date

received
03-10-25 MT

Memorandum of Understanding for Transportation Services

This Memorandum of Understanding (MOU) is entered on (Date) between **Putnam County Board of Education** (Provider) and **Grandview Post Acute** (Requester).

The **Provider** agrees to be available to the **Requester** and to implement this understanding at any time, 24 hours per day, 7 days per week.

In the event that the **Requester** must evacuate its residents, the **Requester** will notify the **Provider** that service is needed by calling:

Days: (931) 526-9342 District Transportation Office
After Hours: (931) 510-4242 Ron Chaffin

The **Requester** will provide the destination of the transport at the time the Provider is contacted.

The **Provider** will, if available, use reasonable efforts to provide:

Seating for (number) ambulatory residents and accompanying staff
Space for (number) wheelchair dependent residents
Transportation for (number) residents with oxygen

The **Requester** will send its qualified staff with the residents during transport. This understanding will be considered in effect until such time as either party provides notification in writing and not less than 30 days prior to the need to cancel or change the understanding.

Putnam County Board of Education is a Tennessee governmental entity. All provisions of the Tennessee Governmental Tort Liability Act apply, and nothing herein will be deemed a waiver of immunity or the protections of such Act.

Requester will hold harmless and indemnify the **Provider** for all claims of negligence or omission regarding the transportation of residents.

Any disagreement arising from this Memorandum of Understanding will be under the jurisdiction of the Chancery Court of Putnam County, Tennessee.

The **Requester** and **Provider** agree to review and update, if needed, this understanding annually.

Requester

Grandview Post Acute
Facility Name

Uliah Bowman
Name of Facility Representative

Administrator
Title of Facility Representative

Uliah B
Signature

3/4/25
Date Signed

Provider

Facility Name

Name of Facility Representative

Title of Facility Representative

Signature

Date Signed

Memorandum of Understanding for Temporary Shelter Community Partner (Non-LTC)

This Memorandum of Understanding (MOU) is entered on (Date) between **Putnam County Board of Education** (Provider) and **Grandview Post Acute** (Requester).

The **Provider** agrees to be available to the **Requester** and to implement this understanding at any time, 24 hours per day, 7 days per week.

In the event that the **Requester** must evacuate its residents, the **Requester** will notify the **Provider** that service is needed by calling:

Days: (931) 526-9777 District Reception

After Hours: (931) 239-0514 Tim Martin

The **Requester** will provide the number of sheltered residents and staff needing temporary shelter at the time the **Provider** is contacted.

The **Provider** will, if available, use reasonable efforts to provide:

ADA access to its facility

A Gymnasium with restroom facilities

*Kitchen Facilities

*If school is in session, prepared food.

If school is not in session, make equipment and preparation area available for food preparation.

Refrigeration facilities for medication and/or food.

Access for service animals

The **Requester** will provide:

Qualified staff to monitor and tend to the sheltered residents

Resident medications, oxygen, and supporting materials

Cots or similar devices

Bedding

Food and Beverages

All other equipment ensuring the welfare of evacuees

All care and equipment necessary for service animals

The sheltered residents will remain with the **Provider** for no more than 1 (one) day unless an agreement to extend this time period is agreed upon by both parties.

Putnam County Board of Education is a Tennessee governmental entity. All provisions of the Tennessee Governmental Tort Liability Act apply, and nothing herein will be deemed a waiver of immunity or the protections of such Act.

Requester will hold harmless and indemnify the **Provider** for all claims of negligence or omission regarding the care and management of sheltered residents.

Any disagreement arising from this Memorandum of Understanding will be under the jurisdiction of the Chancery Court of Putnam County, Tennessee.

This understanding will be considered in effect until such time as either party provides notification in writing and not less than 30 days prior to the need to cancel or change the understanding.

The **Requester** and **Provider** agree to review and update, if needed, this understanding annually.

Requester

Provider

Grandview Post Acute
Facility Name

Facility Name

Uriah Bowman
Name of Facility Representative

Name of Facility Representative

Administrator
Title of Facility Representative

Title of Facility Representative

[Signature]
Signature

Signature

3/4/25
Date Signed

Date Signed



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

Date _____ 4/3/25
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

_____ Backup included

X Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to enter into a Retainage Agreement with SouthEast Bank and Stone Service Corporation to establish an interest-bearing account at a financial institution to house the retainage funds related to the Northeast Elementary School HVAC upgrades project per State of Tennessee requirements.

received
03-26-25 MT *AK*

RETAINAGE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of ____, 2025__, by and among PUTNAM COUNTY BOARD OF EDUCATION ("Owner"); Stone Service Corporation ("Contractor"); and SouthEast Bank (Bank), with an office located in Cookeville, TN ("Bank").

WITNESSETH:

WHEREAS, Owner and Contractor have heretofore entered into a construction contract dated March 21, 2025 (the "Contract"), of Owner, pursuant to a certain project known as the Northeast Elementary HVAC project, located in Cookeville, Putnam County, Tennessee, with the contract providing that Owner is to retain five percent (5%) of all payment requests of Contractor as more specifically set forth in the Contract, to which specific reference is hereby made; and

WHEREAS, Owner and Contractor are desirous of creating an escrow account with Bank for the deposit of such retainage; and

WHEREAS, Bank has agreed to act as escrow agent to receive and hold the retainage paid to it until the receipt of a release by the Owner.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants and promises hereafter set forth, the parties hereto agree as follows:

1. Owner hereby agrees to pay all retainage held pursuant to the Contract to Bank, to be held by Bank in separate interest-bearing escrow account (the "Escrow Account").
2. The Escrow Account shall be owned by Contractor, subject to the Owner's lien to secure Contractor's performance of the Contract and to pay all Contractor's subcontractors and suppliers.
3. The Bank may not release the principal or interest of the funds to the Contractor without prior written authorization from the Putnam County Board of Education unless release is otherwise required by applicable Tennessee law.
4. The Owner retains a security interest in the Escrow Account to secure the Contractor's performance of the Contract and payment of Contractor's subcontractors and suppliers. This security interest shall terminate upon Owner's execution of a release, to the extent of such release unless applicable Tennessee law provides otherwise.
5. So long as retainage remains on deposit and Contractor is not in default of Contract, all interest earned on deposited retainage shall go to the Contractor.
6. Upon satisfactorily final completion of the contract by Contractor in accordance with the provisions of the Contract, pursuant to T.C.A. 66-11-143 (c) Owner shall forward a written release to Bank, whereupon all or a

- portion of the amounts held in the Escrow Account may be released and paid, together with any interest thereon, to Contractor by Bank.
7. Should a dispute arise between Owner and Contractor whereby Owner fails to execute and deliver a release to Bank, Bank shall not be liable to either Owner or Contractor for failure to deliver the amounts on deposit in the Escrow Account, with interest thereon, to Contractor. In the event that litigation ensues between Owner and Contractor, Bank shall tender into the registry or custody of any Putnam County Court of competent jurisdiction all assets or property held by Bank pursuant to the terms of this Agreement, together with such pleadings as it deems appropriate and thereupon be discharged from all further duties and liabilities under this Agreement.
 8. Bank may resign as Escrow Agent by transferring the funds to another bank selected by the Owner and Contractor.
 9. The venue for any litigation related to this agreement shall be in Putnam County, Tennessee.

Approved as to form
 This ____ day of _____, 2024

owner:
 Putnam County Board of Education

By _____
 Board Chairman

Contractor:
 Stone Service Corporation

By _____

Its _____

Bank:
 SouthEast Bank

By _____

Its _____



Putnam County School System

1400 E. Spring Street
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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: March 7, 2025

RE: CHS Pole Vault Pit

Account Funding Code (if appropriate) 141-71100-722-02117

Backup included

Backup to follow

Agenda Item for April 3, 2025, Board meeting.
Request approval of equipment purchased to replace pole vault equipment which was destroyed in the windstorm on March 4, 2025.



Supervisor 3/7/25

Date



Director of Schools 3/7/25

Date

received
03-10-25
MAT



Quote

MFAC, LLC
 1600 Division Rd
 West Warwick RI 02893
 Toll Free: 1-800-556-7464
 Toll Free Fax: 1-800-682-6950
 Email: mfathletic@mfathletic.com

www.mfathletic.com

1 of 1

Bill To
 Lane Ward, AD
 Cookeville High School
 1 Cavalier Drive
 Cookeville TN 38501

Ship To
 Scott Cook, Head Track Coach
 Cookeville High School
 1 Cavalier Drive
 Cookeville TN 38501

Customer #
 CUS117986

| Quote # | Terms | Date | Expres | Sales Rep | Shipping Method |
|---------|--------|------------|------------|---|-----------------|
| Q201166 | Net 30 | 03/07/2025 | 04/06/2025 | Duncan Burleigh (800) 556-7464 x 125 duncanb@mfathletic.com | Drop Shipment |

Note: FREE SHIPPING!

| Line | Item | Quantity | UM | Price | Extended Price |
|------|--|----------|----|-------------|----------------|
| 1 | 5892-Red-Navy Blue Gill S1 Pole Vault Pit Red Base Unit Navy Blue 2" Reversible Foam Top Pad -20'W (back) x 16'6" (front) x 20'2"L x 28"H -16'7" behind the plant box. -Velcro Fastening System -12 Year Warranty! | 1 | EA | \$21,295.00 | \$21,295.00 |

| | |
|-----------------|-------------|
| Subtotal | \$21,295.00 |
| Shipping | \$0.00 |
| Tax | \$0.00 |
| Total | \$21,295.00 |

100% Satisfaction Guaranteed!
No matter what it takes, you will be happy!

Thank you for allowing us to quote on your needs. If you have questions of any kind, need to change this quote, or would like to place an order, please contact me directly at (800) 556-7464 x 125 or at duncanb@mfathletic.com.
 Thanks again, Duncan Burleigh



PCSS Board Agenda Request

Date: April 3rd, 2025

Department: Data and Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N / A

Check one:

Backup included (AimswebPlus / Pearson Data Agreement)

Backup to follow

Statement to be included in Board Agenda Packet:

Data Share Request: Putnam County Schools to provide permission for Pearson to send student assessment data to the Tennessee Department of Education (in order for Putnam County Schools to remain in compliance with applicable 3rd and 4th grade promotion / retention laws).

received
63-11-25 MT

**Data Release Agreement – aimswebPlus
Assessment Data Export Data File**

To: Operational Support Team – aimswebPlus NCS
Pearson, Inc. ("Pearson")

Date: _____

1. This data release agreement is entered into by Putnam County Schools (hereinafter "District").
2. The above name District hereby grants permission to and directs Pearson to provide any and all of our District's aimswebPlus data, including, but not limited to, the student level aimswebPlus extract, to Tennessee Dept of Education (hereinafter "Third Party Consumer"). The data will be provided through an export data file that includes data on multiple levels including district level, school level, class level, and individual student level.
3. This grant of permission is a grant to the Third Party Consumer of the right to access the export data file including any and all information gathered from the District by aimswebPlus and stored in the aimswebPlus System, including student names and ID numbers, demographic information, aimswebPlus scores, and outcome measure scores.
4. Each party will be responsible for its own negligent acts or omissions or those of its employees, officers, or agents arising out of this agreement.
5. The undersigned represents that he or she is authorized to execute this instrument on behalf of the District identified in this authorization.
6. Please provide your aimswebPlus Customer ID (CID) 54993.

(AS)

Sincerely,

Printed Name, Title, and Customer Identification Number of District Representative

Date

Jason Stichter (Data Testing Supervisor) 54993 3/10/25


Signature of District Representative





Board Agenda Request
For April 3, 2025 Meeting

Date 3/11/2025

Department CTE

Person Submitting Jaclyn Vester *JMV*

Account Number (if appropriate) 141-71300-429

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the Project Lead The Way (PLTW) Participation Confirmation affirming the \$950.00 purchase of the Gateway Program for Avery Trace Middle School for the 2025-26 school year from Project Lead The Way - Indianapolis, IN, to be paid by general purpose funds. Once approved, an email will follow from PLTW requesting an authorized signature.

received
03-11-25 *MT*

DRAFT



PLTW Participation Confirmation

This PLTW Participation Confirmation affirms the Program Participant's purchase of the PLTW Programs listed below and is effective on the date that this Participation Confirmation has been signed by the Program Participant and PLTW. Each Participation Confirmation is fully incorporated into and made a part of the underlying PLTW agreement previously executed by the parties, (collectively, the "Agreement").

Avery Trace Middle School

230 Raider Drive

Cookeville TN, 38501

This document has been signed by PLTW in its original format, and PLTW agrees to the original language contained herein. PLTW does not consent to any changes made to this document by any entity without PLTW approval. No modifications Program Participant makes to this document shall be valid absent review and subsequent signature of PLTW approving the changes.

New PLTW Programs

Gateway

Site Name

Avery Trace Middle School

Implementation Year

2025-2026

This document has been signed by PLTW in its original format, and PLTW agrees to the original language contained herein. PLTW does not consent to any changes made to this document by any entity without PLTW approval. No modifications Program Participant makes to this document shall be valid absent review and subsequent signature of PLTW approving the changes.

Active PLTW Programs

| Site Name | Program Name | Implementation Year |
|------------------------------|--------------|---------------------|
| Prescott South Middle School | Gateway | 2025-2026 |
| Prescott South Middle School | Gateway | 2024-2025 |
| Cookeville High School | Engineering | 2025-2026 |
| Cookeville High School | Engineering | 2024-2025 |

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The parties agree that each Participation Confirmation signed by the parties is fully incorporated into, and, together with the underlying executed PLTW agreement on file with PLTW, constitute the entire Agreement between the parties with regard to PLTW Program implementation.

Date: 03/11/2025

By:

Program Participant or its legally authorized designee

Date: 03/11/2025

By:



Samuel F. Cox
EVP, Chief of Operations and Logistics
Officer

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Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: March 12, 2025

RE: CHS Softball Hitting Facility

Account Funding Code (if appropriate)

_____ Backup included

_____ Backup to follow

Agenda Item for April 3, 2025, Board meeting.

Request to reject all bids for the CHS hitting facility and re-bid the project ~~will~~ ^{with} alternate plans.



Supervisor 3/12/25
Date



Director of Schools 3/12/25
Date

received
3-12-25 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: Tim Martin

Date: March 7, 2025

RE: Old Park View Sign

Account Funding Code (if appropriate)

_____ Backup included

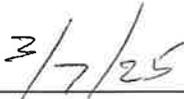
_____ Backup to follow

Agenda Item for April 3, 2025, Board meeting.

Request Donation of the old Park View School brick sign to be donated to the County for historical preservation and display.



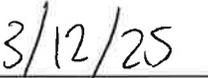
Supervisor



Date



Director of Schools



Date

received
03-07-25 AMT

EXHIBIT
tabbles
VIF8
04-03-25



PCSS Board Agenda Request

Date 3/12/2025

Department Teaching and Learning

Person Submitting Dr, Sharon K. Anderson SKA

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

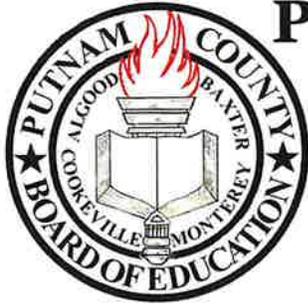
Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Susie Dobbs, a doctoral candidate at Liberty University.

Purpose of the study

This study examines the effectiveness of online learning tools, specifically the College Equipped Readiness Tool (CERT) and Shmoop, in improving student performance on the Tennessee Comprehensive Assessment Program (TCAP) at Upperman High School. The study employs a mixed-methods approach, incorporating interviews with teachers, surveys with recent graduates, and focus groups with current students to identify barriers to engagement and recommend strategies for optimizing online learning interventions. The findings will inform stakeholders on best practices for integrating digital learning tools into standardized test preparation, ultimately aiming to enhance student academic outcomes.

received
03-12-25 AMT



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

| | |
|----------------|--|
| Initials SD | 1. I understand and agree to comply with the Family Educational Rights and Privacy Act (FERPA), the Tennessee Public Records Act, and Board policy regarding disclosing personally identifiable information on any PCSS student. I understand and agree that I will not disclose such information to anyone but the student's parent/legal guardian or PCSS staff per these laws and policies. |
| Initials SD | 2. I agree to access student(s) only at the time and place designated by the school(s) principal(s). I agree to comply with the school(s) visitor policy. |
| Initials SD | 3. Every individual associated with this research project who, during the research activities, will be physically present on any PCSS property and/or will have any contact with PCSS students while acting in their capacity as a researcher or research assistant will undergo criminal background check through PCSS Human Resources fingerprinting process. Fingerprinting will occur at least seven days before the researcher or research assistant is allowed any interaction with PCSS students. |
| Initials SD | 4. Within a reasonable time period after the conclusion of the research, I will provide PCSS with a policy brief, including a summary of the study and policy-relevant findings. If engaged in a multi-year study, I will also provide annual updates during the course of my research. |
| Initials SD | 5. Unless provided with the expressed written permission of the PCSS outlining other arrangements, within one year of completing study data collection, I agree to permanently destroy all individual paper and electronic records containing personal PCSS student data. Consent forms are excluded from this requirement. |
| Initials SD | 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. |
| Initials SD | 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 *Susie Dobbs* _____

Date 3/5/25 _____

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

**Recommendations to Improve the Use of Online Learning Practices to Address Low Scores on
the Tennessee Comprehensive Assessment Program Exam at Upperman High School**

by

Susie Dobbs

An Applied Research Dissertation Presented in Partial Fulfillment

of the Requirements for the Degree

EDD: Curriculum & Instruction: Instructional Design & Technology

Liberty University

2025

Abstract This study examines the effectiveness of online learning tools, specifically the College Equipped Readiness Tool (CERT) and Shmoop, in improving student performance on the Tennessee Comprehensive Assessment Program (TCAP) at Upperman High School. The study employs a mixed-methods approach, incorporating interviews with teachers, surveys with recent graduates, and focus groups with current students to identify barriers to engagement and recommend strategies for optimizing online learning interventions. The findings will inform stakeholders on best practices for integrating digital learning tools into standardized test preparation, ultimately aiming to enhance student academic outcomes.

Introduction

The Tennessee Comprehensive Assessment Program (TCAP) serves as a critical metric for evaluating student proficiency in core academic subjects. Despite efforts to improve performance through online learning tools such as CERT and Shmoop, students at Upperman High School continue to struggle, with a 3% proficiency rate in math and 37% in reading during the 2023-2024 academic year. The purpose of this study is to assess the effectiveness of these interventions and propose recommendations to enhance their impact.

Research Objectives

1. Evaluate the effectiveness of CERT and Shmoop in improving student TCAP performance.
2. Identify barriers that hinder student engagement with online learning platforms.
3. Assess teacher and student perceptions of digital learning tools in test preparation.
4. Develop evidence-based recommendations to optimize the integration of online learning strategies.

Research Questions

1. How effective are CERT and Shmoop in improving student TCAP performance?
2. What barriers prevent students from engaging with online learning tools?
3. How do teachers and students perceive the role of digital learning in test preparation?
4. What strategies can be implemented to enhance the effectiveness of online learning at Upperman High School?

Literature Review

A review of existing literature suggests that personalized digital learning platforms have the potential to improve student engagement and academic performance. However, challenges such as digital literacy, motivation, and curriculum alignment must be addressed. Previous research emphasizes the importance of integrating technology with instructional best practices to achieve optimal learning outcomes.

Methodology

This study utilizes a mixed-methods research design to collect both qualitative and quantitative data:

- **Interviews:** Semi-structured interviews will be conducted with five teachers who administer TCAP exams to gather insights into instructional strategies and perceived challenges.
- **Surveys:** A Likert-scale survey will be distributed to 15 recent Upperman High School graduates to assess their experiences with online learning platforms.
- **Focus Groups:** A focus group comprising 8-10 current students, including college-bound seniors and those not planning to attend college, will be organized to explore diverse perspectives on online learning engagement and effectiveness.
- **Data Analysis:** Thematic analysis will be applied to qualitative data, while survey responses will be statistically analyzed to identify trends and patterns.

Expected Outcomes

1. Identification of key factors influencing the effectiveness of CERT and Shmoop in TCAP preparation.
2. Insights into student motivation and engagement with online learning tools.
3. Data-driven recommendations for improving digital learning integration at Upperman High School.

Significance of the Study

The findings of this research will provide valuable insights for educators, administrators, and policymakers regarding best practices for implementing online learning interventions in standardized test preparation. Enhancing digital learning strategies has the potential to improve student academic performance and contribute to overall school success.

Timeline

- **Phase 1:** Literature review and research design (Months 1-2)
- **Phase 2:** Data collection (Months 3-4)
- **Phase 3:** Data analysis (Months 5-6)
- **Phase 4:** Report writing and recommendations (Months 7-8)



Memo to: Corby King
Director of Schools

From: Mark McReynolds *Mark McReynolds*
Director of Finance

Date: March 13, 2025

Subject: Fuel and Tires, 2025-26 School Year

Agenda Item, April 3, 2025, Board Meeting

Request permission to purchase system-wide fuel and bus tires for the 2025-26 school year utilizing State of Tennessee contracts.

Thank you for your consideration.

received
3-12-25 *MMT*



Central Procurement Office - Statewide Contracts

Low
Chryl
3/12/25

| Statewide Contract Number | Statewide Contract Name | Contract Beginning Date | Expire Date | Supplier Name | Edison Contract Number |
|---------------------------|-------------------------|-------------------------|-------------|-------------------------|-------------------------------|
| 1 208 | Gasoline & Diesel Fuel | 05/01/2021 | 04/30/2026 | PARMAN ENERGY GROUP LLC | 00000000000000000000000069852 |
| 2 208 | Gasoline & Diesel Fuel | 05/01/2021 | 04/30/2026 | Rogers Petroleum Inc | 00000000000000000000000069853 |

STATE CONTRACT: FUEL 2025-26



Central Procurement Office - Statewide Contracts

Roy Chalk 3/2/25

| Statewide Contract Number | Statewide Contract Name | Contract Beginning Date | Expire Date | Supplier Name | Edison Contract Number |
|---------------------------|-------------------------|-------------------------|-------------|--------------------------------|--------------------------|
| 1 221 | Tires | 07/01/2024 | 06/30/2029 | GOODYEAR TIRE & RUBBER CO | 000000000000000000083497 |
| 2 221 | Tires | 07/29/2024 | 06/30/2029 | Richard Goforth | 000000000000000000083719 |
| 3 221 | Tires | 08/21/2024 | 06/30/2029 | BRIDGESTONE AMERICAS INC | 000000000000000000083874 |
| 4 221 | Tires | 08/15/2024 | 06/30/2029 | S&S FIRESTONE INC | 000000000000000000084017 |
| 5 221 | Tires | 09/01/2024 | 06/30/2029 | Truck Tire Center of Knoxville | 000000000000000000084161 |
| 6 221 | Tires | 09/01/2024 | 06/30/2029 | BEST ONE TIRE OF JACKSON INC | 000000000000000000084166 |

STATE CONTRACT: TIRES 2025-26



Date: March 14, 2025

To: Malaysia Talbert

From: Lynda Huddleston

RE: Adult Education MOU with WIOA Upper Cumberland Local Workforce Development Board, Inc./Workforce Connections Upper Cumberland

Please add the following item to the BOE Agenda for the April 2025 meeting.

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 for infrastructure costs and \$7,000 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2024-June 30, 2025.

received
03-14-25 *MLT*

ATTACHMENT I – TENNESSEE WIOA MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

Upper Cumberland Local Workforce Development Board

AND

Upper Cumberland Workforce Development WIOA Partners

Becky Hull, Executive Director

Individual designated by the Local Workforce Board Chair to lead MOU negotiations

bhull@ucworkforce.org

Email address

Chris King, Fiscal Administrator

Impartial individual designated by the Local Workforce Board Chair to lead annual budget negotiations

cking@ucworkforce.org

Email address

| 1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(c)(1)(Tennessee MOU/IFA Instructions Page 4) | |
|---|---|
| <ul style="list-style-type: none"> List the required partner providing services in the local area List the partner agency providing services of each required partner | |
| REQUIRED PARTNERS AS PARTIES TO MOU | ENTITY ADMINISTERING PROGRAM (TYPED NAME) |
| Title I: Adult, Dislocated Worker, Youth | Career TEAM, LLC |
| Title II: Adult Education and Family Literacy | Putnam County Board of Education Southern Middle TN Adult Education Volunteer State Community College Workforce Essentials Adult Education |
| Title III: Employment Programs under Wagner-Peyser | TN Dept of Labor & Workforce Development |
| Title IV: Rehabilitation Services | TN Dept of Human Services Vocational Rehabilitation |
| Community Services Block Grant | Upper Cumberland Human Resource Agency |
| Job Counseling, Training, Placement Services for Veterans | TN Dept of Labor & Workforce Development |
| National Farmworker Jobs Program | Tennessee Opportunity Programs, Inc. |
| Migrant & Seasonal Farmworkers | TN Dept of Labor Office of Workforce Investment |
| Second Chance | TN Dept of Labor & Workforce Development Office of Reentry |
| Senior Community Services Employment Program | Career TEAM National Council on Aging Upper Cumberland Human Resource Agency Workforce Essentials |
| Temporary Assistance for Needy Families | TN Department of Human Services |
| Trade Readjustment Assistance | TN Dept of Labor & Workforce Development |
| Unemployment Insurance | TN Dept of Labor & Workforce Development |
| PARTIES TO THE MOU | NAME |
| Local Workforce Development Board Chair | Bob Young |
| LWDA Chief Local Elected Official | Randy Porter, Putnam County Mayor |
| AJC Regional Director | Georgena P. Wilson (WP, UI, TRA, TAA and Veterans) |
| Title I Career Services | Luke Eldridge, David Shurfin - Career Team |
| Title II Adult Education | Lynda Huddleston, PCS Kathryn Breeding, Vol State Marla Rye, Workforce Essentials Linda Maddox, SMTAE |
| Upper Cumberland HRA CSBG | LaNelle Godsey |
| National Farmworker Jobs Program | Toynia Dietz |
| Migrant & Seasonal Workers | Lorna Wright |
| One Stop Operator | James Starnes, George Phillips, Mid-Cumberland HRA |
| SCSEP | Luke Eldridge/David Shurfin, Career TEAM Brenda Head, NCOA Marla Rye, Workforce Essentials LaNelle Godsey, Upper Cumberland HRA |
| TANF | Lakecia Peterson |
| OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU | IF MARKED YES, ENTITY ADMINISTERING PROGRAM |
| Department of Human Services <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Putnam County Dept. of Human Services |
| Housing and Urban Development | |
| Employment and Training Activities <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

| | | |
|---|---|---|
| Job Corps | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Perkins/Post-Secondary Career & Technical Education | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | TCAT Upper Cumberland TCAT McMinnville |
| TCAT/Tennessee Reconnect | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Emily Hill Middle Region Reconnect |
| YouthBuild | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| ADDITIONAL PARTNERS AS PARTIES TO MOU | | ENTITY ADMINISTERING PROGRAM |
| Supplemental Nutrition Assistance Program (SNAP) | | Putnam County Dept of Human Services |
| Reemployment Services and Eligibility (RESEA) | | Luke Eldridge/David Shurfin, Career TEAM |
| 2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA instructions Page 5) If additional space is needed, please include and attachment referencing this section. | | |
| <ul style="list-style-type: none"> • <i>Describe the general purpose of the "umbrella" MOU</i> <p>The purpose of this Memorandum of Understanding (MOU) between the Upper Cumberland Labor Workforce Development Board (UCLWDB) and its Workforce Innovation and Opportunity Act (WIOA) workforce partners is to define the parameters within which local education, workforce, economic development, and other partner programs and entities operating within the Upper Cumberland will create a seamless, customer-focused network that aligns service delivery and enhances access to services. This MOU will define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the American Job Center (AJC) service delivery system in the Upper Cumberland Local Workforce Development (UCLWD) area, as required under the WIOA.</p> <p>The scope of this MOU will streamline workforce activities, prevent duplication of services and eliminate inefficient practices by outlining service integration and functional alignment. Each partner to this MOU presents a commitment to a single functional organization, customer flow and service delivery. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. Methods of referrals will be established, along with data and information sharing procedures in order to facilitate co-enrollment and case management between programs.</p> <p>To this end, all partners under this MOU will:</p> <ol style="list-style-type: none"> 1) Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in this MOU; 2) Endorse a single customer flow model based upon customer need; 3) Refer customers between partners according to methods listed in this MOU; 4) Fulfill all data collection, information gathering and reporting needs in order to facilitate co-enrollment and case management across programs and funding streams; and 5) Participate in the One-Stop Service Delivery System through the following means: <ol style="list-style-type: none"> a. Accessibility of their respective services through the One-Stop Service Delivery System; b. Participation in the operation of the One-Stop Service Delivery system consistent with the terms of this MOU; c. Ensure all partners and staff are adequately cross-trained to produce efficient co-enrollments; d. Sustained involvement for the continuous improvement of the area One-Stop Service Delivery System; e. Responsiveness to local employer needs and economic conditions; f. Co-branding through the dominant use of the AJC identifier on any joint products, programs, activities, services, facilities, and materials used under the combined partnership. 6) Actively assist in the achievement of Key Performance Indicator (KPI) targets negotiated between the UCLWDB and Tennessee Department of Labor and Workforce Development (TDWLD). Partners are responsible for meeting their individual program targets. Partners will also take reasonable measures to encourage and facilitate target achievement for all partners under the UCLWDB one-stop network. | | |
| 3. VISION FOR THE SYSTEM (Tennessee Combined Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section. | | |
| <ul style="list-style-type: none"> • <i>Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)</i> • <i>Describe which aspects of the vision are currently in place</i> • <i>Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place</i> <p>The UCLWDB and its partners align themselves under this MOU to empower individuals, employers, and communities to grow the Upper Cumberland's economy through a local AJC network that is inherently customer-centered, seamless, and effective. The Parties share a vision to establish a WIOA workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.</p> <p>Parties to this MOU will work together to achieve this vision by developing and operating a high-quality workforce development system that aligns with the UCLWDB 2024-2027 Local Plan and 2022-2024 Local Plan Modifications, contributes to the goals of the 2024-2027 Middle Tennessee Regional Plan and supports the TN Combined Plan. To this intent, the UCLWDB and required partners under this MOU shall:</p> <ol style="list-style-type: none"> 1) Focus education, workforce, and economic development priorities within the identified in-demand sectors of Healthcare, Advanced Manufacturing, Information Technology, Construction, Transportation/Logistics, and Education where possible within the constraints of customer choice. 2) Prepare economically disadvantaged residents for self-sustaining careers by creating programs to meet the needs of residents within rural areas. 3) Build educational, workforce, and economic development partnerships to provide early exposure to in-demand fields through Pathways coordination, Career & Technical Education (CTE) courses, stackable credentials, and work-based learning opportunities. 4) Increase workforce preparation for priority populations and individuals with barriers by providing programs for justice-involved individuals, Veterans, and those with disabilities. | | |

- 5) Capitalize on technological advances to expand virtual services, create efficiencies, and assist businesses by growing digital skills of job-seekers and creating new virtual trainings as an alternate means of trainings.
- 6) Connect employers to the Upper Cumberland talent pool through job fairs, apprenticeships, and work-based learning programs.
- 7) Maintain cross-agency collaboration and alignment to offer one-stop access and opportunities to all populations, particularly those with barriers.
- 8) Braid program resources to maximize impact and provide a wrap-around approach to serving individuals.
- 9) Increase the Labor Force participation rate in the UCLWD area.
- 10) Pilot the Zendesk platform.
- 11) Enroll 120 youth in the Tennessee Youth Employment Program (TYEP).
- 12) Meet with Local Elected Officials (LEOs) and other stakeholders to review service model delivery in their county to best serve their citizens.

While all aspects of this shared vision are currently in place or in progress, ongoing advancement is our united goal. Parties to this MOU hereby commit to building a one-stop culture focused on continuous improvement and innovation through a cohesive network of services. Recognizing that fulfilling the above-stated vision will require maximum efficiency of wrap-around services from a multitude of agencies with minimal duplication, partners make the following commitments to each other:

- 1) Core partner staff (located both inside and outside the AJC) shall participate in cross-training events to familiarize themselves with basic eligibility and participation requirements, as well as the available services and benefits offered, for each of the partner programs represented in the UCLWDB network. Cross-trainings shall occur quarterly at a minimum, with additional trainings provided as needed.
- 2) Develop materials summarizing their program requirements and make available to partner programs and their customers.
- 3) Utilize the UCLWDB Common Intake Form and provide substantive referrals to customers who may be eligible or benefit from supplemental and complementary services under partner programs.
- 4) Commit to robust and ongoing communications required for an effective referral process. Partners will actively follow up on the results of referrals and assure that partner resources are being leveraged at an optimal level.
- 5) Participate in the UCLWDB shared referral tracking database designed to provide referral accountability and updates on co-enrollment and/or participant progress. This shared tracking system is managed by the OSO and is a supplement to, not a replacement for, VOS tracking measures.
- 6) Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- 7) Provide support to the local one-stop network through serving on cross-partner teams, sharing events and planned outreach, and attending partner orientations and events (as staff schedules allow). Partners will seek to provide first-hand program representation at these events/opportunities where possible.
- 8) Commit to active support of tracking, meeting and exceeding UCLWDB performance standards.

4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU
- Confirm whether all required partners participated in negotiations
- Explain the process to be used if consensus on the MOU is not reached by partners
- Please provide dates of partner meetings that specifically discussed the MOU

The UCLWDB intentionally fosters an environment where every partner's input is valued and included. All required partners displayed good-faith participation in the development and negotiation of this Agreement. The MOU process included negotiations on service coordination and collaboration, as well as how to fiscally maintain the system through a joint Infrastructure Agreement (IFA) for shared costs and resources.

All partners were included in a MOU technical assistance event on September 4, 2024. This event was hosted by UCLWDB Staff and presented information on MOU purpose, elements, and preparation for negotiation. Also highlighted during this event were specific areas of focus that Staff asked the representatives to discuss beforehand within their agency. The goal of this event was to educate all partner representatives to effectuate quality and productive discussion at the upcoming negotiation.

A draft proposal was made available to all partners one week prior to the negotiation. This was designed to be a starting point for discussion only and gave partners a chance to consider edits.

Formal MOU and IFA negotiations were held on September 23, 2024 with all required partners present. Any disputes were either resolved informally or according to the grievance procedures outlined in this MOU.

5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system
- Where applicable list the designated affiliate sites or specialized centers
- Define any other operating titles that the local area assigns to each center
- Describe how outreach will be conducted in towns in the local area without an AJC
- Describe the local area's plan for the Mobile American Job Center

Note: the information provided in this section must match the Tennessee Department of Labor and Workforce Development listings

Upper Cumberland Comprehensive Centers

| | |
|--|--|
| Putnam County AJC 620 S Jefferson Avenue, STE 202 Cookeville, TN 38501 | Cumberland County AJC 60 Ridley Street, STE 101 Crossville, TN 38555 |
|--|--|

Upper Cumberland Affiliate Centers

| |
|---|
| Fentress County AJC 209 N Main Street South Jamestown, TN 38556 |
|---|

The Upper Cumberland operates two Comprehensive Centers and one Affiliate Center, each servicing the counties in which they are located. In order to effectively serve all Upper Cumberland residents, Affiliate Centers provide support to residents of neighboring counties where no brick-and-mortar AJC is located. These service assignments are listed on the UCLWDB website under "Our Centers" so that residents are aware of how they may access in-person services. In addition, there are Specialized Centers in the following counties:

Dekalb County
Macon County
Overton County
Smith County
Warren County
White County

While brick-and-mortar AJCs are valued for the full-time in-person services they provide, the UCLWDB also recognizes that technological advances are creating exciting opportunities to serve residents in a more accessible and cost-efficient manner. Additionally, these methods greatly increase one-stop services access for ALL Upper Cumberland residents, particularly those located within our rural areas. The UCLWDB has invested resources to create a new website, "www.ucwork.org" where information and initial services can be accessed seven days a week, twenty-four hours a day. Individuals can also make an appointment through the website to meet with an AJC representative in-person if desired. Our website also includes a direct link to the TDLWD Virtual AJC (VAJC), which provides a wide and expanding array of virtual service options.

The TDLWD Mobile AJC is also utilized to bring AJC services to the Upper Cumberland. The mobile unit is typically booked for specific events and job fairs to provide additional AJC support. Services offered and customer flow are determined by the event and vary depending upon the needs communicated when booking the mobile unit.

Outreach is also conducted through the use of virtual and social media platforms. UCLWDB social media outlets reach thousands of individuals throughout our service area and provide real-time information on AJC services, job fairs, and activities. Additionally, the UCLWDB Google My Business platform is an effective tool to provide awareness of, and access to, the AJC system. Providing information, location services, and direct links to AJC social media and the UCLWDB website permeates through any location barriers rural areas may have. Partners agree to supply outreach information (as far in advance as possible) to the UCLWDB Marketing Team. The Marketing Team will be responsible for utilizing this information for inclusion on virtual and social media platforms, as well as sharing with county representatives to further extend outreach impact.

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (WIOA Sec 121(c) (2)(A)(i)) (Final Rules § 678.500(b)(1)). (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Complete a local service matrix (Attachment II) illustrating local methods of service delivery which includes:
 - Career services to be provided by each required partner in each comprehensive one stop center
 - Other programs and activities to be provided by each required partner
 - Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)
- In the spaces provided below:
 - In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§678.500(b)(1))
 - In the spaces below designated for each required partner, describe each partners commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment
 - For each required partner below, describe the location(s) at which services of each required partner will be accessible

Upper Cumberland AJCs strive to provide integrated service delivery by aligning staff by functional teams and providing cross-training on all programs. Service delivery begins with the Welcome Function, which is coordinated by the One-Stop Operator (OSO). The Welcome Function is provided by a combination of OSO hired staff and partner representatives coordinated to fulfill the duties. All those serving in the Welcome Function warmly greet customers upon entrance to the AJC and offer an immediate needs assessment. At this point, the UCLWDB Common Intake Form is used to identify service needs and possible referrals in order to best meet the needs of the customer. Each customer is encouraged to register an account with the Jobs4TN website. If the customer needs other basic services (such as labor exchange services, provision of labor market information) or other self-directed or minimally staff-involved services, they are typically served by the staff person assigned to the Welcome Function. Customers identified through the Common Intake Form as needing eligibility determinations or individualized career services are referred to on-site partners via a warm hand-off. For partners not located full-time within the AJC, the completed Common Intake Form is forwarded via email to the appropriate partner as a referral. A contact spreadsheet is maintained by the OSO with contact information for all partner programs offering services to easily connect and communicate referrals. For off-site referrals, staff make every effort to connect with the off-site partner while the customer is at the AJC to ensure receipt of the referral.

Staff serving in the Welcome Function coordinate with staff in the Skills Development and Business Services Teams in order to seamlessly deliver individualized career services. All core partners have staff who serve as members of the Skills Development or Business Services Teams, either on-site or by electronic connection. Skills Development Teams members focus on performing individualized career services, while the Business Services Team focuses on developing positive relationships with employers in order to serve their business needs. All staff members are cross-trained to be aware of tasks other teams perform in order to create streamlined services and reduce duplication. Additionally, staff within the AJC have as-needed meetings to discuss shared resources and services that might benefit current and prospective customers. These collaborations encourage more co-enrollment of participants between programs, further reduce duplication, and maximize individual services and funding options. The Business Services Team is led by and operates under the direction of UCLWDB Staff to the Board, as the UCLWDB has voted to maintain Business Outreach responsibilities as a function of Staff to the Board.

All required partners commit to active representation on functional teams. Whether through in-person or virtual method, active representation includes but is not limited to the following: meeting attendance, cross-training participation, and substantive input for robust team

engagement. Partners also commit to active engagement towards continuous improvement through regular analyzation of service delivery and integration methods as a one-stop network team.

Title I (Adult, Dislocated Worker and Youth)

Title I provides a variety of educational and training activities to eligible individuals based on their individual needs and coordinated with partner programs to prepare participants for employment within in-demand occupations. Title I services are available on-site at all Upper Cumberland AJCs and are accessible to off-site partners through electronic methods. Additionally, Title I services can be initially accessed through the UCLWDB website, as well as the TDLWD VAJC platform. Title I commits to integrated service delivery through the use of the Common Intake Form and UCLWDB referral tracking methods, as well as cross-training of other programs.

Title II Adult Education and Family Literacy Act (AEFLA)

Adult Education (AE) provides free instruction related to improving basic and secondary skills in math, reading, writing, social studies, and science, along with High School Equivalency diploma and English as a Second Language throughout the Upper Cumberland. In-person and virtual class options are available to assist students in achieving their academic and career goals through an innovative and personalized approach. Customers are often identified through the Common Intake Form and are connected via warm hand-off or timely electronic connection. AE and other core partners communicate referral progress through a shared tracking method.

Title III (Employment Services under Wager-Peyser)

Title III offers job services, outreach and labor exchange activities for individuals and employers. Job seekers register at the Welcome Desk or Jobs4TN to begin the process of job search activities such as entering a resume and skills into Jobs4TN so they may be identified by companies who are hiring. Staff are available on-site at Comprehensive Centers and by direct linkage, electronic connection or appointment at Affiliate Centers. Partner staff at Affiliate Centers are cross-trained to provide job seekers and employers assistance in accessing and utilizing Title III services. Title III commits to integrated service delivery through the use of the Common Intake Form and UCLWDB referral tracking methods, as well as cross-training of other programs.

Title IV (Rehabilitation Services)

The Vocational Rehabilitation (VR) program provides a variety of services to eligible individuals with disabilities in accordance with their aptitudes, capabilities and interests. Individual needs are identified through an Individualized Plan for Employment to prepare individuals for competitive integrated employment. VR collaborates with other AJC partners, community rehabilitation service providers, educational institutions and employers to ensure that eligible persons with disabilities receive the services necessary to obtain employment within their communities. VR services are directly accessible through in-person referrals and direct linkages within all AJCs.

Title V Senior Community Services Employment Program (SCSEP)

Under Older Americans Act of 1965, SCSEP provides job training skills for low-income, unemployed Americans age 55 and older in order to prepare them for unsubsidized employment. Participants learn job skills while providing community service activities along with basic computer and job search skills. SCSEP services are provided by Career Team in Cumberland, Putnam, Fentress, Jackson and Macon; SCSEP is provided by the National Council on Aging in Cannon, DeKalb, Smith, Van Buren and Warren; SCSEP is provided by UCHRA in Clay, Cumberland, Overton, Pickett, Putnam, and White counties.

Community Services Block Grant (CSBG)

CSBG services are available via direct linkages by phone or email.

Housing and Urban Development (HUD) Employment and Training Activities

HUD Employment and Training Activities provide financial assistance for employment and training opportunities. Services are provided by the Department of Human Services and are accessible through electronic connection.

Job Corps

Job Corps provides career technical training and education for low-income youth ages 16-24. Referrals are through a direct linkage via phone or email. Marketing material for the Job Corps program is kept in AJC Resource Rooms. (Part of Title I)

Job Counseling, Training and Placement Services for Veterans

Services for Veterans and their spouses include individual assessment, labor market information, job search assistance, and training opportunities. State Veterans staff, along with Title I staff, provide priority services for Veterans and their spouses on all job opportunities and qualified training programs available through the AJC. Veterans staff work to promote the hiring of Veterans through Jobs4TN, business outreach, job developments, and marketing tools. Veterans staff is available on-site at Comprehensive Centers and by direct linkage, email, or by appointment at Affiliate Centers. Title I staff assigned to Affiliate Centers are cross-trained in Veterans programs and follow Veterans' priority of service guidelines.

Migrant & Seasonal Farmworkers (MSFW)

The MSFW program conducts outreach and assessment to low income farmworkers in order to assist those who qualify for job training and placement services. Services are accessible at Upper Cumberland AJCs through direct linkages and cross-training of partner staff. For instance, Title I staff are equipped to screen individuals for a farmworker background to determine if a referral is appropriate. (Part of Title I)

National Farmworker Jobs Program (NFJP)

The National Farmworker Jobs Program (NFJP) actively engages with migrant and seasonal farm workers, assessing the needs of low-income individuals to determine eligibility for job training and placement services, as outlined in the local service matrices. To promote these services, marketing materials are available at all American Job Centers (AJCs).

NFJP services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. Referrals between NFJP and local AJCs are structured to ensure farm workers receive comprehensive support. For example, when a farmworker seeks assistance at an

AJC, Title I staff will screen them for a farmwork background to determine if a referral to NFJP is appropriate. If eligible, the individual will be referred to NFJP for additional support and services. NFJP staff can also meet with potential clients on-site at the AJC if needed. Additionally, NFJP staff will refer participants to AJC services to expand their access to training, job placement, and financial assistance. This collaborative approach leverages the combined resources and expertise to better serve farm workers and their families.

Perkins/Post-Secondary CTE

Tennessee's Community and Technical Colleges play an integral role in the economic growth of the Upper Cumberland. From providing short-term training programs to long-term customized initiatives, these colleges have developed strategies to meet the workforce training needs of local, regional and state employers. As recipients under the Carl D. Perkins Career and Technical Education Act, these institutions strive to develop more fully the academic, career, and technical skills of students who enroll in career and technical education programs. These events are conducted in partnership with local education institutions and businesses to assist students in understanding all aspects of an industry, provide them with career guidance, and prepare them for high skill, high wage, or high demand occupations leading to self-sufficiency. The UCLWDB and its one-stop partners work closely with the Tennessee Board of Regents (TBR) Pathways Director and local CTE Directors to develop CTE opportunities.

Second Chance (Reentry)

The Second Chance (Reentry) program provides quality community re-entry services that will reduce recidivism, empower clients to enter gainful employment, lead a more productive life, and return to safer communities. The One-Stop Service Delivery System supports this program by providing on-site counseling and workshops through the Mobile Career Coach, Adult Education activities, and job services through Jobs4TN. Referrals are made through electronic means for tracking participant progress.

Trade Adjustment Assistance (TAA)

TAA services are accessible in all Upper Cumberland AJCs through in-person referrals and/or direct linkages via phone or email. AJC staff provide job search assistance to individuals whose employers have either relocated operations or who have been impacted by foreign trade. TAA claimants will contact the TAA representative at the AJC for an appointment to discuss the following services: re-employment services, job search allowance, relocation allowance, and training. Claimants are co-enrolled in Title I and referred to Adult Education for assessment and training.

Temporary Assistance for Needy Families (TANF)

The Tennessee DHS is committed to addressing poverty and creating cycles of success within the Upper Cumberland One-Stop Service Delivery System, with a focus on empowering families eligible for Families First/TANF on a course to achieve economic stability based upon the four core component activities of the Two-Generation Approach: (1) Education, (2) Economic Support, (3) Health and Well-Being, and (4) Social Capital. DHS/TANF services are accessible through direct linkages.

Tennessee College of Applied Technology (TCAT)/Tennessee Reconnect

TCAT/TN Reconnect services are available via direct linkages by phone, email, and at each institution's website. Services are also offered through cross-training of AJC staff, who may assist customers in going online to complete an admissions application or other required paperwork. Marketing materials are made available at Upper Cumberland AJCs.

Trade Readjustment Assistance (TRA)

TRA services are accessible in all Upper Cumberland AJCs through in-person referrals and/or direct linkages via phone or email. AJC staff serve as the link between individuals determined to be TRA eligible and the TDLWD offices handling the TRA benefits payments. AJC staff aids in resolving issues pertaining to weekly certification forms.

Unemployment Insurance (UI)

UI provides unemployment benefits to eligible workers who are unemployed and meet the requirements of Tennessee law. Title III and partner staff at all Upper Cumberland AJCs are cross-trained to provide meaningful basic assistance to UI. This includes assisting customers in utilizing Jobs4TN to complete claims, weekly certifications, accessing the live chat feature, or using ZenDesk to submit and track help desk tickets. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD office if necessary. The Upper Cumberland provides Rapid Response services and coordinates with partners to provide UI and workforce assistance to employers and affected employees. Title I and Title III record these services in Jobs4TN for service integration.

YouthBuild

YouthBuild provides education, counseling and job skills training to unemployed youth who are typically high school drop-outs. YouthBuild services are provided through the TDLWD and are accessible through electronic connection. (Part of Title I)

7. PROCUREMENT OF THE ONE-STOP OPERATOR (Tennessee Memorandum Guidelines for One-Stop Operator Procurement) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

- Name the procured one-stop operator. The following bullet points should be explained in this section
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process
- Assure the one-stop operator will not perform any of the proscribed functions (§ 678.620(b) to avoid conflict of interest.

Note: One-stop operator designation took effect July 1, 2017 (§678.635)

The UCLWDB, in conjunction with Northern Middle LWDB consortium and after a competitive Request for Proposal (RFP) process, has selected Mid Cumberland Human Resource Agency as the entity providing OSO services. The OSO's primary role is to coordinate multiple AJC partners and service providers throughout the Upper Cumberland. The OSO must assure functional alignment of services and management of operational resources, conduct quality reviews of partner and service provider activities, and facilitate the Welcome Function. To avoid a conflict of interest and in accordance with WIOA Section 678.620(b)(1), the functions and scope of work of the OSO do not include the following functions, which continue to be performed by the UCLWDB: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans; be responsible for oversight of itself; manage or significantly participate in the competitive

selection process for the OSOs; select or terminate OSOs, career services, and youth providers; negotiate local performance accountability measures; or develop and submit a budget for the activities of the UCLWDB.

The functions and scope of the UCLWDB OSO include:

- A) Overseeing one-stop property, including buildings and equipment, and the reporting of any maintenance or other issues. Items that are shared costs under the IFA will be inventoried and maintained by the OSO.
- B) Observing and addressing any concerns to assure staff present as professional.
- C) Providing functional supervision of AJC partner staff located in the AJC, including coordinating with direct supervisors/team leaders to schedule staff for appropriate coverage during regular, holiday, and extended hours, as needed. Includes acknowledging vacation and leave requests and ensuring shared responsibilities are fair and equitable for sufficient coverage of the AJC.
- D) Providing leadership and guidance to encourage AJC partner staff to function as a team, including appropriate AJC partner staff development and team building.
- E) Evaluate services to ensure required WIOA services are being provided.
- G) Coordinating the continuing good standing of AJC Certification status as directed by the UCLWDB.
- H) Coordinating services with Affiliate and/or Access Points to assure that partners are apprised of Comprehensive Center services for referral of customers.
- I) Ensuring that all services are being provided in a manner consistent with the Local Plan, Regional Plan, and TN State Combined Plan.
- J) Ensuring meaningful access to all customers by incorporating principles of universal design and adaptative technologies.
- K) Developing safety plans for AJCs and educating all partner staff on a regular basis.
- L) Evaluating performance of AJCs by developing a working knowledge of WIOA Performance Measures for all AJC partners, including how they correlate to Local and Regional goals; Developing a working knowledge of the VOS data management system; Preparing and analyzing reports, at regular intervals defined by the UCLWDB, to include VOS Greeter, Customer Sign-In reasons, and Employer utilization of AJC services; Coordinating with Board Staff for Data Validation and Performance standards.
- M) Developing and initiating an UCLWDB approved evaluation process to determine customer experiences and share results with all partners. Evaluation methods may include on-site or online assessments, maintaining confidentiality, and being timely to the customer experience. The UCLWDB will utilize results to access services of the OSO.
- N) Coordination of core and required partners, both on and off-site, to include: Maintaining and updating a digital copy of all partner programs, including a brief description of service and contact information; Reporting changes in the MOU/IFA to the Executive Director; Scheduling monthly staff meetings with on-site partners and quarterly meetings with off-site partners. Additional functional meetings will be on an as-needed basis under the coordination of the OSO; Maintaining and updating information such as policies, procedures, updates, schedules, etc. for access by all partner staff.
- O) Serving as a liaison between the Executive Director or designated staff and AJC partners, including resolution of customers service complaints or partner issues, proposal of promising practices and dissemination of general communication of UCLWDB policy and procedures.
- P) Providing any reports as deemed necessary by the UCLWDB including reports such as performance data for all on-site partners, IFA expenditure reports, referral reports, etc.
- Q) Meeting common operational needs of the AJC by means that may include: Developing training manuals and instructional activities to promote excellence in customer service.
- R) Providing technical assistance to staff and partner agencies to understand the vision, mission, goals, and objectives of the UCLWDB and One-Stop Service Delivery System.
- S) Ensuring functional teams (Welcome Function, Skills Development, and Business Services) are meeting monthly and include meaningful representation from required partners. The OSO provides support to these teams and assists with team development and strategies.

The OSO shall incorporate these and all contractually obligated functions when managing daily operations, assisting the UCLWDB in maintaining the AJC network structure, integrating systems and coordinating services, overseeing network performance, and managing fiscal responsibilities through cost allocations.

All parties to this MOU present a commitment to support the OSO as the functional leader of the one-stop network. Partners will work with the OSO to promote system integration through (1) Effective communication, information sharing, and collaboration with the OSO; (2) Joint planning, policy development, and system design processes; (3) Commitment to the joint mission, vision, goals, performance measures, and strategies introduced by the OSO; (4) Design and use of integrated processes used by the OSO to include common intake, assessment, referral, and case management processes.

8. REFERRAL PROCESS (WIOA SEC 121 (c)(2)(A)(iii)) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

- In the spaces below, address all of the following:
 - *In the introductory paragraph of this section, describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
 - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
 - *Identify the method of tracking referrals*

Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs.

Title I (Adult, Dislocated Worker and Youth)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title I staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. Additionally, Title I will refer to Title III for assistance with the employment services aspect of case management. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core

partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title II (Adult Education and Family Literacy)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title II staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title III (Employment Services under Wager-Peyser)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title III staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. Additionally, Title I will refer to Title III for assistance with the employment services aspect of case management. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title IV (Rehabilitation Services)

VR participants are referred to available partner programs to assist with the rehabilitation needs of eligible individuals. UCLWDB VR referrals are made in-person by appointment and via electronic connection. Referrals to and from VR are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. This spreadsheet is managed by the OSO with all core partners contributing.

Title V SCSEP

SCSEP clients are referred through the Referral Form, county referrals, partner programs and community partners such as Area Agency on Aging and Disability (AAAD), DHS, and local senior centers and organizations. UCLWDB partners providing SCSEP services (Career Team, LLC, National Council on Aging, UCHRA) will refer SCSEP clients between agencies based upon appropriate county served, and for placements beyond what the individual agency can fill. Referrals are processed through direct linkages and virtual communication methods.

Community Service Block Grant

Partner services will be referred via electronic connections.

HUD Employment and Training Activities

Reverse referrals and partner services will be referred via electronic connection.

Job Corps

Customer referrals are made via Jobs4TN to include partners located both inside and outside the AJC. Participant tracking is conducted through Jobs4TN.

Job Counseling, Training and Placement Services for Veterans

Due to the nature of the Veteran status, it is the responsibility of partner programs to identify and make appropriate referrals to this program. A Veteran's checklist is completed by Veterans who visit the AJC for services. If significant barriers to employment are identified, referrals are made by other AJC staff to the Disabled Veterans Outreach Placement Specialists (DVOP) Specialists. The DVOP Staff perform case management, which requires specific tracking of participants.

MSFW

For the MSFW referral, all Career Advisors and Veteran Staff use the Referral Form to determine program needs and refer to all internal programs (WIOA, Adult Ed, etc.). The referral is delivered to the recipients if in the building or emailed if out in the counties. For external referrals (TN Reconnect, etc.) email is utilized.

NFJP

The National Farmworker Jobs Program (NFJP) actively engages with migrant and seasonal farm workers, assessing the needs of low-income individuals to determine eligibility for job training and placement services, as outlined in the local service matrices. To promote these services, marketing materials are available at all American Job Centers (AJCs).

NFJP services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. Referrals between NFJP and local AJCs are structured to ensure farm workers receive comprehensive support. For example, when a farmworker seeks assistance at an AJC, Title I staff will screen them for a farmwork background to determine if a referral to NFJP is appropriate. If eligible, the individual will be referred to NFJP for additional support and services. NFJP staff can also meet with potential clients on-site at the AJC if needed. Additionally, NFJP staff will refer participants to AJC services to expand their access to training, job placement, and financial assistance. This collaborative approach leverages the combined resources and expertise to better serve farm workers and their families.

Perkins/Post-Secondary CTE

Customer referrals are made to Post-Secondary Education Institutes and TCAT Centers located throughout the Upper Cumberland via phone call, email, or by referral form. The referral process includes providing information and contact details for referral programs to all students who enroll. The on-site Financial Aid Coordinator provides handouts to students with this information.

Second Chance (Reentry)

Customer referrals are made via Jobs4TN to include partners located both inside and outside the AJC. Participant tracking is conducted through Jobs4TN.

TAA

Federal guidance mandates a qualifying TAA participant be co-enrolled in both Title I and Title III. Therefore, both programs are responsible to identify and make appropriate referrals to the corresponding programs using the Referral Form. A warm hand-off is encouraged, and partners should seek to contact referrals within 24 hours. Progress of these referrals are then tracked based on the enrollment of the client and communicated to the referring partner via email and logged into VOS.

TANF

DHS will make referrals to Title I, Title II, Title III, Title IV, and other core partners through a single point of contact for partnering agencies and AJC to ensure service coordination and collaboration. DHS utilizes an electronic referral system via an internal database known as Salesforce that generates the client referral to the designated partner. If the internal system does not generate a referral, partner contact is made directly via email, phone or in person.

TCAT/Tennessee Reconnect

Tennessee Reconnect referrals are received phone call, email, or referral form. The referral process includes providing information and contact details for referral programs to all students who enroll. The on-site Financial Aid Coordinator provides handouts to students with this information.

TRA

Trade referrals utilize a specific form for WIOA referrals during training. The referral is hand delivered where possible and emailed to outer counties. If a supportive service needs exist and the participant hasn't already been referred to WIOA, the same form and process are used. Through this process all current Trade students are co-enrolled and most receive WIOA funds.

UI

Clients who desire to file a UI claim are provided access to computers and Jobs4TN in the AJC Resource Room. AJC staff are cross-trained to provide meaningful UI assistance through basic website navigation and claims filing processes. This includes helping customers complete claims, weekly certifications, and utilizing the live chat feature. During the process of this assistance, AJC staff seek to identify any additional needs claimants may have, as well as provide information on partner programs to suggest referrals. When claimants express a desire for additional services, the Initial Assessment and Common Intake process is followed.

YouthBuild

YouthBuild referrals will be sent to the TDLWD via electronic connection.

9. PHYSICAL ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)(WIOA Final Rules §678.500 (b)(4) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

Describe how – through specific examples and commitments – required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *Access to public transportation is available with reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

UCLWDB one-stop centers support a culture of inclusiveness by being physically accessible to all customers. AJC parking lots include universally-accessible marked spaces next to the entrance, along with ample parking for all customers. Centers are physically accessible with ground-level double-wide doors that open automatically for entry, wide hallways to accommodate wheelchairs, elevators where second floors are present, and accessible bathroom facilities. Braille is used on the doors for the visually impaired. Compliance with the Americans with Disabilities Act (ADA) requirements is ensured when locating to a new building or when repairs are needed. An Equality Employment Opportunity (EEO) poster is displayed at each AJC and a Grievance brochure outlining steps to file a complaint is made available. Center Resource Rooms are equipped with assistive technology such as large-print screens and an adaptive mouse. CapTel phones are available when requested. Signage regarding the availability of Avanza Language Lines for interpretation services are also posted in each AJC. Additionally, staff participate in an annual nondiscrimination/EO/disability awareness training to ensure our Centers support a culture of inclusiveness.

Recognizing that transportation is a substantial barrier for many individuals, UCLWDB Comprehensive Centers are included on public transportation lines. All Centers are located in buildings that are centrally-located to the Counties they serve in a convenient, high-traffic area. Additionally, the UCLWDB website has been substantially updated to provide seven days a week, twenty-four hours a day access to AJC services. The website gives virtual access to all required partner services through explanation of services, links to Jobs4TN and the TDLWD VAJC, and the ability to directly schedule an appointment with a local one-stop representative.

Parties to this MOU agree to assure the continued physical accessibility of the comprehensive one-stop centers by:

- 1) Ensuring compliance with ADA requirements;
- 2) Maintaining the above named or similar accommodations on an as-needed basis;
- 3) Offering referrals to provide customers with a full array of accommodations and services;
- 4) Maintaining an Equal Opportunity (EO) Officer for the UCLWDB to ensure compliance with all appropriate regulations;
- 5) Provide or participate in nondiscrimination/EO/disability awareness training on an annual basis.

Parties to this MOU acknowledge that ensuring physical accessibility begins with customers being able to physically locate AJCs. Parties further recognize the value of appropriate signage and basic marketing materials to ensure customers can locate and identify the AJC brand. Required Partners agree to periodically review physical accessibility in terms of appropriate signage and consider shared costs of purchases under this category.

10. PROGRAMMATIC ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b)(4)) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include and attachment referencing this section.

- Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual/participant
- Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services and how outreach will be conducted to these groups (§678.500(b)(4). Include Mobile American Job Center information
- Explain how services will be provided using technology that is actually available and in accordance with the "direct linkage" requirement under WIOA

Note: Provide as much specificity as possible for each partner program

All Partners agree they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with applicable state and federal laws and regulations regarding these issues. All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or educational level. Interpretation services will be provided within a reasonable time frame to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices must be available to ensure both physical and programmatic accessibility within the UCLWDB AJCs.

The comprehensive one-stop center serves as the hub for access to services for customers as well as local businesses. In order to ensure non-discriminatory practices, all customers are assessed using the same process and referred based on their individual circumstances to the appropriate program. When significant barriers are found, partnerships with VR are utilized to ensure that processes are in line with the needs of the individual with disabilities.

Programmatic accessibility is facilitated within the UCLWDB through utilization of several keys tools. The Mobile Career Coach has proved to be an effective outreach tool in areas of high need but limited accessibility. Also utilized are tools such as Direct Linkage, used when needed for affiliate site counties via phone calls, ZOOM meetings, and email. This is especially necessary when partner programs are not co-located in affiliate sites. Title I staff coordinate service delivery and access to partners in their Welcome Function, as well as throughout a client's enrollment in Title I. Title I is the only staff located in Affiliate Sites, therefore the remaining partners are available via direct linkage whenever needed.

All UCLWDB customers have access to accessible devices for hearing, reading, typing and computer use. Our AJCs are equipped with highly trained staff that are able to assist individuals with disabilities and the additional services available to them within the AJC and their communities. All AJC locations have passed ADA compliance through DHS VR. Outreach to this population is conducted through regional partners such as DHS, DHS programs, VR, and community action groups.

When UCLWDB partners are not physically located within the AJC, they are available for contact through direct linkage such as phone calls, video conferencing, email and text messaging (preference of direct linkage is utilized in that order.) Direct connection is made whenever possible, and all partners are accessible from each AJC location.

The UCLWDB, in collaboration with AJCs, AE, and VR, will be providing a process for virtual access for all participants to access services start-to-finish via virtual platforms.

11. DATA SHARING AND COLLECTION (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core partners in the local area will be collectively achieved
- Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential
- In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area
- Describe the collection of data across programs
- Describe how Jobs4TN will be utilized and incorporated

NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff

All program partners will work to share information to better serve participants. Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected at intake to be captured once. The management information system used to case manage participants for the programs listed below is Jobs4TN or VOS system:

Title I: Adult, Dislocated Worker, Youth

Title II: Adult Education and Family Literacy

Title III: Wagner-Peyser

Title IV: Rehabilitation Services

Title V: SCSEP

CSBG

Job Counseling, Training and Placement for Veterans

MSFW
NFJP
Second Chance (Reentry)
TAA
TANF
TRA
UI

Each AJC also utilizes the Virtual One-Stop (VOS) Greeter feature to track the number of customers using the AJC. Utilizing this system for the majority of WIOA programs will allow programs to share information and reduce duplication of data entry. Information needed to calculate all common indicators of performance reside in this system. Reports can be generated and shared with program staff to ensure that performance targets will be met. The TDLWD has established performance groups that will routinely report out all core partner performance. This approach will allow all partners to share concerns and monitor performance metrics. TANF and VR will use other case management systems but all WIOA partners will work to share information across these systems in order to better serve participants.

Each employee is required to sign a user agreement stating that PII is to be kept confidential and only used for the purpose of job duties. In addition, the TDLWD has a MOU with core partners in which participant information is shared. The TDLWD also provides Wage Record Interchange System (WRIS) and Federal Employment Data Exchange System (FEDES) agreements which govern participant wage records and their use. Each partner will ensure that the collection and use of information or records that include PII will be limited to purposes that support the programs and activities described in the MOU part of the AJC service delivery system. Partners will ensure that access to software systems and files under his/her control that include PII will be limited to authorized staff. Those staff members are assigned responsibilities in support of the services and activities provided as part of AJC services delivery system and must access the information to perform these responsibilities. Each employee is required to sign a user agreement stating that PII is to be kept confidential and only used for the purpose of job duties. Parties to the MOU agree that customer PII will be properly secured in accordance with the agency's policies and procedures regarding the safe keeping of PII. Customer data may be shared with other programs, for those programs' purposes, within the AJC network only after the informed consent of the individual has been obtained.

Partners further agree that the collection, use and disclosure of customer's PII is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used and disclosed by partners will be subject to the following:

- 1) Customer PII will be properly secured in accordance with the UCLWDB policies and procedures safeguarding PII.
- 2) The collection use and disclosure of customer education records, and the PII contained therein, as defined under Family Educational Rights and Privacy Act (FERPA), shall comply with FERPA and applicable State privacy laws
- 3) All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- 4) All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- 5) Customer data may be shared with other programs, for those program's purposes, within the AJC network only after the informed consent of the individual has been obtained, where required.
- 6) Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- 7) All data exchange activity will be conducted in machine readable format, such as HTML, or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794(d)).

12. COST SHARING OF SERVICES (WIOA Sec. 121 (c)(2)(A)(ii) (WIOA Final Rules § 678.755 and §678.760) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *To complete this section, see the Individual AJC Budget Template instruction sheet – Attachment II and the infrastructure Funding Agreement - Attachment III*
- *For the purposes of this section (12), only provide a narrative explanation of cost sharing services*
- *In the event that an agreement cannot be reached among partners, 20 CFR 678.750 will apply:*
 - (a) *The Governor must establish a process, described under sec. 121(h)(2)(e) of WIOA, for a one-stop partner administering a program described in §§ 678.400 through 678.410 to appeal the Governor's determination regarding the one-stop partner's portion of funds to be provided for one-stop infrastructure costs. This appeal process must be described in the Unified State Plan.*
 - (b) *The appeal may be made on the ground that the Governor's determination is inconsistent with proportionate share requirements in § 678.735(a), the cost contribution limitations in § 678.735(b), the cost contribution caps in § 678.738, consistent with the process described in the State Plan.*
 - (c) *The process must ensure prompt resolution of the appeal in order to ensure the funds are distributed in a timely manner, consistent with the requirements of § 683.630 of this chapter.*
 - (d) *The one-stop partner must submit an appeal in accordance with State's deadlines for appeals specified in the guidance issued under § 678.705(b)(3), or if the State has not set a deadline, within 21 days from the Governor's determination.*

The operating budget of the One-Stop Services Delivery System is the financial plan to which the one-stop partners, Chief Local Elected Official (CLEO), and UCLWDB have agreed to in this MOU and that will be used to achieve the goals of delivering services throughout the Upper Cumberland. To achieve this, each partner completed a budget for each AJC where their staff are physically present per the TDLWD Workforce Services MOU/IFA Guidance. These individual budgets were then consolidated into a master budget that consists of costs that are specifically identified by statute.

Infrastructure costs, defined in WIOA Sec. 121(h)(4), include non-personnel costs such as:

- 1) Rental of facilities
- 2) Utilities and maintenance
- 3) Equipment (including assessment-related and assistive technology)
- 4) **Technology to facilitate access to the one-stop planning and outreach activities**

5) Costs of the use of the common AJC identifier, such as signage and supplies.

Additional costs include:

- 1) Applicable career services as described in WIOA Sec. 1349(c)(2)
- 2) Shared operating costs and shared services, described in WIOA Sec. 121(i), that are related to the operation of the One-Stop Service Delivery System, but do not constitute infrastructure costs, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to partners, and business services. These costs may include personnel expenses for shared Welcome Function staff.
- 3) Direct costs, as described in 2 CFR 200.413, including costs identified specifically with a particular final objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

In accordance with WIOA Sec. 1219h), the following programs, being physically located in an AJC in the UCLWA, are required to contribute to infrastructure costs per the TDLWD Workforce Services MOU/IFA Guidance:

- 1) Title I Adult, Dislocated Worker, Youth
- 2) Title II Adult Education and Literacy
- 3) Title III Wagner Peyser
- 4) Title IV Vocational Rehabilitation
- 5) Chapter 2 of Title II of the Trade Act of 1974
- 6) Chapter 41 of Title 38, United States Code
- 7) Part A of Title IV of the Social Security Act

Actual costs will be billed, rather than estimates or budgeted amounts. The one-stop operating budget will be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation will ensure that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received.

The IFA contains the infrastructure costs budget that is an integral component of the overall one-stop operating budget. The other component of the one-stop operating budget consists of "additional costs." While both components cover different cost categories, the operating budget is incomplete without the other; both are necessary to maintain the ULCWDB one-stop delivery system. Therefore, the one-stop operating budget must be presented with the MOU and the IFA negotiated as a mandatory step in the process. Changes in the one-stop required partners or an appeal by a one-stop partner's infrastructure cost contributions will require a renewal of the MOU.

Allocation refers to the process of assigning a cost, or group of costs, to one or more cost objectives in reasonable proportion to the benefit provided or equitable relationship. Partners have agreed to use the "square footage" cost allocation methodology for the Cumberland County Comprehensive AJC and the (Full Time Equivalent (FTE)) cost allocation methodology for the Putnam County Comprehensive AJC.

All parties to this MOU and IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the AJC or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

The partners agree that Putnam County Schools AE maximum cash contribution to allowable IFA costs is \$23,000.00 for infrastructure costs and \$7,000.00 for additional costs for 2024-2025. In addition, AE will provide 2 hours per week, as directed by the Putnam County AE District Director, for the Welcome Function at both the Cookeville AJC and Crossville AJC. Putnam County Schools will not be liable for any other costs that exceed these amounts. Required partners agree that once AE maximum funds have been exhausted, the remaining budget costs allocated to AE for the program year will be prorated among the other required partners.

Pursuant to the TDLWD Workforce Services Guidance - Outreach and Marketing, issued April 22, 2021, the required partners agree to allocate outreach and informational materials costs as a line-item within the IFA. Costs shall be reasonable and allowable under this guidance and approved by the contributing partners prior to purchase.

13. DURATION/AMENDMENT/APEAL PROCEDURES (WIOA Sec. 121 (c)(2)(A)(v)) (WIOA Final Rules §678.500(b) (5)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Describe the duration of the MOU

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*
- *The appeals process for any disputes that evolve after the agreement is reached*
- *Process must follow the directives in WIOA 678.500(b)(5)*

NOTE: Ensure the MOU reflects the most recent date as amendments are approved

The duration of this MOU is one year, with the option for up to two one-year renewals. A single partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the UCLWDB. In such event, the UCLWDB will provide written notice to all remaining partners and will amend this MOU. A termination does not affect the MOU unless the number or contribution of the terminating partners is so substantial that it necessitates the negotiation of a new MOU.

The UCLWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed time frame will be deemed that party's approval of the proposed changes.

The MOU may be amended upon mutual agreement of the parties provided it is consistent with federal, state or local laws, regulations, rules, plans, or policies or for one or more of the following reasons:

- 1) The addition or removal of a partner from this MOU.
- 2) Removal or addition of program responsibilities for any partner that administers more than one federal programs.
- 3) An extension of the effective ending date.
- 4) A change in AJC operator or fiscal agent or a change in the physical location of an AJC.
- 5) A change in the services, service delivering methods currently utilized, referral methods, methods to determine fair share, or methods to allocate cost.

All modifications must be in writing and approved by the UCLWDB. When a partner wishes to modify the MOU, the partner must first provide written notification thirty (30) days in advance of the proposed change to the UCLWDB Chair and outline the proposed modification(s). Upon notification, the LWDB Chair must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. The UCLWDB Chair may call a special meeting to discuss the proposed modification(s). Upon agreement of all parties, a modification will be processed. If determined that a Partner is unwilling to agree to the MOU modification, the UCLWDB Chair must ensure that the dispute resolution process is followed.

Updates to the AJC budget will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. An amendment for this purpose will be signed by an authorized representative of UCLWDB, and all partners. The UCLWDB will ensure that all partners receive a copy of the amendment and revised budget once the amendment is fully executed.

If there are disputes that evolve after the agreement is reached, in the event the remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit to the UCLWDB. The amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the UCLWDB, and the affected parties must be executed no later than forty-five (45) days from the end of the current state fiscal year. However, should a 678.500 (8)(5) dispute arise among any parties to this MOU in negotiations to amend or renew the MOU or pertinent to AJC operations or activities not addressed in this MOU, the parties shall first attempt to resolve all disputes informally. Any partner may call a meeting of all parties to this MOU to discuss and resolve disputes by contacting the WIOA Executive Director in writing.

For formal disputes, all parties are advised to actively participate in local negotiations in a good faith effort to reach an agreement. Any disputes shall first be attempted to be resolved informally. If the informal dispute fails, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to UCLWDB chair and all parties to the MOU regarding the conflict within sixty (60) business days. The UCLWDB Chair will place the dispute on the agenda of a special meeting of the UCLWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. The decision of the Executive Committee shall be final and binding unless there is a contradiction of state and federal laws governing the partner agencies. The Executive Committee must provide a written response and dated summary of the proposed resolution to all parties to MOU.

14. RENEWAL PROVISIONS (WIOA Sec. 121(c)(2)(A)(v)) (WIOA Final Rules §678.500(b)(6)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Provide the process and timeline in which MOU will be reviewed, including:

- *Explain the renewal process, which must occur at a minimum of every three years*
- *Describe the required renewal process if substantial changes occur before the MOU's three-year expiration date*

NOTE: Ensure the MOU reflects the most recent date as renewals are approved

This MOU must be reviewed and renewed on an annual basis by action of the UCLWB.

To renew the MOU, either on an annual basis or if substantial changes occur before the annual review, the parties to this MOU agree to the following process:

- 1) Notification of partners: The UCLWDB Executive Director will notify all parties in writing that it is necessary to renew and execute the MOU and will provide all applicable policies and preceding MOU documents, as applicable, including a timeline for the renewal process.
- 2) Preliminary Review: All parties will be provided sufficient time to review the existing MOU to identify potential changes and submit them to the UCLWDB Executive Director prior to the negotiations meeting.
- 3) Negotiations Meeting: The UCLWDB Executive Director will arrange for all parties to meet to review the draft MOU and proposed changes within thirty (30) days of the notification.
- 4) Revised Draft MOU: The UCLWDB Executive Director will submit a revised draft MOU based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments within thirty (30) days following the negotiations meeting.
- 5) Final Review and Comment: All parties will review the revised draft MOU and submit comments to the UCLWDB Executive Director within fourteen (14) days.
- 6) Signatures Obtained: The final draft MOU will be rotated to all parties for signatures by the UCLWDB Executive Director within forty-five (45) days of the release of the revised draft MOU.
- 7) The UCLWDB Chair will ensure that the MOU reflects the most recent date as renewals are approved.

15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (WIOA Sec. 121(c)(2)(B)) (WIOA Final Rules §678.500(c)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

| |
|--|
| <p>Partners will actively assist in the achievement of KPI targets negotiated between the UCLWDB and TDWLD. Partners are responsible for meeting their individual program targets assigned by the TDLWD and will work with the UCLWDB Performance Team to set and reach periodic goals in furtherance of those targets. Partners will also take reasonable measures to encourage and facilitate target achievement for all partners under the UCLWDB one-stop network. Partners further agree to consult with the Performance Team on service delivery adjustments based upon performance tracking. As TDLWD funding allotments are based upon LWDA performance attainment, any partner not meeting TDLWD negotiated performance targets will be required to submit a Corrective Action Plan (CAP) to the Performance Team and UCLWDB Executive Director for meeting future targets.</p> |
| <p>16. ADDITIONAL PARTNERS (WIOA Sec. 121 (b)(2)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.</p> |
| <p>Not Applicable</p> |
| <p>17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.</p> <ul style="list-style-type: none"> • Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity • Document third party in-kind contributions made to supplement the operation of the American Job Center |
| <p>Not Applicable</p> |
| <p>18. NON-DISCRIMINATION & EQUAL OPPORTUNITY (WIOA Section 188) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section.</p> <ul style="list-style-type: none"> • Describe how all partner staff will comply fully with all non-discrimination requirements <p>All parties to this MOU agree that they will comply fully with the non-discrimination and equal opportunity provisions of (1) Workforce Innovation and Opportunity Act Section 188, (2) Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), (3) Nontraditional Employment for Women Act of 1991, (4) Civil Rights of 1964 Title VI (as amended), (5) Rehabilitation Act of 1973 Section 504 (as amended), (6) Age Discrimination Act of 1967 (as amended), and (7) Education Amendments of 1972 Title IX (as amended). Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing these laws-including but not limited to 29 CFR 37-38.</p> <p>All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. All partners will also cooperate with compliance monitoring that is conducted to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. In accordance with WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility to the One-Stop Service Delivery system is ultimately the LWDB's to make.</p> |
| <p>19. PRIORITY of SERVICE (TDLWD Veteran Priority of Service Policy) (WIOA Section 134 (c)(3)(E) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section.</p> <ul style="list-style-type: none"> • Describe how each partner staff will comply with the priority of service requirements set forth in the Veteran Priority of Service Policy as well as priority of service outlined in WIOA section (c)(3)(E) |
| <p>All UCLWDB partners agree that they will adhere to all statutes, regulations, policies, and plans regarding priority of services including but not limited to priority of services for Veterans and their spouses and priority of services from WIOA Title I Adult Program, as required by 38 U.S.C. sec 4215. WIOA sec 134 (c)(3)(e) regulations. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.</p> <p>The UCLWDB's priority of service policy is posted within the AJCs and on the system's website. Veterans or their eligible spouses are identified at the point of entry into the AJC through the VOS Greeter or in registering on Jobs4TN/VOS. Individuals identifying as a veteran or eligible spouse are asked to complete the Military Service Form LB-1118. In accordance with the TDLWD Veteran Priority of Service Policy, any individual self-identifying as a veteran or eligible spouse is provided immediate priority in the delivery of TDLWD-funded employment, training, and placement services, excluding those that require a commitment, such as a classroom training, by the partner staff administering the service.</p> |
| <p>20. AUTHORITY AND SIGNATURES (WIOA Final Rules §678.500(d)) (Tennessee MOU/IFA Instructions Page 10) If additional space is needed, please include an attachment referencing this section.</p> <ul style="list-style-type: none"> • Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA |
| <p>All individuals signing the MOU have the authority to represent and sign on behalf of their respective program under WIOA. The parties agree that the provisions contained herein are subject to all applicable federal, state, and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants and maintenance of data and other confidential information relating to the AJC customers.</p> <p>All signatories certify the information contained within has been read and all questions have been asked and answered satisfactorily. Additionally, parties agree that signing this document certifies the signatory's understanding of the terms outlined herein and agreement with the MOU, Operating Budget, and IFA.</p> |
| <p>21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)</p> <ul style="list-style-type: none"> • Services Matrix - Attachment II • Individual AJC Budget Template – Attachment III • Individual AJC Budget Instructions – Attachment IV |

WORKFORCE LOCAL DEVELOPMENT BOARD CHAIR

Signature

Printed Name

Title

Date

Organization

CHIEF LOCAL ELECTED OFFICIAL

| | |
|--------------|--------------|
| Signature | Printed Name |
| Title | Date |
| Organization | |

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

TITLE III- EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TITLE IV – REHABILITATION SERVICES

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV- REHABILITATION SERVICES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

UNEMPLOYMENT INSURANCE

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TRADE READJUSTMENT ALLOWANCE (TRA)

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TRADE ADJUSTMENT ASSISTANCE (TAA)

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE ADJUSTMENT ASSISTANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

MIGRANT AND SEASONAL FARMWORKER PROGRAM

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

NATIONAL FARMWORKER JOBS PROGRAM

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKERS JOBS PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

COOMMUNITY SERVICES BLOCK GRANT (CBSG) PROGRAM

| | |
|--------------|--------------|
| Signature | Printed Name |
| Title | Date |
| Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CBSG PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|--------------|--------------|
| Signature | Printed Name |
| Title | Date |
| Organization | |

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE VI - SCSEP
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

SECOND CHANCE PROGRAM

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SECOND CHANCE PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

JOB CORPS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR JOB CORPS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

YOUTHBUILD

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD
IF DIFFERENT THAN THE SIGNATORY ABOVE**

| | |
|-----------------------|-----------------------|
| _____ Signature | _____ Printed Name |
| _____ Title | _____ Date |
| _____ Organization | |

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

Attachment II – CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

| Required Partners | BASIC CAREER SERVICES | | | | | | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|---|---|---|---|--|---|---|---|
| | Eligibility for Title IB | Outreach, Intake, Orientation | Initial Skills Assessment | Labor Exchange Services Including Job Search and Placement Assistance | Referral and Coordination with Other Programs | Workforce and Labor Market Info & Stats | Performance and Cost Info on Providers of Education and Training and workforce Services | Performance Info for Local Area as a Whole | Info on Availability of Supportive Services | Info and Meaningful Assistance with UI Claims | Assistance Establishing Eligibility for Financial Aid for Non-WIOA Training and Education |
| Title I: Adult, Dislocated Worker, Youth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Title II: Adult Education and Family Literacy | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title III: Employment Programs Under Wagner Peyser | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Title IV: Rehabilitation Services | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Title V: SCSEP | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CSBG | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HUD Employment and Training Activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Corps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Counseling, Training and Placement Services for Veterans | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MSFW | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NFJP | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Post-Secondary CTE under Perkins | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Second Chance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| BASIC CAREER SERVICES | | | | | | | | | | | |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|---|---|---|--|--|---|---|---|
| Required Partners | Eligibility for Title IB | Outreach, Intake, Orientation | Initial Skills Assessment | Labor Exchange Services Including Job Search and Placement Assistance | Referral and Coordination with Other Programs | Workforce and Labor Market Info and Stats | Performance and Cost Info on Providers of Education, Training and Workforce Services | Performance Info for the Local Area as a Whole | Info on Availability of Supportive Services | Info and Meaningful Assistance with UI Claims | Assistance Establishing Eligibility for Financial Aid for Non-WIOA Training and Education |
| TAA | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TANF | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| TRA | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| UI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| YouthBuild | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (specify): TCSEPP* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES

| Required Partners | Comprehensive and Specialized Assessment | Development of Individual Employment Plan | Group Counseling | Individualized Counseling | Career Planning | Short-Term Pre-Vocational Services | Internships and Work Experience | Workforce Preparation Activities | Financial Literacy Services | Out of Area Job Search Assistance | English Language Acquisition | Follow up Services for Participant in Adult and Dislocated Worker |
|--|--|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| Title I: Adult, Dislocated Worker, Youth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Title II: Adult Education and Family Literacy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Title III: Employment Programs under Wagner Peysor | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title IV: Rehabilitation Services | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Title V: SCSEP | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CSBG | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HUD Employment and Training | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Corps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Counseling, Training and Placement Services for Veterans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| MSEW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NEJP | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Post-Secondary CTE under Perkins | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Second Chance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| TAA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TANF | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TRA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| UI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| YouthBuild | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (specify): TCSEPP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S) | |
|--|--|
| Required Partners | OTHER PROGRAMS AND ACTIVITIES PROVIDED |
| Title I: Adult, Dislocated Worker, Youth | |
| Title II: Adult Education and Family Literacy | |
| Title III: Employment Programs under Wagner Peyser | |
| Title IV: Rehabilitation Services | |
| Title V: SCSEP | |
| CSBG | |
| HUD Employment and Training | |
| Job Corps | |
| Job Counseling, Training and Placement Services for Veterans | |
| MSFW | |
| Post-Secondary CTE under Perkins | |
| Second Chance | |
| TAA | |
| TANF | |
| TRA | |
| UI | |
| YouthBuild | |

SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

| PROGRAM | SERVICES PROVIDED THROUGH OWN STAFF | SERVICES PROVIDED THROUGH CROSS-TRAINED STAFF | SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER | SERVICES PROVIDED THROUGH DIRECT LINKAGE |
|--|--|--|--|---|
| Title I: Adult, Dislocated Worker, Youth | All | Services: Partner: Services: | Services: Partner: Services: | Services: Partner: Services: |
| Title II: Adult Education and Family Literacy | All | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: |
| Title III: Employment Programs under Wagner Peyser | All | Partner: Services: | Partner: Services: | Partner: Services: |
| Title IV: Rehabilitation Services | All | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: |
| Title V: SCSEP | | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: |
| CSBG | | Partner: Services: | Partner: Services: | Partner: Services: |
| HUD Employment and Training Activities | | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: | Partner: Services: Partner: Services: |
| Job Corps | | Partner: Services: | Partner: Services: | Partner: Services: |
| Job Counseling, Training and Placement Services for Veterans | | Partner: Services: | Partner: Services: | Partner: Services: |
| MSFW | | Partner: Services: | Partner: Services: | Partner: Services: |
| NEFP | | Partner: Services: | Partner: Services: | Partner: Services: |
| Post-Secondary CTE under Perkins | | Partner: Services: | Partner: Services: | Partner: Services: |
| Second Chance | | Partner: Services: | Partner: Services: | Partner: Services: |
| TAA | | Partner: Services: | Partner: Services: | Partner: Services: |

| PROGRAM | SERVICES PROVIDED THROUGH OWN STAFF | SERVICES PROVIDED THROUGH CROSS-TRAINED STAFF | SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER | SERVICES PROVIDED THROUGH DIRECT LINKAGE |
|------------------|-------------------------------------|---|---|--|
| TANF | | Services; Partner; Services; | Services; Partner; Services; | Services; Partner; Services; |
| TRA | | Partner; Services; | Partner; Services; | Partner; Services; |
| UI | | Partner; Services; | Partner; Services; | Partner; Services; |
| YouthBuild | | Partner; Services; | Partner; Services; | Partner; Services; |
| Other (specify): | | Partner; Services; | Partner; Services; | Partner; Services; |

| SECTION A – BUDGET SUMMARY | |
|--------------------------------------|--|
| Line Items | Instructions |
| Office (site) Location | Enter name of the AJC (i.e., AJC Nashville) |
| Total Infrastructure Costs | Sum of all line item Infrastructure Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 Infrastructure costs of AJCs are defined as non-personnel costs that are necessary for the general operation of the one-stop center, including; rental of the facilities, utilities and maintenance, equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology for the center’s planning and outreach activities (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) This list is not exhaustive. |
| Total Additional Costs | Sum of all line item Additional Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center, Career Services. One-stop partners must ensure that at least some career services described in WIOA sec. 134©(2), are provided at the one-stop center, Shared Operating Costs and Shared Services. One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760). |
| Total Direct Costs | Sum of all line item Direct Cost indicated in Section B-Budget Categories. Direct Costs are attributable to a single grant program partner (i.e., WIOA staff providing ITA assistance only). These are non-shared costs. |
| SECTION B – BUDGET CATEGORIES | |
| Line Items | Instructions |
| a. Personnel | This amount will be the combined total of Administrative and Program wages. As infrastructure costs are non-personnel costs. This line item for infrastructure should be blank |
| o Administrative | Enter the amount of wages for Administrative staff only |
| o Program | Enter the amount of wages of Program staff only |
| b. Fringe Benefits | This amount will be the combined total of Administrative and Program fringe benefits. As infrastructure cost are non-personnel costs, this line item for infrastructure should be blank |
| o Administrative | Enter the amount of fringe benefits for Administrative staff only |
| o Program | Enter the amount of wages of Program staff only |
| c. Travel | Enter the amount for staff related to travel |
| d. Equipment | Enter the amount of funds expended on equipment. Expenditures must meet the prescribed threshold outlined in 2 CFR 200.33 |
| e. Supplies | Enter the amount of funds expended on equipment. Expenditures must meet the prescribed threshold outline in 2 CFR 200.33 |
| f. Contractual | Enter the amount of contractual obligations. For example, OSO costs would be an Additional Costs contractual item. |
| g. Other | Subrecipients are required to submit supporting documentation detailing the amount reflected here as Other Costs. |
| h. Sub-Total | This amount is the total of line items a. through g. |
| i. Indirect Charges | Provide Indirect Costs. Indirect Costs are attributable to an organization or entity and would not be reflected as shared costs, nor would they be allocated. |
| j. TOTALS | Amount reflects the total line item costs by cost category |
| SECTION C – BUDGET NARRATIVE | |
| Budget Narrative | Provide brief narrative in support of the one-stop operating budget |

Note: Each AJC Partner will be required, for each site they have a present in, to complete an individual budget. These budgets will be consolidated into a master budget indicative of the one-stop operating budget and costs (TEGL 17-16).

| Location | Center Type | Partner |
|---------------|---------------|----------------------------------|
| Alamo | Comprehensive | CSPED |
| Alcoa | Affiliate | FLC |
| Ashland City | Specialized | Job Corps |
| Athens | | JVSG - CONS |
| Bolivar | | JVSG - DVOP |
| Brownsville | | JVSG - LVER |
| Camden | | Reentry |
| Carthage | | RESEA - Local |
| Celina | | RESEA - State |
| Centerville | | SCSEP |
| Chattanooga | | SNAP - Local |
| Clarksville | | SNAP - State |
| Cleveland | | TAA |
| Columbia | | TANF |
| Cookeville | | TCAT - Athens |
| Covington | | TCAT - Chattanooga |
| Crossville | | TCAT - Covington |
| Dayton | | TCAT - Crossville |
| Decherd | | TCAT - Crump |
| Dickson | | TCAT - Dickson |
| Dover | | TCAT - Elizabethton |
| Dresden | | TCAT - Harriman |
| Dunlap | | TCAT - Hartsville |
| Dyersburg | | TCAT - Hohenwald |
| Elizabethton | | TCAT - Jacksboro |
| Erin | | TCAT - Jackson |
| Erwin | | TCAT - Knoxville |
| Fayetteville | | TCAT - Livingston |
| Fort Campbell | | TCAT - Mckenzie |
| Franklin | | TCAT - McMinnville |
| Gainesboro | | TCAT - Memphis |
| Gallatin | | TCAT - Morristown |
| Greeneville | | TCAT - Murfreesboro |
| Grundy | | TCAT - Nashville |
| Henderson | | TCAT - Newbern |
| Hohenwald | | TCAT - Onedia |
| Humboldt | | TCAT - Paris |
| Huntingdon | | TCAT - Pulaski |
| Jacksboro | | TCAT - Ripley |
| Jackson | | TCAT - Shelbyville |
| Jamestown | | Ticket to Work |
| Jasper | | Unemployment Insurance |
| Johnson City | | WIOA Title I - Adult |
| Kimball | | WIOA Title I - Dislocated Worker |
| Kingsport | | WIOA Title I - Youth |
| Knoxville | | WIOA Title II - Adult Education |

| Cost Category | Allocation Base | Cost Pool | LWDA |
|-----------------------|-----------------|--------------------------|-----------|
| Additional Costs | Direct | Salaries | East |
| Non-Shared Direct | FTE | Benefits | Northeast |
| Infrastructure Costs | Square Footage | Travel | Southeast |
| | | Printing | Northern |
| | | Utilities | Southern |
| | | Communications | Upper Cur |
| | | Maintenance | Northwes |
| | | Third Party Professional | Southwes |
| | | Supplies | Greater N |
| | | Rentals and Insurance | |
| | | Motor Vehicle Operations | |
| | | Awards | |
| | | Grants and Subsidies | |
| | | Other Expenses | |
| | | Equipment | |
| | | Training for Employees | |
| Data Processing | | | |
| Professional Services | | | |
| Indirect Costs | | | |

Lafayette
Lawrenceburg
Lebanon
Lenoir City
Lewisburg
Lexington
Linden
Livingston
Lynchburg
Maynardville
McMinnville
Memphis- Angelus
Memphis- Beale Street
Memphis- Hickory Hill
Memphis- Walnut Grove
Morristown
Mountain City
Murfreesboro
Nashville
Oak Ridge
Oneida
Paris
Parsons
Pulaski
Ripley
Rockwood
Rogersville
Savannah
Selmer
Sevierville
Shelbyville
Smithville
Sneedville
Somerville
Sparta
Springfield
Tazewell
Tiptonville
Trousdale
Tulahoma
Union City
Vonore
Wartburg
Waverly
Waynesboro
Woodbury

WIOA Title III - Wagner Peyser
WIOA Title IV - Vocational Rehabilitation

Partner Program

| |
|--|
| Adult, Dislocated Workers, and Youth Programs - WIOA Title I |
| Adult Education - (WIOA Title II) |
| RESEA (Re-employment Services Eligibility and Assessment) - Local |
| RESEA (Re-employment Services Eligibility and Assessment) - WIOA Title III |
| SCSEP - WIOA Title V |
| SNAP (Supplemental Nutrition Assistance Program) |
| TAA (Trade Adjustment Assistance) |
| Veterans Services - WIOA Title III |
| Vocational Rehabilitation - WIOA Title IV |
| Wagner-Peyser Employment Services |
| Unemployment Insurance |
| TANF |

Upper Cumberland LWDA Partner

Partner Organization

| |
|--|
| UCLWDB |
| Adult Education |
| UCLWDB |
| UCLWDB |
| UCLWDB |
| TN Department of Labor and Workforce Development |
| TN Department of Labor and Workforce Development |
| TN Department of Labor and Workforce Development |
| TNDHS Vocational Rehabilitation Program |
| TN Department of Labor and Workforce Development |
| TN Department of Labor and Workforce Development |
| DHS |

| Authorization / Category | Physically Co-Located Cookeville AJC |
|--|---|
| WIOA title I Adult, Dislocated Workers, and Youth Programs | Yes |
| WIOA title II Adult Education and Family Literacy Act (AEFLA) program | Yes |
| Re-employment Services Eligibility and Assessment | No |
| WIOA title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange | Yes |
| SCSEP | Yes |
| Supplemental Nutrition Assistance Program | Yes |
| Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.) | Yes |
| Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C. | Yes |
| WIOA title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) | Yes |
| WIOA title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange | Yes |
| UI | Yes |
| TANF | No |

Physically Co-Located Fentress County Affiliate Site**Direct Linkage - Fentress County Affiliate Site**

| | |
|-----|-----|
| No | Yes |
| Yes | No |
| No | No |
| No | Yes |

| Row Labels | Cost | |
|--------------------------------|----------------|-------|
| Customers Served | \$ 680,312.00 | |
| Career Services | \$ 347,496.00 | #REF! |
| Infrastructure Costs | \$ 126,862.00 | #REF! |
| Shared Services | \$ 205,954.00 | #REF! |
| FTE | \$ 203,254.00 | |
| Infrastructure Costs | \$ 84,254.00 | |
| Shared Services | \$ 119,000.00 | |
| Number of Internet Connections | \$ 3,693.00 | |
| Infrastructure Costs | \$ 3,693.00 | |
| Number of Telephone Lines | \$ 7,037.00 | |
| Infrastructure Costs | \$ 7,037.00 | |
| Square Footage | \$ 355,910.00 | |
| Infrastructure Costs | \$ 283,377.00 | |
| Shared Services | \$ 72,533.00 | |
| Grand Total | \$1,250,206.00 | |

| LWDA | Location | Center Type | Partner | Cost Category |
|------------------|------------|---------------|---|----------------------|
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Infrastructure Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Infrastructure Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Infrastructure Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Infrastructure Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Infrastructure Costs |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Non-Shared Direct |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | SCSEP | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | JVSG - DVOP | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | JVSG - LVER | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title II - Adult Education | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - State | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | SNAP - State | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | TAA | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title III - Wagner Peyser | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title IV - Vocational Rehabilitation | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title I - Adult | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title I - Dislocated Worker | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | WIOA Title I - Youth | Additional Costs |
| Upper Cumberland | Cookeville | Comprehensive | RESEA - Local | Additional Costs |
| Upper Cumberland | Crossville | Comprehensive | SCSEP | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | WIOA Title II - Adult Education | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | RESEA - State | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | SNAP - State | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | JVSG - DVOP | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | JVSG - LVER | Non-Shared Direct |
| Upper Cumberland | Crossville | Comprehensive | WIOA Title III - Wagner Peyser | Non-Shared Direct |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Additional Costs |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Additional Costs |
| Upper Cumberland | Jamestown | Affiliate | SCSEP | Additional Costs |
| Upper Cumberland | Lafayette | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Lafayette | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Lafayette | Affiliate | SCSEP | Non-Shared Direct |
| Upper Cumberland | Lafayette | Affiliate | SCSEP | Non-Shared Direct |

| Tennessee | | |
|---------------------------|---|-----------------|
| ONE-STOP OPERATING BUDGET | | |
| Cost Pool | Cost Item | Allocation Base |
| Salaries | Adult Ed Staff | Direct |
| Benefits | Adult Ed Staff | Direct |
| Travel | Adult Ed Staff | Direct |
| Maintenance | Adult Ed Staff | FTE |
| Rentals and Insurance | Adult Ed Staff | FTE |
| Other Expenses | Adult Ed Staff | FTE |
| Salaries | RESEA - State | Direct |
| Benefits | RESEA - State | Direct |
| Data Processing | RESEA - State | Direct |
| Travel | RESEA - State | Direct |
| Indirect Costs | RESEA - State | FTE |
| Maintenance | RESEA - State | FTE |
| Professional Services | RESEA - State | Direct |
| Supplies | RESEA - State | FTE |
| Third Party Professional | RESEA - State | Direct |
| Rentals and Insurance | RESEA - State | FTE |
| Utilities | RESEA - State | FTE |
| Salaries | SCSEP | Direct |
| Benefits | SCSEP | Direct |
| Travel | SCSEP | Direct |
| Third Party Professional | SCSEP | Direct |
| Supplies | SCSEP | FTE |
| Indirect Costs | SCSEP | FTE |
| Other Expenses | SCSEP | FTE |
| Other Expenses | JVSG - DVOP | FTE |
| Other Expenses | JVSG - LVER | FTE |
| Other Expenses | Adult Ed Staff | FTE |
| Other Expenses | RESEA - State | FTE |
| Other Expenses | SNAP Staff | FTE |
| Other Expenses | TAA Staff | FTE |
| Other Expenses | Wagner Peyser Staff | FTE |
| Other Expenses | WIOA Title IV - Vocational Rehabilitation | FTE |
| Other Expenses | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | FTE |
| Benefits | SCSEP | Direct |
| Benefits | Adult Ed Staff | Direct |
| Benefits | RESEA - State | Direct |
| Benefits | SNAP Staff | Direct |
| Benefits | JVSG - DVOP | Direct |
| Benefits | JVSG - LVER | Direct |
| Benefits | Wagner Peyser Staff | Direct |
| Salaries | SCSEP | Direct |
| Benefits | SCSEP | Direct |
| Travel | SCSEP | Direct |
| Third Party Professional | SCSEP | Direct |
| Supplies | SCSEP | Square Footage |
| Indirect Costs | SCSEP | Square Footage |
| Other Expenses | SCSEP | Square Footage |
| Salaries | SCSEP | Direct |
| Benefits | SCSEP | Direct |
| Travel | SCSEP | Direct |
| Third Party Professional | SCSEP | Direct |

| | Cost | Column1 |
|----|-----------|---------|
| \$ | 49,698.00 | |
| \$ | 17,394.14 | |
| \$ | 2,500.00 | |
| \$ | 2,500.00 | |
| \$ | 2,500.00 | |
| \$ | 6,750.00 | |
| \$ | 51,764.56 | |
| \$ | 31,728.89 | |
| \$ | 442.39 | |
| \$ | 979.99 | |
| \$ | 11,246.61 | |
| \$ | 2,000.00 | |
| \$ | 6,811.23 | |
| \$ | 205.08 | |
| \$ | 1,537.39 | |
| \$ | 6,500.00 | |
| \$ | 1,500.00 | |
| \$ | 13,473.34 | |
| \$ | 3,164.40 | |
| \$ | 1,097.34 | |
| \$ | 142.24 | |
| \$ | 135.00 | |
| \$ | 1,665.00 | |
| \$ | 125.00 | |
| \$ | - | |
| \$ | 4,500.00 | |
| \$ | 250.00 | |
| \$ | 250.00 | |
| \$ | 250.00 | |
| \$ | 250.00 | |
| \$ | 15,000.00 | |
| \$ | 250.00 | |
| \$ | 500.00 | |
| \$ | 500.00 | |
| \$ | 500.00 | |
| \$ | 500.00 | |
| \$ | 1,240.34 | |
| \$ | 28,010.85 | |
| \$ | 23,634.68 | |
| \$ | 13,676.20 | |
| \$ | 15,375.66 | |
| \$ | 76,876.91 | |
| \$ | 9,113.86 | |
| \$ | 2,235.47 | |
| \$ | 85.37 | |
| \$ | 81.40 | |
| \$ | 185.56 | |
| \$ | 2,300.00 | |
| \$ | 293.18 | |
| \$ | - | |
| \$ | - | |
| \$ | - | |
| \$ | - | |



| | | |
|--------------------------|---|----------------|
| Supplies | SCSEP | Square Footage |
| Indirect Costs | SCSEP | Square Footage |
| Other Expenses | SCSEP | Square Footage |
| Salaries | SNAP Staff | Direct |
| Benefits | SNAP Staff | Direct |
| Travel | SNAP Staff | Direct |
| Maintenance | SNAP Staff | FTE |
| Rentals and Insurance | SNAP Staff | FTE |
| Indirect Costs | SNAP Staff | FTE |
| Professional Services | SNAP Staff | Direct |
| Data Processing | SNAP Staff | Direct |
| Supplies | SNAP Staff | FTE |
| Third Party Professional | SNAP Staff | Direct |
| Salaries | TAA Staff | Direct |
| Benefits | TAA Staff | Direct |
| Travel | TAA Staff | Direct |
| Maintenance | TAA Staff | FTE |
| Rentals and Insurance | TAA Staff | FTE |
| Data Processing | TAA Staff | Direct |
| Indirect Costs | TAA Staff | FTE |
| Professional Services | TAA Staff | Direct |
| Supplies | TAA Staff | FTE |
| Third Party Professional | TAA Staff | Direct |
| Salaries | JVSG - DVOP | Direct |
| Benefits | JVSG - DVOP | Direct |
| Travel | JVSG - DVOP | Direct |
| Data Processing | JVSG - DVOP | Direct |
| Indirect Costs | JVSG - LVER | FTE |
| Maintenance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Professional Services | JVSG - DVOP | Direct |
| Supplies | JVSG - DVOP | FTE |
| Third Party Professional | JVSG - DVOP | Direct |
| Salaries | JVSG - LVER | Direct |
| Benefits | JVSG - LVER | Direct |
| Travel | JVSG - LVER | Direct |
| Maintenance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Supplies | JVSG - LVER | FTE |
| Data Processing | JVSG - LVER | Direct |
| Indirect Costs | JVSG - LVER | FTE |
| Professional Services | JVSG - LVER | Direct |
| Third Party Professional | JVSG - LVER | Direct |
| Salaries | WIOA Title IV - Vocational Rehabilitation | Direct |
| Benefits | WIOA Title IV - Vocational Rehabilitation | Direct |
| Travel | WIOA Title IV - Vocational Rehabilitation | Direct |
| Maintenance | WIOA Title IV - Vocational Rehabilitation | FTE |
| Rentals and Insurance | WIOA Title IV - Vocational Rehabilitation | FTE |
| Other Expenses | WIOA Title IV - Vocational Rehabilitation | FTE |
| Salaries | WIOA Title III - Wagner Peyser | Direct |
| Benefits | WIOA Title III - Wagner Peyser | Direct |
| Travel | Wagner Peyser Staff | Direct |
| Maintenance | Wagner Peyser Staff | FTE |
| Rentals and Insurance | Wagner Peyser Staff | FTE |
| Communications | Wagner Peyser Staff | Direct |
| Data Processing | Wagner Peyser Staff | Direct |
| Indirect Costs | Wagner Peyser Staff | FTE |

| | |
|----|------------|
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | 17,310.92 |
| \$ | 10,692.67 |
| \$ | 411.99 |
| \$ | 2,000.00 |
| \$ | 5,148.77 |
| \$ | 3,772.16 |
| \$ | 4,637.49 |
| \$ | 239.41 |
| \$ | 500.00 |
| \$ | 828.36 |
| \$ | 4,140.56 |
| \$ | 1,728.43 |
| \$ | 99.63 |
| \$ | 2,000.00 |
| \$ | 822.73 |
| \$ | 66.25 |
| \$ | 782.03 |
| \$ | 931.27 |
| \$ | 500.00 |
| \$ | 198.57 |
| \$ | 46,954.63 |
| \$ | 9,320.88 |
| \$ | 2,677.00 |
| \$ | 5,965.15 |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | 13,758.90 |
| \$ | - |
| \$ | 6,563.97 |
| \$ | 1,929.99 |
| \$ | 412.88 |
| \$ | 211.87 |
| \$ | 2,000.00 |
| \$ | 8,281.32 |
| \$ | 1,250.00 |
| \$ | 373.02 |
| \$ | 15,980.60 |
| \$ | 968.88 |
| \$ | 725.11 |
| \$ | 46,508.62 |
| \$ | 16,277.09 |
| \$ | 1,545.00 |
| \$ | 2,000.00 |
| \$ | 6,695.00 |
| \$ | 2,500.00 |
| \$ | 145,197.19 |
| \$ | 74,385.87 |
| \$ | 4,965.32 |
| \$ | 3,500.00 |
| \$ | 29,643.47 |
| \$ | 500.00 |
| \$ | 1,575.19 |
| \$ | 36,565.88 |

| | |
|----|-----------|
| \$ | 27,339.71 |
| \$ | 692.16 |
| \$ | 5,945.53 |
| \$ | 51,762.80 |
| \$ | 53,701.22 |
| \$ | 2,869.40 |
| \$ | 554.52 |
| \$ | 744.10 |
| \$ | 4,285.58 |
| \$ | 859.68 |
| \$ | 8,380.67 |
| \$ | 7,530.04 |
| \$ | 2,526.32 |
| \$ | 842.11 |
| \$ | 1,684.22 |
| \$ | - |
| \$ | 1,684.22 |
| \$ | 2,700.00 |
| \$ | 842.11 |
| \$ | 842.11 |
| \$ | 842.11 |
| \$ | 1,684.22 |
| \$ | 2,986.88 |
| \$ | 2,428.41 |
| \$ | 5,096.35 |
| \$ | 3,388.49 |
| \$ | 1,661.51 |
| \$ | 15.00 |
| \$ | 15.00 |
| \$ | 1,336.46 |
| \$ | 903.35 |
| \$ | 483.12 |
| \$ | 35.28 |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | 1,456.36 |
| \$ | 1,251.74 |
| \$ | 8,830.21 |
| \$ | 4,789.71 |
| \$ | - |
| \$ | 15,000.00 |
| \$ | 32,671.03 |
| \$ | 6,306.76 |
| \$ | 6,255.07 |
| \$ | 4,649.58 |
| \$ | 2,470.49 |
| \$ | 2,000.00 |
| \$ | 1,158.95 |
| \$ | 502.79 |
| \$ | 2,062.48 |
| \$ | 1,033.31 |
| \$ | 3,509.08 |
| \$ | 2,489.89 |
| \$ | 734.20 |
| \$ | 463.79 |

| | | |
|--------------------------|---|--------|
| Other Expenses | SCSEP | FTE |
| Other Expenses | Adult Ed Staff | FTE |
| Other Expenses | WIOA Staff | Direct |
| Other Expenses | WIOA Staff | Direct |
| Other Expenses | WIOA Staff | Direct |
| Professional Services | RESEA - State | Direct |
| Professional Services | SNAP Staff | Direct |
| Professional Services | JVSG - DVOP | Direct |
| Professional Services | JVSG - LVER | Direct |
| Salaries | TAA Staff | Direct |
| Benefits | TAA Staff | Direct |
| Professional Services | TAA Staff | Direct |
| Indirect Costs | TAA Staff | FTE |
| Professional Services | Wagner Peyser Staff | Direct |
| Rentals and Insurance | Adult Ed Staff | FTE |
| Rentals and Insurance | RESEA - State | FTE |
| Rentals and Insurance | SNAP Staff | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Rentals and Insurance | JVSG - CONS | FTE |
| Salaries | SCSEP | Direct |
| Salaries | Adult Ed Staff | Direct |
| Salaries | RESEA - State | Direct |
| Salaries | SNAP Staff | Direct |
| Salaries | JVSG - DVOP | Direct |
| Salaries | JVSG - LVER | Direct |
| Salaries | Wagner Peyser Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Supplies | SCSEP | FTE |
| Supplies | RESEA - State | FTE |
| Supplies | SNAP Staff | FTE |
| Supplies | JVSG - DVOP | FTE |
| Supplies | JVSG - LVER | FTE |
| Other Expenses | JVSG - LVER | FTE |
| Other Expenses | Wagner Peyser Staff | FTE |
| Supplies | Wagner Peyser Staff | FTE |
| Supplies | WIOA Staff | Direct |
| Third Party Professional | SCSEP | Direct |
| Salaries | WIOA Title IV - Vocational Rehabilitation | Direct |
| Benefits | WIOA Title IV - Vocational Rehabilitation | Direct |
| Travel | WIOA Title IV - Vocational Rehabilitation | Direct |
| Maintenance | WIOA Title IV - Vocational Rehabilitation | FTE |
| Rentals and Insurance | WIOA Title IV - Vocational Rehabilitation | FTE |
| Other Expenses | WIOA Title IV - Vocational Rehabilitation | FTE |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |

| | |
|----|------------|
| \$ | 83.35 |
| \$ | 6,500.00 |
| \$ | 4,339.48 |
| \$ | 3,581.79 |
| \$ | 5,960.11 |
| \$ | 3,044.93 |
| \$ | 2,098.81 |
| \$ | 2,933.84 |
| \$ | 272.12 |
| \$ | 1,168.29 |
| \$ | 914.97 |
| \$ | 9.27 |
| \$ | 305.85 |
| \$ | 11,560.36 |
| \$ | 4,120.00 |
| \$ | 9,480.46 |
| \$ | 9,751.64 |
| \$ | 14,038.52 |
| \$ | 23,649.48 |
| \$ | 26,449.02 |
| \$ | 24,035.64 |
| \$ | 12,189.66 |
| \$ | 3,457.10 |
| \$ | 5,025.74 |
| \$ | 80,031.00 |
| \$ | 41,918.72 |
| \$ | 21,882.33 |
| \$ | 44,409.53 |
| \$ | 3,311.41 |
| \$ | 169,136.55 |
| \$ | 24,839.74 |
| \$ | 22,713.03 |
| \$ | 14,285.89 |
| \$ | 11,067.24 |
| \$ | 93.81 |
| \$ | 59.52 |
| \$ | 23.97 |
| \$ | - |
| \$ | 1,250.00 |
| \$ | 4,500.00 |
| \$ | 5,000.00 |
| \$ | 1,680.39 |
| \$ | 2,500.00 |
| \$ | 2,500.00 |
| \$ | 2,500.00 |
| \$ | 2,500.00 |
| \$ | 43.68 |
| \$ | 50,134.53 |
| \$ | 22,160.98 |
| \$ | 1,750.00 |
| \$ | 1,500.00 |
| \$ | 8,500.00 |
| \$ | 2,884.00 |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |

| | | |
|--------------------------|------------|----------------|
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |

| | | |
|--------------------------|---------------------|----------------|
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | FTE |
| Maintenance | WIOA Staff | FTE |
| Utilities | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | Direct |
| Third Party Professional | RESEA - State | Direct |
| Third Party Professional | SNAP Staff | Direct |
| Third Party Professional | JVSG - DVOP | Direct |
| Third Party Professional | JVSG - LVER | Direct |
| Third Party Professional | Wagner Peyser Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Training for Employees | JVSG - LVER | FTE |
| Travel | SCSEP | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |

| | |
|----|-----------|
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | 8,437.96 |
| \$ | 849.82 |
| \$ | 108.08 |
| \$ | 103.37 |
| \$ | 231.80 |
| \$ | 2,143.27 |
| \$ | 148.20 |
| \$ | 1,200.00 |
| \$ | 250.00 |
| \$ | - |
| \$ | 1,461.69 |
| \$ | 50,631.38 |
| \$ | 6,825.70 |
| \$ | 3,543.04 |
| \$ | 350.99 |
| \$ | 784.97 |
| \$ | 3,770.34 |
| \$ | 813.96 |
| \$ | 9,908.20 |
| \$ | 8,381.11 |
| \$ | 1,684.22 |
| \$ | 2,090.32 |
| \$ | 1,787.08 |
| \$ | 765.44 |
| \$ | 3,321.09 |
| \$ | 791.48 |
| \$ | 5,522.63 |
| \$ | 306.95 |
| \$ | 133.52 |
| \$ | 166.61 |
| \$ | 75.64 |
| \$ | - |
| \$ | 96.25 |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | - |
| \$ | 22,429.20 |
| \$ | 5,164.49 |
| \$ | 20.63 |
| \$ | 160.42 |
| \$ | 571.85 |
| \$ | 6,179.17 |
| \$ | 637.94 |
| \$ | 1,781.32 |

| | | |
|--------------------------|------------|----------------|
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |

| | | |
|--------------------------|---------------------|----------------|
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | FTE |
| Maintenance | WIOA Staff | FTE |
| Utilities | WIOA Staff | FTE |
| Other Expenses | WIOA Staff | Direct |
| Travel | Adult Ed Staff | Direct |
| Travel | RESEA - State | Direct |
| Travel | SNAP Staff | Direct |
| Travel | JVSG - DVOP | Direct |
| Travel | JVSG - LVER | Direct |
| Travel | Wagner Peyser Staff | Direct |
| Travel | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Utilities | RESEA - State | FTE |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Rentals and Insurance | WIOA Staff | Square Footage |
| Maintenance | WIOA Staff | Square Footage |
| Utilities | WIOA Staff | Square Footage |
| Other Expenses | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |

| | | |
|--------------------------|------------|--------|
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |
| Salaries | WIOA Staff | Direct |
| Benefits | WIOA Staff | Direct |
| Travel | WIOA Staff | Direct |
| Third Party Professional | WIOA Staff | Direct |
| Supplies | WIOA Staff | Direct |
| Indirect Costs | WIOA Staff | Direct |
| Communications | WIOA Staff | Direct |

Cost Allocation and Partner Contributions - A County

| Row Labels | Cost |
|----------------------|-----------------|
| Direct | \$ 1,973,610.90 |
| Non-Shared Direct | \$ 1,973,610.90 |
| Cookeville | \$ 960,498.16 |
| Crossville | \$ 782,617.77 |
| Jamestown | \$ 134,462.91 |
| Lafayette | \$ - |
| Smithville | \$ - |
| Livingston | \$ - |
| Carthage | \$ - |
| McMinnville | \$ - |
| Sparta | \$ 96,032.06 |
| FTE | \$ 512,088.52 |
| Infrastructure Costs | \$ 322,051.27 |
| Cookeville | \$ 163,035.30 |
| Crossville | \$ 159,015.97 |
| Additional Costs | \$ 190,037.25 |
| Cookeville | \$ 105,419.52 |
| Crossville | \$ 84,617.73 |
| Square Footage | \$ 14,822.30 |
| Infrastructure Costs | \$ 12,043.56 |
| Jamestown | \$ 7,693.56 |
| Lafayette | \$ - |
| Smithville | \$ - |
| Livingston | \$ - |
| Carthage | \$ - |
| McMinnville | \$ - |
| Sparta | \$ 4,350.00 |
| Additional Costs | \$ 2,778.74 |
| Jamestown | \$ 2,778.74 |
| Lafayette | \$ - |
| Grand Total | \$ 2,500,521.72 |

This pivot must be refreshed if data in the "County AJC Comp. Budget" tab is updated.

This is a quick way to determine if costs are allocated properly in the County AJC Comp. Budget tab. If an allocation method has more than one classification of costs, the % must be calculated based on location. This feeds into the tab for that allocation (in this case, the FTE tab).

The totals for each allocation method and the grand total also feed into the appropriate tabs going forward. Each future tab should balance to this one.

Full- Time Equivale

| Partner Program | Location | # of Staff | Weekly Staff Hours |
|---|-------------|------------|--------------------|
| WIOA Title II - Adult Education | Cookeville | 2 | 75 |
| RESEA - State | Cookeville | 1 | 38 |
| SCSEP | Cookeville | 1 | 38 |
| SNAP - State | Cookeville | 1 | 38 |
| TAA | Cookeville | 1 | 38 |
| JVSG - CONS | Cookeville | 1 | 38 |
| WIOA Title III - Wagner Peyser | Cookeville | 2 | 75 |
| WIOA Title IV - Vocational Rehabilitation | Cookeville | 1 | 38 |
| WIOA Title I - Adult | Cookeville | 2 | 113 |
| WIOA Title I - Dislocated Worker | Cookeville | 1 | 75 |
| WIOA Title I - Youth | Cookeville | 1 | 75 |
| RESEA - Local | Cookeville | 0 | 0 |
| SCSEP | Crossville | 1 | 38 |
| WIOA Title II - Adult Education | Crossville | 2 | 75 |
| RESEA - State | Crossville | 1 | 38 |
| SNAP - State | Crossville | 1 | 38 |
| JVSG - CONS | Crossville | 0 | 0 |
| TAA | Crossville | 1 | 38 |
| WIOA Title IV - Vocational Rehabilitation | Crossville | 1 | 38 |
| WIOA Title III - Wagner Peyser | Crossville | 2 | 75 |
| WIOA Title I - Adult | Crossville | 1 | 13 |
| WIOA Title I - Dislocated Worker | Crossville | 1 | 13 |
| WIOA Title I - Youth | Crossville | 1 | 13 |
| WIOA Title I - Adult | Smithville | 0 | 0 |
| WIOA Title I - Dislocated Worker | Smithville | 0 | 0 |
| WIOA Title I - Youth | Smithville | 0 | 0 |
| WIOA Title I - Adult | Jamestown | 1 | 13 |
| WIOA Title I - Dislocated Worker | Jamestown | 1 | 13 |
| WIOA Title I - Youth | Jamestown | 1 | 13 |
| WIOA Title I - Adult | Lafayette | 0 | 0 |
| WIOA Title I - Dislocated Worker | Lafayette | 0 | 0 |
| WIOA Title I - Youth | Lafayette | 0 | 0 |
| WIOA Title I - Adult | Livingston | 0 | 0 |
| WIOA Title I - Dislocated Worker | Livingston | 0 | 0 |
| WIOA Title I - Youth | Livingston | 0 | 0 |
| RESEA - Local | Livingston | 0 | 0 |
| WIOA Title I - Adult | Carthage | 0 | 0 |
| WIOA Title I - Dislocated Worker | Carthage | 0 | 0 |
| WIOA Title I - Youth | Carthage | 0 | 0 |
| RESEA - Local | Carthage | 0 | 0 |
| WIOA Title I - Adult | McMinnville | 0 | 9 |

1 An FTE (full-time equivalent) is the hours worked by one employee on a full-time basis. The c used to convert the hours worked by several part-time employees into the hours worked by f employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as per day or 40 hours per work week.

2 These partners/programs are linked virtually through online service access to a program staff via American Job Center resource rooms and through cross-trained front desk staff and other, co-located, partner staff who can provide information and referrals.

Columns A, B, C, and D should link back to the "Office Sharing Payment Ratio" tab. The colors should coordinate with that tab as well.

Column E takes Column B and multiplies it by the Payment Ratio on the Office Sharing Payment Ratio tab. This calculates the % of FTE that partner will be billed for.

Column F calculates the % of FTE of the total FOR THAT LOCATION ONLY. The locations should not co-mingle.

Column G takes Column F and multiplies by the total amount of FTE costs allocated on the Cost By Allocation Base tab, by location. Each location total should match the amount allocated to that location.

Cell E27 should tie back to the Cost by Allocation Base total for FTE and cell F26 needs to match it - as well as the total of cells H26 through K26.

The % of costs calculated on the Cost by Allocation Base tab should be entered under the appropriate column H-K and those columns should multiply the cell in column F to that %.

concept is
full-time
: 8 hours

f member
physically

| | | | |
|----------------------------------|-------------|---|----|
| WIOA Title I - Dislocated Worker | McMinnville | 0 | 9 |
| WIOA Title I - Youth | McMinnville | 0 | 9 |
| RESEA - Local | McMinnville | 0 | 9 |
| WIOA Title I - Adult | Sparta | 1 | 13 |
| WIOA Title I - Dislocated Worker | Sparta | 1 | 13 |
| WIOA Title I - Youth | Sparta | 1 | 13 |

| | | | | |
|-----|--------|-------|-------|--|
| 0.0 | 0.00% | \$ - | \$ - | |
| 0.0 | 0.00% | \$ - | \$ - | |
| 0.0 | 0.00% | \$ - | \$ - | |
| 0.3 | 33.33% | #REF! | #REF! | |
| 0.3 | 33.33% | #REF! | #REF! | |
| 0.3 | 33.33% | #REF! | #REF! | |

Square Footage

| Partner Program | Location |
|---|------------|
| WIOA Title II - Adult Education | Cookeville |
| RESEA - State | Cookeville |
| SCSEP | Cookeville |
| SNAP - State | Cookeville |
| TAA | Cookeville |
| JVSG - DVOP | Cookeville |
| JVSG - LVER | Cookeville |
| WIOA Title IV - Vocational Rehabilitation | Cookeville |
| WIOA Title III - Wagner Peyser | Cookeville |
| WIOA Title I - Adult | Cookeville |
| WIOA Title I - Dislocated Worker | Cookeville |
| WIOA Title I - Youth | Cookeville |
| RESEA - Local | Cookeville |
| SCSEP | Crossville |
| WIOA Title II - Adult Education | Crossville |
| RESEA - State | Crossville |
| SNAP - State | Crossville |
| JVSG - DVOP | Crossville |
| JVSG - LVER | Crossville |
| TAA | Crossville |
| WIOA Title IV - Vocational Rehabilitation | Crossville |
| WIOA Title III - Wagner Peyser | Crossville |
| WIOA Title I - Adult | Crossville |
| WIOA Title I - Dislocated Worker | Crossville |
| WIOA Title I - Youth | Crossville |
| WIOA Title I - Adult | Smithville |
| WIOA Title I - Dislocated Worker | Smithville |
| WIOA Title I - Youth | Smithville |
| WIOA Title I - Adult | Jamestown |
| WIOA Title I - Dislocated Worker | Jamestown |
| WIOA Title I - Youth | Jamestown |
| WIOA Title I - Adult | Lafayette |
| WIOA Title I - Dislocated Worker | Lafayette |
| WIOA Title I - Youth | Lafayette |
| WIOA Title I - Adult | Livingston |
| WIOA Title I - Dislocated Worker | Livingston |
| WIOA Title I - Youth | Livingston |
| RESEA - Local | Livingston |
| WIOA Title I - Adult | Carthage |
| WIOA Title I - Dislocated Worker | Carthage |

| | |
|----------------------------------|-------------|
| WIOA Title I - Youth | Carthage |
| RESEA - Local | Carthage |
| WIOA Title I - Adult | McMinnville |
| WIOA Title I - Dislocated Worker | McMinnville |
| WIOA Title I - Youth | McMinnville |
| RESEA - Local | McMinnville |
| WIOA Title I - Adult | Sparta |
| WIOA Title I - Dislocated Worker | Sparta |
| WIOA Title I - Youth | Sparta |

| | | | | |
|-----|--------|-------|-------|--|
| 0 | 0.00% | \$ - | \$ - | |
| 0 | 0.00% | \$ - | \$ - | |
| 0 | 0.00% | #REF! | #REF! | |
| 0 | 0.00% | #REF! | #REF! | |
| 0 | 0.00% | #REF! | #REF! | |
| 0 | 0.00% | #REF! | #REF! | |
| 139 | 33.33% | #REF! | #REF! | |
| 139 | 33.33% | #REF! | #REF! | |
| 139 | 33.33% | #REF! | #REF! | |

Direct Costs

| Cost Row Labels | Column Labels | |
|---|---------------|---------------|
| | Direct | Grand Total |
| Cookeville | \$ 960,498.16 | \$ 960,498.16 |
| TAA | \$ 7,164.71 | \$ 7,164.71 |
| WIOA Title IV - Vocational Rehabilitation | \$ 64,330.71 | \$ 64,330.71 |
| WIOA Title III - Wagner Peyser | \$ 259,908.81 | \$ 259,908.81 |
| WIOA Title II - Adult Education | \$ 69,592.14 | \$ 69,592.14 |
| WIOA Title I - Youth | \$ 121,349.87 | \$ 121,349.87 |
| WIOA Title I - Dislocated Worker | \$ 68,810.70 | \$ 68,810.70 |
| WIOA Title I - Adult | \$ 117,764.18 | \$ 117,764.18 |
| SNAP - State | \$ 34,120.84 | \$ 34,120.84 |
| RESEA - State | \$ 93,264.45 | \$ 93,264.45 |
| SCSEP | \$ 17,877.32 | \$ 17,877.32 |
| JVSG - DVOP | \$ 64,917.66 | \$ 64,917.66 |
| JVSG - LVER | \$ 1,349.86 | \$ 1,349.86 |
| RESEA - Local | \$ 16,452.15 | \$ 16,452.15 |
| JVSG - CONS | \$ 23,594.76 | \$ 23,594.76 |
| Crossville | \$ 782,617.77 | \$ 782,617.77 |
| TAA | \$ 2,092.53 | \$ 2,092.53 |
| WIOA Title IV - Vocational Rehabilitation | \$ 74,045.51 | \$ 74,045.51 |
| WIOA Title III - Wagner Peyser | \$ 272,400.20 | \$ 272,400.20 |
| WIOA Title II - Adult Education | \$ 110,616.85 | \$ 110,616.85 |
| WIOA Title I - Youth | \$ 31,381.00 | \$ 31,381.00 |
| WIOA Title I - Dislocated Worker | \$ 40,328.16 | \$ 40,328.16 |
| WIOA Title I - Adult | \$ 40,860.35 | \$ 40,860.35 |
| SNAP - State | \$ 39,132.39 | \$ 39,132.39 |
| RESEA - State | \$ 71,656.81 | \$ 71,656.81 |
| SCSEP | \$ 6,406.01 | \$ 6,406.01 |
| JVSG - DVOP | \$ 53,386.68 | \$ 53,386.68 |
| JVSG - LVER | \$ 19,753.19 | \$ 19,753.19 |
| RESEA - Local | \$ 17,799.88 | \$ 17,799.88 |
| JVSG - CONS | \$ 2,758.21 | \$ 2,758.21 |
| Jamestown | \$ 134,462.91 | \$ 134,462.91 |
| WIOA Title I - Youth | \$ 42,975.00 | \$ 42,975.00 |
| WIOA Title I - Dislocated Worker | \$ 38,602.88 | \$ 38,602.88 |
| WIOA Title I - Adult | \$ 41,368.93 | \$ 41,368.93 |
| SCSEP | \$ 11,516.10 | \$ 11,516.10 |
| Lafayette | \$ - | \$ - |
| WIOA Title I - Youth | \$ - | \$ - |
| WIOA Title I - Dislocated Worker | \$ - | \$ - |
| WIOA Title I - Adult | \$ - | \$ - |
| SCSEP | \$ - | \$ - |
| RESEA - Local | \$ - | \$ - |
| Smithville | \$ - | \$ - |
| WIOA Title I - Youth | \$ - | \$ - |

This is a pivot table and should be refreshed everytime data on the AJC Comp Budget tab is updated.
These amounts will be linked to the final two tabs to ensure all Non-Shared Direct costs are reflected properly.

| | | |
|----------------------------------|-----------------|-----------------|
| WIOA Title I - Dislocated Worker | \$ - | \$ - |
| WIOA Title I - Adult | \$ - | \$ - |
| Livingston | \$ - | \$ - |
| WIOA Title I - Youth | \$ - | \$ - |
| WIOA Title I - Dislocated Worker | \$ - | \$ - |
| WIOA Title I - Adult | \$ - | \$ - |
| RESEA - Local | \$ - | \$ - |
| Carthage | \$ - | \$ - |
| WIOA Title I - Youth | \$ - | \$ - |
| WIOA Title I - Dislocated Worker | \$ - | \$ - |
| WIOA Title I - Adult | \$ - | \$ - |
| RESEA - Local | \$ - | \$ - |
| McMinnville | \$ - | \$ - |
| WIOA Title I - Youth | \$ - | \$ - |
| WIOA Title I - Dislocated Worker | \$ - | \$ - |
| WIOA Title I - Adult | \$ - | \$ - |
| RESEA - Local | \$ - | \$ - |
| Sparta | \$ 96,032.06 | \$ 96,032.06 |
| WIOA Title I - Youth | \$ 55,306.08 | \$ 55,306.08 |
| WIOA Title I - Dislocated Worker | \$ 27,241.79 | \$ 27,241.79 |
| WIOA Title I - Adult | \$ 13,484.19 | \$ 13,484.19 |
| Grand Total | \$ 1,973,610.90 | \$ 1,973,610.90 |

Total Partner Contributions - By Cos

| Partner Program | Location | Infrastructure Costs |
|---|------------|----------------------|
| WIOA Title II - Adult Education | Cookeville | #REF! |
| RESEA - State | Cookeville | #REF! |
| SNAP - State | Cookeville | #REF! |
| TAA | Cookeville | #REF! |
| JVSG - CONS | Cookeville | #REF! |
| SCSEP | Cookeville | #REF! |
| WIOA Title III - Wagner Peyser | Cookeville | #REF! |
| WIOA Title IV - Vocational Rehabilitation | Cookeville | #REF! |
| WIOA Title I - Adult | Cookeville | #REF! |
| WIOA Title I - Dislocated Worker | Cookeville | #REF! |
| WIOA Title I - Youth | Cookeville | #REF! |
| RESEA - Local | Cookeville | #REF! |
| SCSEP | Crossville | #REF! |
| WIOA Title II - Adult Education | Crossville | #REF! |
| RESEA - State | Crossville | #REF! |
| SNAP - State | Crossville | #REF! |
| JVSG - CONS | Crossville | #REF! |
| TAA | Crossville | #REF! |
| WIOA Title IV - Vocational Rehabilitation | Crossville | #REF! |
| WIOA Title III - Wagner Peyser | Crossville | #REF! |
| WIOA Title I - Adult | Crossville | #REF! |
| WIOA Title I - Dislocated Worker | Crossville | #REF! |
| WIOA Title I - Youth | Crossville | #REF! |
| RESEA - Local | Crossville | \$ - |
| WIOA Title I - Adult | Smithville | #REF! |
| WIOA Title I - Dislocated Worker | Smithville | #REF! |
| WIOA Title I - Youth | Smithville | #REF! |
| SCSEP | Jamestown | \$ - |
| WIOA Title I - Adult | Jamestown | #REF! |
| WIOA Title I - Dislocated Worker | Jamestown | #REF! |
| WIOA Title I - Youth | Jamestown | #REF! |
| SCSEP | Lafayette | \$ - |
| RESEA - Local | Lafayette | \$ - |
| WIOA Title I - Adult | Lafayette | #REF! |
| WIOA Title I - Dislocated Worker | Lafayette | #REF! |
| WIOA Title I - Youth | Lafayette | #REF! |
| WIOA Title I - Adult | Livingston | \$ - |
| WIOA Title I - Dislocated Worker | Livingston | \$ - |
| WIOA Title I - Youth | Livingston | \$ - |
| RESEA - Local | Livingston | \$ - |
| WIOA Title I - Adult | Carthage | \$ - |
| WIOA Title I - Dislocated Worker | Carthage | \$ - |
| WIOA Title I - Youth | Carthage | \$ - |

| | | |
|----------------------------------|-------------|-------|
| RESEA - Local | Carthage | \$ - |
| WIOA Title I - Adult | McMinnville | #REF! |
| WIOA Title I - Dislocated Worker | McMinnville | #REF! |
| WIOA Title I - Youth | McMinnville | #REF! |
| RESEA - Local | McMinnville | #REF! |
| WIOA Title I - Adult | Sparta | #REF! |
| WIOA Title I - Dislocated Worker | Sparta | #REF! |
| WIOA Title I - Youth | Sparta | #REF! |

TOTAL

| | | | | |
|----|---|-------|-------|-------|
| \$ | - | | | |
| \$ | - | | | \$ - |
| \$ | - | | | \$ - |
| \$ | - | | | \$ - |
| \$ | - | | | \$ - |
| \$ | - | #REF! | #REF! | #REF! |
| \$ | - | #REF! | #REF! | #REF! |
| \$ | - | #REF! | #REF! | #REF! |

#REF!



Date: March 14, 2025

To: Malaysia Talbert

From: Lynda Huddleston

RE: Adult Education MOU Pre-Apprenticeship with CVS Pharmacy

Please add the following item to the BOE Agenda for the April 2025 meeting.

Approval of the MOU between CVS Pharmacy and Putnam County BOE to provide a Pre-Apprenticeship program for Pharmacy Technician from Adult Education funds effective April 1, 2025-April 1, 2026.

received
03-14-25 MAT *CH*



Pre-Apprenticeship MOU (Memorandum of Understanding)

EMPLOYER AGREEMENT

ADOPTED BY

Employer:

CVS

DEVELOPED IN COOPERATION WITH THE

Training Provider:

Putnam County Schools



EMPLOYER AGREEMENT

This Memorandum of Understanding (MOU) is made on **Date** 2/20/2025,
between **Employer** CVS and
Training Provider Putnam County Schools,
("Partners") for the purpose of preparing a skilled workforce aligned with the
framework of **Employer's** CVS
Registered Apprenticeship Program, **Apprenticeship Program #** 2022-TN-113098.

Purpose: The purpose of this MOU is to provide the framework of the training to be completed and the employer commitment to the program.

Partner Obligations:

- **Training Partner** agrees to recruit, train, and test individuals in the coursework noted below.

Note any and all training, testing levels, work experience the individuals would need to complete to be eligible for an interview with the employer.

Aztec Pharmacy tech training

Soft skills training

Adult Education: reading and math

Students who complete the training programs, and meet the minimum qualifications outlined by **Employer** will be connected to the Employer for an interview for a Pharmacy Technician position with the company.

- **Employer** agrees to interview all individuals who complete the pre-apprenticeship coursework and meets the following criteria.

- List all required criteria to interview

Successfully complete Aztec pharmacy tech training

Have earned a high school diploma or equivalent



Meet with Duane Rohr, Sr Manager Workforce
Successfully complete Virtual Job Tryout and application

The employer agrees to conduct interviews within two months of the date the individual completes the pre-apprenticeship and the employer is made aware the candidate is ready to interview.

Term:

The arrangement made by the Partners by this MOU shall remain in place from **Date** 4/1/2025 until **Date** 4/1/2026. The term can be extended only by agreement of all Partners, and documented in an addendum to this MOU.

Reviewed and Approved by:

Training Provider:

Employer:

Signature:

Signature:

Title:

Title:

Sr Manager Workforce

Date:

Date:

02/25/2025





Date: March 19, 2025

To: Malaysia Talbert

From: Lynda Huddleston

RE: Fentress County Lease for Board Approval

Please add the following item to the BOE Agenda for the April 2025 board meeting.

Approval of the Lease Agreement between Fentress County Schools and Putnam County Schools for the use of space for Adult Education at \$1,000 per month to be paid from Adult Education funds effective April 1, 2025-June 30, 2025.

received
03-19-25
MTJ 

Prepared By:
Leslie Clark Ledbetter
Attorney at Law
6890 S. York Hwy.
Clarkrange, TN 38553

LEASE AGREEMENT

THIS LEASE (the "Lease") is made and entered into, by and between FENTRESS COUNTY, TENNESSEE (the Property Owner) and Putnam County Board of Education (Upper Cumberland Adult Education) (the "Tenant").

WHEREAS, Property Owner wishes to lease to Tenant, and Tenant wishes to lease from Property Owner, on the terms and conditions set forth in this Lease, a building and real property owned by Property Owner in Fentress County, Tennessee for the purposes of: providing office and meeting space for Adult Education services in Fentress County.

NOW THEREFORE, for and in consideration of the foregoing recitals, and the covenants and agreements set forth herein, and for other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. PREMISES.

Property Owner hereby leases, demises, and lets to Tenant, and Tenant hereby leases, hires, and takes from Property Owner a portion of Office Space at 207 N. Smith Street, Jamestown, TN 38556, being the 2 large rooms and the front office space, as well as shared entryway, restrooms, and kitchen areas, as well as shared parking spaces on the property.

2. TERM.

The term of this Lease (the "Term") commenced on April 1, 2025 and continues through June 30, 2025, with a renewal term of July 1, 2025 through June 30, 2026.

3. RENT.

Payment of Rent: One thousand dollars per month rental payments due and payable by the 10th of each month with an monthly invoice sent to Tenant from Fentress County Finance Office each month. Late fees are 5% of the monthly invoice if received more than 10 days late.

4. COMPLIANCE WITH LAWS.

During the Lease, Tenant, at its sole cost and expense, shall comply with all Applicable laws, ordinances, rule or regulation of any federal, state, or local government or governing entity or authority now in force or which may hereafter be in force, and with

the requirements of any fire insurance underwriters or other similar body now or hereinafter constituted, and of other insurance underwriters, as and to the extent that the same relate to Tenant's particular use of the Premises.

5. UTILITIES, SERVICES AND TAXES.

Electricity and water are included with the rent. Tenant shall pay the entire amount, each and every month, for any other service or utility directly to the service or utility provider.

6. MAINTENANCE AND REPAIRS

Tenant shall keep the premises neat, clean and orderly. Tenant shall be responsible for repairs or replacements necessitated by the negligence or willful misconduct of Tenant or its employees, agents or invitees.

7. ALTERATIONS AND IMPROVEMENTS

Any and all alterations, additions and improvements or installations performed by Tenant shall be performed in compliance with all applicable laws, codes, ordinances, rules and regulations of any governmental authority. Tenant will remove any such additions as portable personal property and will leave any utility improvements as they may make on property, including any trash that is generated each week.

8. INSURANCE.

8.1 Tenant is and shall remain self-insured throughout the term of his lease against claims for personal injury, death or property damage occurring upon or about the Premises up to \$300,000.00 or the limit to which Tenant may be held liable under the Governmental Tort Liability Act, whichever is less.

8.2 Neither party shall be liable to the other for any loss or damage caused by or any of the risks covered by a standard fire and casualty insurance policy with extended coverage or other property damage, whether or not such loss is insured, and there shall be no subrogated claim by one party's insurance against the other party arising out of any such loss. This mutual waiver of subrogation shall preclude the assignment of any property damage insurance claim by way of subrogation to any insurer.

9. ASSIGNMENT AND SUBLETTING

9.1 Tenant shall not transfer, pledge, mortgage, or assign by voluntary act, operation of law or otherwise, its interest under this Lease, without the Property Owner's prior written consent.

9.2 No other persons have rights of use of premises during the time in which Tenant is using the premises other than those listed as Tenants, unless it is for official

County Business and the Upper Cumberland Local Workforce Board shares the common areas & has one office space leased in the building.

10. DEFAULT AND REMEDIES

Any of the following shall constitute a Default ("Default") by Tenant under this Lease: Tenant's failure to perform any of its material obligations under this Lease within thirty (30) days following written notice from Property Owner specifying the nature of such nonperformance. If nonperformance cannot be cured within such (30) thirty-day period, Tenant shall not be in default if Tenant commences to cure such nonperformance within such period and thereafter proceeds in good faith and with reasonable diligence to complete such cure as soon as commercially reasonable. Upon the occurrence of Default, Property Owner may elect to terminate this Lease.

11. SURRENDER UPON TERMINATION

On expiration or earlier termination of this Lease, Tenant shall peaceably surrender the Premises in good condition and repair, and in no worse condition than existed on Commencement Date. Prior to Termination Date, Tenant shall remove all of personal property from the Premises.

12. ACCESS

Tenant shall have access to the Premises at all times. Property Owner shall have the right to enter the Premises, to determine Tenant's compliance with this Lease at any time.

13. NOTICES

Any notice required or permitted under this Agreement shall be in writing and shall be delivered and deemed received by certified or registered mail, in which case it shall be deemed relieved on the date such return receipt is signed. Any such Notice shall be addressed to the parties at the following addresses or at any such addresses as any party shall specify to the other in writing (Notice of Address Change is not required to be sent by certified or registered mail).

If to Tenant: Putnam County School System, Attn: Corby King, 1400 East Spring Street, Cookeville, TN 38501

If to Property Owner: Fentress Co. Executives Office, 101 S. Main Street, Jamestown, TN 38556.

14. SEVERABILITY.

The provisions of this Lease shall be deemed severable from each other, and if for any reason any section, clause, provision or part of is found to be illegal, invalid, unenforceable, or inoperative, such section, clause, provision etc. shall not affect the validity or enforceability of any other section, clause, provision etc.

15. QUIET POSSESSION.

Property Owner warrants that so long as Tenant complies with all Terms of this Lease, it shall be entitled to peaceable and undisturbed possession of the Premises.

16. TIME IS OF THE ESSENCE.

Time is of the essence with respect to all provisions of this lease.

17. GOVERNING LAW.

Anything to the contrary notwithstanding in this Agreement, any dispute arising out of this contract shall be decided in the Chancery Court of Fentress 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 Fentress County, Tennessee, to resolve dispute prior to litigation, but are no obligated to do so. Each party shall be responsible for its own fees and costs.

18. WAIVER.

The waiver of any party hereto of a breach of any provision hereunder shall not operate or be construed as a waiver of any prior or subsequent breach. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

19. ENTIRE AGREEMENT

This Lease contains the entire agreement of the parties.

IN WITNESS THEREOF, the parties have caused this Lease to be executed as of the date set forth below.

▶ WITNESS my hand this the 18 day of MARCH 2025.

Jimmy Johnson Co. Executive
Property Owner

STATE OF Tennessee
COUNTY OF Fentress

Before me, a Notary Public, personally appeared Jimmy Johnson with whom I am personally acquainted, and who, upon oath acknowledged herself to be, the within named bargainer, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal at office in James town TN this the 18 day of March, 2025.

Marva Wright
NOTARY PUBLIC
My commission expires: 12-27-2027



▶ WITNESS my hand this the _____ day of _____ 2025.

Tenant

STATE OF _____
COUNTY OF _____

Before me, a Notary Public, personally appeared _____ with whom I am personally acquainted, and who, upon oath acknowledged himself to be, the within named bargainer, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal at office in _____, _____ this the _____ day of _____, 2025.

NOTARY PUBLIC
My commission expires: _____



PCSS Board Agenda Request

Date: March 26, 2025

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 purchase a Graco Lanelizer 200hs from Sherwin Williams, Cookeville, TN for systemwide striping of parking lots for \$11,388.24 to be paid from 141-72610-499

received
03-27-25 mt



Magura, John <maguraj@pcsstn.com>

Fwd: Sherwin-Williams Price Quote for PUTNAM CO BOARD OF EDUCATIO - PUTNAM CO BOARD OF EDUCATIO

1 message

Erdeljac, Joe <joe.erdeljac@pcsstn.com>
To: John Magura <maguraj@pcsstn.com>

Tue, Mar 25, 2025 at 2:18 PM

*

John,
Please see the provided quote for the Graco LaneLizer 200hs. The price provided is a special show price, as Graco has a show going on in Nashville. This price will only be good till March 31st. After the 31st, the price will increase by 1,341.00. Please let me know if you have any questions. *

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

From: **Norman Vaughn** <norman.r.vaughn@sherwin.com>
Date: Mon, Mar 24, 2025 at 4:05 PM
Subject: Sherwin-Williams Price Quote for PUTNAM CO BOARD OF EDUCATIO - PUTNAM CO BOARD OF EDUCATIO
To: <joe.erdeljac@pcsstn.com>

Attached please find the Sherwin-Williams quote for PUTNAM CO BOARD OF EDUCATIO

This message, including attachments, is confidential and may be privileged. If you are not an intended recipient of this email you are hereby notified that any disclosure, distribution or copying of, or the taking of any action in reliance upon, any information contained in this email is strictly prohibited. If you are not an intended recipient, please notify the sender immediately by return email, then delete and destroy the original message, any attachments and all copies. You should not copy, forward and/or disclose this message, in whole or in part, without permission of the sender. Thank you for your cooperation.

Mr. Joe Erdeljac
Putnam County School System
2400 Walnut Street
Cokerline TN 37036
Cell - (615) 257-1784
Office - (615) 520-1407
Email - joe.erdeljac@pcsstn.com

* MR. ERDELJAC ASKED IF THE PRICE
COULD BE HELD UNTIL APRIL 5TH, 2025
SO WE COULD GET BOARD APPROVAL.
NORM VAUGHN, THE LOCAL STORE MANAGER
HAS AGREED TO DO THAT.

Price Quote - Quote # 7748430.pdf
72K



ACCOUNT # 2114-4866-7
 PUTNAM CO BOARD OF EDUCATIO
 QUOTE # 7748430
 VALID FROM: MAR 24, 2025 - MAR 31, 2025

PROJECT: PUTNAM CO BOARD OF EDUCATIO

Purchase Type: Single Purchase

| Description | Class # | Sales # | Rex # | Size | Gallons/ Units | Price Per Gallon/ Unit | Extended Price |
|---|---------|-----------|-----------|------|-------------------|---------------------------|-------------------|
| LLV200HSSTRD 2MECGN | 5369010 | 100664879 | 100664879 | EACH | 1 | \$11,388.24 | \$11,388.24 |
| Comments: Price is good until March 31st | | | | | | | |

Total Price: \$11,388.24

All prices are per gallon/unit

We thank you for consideration of Sherwin-Williams products and look forward to supplying these products to you.

NOTICE: Please take notice that the quotation set forth above is not a contract and is subject to and conditioned upon approval by Sherwin-Williams. In the event such approval is not obtained, you will be provided with a revised quotation and the quotation set forth above shall be null, void and of no force or effect. The pricing and recommendations detailed in this proposal represent confidential information provided by Sherwin-Williams. We request that it not to be copied or shared with others outside your firm. Please refer to product data pages for surface prep, mixing and application instructions.

Square footage amounts were estimated or given. Coverage of materials are estimated and actual coverages may differ. These guidelines should not be used as absolutes. Sherwin-Williams cannot assume responsibility for job site conditions.

The purchase of the products set forth in this price quote is subject to The Sherwin-Williams Company Terms and Conditions of Sale, which are incorporated in full by this reference and are available at <https://www.sherwin-williams.com/terms-and-conditions>. Sherwin-Williams limits acceptance of the price quote to these Terms and Conditions of Sale, and objects to any different terms in any purchase order, issuance of which indicates purchaser's acceptance of such Terms and Conditions of Sale.



PCSS Board Agenda Request

Date: March 21, 2025

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 renew the contract (Year #3) with Turf Masters Landscape Management, Cookeville, TN for systemwide lawn maintenance with a 3% cost of living increase (as permitted in their contract) and the additional of the new Park View Elementary site for a per mow cost of \$9,197.81 each to be paid from 141-72610-399

received
3-21-25 MT *CM*

Turf Masters Landscape Management
 PO Box 2129
 Cookeville, TN 38502

Estimate

| |
|---|
| Name/Address |
| Putnam County Board of Education 1400 E. Spring Street Cookeville, TN 38501 |

| | | |
|-------------|---------------------|----------------|
| Date | Estimate No. | Project |
| 03/13/25 | 3075 | |

| Item | Description | Quantity | Cost | Total |
|---------------------|------------------------|----------|--------------|----------|
| Lawn Maintenance | Algood Elementry | 1 | 318.27 | 318.27 |
| Lawn Maintenance | Algood Middle | 1 | 318.27 | 318.27 |
| Lawn Maintenance | Avery Trace | 1 | 463.76 | 463.76 |
| Lawn Maintenance | Baxter Elementry | 1 | 318.27 | 318.27 |
| Lawn Maintenance | Burks | 1 | 371.31 | 371.31 |
| Lawn Maintenance | Cane Creek | 1 | 357.67 | 357.67 |
| Lawn Maintenance | Capshaw | 1 | 331.15 | 331.15 |
| Lawn Maintenance | Cookeville High School | 1 | 1,047.26 | 1,047.26 |
| Lawn Maintenance | Cornerstone | 1 | 424.36 | 424.36 |
| Lawn Maintenance | Jere Whitson | 1 | 304.63 | 304.63 |
| Lawn Maintenance | Northeast | 1 | 304.63 | 304.63 |
| Lawn Maintenance | Parkview | 1 | 304.63 | 304.63 |
| Lawn Maintenance | Prescott Elementry | 1 | 357.67 | 357.67 |
| | | | Total | |

| |
|---|
| Name/Address |
| Putnam County Board of Education 1400 E. Spring Street Cookeville, TN 38501 |

| Date | Estimate No. | Project |
|----------|--------------|---------|
| 03/13/25 | 3075 | |

| Item | Description | Quantity | Cost | Total |
|------------------|---------------------------------|----------|--------------|-------------------|
| Lawn Maintenance | Prescott Middle | 1 | 410.72 | 410.72 |
| Lawn Maintenance | Sycamore | 1 | 304.00 | 304.00 |
| Lawn Maintenance | Upperman Middle | 1 | 530.45 | 530.45 |
| Lawn Maintenance | Upperman High | 1 | 530.45 | 530.45 |
| Lawn Maintenance | Star Center | 1 | 132.61 | 132.61 |
| Lawn Maintenance | Technology Center | 1 | 132.61 | 132.61 |
| Lawn Maintenance | Board of Education | 1 | 132.61 | 132.61 |
| Lawn Maintenance | Bus Garage | 1 | 132.61 | 132.61 |
| Lawn Maintenance | White Plains | 1 | 265.22 | 265.22 |
| Lawn Maintenance | Uffleman | 1 | 192.96 | 192.96 |
| Lawn Maintenance | Monterey High | 1 | 530.45 | 530.45 |
| Lawn Maintenance | Baxter Park and Ball Field Area | 1 | 323.57 | 323.57 |
| Lawn Maintenance | Parkview (NEW) | 1 | 357.67 | 357.67 |
| | | | Total | \$9,197.81 |

LAWN MAINTENANCE SERVICE CONTRACT

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

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

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

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

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

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

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

Extension #2 – year 3

Price increase: 3%

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

Extension #2 – year 3
Price increase: 3%

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals this _____ day of _____, 2024

BY: _____
NOTARY

Commission Expires: _____

PUTNAM COUNTY SCHOOL SYSTEM

BY: _____
(Board Chairman)

TURF MASTERS LANDSCAPE MANAGEMENT

BY: _____

Title: _____



Memo to: Corby King
Director of Schools

From: John Magura 
Maintenance Supervisor

Date: March 21, 2025

Subject: Renewal of System-Wide Pest Control Contract for 2025-26

Agenda Item, April 3, 2025, Board Meeting

Request approval to renew the System-wide Pest Control agreement with Optimus Pest Solutions for the 2025-26 school year. The renewal will be effective July 1, 2025 through June 30, 2026 for year 4, extension #3 of the contract.

Thank you for your consideration.

Attachment: Pest Control Services Agreement 2025-2026

received
3-21-25 

PEST CONTROL SERVICES AGREEMENT

2025-2026 (Extension #3, Year 4)

This Pest Control Services Agreement (the "Agreement") is entered into as of July 1, 2024, by and between **OPTIMUS PEST SOLUTIONS** and **PUTNAM COUNTY SCHOOLS**. The Effective Date of this Agreement shall be July 1, 2025 through June 30, 2026.

WHEREAS, **PUTNAM COUNTY SCHOOLS** and **OPTIMUS PEST SOLUTIONS** desire that **OPTIMUS PEST SOLUTIONS** provide pest control services to **PUTNAM COUNTY SCHOOLS**.

NOW THEREFORE, it is mutually agreed as follows:

1. Services Provided:

OPTIMUS PEST SOLUTIONS will provide all services as stipulated within the bid and agree to fulfill all requirements as outlined or implied in the Pest Control bid opened May 20, 2022, and awarded by the Board of Education at the June 2, 2022, Board meeting to **OPTIMUS PEST SOLUTIONS**.

OPTIMUS PEST SOLUTIONS shall be required to meet all conditions of the "Tennessee Application of Pesticides Act of 1978" (T.C.A. 62-21-101 through 62-21-127) and shall be required to provide Material Safety Data Sheets on all chemicals.

2. The Putnam County Board of Education shall have the right to approve any and all personnel assigned to provide services under this agreement.

OPTIMUS PEST SOLUTIONS and its employees and agents agree to comply with all Tennessee and Federal laws with respect to furnishing pest control services to Putnam County Board of Education facilities; and to comply with all policies of the Putnam County Board of Education that affect anyone on **PUTNAM COUNTY SCHOOL** owned property or while in the presence of **PUTNAM COUNTY SCHOOL** personnel/students.

3. Term, Renewal and Termination:

Term: The term of this agreement shall be for one school year commencing July 1, 2025 and expiring June 30, 2026. The Board of Education shall have the option to renew the contract for four one year options at the price noted in section 4.1 (Fees) and on the same terms and conditions. The Board will make a determination with respect to exercising the options to renew at a regular Board meeting each succeeding year.

Renewal: The District reserves the right to renew all aspects of the bid on a year to year basis for four (4) additional years, not to exceed five (5) years in total for the contract maintaining all bid conditions as stated in the Request for Bid. Price re-determination will allow for price increases/decreases annually. The vendor will be allowed to submit a request for price re-determination at annual bid renewal. The Bureau of Labor, Producer Price Index for Other Goods and Services

will be the comparison index that will be used for price re-determinations. This information may be accessed at <http://www.bls.gov/ppi/>

Termination: If **OPTIMUS PEST SOLUTIONS** fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the District shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services. In the event the contract is terminated for due cause by the District, the District shall have the option of awarding the contract to the next lowest bidder or bid again. The District may, by written notice to the vendor, terminate this contract without cause for any reason. Said termination shall not be deemed a breach of contract by the District. The District must give notice of termination to the vendor at least ten (10) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the District be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the contractor shall have no right to any actual general, special, incidental, consequential or any other damages whatsoever of any description or amount.

4. Pest Control Fees and Payment Schedule

4.1 Fees During the term of this Agreement, **PUTNAM COUNTY SCHOOLS** will pay **OPTIMUS PEST SOLUTIONS** per the schedule below:

| | |
|-------------------------------------|------------------------|
| 2022-2023 School Year | \$16,560 |
| 2023-2024 School Year | \$16,560 |
| 2024-2025 School Year | \$16,560 |
| <u>2025-2026 School Year</u> | <u>\$16,560</u> |
| 2026-2027 School Year | \$16,560 |

4.2 Payment Date of monthly service will be arranged with each school principal and nutrition manager as well as arrangements for service of food service area in summer months. The nutrition manager and principal (during the school year) or their designees must be present for the monthly service and must sign the invoice; a copy of the signed invoice for the food service area will be left with the nutrition manager or designee and appropriate school invoice with the principal or appointed designee. **OPTIMUS PEST SOLUTIONS** shall be required to service the indicated area at the close of the day. Additional treatments at no extra cost will be required if evidence of pests or rodents is seen between treatment periods. Such treatments must be conducted within two (2) business days following request. Continued evidence of the presence of pests/rodents and failure of **OPTIMUS PEST SOLUTIONS** to control the problem or delays in responses to requests for additional treatment will result in the contract being voided and the exclusion of the contractor from bidding for a minimum of one (1) year.

OPTIMUS PEST SOLUTIONS will invoice **PUTNAM COUNTY SCHOOLS** monthly for services rendered within that month.

5. Insurance

Pest Control shall be interpreted to mean total rodent and pest removal from the designated area. Service shall be performed by a trained, bonded and insured professional, licensed to perform services and do business in Putnam County Tennessee. **OPTIMUS PEST SOLUTIONS** is

required to provide documentation of license and certificate of liability and workers compensation in the amount of \$1,000,000.

6. Safety

All **PUTNAM COUNTY SCHOOL** sites are drug and alcohol-free workplaces. **OPTIMUS PEST SOLUTIONS** employees or agents will not possess/distribute/consume tobacco, alcohol or any illegal or dangerous substances (such as, but not limited to, vaping) on **PUTNAM COUNTY SCHOOL** property or in the presence of **PUTNAM COUNTY SCHOOL** personnel/students.

In compliance with Tennessee Code Annotated 50-9-113, employers with five or more employees are required to submit an affidavit, which states that they have a "Drug Free Workplace Program" that complies with TCA Title 50 Chapter 9 in effect at the time of bid submission. **OPTIMUS PEST SOLUTIONS** will submit such affidavit prior to signing contract.

7. Independent Contractor:

In the performance of the work, duties, and obligations specified in this Agreement, it is mutually understood and agreed by the parties that **OPTIMUS PEST SOLUTIONS** is at all times acting and performing as an independent contractor to **PUTNAM COUNTY SCHOOLS** in the provision of services. **OPTIMUS PEST SOLUTIONS** and **PUTNAM COUNTY SCHOOLS** expressly negate any intent to create, and this Agreement shall not be construed as creating, any partnership, joint venture, employer-employee relationship, or any other relationship except that of independent contractor.

8. Prohibition of Assignment:

This Agreement is personal to the parties hereto, and neither this Agreement nor any of the rights, privileges or duties arising here from may be assigned, transferred, or delegated unless specifically provided herein.

9. Disputes:

Any disputes arising from the execution of this contract, from the bid process or the performance of any contract awarded will be determined exclusively in the Chancery Court of Putnam County Tennessee. Non-binding arbitration taking place in Cookeville Tennessee may be undertaken with the agreement of both parties. Each party will be responsible for its own fees and costs.

10. Severability:

This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules, and regulations. In the event any provision of this Agreement is held to be invalid, illegal, or unenforceable for any reason and in any respect, and the basis of the bargain of this Agreement is not thereby destroyed, such invalidity, illegality, or unenforceability shall not affect the remainder of this Agreement, which shall be and remain in full force and effect, enforceable in accordance with its terms.

11. Entire Agreement: This Agreement and attachments hereto constitute and express the entire agreement of the parties. This Agreement may be changed, amended or modified only by written agreement endorsed hereon and signed by **OPTIMUS PEST SOLUTIONS** and **PUTNAM COUNTY SCHOOLS** hereto. This Agreement is for the sole benefit of **OPTIMUS PEST SOLUTIONS** and **PUTNAM COUNTY SCHOOLS**.

IN WITNESS WHEREOF, the parties have executed this Agreement this day and year first above written:

PUTNAM COUNTY SCHOOLS

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

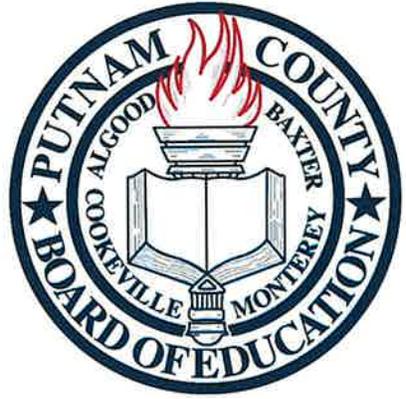
OPTIMUS PEST SOLUTIONS

By: Jeremy Murphy
(Signature)

Name: Jeremy Murphy
(Printed)

Title: Office Manager

Date: 3-21-25



Board Agenda Request

Date March 20, 2025

Department Teaching & Learning

Person Submitting Dr. Chris Winningham

Account Number (if appropriate) 141-71100-535

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the purchase of 287 cap and gown packets for Cookeville High School from Jostens, Shelbyville, TN in the amount of \$16,933.00 to be paid from 141-71100-535.

received
3-20-25 MT CM

PUTNAM COUNTY BOARD OF EDUCATION
 1400 East Spring Street
 Cookeville, Tennessee 38506

Fee Waiver



| | |
|-----------------------------|--|
| Vendor Josten's | Date of Requisition 2-5-2025 |
| P.O. Box 1787 | P.O. Number |
| Shelbyville TN 37162 | P.O. Date |

| ITEM QUANTITY | NUMBER | DESCRIPTION | UNIT | PRICE | TOTAL |
|--|--------|----------------------|------|-------|----------|
| 1 | 287 | Cap and Gown Packets | | 59.00 | 16933.00 |
| <p><i>Fee waiver funds</i></p> <p><i>Acct: 141-71100-535</i></p> | | | | | |

Requested by **Julie Cook Sparks** TOTAL **16933.00**

Deliver to:
Cookeville High School
1 Cavalier Dr
Cookeville TN 38501

School Approval *Karen Trethun*
 Supervisor's Approval _____
 Authorized Approval _____

| Charge to: Account | Amount |
|-----------------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

This requisition is a request to have a purchase order issued, not permission to purchase. An approved Purchase Order must be issued before purchasing. The Accounting Department will not issue a Purchase Order until a completed/approved requisition is submitted.

Danmark Technologies
 Servicing
 CO, TN, FL, AL .
 United States

| | |
|----------------|----------------------------|
| Quote # | 4054 v5 |
| Date | 2025/02/28 |
| Expires | 2025/03/29 |
| Contact | edusales at Danmark |

Prepared for Putnam County Schools
 Angie Smith
 240 Raider Drive
 Cookeville, TN 38501
 United States

 9315202100
 asmith4@pcsstn.com

ACCEPT QUOTE

Putnam CO ASUS vital quote

One-Time Fees

| Item | Qty | Price | Total |
|---|-----|----------|----------|
| Asus Chromebook CR11 CR1104CTA-YZ84T 11.6" Touchscreen Rugged Clamshell Chromebook - HD - Intel N-Se | 1 | \$334.80 | \$334.80 |

Asus Chromebook CR11 CR1104CTA-YZ84T 11.6" Touchscreen Rugged Clamshell Chromebook - HD - Intel N-Series N150 - 8 GB - 64 GB Flash Memory - Mineral Gray - Intel Chip - 1366 x 768 - ChromeOS - Intel UHD Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard

- 8 GB memory is ready to run powerful programs with efficient performance
- The 11.6" 1366 x 768 screen provides a great movie watching experience



| | | | |
|--|---|---------|---------|
| GOG-CROSSWDISEDU-NEW GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | 1 | \$33.00 | \$33.00 |
|--|---|---------|---------|



| Item | Qty | Price | Total |
|--|-----|----------|-----------------|
| Asus Chromebook CR12 CR1204CTA-YZ84 12.2" Rugged Clamshell Chromebook - WUXGA - Intel N-Series N150 | 1 | \$356.40 | \$356.40 |

Asus Chromebook CR12 CR1204CTA-YZ84 12.2" Rugged Clamshell Chromebook - WUXGA - Intel N-Series N150 - 8 GB - 64 GB Flash Memory - Mineral Gray - Intel Chip - 1920 x 1200 - ChromeOS - Intel UHD Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard

- With 8 GB memory, you can switch between various applications without issue
- The 12.2" 1920 x 1200 screen provides a great movie watching experience



| | | | |
|---|---|---------|----------------|
| GOG-CROSSWDISEDU-NEW | 1 | \$33.00 | \$33.00 |
| GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | | | |



| Item | Qty | Price | Total |
|---|-----|----------|-----------------|
| Asus Chromebook CR12 CR1204CTA-YZ84T 12.2" Touchscreen Rugged Chromebook - WUXGA - Intel N-Series N1 | 1 | \$370.44 | \$370.44 |

Asus Chromebook CR12 CR1204CTA-YZ84T 12.2" Touchscreen Rugged Chromebook - WUXGA - Intel N-Series N150 - 8 GB - 64 GB Flash Memory - Mineral Gray - Intel Chip - 1920 x 1200 - ChromeOS - Intel UHD Graphics - IEEE 802.11ax Wireless LAN Standard

- 8 GB memory is ready to run powerful programs with efficient performance
- The 12.2" 1920 x 1200 screen provides a great movie watching experience



| | | | |
|---|---|---------|----------------|
| GOG-CROSSWDISEDU-NEW | 1 | \$33.00 | \$33.00 |
| GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | | | |



| Item | Qty | Price | Total |
|---|-----|----------|-----------------|
| Asus ExpertBook CX54 Chromebook Plus Enterprise CX5400 CX5403CMA-DB562 14" Chromebook - WQXGA - Inte | 1 | \$901.80 | \$901.80 |

Asus ExpertBook CX54 Chromebook Plus Enterprise CX5400 CX5403CMA-DB562 14" Chromebook - WQXGA - Intel Core Ultra 5 115U - 16 GB - 512 GB SSD - Fog Silver - Intel Chip - 2560 x 1600 - ChromeOS - Intel - NanoEdge - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard

- With 16 GB of memory, users can run many programs without losing execution
- The 14" 2560 x 1600 screen provides a great movie watching experience
- 512 GB SSD is enough to store your essential documents and files, favorite songs, movies and pictures



| | | | |
|---|---|---------|----------------|
| GOG-CROSSWDISEDU-NEW | 1 | \$33.00 | \$33.00 |
| GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | | | |



| Item | Qty | Price | Total |
|--|-----|----------|-----------------|
| Asus ExpertBook CX54 Chromebook Plus CX5403CMA-DB562-T 14" Touchscreen Chromebook - WQXGA - Intel Co Asus ExpertBook CX54 Chromebook Plus CX5403CMA-DB562-T 14" Touchscreen Chromebook - WQXGA - Intel Core Ultra 5 115U - 16 GB - 512 GB SSD - Fog Silver - Intel Chip - 2560 x 1600 - ChromeOS - Intel - NanoEdge - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard <ul style="list-style-type: none"> • With 16 GB of memory, users can run many programs without losing execution • The 14" 2560 x 1600 screen provides a great movie watching experience • 512 GB total SSD capacity is enough to store your essential documents and files, favorite songs, movies and pictures | 1 | \$950.40 | \$950.40 |
|  | | | |
| GOG-CROSSWDISEDU-NEW | 1 | \$33.00 | \$33.00 |
| GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | | | |
| CR1104CGA-YZ84 | 1 | \$273.00 | \$273.00 |
| ASUS 11.6IN INTEL N100 8G 64GB CRM | | | |
| GOG-CROSSWDISEDU-NEW | 1 | \$33.00 | \$33.00 |
| GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL | | | |

Please contact us if you have any questions.

Total One-Time **\$3,384.84 USD**

ACCEPT QUOTE

Cost Breakdown

| Category | One-Time Fees |
|---------------------|-----------------------|
| Notebooks | \$2,913.84 |
| Hardware / Hardware | \$471.00 |
| Total | \$3,384.84 USD |

Contract: TIPS Contract 240101 (Technology Solutions, Products, and Services)

Sales tax is not included on quotes but will be calculated and added to invoices



Memo to: Corby King
Director of Schools

From: Mark McReynolds *Mark McReynolds*
Chief Financial Officer

Date: March 15, 2025

Subject: Printing Services

Agenda Item, April 3, 2025, Board Meeting

Recommend approval for Print Link Printing to continue to provide system-wide printing services effective July 1, 2025 through June 30, 2026.

Thank you for your consideration.

received
3-12-25 *mr*



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

Date _____ 4/3/25
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

_____ Backup included

X Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to enter into a Retainage Agreement with First National Bank of Tennessee and Lakeland Electric to establish an interest-bearing account at a financial institution to house the retainage funds related to the Cookeville High School Auditorium Lighting upgrades project per State of Tennessee requirements.

received
03-26-25 MAF *MAF*

RETAINAGE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of ____, 2025__, by and among PUTNAM COUNTY BOARD OF EDUCATION ("Owner"); Lakeland Electric ("Contractor"); and First National Bank of Tennessee (Bank), with an office located in Livingston, TN ("Bank").

WITNESSETH:

WHEREAS, Owner and Contractor have heretofore entered into a construction contract dated March 10, 2025 (the "Contract"), of Owner, pursuant to a certain project known as the CHS Auditorium Lighting Replacement project, located in Cookeville, Putnam County, Tennessee, with the contract providing that Owner is to retain five percent (5%) of all payment requests of Contractor as more specifically set forth in the Contract, to which specific reference is hereby made; and

WHEREAS, Owner and Contractor are desirous of creating an escrow account with Bank for the deposit of such retainage; and

WHEREAS, Bank has agreed to act as escrow agent to receive and hold the retainage paid to it until the receipt of a release by the Owner.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants and promises hereafter set forth, the parties hereto agree as follows:

1. Owner hereby agrees to pay all retainage held pursuant to the Contract to Bank, to be held by Bank in separate interest-bearing escrow account (the "Escrow Account").
2. The Escrow Account shall be owned by Contractor, subject to the Owner's lien to secure Contractor's performance of the Contract and to pay all Contractor's subcontractors and suppliers.
3. The Bank may not release the principal or interest of the funds to the Contractor without prior written authorization from the Putnam County Board of Education unless release is otherwise required by applicable Tennessee law.
4. The Owner retains a security interest in the Escrow Account to secure the Contractor's performance of the Contract and payment of Contractor's subcontractors and suppliers. This security interest shall terminate upon Owner's execution of a release, to the extent of such release unless applicable Tennessee law provides otherwise.
5. So long as retainage remains on deposit and Contractor is not in default of Contract, all interest earned on deposited retainage shall go to the Contractor.
6. Upon satisfactorily final completion of the contract by Contractor in accordance with the provisions of the Contract, pursuant to T.C.A. 66-11-143 (c) Owner shall forward a written release to Bank, whereupon all or a

portion of the amounts held in the Escrow Account may be released and paid, together with any interest thereon, to Contractor by Bank.

7. Should a dispute arise between Owner and Contractor whereby Owner fails to execute and deliver a release to Bank, Bank shall not be liable to either Owner or Contractor for failure to deliver the amounts on deposit in the Escrow Account, with interest thereon, to Contractor. In the event that litigation ensues between Owner and Contractor, Bank shall tender into the registry or custody of any Putnam County Court of competent jurisdiction all assets or property held by Bank pursuant to the terms of this Agreement, together with such pleadings as it deems appropriate and thereupon be discharged from all further duties and liabilities under this Agreement.
8. Bank may resign as Escrow Agent by transferring the funds to another bank selected by the Owner and Contractor.
9. The venue for any litigation related to this agreement shall be in Putnam County, Tennessee.

Approved as to form
This ____ day of _____, 2024

owner:
Putnam County Board of Education

By _____
Board Chairman

Contractor:
Lakeland Electric

By _____

Its _____

Bank:
First National Bank of Tennessee

By _____

Its _____



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

Date _____ 4/3/2025
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 purchase library furniture for Sycamore Elementary School from Ernie Morris in the amount of \$10,675.00 paid from 141-71100-722-02117.

received
03-27-25 *mt*

Ernie Morris Enterprises, Inc.
 P O Box 818
 Bushnell FL 33513
 www.erniemorris.com



Quote #: EKT03122025

SYCAMORE ES

R1- 3/26/2025
 Date: 3/12/2025

QUOTATION
DELIVERED & INSTALLED
TIPS CONTRACT
230301

This quote prepared for:
 Putnam County School System
 1400 East Spring Street
 Cookeville, TN 38506

Quoted by: Lisa Kirkus
 615-806-4943
 lkirkus@erniemorris.com

| LIBRARY | | | | | | |
|--|--------------------------|--|------|----------|------------|-------------|
| MFGR | Part Number | Description | Qty. | Sell | Ext Sell | |
|  | ACB AS4L16 | Alphabet, Seating, 4L, 16", Poly Shell D Boot Onyx 4 Titanium Z Azure | 50 | \$107.50 | \$5,375.00 | |
|  | ACB DTT-ST60E | Shape Tbl Top, Star, 60, Lam-Banded Flat Edge; Legs must be ordered separately; Requires 5 Legs. 0 Standard Laminates HS Handspun Slate HS HANDSPUN SLATE EDGE | 10 | \$367.50 | \$3,675.00 | |
|  | ACB DTLP-4F27.3.4 | 27" Fixed Leg, Nylon Glide, Titanium, 4-pack 13 sets of 4 legs needed | 13 | \$125.00 | \$1,625.00 | |
| | | | | | Subtotal: | \$10,675.00 |

Total including Delivery and Installation: \$10,675.00

Sales Tax, if applicable, will be added to your invoice.

Approved By: _____
Name

Title

Date: _____
PO: _____

· Prices of items with fabric may change if different fabrics are selected. If no fabric is selected, the price is based on the standard fabric for that item, usually grade II or III.

· Furniture is made to order and is not returnable.

· Drawings must be checked by customer for accuracy of dimensions, location of doors, windows, built-ins, power and data receptacles.

· Quote number must be referenced on purchase order.

· Manufacturer warranties apply.

· Order changes must be in writing.

· All designs, plans, layouts, drawings and specifications are the property of EMEI and may not be used, reproduced or distributed, in whole or part, without prior written consent.

· All dimensions in this quote are nominal.

· We are pleased to provide these drawings and quotes in response to your request. The documents are provided to you without charge by Ernie Morris Enterprises, Inc. (EMEI) for marketing purposes only. They identify and depict office furniture products that could become freestanding, non-structural elements to be placed within the end users building. These documents are not intended to contain any specification, plan or depiction by EMEI of, or otherwise reflect any opinion, direction or proposal by EMEI with respect to any non-structural elements of the end user's building. To the extent the documents contain any depiction of any structural or non-structural elements of the end user's building; they are for reference purposes only.



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

Date _____ 4/3/2025
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 Energy Systems Group in the amount of \$477,928.57 and First National Bank of Tennessee (retainage) in the amount of \$25,154.44 for pay application #4 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

received
03-24-25 mmf

TO OWNER: Fulham County School System TN
1400 East Spring Street
Cookeville, TN 38506

PROJECT: CPBNA00578
CONTRACT DATE: 10/02/2024

VALUATION NUMBER: 4
APPLICATION DATE: 03/19/2025
PERIOD TO: 03/31/2025
ESG JOB NUMBER: CPBNA00578

FROM CONTRACTOR: Energy Systems Group
9877 Eastgate Court
Newburgh, IN 47630

ACH & EEL information (inbound & outbound):
ABA: 071006486
CIBC (Chicago, IL)
For the Benefit of Energy Systems Group, LLC
Account 1070134

Payment by Mail
Energy Systems Group
PO BOX 713990
Chicago, IL 60677-1527

Wire Transfers (inbound & outbound):
ABA: 071006486
CIBC (Corp office in Chicago)
For the Benefit of Energy Systems Group, LLC
Account 1070134

CONTRACT FOR: _____

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 8,773,494.77
- 2. Net change by Change Orders 0.00
- 3. CONTRACT SUM TO DATE (Line 1 +/- 2) 8,773,494.77
- 4. TOTAL COMPLETED & STORED TO DATE 2,839,219.80
- 5. RETAINAGE: 141,960.99
 - a. 5% of Total Completed & Stored To Date (Column 1 of G703)
- 6. TOTAL EARNED LESS RETAINAGE 2,697,258.81
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 2,219,330.24
- 8. CURRENT PAYMENT DUE 477,928.57
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 6,076,235.96

AMOUNT CERTIFIED\$ 477,928.57
(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:** _____

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.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT-1992 EDITION AIA

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-------------|-------------|
| Total changes approved in previous months by Owner | | |
| Total approved this Month | 0.00 | |
| TOTALS | 0.00 | 0.00 |
| NET CHANGES by Change Order | 0.00 | 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: Cheryl Ann Baumgart Date: 03/19/2025

State of: INDIANA
County of: WARRICK
Subscribed and sworn to before me this 19th day of FEB. 2025
Notary Public: Cheryl Ann Baumgart
My Commission expires: February 16, 2033



ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this 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.

MARK: I HAVE REVIEWED THIS Application AND RECOMMEND ITS APPROVAL.
- BHR MAGALL 7/20/25

CONTINUATION SHEET

Based on AIA Document G703

Based on AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

VALUATION NUMBER: 4
 APPLICATION DATE: 03/19/2025
 PERIOD TO: 03/31/2025
 ESG JOB NUMBER: CPBNA00578

| A | B | C | D | E | F | G | H | I | |
|----------|---|-----------------|---------------------------|-------------|--|--|-----------|-------------------------------------|--------------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G / C) | BALANCE TO RETAINAGE FINISH (C - G) | RETAINAGE 5% |
| | | | FROM PREVIOUS APPLICATION | THIS PERIOD | | | | | |
| 1-1 | Bard Units | 450,000.00 | 450,000.00 | 0.00 | 0.00 | 450,000.00 | 100.00 | 0.00 | 22,500.00 |
| 1-2 | MEP - Mobilization, General Conditions, Bonds | 401,554.00 | 401,554.00 | 0.00 | 0.00 | 401,554.00 | 100.00 | 0.00 | 20,077.70 |
| 1-3 | Electrical Upgrades | 920,000.00 | 73,600.00 | 110,400.00 | 0.00 | 184,000.00 | 20.00 | 736,000.00 | 9,200.00 |
| 1-4 | HVAC, Sheet Metal | 1,273,683.00 | 101,894.64 | 152,841.96 | 0.00 | 254,736.60 | 20.00 | 1,018,946.40 | 12,736.83 |
| 1-5 | Plumbing | 1,000,000.00 | 80,000.00 | 120,000.00 | 0.00 | 200,000.00 | 20.00 | 800,000.00 | 10,000.00 |
| 1-6 | Controls, Start up, Test/Balance | 141,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 141,000.00 | 0.00 |
| 1-7 | General Contractor-Mobilization, General Conditio | 252,600.00 | 252,600.00 | 0.00 | 0.00 | 252,600.00 | 100.00 | 0.00 | 12,630.00 |
| 1-8 | Demolition | 256,900.00 | 102,760.00 | 25,690.00 | 0.00 | 128,450.00 | 50.00 | 128,450.00 | 6,422.50 |
| 1-9 | Concrete & Masonry | 394,000.00 | 31,520.00 | 27,580.00 | 0.00 | 59,100.00 | 15.00 | 334,900.00 | 2,955.00 |
| 1-10 | Carpentry, Millwork, Framing, Doors, Hardware | 1,359,393.00 | 67,969.65 | 0.00 | 0.00 | 67,969.65 | 5.00 | 1,291,423.35 | 3,398.48 |
| 1-11 | Ceilings, Floors, Windows | 470,700.00 | 23,535.00 | 47,070.00 | 0.00 | 70,605.00 | 15.00 | 400,095.00 | 3,530.25 |

CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 3 (3)

| 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 5% |
|------------------|-------------------------------------|----------------------|------------------------------|-------------------|------------------|---|---|-----------------------------------|----------------------|
| | | | FROM PREVIOUS APPLICATION | THIS PERIOD | | | | | |
| 1-12 | Paints and Coatings, Specialties | 319,400.00 | 15,970.00 | 0.00 | 0.00 | 0.00 | 15,970.00 | 303,430.00 | 798.50 |
| 1-13 | Engineering | 274,652.00 | 274,652.00 | 0.00 | 0.00 | 0.00 | 274,652.00 | 0.00 | 13,732.60 |
| 1-14 | Architecture | 284,575.00 | 284,575.00 | 0.00 | 0.00 | 0.00 | 284,575.00 | 0.00 | 14,228.75 |
| 1-15 | Project Management, Overhead | 975,037.77 | 175,506.80 | 19,500.75 | 0.00 | 0.00 | 195,007.55 | 780,030.22 | 9,750.38 |
| | TOTALS | 8,773,494.77 | 2,336,137.09 | 503,082.71 | 0.00 | 0.00 | 2,839,219.80 | 5,934,274.97 | 141,960.99 |

**EXHIBIT B-1
LIEN RELEASE AND WAIVER FOR PROGRESS PAYMENT**

Project Description: Putnam County School System - Energy Savings Performance Contract
Contract or Purchase Order Number: CPBNA00578

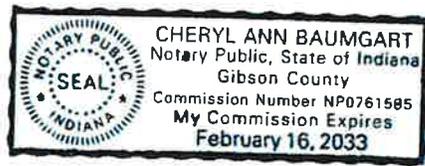
Energy Systems Group, LLC, the undersigned, for and in consideration of the payments made to it by Owner, Agent and/or Contractor, for labor employed in and/or materials furnished for the above-referenced project, hereby certifies as follows:

1. The undersigned hereby affirms that there are no outstanding claims against the Owner, Contractor, or their agents, employees and/or its sureties in connection with this project.
2. In consideration of this progress payment to its complete satisfaction, the undersigned does hereby waive, release and quit claim in favor of the Owner, all rights that presently exist to the undersigned to assert a lien upon the land and improvements comprising the project by virtue of any law in the jurisdiction in which the land and improvements are located or an amendment of said law regarding the rights of a contractor, subcontractor, laborer, supplier, or materialman to assert a lien or claim against the project.
3. The undersigned does hereby release, waive and discharge the project, the Owner of the project, the Contractor, and their agents, employees, and sureties, and other guarantors or obligors on the Bond or other undertaking, from any and all causes of action, suits, debts, accounts, damages, encumbrances, judgments, claims, and demands whatsoever, in law or equity which the undersigned and/or its successors and/or assignees ever had, now have, or ever will have against the said Owner, Contractor, and their agents or employees, sureties and other guarantors or obligors on the Bond or other undertaking, by reason of delivery of material and/or the performance of work relating to the construction of the project; and the undersigned hereby agrees to indemnify, defend and hold the above parties harmless from any and all damages, costs, expenses, demands, suits, and legal fees, directly or indirectly relating to any claim or lien by any party which relates to that which was performed or should have been performed by or for the undersigned.
4. The undersigned has not and will not assign any claim against the Owner, Contractor, and their agents or employees, sureties, and other guarantors or obligors on the Bond or other undertaking, nor any lien or right to perfect a lien against the project, and the undersigned has the right, power, and authority to execute this Lien Release and Waiver for Progressive Payment.
5. The undersigned warrants that upon receipt of \$477,928.57, the underlying payments will be made with (7) seven days to all laborers and subcontractors employed by it, and all suppliers or materialmen from which it has acquired materials incorporated into the project and any lien or bond claimant relating to the undersigned's work and that none of such laborers, subcontractors, suppliers, or materialmen, or claimants has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees and benefits relating directly or indirectly to the undersigned's work have been paid in full.
6. No security interest has been given or executed by the undersigned for or in connection with any materials, appliances, machinery, fixtures or furnishings placed upon or installed in the project.

This Lien Release and Waiver for Progress Payment shall be an independent covenant and shall operate and be effective with respect to work and labor done and materials furnished and under any supplemental contract or contracts, whether oral or written, for extra or additional work on the project.

IN WITNESS WHEREOF, this Lien Release and Waiver for Progress Payment has been executed on this 19 day of March, 2025

[Signature]
(Signature)
Energy Systems Group, LLC
(Company Name)



STATE OF Indiana)
COUNTY OF Warrick)

SUBSCRIBED and sworn to before me, a Notary Public, in and for this County and State, this 19th day of Feb., 2025

[Signature]
(Notary Public) County of Residence: Gibson
Cheryl Ann Baumgart My Commission Expires: February 16, 2033
(Printed Name)

| | |
|-----------------------------|--------------|
| Contract Amount | 8,773,494.77 |
| PO for Energy Systems Group | 8,334,820.03 |
| PO for First National Bank | 438,674.74 |

| | Period To: | Total Completed: (Retainage) | Retainage To Date | Retainage This Period | Total Due ESG |
|--------------|------------|---------------------------------|-------------------|-----------------------|---------------------|
| Pay App #1 | 12/31/2024 | 2,111,968.58 | 105,598.43 | 105,598.43 | 2,006,370.15 |
| Pay App #2 | 1/31/2025 | 2,163,815.09 | 108,190.75 | 2,592.33 | 49,254.18 |
| Pay App #3 | 2/28/2025 | 2,336,137.09 | 116,806.85 | 8,616.10 | 163,705.90 |
| Pay App #4 | 3/19/2025 | 2,839,219.80 | 141,960.99 | 25,154.14 | 477,928.57 |
| Pay App #5 | | | | | |
| Pay App #6 | | | | | |
| Pay App #7 | | | | | |
| Pay App #8 | | | | | |
| Pay App #9 | | | | | |
| Pay App #10 | | | | | |
| Pay App #11 | | | | | |
| Pay App #12 | | | | | |
| Pay App #13 | | | | | |
| Pay App #14 | | | | | |
| Pay App #15 | | | | | |
| Total | | | | 141,960.99 | 2,697,258.81 |