

Putnam County Board Meeting
September 4, 2025 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. I Make A Difference
 - B. Ciara Oldham, National Impromptu Speaking Champion and state Extemporaneous Speaking winner
 - C. Mary Katherine Detwiler has been awarded the 2025 TSBA Upper Cumberland Student Achievement Award.
 - D. Director's Personnel Report
- IV. Approval of Minutes
 - A. Minutes of the Regular August Board Meeting - August 7, 2025, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval to pay Apple Financial Services in the amount of \$418,237.50 for the 3rd year of 4 for the teacher laptop computer lease to be paid from 141-72250-330, Lease Expense.
 2. Approval to purchase an Avigilon video server and security cameras for the Extended Services Building, per quote #15443 from Pioneer Communications, Cookeville, TN, in the amount of \$24,712.80, to be paid from 141-72310-599.
 3. Approval to purchase per the Sourcewell contract #063022-SES, replacement dish machine for the Early Learning Academy from TriMark Strategic Equipment, LLC. Total cost, which includes installation, is \$73,2219.11 to be paid from the county bond.
 4. Approval for Putnam County School District purchase of: Ripple Effects from Destination Knowledge per BuyBoard Contract #748-24 and quote 20250814-08043640 in the amount of \$24,950.00 per contract to be paid from 142-71100-399-401.
 5. Purchase of (10) Viewsonic Touch Screen Boards from Danmark Technologies in the amount of \$10,895.00 IFP-EW-7550-E1 (wall-mounted) from Quote 4753 and IFP-7550-E4 (with cart) from Quote 4752 from account number 142-72210-790-101 for the following school(s):
 - Cornerstone El; Elementary School (6) Flat panels with carts \$4,510.00
 - Sycamore Elementary School (1) wall-mount Viewsonic Board \$1,875.00
 - Prescott South Elementary School (1) wall-mount Viewsonic Board \$1,875.00

- Burks Elementary School (1) Viewsonic Board with cart \$2,255.00
 - Jere Whitson Elementary School (1) Viewsonic Board with cart \$2,255.00
6. Purchase of (87) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB from Danmark Technologies in the amount of \$26,691.60 to be paid from account number 142-71100-790-101 for the following school(s):
 - Algood Middle School (25) Chromebooks/licensure \$7,670.00
 - Prescott South Middle School (15) Chromebooks/licensure \$4,602.00
 - Prescott South Elementary School (11) Chromebooks/licensure \$3,374.80
 - Upperman Middle School (6) Chromebooks/licensure \$1,840.80
 - Parkview Elementary School (6) Chromebooks/licensure \$1,840.80
 - Burks Elementary School (24) Chromebooks/licensure \$7,363.20
 7. Approval to pay A1 Abatement in the amount of \$23,815.84 related to asbestos abatement services for the Early Learning Center renovation project to be paid from 141-72620-399, Other Contracted Services (General Purpose School Fund).
- B. Bids/Quotes/Sealed Bids/RFPs
- C. Budget Amendments/Line Item Transfers
1. FINANCE - To budget for purchase of Old Walton R. Property next to MHS from Fund Balance
 2. LEAPS - Budget Amendment for Leaps Extended Program
 3. SPED - To budget remaining funds for the Transition to Work grant FY-26
 4. FINANCE - To reallocate budget based on actual employees compared to final draft of the budget
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Approval of a clinical practice EPP Partnership Agreement between Middle Tennessee State University and the Putnam County School System effective 8-1-25 to 7-31-26 with the option to request renewal for an additional three years.
 2. Approval of the Student Teacher Partnership Agreement between Carson Newman University and the Putnam County School System effective 7/1/25 to 6/30/26 with the option to request renewal for an additional 2 years.
 3. Approval of a cell phone stipend for Melanie Bussell for \$20.00 per month for the 25-26 school year to be paid from 141 E 72130 199.
 4. Approval of the Student Teacher Partnership Agreement between the Western Governors University and the Putnam County School System effective 9/1/25-8/31/26.
 5. Approval of the Clinical Affiliation Agreement between Roane State Community College and the Putnam County School System effective

August 1, 2025, through July 31, 2026, leaving a remaining two years with the option to renew.

6. Approval of the Memorandum of Understanding (MOU) between Centerstone and Putnam County School System (PSS) for the 2025-2026 school year for school-based mental health services.
7. Approval of the Memorandum of Understanding (MOU) between OMNI Family of Services Tennessee, Inc. and Putnam County School System (PCSS) for the 2025-2026 school year for school-based mental health services.
8. Approval to add the Band Director supplement at Monterey Middle School in the base amount of \$3,530.00. Note: This supplement was inadvertently omitted from the activity supplement list for the FY26 school year, approved by the Board at the June 26, 2025 meeting.
9. Approval of the renewal of the agreement between Putnam County Board of Education and Anna Smith, Cookeville, Tennessee 38501 for the 2025-26 school year for applied behavior analysis services to students, complete functional behavioral assessment and assist the school team in the implementation of the plan to be paid from 141-72220-399.
10. Approval of the renewal of the agreement between Putnam County Board of Education and Dialogue Speech Therapy, Cookeville, Tennessee 38501 for the 2025-26 school year for student speech testing, evaluations, provide speech-language services to be paid from 141-71200-312.
11. Approval to renew all Putnam County Schools Library Software Subscriptions for the 2025-2026 school year with COMPanion, Salt Lake City, Utah in the amount of \$33,600.00 to be paid from 141-71100-399-02117.
12. Approval for data sharing agreement to support participation in the Lead in Literacy Network with TNTP, TTU, and SCORE.
13. Approval to pay Stone Service Corporation in the amount of \$54,326.34 and SouthEast Bank (retainage) in the amount of \$2,859.28 for pay application #5 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.
14. Approval to enter into a twelve-month agreement with Edpuzzle, San Francisco, California, for online educational resources for the 2025-2026 school year for \$2,500.00 to be paid from VITAL: 141-71100-399-01501.
15. Approval to pay Stone Service Corporation in the amount of \$20,702.79 for pay application #6 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
16. Approval to enter into a contract with Cookeville Heating and Cooling Services, Cookeville, TN to replace a 20-ton rooftop unit on the Prescott South Elementary's gym in the amount of \$54,900.00 to be paid from 141-72620-399. This quote is based on TIPS contract #25010501.
17. Approval of Cookeville High School to use \$14,748.49 to purchase security cameras for the Cookeville High School sports facility from Central Technologies, Inc, to be paid from Athletic Trainer funds.

18. Approval of the agreement between Putnam County Board of Education and Generations Mental Health Center, Cookeville, Tennessee 38501 for the 2025-2026 school year to provide psychological evaluations on students to be paid from 141-72220-312.
19. Approval for Sycamore Elementary to partner with Sycamore Church of Christ for release time according to TN Code Annotated 49-2-130 (2024).
20. Approval to enter into a Data Share Agreement with the Governor's Early Literacy Foundation and its "ParentPowered" family resource.
21. Approval of the Quarterly Reports for the quarter ending 6/30/25 for the following funds:
 - 141 General Purpose Schools
 - 142 Federal Projects
 - 143 Central Cafeteria
 - 146 Extended School Program
22. Approval to pay AAR of North Carolina in the amount of \$16,534.38 for pay application #3 related to the Extended Service Building Roof Replacement project to be paid from 141-76100-599-02528. Note: this is the final invoice and payment includes the release of 100% of retainage.
23. Approval of Change Order #1 to the AAR of North Carolina, Inc. contract for the roof replacement at the Extended Services building due to unused contingency allowances.
24. Approval of a payment to Moore, Rader, Fitzpatrick and York, P.C. - Cookeville, Tennessee for legal services through August 19, 2025 in the amount of \$18,672.93 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)
25. Approval for the School Nutrition Program to continue participation in the USDA's Child and Adult Care Food Program (CACFP), At-Risk Afterschool Meals for school year 2025-2026.
26. Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of cellular phones for the Interim School Nutrition Cafeteria manager at Algood Elementary School, May Ford.
27. Approval to add a middle school band director supplement at Burks and a high school band director supplement at MHS. Note: These supplements were inadvertently omitted from the activity supplement list for the FY26 school year, as approved by the Board at the June 2, 2025, meeting.
28. Approval to enter into a contract with TK Elevator Corporation, Atlanta, GA for the annual maintenance as detailed in attached proposal in the amount of \$30,048.00 to be paid for from 141-72620-399. This quote is based on Sourcewell Maintenance agreement #052224.
29. Approval to enter into a contract with D&H Electronic Systems, Inc., Lebanon, TN, to replace the fire alarm panel at Jere Whitson Elementary in the amount of \$12,880.00 to be paid for from 141-72620-399.
30. Approval for Upland Design Group to submit an application for the new Park View Elementary School for the TSBA School of the Year award in the new elementary school category.

VII. Policy

VIII. Discussion/Presentation

A. Building Projects

1. Avery Trace Middle School Softball Field
2. 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 \$261,258.83 and First National Bank of Tennessee (retainage) in the amount of \$13,750.47 for pay application #9 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.
 2. Approval of change order #2 with Energy Systems Group in the amount of \$280,879.00 with a change in the new substantial completion date to April 30, 2026.

B. Cookeville High School Independence House Update

Speaker(s): Vicky Hammons, Student Project Manager

IX. Adjournment

Personnel Report For August 2025

NEW HIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Hammons	Elana	UHS	CTE Health Science Teacher	8/1/25	141-E-71300-116-000-00000-090	7.5	Stacy Moss
Ireland	Devin	WPA	Teacher Assistant	7/29/25	141-E-71100-163-000-00000-105	7	Chloe Ainsworth
Cuthbertson	Joshua	ATMS	Grade 7 Science Teacher	7/28/25	141-E-71100-116-000-00000-065	7.5	Raymond Fischer
Parks-Dukeminier	Jayden	CHS	SPED Crisis Assistant	7/30/25	141-E-71200-163-000-00000-037	7	Haley Hickey
Barnhill	April	CHS	LPN	8/4/25	141-E-72120-131-000-00000-037	7	Haven Paul
Rincon Sosa	Gleidy	JWES	Teacher Assistant	7/31/25	141-E-71100-163-000-00000-050	7	Claudia Gonzalez
Pope	Makayla	PSES	ECC	8/4/25	146-E-73300-189-000-01800-000	5.8	n/a
Farley	Samuel	CES	SAC Activity Instructor	8/4/25	146-E-73300-189-000-01800-000	5.8	n/a
DiCesare	Megan	PVS	SPED CDC Assistant	7/30/25	142-E-71200-163-906-00000-060	7	Hannah Reeder
Goolsby	Pamela	Transportation	Bus Attendant	7/11/25	141-E-72710-189-000-00000-000	5	n/a
Poss	Tiphannie	Central Office	Chance Assistant PT	7/1/25	142-E-71100-163-121-00000-000	7	Kaleigh Brown
Albertson	Ashley	JWES	Teacher Assistant	7/31/25	141-E-71100-163-000-00000-050	7	Lindsey Sparkman
Arteta	Tosha	ATMS	School Nutrition Employee	8/12/25	143-E-73100-165-000-00065-000	6.5	Amber Hopkins
Tippens	Kendra	Leaps	Leaps	8/8/25	141-E-73300-189-000-02003-000	3	n/a
Cagle	Lillie	21st CCLC	21st CCLC	8/8/25	142-E-73300-189-431-00000-000	3	n/a
Miller	Treyveon	SES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-070	2	Bethany Phillips
Harrison	TY	AES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-005	2	Scarlett Sutton
Sebastian Francisco	Aurelia	Burks	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-025	2	Viviana Perez Perez
Hunter	Samantha	CCES	SAC Activity Instructor	8/11/25	146-E-73300-189-000-01800-000	5.8	n/a
Thomas	Maryam	PSMS	Non-Certified Substitute Teacher	8/5/25	141-E-72130-123-000-00000-100	7.5	Rebecca Hurley's LOA
Odom	Morgan	JWES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-050	2	Haley Eschelbacher
Bezwiechin	Michael	PVS	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-060	2	Reed Phillips
Garrett	Lane	PSES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-095	2	Abby Simpson
Johnson	Nicholas	CCES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-030	2	Isacc Wheeler
Wegerbauer	Carol	Transportation	Bus Attendant	7/31/25	141-E-72710-189-000-00000-000	5	Jordon Arnold
Mcgee	Breelyn	Leaps	Leaps	8/12/25	141-E-73300-189-000-02003-000	3	n/a
Harville	Lily	21st CCLC	21st CCLC	8/14/25	142-E-73300-189-432-00000-000	3	n/a
Moore	Erin	NES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-057	2	Lukas Hardin
Carr	Savanah	Leaps	Leaps	8/13/25	141-E-73300-189-000-02003-000	3	n/a
Brown	Bradley	Transportation	Bus Attendant	8/13/25	141-E-72710-189-000-00000-000	5	Kathryn Law
Baker	William	PSES	SAC Activity Instructor	8/18/25	146-E-73300-189-000-01800-000	5.8	n/a

received
8-21-25 mt *[Signature]*

Collins	Johanna	PVS	PreK Teacher	8/25/25	141-E-73400-116-000-02005-060	7.5	Elizabeth Gunnels
Lee	Gracie	21st CCLC	21st CCLC	8/4/25	142-E-73300-189-431-00000-000	3	n/a
Cooper	James	Transportation	Bus Attendant	8/19/25	141-E-72210-189-000-00000-000	5	Jarrett Groce
Barnes	Bethany	21st CCLC	21st CCLC	8/18/25	142-E-73300-189-431-00000-000	3	n/a
Foster	Cayla	Transportation	Bus Attendant	8/19/25	141-E-72710-189-000-00000-000	5	Shanna Brown
Manley	Hunter	CsES	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-015	2	Cosby King
<u>REHIRES</u>							
<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>
Quire	Janey	BPS	ECC	7/17/25	146-E-73300-189-000-01801-00	5.8	n/a
Smith	Davis	PSMS	Grade 6 Science/Social Studies Teacher	7/28/25	141-E-71100-116-000-00000-100	7.5	Caleb Sowards
Nash	Jacie	Leaps	Leaps	8/4/25	141-E-73300-189-000-02003-000	3	n/a
McWilliams	Robert	UHS	1/2 of the Grade 9-12 Health & Wellness assignment (120 Contract)	8/4/25	141-E-71100-116-000-00000-090	7.5	Dana McWilliams
McWilliams	Dana	UHC	1/2 of the Grade 9-12 Health & Wellness assignment (120 Contract)	8/4/25	141-E-71100-116-000-00000-090	7.5	Dana McWilliams
Hopkins	Amber	WPA	SPED Extended Resource Assistant	7/30/25	141-E-71250-163-000-00000-105	7	Jenna JollyAleks Motykowski
Lynch	Gracie	21st CCLC	21st CCLC	8/4/25	142-E-73300-189-431-00000-000	3	n/a
Phillips	Bailey	21st CCLC	21st CCLC	8/4/25	142-E-73300-189-431-00000-000	3	n/a
Nicholson	Kimberly	CHS	Grade 9-12 ELA Teacher	8/11/25	141-E-71100-116-000-00000-037	7.5	covering Sherri Leimer LOA
Amoretti	Marcos	Transportation	Mechanic Level III	8/8/25	141-E-72710-000-00000-000	8	Randon Harvey
Kellingsworth	Renee	AES	School Nurse	8/11/25	141-E-72120-131-000-00000-005	7	Mary Sue Phillips
Burris	Andrea	SES	Teacher Assistant	8/18/25	141-E-71100-163-000-00000-070	7	Makenzie Allen
<u>TRANSFERS</u>							
	<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>
Medlin	Belinda "Kim"	DW TN All Corp Tutor	Sub	7.50	7/1/25	141-E-71100-195-000-00000-000	n/a
Russell	Samantha	SPED 1x1 Assistant @ AES	SPED 1x1 Assistant @ CCES	7.00	7/30/25	141-E-71200-189-000-00000-030	due to student transferring schools
Phillips	Kendra	Sub	SPED PreK Assistant @ CCES	7.00	7/30/25	141-E-71200-163-000-00000-030	Kenda Phillips
Klemme	Amy	Kindergarten Teacher @ BPS	Grade 1 Teacher @ BPS	7.50	7/28/25	141-E-71100-116-000-00000-017	Kensea Skelton
Skelton	Kensea	Grade 1 Teacher @ BPS	Kindergarten Teacher @ BPS	7.50	7/28/25	141-E-71100-116-000-00000-017	Amy Klemme
Bryson	Kendall	School Nutrition Employee @ CsES	School Nutrition Employee @ BPS	5.75	7/31/25	143-E-73100-165-000-00017-000	Miranda Travis
Harding	William	Sub	VITAL Teacher Assistant @ CHS	7.00	7/28/25	141-E-71100-163-000-00000-037	Barbie Cook
Travis	Miranda	PT School Nutrition @ CsES	FT School Nutrition @ BPS	6.00	7/31/25	143-E-73100-165-000-00017-000	Geri Rice

Rice	Geri	FT School Nutrition @ BPS	PT School Nutrition @ CsES	5.75	7/31/25	143-E-73100-165-000-00015-000	Kendall Bryson
Keller	Caitlyn	covering loa for Future Ready Assistant @ ATMS	Future Ready Assistant @ ATMS FT	7.00	7/29/25	141-E-71100-163-000-00000-065	Kyra Harvin
Chaffin	Sheila	SPED Interpreter @ CHS	SPED Interpreter @ AES	7.00	7/30/25	141-E-71200-189-000-00000-005	transfer due to student need
Hotchkiss	Julianna	SPED Resource Assistant @ AES	SPED CDC Assistant @ AES	7.00	7/30/25	141-E-71200-163-000-00000-005	America Gathings
Sowards	Caleb	Grade 6 Science/SS Teacher @ PSMS	Grade 8 Science/SS Teacher @ PSMS	7.50	7/29/25	141-E-71100-116-000-00000-100	Jacob Johnson
Claborn	Melissa	Sub	PreK Asssistant @ PVS	7.50	8/11/25	141-E-73400-163-000-02005-060	Madison Randolph
Smith	Angelia	Sub	Grade 9-12 Social Studies Teacher	7.50	7/29/25	141-E-71100-116-000-00000-037	Stephanie Horsely
Smith	Jennifer	SPED PreK Assistant @ CHS	PreK Teacher (job embedded) @ PVS	7.50	7/30/25	141-E-73400-116-000-02005-060	Elizabeth Gunnels
Recardo	Jordon	SPED CDC Assistant @ SES	SPED 1x1 Assistant @ PSES	7.00	8/4/25	141-E-71200-163-000-00000-095	due to student needs
Mora	Sonia	FT Bus Attendant	FT Bus Driver	6.00	8/1/25	141-E-72710-146-000-01605-000	n/a
Carico	Nancy	PT Bus Attendant	FT Bus Attendant	6.00	8/1/25	141-E-72710-189-000-00000-000	n/a
Evans	Tabatha	SPED CDC Assistant @ CHS	SPED Extended Resource Assistant @ CHS	7.00	8/4/25	142-E-71200-163-906-00000-037	Kaleb Anderson
Hyde	Katherine	SPED SW Speech Teacher	SPED SW Speech Pathologist	7.50	7/28/25	141-71200-171	n/a
Dix	Paige	SAC Activity Instructor	Leaps	3.00	8/4/25	141-E-73300-189-000-02003-000	n/a
Coffman	Kanyon	SAC Activity Instructor	Leaps	3.00	8/4/25	141-E-73300-189-000-02003-000	n/a
Murphy	Samantha	Sub	Teacher Assistant	7.00	8/11/25	141-E-71100-163-000-00000-005	Summer Turner
Nester	Presley	ECC	SPED Resource Assistant @ CES	7.00	8/25/25	141-E-71200-163-000-00000-035	Melita Jones

RESIGNATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Johnson	Jacob	PSMS	Grade 8 Science/Social Studies Teacher	7/25/25
Goad	Samantha	WPA	SPED Middle School Teacher	7/25/25
Randolph	Madison	PVS	PreK Assistant	8/11/25
Loving	McCall	SES	Teacher Assistant	5/30/25
Bergeman	Rachel	BPS	ECC	4/18/25
Gentry	Karley	PSES	SAC Activity Instructor	8/12/25
Smith	Brady	BPS	SAC Activity Instructor	7/29/25
Malone	Carolina	AES	SAC Activity Instructor	5/2/25
McReynolds	Elizabeth	PSES	SAC Activity Instructor	8/12/25
Bilbrey	Alesha	PSES	ECC	5/30/25
Lee	Shelby	CCES	SAC Activity Instructor	7/18/25
Lemons	Caroline	NES	SAC Activity Instructor	8/20/25
Hickey	Abigail	PVS	SAC Activity Instructor	8/12/25
Jones	Charles	PVS	SAC Activity Instructor	5/16/25

Metzgar	Daniel	BPS	SAC Activity Instructor	7/29/25
Yarbrough	Emma	NES	SAC Activity Instructor	7/18/25
Clark	Amayalei	SES	SAC Activity Instructor	7/15/25
Huff	Leah	PSES	SAC Activity Instructor	5/9/25
Keen	Peyton	PVS	Teacher Assistant	7/31/25
Allen	Makenzie	SES	Teacher Assistant	8/18/25
Sutton	Scarlett	AES	WBL Lunch Monitor	5/30/25
Julie	Wilken	CsES	SPED 1x1 Assistant	8/8/25
Wheeler	Isaac	CCES	WBL Lunch Monitor	5/30/25
Burnett	Leah	Central Office	Academic Career Coach	8/29/25
Eschelbacher	Haley	JWES	WBL Lunch Monitor	5/30/25
Phillips	Reed	PVS	WBL Lunch Monitor	5/30/25
Phillips	Bethany	SES	WBL Lunch Monitor	5/30/25
Simpson	Abby	PSES	WBL Lunch Monitor	5/30/25
Dorantes-Colunga	Dayra	BPS	WBL Lunch Monitor	5/30/25
Faulhaber	Matthew	CES	WBL Lunch Monitor	5/30/25
Perez Perez	Viviana	Burks	WBL Lunch Monitor	5/30/25
Hardin	Lukas	NES	WBL Lunch Monitor	5/30/25
King	Cosby	CsES	WBL Lunch Monitor	5/30/25
Frey	Herlina	Food Services	On Call Sub	8/29/25
Caldwell	Jeri	Central Office	TN All Corp Tutor	7/1/25
Nichols	Kasey	Central Office	TN All Corp Tutor	7/1/25

TERMINATIONS

	FIRST					
LAST NAME	NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE	

RETIREMENT

	FIRST			
LAST NAME	NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE
Jones	Brenda	AMS	School Nutrition Employee	10/3/25

PAY CHANGE

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<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>	<u>FUNDED</u>	<u>Rate of Pay</u>
ADDITIONAL HOURS							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>	<u>FUNDED</u>	<u>Rate of Pay</u>
Timmerman	Bethany	Central Office	evaluating students as needed in the month of July 2025. (NTE 25 hrs @ \$50/hr) to be paid by timesheet	7.5	7/1/25	141-E-72220-124-000-00000-000	\$50.00
Burgess	Kristie	Central Office	evaluating students as needed in the month of July 2025. (NTE 40 hrs @ \$50/hr) to be paid by timesheet	7.5	07/012025	141-E-71200-171-000-00000-000	\$50.00
Martin	Christina	Central Office	evaluating students as needed in the month of July 2025. (NTE 60 hrs @ \$55/hr) to be paid by timesheet	7.5	7/1/25	141-E-72220-124-000-00000-000	\$55.00
Russell	Samantha	Leaps	06/30/26, NTE 2hrs per day or 5hrs per week @ \$17.20/hr	2	8/4/25	141-E-73300-163-000-02003-000	\$17.20
Green	Heather	Leaps	06/30/26, NTE 2hrs per day or 5hrs per week @ \$18.54/hr	2	8/4/25	141-E-73300-163-000-02003-000	\$18.64
Flatt	Meredith	CHS	one additional period for the 1st semester of 25-26 SY \$2,750 to be paid equally over 5 months (Aug-Dec) for 11 students	7.5	7/31/25	141-E-71100-116-000-00000-037	
Choate	Michael	CHS	one additional period for 25-26 SY \$4,500 to be paid equally over 10 months (Aug-1st check in May) for 8 students	7.5	7/31/25	141-E-71100-116-000-00000-037	
Hall	Patty	Leaps	will be working for Leaps effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$19.03/hr	3	8/11/25	141-E-73300-163-000-02003-000	\$19.03
Rathunde	Amanda	Leaps	will be working for Leaps effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$18.64/hr	3	8/11/25	141-E-73300-163-000-02003-000	\$18.64
INCREASE IN HOURS							
<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>
Fairchild	Kimberly	4hrs per day School Nutrition Employee	4.25hrs per day School Nutrition Employee	4.25	7/31/25	143-E-73100-165-000-00065-000	n/a
Gizelbach	Madelyn	3hrs per day School Nutrition Employee	4hrs per day School Nutrition Employee	4.00	7/31/25	143-E-73100-165-000-00065-000	n/a
Harrell	Penny	7hrs per day School Secretary @ SES	8hrs per day School Secretary @ SES	8.00	7/1/25	141-E-72410-161-000-00000-070	n/a
Eldridge	Brandi	5hrs per day Bus Attendant	6hrs per day Bus Attendant	6.00	7/1/25	141-E-72710-189-000-00000-000	n/a
DECREASE IN HOURS							
<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>

Smith	Cristy	8hrs per day Bookkeeper @ SES	7hrs per day Bookkeeper @ SES	7.00	7/1/25	141-E-72410-119-000-00000-070	n/a
<u>PROFESSIONAL</u>							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>DEGREE</u>			<u>EFFECTIVE DATE</u>	<u>FUNDING CODE</u>	<u>AMOUNT</u>
<u>NON-RENEWALS</u>							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
<u>OTHER</u>							
	<u>FIRST</u>						
<u>LAST NAME</u>	<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
Heady	Josephine	CCES	25-26 SY Enrichment Specialist	7.50	7/28/25		
Caine	Adam	UHS	wages for mowing football field \$350	7.50	7/31/25		
Goolsby	Suzanne	Burks	25-26 SY Enrichment Specialist	7.50	7/28/25		
Allison	Jamie	UMS	25-26 SY Enrichment Specialist	7.50	7/28/25		
Zanardi	Hunter	AES	25-26 SY Enrichment Specialist	7.50	7/28/25		
Crabtree	Billie Jo	ATMS	25-26 SY Enrichment Specialist	7.50	7/28/25		
Norros	Casey	JWES	25-26 SY Enrichment Specialist	7.50	7/28/25		
Trentle	Kylie	AMS	25-26 SY Enrichment Specialist	7.50	7/28/25		
Defries	Elayna	CHS	July Band Pay Wages \$529.01	7.50	8/1/25		
Williams	Joseph	CHS	July Band Pay Wages \$1365.54	7.00	8/1/25		
Lee	Tammy	Central Office	120-day Contract SPED SW Diagnostician	7.50	7/28/25		
Hibbard	Anthony	CHS	July Band Pay Wages \$396.76	7.50	8/1/25		
Williams	Andrea	CHS	July Band Pay Wages \$661.26	7.50	8/1/25		
Hanna	Evelyn	CHS	July Band Pay Wages \$529.01	7.50	8/1/25		
Cook	Leah	CHS	July Band Pay Wages \$649.86	7.00	8/1/25		
Dale	Julie	AMS	will receive teacher pay for any PPL Days and/or unpaid days used while covering maternity leave for teacher	7.50	8/11/25		
Gothard	Terry	UHS	will receive teacher pay for any PPL Days and/or unpaid days used while covering maternity leave for teacher	7.50	8/30/25		
Powell	Stefanie	PSMS	covering a vacancy for Grade 7 Science/SS Teacher making teacher pay	7.50	8/18/25		
Underwood	Amy	CES	EDS Degree	7.5	8/1/25		

Gillies	Jamie	CHS	SSO Booster Stipend Wages \$1500	7.50	8/14/25
Painter	Cade	UHS	Master's Degree	7.50	8/1/25
Smith	Harold	Central Office	renewed 120 day contract as the Title 1 and FE Coordinator	7.50	7/1/25
Baxter	Esther	AES	will receive teacher pay for any PPL Days and/or unpaid days used while covering maternity leave for teacher	7.50	8/19/25
Scott	Marissa	CHS	\$1,000 stipend for Family Engagement Liaison	7.50	7/1/25
Brown	Jamie	CES	\$1,000 stipend for Family Engagement Liaison	7.50	7/1/25
Phy	Diane	UHS	\$1,000 stipend for Family Engagement Liaison	7.50	7/1/25
Flatt	Leigh	MHS	\$1,000 stipend for Family Engagement Liaison	7.50	7/1/25
White	Margarete	VITAL	\$1,000 stipend for Family Engagement Liaison	7.50	7/1/25
Hughett	Brenda	Star Center	Cell Phone Stipend	8.00	7/1/25
Pruett	Amy	PVS	will be covering for Rosa Ramsey while she is on FMLA as a TA approved by A. Knight & C. King	7.00	8/19/25
Hamilton	Krista	Star Center	\$20/month cell phone stipend approval	5.80	7/1/25

SPREADSHEETS:

New Teacher Orientation stipend	PCF #1 & Spreadsheet
GYO Participants	PCF #2 & Spreadsheet
CPR Training for Leaps	PCF #3 & Spreadsheet
Site Coordinator for Leap/21st CCLC	PCF #4 & Spreadsheet
Nursing In Service Hours	PCF #5 & List
Food Services Cell Phone Stipends	PCF #6 & Spreadsheet
PreK Teachers & Assistants training attendance stipend	PCF #7 & List
Staff working 21st CCLC 25-26 SY	PCF #8 & Spreadsheet
Staff working Leaps 25-26 SY	PCF #9 & Spreadsheet
PT DW Elementary TN All Corp Tutors for 25-26 SY	PCF #10 & Spreadsheet

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: **New Employee Orientation stipend 2025**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12CER**

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

* REASON FOR ACTION: **OTHER**

* EFFECTIVE DATE: **07/22/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **n/a**

* MONTHS WORKED PER YEAR: **10**

* HOURS WORKED PER DAY: **7.0**

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

Type of Funding:

* NOTES: **new employee orientation stipend - see attached spreadsheet**
Total Amount of \$19,650.00, at a rate of \$150 per day

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

Last Nam	First Name	Building	Tuesday, July 22, 2025	Wednesday July 23, 2025	Thursday July 24, 2025	TOTAL
Anderson	Kaleb	CHS	\$150.00	\$150.00	\$150.00	\$450.00
Babic	Filip	PSMS	\$150.00	\$150.00	\$150.00	\$450.00
Boles	Tara	AMS	absent	absent	absent	\$0.00
Brown	Elan	MHS	\$150.00	\$150.00	\$150.00	\$450.00
Campbell	Whitney	CCE	absent	absent	absent	\$0.00
Chambers	Samantha	PV	absent	absent	absent	\$0.00
Cherry	Jessica	PSMS	\$150.00	\$150.00	\$150.00	\$450.00
Clouse	Courtney	CCE	\$150.00	\$150.00	\$150.00	\$450.00
Coffey	Chastity	PV	absent	absent	absent	\$0.00
Curry	Tammy	AES	\$150.00	\$150.00	\$150.00	\$450.00
Dalton	Brent	CHS	absent	absent	absent	\$0.00
Dalton	Laura	CHS	\$150.00	\$150.00	\$150.00	\$450.00
Davenport	Marie	AMS	absent	absent	absent	\$0.00
Drobek	Grace	Capshaw	\$150.00	\$150.00	\$150.00	\$450.00
Duffel	Alayna	BP	\$150.00	\$150.00	\$150.00	\$450.00
Duke	Matthew	UMS	\$150.00	\$150.00	\$150.00	\$450.00
Elliott	Kristen	JWS	\$150.00	\$150.00	\$150.00	\$450.00
Flatt	Macey	BURKS	\$150.00	\$150.00	\$150.00	\$450.00
Frye	Josephine 'J'	UHS	\$150.00	\$150.00	\$150.00	\$450.00
Goetz	Zoe	CCE	\$150.00	\$150.00	\$150.00	\$450.00
Gresbaur	Mallory	CCE	\$150.00	\$150.00	\$150.00	\$450.00
Grisson	Gracie	CCE	\$150.00	\$150.00	\$150.00	\$450.00
Hall	Julie	UHS	\$150.00	absent	\$150.00	\$300.00
Harmon	Susan	SW	\$150.00	\$150.00	\$150.00	\$450.00
Hicks	Logan	CHS	absent	\$150.00	\$150.00	\$300.00
Holley	Jamie	SES	\$150.00	\$150.00	\$150.00	\$450.00
Hoy	Avla	PSMS	\$150.00	\$150.00	\$150.00	\$450.00
Klemme	Amy	BPS	\$150.00	\$150.00	\$150.00	\$450.00

Ladd	Jonathan	UHS		\$150.00		\$150.00		\$150.00	\$450.00
Lotta	Marie	MHS		\$150.00	absent		absent	\$150.00	\$150.00
Martin	Emma	AMS		\$150.00		\$150.00		\$150.00	\$450.00
McCulley	Jill	AES		\$150.00		\$150.00		\$150.00	\$450.00
Munday	Lisa	MHS	absent		absent		absent		\$0.00
Newson	Olivia	PSES		\$150.00		\$150.00		\$150.00	\$450.00
Permenter	Victoria	UHS	absent		absent		absent		\$0.00
Pippin	Allison	CHS		\$150.00		\$150.00		\$150.00	\$450.00
Reid	Madison	PSES		\$150.00		\$150.00		\$150.00	\$450.00
Scott	Melissa	BURKS		\$150.00		\$150.00		\$150.00	\$450.00
Sherman	Katie	UMS	absent		absent		absent		\$0.00
Shipman	Olivia	AES		\$150.00		\$150.00		\$150.00	\$450.00
Skelton	Kensea	BPS		\$150.00		\$150.00		\$150.00	\$450.00
Slayton	Emily	BPS		\$150.00		\$150.00		\$150.00	\$450.00
Smith	Kimberly	CCE		\$150.00		\$150.00		\$150.00	\$450.00
Solava	Cara	PSES		\$150.00		\$150.00		\$150.00	\$450.00
Sowards	Caleb	PSMS		\$150.00		\$150.00		\$150.00	\$450.00
Stacey	Nicholas	PSES		\$150.00		\$150.00		\$150.00	\$450.00
Stamps	Lila	UHS		\$150.00		\$150.00		\$150.00	\$450.00
Sturgill	Natalie	SES		\$150.00		\$150.00		\$150.00	\$450.00
Tipton	Valarie	PSES		\$150.00		\$150.00		\$150.00	\$450.00
Turner	Summer	JWS		\$150.00		\$150.00		\$150.00	\$450.00
Walker	Anna	CES		\$150.00		\$150.00		\$150.00	\$450.00
Waters	Barbara	UHS		\$150.00		\$150.00		\$150.00	\$450.00
Breeding	Emily	PVS		\$150.00		\$150.00		\$150.00	\$450.00
Alexi Williams		AMS		\$150.00		\$150.00		\$150.00	\$450.00

**PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM**

#2

NEW HIRE NAME: **GYO Participants**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12CER**

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

* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **07/28/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **n/a**

* MONTHS WORKED PER YEAR: **10**

* HOURS WORKED PER DAY: **7.0**

POSITION FUNDED: **141 E 72210 189 000 01522 000**

Type of Funding:

* NOTES: **additional hours for GYO participants to attend school and district PLCs with their GYO mentor - NTE 12 hours for July and 5 hours per month for August through May - TO BE PAID REGULAR HOURLY RATE**

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

2025-2026 PCSS GYO Apprentice Participants Co-hort 2 Year 1

GYO Apprentice	Email	School	Position	School Principal
Burgess, Gracie	gracie.burgess@pcsstn.com	PSMS	SPED Resource Asst.	Brooks, Tera
Beradinelli, Heather	heather.beradinelli@pcsstn.com	NES	Behavior Asst.	Palk, Melissa
Clouse, Heather	heather.clouse@pcsstn.com	Burks	SPED Resource Asst.	Tinch, Heather
Harris, Madelyn	madelyn.harris@pcsstn.com	NES	RTI Asst.	Palk, Melissa
Kilpatrick, Debra	dkilpatrick@pcsstn.com	PSES	SPED Resource Asst.	Jones, Catherine
Martian, Allana	allana.martian@pcsstn.com	Burks	RTI Asst.	Tinch, Heather
Porter, Kylie	kylie.porter@pcsstn.com	Sycamore	Teacher Assistant	Robbins, Deborah
Thompson, Jessica	jessica.thompson@pcsstn.com	AES	SPED Resource Asst.	Patience Cannon
Wagner, Emily	emily.wagner@pcsstn.com	PSES	Behavior Asst.	Jones, Catherine

2024-2025 PCSS GYO Apprentice Participants Co-hort 1 Year 2

GYO Apprentice	Email	School	Position	School Principal
Chasity Burgess	chasity.burgess@pcsstn.com	AMS	SPED	Rusty Darley
Tiffany Burroughs	Tiffany.burroughs@pcsstn.com	UMS	RTI	Jessica Etheredge
Megan Carr	megan.carr@pcsstn.com	NE	TA	Melissa Palk
Angela Hart	angela.hart@pcsstn.com	PSMS	SPED	Catherine Jones
Emily Shipley	emily.shipley@pcsstn.com	JWES	SPED	Tina Francis
Bethany Vought	bethany.vought@pcsstn.com	PVS	SPED	Mel Presley

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#3

NEW HIRE NAME: **CPR training for Leaps Spreadsheet**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **STAR CENTER**

Employee Type Code: **12SPT**

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

* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **07/14/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **No one**

* MONTHS WORKED PER YEAR: **9.5**

* HOURS WORKED PER DAY: **3.0**

POSITION FUNDED: **See funding codes listed on spreadsheet**

Type of Funding:

* NOTES: **Please see attached spreadsheet for CPR training Leaps.**

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

CPR Training 7/14/25

Last Name Certified	First Name	Location (school)	Assignment	Hrs NTE	Effective Date	Funding	Rate of Pay
Bayless	Josh	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Boutillette	Robin	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Clements	Erika	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Clouse	Courtney	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Dycus	Patrick	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Hadlock	Thomas	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Kardatzke	Valerie	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Lee	Christy	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Leftwich	Christi	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Matson	Sam	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Napper Johnson	Kalyn	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Pastorial	Whitney	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00
Swineford	Craig	CPR Training	Site Coord.	NTE 3 hrs	7/14/25	141-73300-116-02003	35.00
Tower	Vickie	CPR Training	Teacher	NTE 3 hrs	7/14/25	141-73300-116-02003	30.00

Support Staff

Burnell	Nikita	CPR Training	Support Staff	NTE 3 hrs	7/14/25	141-73300-163-02003	\$18.64
Francis	Sabrina	CPR Training	Support Staff	NTE 3 hrs	7/14/25	141-73300-163-02003	\$17.00
Ruffalo	Lacy	CPR Training	Support Staff	NTE 3 hrs	7/14/25	141-73300-163-02003	\$18.13
Newberry	Allie	CPR Training	Support Staff	NTE 3 hrs	7/14/25	141-73300-163-02003	\$17.00
Hartman	Kelly	CPR Training	Support Staff	NTE 3 hrs	7/14/25	141-73300-163-02003	\$17.29

Part-Time

Blackmon	Justin	CPR Training	PT Time	NTE 3 hrs	7/14/25	141-73300-189-02003	\$15.00
Hadlock	Owen	CPR Training	PT Time	NTE 3 hrs	7/14/25	141-73300-189-02003	\$15.00
Rollins	Ashley	CPR Training	PT Time	NTE 3 hrs	7/14/25	141-73300-189-02003	\$15.00

Done 8/4/25

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#4

NEW HIRE NAME: Leaps/21st CCLC Site Coordinators

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: STAR CENTER

Employee Type Code: 12SPT

OR Employee's Name: REBECCA DAWN PHILLIPS

* REASON FOR ACTION: ADDITIONAL HOURS

* EFFECTIVE DATE: 07/01/2025

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: No one

* MONTHS WORKED PER YEAR: 9.5

* HOURS WORKED PER DAY: 3.0

POSITION FUNDED: See Funding Codes Listed on Spreadsheet

Type of Funding:

* NOTES: Please see attached spreadsheet for Site
Coord. working Leaps/ 21 st CCLC.

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

Site Coord. Leaps

Last Name Certified	First Name	Location (school)	Assignment	Hrs NTE	Effective Date	Funding	Rate of Pay
Robinson	Rachel	ATMS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Malone	Brandy	BPS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Storie	Angela	CCES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Williams	Ashley	GES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Norrod	Janie	CSSES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Swineford	Craig	JWES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Bennett	Lora	NES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Webb	Angela	FVES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Beaty	Nichole	PSES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Thrasher	Stefanie	PSMS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Hadlock	Judy	SES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00

Site Coord. 21st CCLC

Williams	Jill	AES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	35.00
Bingham	Hannah	AMS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	35.00
Cook	Diana	BURKS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	35.00
Sliger	Julie	UMS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	35.00

Part-Time

Johnson	Stephanie	Annex-Leaps	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$30.00
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Part-Time

Johnson	Stephanie	Annex-21st CCLC	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$30.00
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Done 8/4/25

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#5

NEW HIRE NAME: **Nursing In Service Hours**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12SPT**

OR Employee's Name: **AMY WEST**

* REASON FOR ACTION: **INCREASE IN HRS**

* EFFECTIVE DATE: **07/30/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **n/a**

* MONTHS WORKED PER YEAR: **9**

* HOURS WORKED PER DAY: **7.0**

POSITION FUNDED: **141 E 72120 131 000 00000 000**

Type of Funding:

* NOTES: **Extra hours for nursing inservice to be paid
from 141-72120-131-00000 for the attached list
of nurses**

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

List of nurses for inservice 2025-2026

Jessica Mullins-4.25
Kelley Collins-6.
Nancy Hickey-6
Heather Camacho-6
Lisa Shaw-6
Julie Reeser-6
Elizabeth England-6
Melissa Mackie-6.
Jada Hughes-6
Marcy Peek-6
Julia Rodgers-6
Nicole Thomas-6
Heather Little-6
Pamela Turner-6.
Kristen Phillips-6
IcIs Wilken-6
Amy Sparks-6
Dana Stewart-6
Jessica Jackson-6
Brandy Walker-6.
Beth Frazier-6
Lana Richards--6
Sandra Way-6
Lacie Fain-2.25
Makenzie Randolph-6
Heather McCarty-6.
Dawn Smith-6
Tina Vaughn-6
Lani Christian-12
Vicki McBroom-12
Mindy Combs-12
Amy Strong-12
Connie Bellamy-6

Marial Bilibrey-6.0

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: **25/26 Cafe Mgrs Approved Cell Phone Stipend**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **FOOD SERVICES**

Employee Type Code: **12SPT**

OR Employee's Name: **STACY MARIE BRADFORD**

* REASON FOR ACTION: **OTHER**

* EFFECTIVE DATE: **08/01/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **N/A**

* MONTHS WORKED PER YEAR: **9**

* HOURS WORKED PER DAY: **8.0**

POSITION FUNDED: **143 E 73100 199**

Type of Funding:

* NOTES: **Please see attached board approval for cafeteria manager cellphone stipends. V.I.F.1 6/26/2025 \$20.00/month beginning Aug 2025 - May 2026.**

DIRECTOR OF SCHOOLS - CORBY KING

DIR OF SCHOOLS SIGNATURE

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DEPUTY DIR SIGNATURE

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIRECTOR HR SIGNATURE

EXHIBIT
VTF1
06-26-25

BOE Approved
M. Tolbert

DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

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

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

Account Funding Code (if appropriate)
143 E 73100 199

Backup included
 Backup to follow

Requesting Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of Cellular Phones, for the School Nutrition Manager at each school, see attached list.

This stipend will begin Aug 2025 and will go through May 2026.

Jennifer Mitchell
Signature of Person Making Request Date 6/17/25

[Signature]
Signature of Director of Schools Date 6/20/25

Received
6-20-25 MTF

SCHOOL/INSTRUCTION CAREER/RIAMANAGER LIST

10 MONTHS
AUGUST 2025 - MAY 2026

SCHOOL	CAREER/RIAMANAGER	CODING
Algood Elem School	Sandi Everett	143 73100 199 00005
Algood Middle School	Heather Trevathan	143 73100 199 00008
Avery Trace	Mary Light	143 73100 199 00065
Baxter Primary	Rebecca Morgan	143 73100 199 00017
Burks	Crystal Reeves	143 73100 199 00025
Cane Creek	Loretta Gentry	143 73100 199 00030
Capshaw	Christina Johnson	143 73100 199 00035
CHS	Charlotte Conner	143 73100 199 00037
Cornerstone	Susan Marek	143 73100 199 00015
Lere Whitson	Eleisha Burton	143 73100 199 00050
MHS	Shyla Taumua	143 73100 199 00055
Northeast Elem	Lisa Broyles	143 73100 199 00057
Park View	Amy Cronk	143 73100 199 00060
Prescott Elem 50%/Middle 50%	Bethanie Holmes	143 73100 199 00095/00100
Sycamore	Colette Baye	143 73100 199 00070
UHS	Jennifer Haggard	143 73100 199 00090
UMS	Cindy Boles	143 73100 199 00110

REMOVE*

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: **PreK Teachers & TAs that attended Training**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12SPT**

OR Employee's Name: **DIANA L NICHOLS**

* REASON FOR ACTION: **OTHER**

* EFFECTIVE DATE: **08/06/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **N/A**

* MONTHS WORKED PER YEAR: **12**

* HOURS WORKED PER DAY: **8.0**

POSITION FUNDED: **141 E 73400 189 000 02512 000**

Type of Funding:

* NOTES: **Stipend for PreK Teachers/Teacher Assistants that attended a training on either June 9, 2025 or July 7, 2025. Spreadsheet attached. Amount is \$881.68 (gross) per person Acct. No. 141-73400-189-0251**

DIRECTOR OF SCHOOLS - **CORBY KING**

DIR OF SCHOOLS SIGNATURE

DEPUTY DIRECTOR OF SCHOOLS - **TIM MARTIN**

DEPUTY DIR SIGNATURE

DIRECTOR, HUMAN RESOURCES - **ANGIE KNIGHT**

DIRECTOR HR SIGNATURE

Teacher Name	School	Teacher/Teacher Asst	Date Attended
Allison Bartlett	Sycamore	TA	6/9/25
Bethany Corley	Baxter Primary	Teacher	6/9/25
Regina Geer	Baxter Primary	TA	6/9/25
Jennifer Gore	PK Floater	TA	6/9/25
Kristie Jones	Prescott South Elem	Teacher	6/9/25
Sara Rebecca Matthews	Cookeville HS	TA	6/9/25
Isabel Morales	Sycamore	TA	6/9/25
Jennifer Mosley	Prescott South Elem	Teacher	6/9/25
Stepanie Oliver	Algood Elem	TA	6/9/25
Julliette Passalacqua	Prescott South Elem	Teacher	6/9/25
Phyllis Pedigo	Baxter Primary	TA	6/9/25
Jennifer Peek	Sycamore	Teacher	6/9/25
Allison Pippin	Cookeville HS	Teacher	6/9/25
Kylee Robinson	Northeast	TA	6/9/25
Kaysha Sells	Northeast	Teacher	6/9/25
Regina Sherrell	Baxter Primary	TA	6/9/25
Sandra Stewart	Prescott South Elem	TA	6/9/25
Lee Woolbright	Capshaw	TA	6/9/25

Melinda Allen	Jere Whitson	Teacher	7/7/25
Faith Anderson	Jere Whitson	TA	7/7/25
Angela Brown	SPED @ CHS	Teacher	7/7/25
Jordan Bussell	Northeast	Teacher	7/7/25
Rachel Coburn	Capshaw	TA	7/7/25
Robin Hanks	Capshaw	TA	7/7/25
Merry Hawke	Cane Creek	TA	7/7/25
Megan Hunt	Algood MS	Teacher	7/7/25
Nina Jacobs	Algood MS	TA	7/7/25
Marta Johnson	Jere Whitson	Teacher	7/7/25
Courtney Lamb	Capshaw	Teacher	7/7/25
Christi Leftwich	Baxter Primary	Teacher	7/7/25
Kaitlyn Legg	Cookeville HS	Teacher	7/7/25
Keri Lineberry	Cane Creek	TA	7/7/25
Brandy Malone	Baxter Primary	Teacher	7/7/25
Veronica Panker	Jere Whitson	TA	7/7/25
Hannah Pryor (Jared)	Capshaw	TA	7/7/25
Jenna Simpson	Cane Creek	Teacher	7/7/25
Kayce Smith	Northeast	Teacher	7/7/25
Lauren Sturm	Algood MS	TA	7/7/25
Jessica Tidwell	Baxter Primary	TA	7/7/25
Emily Vance	Baxter Primary	Teacher	7/7/25

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

NEW HIRE NAME: **staff assisting in 21st CCLC**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **STAR CENTER**

Employee Type Code: **12SPT**

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

#8

* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **07/01/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **No one**

* MONTHS WORKED PER YEAR: **9.5**

* HOURS WORKED PER DAY: **3.0**

POSITION FUNDED: **Funding Listed on Spreadsheet for Each**

Type of Funding:

* NOTES: **Please see attached spreadsheet for staff working in 21st CCLC 2025-2026**

DIRECTOR OF SCHOOLS - CORBY KING

DIR OF SCHOOLS SIGNATURE

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DEPUTY DIR SIGNATURE

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIRECTOR HR SIGNATURE

Algood Elementary

<u>Last Name</u>	<u>First Name</u>	<u>Location (school)</u>	<u>Assignment</u>	<u>Hrs NTE</u>	<u>Effective Date</u>	<u>Funding</u>	<u>Rate of Pay</u>
Certified							
Williams	Jill	AES	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	35.00
Johnson	Keisha	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Mott	Kelsey	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Walker	Harley	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Long	Keri	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Haggard	Michelle	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Cagle	Sabrina	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
Reese	Caleb	AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
		AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
		AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
		AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
		AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00
		AES	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	142-73300-116-0431	30.00

Support Staff

		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate
		AES	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	142-73300-163-0431	hourly rate

Part-Time

		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00
		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00
		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00
		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00
		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00
		AES	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	142-73300-189-0431	\$15.00

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#9

NEW HIRE NAME: **Staff assisting in Leaps**

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **STAR CENTER**

Employee Type Code: **12SPT**

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

* REASON FOR ACTION: **ADDITIONAL HOURS**

* EFFECTIVE DATE: **07/01/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **No one**

* MONTHS WORKED PER YEAR: **9.5**

* HOURS WORKED PER DAY: **3.0**

POSITION FUNDED: **Funding Code Listed on Spreadsheet for Each**

Type of Funding:

* NOTES: **Please see attached spreadsheet for staff work in Leaps 2025-2026.**

DIRECTOR OF SCHOOLS - CORBY KING

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

Avery Trace Middle

<u>Last Name</u>	<u>First Name</u>	<u>Location (school)</u>	<u>Assignment</u>	<u>Hrs NTE</u>	<u>Effective Date</u>	<u>Funding</u>	<u>Rate of Pay</u>
Certified							
Robinson	Rachel	ATMS	Site Coord.	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	35.00
Boutillette	Robin	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Crabtree	Billie Jo	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Dycus	Clark	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Eldaba	Abir	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Givens	Lacey	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Harper	Candice	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Hix	Lauralee	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Love	Christine	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Matson	Sam	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Maurice (Sims)	Summer	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
Walker	Celeste	ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
		ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00
		ATMS	Teacher	NTE 2 hrs p/d, 6 hrs p/w	7/1/25-6/30/26	141-73300-116-02003	30.00

Support Staff

Jackson	Cindy	ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	\$27.95
Keller	Caitlyn	ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	\$17.00
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	
		ATMS	Support Staff	NTE 2 hrs p/d, 5 hrs p/w	7/1/25-6/30/26	141-73300-163-02003	

Part-Time

		ATMS	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$30.00
		ATMS	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$15.00
		ATMS	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$15.00
		ATMS	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$15.00
		ATMS	PT Time	NTE 3 hrs p/d, 15 hrs p/w	7/1/25-6/30/26	141-73300-189-02003	\$15.00

Done 8/6/25

PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM

#10

NEW HIRE NAME: **New 120 Day Contract for SY 25-26**

STREET ADDRESS:

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

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **CENTRAL OFFICE**

* REASON FOR ACTION: **OTHER**

Employee Type Code: **12CER**

* EFFECTIVE DATE: **08/01/2025**

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **NA**

* NOTES: **Part-time tutor (\$40.00 per hour), district-wide elementary TN All Corp Tutor and \$60.00 flat rate for training. See attached Spreadsheet.**

* MONTHS WORKED PER YEAR: **9**

* HOURS WORKED PER DAY: **4.0**

POSITION FUNDED: **141 E 71100 116 000 0000 000**

Type of Funding:

DIRECTOR OF SCHOOLS - **CORBY KING**

DIR OF SCHOOLS SIGNATURE

DEPUTY DIRECTOR OF SCHOOLS - **TIM MARTIN**

DEPUTY DIR SIGNATURE

DIRECTOR, HUMAN RESOURCES - **ANGIE KNIGHT**

DIRECTOR HR SIGNATURE

TUTOR NAME	PCSS E-MAIL
Barnhill, Amy(931)644-6627	amy.barnhill@pcsstn.com
Bates, Caren(423) 389-6813	caren.bates@pcsstn.com
Bennett, Linda (931)260-1123	bennettl1@pcsstn.com
Bingham, Andrea (931)979-9918	binghama1@pcsstn.com
Binkley, Elizabeth(931)319-2384	elizabeth.binkley@pcsstn.com
Chambers, Janna (931) 265-9473	chambersj@pcsstn.com
Copeland, Stacey(931)260-5041	stacey.copeland@pcsstn.com
Dalton, Renata(931)265-2178	renata.dalton@pcsstn.com
Johnson, Teresa (931)445-5551	teresa.johnson@pcsstn.com
Norton, Katie(931)261-0557	katie.norton@pcsstn.com
Overholt, Leah(931)260-0655	leah.overholt@pcsstn.com
Peek, Penny (931)239-2954	penny.peek@pcsstn.com
Pierce, Trina (931)261-4102	piercet@pcsstn.com
Powell, Stefanie (931) 252-6692	stefanie.powell@pcsstn.com
Reynolds, Jackie(931)881-8848	jreynolds3@pcsstn.com
Robinson, Angie (931)260-4868	robinsona4@pcsstn.com
Smith, Traci (931)510-3189	traci.smith@pcsstn.com
Strickland, (Jan)Nancy (931)267-5876	nancy.strickland@pcsstn.com
Washburn, Shirley (931)979-4140	washburns2@pcsstn.com

MINUTES
Putnam County Board of Education
Cookeville, Tennessee
August 7, 2025

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, August 7, 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.) Mrs. **CRAVENS** made a motion to approve the agenda, as recommended by Director Corby R. King, Director of Schools, and as submitted. Mr. **McCORMICK** 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:

Recognize the following PCSS teachers and principals retiring between July 1, 2024, and June 30, 2025:

- Alma Anderson
- Ronda Cole
- Beverly Hall
- Tracy Jones
- Dana McWilliams
- Robert McWilliams
- Robert Miller
- Kathryn Parr-Beaty
- Nickey Philpot
- Cynthia Putman
- Mallorie Rector
- Tracy Sparks
- Lori Strobe
- Sharon Vetter
- John Wright

Mr. King also pointed out the Director's Personnel Report.

ACTION: (VI.A.) Mr. **McCORMICK** made a motion to approve the Minutes of the Regular November Board Meeting – June 26, 2025, @ 5:00 PM, as submitted. Dr. **FRY** seconded the motion. Motion carried.

Mr. **McHENRY** stated the Board would address approval of the Consent Agenda with the removal of VIF.14. Mrs. **RAMSEY** made a motion to remove the item. Mr. **LEDBETTER** seconded the motion. Motion carried.

Mr. **McHENRY** asked if anyone had an item they would like removed for discussion.

Mrs. **CRAVENS** requested to pull items VIF.8. and VIF.12. for discussion.

ACTION: (VI.A.1. – VI.F.35 with VI.F.8 and VI.F.12 pulled then VIF.14 removed) Mrs. **CRAVENS** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of Schools:

A. Payments/Purchases

1. Approval of the purchase of Safe School Annual Training subscription from Vector Solutions, LLC, for the 2025-2026 school year in the amount of \$17,139.20 to be paid from 141-72520-399 effective 07/15/2025 through 7/14/2026, as submitted.
2. Approval to purchase student desks and chairs for Capshaw Elementary School from Ernie Morris Enterprises, Inc. in the amount of \$34,618.00 to be paid from 141-71100-722-02117.
3. Approval to purchase a one-year contract with ParentSquare, Inc. for communication services, which includes website, two-way communication, mass communications, app, etc., for the 2025-2026 school year in the amount of \$76,727.50 to be paid from accounts 141-72250-399-000 for \$43,800.00 and 141-72310-599-000 for \$32,927.50.
4. Approval to purchase Qualtrics per Carahsoft Omnia Education Contract RFP# R240303 in the amount of \$56,550.53 to be paid from 141-71100-399-02103.
5. Approval of the purchase of iCEV CTE curriculum site license for the 25/26 SY for CHS, MHS, and UHS from vendor CEV Multimedia, LLC - Lubbock, TX, in the amount of \$37,950.00 to be paid by General Funds.
6. Approval of the purchase of one Zeus+ Certification Kit and one Education SK Pro 100 user site license for the 25/26 SY for CHS from vendor Snap-on Industrial - Crystal Lake, IL, in the amount of \$51,828.25 to be paid by Perkins Basic grant funds.
7. Approval of the purchase of 624 OSHA 10-Hour General Industry training courses/seats for CHS, MHS, UHS, and WPA from vendor CareerSafe - College Station, TX, in the amount of \$21,840.00 to be paid by Perkins Reserve Secondary Budget grant funds.
8. Approval of a purchase to Solution Tree 2 days of Onsite Professional Development per quote QS132945 in the amount of \$14,200.00 and to be paid from school allocation 142-72210-524-101. The total will be split by the following schools: \$3,550.00 (NES), \$3,550.00 (PSES), \$,550.00 (PSMS), and \$3,550.00 AMS.
9. Approval of the purchase of one Career Discovery Lab and one College and Career Ready/STEM Lab for Upperman Middle School from vendor Paxton Patterson, LLC - Alsip, IL, in the amounts of \$25,307.30 and \$160,618.42, respectively, to be paid by Innovative School Models grant funds. Paxton Patterson is a TIPS vendor; this purchase will be made under contract #250106.

B. Bids/Quotes/Sealed Bids/RFPs

C. Budget Amendments/Line Item Transfers

1. Student Services - Budget for carryover and donations received for student services

2. Finance - To budget for State of Tennessee teacher bonus
3. CTE - To allocate PEP donation to expenditure accounts for the 2025/26 school year
4. Future Ready - Budget for carry over amount received from Vol State Foundation
5. Adult Education - To budget for revenue received for Adult Education general services
6. Adult Education - To budget for revenue received for Adult Education
7. Finance - To budget for furniture purchases for the PreK Early Learning Academy
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
 1. Approval of the request for the renewal of the use of Level Data, LLC, for the 25/26 school year in the amount of \$16,972.50 to be paid from 141-72110-399. Level Data is a complement to PowerSchool and helps ensure accurate initial enrollment data entry and submission with TDOE to decrease data errors, which may delay funding.
 2. Approval of the partnership with the Tennessee Higher Education Commission (THEC), to allow Monterey High School to be provided a dedicated college and career advisor helping MHS students navigate the process of applying to college, securing financial aid, and exploring career pathways.
 3. Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of Cellular Phones, for the following Extended Learning employee:
Brenda J. Hughett - Extended Learning Program Director
The stipend will begin July 2025 and will go through June 2026. It will be paid from LEAPS 141-73300-199-02003 and 21st CCLC 142-73300-199-00000.
 4. Approval of the subscription renewal for the 25/26 school year in the amount of \$23,635.64, to be taken from account 141-72210-399, for the Navigate360 Emergency Management Suite Platform. Navigate EMS is used to account for students, staff, and visitors during emergency drills or other emergencies during the school day.
 5. Approval of the attached research request for Emily Lankford, a doctoral candidate at Tennessee Tech University.
 6. Approval of the attached research request for Melissa Hinds, a doctoral candidate at Liberty University.
 7. Approval of a \$20.00 monthly stipend for cell usage for Krista Hamilton, School Age and Employee Child Care Program Coordinator effective July 1, 2025 through June 30, 2026 per Policy 3.3001, Use of Cellular Phones, as submitted to be paid from 146-73300-199-01800.
 8. Approval of the discontinuation of the International Baccalaureate (IB) Program at Cookeville High School, effective at the conclusion of the 2025-2026 academic year.
 9. Approval of the renewal (Year #4) of the Student Teaching/Internship Affiliation Agreement between Western Kentucky University and the Putnam County School System effective July 1, 2025 through June 30, 2026.
 10. Approval of a one-year extension of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between the University of TN Martin and the Putnam County School System effective between 7/1/25 and 5/31/26.
 11. Approval of the official request from the Putnam County Education Association (PCEA) for the continuation of Collaborative Conferencing among the Putnam County Board of Education employees and the Putnam County School Board, as submitted.
 12. Approval of the discontinuation of the Middle Years Programme (MYP) at Avery Trace Middle School, effective immediately.
 13. Approval to enter into a contract with Maffett Loftis Engineering, LLC, Cookeville, TN for a plumbing investigation of White Plains Academy (as outlined in their proposal dated July 1, 2025) in the amount of "not to exceed" \$9,000.00 to be paid for from 141-72620-399.
 14. Approval to enter into a contract with Cookeville Heating and Cooling, Cookeville, TN for the replacement of a 20-ton rooftop unit on Prescott South Elementary's gym in the amount of \$52,305.00 to be paid for from 141-72620-399.
 15. Approval of the following individuals to serve on the Collaborative Conferencing team for 2025-2026:

PET: Danielle Johnson, Jennifer Peek, and Sandy Harris

PCEA: Diane Phy, Leslie Worsham, Aaron Casey

Unaffiliated: Gavin Moore

BOE: Russell Darley, Renee Cantrell, Mark McReynolds, Tim Martin, Bridgett Carwile, Dr. Sharon Anderson and Angie Knight

16. Approval to enter into a contract with Cookeville Heating and Cooling Services, Cookeville, TN to replace the chiller compressor at the Central Office in the amount of \$16,395.00 to be paid for from 141-726200-399.

17. Approval of an addendum to the approved school fees for 2025-2026 school fees as submitted for approval in July, specifically additions to Upperman High School per Dr. Winningham due to unforeseen program expansions and updated resource needs.

18. 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, 2025 to June 30, 2026.

19. Approval of a \$20 monthly stipend for cell phone usage for the 2025-2026 school year, per Policy 3.3001, Use of Cellular Phones, to be paid from 141-72250-199 for the following Technology department employees: Scott Allen, Frankie Jerome, Michael McCarver, Angie Smith, April Hale and Brenda Hughes.

20. Approval to renew subscription for Jamf Pro licenses, a Device Management platform for macOS computers and iPads, from Jamf, Inc., Minneapolis, MN, per quote #Q-717384 and Invoice #90319235, in the amount of \$11,362.00 to be paid from 141-71100-722-01607.

21. Approval to purchase additional Amplify CKLA student materials not covered during this final year of the current adoption.

22. Approval of permission to purchase a used Reel Mower for outdoor athletic fields at Upperman High School from Precision Reel Grinding, LLC, for the purchase price of \$22,000.00 to be paid from school athletic trainer funds.

23. Approval to purchase a Pacifica Van from Chrysler Dodge Jeep RAM Fiat of Columbia in the amount of \$41,484.25 from the TN statewide contract (#209) to be paid from 141-72710-729, Transportation equipment.

24. Approval to pay AAR of North Carolina in the amount of \$19,106.87 for pay application #2 related to the Extended Service Building Roof Replacement project to be paid from 141-76100-599-02528.

25. Approval to pay Stone Service Corporation in the amount of \$950.00 for pay application #2 related to the Extended Learning Building HVAC Upgrades Project to be paid from 141-76100-599-02528.

26. Approval to pay Stone Service Corporation in the amount of \$206,587.17 and SouthEast Bank (retainage) in the amount of \$10,873.01 for pay application #3 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.

27. Approval to pay Stone Service Corporation in the amount of \$33,645.07 for pay application #4 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.

28. Approval to pay Stone Service Corporation in the amount of \$128,811.56 for pay application #2 related to the Baxter Primary School HVAC Upgrades project to be paid from 141-76100-599-02528.

29. Approval of the Medical, Dental and Vision Insurance Rates for the 2026 calendar year as submitted.

30. Approval of the following budgets:

141 General Purpose School Budget Draft #3

142 Federal Projects Budget

143 Food Service Budget

146 Extended School Program Budget

31. Approval to pay Stone Service Corporation in the amount of \$68,487.30 and SouthEast Bank (retainage) in the amount of \$3,604.60 for pay application #4 related to the NorthEast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.
32. Approval to pay Stone Service Corporation in the amount of \$9,310.00 for pay application #1 related to the Baxter Primary School HVAC Upgrades project to be paid from 141-76100-599-02528.
33. Approval to pay Stone Service Corporation in the amount of \$24,096.77 for pay application #5 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
34. Approval to enter into a contract with Covington Flooring Company, Birmingham, AL for the repair, sand, paint and refinish as outlined in the attached proposal of the gym floor at the Early Learning Center (formerly Park View Elementary) in the amount of \$47,474.00 to be paid from 141-72620-399.
35. Approval to purchase furniture for the new PreK Early Learning Academy in the amount of \$348,792.76 from Ernie Morris Enterprises, Inc. from account 141-76100-711-02530. This purchase is through the TIPS cooperative purchasing network, contract 230301.

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

Mr. **McHENRY** stated the Board would address Agenda Item VII. Policy as followed:

- A. Approval of revisions to policy 2.804, Expenses and Reimbursements, as suggested by TSBA.
- B. Approval of revisions to policy 5.100, Personnel Goals, as suggested by TSBA.
- C. Approval of revisions to policy 5.110, Compensation Guides and Contracts for Certified Personnel, as suggested by TSBA.
- D. Approval of revisions to policy 5.119, Employment of Retirees, as suggested by TSBA.
- E. Approval of revisions to policy 5.305, Family and Medical Leave, as suggested by TSBA.
- F. Approval of revisions to policy 5.701, Substitute Teachers, as suggested by TSBA.
- G. Approval of revisions to policy 4.601, Reporting Student Progress, as suggested by TSBA.
- H. Approval of revisions to policy 4.700, Testing Programs to update verbiage on absences during EOC/TCAP.
- I. Approval of the removal of policy 4.7001, Required State Testing: TCAP.
- J. Approval of revisions to policy 4.801, Controversial Materials.
- K. Approval of revisions to policy 1.407, School District Records, as suggested by TSBA.
- L. Approval of revisions to policy 3.202, Emergency Preparedness Plan, as suggested by TSBA.
- M. Approval of revisions to policy 3.204, Threat Assessment Team, as suggested by TSBA.
- N. Approval of revisions to policy 4.212, Virtual Education Strategy, as suggested by TSBA.
- O. Approval of revisions to policy 4.301, Interscholastic Athletics, as suggested by TSBA.
- P. Approval of revisions to policy 6.200, Attendance, as suggested by TSBA.
- Q. Approval of revisions to policy 6.600, Student Records, as suggested by TSBA.
- R. Approval of revisions to policy 5.612, Cell Phone Usage.

ACTION: Mr. **LEDBETTER** made a motion to approve Policy VII.A- Policy VII.R. on the first and final reading. Dr. **FRY** seconded the motion. Motion carried.

Mr. **McHENRY** stated the Board would address Agenda Item VIII.A., Building Projects.

Mr. John Magura, Maintenance Supervisor provided an update stating:

- Scott Nicholson had provided an update with a punchlist of items
- The athletic director also sent a punchlist

- The Avery Trace football field should be ready in one month
- The field lights were in need of a service

Mr. **McHENRY** stated the Board would address Agenda item VIII.A.2.a., Current Park View Elementary School Action Item and recognized Energy Systems Group.

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

- 65% completed with the romex wiring and should be completed by the end of August
- Five rooms were demoed
- The metal panels were installed
- Waiting until the 13th of august to finalize cubby/locker locations
- The fire marshal approval created time lost with the timeline

ACTION: [VIII.A.2.a.(1.) Mr. **McCORMICK** 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 \$256,629.23 and First National Bank of Tennessee (retainage) in the amount of \$13,506.80 for pay application #8 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

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

Mr. **McHENRY** stated the Board would address Agenda Item VIII.B., Approval of the purchase of property from Don and Julie Bohannon on Old Walton Road, parcel 071C B 017.00, for the purchase price of \$95,000.00. This property is adjacent to Monterey High School.

ACTION: (VIII.B.) Mr. **McCORMICK** made a motion to approve the 141 General Purpose School Budget Draft #3 for the year ending on June 30, 2026. Mrs. **CRAVENS** seconded. Motion carried.

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

The Board adjourned at 5:33 PM.

8/7/25

 Date



 Lynn McHenry
 Chair



 Corby King
 Director of Schools



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

Date _____ 9/4/2025

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 Apple Financial Services in the amount of \$418,237.50 for the 3rd year of 4 for the teacher laptop computer lease to be paid from 141-72250-330, Lease Expense.

received
8-4-25 MF *CK*



Financial Services

Education Finance

Lessee: Putnam County School District
1400 East Spring Street
Cookeville, TN 38506

Invoice Number: 45557
Invoice Due Date: 9/19/2025
Control Number: 103749
Amount Due: \$418,237.50

Attention: Mark McReynolds

Name of Obligation: Schedule No. 1 dated 9/19/2023 to Master Lease Purchase Agreement dated 9/19/2023

Equipment Description: computers

Purchase Order Number:

Invoice Due Date	Amount Due
9/19/2025	\$418,237.50

Remit to: Apple Financial Services
P.O. Box 028549
Miami, FL 33102-8549

Inquiries: Janet Bryant
(800) 532-6864
janet.bryant@epublicfinance.com

Keep top portion for your records

Please detach bottom portion and return with your payment



Financial Services

Education Finance

Remit to: Apple Financial Services
P.O. Box 028549
Miami, FL 33102-8549

Invoice Number: 45557
Invoice Due Date: 9/19/2025
Control Number: 103749
Amount Due: \$418,237.50

Inquiries: (800) 532-6864

EXHIBIT A

Schedule No. 1 Dated September 19 2023 to Master Lease Purchase Agreement Dated September 19 2023

This Schedule No. 1 ("Schedule") is entered into pursuant to that Master Lease Purchase Agreement dated September 19 2023 ("Master Lease"), and is effective as of September 19 2023. All of the terms and conditions of the Master Lease, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Master Lease.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Lease Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Lease Payment Schedule, subject to the terms and conditions of the Lease.

Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes

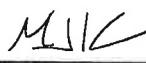
EQUIPMENT INFORMATION	
Computer Hardware--See attached Exhibit 1.	

LEASE PAYMENT SCHEDULE						
Pmt #	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payment(s)	Outstanding Balance
	9/19/2023					\$1,672,950.00
1	9/19/2023	\$418,237.50	\$0.00	\$418,237.50		\$1,254,712.50
2	9/19/2024	\$418,237.50	\$0.00	\$418,237.50	\$853,204.50	\$836,475.00
3	9/19/2025	\$418,237.50	\$0.00	\$418,237.50	\$426,602.25	\$418,237.50
4	9/19/2026	\$418,237.50	\$0.00	\$418,237.50	\$0.00	\$0.00
Totals:		\$1,672,950.00	\$0.00	\$1,672,950.00	Rate 0.0000%	

Lessee acknowledges that the discounted purchase price for the Lease is \$1,636,228.92 and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes. The Yield for this Lease for federal income tax purposes is 1.5000% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable.

IMPORTANT: Read before signing. The terms of the Master Lease should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Master Lease or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Master Lease and this Lease.

Commencement Date: September 19 2023

LESSOR: **APPLE INC.**
 SIGNATURE: x  Digitally signed by Michael J. Krahenbuhl
 NAME / TITLE: x Michael J Krahenbuhl, AIF for Apple Inc.
 DATE: x 09/19/2023

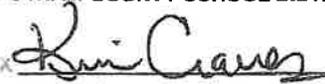
LESSEE: **PUTNAM COUNTY SCHOOL DISTRICT**
 SIGNATURE: x 
 NAME / TITLE: x Kim Craves / Board Chair
 DATE: x 9/19/2023

EXHIBIT E

LEASE PAYMENT INSTRUCTIONS

Pursuant to the Master Lease Purchase Agreement dated September 19 2023 (the "Master Lease"), Schedule No. 1, between Apple Inc. (the "Lessor") and Putnam County School District (the "Lessee"), Lessee hereby acknowledges the obligations to make Lease Payments promptly when due in accordance with the Lease.

LESSEE NAME: Putnam County Board of Education

TAX ID#: 62-6002796

INVOICE MAILING ADDRESS: 1400 East Spring Street

Mail invoices to the attention of: Mark McReynolds

Phone 931) 526-9777

Fax ()

Email: mmcreynolds@pcsstn.com

Approval of Invoices required by: _____

Phone ()

Fax ()

Email: _____

Accounts Payable Contact:

Jenny Hensley

Phone 931) 526-9777

Fax ()

Email: jhensley1@pcsstn.com

*backwards -
S/B
hensleyj1@*

Processing time for Invoices: 3 days Approval: 4 days Checks: 2 days

Do you have a Purchase Order Number that you would like included on the invoice? No Yes ___ PO# ___

Do your Purchase order numbers change annually? No Yes ___ Processing time for new purchase orders: ___

LESSEE: Putnam County School District

SIGNATURE: *Kim Craven*

NAME / TITLE: *Kim Craven (Board Chair)*

DATE: *9/19/2023*

EXHIBIT 1 – EQUIPMENT INFORMATION to Schedule No. 1
under Master Lease Purchase Agreement dated September 19 2023

#	Product Description	Qty
1	<p>13-Inch MacBook Air: Midnight (Packaged in a 5-pack) Part Number Z16A Configuration:</p> <ul style="list-style-type: none"> • 065-CCJT Apple M2 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine • 065-CCJX 16GB unified memory • 065-CCCL1 512GB SSD storage • 065-CD7F 30W USB-C Power Adapter • 065-CCLY 1080p FaceTime HD camera • 065-CCMC Two Thunderbolt / USB 4 ports • 065-CCM1 MagSafe 3 charging port • 065-CCM2 13.6-inch Liquid Retina display with True Tone • 065-CD5W None • 065-CD0F Backlit Magic Keyboard with Touch ID – US English • 065-CD0N Accessory Kit 	1,000
2	<p>4-Year AppleCare+ for Schools 13-inch MacBook Air (M2) (no service fees) Part Number SEY1ZLL/A</p>	1,000
3	<p>Brenthaven 360 case for MacBook Air 13-in. (M2) – Special 5-pack Pricing (contains qty. 5 HQ7C2ZM/A) Part Number BVR1ZLL/A</p> <p>Brenthaven 360 case for MacBook Air 13-in. (M2) Part Number: HQ7C2ZM/A Quantity: 1,000</p>	200
4	<p>APS MB DEPLOY SVC W/ DEPLOYASSIST-USA Part Number D9284LL/A</p>	1,000

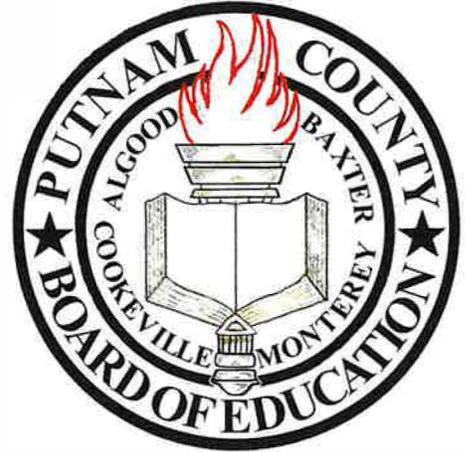
The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: Aug 20, 2025
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note below

141-72310-599



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase an Avigilon video server and security cameras for for the Extended Services Building, per quote #15443 from Pioneer Communications, Cookeville, TN, in the amount of: \$24,712.80, to be paid from: 141-72310-599.

NOTES:

[Empty rectangular box for notes]

received
8-21-25 mt *CK*



Pioneer Communications of Tennessee LLC
 P.O. Box 1220
 Cookeville, TN 38503

PIONEER
 COMMUNICATIONS
 OF TENNESSEE LLC
 TN License #2402

Estimate

Rep	Date	Estimate #
	8/20/2025	15443

Ship To
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 3860 PHIFER MOUNTAIN RD. COOKEVILLE, TN 38506

Job Name
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 1400 EAST SPRING STREET COOKEVILLE, TN 38506

Description	Qty
HD VIDEO APPLIANCE 24 PORT 24 TB NVR	1
ANALYTICS KIT FOR HDVA NVR 24 PORT	1
AVIGILON H5A 5MPX3 MULTISENSOR CAMERA WITH IR AND CORNER MOUNT ASSEMBLY	2
AVIGILON H5A 5MPX3 MULTISENSOR CAMERA WITH IR AND MOUNT ASSEMBLY	1
AVIGILON UNITY ENTERPRISE LICENSE	3
LABOR	6
<p>This quote is for all parts, labor and programming to wire and install 3 15MP Multihead cameras at the Ext. Services Building. This also includes 1 24 channel, 24 TB Video Appliance NVR and an Analytics kit for Appearance search and possible facial recognition with VAC-Face License (sold separate)</p>	

'When Experience Matters!' Over 40 Years!
 Locally Owned Small Business

Acceptance Signature: _____

Total	\$25,662.36
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DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

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

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

Account Funding Code (if appropriate):

Backup included

Backup to follow

Approval to purchase per the Sourcewell contract #063022-SES, replacement dish machine for the Early Learning Academy from TriMark Strategic Equipment, LLC. Total cost, which includes installation, is \$73,219.11, will be paid from county issued bond.

Jennifer Mitchell, SNP Supervisor *JM* 8/21/25
Signature of Person Making Request Date

[Signature]
Signature of Director of Schools Date

received
8-21-25 MT

TriMark Sourcewell Contract #063022-SES

Foodservice Equipment, Supplies and Design

Strategic Equipment, LLC
dba TriMark Strategic
dba TriMark Foodcraft
dba ISI Commercial Refrigeration

08/12/2025

Project:
**Putnam Co- Parkview ES Dish
machine SOURCEWELL**

From:
**Trimark USA, LLC
Heidi Keller-Lawson
3011 Industrial Parkway East
Knoxville, TN 37921
(865)545-5222 (contact)
(865)522-4448 (Fax)**

Job Reference Number: 141764

Prices may not reflect applicable tariffs, duties, import fees, taxes, or other governmental charges. TriMark reserves the right to correct or adjust quoted prices at any time due to tariffs, market fluctuations, supply chain disruptions, third-party supplier cost changes, general contractor delays, or any other factors outside of TriMark's control. TriMark will use commercially reasonable efforts to hold pricing for seven calendar days from the date of the quote; however, all pricing remains subject to correction or adjustment as set forth above, including during the seven-day hold period.

For all custom fabricated equipment, exhaust hoods, walk-in coolers/freezers, and all items requiring owner selections of colors or laminate finishes, these prices are current estimates. We will re-quote those items based on the manufacturers' prices in effect at the time when field measurements can be taken and/or color/laminate selections are made by the owner. This policy also applies to all items of standard manufacture that cannot be shipped immediately upon fabrication to an owner's or general contractor's facility.

Item	Qty	Description	Sell	Sell Total
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1	1 ea DISHWASHER, CONVEYOR TYPE Model No. CL44-BAS+BUILDUP Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .45 gallon/rack, Complete Delime with Booster Guard, Touch Screen Controls with diagnostics, troubleshooting, and SmartConnect App, capless wash arms, NSF Pot & Pan mode, cULus, NSF, ENERGY STAR®, Factory Startup - Free for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.	\$50,979.01	\$50,979.01
	1 ea Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea CL44BAS-ELE0AX 208v/60/3-ph Single point connection standard (field convertible to dual point)		
	1 ea CL44BAS-HGTSTD Standard Height 19.5"H x 22"W opening, fits full-sized sheet pan, horizontal		
	1 ea CL44BAS-HTE15K Electric tank heat 15kW		
	1 ea CL44BAS-ERH18K With 18 kW Booster (default)		
	1 ea CL44BAS-DIR0RL Right to left operation		
	1 ea WS40-NOINSTALL (10020980) Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)		
	1 ea DWT-CL Drain water tempering kit for CL models		
	1 ea ACC-INSTALL-HOB Accessory Installation - For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ installation (NET)		
	2 ea EXTHD/E-ADJ E-series extended hood (adjustable)		
	1 ea SHTPAN-RACK (10067591) Rack, 6 sheet pan		
	1 ea TBLLIM-CL Table limit switch for CL & CLEN series		
	1 ea CL44EN-BASFETSTD Standard feet		
	1 ea CURTAIN-KITSTD KIT CURT'N SPLASH Standard E-SERIES		
		ITEM TOTAL:	\$50,979.01

Item	Qty	Description	Sell	Sell Total
2	1 ea	DISHTABLE, CLEAN "L" SHAPED Model No. 88X54CDT-L-CS-14 Clean Dishtable, corner design, 54" machine to corner, 88" corner to end, L-shaped, right to left operation, backsplash, 14/300 stainless steel top, stainless steel H-frame legs, NSF	\$2,897.05	\$2,897.05
	1 ea	CRG (10020981) Curved Rack Guide, rod style, 1/2", stainless steel construction		
			ITEM TOTAL:	\$2,897.05
3	1 ea	PANT LEG HOOD & VENT DUCT Model No. PLD-II (10035779) Dishwasher Pant Leg Duct with Trim Collar, fits up to 66" dish machines, 16/300 stainless steel construction	\$3,512.71	\$3,512.71
			ITEM TOTAL:	\$3,512.71
4	36 sq ft	Model No. WP-18 (10023741) Wall Panels, includes divider bar & corner guards, 18 gauge	\$16.69	\$600.84
			ITEM TOTAL:	\$600.84
5	1 ea	INSTALLATION Model No. INSTALL Hobart Sales & Service Model No. REMOVE AND INSTALL Statement of Work: Receive and deliver new dish machine, water softener, pantleg duct, and clean dish table Remove and dispose of like items including existing external booster Uncrate and set new dish machine in place and reattach existing soiled table. Uncrate and set new clean table in place and attach to new dish machine Uncrate and install water softener with by-pass Install new pantleg duct. (Note-installation of pantleg duct does not include any field welding. Connections to existing duct will need to be slip a joint.) Install DWT kit Install table limit switch and make final connections Make all utility connections within 5'. (Electrical, Water, and Drain) All utility upgrades will be the customers responsibility. Test equipment for proper operation and perform startup With Hobart installation there will be an extra 6-months warranty for a total of 18 months	\$15,229.50	\$15,229.50
			ITEM TOTAL:	\$15,229.50
Total				\$73,219.11

This Quote shall be subject to TriMark's Terms of Sale <https://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf>, which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Any tax or similar fees shown in this Quote are an estimate only.

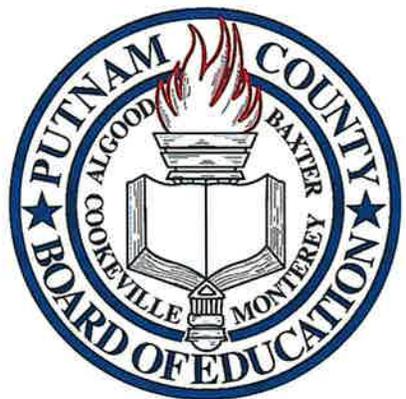
Florida Refrigeration License # CAC1821900

Austin	Beaumont	Houston	Lewisville
TACLB52729R	TACLA35912C	TACLA108388C	TACLB16860C

Regulated by the Texas Department of Licensing and Regulation, P.O. BOX 12157, Austin, Texas, 1-800-803-9202. www.tdlr.texas.gov

I understand, agree to and accept the above terms and conditions.

EXHIBIT
VIIA4-6
09-04-25



Board Agenda Request
For 2025 Meeting

Date September 4, 2025

Department Federal Programs

Person Submitting Bridgett Carwile *yc*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

- Approval for Putnam County School District purchase of: **Ripple Effects from Destination Knowledge per BuyBoard Contract #748-24 and quote 20250814-08043640** in the amount of **\$24,950.00** per contract to be paid from 142-71100-399-401.

VIIA4

received
8-21-25 MT *DK*

- **Purchase of (10) Viewsonic Touch Screen Boards from Danmark Technologies** in the amount of **\$10,895.00 IFP-EW-7550-E1 (wall-mounted) from Quote 4753 and IFP-7550-E4 (with cart) from Quote 4752** from account number 142-72210-790-101 for the following school(s):

- Cornerstone El; Elementary School (6) Flat panels with carts \$4,510.00
- Sycamore Elementary School (1) wall-mount Viewsonic Board \$1,875.00
- Prescott South Elementary School (1) wall-mount Viewsonic Board \$1,875.00
- Burks Elementary School (1) Viewsonic Board with cart \$2,255.00
- Jere Whitson Elementary School (1) Viewsonic Board with cart \$2,255.00

VIA5

- **Purchase of (87) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB from Danmark Technologies** in the amount of **\$26,691.60** to be paid from account number 142-71100-790-101 for the following school(s):

- Algood Middle School (25) Chromebooks/licensure \$7,670.00
- Prescott South Middle School (15) Chromebooks/licensure \$4,602.00
- Prescott South Elementary School (11) Chromebooks/licensure \$3,374.80
- Upperman Middle School (6) Chromebooks/licensure \$1,840.80
- Parkview Elementary School (6) Chromebooks/licensure \$1,840.80
- Burks Elementary School (24) Chromebooks/licensure \$7,363.20

VIA6



Putnam County School District-Ripple Effects 21 per schl

Putnam County School District--TN
 10000 Highway 100
 Nashville, TN 37203

Kassia Munley

Account # 2705474219481 2025
 2025-2026 - 2025-2026
 Order # 2025081919481 2025
 Customer Address: 10000 Highway 100
 Nashville, TN 37203
 Phone # 615-251-2000
 Fax # 615-251-2000

8/19/25

Comments from Kristine Marsh

Please Note: Buy Board Contract #748-24.

Ripple Effects for Kids is intended for grades 2-5 and Ripple Effects for Teens is intended for grades 6-8. Because you have overlap in the 5th and 6th grades, We recommend Kids for your 2-6, and Teens for your 5-8. You may add "Kids" on at a later time if you deem it warranted. Topics may be blocked by district or site (not by groups of students).

Thank you for the opportunity to help your children become more resilient! Through building resiliency, and reducing bullying, we can work together to keep kids in school.

Products & Services

Item & Description	Quantity	Unit Price	Total
Ripple Effects for Kids "Gold" Student Licenses 21-50 Ripple Effects for Kids. Allows 21 students per site. Pricing valid for 21-50 students. Includes: -Grades 2-5 only -PlayList Generator -Screen for Strength Self-Assessment -Data Viewer and Aggregate reports. Annual subscription	11	\$1,113.00	\$12,243.00 for 1 year
Ripple Effects for Teens "Gold" Student licensing 21-50 Ripple Effects for Teens. Allows 21 students per site. Pricing valid for 21-50 students. Includes: -Grades 6-12 only -PlayList Generator -Screen for Strength Self-Assessment -Data Viewer- Aggregate Data Reporting. Annual Subscription at the same rate	4	\$1,113.00	\$4,452.00 for 1 year

Item & Description	Quantity	Unit Price	Total
Ripple Effects for Teens "Gold" Student licensing 21-50 Ripple Effects for Teens, ALTERNATIVE LOCATION. Allows 35 seats. Pricing valid for 21- 50 students Includes: -Grades 6-12 only -Playlist Generator -Screen for Strength Self-Assessment -Data Viewer- Aggregate Data Reporting. Annual Subscription at the same rate	1	\$1,855.00	\$1,855.00 for 1 year
DK Web-Based Training and Support Launch training and on-going support. Includes up to two virtual training sessions (3 hours total) covering getting started, implementation strategies, and student and teacher expectations. Also includes ongoing email, virtual, and phone support with teachers and administrators to ensure success.	16	\$750.00	\$6,400.00 after \$5,600.00 discount for 1 year
One-time subtotal			\$24,950.00
Total			\$24,950.00

Purchase terms

Net 30 payment terms

Using a school or district purchase order? Please send PO to orders@DestinationKnowledge.com.

Not using a purchase order? Please request a e-signable copy of this quote and your signature on the quote will serve as your order.

Using a credit card to pay? Once we receive your purchase order or signed quote, you will receive an invoice. Your invoice will include a secure link to enter your credit card information.

Late payment fees: Invoices over 90 days past due will incur a 2% late charge.

Questions? Contact me



Kristine Marsh
 Founder / President
 kmarsh@destinationknowledge.com
 +19415454345

Destination Knowledge
 9120 58th Dr E
 Bradenton, FL 34202
 United States

BuyBoard Vendor Contract Information Summary

Vendor **DK Marsh Inc. dba Destination Knowledge**
 Contact Leah Pattinson
 Phone 800-889-4886
 Phone Extension 701
 Email accounting@destinationknowledge.com
 Vendor Website https://destinationknowledge.com/
 TIN 20-0509813
 Address Line 1 9120 58th Dr E
 Vendor City Bradenton
 Vendor Zip 34202
 Vendor State FL
 Vendor Country USA
 Delivery Days 10
 Freight Terms FOB Destination
 Payment Terms Net 30
 Shipping Terms Freight prepaid by vendor and added to invoice
 Ship Via Other
 Designated Dealer No
 EDGAR Received Yes
 Service-disabled Veteran Owned No
 Minority Owned No
 Women Owned Yes
 Certificate Number WBE2202611
 Certifying Agency Women's Business Enterprise National Council
 National Yes
 No Foreign Terrorist Orgs No
 No Israel Boycott Yes
 MWBE Yes
 ESCs All Texas Regions
 States All States
 Contract Name Instructional Materials (Non-Adopted) for PK-12, Special Education, & Career and Technology
 Contract No. 748-24
 Effective 11/01/2024
 Expiration 10/31/2027
 Accepts RFQs Yes
 Quote Reference Number 748-24

8/19/2025 1:34 PM

Title IV

71100-399-401



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

Quote # 4753
Date 2025/08/18
Expires 2025/10/31
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

75in Viewsonic Panel with Wall Mount

Item	Qty	Price	Total
IFP7550-E1	1	\$1,874.99	\$1,874.99
IFP7550-E1 - 75" 4K Touch Enabled ViewBoard Smart Display with WiFi Adapter and Fixed Wall Mount			
IFP-EW-75-07	1	\$0.01	\$0.01
VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY			
Please contact us if you have any questions.			Total One-Time \$1,875.00 USD

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$1,874.99
Service / Service	\$0.01
Total	\$1,875.00 USD



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

Quote #	4752
Date	2025/08/18
Expires	2025/10/31
Contact	Danielle Louque

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

9315202100
asmith4@pcsstn.com

Viewsonic Interactive Flat Panel 75in with Slim Cart

Item	Qty	Price	Total
IFP7550-E4 ViewSonic ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75" - ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75" ULTRA HD RESOLUTION: 75 Inch 4K Ultra HD (3840x2160p) interactive display ADVANCED TOUCH: 40-point multi-touch lets users write on the display with their fingers and stylus pens INTEGRATED SOFTWARE: The myViewBoard suite includes Whiteboard, ViewBoard Cast, and more for better engagement BETTER SOUND: Built-in 40W stereo soundbar delivers optimal sound FLEXIBLE CONNECTIVITY: Powerful quad-core processor and versatile connectivity options with 65W PD USB-C (HDMI, RJ45, and USB ports) EVERYTHING TO GET STARTED: This bundle includes the interactive display, wireless AC adapter and slim mobile cart REMOTE MANAGEMENT: Schedule updates and monitor device status with the built-in myViewBoard® Manager software PEACE OF MIND: Industry-leading 3-year standard warranty with optional extensions and robust support services	1	\$2,254.99	\$2,254.99
IFP-EW-75-07 VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY	1	\$0.01	\$0.01
		Total One-Time	\$2,255.00 USD

Cost Breakdown

Category	One-Time Fees
Collaboration Displays / Collaboration Displays	\$2,254.99
Service / Service	\$0.01
Total	\$2,255.00 USD



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

Quote # 4775
Date 2025/08/20
Expires 2025/09/30
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

ACCEPT QUOTE

ASUS CZ1104CM2A-YZ84

One-Time Fees

Item	Qty	Price	Total
CZ1104CM2A-YZ84 ASUS CHROMEBOOK MEDIATEK KOMPANIO 11.6 8 / 64 GB	1	\$273.80	\$273.80
GOG-CROSSWDISEDU-NEW GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL	1	\$33.00	\$33.00

Please contact us if you have any questions.

Total One-Time **\$306.80 USD**

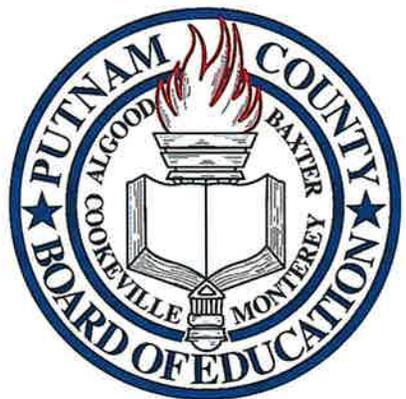
ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$306.80
Total	\$306.80 USD

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

EXHIBIT
VIIA4-6
09-04-25



Board Agenda Request
For 2025 Meeting

Date September 4, 2025

Department Federal Programs

Person Submitting Bridgett Carwile *yc*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

- Approval for Putnam County School District purchase of: **Ripple Effects from Destination Knowledge per BuyBoard Contract #748-24 and quote 20250814-08043640** in the amount of **\$24,950.00** per contract to be paid from 142-71100-399-401.

VIIA4

received
8-21-25 *MT* *DK*

- **Purchase of (10) Viewsonic Touch Screen Boards from Danmark Technologies** in the amount of **\$10,895.00 IFP-EW-7550-E1 (wall-mounted) from Quote 4753 and IFP-7550-E4 (with cart) from Quote 4752** from account number 142-72210-790-101 for the following school(s):

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VIA5

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- Parkview Elementary School (6) Chromebooks/licensure \$1,840.80
- Burks Elementary School (24) Chromebooks/licensure \$7,363.20

VIA6



Putnam County School District-Ripple Effects 21 per schl

Putnam County School District--TN
 10000 Highway 100
 Nashville, TN 37203

Kassia Munley
 10000 Highway 100
 Nashville, TN 37203

Account # 27054742-9481-80
 2025-2026 - 2026-2027
 Order # 20250819-0001-0100
 Customer Address: 10000 Highway 100
 Nashville, TN 37203
 Phone: 615-252-2000
 Fax: 615-252-2000

Comments from Kristine Marsh

Please Note: Buy Board Contract #748-24.

Ripple Effects for Kids is intended for grades 2-5 and Ripple Effects for Teens is intended for grades 6-8. Because you have overlap in the 5th and 6th grades, We recommend Kids for your 2-6, and Teens for your 5-8. You may add "Kids" on at a later time if you deem it warranted. Topics may be blocked by district or site (not by groups of students).

Thank you for the opportunity to help your children become more resilient! Through building resiliency, and reducing bullying, we can work together to keep kids in school.

Products & Services

Item & Description	Quantity	Unit Price	Total
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Item & Description	Quantity	Unit Price	Total
Ripple Effects for Teens "Gold" Student licensing 21-50 Ripple Effects for Teens, ALTERNATIVE LOCATION. Allows 35 seats. Pricing valid for 21- 50 students Includes: -Grades 6-12 only -Playlist Generator -Screen for Strength Self-Assessment -Data Viewer- Aggregate Data Reporting. Annual Subscription at the same rate	1	\$1,855.00	\$1,855.00 for 1 year
DK Web-Based Training and Support Launch training and on-going support. Includes up to two virtual training sessions (3 hours total) covering getting started, implementation strategies, and student and teacher expectations. Also includes ongoing email, virtual, and phone support with teachers and administrators to ensure success.	16	\$750.00	\$6,400.00 after \$5,600.00 discount for 1 year
One-time subtotal			\$24,950.00
Total			\$24,950.00

Purchase terms

Net 30 payment terms

Using a school or district purchase order? Please send PO to orders@DestinationKnowledge.com.

Not using a purchase order? Please request a e-signable copy of this quote and your signature on the quote will serve as your order.

Using a credit card to pay? Once we receive your purchase order or signed quote, you will receive an invoice. Your invoice will include a secure link to enter your credit card information.

Late payment fees: Invoices over 90 days past due will incur a 2% late charge.

Questions? Contact me



Kristine Marsh
 Founder / President
 kmarsh@destinationknowledge.com
 +19415454345

Destination Knowledge
 9120 58th Dr E
 Bradenton, FL 34202
 United States

BuyBoard Vendor Contract Information Summary

Vendor **DK Marsh Inc. dba Destination Knowledge**
 Contact Leah Pattinson
 Phone 800-889-4886
 Phone Extension 701
 Email accounting@destinationknowledge.com
 Vendor Website https://destinationknowledge.com/
 TIN 20-0509813
 Address Line 1 9120 58th Dr E
 Vendor City Bradenton
 Vendor Zip 34202
 Vendor State FL
 Vendor Country USA
 Delivery Days 10
 Freight Terms FOB Destination
 Payment Terms Net 30
 Shipping Terms Freight prepaid by vendor and added to invoice
 Ship Via Other
 Designated Dealer No
 EDGAR Received Yes
 Service-disabled Veteran Owned No
 Minority Owned No
 Women Owned Yes
 Certificate Number WBE2202611
 Certifying Agency Women's Business Enterprise National Council
 National Yes
 No Foreign Terrorist Orgs No
 No Israel Boycott Yes
 MWBE Yes
 ESCs All Texas Regions
 States All States
 Contract Name Instructional Materials (Non-Adopted) for PK-12, Special Education, & Career and Technology
 Contract No. 748-24
 Effective 11/01/2024
 Expiration 10/31/2027
 Accepts RFQs Yes
 Quote Reference Number 748-24

8/19/2025 1:34 PM

Title IV

71100-399-401



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

Quote # 4753
Date 2025/08/18
Expires 2025/10/31
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

75in Viewsonic Panel with Wall Mount

Item	Qty	Price	Total
IFP7550-E1	1	\$1,874.99	\$1,874.99
IFP7550-E1 - 75" 4K Touch Enabled ViewBoard Smart Display with WiFi Adapter and Fixed Wall Mount			
IFP-EW-75-07	1	\$0.01	\$0.01
VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY			
Please contact us if you have any questions.			Total One-Time \$1,875.00 USD

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$1,874.99
Service / Service	\$0.01
Total	\$1,875.00 USD



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

Quote #	4752
Date	2025/08/18
Expires	2025/10/31
Contact	Danielle Louque

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

9315202100
asmith4@pcsstn.com

Viewsonic Interactive Flat Panel 75in with Slim Cart

Item	Qty	Price	Total
IFP7550-E4 ViewSonic ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75" - ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75"	1	\$2,254.99	\$2,254.99
<p>ULTRA HD RESOLUTION: 75 Inch 4K Ultra HD (3840x2160p) interactive display ADVANCED TOUCH: 40-point multi-touch lets users write on the display with their fingers and stylus pens INTEGRATED SOFTWARE: The myViewBoard suite includes Whiteboard, ViewBoard Cast, and more for better engagement BETTER SOUND: Built-in 40W stereo soundbar delivers optimal sound FLEXIBLE CONNECTIVITY: Powerful quad-core processor and versatile connectivity options with 65W PD USB-C (HDMI, RJ45, and USB ports) EVERYTHING TO GET STARTED: This bundle includes the interactive display, wireless AC adapter and slim mobile cart REMOTE MANAGEMENT: Schedule updates and monitor device status with the built-in myViewBoard® Manager software PEACE OF MIND: Industry-leading 3-year standard warranty with optional extensions and robust support services</p>			
IFP-EW-75-07 VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY	1	\$0.01	\$0.01
Please contact us if you have any questions.		Total One-Time	\$2,255.00 USD

Cost Breakdown

Category	One-Time Fees
Collaboration Displays / Collaboration Displays	\$2,254.99
Service / Service	\$0.01
Total	\$2,255.00 USD



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

Quote # 4775
Date 2025/08/20
Expires 2025/09/30
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

ACCEPT QUOTE

ASUS CZ1104CM2A-YZ84

One-Time Fees

Item	Qty	Price	Total
CZ1104CM2A-YZ84 ASUS CHROMEBOOK MEDIATEK KOMPANIO 11.6 8 / 64 GB	1	\$273.80	\$273.80
GOG-CROSSWDISEDU-NEW GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL	1	\$33.00	\$33.00

Please contact us if you have any questions.

Total One-Time **\$306.80 USD**

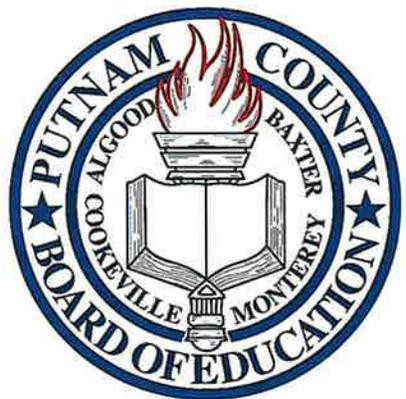
ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$306.80
Total	\$306.80 USD

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

EXHIBIT
VIIA4-6
09-04-25



Board Agenda Request
For 2025 Meeting

Date September 4, 2025

Department Federal Programs

Person Submitting Bridgett Carwile *yc*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

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VIIA4

received
8-21-25 *MT* *DK*

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- Burks Elementary School (1) Viewsonic Board with cart \$2,255.00
- Jere Whitson Elementary School (1) Viewsonic Board with cart \$2,255.00

VIA5

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- Parkview Elementary School (6) Chromebooks/licensure \$1,840.80
- Burks Elementary School (24) Chromebooks/licensure \$7,363.20

VIA6



Putnam County School District-Ripple Effects 21 per schl

Putnam County School District--TN
 10000 Highway 100
 Nashville, TN 37203

Kassia Munley

Account # 2705474219481 2025
 2025-2026 - 2025-2026
 Order # 2025081919481 2025
 Customer Address: 10000 Highway 100
 Nashville, TN 37203
 Phone # 615-251-2000
 Fax # 615-251-2000

8/19/25 1:28 PM

Comments from Kristine Marsh

Please Note: Buy Board Contract #748-24.

Ripple Effects for Kids is intended for grades 2-5 and Ripple Effects for Teens is intended for grades 6-8. Because you have overlap in the 5th and 6th grades, We recommend Kids for your 2-6, and Teens for your 5-8. You may add "Kids" on at a later time if you deem it warranted. Topics may be blocked by district or site (not by groups of students).

Thank you for the opportunity to help your children become more resilient! Through building resiliency, and reducing bullying, we can work together to keep kids in school.

Products & Services

Item & Description	Quantity	Unit Price	Total
Ripple Effects for Kids "Gold" Student Licenses 21-50 Ripple Effects for Kids. Allows 21 students per site. Pricing valid for 21-50 students. Includes: -Grades 2-5 only -PlayList Generator -Screen for Strength Self-Assessment -Data Viewer and Aggregate reports. Annual subscription	11	\$1,113.00	\$12,243.00 for 1 year
Ripple Effects for Teens "Gold" Student licensing 21-50 Ripple Effects for Teens. Allows 21 students per site. Pricing valid for 21-50 students. Includes: -Grades 6-12 only -PlayList Generator -Screen for Strength Self-Assessment -Data Viewer- Aggregate Data Reporting. Annual Subscription at the same rate	4	\$1,113.00	\$4,452.00 for 1 year

Item & Description	Quantity	Unit Price	Total
Ripple Effects for Teens "Gold" Student licensing 21-50 Ripple Effects for Teens, ALTERNATIVE LOCATION. Allows 35 seats. Pricing valid for 21- 50 students Includes: -Grades 6-12 only -Playlist Generator -Screen for Strength Self-Assessment -Data Viewer- Aggregate Data Reporting. Annual Subscription at the same rate	1	\$1,855.00	\$1,855.00 for 1 year
DK Web-Based Training and Support Launch training and on-going support. Includes up to two virtual training sessions (3 hours total) covering getting started, implementation strategies, and student and teacher expectations. Also includes ongoing email, virtual, and phone support with teachers and administrators to ensure success.	16	\$750.00	\$6,400.00 after \$5,600.00 discount for 1 year
One-time subtotal			\$24,950.00
Total			\$24,950.00

Purchase terms

Net 30 payment terms

Using a school or district purchase order? Please send PO to orders@DestinationKnowledge.com.

Not using a purchase order? Please request a e-signable copy of this quote and your signature on the quote will serve as your order.

Using a credit card to pay? Once we receive your purchase order or signed quote, you will receive an invoice. Your invoice will include a secure link to enter your credit card information.

Late payment fees: Invoices over 90 days past due will incur a 2% late charge.

Questions? Contact me



Kristine Marsh
 Founder / President
 kmarsh@destinationknowledge.com
 +19415454345

Destination Knowledge
 9120 58th Dr E
 Bradenton, FL 34202
 United States

BuyBoard Vendor Contract Information Summary

Vendor **DK Marsh Inc. dba Destination Knowledge**
 Contact Leah Pattinson
 Phone 800-889-4886
 Phone Extension 701
 Email accounting@destinationknowledge.com
 Vendor Website https://destinationknowledge.com/
 TIN 20-0509813
 Address Line 1 9120 58th Dr E
 Vendor City Bradenton
 Vendor Zip 34202
 Vendor State FL
 Vendor Country USA
 Delivery Days 10
 Freight Terms FOB Destination
 Payment Terms Net 30
 Shipping Terms Freight prepaid by vendor and added to invoice
 Ship Via Other
 Designated Dealer No
 EDGAR Received Yes
 Service-disabled Veteran Owned No
 Minority Owned No
 Women Owned Yes
 Certificate Number WBE2202611
 Certifying Agency Women's Business Enterprise National Council
 National Yes
 No Foreign Terrorist Orgs No
 No Israel Boycott Yes
 MWBE Yes
 ESCs All Texas Regions
 States All States
 Contract Name Instructional Materials (Non-Adopted) for PK-12, Special Education, & Career and Technology
 Contract No. 748-24
 Effective 11/01/2024
 Expiration 10/31/2027
 Accepts RFQs Yes
 Quote Reference Number 748-24

8/19/2025 1:34 PM

Title IV

71100-399-401



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

Quote # 4753
Date 2025/08/18
Expires 2025/10/31
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

75in Viewsonic Panel with Wall Mount

Item	Qty	Price	Total
IFP7550-E1	1	\$1,874.99	\$1,874.99
IFP7550-E1 - 75" 4K Touch Enabled ViewBoard Smart Display with WiFi Adapter and Fixed Wall Mount			
IFP-EW-75-07	1	\$0.01	\$0.01
VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY			
Please contact us if you have any questions.			Total One-Time \$1,875.00 USD

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$1,874.99
Service / Service	\$0.01
Total	\$1,875.00 USD



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

Quote #	4752
Date	2025/08/18
Expires	2025/10/31
Contact	Danielle Louque

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

9315202100
asmith4@pcsstn.com

Viewsonic Interactive Flat Panel 75in with Slim Cart

Item	Qty	Price	Total
IFP7550-E4 ViewSonic ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75" - ViewBoard IFP7550-E4 - 4K Interactive Display with WiFi Adapter and Slim Trolley Cart - 350 cd/m2 - 75" ULTRA HD RESOLUTION: 75 Inch 4K Ultra HD (3840x2160p) interactive display ADVANCED TOUCH: 40-point multi-touch lets users write on the display with their fingers and stylus pens INTEGRATED SOFTWARE: The myViewBoard suite includes Whiteboard, ViewBoard Cast, and more for better engagement BETTER SOUND: Built-in 40W stereo soundbar delivers optimal sound FLEXIBLE CONNECTIVITY: Powerful quad-core processor and versatile connectivity options with 65W PD USB-C (HDMI, RJ45, and USB ports) EVERYTHING TO GET STARTED: This bundle includes the interactive display, wireless AC adapter and slim mobile cart REMOTE MANAGEMENT: Schedule updates and monitor device status with the built-in myViewBoard® Manager software PEACE OF MIND: Industry-leading 3-year standard warranty with optional extensions and robust support services	1	\$2,254.99	\$2,254.99
IFP-EW-75-07 VIEWSONIC 4TH, 5TH, 6TH AND 7TH YEAR WARRANTY	1	\$0.01	\$0.01
		Total One-Time	\$2,255.00 USD

Cost Breakdown

Category	One-Time Fees
Collaboration Displays / Collaboration Displays	\$2,254.99
Service / Service	\$0.01
Total	\$2,255.00 USD



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

Quote # 4775
Date 2025/08/20
Expires 2025/09/30
Contact Danielle Louque

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

9315202100
asmith4@pcsstn.com

ACCEPT QUOTE

ASUS CZ1104CM2A-YZ84

One-Time Fees

Item	Qty	Price	Total
CZ1104CM2A-YZ84 ASUS CHROMEBOOK MEDIATEK KOMPANIO 11.6 8 / 64 GB	1	\$273.80	\$273.80
GOG-CROSSWDISEDU-NEW GOOGLE CHROME OS MANAGEMENT CONSOLE EDUCATION LICENSE - PERPETUAL	1	\$33.00	\$33.00

Please contact us if you have any questions.

Total One-Time **\$306.80 USD**

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees
Hardware / Hardware	\$306.80
Total	\$306.80 USD

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



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

Date _____ 9/4/2025

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 A1 Abatement in the amount of \$23,815.84 related to asbestos abatement services for the Early Learning Center renovation project to be paid from 141-72620-399, Other Contracted Services (General Purpose School Fund).

ESTIMATE

A1 Abatement
1010 Buffalo Valley Rd
Baxter, TN 38544-5161

a1abatementnow@gmail.com
+1 (615) 709-2019
a1abatementnow.com



Bill to
John Magura
Putnam County School System, Tennessee

Ship to
John Magura
Putnam County School System, Tennessee

Estimate details

Estimate no.: 1324
Estimate date: 08/15/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Asbestos Abatement - TILE & MASTIC	<p>-Commercial: Hallway 1 (Including foyer, entryways, landings): 2,228 SqFt Hallway 2 (Including foyer, entryways, landings): 1,701 SqFt Entryway (Near gymnasium): 2,402 SqFt Total Square Footage 6,331 SqFt (Areas, Location)</p> <p>The proposed quotation pertains to the safe and efficient removal of materials covering and/or obstructing access to ACM and asbestos-containing:</p> <p>-TILES -MASTIC -TOP LAYER MASTIC (NON ACM)</p>	1	\$15,827.50	\$15,827.50
2.		Asbestos Abatement - WALL ADHESIVE / GLUE	<p>-Commercial: Room # ; Chalkboards containing Adhesive B-139 : 3 B-152 : 2 B-133 : 2 B-161 : 4 B-110 : 3 B-102 : 2 16 Chalkboard backings total containing asbestos (Areas, Location)</p> <p>The proposed quotation pertains to the safe and efficient removal of materials</p>	16	\$150.00	\$2,400.00

covering and/or obstructing access to
ACM and asbestos-containing:

-WALL ADHESIVE

-GLUE

3.	Materials / Consumables / Prep	1st Poly, Clear Poly Sheeting, 20' X 100', 6 MIL E-Z Tape, Teal Heavy Duty Duct Tape, 2" X 60 Yards, Contractor Bag, Perforated, 30" X 34", 3.4 MIL, Honeywell Half-Face Respirator with Nosecup, North DuPont Coveralls With Boots, Tyvek, Size Ram Board® - 48" x 100' (ETC.)	1	\$2,988.34	\$2,988.34
4.	Disposal / Hauling / Dumpster	Includes transportation and disposal of all project waste to a designated landfill using trailer or specialty waste dumpsters	1	\$2,600.00	\$2,600.00

Total

\$23,815.84

Accepted date

Accepted by

EXHIBIT
VIC2
09-04-25

Punam County Budget / Line Item Transfer Authorization Form
 Department: LEAFS

DATE: September 4, 2025

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

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		Revenue				
1	141 E 46890 000 02003 000	OTHER STATE EDUCATION FUNDS	760,000.00			760,000.00
		Total Revenue	760,000.00			760,000.00
		Expenditures				
2	141 E 75300 105 000 02003 000	SUPERVISOR/DIRECTOR	73,768.47			73,768.47
3	141 E 75300 116 000 02003 000	TEACHERS	333,000.00			333,000.00
4	141 E 75300 146 000 02003 000	BUS DRIVERS				
5	141 E 75300 162 000 02003 000	CLERICAL PERSONNEL	39,805.63			39,805.63
6	141 E 75300 163 000 02003 000	EDUCATIONAL ASSISTANTS	79,960.00			79,960.00
7	141 E 75300 189 000 02003 000	OTHER SALARIES AND WAGES	91,800.00			91,800.00
8	141 E 75300 199 000 02003 000	OTHER PER DIEM & FEES	240.00			240.00
9	141 E 75300 201 000 02003 000	SOCIAL SECURITY	37,800.68			37,800.68
10	141 E 75300 204 000 02003 000	STATE RETIREMENT	37,085.26			37,085.26
11	141 E 75300 206 000 02003 000	LIFE INSURANCE	54.48			54.48
12	141 E 75300 207 000 02003 000	MEDICAL INSURANCE	26,249.52			26,249.52
13	141 E 75300 208 000 02003 000	DENTAL INSURANCE	352.56			352.56
14	141 E 75300 212 000 02003 000	MEDICARE	8,333.40			8,333.40
15	141 E 75300 217 000 02003 000	RETR HYBRID STABILIZATION	3,530.00			3,530.00
16	141 E 75300 219 000 02003 000	TRAVEL	2,500.00			2,500.00
17	141 E 75300 399 000 02003 000	OTHER CONTRACTED SERVICES				
18	141 E 75300 422 000 02003 000	FOOD SUPPLIES	1,000.00			1,000.00
19	141 E 75300 429 000 02003 000	In classroom Supplies & Material	14,025.00			14,025.00
20	141 E 75300 499 000 02003 000	Office Supplies & Materials	2,225.00			2,225.00
21	141 E 75300 524 000 02003 000	INSERVICE/STAFF DEV	4,630.00			4,630.00
22	141 E 75300 599 000 02003 000	OTHER CHARGES	3,740.00			3,740.00
23	141 E 75300 790 000 02003 000	OTHER EQUIPMENT				
		Total Expenditures	760,000.00			760,000.00
		Total Revenue less Total Expenditures				

Explanatic Budget Amendment for Leaps Extended Program

Requested by: *Suzanne J. Hughes*
 Supervisor

Recommended for Approval:

Reviewed by: *Phyllis Wilkins*
 Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

Action by County Commission: Approval

Date:

Date:

Date:

received
8-20-25

EXHIBIT
VIC3
09-04-25

Date September 2023

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

Item #	Account #	Account Description	Current		Requested	
			Approved Amount	Approval Amount	Increase	Decrease
1	47143-02141	Revenue			\$13,360.79	
1	72210-163-02141	Educational Assistant				\$4,581.43
2	72210-189-02141	Other Salaries and Wages				\$6,097.76
3	72210-201-02141	Social Security				\$651.00
4	72210-204-02141	State Retirement				\$747.00
5	72210-206-02141	Life Insurance				\$8.00
6	72210-207-02141	Medical Insurance				\$1,121.60
7	72210-212-02141	Employer Medicare				\$154.00
		total			\$13,360.79	\$13,360.79

Explanation: To budget remaining funds for the Transition to Work grant FY-26

Requested by: *Sheri Roberson*
 Superviso Sheri Roberson

Recommended for Approval: _____ Assistant Director

Reviewed by: *Ann Mulroy*
 Chief Financial Officer

[Signature]
 Official / Department Head

Action by Fiscal Review Committee: _____ Recommended for Approval

No Recommendation Date: _____

Action by County Commission: _____ Approval

Non-Approval Date: _____

received
8-22-25

Out of State/ Overnight BOARD APPROVAL Month: September, 2025

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
08/21/25	Howard County Fairgrounds Friendship, MD	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 11th / FFA	September 10-13, 2025	1	FFA/SAE Project - Dairy Goats
08/21/25	Limestone Sheriff's Rodeo Arena Athens, AL	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 12th / FFA	September 5-7, 2025	1	FFA/SAE Project - Equine
08/21/25	Indianapolis Convention Center Indianapolis, IN	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 9th-12th / FFA	October 28-31, 2025	8	National FFA Convention
08/21/25	Supreme Courts, Guntersville, AL	CHS	Logan Hicks - 9315104212 / Logan Hicks - Head Coach Christy Wrindler - Assistant Coach Patlen Vick - Assistant Coach	Athletics / 9th-12th / Volleyball	September 5-6, 2025	15	Volleyball Tournament
08/21/25	Cabana Bay Restort 6550 Adventure Wy, Orlando, FL 32819	UHS	Emily Phillips 615-483-1006 Becky Maynard - 931-529-0498/TBD - I have several parents interested, but none have committed yet	Fine Arts / 9th-12th / Chorus	February 22-27, 2026	50	City Walk Chorus Performance at Universal Studios
08/21/25	Indianapolis Convention Center Indianapolis, IN	MHS	Aaron Blake Walls (931) 261-4743 Tyler Vester (615) 633-1412 Danielle Johnson (CHS Ag Teacher) Elizabeth Wick (CHS Ag Teacher)	CTE / 9th-12th / FFA	October 28- November 1, 2025	14	National FFA Convention
08/21/25	Doistrey all star resort 1701 West Buena vista Drive lake buena vista #32830-8401 #4079395000 & Windermere Prep Windermere fl	UHS	Dana McWilliams 93126717216 Bobby McWilliams 9312603195 Emily Hughes 9312601054 Tyler McWilliams 9313197630 Alan asberry 9312676426 Auslyn mcWilliams 9315101568 Kristen McWilliams 9316445464	Athletics / 9th-12th / Boys & Girls Basketball	December 14-21, 2025	26	Tournament



[Signature]
Cordy King, Director of Schools
Date 8/21/25



UHS

FFA Dairy & Equine Field Trips Rooming List



Baxter FFA
Upperman High School

6950 Nashville Hwy
Baxter, TN 38544
931-858-3112

Wes Shanks, Advisor
Whitney Slatten, Advisor

Updated July 30, 2025

Member Name	SAE Type	Chaperone	Housing
Thomas Arnold	Equine	Tonya Cummings <i>(Aunt)</i> Charles Bailey <i>(Farm Owner)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>
Evey Burchett	Dairy Goats	Rachel Jones Burchett <i>(Mother)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>
Cooper Burton	Beef/Dairy Cattle	Kristie/Eric Burton <i>(Mother/Father)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>
Joseph Burton	Beef/Dairy Cattle	Kristie/Eric Burton <i>(Step Mother/Father)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>
Madison Minnear	Beef Cattle	Veronica Minnear <i>(Step Mother)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>
Katie Randolph	Equine	Aimee Randolph <i>(Mother)</i>	On Site <i>(Travel Trailer w/sleep quarters)</i>

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

UHS

FFA Nationals Rooming List is TBD

CHS

Volleyball Field Trip Rooming List

CHS Volleyball Guntersville Room List

Room 1 (Coach)
Logan Hicks

Room 2 (Coach)
Christy Windle

Room 3 (Coach)
Paiten Vick

Room 4 (Players)
Brecken Windle
Brianna Harper
Vaughn Wehage
Caidence York

Room 5 (Players)
Hannah Rich
Jaden Hunt
Sofia Bottoms
Katie Flatt

Room 6 (Players)
Marciel Robinson
Katie Flatt
Taylor Ann Owen

Room 7 (Players)
Ella Hardin
Chloe Sexton
Emma Cook
Eliza Saylor

UHS

Chorus Rooming List is TBD

MHS

FFA Rooming List

MHS National Convention Rooming List
October 28 - November 1, 2025

Advisor Room:

- Aaron Blake Walls
- Tyler Vester

Girls Room 1:

- Emily Janiak
- Heidi Mazariegos
- Skyla Blalock
- Carly Wright

Girls Room 2:

- Mackenzie Vester
- Anna Novak
- Emma Akin
- Angie Perez

Girls Room3:

- Yassi Reed
- Laynie Harper
- Zoe Elrod

Boys Room 1:

- Cole Walker
- Kyler Kennedy
- Colton Phillips

CHS

Basketball Rooming List

UHS Boys & Girls Basketball Rooming list

Gracie Butler Bella Phy Lillianna Wilson Aspen hayes

Taylor Dolente Sadie South Abi Stone Bella Butler

Maggie Butler Cassie Crouch Tt Carson Amelia Carr

Ty Cobb Jack Torrence Collier Bush

Colton Johnson Gunner Block Fynn Sissom

Kingston Mills Rylan Case Garrett Dawson Joseph Maynard

Dawson Mullins Dreyden Allen Lofton Crouch

Alan Asberry

Austyn McWilliams

Dana McWilliams Bobby McWilliams

Emily Hughes

Kristen McWilliams Tyler McWilliams

Brian Johnson

**Office of Educator Preparation and Licensure
P.O. Box 14
Middle Tennessee State University
Murfreesboro, TN 37132
Phone: 615-898-2485
Fax: 615-898-5188**



**PRE-RESIDENCY / RESIDENCY 1 / RESIDENCY 2
CLINICAL AND FIELD EXPERIENCE AGREEMENT
MIDDLE TENNESSEE STATE UNIVERSITY
AND THE
Putnam County Schools**

This Affiliation Agreement is made by and between the College of Education Middle Tennessee State University, hereinafter referred to as "Institution," and the above-named local education agency of the State of Tennessee, hereinafter referred to as "LEA". The purpose of this agreement is to establish an understanding regarding the administration of the clinical and/or field experiences for selected students of the Institution, hereafter referred to as "Teacher Candidates," who are pursuing teacher certification.

A. Purpose

1. This Agreement shall provide clinical and/or field experiences to Teacher Candidates enrolled in the Institution's Teacher Education program.
2. The clinical and field experiences for Pre-Residency, Residency 1 and Residency 2 Teacher Candidates shall be provided at the LEA's facilities located at multiple school sites within the school district, hereinafter referred to as "Facility".
3. The clinical and/or field experiences that may be provided are generally defined as follows:
 - "Pre-Residency" - education courses which occur prior to the Residency 1 and Residency 2 semesters, which may require a practicum or field experience in a PreK-12 school setting
 - "Residency 1" - occurs the semester before Residency 2 (student teaching) and requires teacher candidates to be placed in a PreK-12 setting for approximately 50% of the school week
 - "Residency 2" - generally referred to as student teaching, occurs after successful completion of Residency 1 and requires teacher candidates to be placed in a PreK-12 setting 100% of the school week

B. Terms and Conditions

1. Term - The term of this Agreement shall be five years commencing on August 1, 2025 and ending July 31, 2030
2. Amendment – This Agreement may be modified only by written amendment executed by both parties.
3. Termination - Either party may terminate this Agreement without cause upon giving 60 days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all Teacher Candidates already enrolled in and participating in education clinical and/or field experiences at a school at the time of the notice of termination shall be allowed to complete their clinical/field experience with the LEA.
4. Placement of Teacher Candidates – As mutually agreed between the parties, the Institution shall place an appropriate number of Teacher Candidates, if available, at the Facility each academic term.
5. Discipline – While enrolled in clinical and/or field experiences at the Facility, Teacher Candidates and Institution faculty will be subject to applicable policies of the Institution and the LEA.

The LEA shall timely notify the Institution when a Teacher Candidate has been involved in any incident that would require the LEA to investigate, and the Institution shall have the opportunity to participate in any such investigation to the extent that the LEA's policies and procedures governing confidentiality may allow.

6. Dismissal; Reassignment – Teacher Candidates may be dismissed from participation in the Institution's program only after the appropriate disciplinary or academic policies and procedures of the Institution have been followed. However, the Superintendent of the LEA may immediately remove from the Facility any Teacher Candidate who poses an immediate threat or danger, or at any time that may seem necessary, pending investigation.

The parties may agree in writing to remove a Teacher Candidate from the Facility or to reassign a Teacher Candidate within the same or another Facility.

C. Provisions Applicable to the Institution

1. The Institution shall offer teachers or other training educational programs, which are accredited by appropriate organizations, and approved by the Tennessee State Department of Education and Tennessee Board of Education.
2. The Institution shall require the appropriate university official to collaborate with the appropriate LEA administrator on all clinical and field placement requests for Pre-Residency, Residency 1 and Residency 2 placements. The Institution shall:
 - a. Verify the eligibility of each such Teacher Candidate to participate in a clinical or field experience.
 - b. Co-determine the appropriate placement of students in collaboration with LEA.

- c. Assign appropriate experienced, knowledgeable, and trained university supervisors to work collaboratively with the LEA mentor teachers for the supervision of Teacher Candidates.
- d. University Supervisors will be provided annual training on the state evaluation system, educator preparation program expectations, professional assessments, co-teaching, and relevant state or university policy changes.
- e. University Supervisors will meet with LEA mentor teachers to review the mentor teacher handbook and discuss expectations, guidelines, and appropriate support for teacher candidates.

The Institution shall notify each Teacher Candidate of the requirement to have a criminal background check pursuant to T.C.A. §49-5-413 & §49-5-5610. It shall be the Teacher Candidate's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

Recognizing that Teacher Candidates enrolled at Institution will potentially participate in multiple field experiences at multiple facilities, LEA agrees to accept the results of the background check done prior to the Teacher Candidate's initial field experience if the Teacher Candidate maintains continuous enrollment at the Institution and if the results of the background check are archived by the background check agency.

Institution shall inform Teacher Candidates excluded from clinical or field experiences based on a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

3. The Institution shall inform its Teacher Candidates of their responsibility for following the rules and regulations of the LEA, including recognition of the confidential nature of information regarding students and their records.
4. The Institution shall provide guidelines, procedures, and other relevant materials to allow the mentor teacher and university supervisor to function appropriately and collaboratively in supervision of the Teacher Candidates.
5. The Institution may pay a stipend or any other form of compensation to an LEA mentor teacher or school at an amount determined by the Institution. Payment is made based upon the number of Teacher Candidates assigned to the Schools and/or mentor teachers.
6. The Institution shall maintain all records and reports on Teacher Candidate experiences in accordance with the Institution's policy and regulatory requirements.
7. Teacher Candidates shall not be considered as employees of the Institution or the LEA, nor shall Teacher Candidates receive any compensation for this clinical and/or field experience.

D. Provisions Applicable to the LEA

1. The LEA shall provide policies, procedures, and other relevant materials to allow Teacher Candidates to function appropriately within the school district and individual school facility.
2. The Facility Principal, his/her designee, and mentor teacher shall provide an orientation for Teacher Candidates.
3. Mentor teachers of Residency 2 Teacher Candidates must have three (3) years teaching experience to serve as a mentor teacher. This policy does not apply to mentor teachers of Pre-Residency or Residency 1 Teacher Candidates.
4. The mentor teacher or designee shall evaluate the performance of individual Teacher Candidates as appropriate and outlined in the Mentor Teacher Handbook.
5. The LEA, Facility, or mentor teacher may not request Teacher Candidates to perform services in lieu of faculty or staff employees, such as serving as a substitute teacher in the absence of the mentor teacher with prior notice and agreement of the Teacher Candidate, Facility Administrator, and the Institution.
6. The mentor, teacher or designee shall be responsible for supervising Teacher Candidates while present at the Facility for clinical and/or field experiences.

E. Provisions Applicable to Institution and LEA

1. The Institution and LEA will collaboratively develop recruitment goals and selection strategies to increase the number of students choosing teaching as a profession.
 - a. The co-developed recruitment goals will address the recruitment of diverse teacher candidates and candidates in high-need areas.
 - b. The Institution and LEA will identify students who have established an excellent academic record and indicate an interest in teaching.
 - c. The Institution and LEA will identify students who meet the state assessment requirement for admission to teacher education programs.
 - d. The Institution and LEA will collaborate on student attendance at recruitment events such as LEA Career Days, MTSU True Blue Tour, and MTSU Preview Days.
 - e. The Institution and LEA will provide information to students on dual-credit and Dual-enrollment opportunities.
 - f. The Institution and LEA will provide scholarship information for students.
 - g. The Institution and LEA will make faculty, staff, advisors and counselors available to students to answer questions and provide information about college programs, admission requirements, and application processes.
2. The Institution and LEA will collaborate to select, prepare, evaluate, support, and retain high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and preK-12 learning and development.
 - a. The LEA and/or Facility Principal and Institution will co-select appropriately licensed school-based mentor teachers who have demonstrated superior

- teaching, professional and interpersonal skills, which enable them to fulfill their responsibilities as mentors and instructional role models. Teachers who achieve an LOE level 4 or 5 shall be selected as priority school-based mentors for Residency II teacher candidates.
- b. The Institution and LEA will collaborate on the selection of university supervisors who have an active or prior endorsement and teaching experience in the discipline for which they will be supervising candidates, and who have demonstrated superior professional and interpersonal skills, which enable them to fulfill their responsibilities as a supervisor.
 - c. Annual training, professional learning opportunities, and support will be offered to clinical mentors related to university initiatives and school district initiatives.
 - d. Coaching, feedback, training, and support will be provided for all mentors and supervisors to ensure they use evidence-based practices for effectively supporting the development of teacher candidates.
 - e. School-based mentor teachers and university supervisors will collaborate on appropriate support of teacher candidates during their clinical experiences.
 - f. A Survey Performance Review instrument will be employed to gather information on the clinical mentors' support and development of the teacher candidate.
 - g. The information garnered from the performance review of both clinical mentors will be used in determining professional development needs and retention as mentors.
 - h. Incentives other than compensation will be explored for retaining clinical mentors.
3. When engaged in Apprenticeship/Grow Your Own Partnership, the Institution and LEA will collaborate in the following activities:
- a. Meet at least annually to review quantitative and qualitative data that lead to the identification of action items focused on improving the apprentices' experiences.
 - b. Meet at least early, mid, and end of year to collaborate on the curriculum alignment, clinical experiences, recruitment, assessment, candidate selection, retention, mentor selection and development, LEA-led learning opportunities, and/or overall program.
 - c. The LEA will take responsibility for initially approving and hiring each apprentice participant while the EPP will work with the LEA and potential apprentices to confirm and/or support EPP admission requirements and accessing financial support. The specific sequence of events will include:
 1. LEA identifies potential apprentice and interviews for district/school fit;
 2. If applicant meets LEA expectations, EPP reviews applicant's materials for EPP admission and financial aid eligibility and support needed;
 3. LEA and EPP discuss and reach consensus on applicant's apprenticeship enrollment and financial resources available;
 4. LEA hires the applicant;
 5. EPP works with applicants to facilitate enrollment in EPP and access to EPP financial support;
 6. The LEA provides last dollar financial support.
 - d. Determine eligible financial aid provided by the EPP and determine the last dollar amount provided by the LEA.

- e. Utilize the TN GYO Center to support development, implementation, and improvement of the apprenticeship program(s).
- f. Work with the TDOE to ensure program requirements, standards, and initial teacher competencies are addressed, any funding received is utilized according to funding requirements, reporting requirements are met, and any other TDOE requirements are addressed according to required timelines.
- g. Share data about apprenticeship knowledge, skills, and dispositions including outcomes on student learning and level of effectiveness data, using mutually agreed upon tools, before, during, and for three years post completion of the apprenticeship program.
- h. Provide opportunities to work with a consistent high quality mentor teacher in the grade band and licensure content area of the licensure program. Specifically, during year one of the apprenticeship program, apprentices will spend at least one full day per week with the mentor teacher. During year two semester 1 of the apprenticeship program, all apprentices will work side by side with the mentor teacher at least 2 days per week. During year two final semester of the apprenticeship program, apprentices will work side by side with the mentor teacher at least 3 days per week for 15 weeks.
- i. The LEA will inform the Institution when an apprentice resigns or is no longer employed with the school district, making the apprentice no longer eligible to participate in the apprenticeship program. The Institution will inform the LEA if an apprentice withdraws from the University, making the apprentice no longer participate in the apprenticeship program.

F. General Provisions

1. The parties shall abide by all applicable Federal and State law pertaining to discrimination and hereby agree and assure that no person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of this Agreement or in the employment practices of the party on the grounds of classifications protected by Federal or State law.
2. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. All claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et seq.
3. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence nor is the negligence of its employees or others for whom that party legally responsible.
4. Confidentiality of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Agreement are confidential and shall be created, disclosed, and maintained pursuant to the provisions of Family

Educational Right to Privacy Act, also known as FERPA (20 U.S.C.A. s1232g) and its regulations.

- 5. Illegal Immigrants. The parties hereby attest that they will not knowingly utilize the services of illegal immigrants in the performance of this Agreement and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of this Agreement. If a party is discovered to have breached this attestation, it shall be prohibited from contracting with any state entity for one (1) year from the date of discovery of the breach. A party may appeal the one (1) year by utilizing the established appeals process.
- 6. This Agreement shall be governed and construed in accordance with Tennessee, U.S.A. law.
- 7. The total term of this Agreement, including all renewals, shall not exceed 5 years.
- 8. **Data Privacy and Security:**
 Data Privacy. "Personal Information" means information provided to LEA by or at the direction of Institution, or to which access was provided to LEA by or at the direction of Institution, in the course of LEA's performance under this Agreement that:
 - 1. Identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers); or
 - 2. Can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health data, answers to security questions and other personal identifiers).

LEA represents and warrants that its collection, access, use, storage, disposal and disclosure of Personal Information complies with all applicable federal and state privacy and data protection laws, including without limitation, the Gramm-Leach-Bliley Act ("GLBA"); the Health Information Portability and Accountability Act ("HIPAA"); the Family Educational Rights and Privacy Act ("FERPA") of 1974 (20 U.S.C.1232g), the FTC's Red Flag Rules and any applicable federal or state laws, as amended, together with regulations promulgated thereunder. Some Personal Information provided by Institution to LEA is subject to FERPA.

Data Security. LEA represents and warrants that LEA will maintain compliance with the SSAE18 standard and shall undertake any audits and risk assessments LEA deems necessary to maintain compliance with SSAE18.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

MIDDLE TENNESSEE STATE UNIVERSITY

LOCAL EDUCATION AGENCY

Signature/Title

Signature/Title

Shirman A. Thomas, Executive Director
Procurement Logistic Services
Name (Print or Type)

1301 East Main Street
Mailing Address

Murfreesboro, TN 37132
City, State, Zip

Date: _____

Name (Print or Type)

1400 East Spring Street
Mailing Address

Cookeville, TN 38506
City, State, Zip

931-526-9777
Phone Fax

E-Mail Address

Date: _____

Fwd: MTSU Partnership and Placement Request

Tiffany Dellard <Tiffany.Dellard@mtsu.edu>
To: "Schinbeckler, Judy" <schinbecklej@pcsstn.com>

Fri, Aug 1, 2025 at 1:20 PM

Good afternoon,

Thank you for getting back to me so quickly. I will share your contact information with Teresa Umphrey (Teresa.Umphrey@mtsu.edu) you will coordinate between you and our contracts office to get the school contract process going.

Here is the information about our Residency 1 placement request:

- We are seeking a placement with a K-5 teacher for one Residency I student (Shelby Lohr).
 - Candidates can be placed with any K-5 teacher
 - If possible, we ask that mentors meet the same state requirements for student teaching mentors (3+ years of experience, level 4 or 5 LOE, with an elementary license endorsement)
 - The candidate will report for the full school days on Mondays and Wednesdays.
 - Wednesday, Sept. 3 – Wednesday, Dec. 3

I have attached a document from the program coordinator about the mentor teacher role.

Please let me know if you have any questions or need any additional information.

We look forward to partnering with Putnam County Schools this fall and going forward.

Kind regards,

Tiffany Dellard, Ph.D.

Executive Director

Office of Educator Preparation and Licensure

MTSU Box 14, COE 202H

1301 East Main Street

Murfreesboro, TN 37132

O:615-898-2628



Putnam County Board of Education Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

Backup included

Backup to follow

Consider approval of the following for the September 4th, 2025 BOE meeting:

Student Teacher Partnership Agreement between Carson Newman University and the Putnam County School System effective 7/1/25 - 6/30/26 with the option to request renewal for an additional 2 years.

Signature of Person Making Request Date

Signature of Director of Schools Date



Signature of School Board Chairperson Date

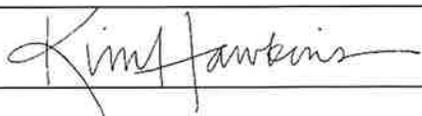
received
7-31-25 MT

Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	Carson-Newman University
Local Education Agency (LEA)	Putnam County School District
Academic Year of Agreement	One year from date of district signature

EPP Contact/Designee	
Name: Dr. Kim Hawkins	Title: Dean, School of Education and Counseling
Email: khawkins@cn.edu	Phone Number: 865-471-3314

LEA Contact/Designee	
Name: Judy Schinbeckler	Title: Educator Support Supervisor
Email: schinbecklej@pcsstn.com	Phone Number: 931-526-9777 ext. 1446

Certification (signatures verify partnership)	
EPP Head Administrator: Kim Hawkins	Title: Dean
Signature: 	Date: 6-9-25

LEA Head Administrator:	Title:
Signature:	Date:

Prompt 1	<p>Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. <i>NOTE: Responses should not exceed one page per prompt.</i></p> <p>Co-selection: The partnership will have an advisory council made up of university personnel, school district supervisors, principals, teacher representatives, and aspiring candidates. The advisory council will collaboratively participate in reviewing placement data of clinical practicums, student teachers and leadership practicums. The council will advise and help guide improvement based on need and data. University faculty, university mentors, and cooperating teachers serve to supervise student teachers, provide seminars, and provide content-area support.</p> <p>In the instructional leadership program (ILP), principals serve as mentors of leadership candidates. The school district and Carson-Newman mutually agree to only select cooperating teachers and leadership mentors who meet Education Preparation Policy 5.504. Clinical mentors (cooperating teachers) shall:</p> <ol style="list-style-type: none"> 1. Hold an active Tennessee license with an endorsement in the area or a closely related area where they will be supervising the candidate; 2. Have a level of overall effectiveness of above expectations or significantly above expectations for the prior school year; and 3. Have a minimum of three (3) years of experience as a teacher, school services personnel, or instructional leader as applicable. 4. Be recommended by the principal and accept the placement. 5. Have demonstrated a consistent commitment to using state-approved HQIM in their classroom. <p>Collaborative preparation: All cooperating teachers will complete the Cooperating Teacher/University Mentor Training before serving as a cooperating teacher. University mentors (UMs) and cooperating teachers will complete a standardized dispositional training for using the Educator Disposition Assessment (EDA). UMs complete TEAM training and collaborate with the cooperating teacher in evaluating student teachers through the course of the placement.</p> <p>In the ILP, principal mentors complete a standardized dispositional training for using the Educational Leadership Educator Disposition Assessment (EDLDA).</p> <p>Collaborative evaluation: University faculty are evaluated annually by the chair, anonymous course evaluations, and student exit surveys. University mentors are evaluated through student surveys, cooperating teacher surveys, and student performance results. Cooperating teachers are evaluated by the school administrator using the TEAM teacher evaluation process, or other Tennessee State Board of Education approved model, to evaluate the instructional performance.</p> <p>In the ILP, principal mentor effectiveness is evaluated by the TEAM principal evaluation. Principal mentor effectiveness in supporting aspiring leadership candidates is evaluated through informal observations, surveys, and principal mentor surveys.</p> <p>The partnership will review program data and stakeholder surveys to assess progress in both the Teacher Education Program and the Instructional Leader Program.</p> <p>Collaborative support: Annual meetings will address the evolution of the partnership and make necessary adjustments in order to maintain high expectations. In addition, C-N and state partnership schools mutually agree to support direct personnel involvement in the prek-12 setting and encourage involvement in at least one of the following activities: Professional learning targeted to, or led by, prek-12 educators; Professional learning focused on school-specific initiatives; Instructional support to preK-12 students; PreK-12 curriculum development; and Direct observation of preK-12 classrooms.</p>
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**Prompt
2**

Describe the design and implementation of clinical experiences, utilizing various modalities, of sufficient depth, breadth, diversity, coherence, and duration to ensure candidates demonstrate their developing effectiveness and positive impact on pre-k-12 students (For instructional leader programs, ensure how clinical experiences allow opportunities for candidates to practice applications of content knowledge and skills.). *NOTE: Responses should not exceed one page per prompt.*

Field experiences begin early, oftentimes in the first semester of the freshman year. Prior to student teaching, field experiences are embedded in multiple required courses and are designed to facilitate the development of specific knowledge and skills relevant to the course content, utilizing various modalities to ensure candidates demonstrate their developing effectiveness. In all cases, the course instructor and the cooperating teacher collaborate to ensure that candidate experiences in the classroom setting are connected to course content. Field experiences culminate with student teaching, completed in the candidate's final semester of enrollment; oftentimes, the field experience prior to student teaching remains in the same placement for coherence and longevity. Whenever possible, student teachers are strategically placed for a seamless transition into employment with participating schools.

C-N faculty along with school personnel consult with cooperating teachers and administrators to ensure quality field experiences for candidates as well as positive impacts for P-12 learners. With each field experience, candidates meet with the cooperating teacher and, if appropriate, with the school administrator and the RTI Coordinator to determine ways in which the candidate may complete instructional and assessment tasks that are helpful to candidates and cooperating teachers. All field experiences are connected to course content and ongoing professional development, and these experiences are facilitated by reflection upon the relationship of the classroom experience to InTASC Standards, TEAM rubrics, and TN literacy standards, including the use of high-quality instructional materials (HQIM) and trauma-informed teaching practices. Course instructors and cooperating teachers work together to provide appropriate support to candidates. For each experience, the cooperating teacher completes the Educator Disposition Assessment, and the course instructor provides feedback on the work and reflections that are generated by the candidate's experience in the classroom.

C-N maintains records of practicum and student teaching placements to ensure candidates are assigned to work with licensed professionals. C-N uses demographic data from the TN State Department of Education to help ensure that candidates experience students who represent diversity in terms of grade range, curricular areas, race, disability, socioeconomic status, school size, and rural/urban status.

In the Instructional Leadership Program (ILP), collaboration between the candidate and the mentor is an area of central focus. The mentor's extensive knowledge and experience as an educator is shared with the candidate through a planned mentorship program. Through this planned mentorship, the candidate works in an actual school setting, learning the keys to school operations by practicing leadership behavior. All practicum experiences are tied to specific TILS indicators as well as TN literacy standards. As a leader, the candidate is expected to demonstrate an advanced level of professionalism and decision-making ability in leadership and management.

C-N's practice-oriented approach provides opportunities for candidates to practice applications of content knowledge and skills through experiential learning in authentic school settings. C-N leadership candidates are aspiring lead administrators in a realistic environment where they not only understand content knowledge and skills but also apply their leadership skills. The program requires a wide range of activities that allow candidates to acquire and master the skills demanded of a leadership position.

Fwd: C-N University Education (cneeducation@cn.edu) has sent you a SignRequest

King, Corby <kingc11@pcsstn.com>
To: Judy Schinbeckler <schinbecklej@pcsstn.com>

Thu, Jul 31, 2025 at 9:45 AM



Corby King
Director of Schools, Putnam County School System

 (931) 526-9777 |  www.pcsstn.com |  kingc11@pcsstn.com
 1400 E. Spring Street, Cookeville, TN 38506



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

From: **C-N University Education | SignRequest** <no-reply@signrequest.com>
Date: Thu, Jul 31, 2025 at 9:24 AM
Subject: C-N University Education (cneeducation@cn.edu) has sent you a SignRequest
To: <kingc11@pcsstn.com>



**C-N University Education
(cneducation@cn.edu) has sent you a
SignRequest**

Putnam_County_State_Recognized_Partnership_Agreement_25-26.pdf

From: **C-N University Education** (cneducation@cn.edu)

Please find attached an updated State Recognized Partnership Agreement with Putnam County and Carson-Newman University. You are receiving this because there is at least one teacher in your district who is enrolled in course work at Carson-Newman University or you're a district where we place student teachers. The state requires that we have a state recognized partnership document in place with each district where our students are employed, do practicum work, or may complete student teaching. The state recognized partnership is set up through our Education Advisory Council which meets twice a year. You or your designee will be invited to attend this meeting in person or by Zoom.

Susan S. Price

Director of Field Experiences and Partnerships

Assistant Professor, Education Department

Co-Editor, Tennessee Literacy Journal

sprice@cn.edu; 865-471-3445

Review document

Signing manual

If the link doesn't work, copy and paste the link in your browser.

https://signrequest.com/r/document/6d598494-c4f9-4c9d-b2fb-c242b0c4ce39/0e9c3ba5-6c23-45a6-9188-585f43e12ff3/?signer_token=eyJ0eXAI0iJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJ1dWlkIjoiaWU5YzNiYTUtNmMyMy00NWE2LTkxODgtNTg1ZjZzZTEyZmYzliwiZW1haWwiOiJraW5nYzExQHBjc3N0bi5jb20iLCJpYXQiOiE3NTM5NzE4NzcuMTQ5NjY1LCJleHAiOiE3NTQ1NzY2NzcuMTQ5NjcyLCJsaW5rX3R5cGUiOiJzaWduaW5nIn0.W2IKALbhk1muviVYnZvOhwSGxrTdECa3tmR10MGawdQ

Document ID: 77P528XP

Sender information: This message was sent to you by C-N University Education (cneducation@cn.edu), who is using SignRequest.com, an electronic signature tool.

Sent by SignRequest BV · Pietersbergweg 283, 1105 BM Amsterdam

Putnam County Board of Education Agenda Request



Name of Person Making Request: Melanie Bussell
Department: RTI Supervisor

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

Account Funding Code (if appropriate)
141 E 72130 199

Backup included

Backup to follow

Cell phone stipend for Melanie Bussell. \$20.00 per month for the school year 25-26. To be paid from 141 E. 72130 199.



Signature of Person Making Request

7.31.25

Date



Signature of Director of Schools

7/31/25

Date

received
7-31-25 MT



Putnam County Board of Education Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate) N/A

Backup included

Backup to follow

Consider approval of the following for the Sept. 4th, 2025 BOE meeting:

Student Teacher Partnership Agreement between the Western Governors University and the Putnam County School System effective 9/1/24 - 8/31/26.

Judy Schinbeckler 8-1-25
Signature of Person Making Request Date

[Signature] 8-1-25
Signature of Director of Schools Date

received
8-1-25 MT



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement (“Agreement”) is made between Western Governors University, a Utah nonprofit corporation (“University” or “WGU”), and Putnam County School System (“District”), and is effective as of the date of District’s signature below (“Effective Date”). WGU and District may be referred to herein individually as a “Party” and collectively as the “Parties.”

WGU is nationally accredited by the Northwest Commission on Colleges and Universities (“NWCCU”). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation (“CAEP”) and the Association for Advancing Quality in Educator Preparation (“AAQEP”). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District’s background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **“Candidate”** means a student enrolled in a University program that leads to an education credential.
2. **“Mentor Teacher”** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **“Clinical Supervisor”** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **“Initial Licensure Program”** means a program that results in a professional license.
5. **“Advanced Program”** means an advanced licensure or endorsement program that may result in an additional license.
6. **“Clinical Experience”** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
 - a. **“Early Clinical”** means a Candidate’s first supervised opportunity to observe a classroom setting.
 - b. **“Advanced Clinical”** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
 - c. **“Student Teaching One”** and **“Student Teaching Two”** (collectively **“Student Teaching”**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **“Practicum”** means the University Clinical Experience requirements for advanced licensure programs.
8. **“Professional Dispositions and Ethics”** means standards of behavior expected of Candidates and University faculty and staff, as follows:

○ All Individuals Can Learn	○ Communication
○ Belonging	○ Integrity
○ Empathy	○ Professionalism
○ Growth Mindset	○ Intellectual Courage
9. **“LEA”** means Local Education Agency.
10. **“SEA”** means State Education Agency.

*References to “District” shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate’s licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. Mutually Beneficial Activities. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's [Employer Recruiting & Guidelines](#).
 - Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. University will notify District of learning opportunities where University will provide optional professional development to District's employees for their career and skill enrichment.
5. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
6. University may invite District employees to participate in a focus group to:
 - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
 - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
 - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. Recordings. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. University Responsibilities. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with an honorarium for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required, Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

F. District Responsibilities. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement will align to Candidates Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
7. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
8. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
 - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
9. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
10. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
11. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
12. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
13. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
14. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
15. Adhere to any then-applicable state requirements related to training/professional development.
16. *For California Districts Only:* Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices (as required by the CTC).
 - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment.* WGU faculty and staff advise Candidates on available options to work with students at risk for literacy-related disabilities, the expected timeline for completion, and ensure Candidates have ample opportunity to practice teaching skills identified in Domain 7 of the TPEs.

G. Mentor Teacher Standards. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.

3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Ethics.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.
8. *For California Districts Only:* As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
 - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment.* WGU faculty and staff advise Candidates on available options to work with students at risk for literacy-related disabilities, the expected timeline for completion, and ensure Candidates have ample opportunity to practice teaching skills identified in Domain 7 of the TPEs.

H. Clinical Supervisor Standards. The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Ethics.

I. Advanced Programs Practicum.

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
 - identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
 - identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
 - complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
 - comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
 - Educational Leadership – a minimum of four (4) evaluations
 - English Language Learning – a minimum of three (3) observations or evaluations.
 - Early Childhood Education – a minimum of one (1) observation

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable

student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. **Points of Contact.** Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. **Right to Accept or Terminate a Placement.** District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. **Insurance.**
 - o University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
 - o Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
5. **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. **Non-Discrimination.** Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. **Entire Agreement.** This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY

DISTRICT

By: Kim DeMent

By: _____

Title: Senior Associate Dean & Senior Director, School of Education

Title: _____

Date: _____

Point of Contact:

District and Funded Partnerships

Email: tc_outreach@wgu.edu

Point of Contact: Judy Schinbeckler

Email: schinbecklej@pcsstn.com

Phone: 1-931-526-9777

For notice purposes:

Attn: Contracts Manager
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: contracts@wgu.edu

For notice purposes:

Email:

Exhibit A
Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. Clinical Observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

Teacher Candidate Guidelines for Video Recordings

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.



Putnam County Board of Education Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

Backup included

Backup to follow

Consider approval of the following for the Sept. 4th, 2025 BOE meeting:

Clinical Affiliation Agreement between Roane State Community College and the Putnam County School System effective August 1st, 2025 through July 31st, 2026. leaving a remaining two years with the option to renew.

Judy Schinbeckler 8-4-25
Signature of Person Making Request Date

[Signature] 8-4-25
Signature of Director of Schools Date

received
8-4-25 MT

CLINICAL AFFILIATION AGREEMENT BETWEEN ROANE STATE COMMUNITY COLLEGE
AND PUTNAM COUNTY SCHOOL SYSTEM

This Agreement is made this 4th day of August, 2025, by and between Roane State Community College, hereinafter referred to as "Institution" and Putnam County School System, hereinafter referred to as "Affiliate".

Whereas, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the Institution, the parties have agreed to the terms and provisions set forth below:

I. Purpose - the purpose of this Agreement shall be to provide clinical experience to students enrolled in the Speech-Language Pathology Assistant program of the Institution.

A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

B. The clinical experience shall be provided at the Affiliate's Facility located at:

- **Algood Elementary School:** 2525 Old Walton Rd, Cookeville, TN 38506 (Also listed as Algood, TN)
- **Baxter Elementary School:** 125 Elmore Town Rd, Baxter, TN 38544
- **Burks Elementary School:** 300 Crossville St, Monterey, TN 38574
- **Cane Creek Elementary School:** 1500 W Jackson St, Cookeville, TN 38501
- **Capshaw Elementary School:** 1 Cougar Ln, Cookeville, TN 38501
- **Jere Whitson Elementary School:** 178 E Jere Whitson Rd, Cookeville, TN 38501
- **Northeast Elementary School:** 575 N Old Kentucky Rd, Cookeville, TN 38501
- **Park View Elementary School:** 545 Scott Ave, Cookeville, TN 38501
- **Prescott South Elementary School:** 115 W Cemetery Rd, Cookeville, TN 38506
- **Sycamore Elementary School:** 452 Ellis Ave, Cookeville, TN 38501
- **Uffelmann Elementary:** 112 N Elm St, Monterey, TN 38571 (or 38574)
- **Algood Middle School:** 540 Dry Valley Rd, Cookeville, TN 38506
- **Avery Trace Middle School:** 230 Raider Dr, Cookeville, TN 38501
- **Prescott South Middle School:** 1859 S Jefferson Ave, Cookeville, TN 38506
- **Upperman Middle School:** 6700 Nashville Hwy, Baxter, TN 38544
- **Cookeville High School:** 2335 N Washington Ave, Cookeville, TN 38501 (Also listed as 1 Cavalier Dr, Cookeville, TN 38501)
- **Monterey High School:** 710 E Commercial Ave, Monterey, TN 38574
- **Upperman High School:** 6950 Nashville Hwy, Baxter, TN 38544
- **Putnam County Adult High School:** 268 E Main St, Cookeville, TN 38506
- **White Plains Academy:** 288 E Main St, Cookeville, TN 38506
- **Vital: Upper Cumberland E-Learning Network:** 1400 E Spring St, Cookeville, TN 38506

hereinafter referred to as "Facility". C. The specific experience to be provided students is described as follows:

Direct Clinical Contact Hours (working directly with clients):

- **Providing Direct Therapy Services:**
 - Implementing documented treatment plans or protocols developed by the supervising SLP.
 - Using appropriate stimuli, cues, and prompts to elicit target behaviors.

- Maintaining on-task behavior or redirecting off-task behavior of clients in individual or group settings.
- Delivering therapy through various service delivery models (e.g., individual, group, classroom-based, home-based, co-treatment).
- Providing services via telepractice for clients selected by the supervising SLP.
- Adjusting and documenting the amount and type of support or scaffolding provided to the client.
- **Screening:**
 - Assisting the SLP with speech, language, and hearing screenings.
 - Administering and scoring screening instruments without clinical interpretation.
- **Assisting with Assessment:**
 - Assisting the SLP during assessment of clients (e.g., setting up the testing environment, gathering and preparing materials, taking notes as advised by the SLP).
 - Administering assessment tools without clinical interpretation, as long as the SLPA meets the examiner requirements in the manual and state regulations allow.
- **Caregiver Coaching:**
 - Modeling and teaching communication strategies to caregivers.
 - Providing feedback regarding caregiver-child interactions for facilitation and carryover of skills.
- **Data Collection:**
 - Collecting data on client performance during therapy sessions.
 - Recording data for progress monitoring.

Indirect Clinical Contact Hours (activities necessary for high-quality services, without direct client interaction):

- **Treatment Planning and Preparation:**
 - Meeting with the supervising SLP to review sessions, discuss therapy approaches, and plan for future services.
 - Preparing materials and activities for screening, assessment, and treatment.
 - Developing and implementing activities and materials for teaching and practicing skills based on the SLP's plan of care.
- **Documentation and Record Keeping:**
 - Documenting screening and treatment results.
 - Entering or recording data for billing purposes.
 - Creating records, charts, or graphs to communicate client performance to the supervising SLP.
 - Writing progress reports for review by the supervising SLP.
- **Collaboration and Communication:**
 - Attending consultations or team meetings with the SLP.
 - Communicating with clients, families, and other professionals in a culturally responsive manner (as directed by the SLP).
 - Providing feedback to the supervising SLP about the effectiveness of current treatment strategies.
- **Administrative and Support Duties:**
 - Assisting with clerical duties and site operations (e.g., scheduling, record-keeping, maintaining inventory of supplies and equipment).
 - Performing safety checks and maintenance of equipment.
- **Professional Development:**
 - Engaging in ongoing education and training opportunities consistent with competency and skills.
 - Reviewing the ASHA Assistants Code of Conduct and state codes of ethics.
 - Learning about prevention of communication disorders and emergency response for individuals with communication disorders.

II. Terms and Conditions - pursuant to the above-stated purpose, the parties agree as follows: A. Term - the term of this Agreement shall commence August 20, 2025 and shall end on August 19, 2035.

Either party may terminate this Agreement upon giving 30 days written notice to the other party. Such termination shall have no effect on students receiving clinical experience during the current academic term.

B. Placement of Students – As mutually agreed between the parties, the Institution will place an appropriate number of students at the Facility each academic term.

C. Discipline - While enrolled in clinical experience at the Facility, students (and faculty, if applicable), will be subject to applicable policies of the Institution and the Affiliate.

Students shall be dismissed from participation in the Institution's program only after the appropriate disciplinary or academic policies and procedures of the Institution have been followed. Notwithstanding the foregoing and pursuant to its policies, Affiliate retains the right to safeguard the health, safety, and welfare of its patients and the orderly operation of the Facility and in such capacity shall have the right to exclude or remove a student from the Facility at any time based on a student's failure to comply with reasonable policies of the Facility, including, without limitation, those related to vaccination and disease testing.

D. Specific Responsibilities - The following duties shall be the specific responsibility of the designated party (Institution and/or Affiliate/Facility):

1. Institution shall be responsible for the selection of students to be placed at the Facility.
2. The SLPA Program Director shall provide orientation to the Facility for students beginning clinical experience.
3. The supervising Speech-Language Pathologist shall be responsible for scheduling training activities for students.
4. The supervising Speech-Language Pathologist shall be responsible for supervising students at all times while present at the Facility for clinical experience.
5. The supervising Speech-Language Pathologist and the Program Director shall evaluate the performance of individual students as appropriate.
6. The Affiliate shall retain complete responsibility for patient care providing adequate supervision of students (and faculty, if applicable) at all times.
7. The Affiliate shall maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.
8. The Affiliate shall provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.
9. The Affiliate shall maintain all applicable accreditation requirements and certify such compliance to the Institution or other entity as requested by the Institution. The Affiliate shall also permit authorities responsible for accreditation of the Institution's curriculum to inspect the Affiliate's clinical facilities and services as necessary.
10. The Institution shall provide health records of students (and faculty, if applicable) upon request by the Affiliate. In order to maintain a healthy and safe environment, Affiliate retains the right to require students and faculty participating at its Facility to have, or to obtain, any immunizations or testing reasonably required by Affiliate.
11. The Institution shall establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.
12. The Affiliate requires written evidence of professional liability insurance coverage from individual students and faculty and staff (if applicable) participating in the experience. The minimum amount of coverage per individual shall be the amount specified by the affiliate. The coverage shall extend through the term of the student and faculty or staff's (if applicable) participation.

13. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. § 9-8-301 et seq.

E. Mutual responsibilities - the parties shall cooperate to fulfill the following mutual responsibilities:

1. Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:

To the extent required by federal law, the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as

"HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individually Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement. Each party will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The Family Educational Rights and Privacy Act (FERPA). The Affiliate shall protect the confidentiality of the student's records and shall not release any information without written consent from the student unless required to do so by law.

2. Background Checks: If criminal background checks of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the Institution that the check must be completed within the 90day period immediately prior to the student's initial clinical placement. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

If criminal background checks are required for Institutional faculty or staff, it shall be the Institution's responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate.

It shall be the responsibility of Affiliate to set the eligibility standards for participation and to evaluate the results of the background checks. If Affiliate determines that a student or faculty/staff member shall not participate at its facility, Affiliate shall so

notify that individual and the Institution. Institution shall take steps to ensure that this individual does not participate in the clinical program at the Affiliate.

If an Institutional faculty/staff member is also an employee of Affiliate or is an employee at another hospital, health care facility or health care organization, Affiliate will allow the faculty/staff member to provide on-site supervision and instruction for its clinical program without the necessity of undergoing an additional background check.

Recognizing that students enrolled in the SLPA program at Institution will potentially participate in multiple clinical placements at multiple facilities, Affiliate agrees to accept the results of the background check done prior to the student's initial clinical placement if the student maintains continuous enrollment in the Institution's health care program and if the results of the background check are archived by the background check agency.

Institution shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

(If desired, a list of the checks to be run, along with the disqualifying criteria of the Affiliate can be referenced and affixed as an Addendum.)

3. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Affiliate or the Institution.
4. Any courtesy appointments to faculty or staff by either the Institution or the Affiliate shall be without entitlement of the individual to compensation or benefits from the appointing party.
5. The confidentiality of patient records and student records shall be maintained at all times in accordance with applicable law.

F. Miscellaneous Terms - The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
2. The delay or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.
3. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

(INSTITUTION)

(AFFILIATE)

BY _____

BY _____

TITLE _____

TITLE _____

DATE _____

DATE _____

Approved by TBR: (If required; contracts which materially differ from this form require approval of the Chancellor.)

Chancellor _____

Date _____

Fwd: Updated Clinical Affiliate Contract for Putnam County Schools

2 messages

Rich, Laura <richl@pcsstn.com>

Mon, Aug 4, 2025 at 1:32 PM

To: Judy Schinbeckler <schinbecklej@pcsstn.com>, sextond1@roanestate.edu

Hello Dana!

I am so sorry to be late responding to your email. We are excited for Barbie to be a part of our department and we are happy to work with Roane State. Judy Schinbeckler is the one who manages all affiliation agreements with colleges and ensures we have everything in order. I do know there is a process and some paperwork that needs to be completed. Judy can direct you to that exact paperwork. If you have any questions please let me know. I'm always excited to work with alumni of CHS!

Thanks again,
Laura

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

From: **Sexton, Dana** <sextond1@roanestate.edu>

Date: Mon, Aug 4, 2025 at 9:58AM

Subject: Updated Clinical Affiliate Contract for Putnam County Schools

To: richl@pcsstn.com <richl@pcsstn.com>

Hi Laura,

Since I sent you the contract last week, I have learned that I must put every address at which students could possibly work in each school district. I have added all the PCSS schools in the new agreement. I appreciate your help with this process.

I don't think I mentioned this to you earlier, but I am a proud CHS alumni! Go Cavs!

Best regards,

Dana Sexton



Dana Sexton, MA, CCC-SLP

Roane State
COMMUNITY COLLEGE

Program Director - Assistant Professor
SLPA Program - Health Sciences Division

☎ (865) 354-3000, ext. 4363

✉ sextond1@roanestate.edu

📍 276 Patton Lane, Harriman, TN 37748

This email is intended for the addressee and may contain privileged and/or confidential information. If you are not the addressee, you are not permitted to use or copy this email or its attachments nor may you disclose the same to any third party. If this has been sent to you in error, please delete the email and notify us by replying to this email immediately.

--
Laura Rich
Putnam County Schools
SPED Consulting Teacher
(931) 520-2290 Office
(931) 267-8683 Cell
richl@pcsstn.com

This email and any files transmitted with it contain PRIVILEGED and CONFIDENTIAL information and are to be read and used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, alteration, dissemination, distribution, forwarding, printing, or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately destroy it and all attachments and notify the sender by reply email or contact the sender at the telephone number listed.

 **Clinical Affiliation Agreement Template Putnam County Schools.docx**
39K

Schinbeckler, Judy <schinbecklej@pcsstn.com>
To: "Rich, Laura" <richl@pcsstn.com>
Cc: sextond1@roanestate.edu

Mon, Aug 4, 2025 at 1:43 PM

Dana,

I have submitted the affiliation agreement for approval at the Sept. 4th board meeting. Once it has been approved and signed, I will send you a copy. If I need to do anything else, please just let me know.

Respectfully,
Judy Schinbeckler

Judy Schinbeckler
Office of Educator Support
PD/Licensure Supervisor





Putnam County Board Of Education
Agenda Request

Date: August 5, 2025

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Shelia Barker

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in board agenda packet:

Approval of the Memorandum of Understanding (MOU) between Centerstone and Putnam County School System (PCSS) for the 2025-2026 school year for school based mental health services.

Shelia Barker 8/5/25
Signature of Person Making Request Date

[Signature] 8/5/25
Signature of Director of Schools Date

received
8-5-25 mt

MOU Language for School Based Mental Health Services

Centerstone provides school based services and coordinates counseling, mental health and related services to various clients. The company will provide access to mental health services year-round, including availability on school breaks including holidays and summer. The agency will comply with all guidelines set out by the PCSS school system for referrals of said clients and families.

School based outpatient counseling services will be provided by master's level therapists to students of Putnam County Schools during the school day. Centerstone staff will seek to remove students with limited disruption to academic coursework for outpatient mental health services to occur throughout the school day. Centerstone staff will be available to assist when a mental health crisis arises at schools for students on their caseload.

PCSS will provide:

- Suitable private space for individual therapy sessions
- Access to WIFI services for provider staff have access to electronic medical records as well as to student level data through a staff member at each school.
- Develop a referral system for Centerstone's School Based Therapy Services. PCSS staff (school counselor or other designee) will be responsible for obtaining parent (guardian) consent for students to participate in school based mental health services.
- Support the therapy services by allowing the therapist access to the students, communication with school staff as needed
- Include the School-Based Therapist in Support team meetings, 504, IEP or any other appropriate meetings
- Inform parents/guardians of services that are available to them as they enter the school
- Provide feedback on the performance of the School-Based Therapist as requested
- Provide a locking file cabinet for storage of confidential information

Centerstone will provide:

Coordination of Care:

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

- Provide therapists to serve Putnam County (any change from part-time to full-time status and/or number of staff will be determined by need, and the maintenance of individual positions will be contingent upon the Therapist maintaining a full caseload)
- Provide administrative and clinical supervision for staff weekly
- Provide individual and/or family therapy services (group therapy may also be provided on occasion to some identified clients as clinically appropriate and at the discretion of Centerstone).
- If there is a therapist vacancy, continuity of care will be guaranteed by agency either by another therapist and/or supervisor.
- Maintain caseloads that meet insurance requirements, and level of care needed for the clients.
- Facilitate access and referrals to other clinic and/or community-based services when needed.
- Coordinate services between the child's mental health provider(s) and other pertinent community staff
- Communicate with parents/guardians regarding students' behavior as necessary. School based therapists will provide liaison services to include communication between the school and the student's family to build open lines of communication and home/school partnership.
- Conduct home visits as needed
- Provide teacher consultation, support and training as deemed necessary

- Safeguard all rights of the child as legally and ethically required
- Communicate on a regular basis with designated administrative personnel in order to improve coordination of services

Confidentiality of Records:

PCSS and Centerstone shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 5 1232g) (FERPA) and its accompanying regulations (24 C.F.R 99). Centerstone agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract.

HIPAA Compliance Records-Keep all documentation (progress notes, care plans, assessments) in Centerstone's electronic medical record.

All company staff will sign the Statement of confidentiality/assurances.

Records maintained by Centerstone as part of rendering services shall remain confidential and will not be shared with anyone, including PCSS, without written authorization from the client (or such person's legal representative).

However, Centerstone will promptly advise PCSS of any information obtained if and to the extent that, the individual is deemed at risk of self-harm/suicide, or the individual is deemed a threat to others, or the individual is deemed a victim of abuse or neglect.

Payer Source:

Centerstone will utilize the client's insurance to cover the costs of school-based mental health services. The primary payer source is the Bureau of TennCare through Company contracts with the statewide managed care organizations. The company is in good standing with the TennCare MCO's. PCSS is not responsible for any payment of services.

Provide liability insurance as required by law, provide copy to PCSS upon request.

Company staff will adhere to all school conduct standards while on-site. Staff will provide a picture ID and must be on file and available for verification by office staff.

Terms and Renewal

This agreement will take effect **July 31, 2025** and will be reviewed yearly. Centerstone and/or Putnam County Schools may cancel this agreement with a sixty day written notice. This Memorandum of Understanding will be reviewed yearly by Centerstone and the Putnam County School Board.

All School Based Mental Health Therapists hired to work in Putnam County Schools will meet all standards set by Centerstone credentialing committee to ensure candidates have met all new hire requirements. These requirements will comply with Putnam County Schools hiring policies and Centerstone will be able to produce the required documentation if requested.

All therapists will comply with the Putnam County Schools fingerprinting and background check process and be cleared before being allowed to see students. This will be at the cost of the Centerstone. PCSS Policy 5.118.

Chair of the Board Putnam County Board of Education	Date
---	------

Director of Schools Putnam County	Date
---	------

<i>Daniel F. Mansfield</i>	07/25/2025
Regional Vice President Centerstone	Date



Putnam County Board Of Education
Agenda Request

Date: August 5, 2025

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Shelia Barker

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in board agenda packet:

Approval of the Memorandum of Understanding (MOU) between OMNI Family of Services Tennessee, Inc. and Putnam County School System (PCSS) for the 2025-2026 school year for school based mental health services.

Shelia Barker 8/5/25
Signature of Person Making Request Date

[Signature] 8/5/25
Signature of Director of Schools Date

received
8-5-25 [initials]

**Memorandum of Understanding
Between
Putnam County School System and
Omni Family of Services Tennessee, Inc.**

Omni Family of Services Tennessee, Inc. (the "Company") provides school based services and coordinates counseling, mental health and related services to various clients. The Company will provide access to mental health services year-round, including availability on school breaks including holidays and summer. The Company will comply with all guidelines set out by the Putnam County School System ("PCSS") for referrals of said clients and families.

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

PCSS will provide:

- Suitable private space for individual therapy sessions.
- Access to WIFI services for Company staff to have access to electronic medical records as well as to student level data through a staff member at each school.
- Develop a referral system for the Company's school based therapy services. PCSS staff (school counselor or other designee) will be responsible for obtaining parent (guardian) consent for students to participate in school based mental health services.
- Support the therapy services by allowing the therapist access to the students, communication with school staff as needed.
- Include the school-based therapist and/or care coordinator in support team meetings, 504, IEP or any other appropriate meetings.
- Inform parents/guardians of services that are available to them as they enter the school.
- Provide feedback on the performance of the school-based therapist or care coordinator as requested.
- Provide a locking file cabinet for storage of confidential information.

The Company will provide:

Coordination of Care:

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

- Provide therapists to serve Putnam County (any change from part-time to full-time status and/or number of staff will be determined by need, and the maintenance of individual positions will be contingent upon the Therapist maintaining a full caseload).
- Provide administrative and clinical supervision for staff weekly.
- Provide individual and/or family therapy services (group therapy may also be provided on occasion to some identified clients as clinically appropriate and at the discretion of the Company).
- If there is a therapist vacancy, continuity of care will be guaranteed by agency either by another therapist and/or supervisor.
- Maintain caseloads that meet insurance requirements, and level of care needed for the clients.
- Facilitate access and referrals to other clinic and/or community-based services when needed.

- Coordinate services between the child's mental health provider(s) and other pertinent community staff.
- Communicate with parents/guardians regarding students' behavior as necessary. School-based therapists and/or care coordinators will provide liaison services to include communication between the school and the student's family to build open lines of communication and home/school partnership.
- Conduct home visits as needed.
- Provide teacher consultation, support and training as deemed necessary.
- Safeguard all rights of the child as legally and ethically required.
- Communicate on a regular basis with designated administrative personnel in order to improve coordination of services.

Confidentiality of Records:

PCSS and the Company shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 5 1232g) (FERPA) and its accompanying regulations (24 C.F.R 99). The company agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract.

HIPAA Compliance Records-Keep all documentation (progress notes, care plans, assessments) in the Company's electronic medical record.

All Company staff will sign the Statement of confidentiality/assurances.

Records maintained by the Company as part of rendering services shall remain confidential and will not be shared with anyone, including PCSS, without written authorization from the client (or such person's legal representative).

However, Company staff will promptly advise PCSS of any information obtained if and to the extent that, the individual is deemed at risk of self-harm/suicide, or the individual is deemed a threat to others, or the individual is deemed a victim of abuse or neglect.

Payer Source:

The Company will utilize the client's insurance to cover the costs of school-based mental health services. The primary payer source is the Bureau of TennCare through Company contracts with the statewide managed care organizations. The company is in good standing with TennCare MCO's. PCSS is not responsible for any payment of services.

Provide liability insurance as required by law, provide copy to PCSS upon request.

Company staff will adhere to all school conduct standards while on-site. Staff will provide a picture ID and must be on file and available for verification by office staff.

Terms and Renewal

This agreement will take effect **July 31, 2025** and will be reviewed yearly. The Company and/or Putnam County Schools may cancel this agreement with a sixty (60) day written notice. This Memorandum of Understanding will be reviewed yearly by the Company and the Putnam County School Board.

All school-based mental health therapists and care coordinators hired to work in Putnam County Schools will meet all standards set by the Company's credentialing committee to ensure candidates have met all

new hire requirements These requirements will comply with Putnam County Schools hiring policies and the Company will be able to produce the required documentation if requested.

All Company staff will comply with the Putnam County Schools fingerprinting and background check process and be cleared before being allowed to see students. This will be at the cost of the Company. PCSS Policy 5.118.

The parties hereby agree to the terms and conditions set forth in this agreement and such is demonstrated throughout by their signatures below:

Omni Family of Services Tennessee, Inc.

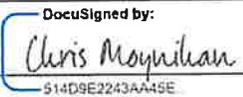
Putnam County School System

Name: Chris Moynihan

Name: _____

Title: President Behavioral Health

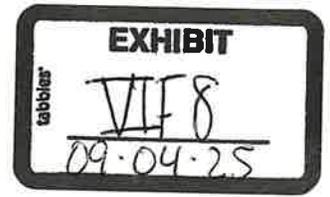
Title: _____

Signature:  _____
S14D9E2243AA45E

Signature: _____

Date: 8/4/2025

Date: _____



Putnam County Board of Education Agenda Requests

Date _____ 9/4/2025

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 add the Band Director supplement at Monterey Middle School in the base amount of \$3,530. Note: this supplement was inadvertently omitted from the activity supplement list for the FY26 school year, approved by the Board at the June 26th, 2025 meeting.

received

8-10-25 MT

CK

CONTRACT FOR Anna Smith – Independent Contractor

This agreement, made this July 31, 2025, by and between Putnam County Schools with its principal office at 1400 East Spring Street, Cookeville, TN 38506, and Anna Smith, 634 Blue Water Drive, Cookeville, TN 38506 (Ph: 931-787-5180, Email: camismith2150@gmail.com)

WHEREAS, Anna Smith is competent to provide **Applied Behavior Analysis Services** to students who are enrolled in the Putnam County Schools, and agrees as follows:

1. To complete the Functional Behavioral Assessment (FBA), not to exceed 20 hours per student for completion of the assessment, report, and treatment plan. The assessment report and treatment plan should be forwarded to the Special Education Supervisor and must accompany the invoice.
2. To assist the school team in the implementation of the treatment plan, with hours to be determined by the Special Education Supervisor.
3. To be paid from General Purpose or IDEA funds at a rate of **\$70.00 per hour**. Hours per month to be determined by the Special Education Supervisor. No mileage will be paid by PCS.
4. The term of this agreement is the **2025–2026 school year**.
5. Either party may terminate this contract with 2 weeks' written notice.
6. It is agreed and understood that **Anna Smith** is an Independent Contractor and not an employee of the Putnam County Board of Education. It is understood that there are no benefits, and Worker's Compensation Insurance does not cover the Independent Contractor. Taxes will not be deducted from the checks.

IN WITNESS THEREOF, the parties have executed this agreement the day and year first written above.

Corby King, Director
Putnam County Schools

Sheri Roberson, Supervisor
Special Education Department

Anna Smith MA BCBA LBA
Anna Smith
Independent Contractor

07/31/2025
Date



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

Backup Included

Backup to follow

Renewal of the agreement between Putnam County Board of Education and Dialogue Speech Therapy, Cookeville, Tennessee 38501 for the 2025-26 school year for student speech testing, evaluations, provide speech-language services to be paid from 141- 71200-312.

Sheri Roberson 8/6/25
Sheri Roberson, Special Education Supervisor Date

CK 8/6/25
Corby King, Director of Schools Date

received
8-6-25 MT

Handwritten text, possibly a signature or name, which is extremely faint and illegible.

10/10/20

Dialogue Speech Therapy Services
418 E. Broad St. Suite 1D Cookeville, TN 38501
(931) 265-7227
sjohnson@dialoguespeechtherapy.com
Fax # (844) 906-2464

School Contract

Dialogue Speech Therapy and the Putnam County School System ("School") (each a "Party" and both the "Parties") mutually agree as follows:

1. A licensed speech-language pathologist associated with Dialogue Speech Therapy Services, will provide Speech-Language Services to the School beginning 8/1/2025 and continuing until 5/29/2026, for a total of 4-6 days/ month (the "Term") and a total of 28-42 billable hours ("Billable Hours").
2. "Speech-Language Services" are:
 - 2.1 assessing, diagnosing, and treating communication disorders.
 - 2.2 Any, all or some of the following:
 - 2.2.1. Screening of speech-language disorders.
 - 2.2.2. Diagnosis of speech-language disorders.
 - 2.2.3. Treatment of speech-language and dysphagia disorders.
 - 2.2.4. Preparation of materials necessary for such treatment.
 - 2.2.5. Record keeping and documentation.
 - 2.2.6. Report writing.
 - 2.2.7. Writing speech-language IEP goals and objectives.
 - 2.2.8. Consultation with school officials and families.
 - 2.2.9. Attendance at IEP and other meetings as necessary.
 - 2.2.10. Supervision of speech-language assistants.
3. Compensation
 - 3.1. Company shall be compensated \$70/hour for all Speech-Language Services provided in 1 monthly payment due on the 10th day of each month.
 - 3.2. All amounts payable under this Agreement shall be paid directly to Dialogue Speech Therapy Services.
 - 3.3. In the event that additional or less hours are actually completed, Company shall adjust the final monthly payment to reflect the actual number of hours worked multiplied by an hourly rate of \$70/hour and such product become due and payable within ten (10) days of invoice to School.

4. Company Responsibilities

4.1. Company shall provide Speech-Language Services to a standard of quality typical of professionals in the speech-language industry.

4.2. Company shall perform its duties and responsibilities under this Agreement with commercially reasonable best efforts.

4.3. Company shall carry professional liability insurance with a minimum policy limit of \$1,000,000.

5. School Responsibilities

5.1. School will use commercially reasonable efforts to assist Company in providing Speech-Language Services.

5.2. School will provide a clean, quiet and private evaluation space as well as any materials or support services required by Company.

6. General Terms

6.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one signed agreement between the Parties. Signatures may be transmitted by facsimile or a scanned copy and shall be deemed original.

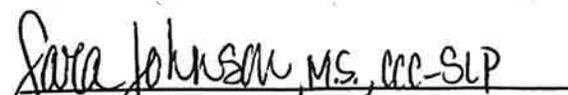
6.2 This Agreement, including all schedules and exhibits that are incorporated herein by reference, contains the entire agreement of the Parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements, and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended, except by an agreement in writing signed by authorized representatives of both Parties.

6.3 Company is an independent contractor of School and not an employee, agent, partners, representative or broker of School.

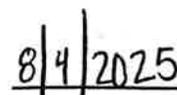
6.4 Each Party shall at all times comply with all applicable laws and government rules, regulations, and guidelines pertaining to its business, products or services, employment obligations, and the subject matter of this Agreement. This Agreement shall be governed by and construed under the laws of the State of TN, without giving effect to its choice of law rules.

If services vary from the contracted number of hours in paragraph one above, due to illness, professional meetings, inclement weather, school closing, or additional hours approved by the Director of Special Education, appropriate adjustment will be reflected in the final month's billing.

Authorized Signature for the School / District


Sara Johnson / Dialogue Speech Therapy

Date


Date

Dialogue Speech Therapy Services
418 E. Broad St. Suite 1D Cookeville, TN 38501
(931) 265-7227
sjohnson@dialoguespeechtherapy.com
Fax # (844) 906-2464

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 - 2.2.3. Treatment of speech-language and dysphagia disorders.
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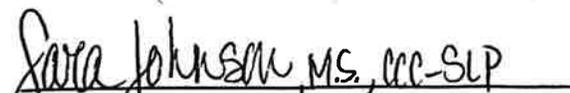
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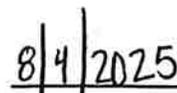
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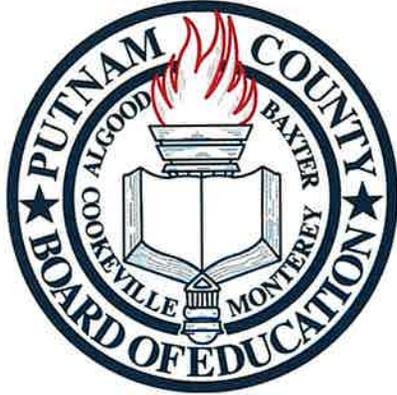
If services vary from the contracted number of hours in paragraph one above, due to illness, professional meetings, inclement weather, school closing, or additional hours approved by the Director of Special Education, appropriate adjustment will be reflected in the final month's billing.

Authorized Signature for the School / District


Sara Johnson / Dialogue Speech Therapy

Date


Date



Board Agenda Request

Date 8/14/2025

Department Teaching & Learning

Person Submitting Dr. Chris Winningham

Account Number (if appropriate) 141-71100-399-02117

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Approval to renew all Putnam County Schools Library Software Subscriptions for the 2025-2026 school year with COMPAnion, Salt Lake City, Utah in the amount of \$33,600.00 to be paid from 141-71100-399-02117.

received
8-14-25 mm7



1831 Fort Union Blvd • Salt Lake City, Utah 84121
800-347-6439 | 801-943-7277

Customer ID: 3984
931-526-9777
ssmith411@pcsstn.com

Sylvia Smith
Putnam County Bd. Of Education
288 East Main Street
Algood TN 38506
United States

EXEMPT

It's time to renew your COMPanion Software Subscriptions. If you've already renewed, know we appreciate your business.

Software Subscriptions should be renewed before they expire. If you cannot renew before this date, contact your sales representative to avoid reinstatement fees, inability to access your data, and loss of support services. Your representative can adjust your renewal date to meet your business needs, or extend services for up to 30 days.

You can submit this form, update your contact information, or send your purchase order to: renewals@companioncorp.com, fax us at 801-943-7752 or mail to COMPanion Corporation, 1831 Fort Union Blvd, SLC, Utah 84121. **Please include this document with your communications.**

We invoice on receipt of the PO with net 30 terms, or enter a delayed billing date here: _____

If you would like to use this form as your PO, please provide the following:

Date: _____ PO#: _____ Phone: _____

Name: _____ Signature: _____

It is the customers responsibility to review the accuracy of contact information to ensure your communications and notifications aren't missed. If your information changes, notify us as soon as possible to avoid problems.

—Subscription prices are subject to annual changes—

Annual Subscription Notice
Putnam County Bd. Of Education [3984]

100695 Park View Elementary School

545 Scott Avenue
Cookeville TN 38501
Brittany Reese brittany.reese@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7809	7064192	Alexandria N09		11/1/2025	\$1,460.00
S5590	7069838	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146671	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,930.00

101493 Baxter Primary School

125 Elmore Town Road
Baxter TN 38544
Sandra Windrow windrows@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7805	7064392	Alexandria N05		11/1/2025	\$1,133.00
S5590	7069830	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146598	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,603.00

101699 Monterey High School

710 Commercial Ave. South
Monterey TN 38574
Leigh Flatt coxl3@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7062749	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069836	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146669	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

102126 Cane Creek Elementary

1500 West Jackson Street
Cookeville TN 38501
Laura Roberson laura.roberson@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7809	7055624	Alexandria N09		11/1/2025	\$1,460.00

S5590	7069831	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146666	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,930.00

102187 Northeast Elementary School

575 Old Kentucky Road

Cookeville TN 38501

Jennifer Webb webbj1@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7808	7051460	Alexandria N08		11/1/2025	\$1,236.00
S5590	7069837	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146670	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,706.00

102189 Sycamore Elementary School

452 Ellis Avenue

Cookeville TN 38501

Andrea Batson andrea.batson@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7805	7064529	Alexandria N05		11/1/2025	\$1,133.00
S5590	7069841	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146673	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,603.00

102244 Avery Trace Middle School

230 Raider Drive

Cookeville TN 38501

Lisa Brown lbrown@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7058487	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069829	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146668	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

102421 Capshaw Elementary

1 Cougar Lane

Cookeville TN 38501

Marisa Clement clementm@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7808	7063501	Alexandria N08		11/1/2025	\$1,236.00
S5590	7069832	Expanded Lexile Services		11/1/2025	\$147.00

S8888G	7146667	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,706.00

102488 Prescott South Middle School

1859 South Jefferson Avenue

Cookeville TN 38506

Madison Davis madison.davis@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7054778	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069840	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146672	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

103096 Cookeville High School

1 Cavalier Dr.

Cookeville TN 38501

Amelia Collins collinsa4@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7063694	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069833	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146674	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

106357 Jere Whitson Elementary School

178 E. Jere Whitson Ave.

Cookeville TN 38501

Casey Michelle Norrod norrodc@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7805	7068249	Alexandria N05		11/1/2025	\$1,133.00
S5590	7069835	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146675	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,603.00

106460 Upperman Middle School

600 Nashville Highway

Baxter TN 38544

Amy Swafford amy.swafford@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7073446	Alexandria N06		11/1/2025	\$1,601.00
S5590	7073445	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146676	SIS v2 Integration		11/1/2025	\$323.00

Site Total: \$2,071.00

106461 Burks Elementary School

300 Crossville St.

Monterey TN 38574

Teresa Dawn Wells teresa.wells@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7808	7062754	Alexandria N08		11/1/2025	\$1,236.00
S5590	7069828	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146677	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,706.00

106462 Algood Middle School

540 Dry Valley Road

Cookeville TN 38506

Shannon Auberson aubersons@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7063936	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069827	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146678	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

438830 Upperman High School

6950 Nashville Hwy.

Baxter TN 38544

Diane Phy phyd@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7806	7063136	Alexandria N06		11/1/2025	\$1,601.00
S5590	7069843	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146679	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$2,071.00

506118 Algood Elementary School

2525 Old Walton Rd.

Cookeville TN 38506

Carol Teeters teetersc1@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7809	7048769	Alexandria N09		11/1/2025	\$1,460.00
S5590	7069826	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146680	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,930.00

507147 Prescott South Elementary School

115 W. Cemetary Rd.

Cookeville TN 38506

Laura Shaver lshaver@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7809	7053925	Alexandria N09		11/1/2025	\$1,460.00
S5590	7069839	Expanded Lexile Services		11/1/2025	\$147.00
S8888G	7146681	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,930.00

510996 Cornerstone Elementary School

371 First Avenue South

Baxter TN 38544

Heidi Poore ellish1@pcsstn.com

	Serial Number	Product	Server	Due	Amount:
SA7805	7073515	Alexandria N05		11/1/2025	\$1,133.00
S8888G	7146682	SIS v2 Integration		11/1/2025	\$323.00
Site Total:					\$1,456.00

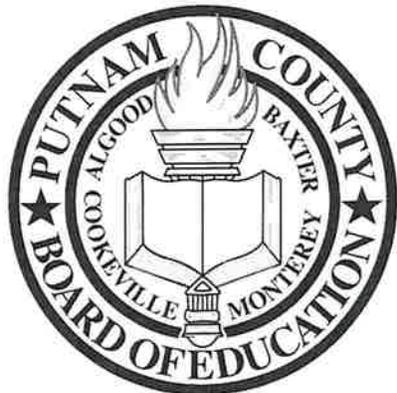
You have sent COMPAnion a Sales Tax Exemption document, and therefore COMPAnion does not collect sales tax for your purchases. If tax is shown on your invoice, email a CURRENT exemption to taxadmin@companioncorp.com OR pay the Sales Tax directly to COMPAnion upon paying your invoice.

All Sites Total:	<u>\$33,600.00</u>
Sales Tax:	\$0.00
Grand Total:	<u><u>\$33600.00</u></u>

EXEMPT

All amounts shown are in US\$

EXHIBIT
VII-F-12
09-04-25
tabbles



Board Agenda Request

Date 8.15.25

Department Teaching & Learning

Person Submitting Diana Wood *Diana Wood*
Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

- Request approval for data sharing agreement to support participation in the Lead in Literacy Network with TNTP, TTU, and SCORE.

received
08-15-25 MT *CK*

DATA SHARING AGREEMENT

This **DATA SHARING AGREEMENT** (this "**Agreement**") is entered into, as of August 5, 2025 (the "**Effective Date**") by and between TNTP, INC., a not-for-profit corporation organized under the laws of the State of Delaware ("**TNTP**"), the Putnam County Schools, a local education agency in the State of Tennessee ("**LEA**"), and Tennessee Tech University, ("**EPP**") an educator preparation program a principal place of business in Tennessee. TNTP, the LEA and the EPP sometimes are collectively referred to herein as the "**Parties**" and individually as a "**Party**."

RECITALS

WHEREAS, TNTP has entered into a Services Agreement grants (the "Services Agreement") with the State Collaborative on Reforming Education ("**SCORE**") to support the Lead in Literacy Program which will involve LEA-EPP partnerships designed to implement stronger candidate field experiences for traditional pathway students in literacy classrooms.

WHEREAS, in connection with the Services Agreement, TNTP desires to collect data from the LEA and EPP, including candidate knowledge building surveys, stakeholder perception surveys, and site visit observations of pilot schools.

WHEREAS, to facilitate survey administration and analysis, the EPP desires to share data with TNTP and the LEA, including candidate data and survey responses, all cases in furtherance of the goals of the Services Agreement. Additionally, the LEA desires to share data with TNTP and the EPP, including mentor teacher data and survey responses, all cases in furtherance of the goals of the Services Agreement (collectively, "**Data**").

AGREEMENT

NOW, THEREFORE, to ensure that no disclosure of confidential data is made to any unauthorized person, and that no unauthorized use is made of it, the Parties hereby agree as follows:

1. **Data Sharing.** In connection with the Services Agreement, the Parties will request data from one another, including but not limited to, survey responses and site observation data. Each Party agrees to promptly respond to data requests from the other Parties to this agreement.
2. **Confidential Information.** As used in this Agreement, "Confidential Information" shall mean the Data disclosed by EPP or LEA to any other Party that is of a confidential nature, whether communicated in writing or by electronic media. Information disclosed by the EPP or LEA shall be considered Confidential Information and subject to the terms of this Agreement if:
 - a. The information is marked or labeled as "Proprietary" and/or "Confidential"; or
 - b. TNTP, the LEA, or the EPP, respectively, should reasonably recognize the information as confidential.
3. **Maintenance of Confidentiality.** TNTP, the LEA and the EPP, each individually agree that it shall maintain all confidential information in accordance with industry best practices, and that it is individually responsible for the security of the data that is shared with their organization.

The Parties acknowledge that irreparable injury and damage may result from disclosure of the Confidential Information to unauthorized third parties or from utilization of the Confidential Information for purposes other than those connected with the Services Agreement. No Party may without the prior written consent of the other Parties, disclose any Confidential Information to any third party other than SCORE, the LEA, the EPP, or TNTP, except as permitted by the terms of this Agreement, and as agreed by all Parties. In addition to the disclosures permitted below, the Parties shall be authorized to disclose Confidential Information, where such disclosure is made (i) with the consent of Subgrantee, (ii) in order to comply with any subpoena, order, regulation, ruling or request of any judicial, administrative or legislative body or committee or any self-regulatory body, or (iii) otherwise as required by applicable law or regulation. In the event any Party receives a request to disclose Confidential Information as set out in clause (ii) above, it will (a) employ reasonable efforts to notify the other Parties of such request; (b) consult to the extent reasonable under the circumstances with the other Parties on the advisability of taking steps to resist or narrow such request; and (c) if disclosure is required or deemed advisable, not hinder the other Party in any attempt that it may make to obtain an order or other reliable assurance that designated portions of the Confidential Information should not be disclosed. TNTP, the LEA or the EPP, as the case may be, will be entitled to reimbursement of reasonable expenses, including the fees and expenses of counsel, incurred in connection with actions taken pursuant to this provision.

- 4. Required Consents.** The LEA and the EPP will secure any consents from teachers, staff, students, or parents that is required by all applicable federal, state, local laws, ordinances, codes, regulations, and policies, including but not limited to the Family Education Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) ("**FERPA**") to transfer the Confidential Information to the other Parties, and ensure that such consents allow the other Parties, as the case may be, to rely on such consent when acting as an agent for the purposes of the Agreement.
- 5. Limited Internal Disclosure.** TNTP, the LEA, and the EPP individually agree that any disclosure of Confidential Information shall be made available only to its respective employees, officers, directors, financial and legal advisors, consultants or contractors, agents or representatives who need to know in connection with the Subgrant Agreement and as required by law (collectively, "**Representatives**"). TNTP, the LEA, and the EPP further individually agree to inform their Representatives of the confidential nature of the Confidential Information and direct them to treat the Confidential Information in accordance with the terms of this Agreement.
- 6. Use in Publication and Presentation.** The LEA and EPP agree that TNTP may use confidential information in publications and presentations, and internally or in conjunction with other TNTP or SCORE reports and analytical projects; provided, that the Confidential Information used shall be used as general and aggregated data that does not refer to, specifically or by reasonable inference, Subgrantee or any individual student, teacher, or administrator at Subgrantee schools, and that any such use always be in compliance with FERPA. The LEA and EPP further acknowledge that TNTP will share aggregated data with SCORE to inform work being performed under the Services Agreement.
- 7. Intellectual Property.** The LEA and EPP acknowledge and agree that as between TNTP and the other Parties to this Agreement, TNTP is and will remain the sole and exclusive worldwide owner of all TNTP IPR. For purposes of this Agreement, " TNTP IPR" means all patents, copyrights, trademarks, services marks, designs, logos, trade secrets, publicity, privacy or moral rights, and any other intellectual property

or proprietary rights arising at any time under the applicable law of any jurisdiction anywhere in the world that subsists in, without limitation, the following: all technology, frameworks, processes, systems, methodologies, analytical tools, industry data and insights, layouts, TNTP Confidential Information, TNTP surveys, TNTP tools, TNTP's Video Library, Learning Portal, Insight, Academic Scorecard and online platforms that TNTP owns or to which TNTP has a license; and any improvements, derivatives or modifications to any of the foregoing, TNTP owns all TNTP IPR in existence prior to or developed independently of this Agreement.

- 8. Indemnification.** Each party will indemnify and hold harmless the other parties, and their respective Board, officers and employees from and against any and all third party loss, liability, expense, including reasonable attorneys' fees, or claims for personal injury or property damage (collectively "Claims") arising out of the indemnifying party's performance of this Agreement, but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, as determined by a court of competent jurisdiction.
- 9. Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and supersedes all prior and contemporaneous discussions between them regarding Confidential Information. No modification or waiver of this Agreement shall bind either Party, unless it is in writing and is signed and accepted by the Parties hereto.
- 10. Disputes.** This Agreement shall be governed by and interpreted in accordance with the laws of the state of New York, exclusive of its choice of laws rules.
- 11. Successors and Assigns.** This Agreement shall inure to the benefit of and shall be binding on the Parties and their respective successors and assigns, provided that neither party may assign its rights or delegate its duties in this agreement without the written consent of the other party.
- 12. Duration of the Agreement.** This Agreement will terminate on December 31, 2027, unless either Party provides the other party with a written termination notice prior to that date.
- 13. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same agreement. Signatures delivered by facsimile or .PDF file shall be deemed originals for all purposes.

IN WITNESS WHEREOF, the parties, on the dates indicated below, have caused their duly authorized representatives to execute this Agreement, which shall be effective as of the Effective Date.

TNTP

LEA

Name: Lin Johnson III

Name: _____

Date: _____

Date: _____

EPP

Name: _____

Date: _____



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

Date _____ 9/4/2025
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 Stone Service Corporation in the amount of \$54,326.34 and SouthEast Bank (retainage) in the amount of \$2,859.28 for pay application #5 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.

received
8-14-25 MZ *ML*

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: Putnam Co. Board of Education
 1400 E Spring St.
 Cookeville, TN 38506

PROJECT: Northeast Elementary HVAC Upgrades

FROM CONTRACTOR: Charles Stone Heating & Cooling
 PO Box 49293
 Cookeville, TN 38506

VIA ARCHITECT:

APPLICATION NO: Five (5)

PERIOD TO: 8/25/25

PROJECT NOS:

CONTRACT DATE:

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

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 \$ 785,750.00
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 785,750.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 588,460.57
5. RETAINAGE:
 - a. 5% of Completed Work (Column D + E on G703) \$ 29,423.03
 - b. of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 29,423.03
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 559,037.54
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 504,711.20
8. CURRENT PAYMENT DUE \$ 54,326.34
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 226,712.46

CONTRACTOR: Michael Hamm Date: 8.13.25

By: Rebecca Phillip County of: Putnam
 State of: Tennessee day of August, 2025
 Subscribed and sworn to before me this 13th
 Notary Public: Rebecca Phillip
 My Commission expires: 9/20/25

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that 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 \$ 54,326.34

(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 with the amount certified.)
 ARCHITECT: Maffett Loftis Engineering, LLC.

By: Justin Powell Date: 08/13/2025

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

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF

2

PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: Five (5)
APPLICATION DATE: 8/13/2025

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 8/25/2025

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

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 (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Putnam Co. Board of Education - Northeast Elementary HVAC Upgrades								
	Contract \$785,750.00								
1	Equipment	\$433,477.00	\$190,000.00			\$243,477.00	\$433,477.00	100.00%	\$21,673.85
2	Controls	\$55,947.87				\$55,947.87	\$55,947.87	100.00%	\$2,797.39
3	Rigging	\$5,000.00	\$2,500.00	\$2,500.00		\$5,000.00	\$5,000.00	100.00%	\$250.00
4	Material	\$89,601.81	\$8,960.18	\$26,880.29		\$5,840.47	\$53,761.34	40.00%	\$1,792.02
5	Labor	\$109,513.32	\$16,000.00	\$27,805.33		\$43,805.33	\$65,707.99	40.00%	\$2,190.27
6	Contingency	\$92,210.00	\$14,389.90			\$14,389.90	\$77,820.10	15.61%	\$719.50
	GRAND TOTALS	\$785,750.00	\$231,850.08	\$57,185.62	\$299,424.87	\$588,460.57	\$197,289.43	74.89%	\$29,423.03



INVOICE

Stone Service Corp

INVOICE #: INV10408355
DATE: 08/13/2025

PO Box 49293
Cookeville, TN 38506
Phone

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

JOB: Northeast Elementary HVAC Upgrades
575 North Old Kentucky Road
Cookeville, TN 38501

PAYMENT TERMS	DUE DATE
Net 30	09/12/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Progress Billing	Progress Billing Contract \$785,750.00 Work completed to date: \$588,460.57 Less 5% Retainage: \$29,423.03 Less previous billing: \$504,711.20 = \$54,326.34	1	\$57,185.62	\$57,185.62
Retention 5%	Less 5% retention	1	\$2,859.28	\$2,859.28
			SUBTOTAL	\$54,326.34
			TOTAL	\$54,326.34

EXHIBIT
VIF 14
09-04-25
tabbles



PCSS Board Agenda Request

Date: August 14, 2025

Department: VITAL-Teaching and Learning

Person Submitting: Sam Brooks

Account Number (if appropriate) 141-71100-399-01501

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to enter into a twelve-month agreement with Edpuzzle, San Francisco, California, for online educational resources for the 2025-2026 school year for \$2,500 to be paid from VITAL: 141-71100-399-01501.

received
8-14-25 MT CK



268 BUSH STREET #4422
 SAN FRANCISCO, CA 94104
 UNITED STATES

Bill To Name	Putnam County Vital	Quote Number	00096646
Bill To	1400 East Spring Street	Quote Created	4/1/2025
	Cookeville, TN 38501	Quote Expires	9/18/2025
	US	Prepared By	Danielle Bradley
Contact Name	Sam Brooks	Email	danielle@edpuzzle.com

Product	Period	Item Description	Sales Price	Quantity	Total Price
Pro School: Starter Edition	1 year	School-wide Edpuzzle Pro: Starter plan - Support every classroom with unlimited interactive content. • Unlimited Videos, Slides, and Quizzes • Unlimited Screen Recording + download option • Stream via Youtube for Education (safe & ad free) • LMS integration • Teacher Assist AI	\$2,500.00	1.00	\$2,500.00
			Subtotal		\$2,500.00
			Grand Total		\$2,500.00

FAQ's

Does Edpuzzle accept purchase orders?

Yes, we do! This quote can be used to generate a PO if you need any other information or would prefer a credit card payment instead just let us know. We will get you set up with Pro within 24h of receiving the order.

What payment methods does Edpuzzle accept?

We accept credit card payments, checks, and direct deposits (wire transfers)

Can we use next year's funds this school year?

Yes! Send us your PO by June 30th and we can invoice you in July so that you can use next year's funds to purchase at this year's rates

Terms & Conditions

(1) This quote is pre-tax, it doesn't include any local and/or state taxes. Applicable taxes may not be included in our invoice, and customer may be responsible for those taxes. If you are a tax exempt customer, please provide the applicable Tax Exempt Certificate document along with your purchase order.

(2) All spots from the license will expire at the end of the term, regardless of effective use or not.

(3) Each spot is assigned to one teacher and cannot be replaced by another teacher on a general basis.

(4) This agreement supplements EDpuzzle, Inc.'s Terms of Service (<https://edpuzzle.com/terms>) and Privacy Policy (<https://edpuzzle.com/privacy>), which shall rule provision of the service to the customer.

(5) This agreement will automatically renew at the end of each term for a further term of one (1) year unless either party gives the other written notice of termination at least thirty (30) days prior to the end of the relevant term.

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Before you begin, for guidance related to the purpose of Form W-9, see Purpose of Form, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1 and enter the business/disregarded entity's name on line 2.) Eopuzzle, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	<input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 268 Bush Street, #4422	Requester's name and address (optional)
	6 City, state, and ZIP code San Francisco CA 94104	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
6	3	-	0	6	8	3	3	9	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person



Date Jan 9, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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

Date _____ 9/4/2025

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 Stone Service Corporation in the amount of \$20,702.79 for pay application #6 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.

received
8-14-25 MT CK

TO OWNER:
 Putnam Co. Board of Education
 1400 E Spring St.
 Cookeville, TN 38506

PROJECT:
 Sycamore Elementary HVAC Upgrades

FROM CONTRACTOR:
 Charles Stone Heating & Cooling
 PO Box 49293
 Cookeville, TN 38506

VIA ARCHITECT:

CONTRACT FOR:

APPLICATION NO: Six (6)

PERIOD TO: 8/25/25

PROJECT NOS:

CONTRACT DATE:

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

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 \$ 457,750.00
- 2. Net change by Change Orders \$
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 457,750.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 348,278.08
- 5. RETAINAGE:
 - a. 5% of Completed Work \$ 17,413.90
(Column D + E on G703)
 - b. of Stored Material \$
(Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 17,413.90
- 6. TOTAL EARNED LESS RETAINAGE \$ 330,864.18
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 310,161.39
- 8. CURRENT PAYMENT DUE \$ 20,702.79
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 126,885.82
(Line 3 less Line 6)

CONTRACTOR:

By: Rebecca Phillips

Date: 8-13-25

State of: Tennessee County of: Putnam Overton
 Subscribed and sworn to before me this: 13th day of August, 2025
 Notary Public: Rebecca Phillips
 My Commission expires: 9/30/25

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that 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 \$ 20,702.79

(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 with the amount certified.)

ARCHITECT: Maffett Loftis Engineering, LLC.

By: Justin Powell

Date: 08/13/2025

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

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF

2

PAGES

ALA Document G702, APPLICATION AND CERTIFICATION 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 retainages for line items may apply.

APPLICATION NO: Six (6)

APPLICATION DATE: 8/13/2025

PERIOD TO: 8/25/2025

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
	Punam Co. Board of Education - Sycamore Elementary HVAC Upgrades							
	Contract \$457,750.00							
1	Equipment	\$239,296.63			\$239,296.63	\$239,296.63		\$11,964.83
2	Controls	\$45,781.79			\$45,781.79	\$45,781.79		\$2,289.09
3	Rigging	\$5,000.00	\$3,000.00	\$2,000.00		\$5,000.00		\$250.00
4	Material	\$32,613.77	\$2,609.10	\$10,436.41		\$13,045.51	\$19,568.26	\$652.28
5	Labor	\$76,098.81	\$21,083.52	\$9,356.00		\$30,439.52	\$45,659.29	\$1,521.98
6	Contingency	\$58,959.00	\$14,714.63			\$14,714.63	\$44,244.37	\$735.73
	GRAND TOTALS	\$457,750.00	\$41,407.25	\$21,792.41	\$285,078.42	\$348,278.08	\$109,471.92	\$17,413.90



INVOICE

Stone Service Corp

INVOICE #: INV10409181
DATE: 08/13/2025

PO Box 49293
Cookeville, TN 38506
Phone

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

JOB: Sycamore Elementary HVAC Upgrades
452 Ellis Ave.
Cookeville, TN 38501

PAYMENT TERMS	DUE DATE
Net 30	09/12/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Progress Billing	Progress Billing Contract \$457,750.00 Work completed to date: \$348,278.08 Less 5% Retainage: \$17,413.90 Less previous billing: \$310,161.39 = \$20,702.79	1	\$21,792.41	\$21,792.41
Retention 5%	Less 5% retention	1	\$1,089.62	\$1,089.62
			SUBTOTAL	\$20,702.79
			TOTAL	\$20,702.79



PCSS Board Agenda Request

Date: August 14, 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 enter into a contract with Cookeville Heating and Cooling Services, Cookeville, TN to replace a 20 ton roof top unit on the Prescott South Elementary's gym in the amount of \$54,900.00 to be paid for from 141-72620-399. This quote is based on TIPS contract # 25010501

received
8-15-24 mt 



QUOTE
Number 3511

COOKEVILLE HEATING & COOLING SERVICES, LLC.
347 EAST STEVENS STREET
COOKEVILLE, TN 38501
(931) 528-5514

To:
PUTNAM CO BOARD OF EDUCATION
ELEMENTARY
1400 E SPRING ST
COOKEVILLE, TN 38501

PRESCOTT SOUTH
115 W CEMETERY RD
COOKEVILLE, TN 38506

QUOTE DATE	FOR	PAGE
7/2/2025	20-Ton RTU	1

Thank you for the opportunity to provide this proposal for the below referenced project. This proposal includes all necessary equipment, materials and labor required for the following scope of work:

Option 1: 20-Ton RTU Precedent
JCI RTU M#J20BQE72R4SZZ2002B S#N0M93473

- Replace the unit listed above with a new 20-ton Trane RTU
- Remove and set new unit in place using a crane
- New unit will be sat on a roof top curb adapter
- Install new electrical disconnect
- Unit will be a Trane Precedent Series
- The unit will come with Bacnet and all sensors
- ALC will need to connect controls system
- Customer is responsible to contract ALC
- Warranty is (5) year compressor, (1) year parts and labor

Tips Contract# 25010501

TOTAL AMOUNT \$ 54,900.00

WE SINCERELY APPRECIATE YOUR BUSINESS!

Should you have questions with regards to this proposal, please direct them to , .
Upon acceptance of this proposal, please sign and email back to .

Signature of Approval: _____ Date: _____

Name/Title (Please Print): _____

Any additional repairs will be billed on a time and material basis.
This proposal is valid for 10 day

ALL LABOR ON REPAIR WORK WILL BE WARRANTIED FOR A PERIOD OF 90 DAYS UNLESS OTHERWISE STATED ALL PARTS WILL BE WARRANTIED PER MANUFACTURE'S WARRANTY IT IS FUTURE UNDERSTOOD THAT IN THE EVENT IT IS NECESSARY FOR THE SELLER TO EMPLOY AN ATTORNEY TO ENFORCE THE SELLER'S RIGHTS IN ANY PARTICULAR IN CONNECTION WITH THE TERMS OF THIS AGREEMENT, THEN IN SUCH EVENT THE PURCHASER WILL BE RESPONDISBLE FOR ALL EXPENSES INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES NECESSARY TO ENFORCE THIS AGREEMENT.



August 13, 2025

Putnam County Board of Education
1400 East Spring Street
Cookeville, Tennessee 38501

Re: Third Party Verification – RS Means – Putnam County Board of Education Elementary 20
Ton RTU Changeout Project
Via Cookeville Heating and Cooling Services' TIPS Contract 25010502

To Whom it May Concern,

PH2 Solutions LLC has completed the RS Means Line-Item estimate for the above referenced project via Cookeville Heating and Cooling Services' TIPS Contract 25010502.

Per TIPS contract specifications, the RS Means Online estimating platform utilizing the 2025 Quarter 2 RS Means Facilities Construction Cost data has been used to create this estimate.

The project scope encompasses the changeout of 1 - 20 Ton RTU at the Elementary for Putnam County Board of Education as specified in the scope of work.

The attached RS Means Line-Item estimate is consistent with Cookeville Heating and Cooling Services, LLC's proposed RS Means Price Book pricing for TIPS Contract 25010502. Compliance with other laws, policies, and practices must be verified by the end user with the assistance of counsel, if necessary. Should you have any additional questions, please do not hesitate to call or email me at any time.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Phillip Heath Hinton', written in a cursive style.

Phillip Heath Hinton
PH2 Solutions LLC

PH2 Solutions LLC
903.573.4901

Estimator: PH2 Solutions LLC

Putnam County BOE - 20 Ton RTU Changeout

Item	Description	UM	Quantity	Unit Cost	Total	Book
01 - General Requirements						
1	01-31-13-20-0200 Field personnel, project manager, average	Week	0.2000	\$3,040.44	\$608.09	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
2	01-31-13-20-0260 Field personnel, superintendent, average	Week	0.4000	\$3,020.98	\$1,208.39	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
3	01-54-19-50-0600 Crane crew, daily use for small jobs, 100-ton hydraulic crane crew, portal to portal Day		1,0000	\$4,055.00	\$4,055.00	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
4	01-54-36-50-1200 Mobilization or demobilization, delivery charge for small equipment, placed in rear Ea. of, or towed by pickup truck	Ea.	2.0000	\$217.35	\$434.70	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
5	01-54-36-50-1300 Mobilization or demobilization, delivery charge for equipment, hauled on 3-ton capacity towed trailer	Ea.	2.0000	\$352.79	\$705.58	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
6	01-54-36-50-1800 Mobilization or demobilization, crane, truck-mounted, over 75 ton, (with chase vehicle)	Ea.	2.0000	\$612.31	\$1,224.62	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
7	01-74-13-20-0052 Cleaning up, cleanup of floor area, continuous, per day, during construction	M.S.F.	5.0000	\$84.34	\$421.70	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
01 - General Requirements Total						\$8,658.08
02 - Existing Conditions						
8	02-41-19-19-3080 Selective demolition, rubbish handling, loading & trucking, machine loading truck, C.Y. includes 2 mile haul, cost to be added to demolition cost	C.Y.	5.0000	\$27.19	\$135.95	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
9	02-41-19-19-5100 Selective demolition, rubbish handling, over 8 C.Y. truck, loading & trucking, haul, C.Y. per mile, includes 2 mile haul, cost to be added to demolition cost	C.Y.	50.0000	\$1.04	\$52.00	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
10	02-41-19-20-0300 Selective demolition, dump charges, typical urban city, rubbish only, includes tipping fees only	Ton	5.0000	\$60.95	\$304.75	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
02 - Existing Conditions Total						\$492.70
07 - Thermal and Moisture Protection						
11	07-65-10-10-0100 Sheet metal flashing, aluminum, flexible, mill finish, .032" thick, including up to 4 bends	S.F.	40.0000	\$9.23	\$369.20	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
12	07-92-13-20-3655 Joint sealants, caulking and sealants, polyurethane, bulk, in place, 1 or 2 component, 1/2" x 1/4"	L.F.	80.0000	\$2.75	\$220.00	RSM25FAC M.L.F., O&P, CCI 385 Q2 DIV/I
07 - Thermal and Moisture Protection Total						\$589.20
22 - Plumbing						

Final Estimate

Estimator: PH2 Solutions LLC

Putnam County BOE - 20 Ton RTU Changeout

Modified Line Items

Item	Description	UM	Quantity	Unit Cost	Total	Book
25	23-74-33-10-1200 R&R - Rooftop air conditioner, single zone, electric cool, gas heat, 20 ton cooling, Ea. 360 MBH heating, includes, standard controls, curb and economizer Installation of Trane 20 Ton RTU Labor Adjustment: 100% of \$4,559.10 = \$4,559.10	Ea.	1.0000	\$4,559.10	\$4,559.10	CUSTOM L O&P CCI 385 A3 DWTF
<p>Using O&P Pricing Bare Costs: (M:\$16,400.00 L:\$3,550.00 E: 0.0.67 LH:47.976) O&P Labor Calc = O&P Total - (Bare Material + 10.000%) - (Bare Equipment + 10.000%) \$23,500.00 - \$18,040.00 - \$0.00 = \$5,460.00 Labor w/CCI = \$5,460.00 * 83.500% = \$4,559.10 Using City Cost Index: 2025Q2 COOKEVILLE, TN 385 Schema Total (Division Level) Total 83.50% Crew: Q-07, Labor Hours 47.976 Labor \$4,559.10</p>						
26	Trane 20 Ton RTU Trane 20 Ton RTU precedent model with a factory controls package Material: \$32,377.00	Ea	1.0000	\$32,377.00	\$32,377.00	CUSTOM M B

Modified Line Items Total

Estimate Grand Total 54,936.10



June 27, 2025

Putnam County Board of Education
1400 E Spring St
Cookeville
TN/38501

Attn: Tony Simons

RE: Gym 20 ton RTU

Hello, thank you for the opportunity to submit a proposal for the above referenced project. The following work includes all labor and material.

Scope of Work:

- Lock out and tag out all sources of power to the equipment.
- Remove the existing unit using the crane.
- Set the new curb adapter and Trane package unit.
- Wire into the existing high and low voltage.
- Verify that the unit is operational.
- Clean work area after work is complete.

Notes:

- **Work shall be performed during normal business hours (7:00 am. - 4:30 pm. Monday-Friday).**
- **Proposal expires 7 days from the date listed above.**
- **Includes disposal of the existing unit.**
-

Exclusions:

- **Fire protection, fire protection engineering, fire extinguishers or fire alarm systems, wiring, devices and interlocks.**
- **Code Upgrades (if required)**
- **Overtime wages**
- **Structural engineering and steel supports**
- **Test and balance**

Total Price: \$64,560.00



433 East 15th Street
Cookeville, TN 38501
931/526-6151
Fax: 931/528-9283

Date: June 27, 2025

To: Putnam Co Board of Education

Attn: Tony Simmons

Re: Prescott Elementary RTU-A2

SCOPE OF WORK:

Replace existing RTU with the option below.



OPTION 1

Trane 20 ton 460/60/3 R-454B refrigerant roof top package unit. Electric heat kit. Economizer, with curb adapter. Warranty:5 year compressor, 3 year parts, coil and controls, 1 year labor.

Price: \$62,570.00

EVALUATIONS AND NOTES:

- **Discard old package unit**
- **Install curb adapter on existing curb**
- **Install new package unit**
- **Crane rental is included in price**
- **Connect back to existing electric**
- **If any electrical repairs or replacement is needed it will be by others**
- **We will perform a start and check of system after installation is complete**
- **Street closure permit included in price**



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: Karen Trentham

Date: 8/18/2025

RE: Security Cameras for Sports Facility

Account Funding Code (if appropriate)

[x] Backup included

[] Backup to follow

Agenda Item for September 4, 2025, Board meeting.

Cookeville High School request permission to use \$14,748.49 dollars to purchase security cameras for the Cookeville High School sports facility from Central Technologies, Inc to be paid from the Athletic Trainer funds.

Karen Trentham 8/18/25
Supervisor Date

[Signature] 8/18/25
Director of Schools Date

received
8-18-25 MT



We have prepared a quote for you

Avigilon - Pressbox cameras / Cookeville HS

Quote # 028326
Version 1

Prepared for:

Putnam County School System

Johnny Sloan
sloanj2@pcsstn.com

Unity option

Description	Price	Qty	Ext. Price
24C-H5A-3MH H5A Multisensor 24MP Camera Module 3.3-5.7mm	\$2,171.17	3	\$6,513.51
H5AMH-AD-PEND1 Outdoor pendant mount adapter	\$163.21	3	\$489.63
H5AMH-DO-COVR1 Dome bubble and cover; for outdoor surface mount or pendant mount; clear	\$163.21	3	\$489.63
H4AMH-AD-IRIL1 IR Illuminator Ring for H4 Multisensor	\$318.92	3	\$956.76
POE60U-1BTE Gigabit 802.3bt 60 W PoE Injector	\$144.96	3	\$434.88
WLMT-1001 Wall Mount for large pendant camera	\$99.36	3	\$298.08
CRNMT-1001 CORNER MNT FOR LRGE PENDT WLMT-1001	\$118.76	2	\$237.52
8.0C-H6A-BO2-IR 8MP H6A Bullet IR Camera with 31x Zoom	\$1,840.96	1	\$1,840.96
ACC7-ENT ACC 7 Enterprise camera channel	\$246.88	4	\$987.52
CAMERA INSTALL CAMERA INSTALL - OUTDOOR - INCLUDING DATA DROP - OUTDOOR - INCLUDING DATA DROP	\$625.00	4	\$2,500.00

[Handwritten signature]
 Subtotal: **\$14,748.49**

Alta option

Description	Price	Qty	Ext. Price
24C-H5A-3MH-30 8MP 3 head H5A Multisensor Camera; Alta 30 Day	\$2,230.02	3	\$6,690.06
H5AMH-AD-PEND1 Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$163.21	3	\$489.63
H5AMH-DO-COVR1 Dome bubble and cover; for outdoor surface mount or pendant mount; clear	\$163.21	3	\$489.63
H4AMH-AD-IRIL1 IR Illuminator Ring for H4 Multisensor	\$318.92	3	\$956.76
POE60U-1BTE Gigabit 802.3bt 60 W PoE Injector	\$144.96	3	\$434.88
WLMT-1001 Wall Mount for large pendant camera	\$99.36	3	\$298.08
CRNMT-1001 Corner mount for large pendant WLMT-1001	\$118.76	2	\$237.52

Alta option

Description	Price	Qty	Ext. Price
5.0C-H6SL-BO2- IR-30 SMP H6SL Outdoor IR Bullet Camera with 10.9-29 mm lens; Alta 30 Day	\$1,106.82	1	\$1,106.82
AWA-CLD-5Y Alta Aware License 5 years	\$623.22	4	\$2,492.88
CAMERA INSTALL CAMERA INSTALL - OUTDOOR - INCLUDING DATA DROP - OUTDOOR - INCLUDING DATA DROP	\$625.00	4	\$2,500.00

Subtotal: **\$15,696.26**

Purchasing Vehicle

Description	Qty
SEVIER Sevier County Schools - Contract 011522SCS	1

Avigilon - Pressbox cameras / Cookeville HS

Prepared by:

Knoxville HQ

Mark Smith
615-445-9057
mark@centralinc.com

Prepared for:

Putnam County School System

1 Cavalier Drive
Cookeville, TN 38501
Johnny Sloan
(931) 520-2100
sloanj2@pcsstn.com

Quote Information:

Quote #: 028326

Version: 1
Delivery Date: 07/29/2025
Expiration Date: 10/27/2025

Quote Summary

Description	Amount
Unity option	\$14,748.49
Alta option	\$15,696.26
Total:	
	\$30,444.75

Knoxville HQ

Signature: Mark Smith
Name: Mark Smith
Title: Strategic Account Manager
Date: 07/29/2025

Putnam County School System

Signature: _____
Name: Johnny Sloan
Date: _____



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

Backup Included

Backup to follow

Approval of the agreement between Putnam County Board of Education and Generations Mental Health Center, Cookeville, Tennessee 38501 for the 2025-26 school year to provide psychological evaluations on students to be paid from 141-72220-312.



Sheri Roberson, Special Education Supervisor 8/19/25
Date



Corby King, Director of Schools 8/19/25
Date

received
8-19-25 MT

Contract FOR Generations Mental Health Center (GMHC-Cookeville) Independent Contractor

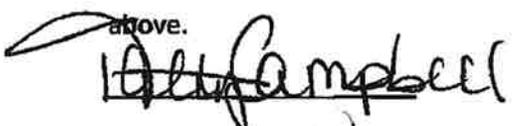
This agreement made this Aug 25, 2025 by and between Putnam County Schools with its principal office at 1400 East Spring Street, Cookeville, TN 38506, and Generations Mental Health Center (GMHC), 1098 Neal Street Cookeville, TN 38506.

WITNESSETH

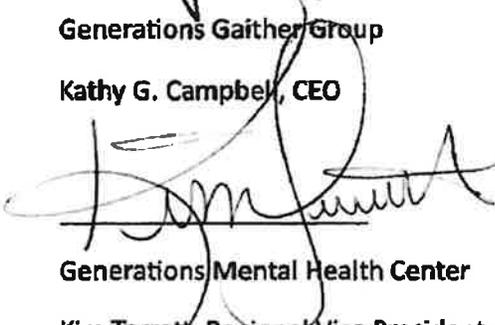
WHEREAS, GMHC is competent to provide psychological evaluations on student who are the responsibility of the Putnam County School System agree as follows:

- 1.) The Board of Education shall pay GMHC: Not to exceed \$250.00 per evaluation, record review, and preparing reports on students evaluated. Putnam County will be responsible for balance of invoice after insurance submission. Putnam County will provide GMHC with a signed parental release giving permission for Putnam County to receive this report. His/her report must accompany the invoice to be paid.
- 2.) The term of agreement is for the 2025-2026 school year.
- 3.) To be funded from General Purpose of IDEA funds.
- 4.) It is agreed and understood that GMHC is an Independent Contractor and not an employee of the Putnam County Board of Education. There are no benefits and Worker's Compensation Insurance does not cover the Independent Contractor.

IN WITNESS THEREOF, the parties have executed this agreement the day and year first written above.


Generations Gaither Group

Kathy G. Campbell, CEO


Generations Mental Health Center

Kim Terrett, Regional Vice President

Corby King, Director

Putnam County Schools


Sheri Roberson, Supervisor

Special Education Department



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: August 19, 2025

RE: Sycamore Elementary School

Account Funding Code (if appropriate)

_____ Backup included

_____ Backup to follow

Agenda Item for September 4, 2025, Board meeting.
Request approval for Sycamore Elementary to partner with Sycamore Church of Christ for release time according to TN Code Annotated 49-2-130 (2024).



Supervisor 8/19/25
Date



Director of Schools 8/19/25
Date

received
8-19-25 MT

EXHIBIT
tabbler
VIF 20
09-04-25



PCSS Board Agenda Request

Date: August 21, 2025

Department: Data and Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included (Governor's Early Literacy Foundation Data Share Agreement, "ParentPowered" Family Flyer, "ParentPowered" FAQ, "ParentPowered" Enrollment Guide)

Backup to follow

Statement to be included in Board Agenda Packet:

Requesting approval to enter into a Data Share Agreement with the Governor's Early Literacy Foundation and its "ParentPowered" family resource.

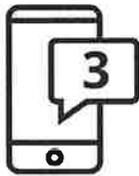
received
8-20-25 MT *[Signature]*



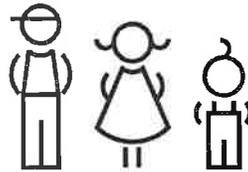
A FREE Resource for Families with Kids Pre-K through 4th Grade!

Through a special partnership with our district, families have free access to ParentPowered, a research-based text messaging program that provides simple, engaging tips for families to help their students continue learning at home.

Why ParentPowered is a Unique Opportunity to Support Your Child:



Each week, you'll receive 3 texts with fun facts and activities on ways to help your child learn and grow.



You will always get messages that match your child's age, and specially designed for each child if you have more than one.



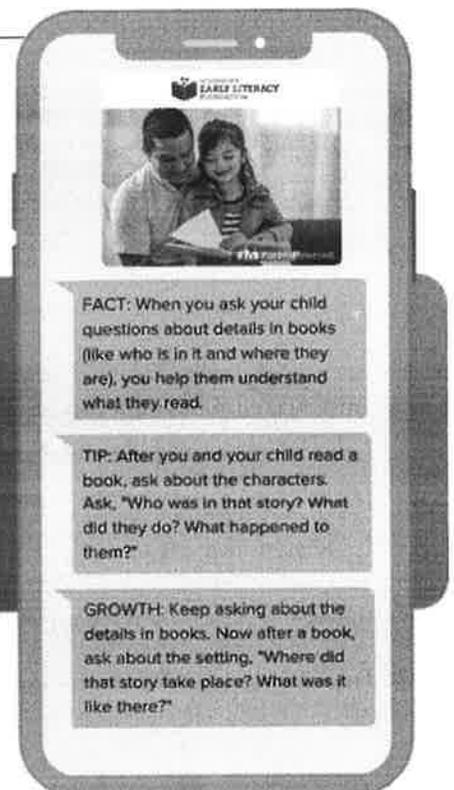
Activities build on your daily routines, like getting dressed, bath time or preparing a meal.

Our goal is to help parents have easy ways to ensure students are continuing to learn, no matter where they are. With ParentPowered, you can bridge the gap between the classroom and the home.

What Happens Next...

We are excited that our families will have access to this free, in-home learning resource. Since our district has signed up for this service, you will begin receiving text messages three times a week.

If you would prefer not to receive these text messages, you can choose to unsubscribe at any time by texting STOP to 70138.





Parent's Frequently Asked Questions

What is ParentPowered?

ParentPowered is a research-based text messaging program, that will help you continue your child's learning at home. It delivers three texts weekly with fun facts and activities to provide families with simple, engaging tips to help their children continue to learn while at home. With families juggling so much each day, these activities are specially designed to build on daily routines like getting ready for the day, preparing a meal or bath time.

Why is this important for my family?

Your child is learning all day every day—wherever they are. ParentPowered helps families bridge the gap between classroom and home with facts, tips and activities specially designed for your child's development. With ParentPowered, you can confidently engage your child and turn any activity into a learning opportunity.

Why am I receiving text messages?

Families begin receiving text messages after your school district signs up for the ParentPowered service.

How many texts will I receive and what are they about?

You will receive 3 text messages a week with tips or activities specifically designed for your child's age and development.

What if I have a child in more than one grade within pre-K through 4th grade?

If you have more than one child, you will receive batches of text for each child—with up to three ages per phone number.

What if more than one person in my family wants to receive the weekly texts?

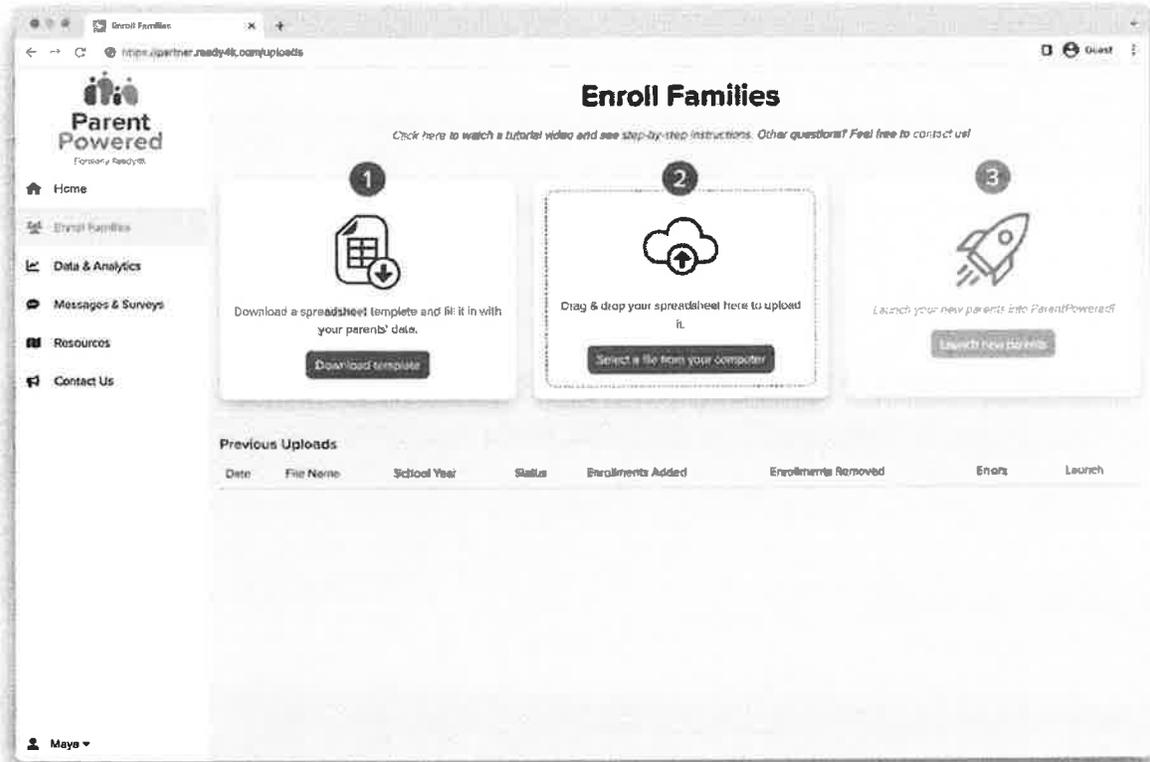
Yes, each child's contact can have multiple phone numbers. Just reach out to your district to update your contact information.

Are text messages available in Spanish?

ParentPowered will deliver text messages to you in the same language preference (English or Spanish) that you provided to your district.

What if I want to opt-out?

We hope you will continue using this valuable resource, but you can opt out at any time by texting STOP to 70138.



Step-by-Step Instructions:

1. **Log into your ParentPowered admin account**
Go to <https://partner.parentpowered.com/> and enter your username and password. Then click “Enroll Families” from the homepage.



2. Download your spreadsheet template

In the template file you can see which data fields are required and which are optional, as well as some rows of example data.



Instructions: To enroll new families, fill out this spreadsheet with their contact info

- If a parent has multiple children, list each child on a separate line with the same phone number (up to 3 children per parent).
- **Grade Levels:** Please choose from the following options: PK3, PK4, K, 1, 2, 3, 4, 5, 6, 7, 8 (if the child is younger than 3, leave Grade Level field blank).
- **Languages:** All ParentPowered Programs are available in English and Spanish.

Phone Number	Text Language	Child Date of Birth	Grade Level
(222) 123-4567	English	7/27/19	PK4
(222) 123-4567	English	2/11/11	7
2224567890	Spanish	3/2/14	4
222-987-6543	English	4/16/23	

3. Fill the spreadsheet with your families' information

You can copy and paste your parent data into the spreadsheet, or add it by hand. Use the example rows as a guide for the data format, and make sure that all the required columns are complete for each row. *If a parent has multiple children, list each child on a separate line with the same phone number (up to 3 children per parent).* Once your spreadsheet is ready, save it on your computer.



Instructions: To enroll new families, fill out this spreadsheet with their contact info, then upload it to your ParentPowered Dashboard. Required fields are highlighted in blue.

- If a parent has multiple children, list each child on a separate line with the same phone number (up to 3 children per parent).
- **Grade Levels:** Please choose from the following options: PK3, PK4, K, 1, 2, 3, 4, 5, 6, 7, 8 (if the child is younger than 3, leave Grade Level field blank).
- **Languages:** All ParentPowered Programs are available in English and Spanish. ParentPowered Core is also available in Chinese, Vietnamese, Hmong, Burmese, and Tagalog.

Phone Number	Text Language	Child Date of Birth	Grade Level	Parent First Name	Parent Last Name	Zip Code	Student ID
(222) 123-4567	English	7/27/19	PK4				
(222) 123-4567	English	2/11/11	7				
2224567890	Spanish	3/2/14	4				
222-987-6543	English	4/16/23					

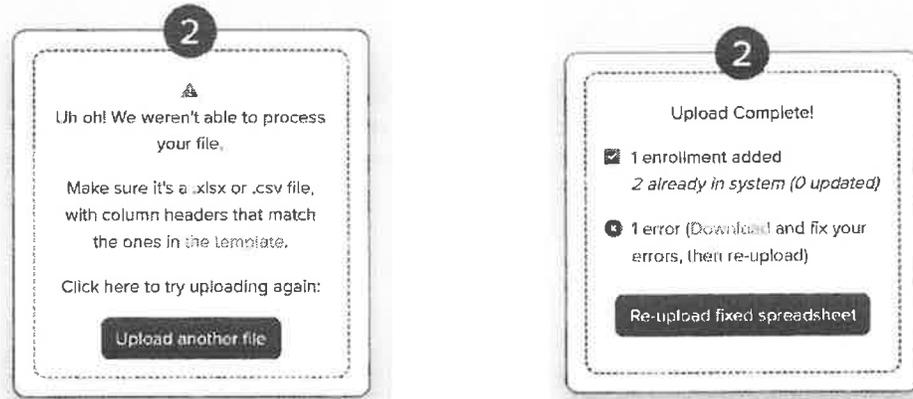
4. Upload your spreadsheet

Drag and drop your parent spreadsheet into the center box, or click to select the file from your computer. You can choose whether to add to your existing enrollments, or remove all previously enrolled families and start from scratch. Once your file is uploaded it will begin processing right away. Depending how large your file is, the processing may take a few minutes. You can see the status of your upload in Box #2, as well as in the Previous Uploads table below.



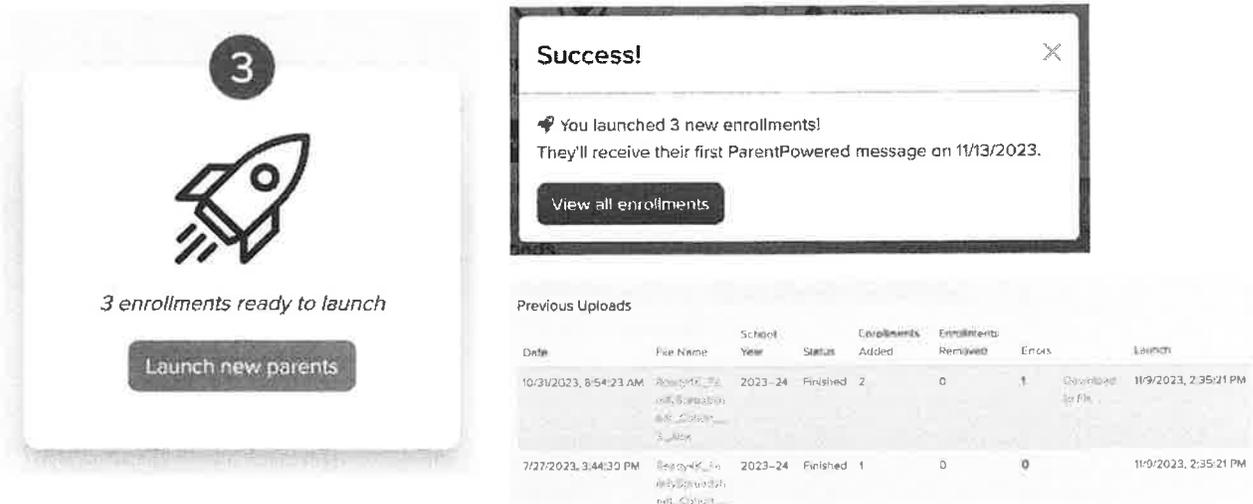
5. Resolve any errors

Once your file has finished processing, you will see the number of parents that were successfully added, as well as any errors that need resolving. If you have errors, click “Download” to download a detailed error report. You can edit the rows in this error report to resolve any issues, and then re-upload it when you are finished. If you’re unable to resolve your errors, you can click “Ignore errors and launch parents” in order to move forward with the parents who were successfully added. You can return to fix your remaining errors at any point in the future.



6. Launch your new parents

When you are ready to launch your new parents into ParentPowered, click the orange button in Box #3, and confirm that you would like these parents to begin receiving ParentPowered messages. Any parents that you launch will receive their first ParentPowered message on the following Monday afternoon. You can see the date and time that you launched each set of parents in the “Launch” column of the Previous Uploads table. Once you have launched your initial batch of families, all subsequent enrollments will be launched automatically on the Monday after they are added.



7. Repeat

You can return to this page at any point to resolve remaining errors, upload additional parents, or launch new parents into ParentPowered.



GOVERNOR'S
EARLY LITERACY
FOUNDATION

DATA SHARING AGREEMENT
GOVERNOR'S EARLY LITERACY FOUNDATION'S
BOOK DELIVERY AND CAREGIVER ENGAGEMENT PROGRAMS

This AGREEMENT ("Agreement") is entered into and effective by and between the Governor's Early Literacy Foundation, herein referred to as "GELF" and Putnam County Schools, herein referred to as the "Partner Organization." GELF and the Partner Organization are collectively referred to as the "Parties."

BACKGROUND

The Parties seek to cooperate with one another to share information that will further their ability to provide students, caregivers, and educators/staff who attend or teach school in the Partner Organization with books and literacy resources and to facilitate authorized studies of data exchanged by the Parties hereto. The purpose of this Agreement is to set forth the scope of the Parties' responsibilities in sharing data to serve the outlined purposes.

In order to provide age-appropriate books and literacy resources to students and families in the Partner Organization, each family will be given the opportunity to withhold consent for their student's Personally Identifiable Information (as that term is defined in 20 U.S. § 1232g and 34 C.F.R. § 99.30) collected by the Partner Organization to be shared with GELF ("**Consent**"). The Consent will comply with all requirements for release of student Personally Identifiable Information ("**Student Data**") under the Family Educational Rights and Privacy Act ("**FERPA**") and other federal privacy laws, as applicable. The sharing of student information and records will allow the Parties and their partners to reach collective goals.

GOALS

This agreement has the following overriding goals:

- A. Protect against unauthorized access to and disclosure of Student Data.
- B. Enhance the ability of the Parties to provide literacy resources to participating students, caregivers, and educators/staff by providing access to individual student records consistent with the requirements of the FERPA and as authorized by prior consent, as required.
- C. Establish the ability of GELF to provide literacy-focused, family-facing resources to the Partner Organization to increase caregiver knowledge and engagement.
- D. Establish the terms and conditions for the sharing of Student Data which is necessary for the Parties and their partners to deliver programming, assess program effectiveness, complete reporting requirements, program evaluations and research, and demonstrate the efficacy of Book Delivery and Caregiver Engagement Programs.



AGREEMENT

NOW, THEREFORE, the Parties mutually agree as follows:

1. Obligations of GELF

(a) GELF agrees that all Student Data provided by the Partner Organization under this Agreement will be provided pursuant to a Consent by the family of each student, in conformity with the restrictions of the FERPA, other federal privacy laws and corresponding state laws, as applicable.

(b) GELF shall use the Student Data shared under this Agreement for no purpose other than the purposes stated in this Agreement and authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. GELF shall strictly comply with all state and federal laws that apply to the use and release of Student Data, including, but not limited to, the FERPA and its regulations, set forth at 34 C.F.R. § 99.

(c) GELF shall restrict access to Student Data to: (i) the person or persons that provide direct services to the students, caregivers, and educators; and (ii) the person or persons tasked with analyzing, preparing and submitting the Student Data to designated service providers, and (iii) the person or persons tasked with conducting the “authorized studies” of data. GELF shall make those persons and designated service providers aware of, and agree to abide by, the terms set forth in this Agreement. For the purposes of this Agreement, “designated service providers” may include, but is not limited to: Scholastic, ParentPowered, and the State of Tennessee Strategic Technology Solutions group. GELF will notify the Partner Organization should the need for additional or substitute “designated service providers” be required. GELF may only share Student Data with employees, service providers, contractors or agents of any kind who have signed a separate agreement with GELF, requiring them to follow the FERPA, all applicable state and federal laws, and the terms of this Agreement. GELF does not assume responsibility for any inappropriate release of Student Data by third parties and shall not be held liable for any such actions.

(d) GELF shall not release or otherwise reveal, directly or indirectly, Student Data to any individual, agency, entity, or third party not included in this Agreement, except as provided herein, unless such disclosure is required by law or court order.

(e) GELF shall not distribute, reprint, alter, sell, assign, edit, modify, or create derivative works or any ancillary materials from or with Student Data, other than publications permitted by the terms of this Agreement or agreed to in writing by the Parties.



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(f) GELF shall not use Student Data shared under this Agreement for any purpose other than the goals, purposes and projects outlined in this Agreement. Any additional use of Student Data, not within the scope of this Agreement, shall be approved in advance and in writing by the Parties. Nothing in the Agreement shall be construed to authorize GELF to access additional data from the Partner Organization that is not included in the scope of this Agreement or any addenda. GELF understands that this Agreement does not convey ownership of the Student Data to GELF but that GELF is designated as the "Temporary Custodian" of the Student Data for the purposes of this Agreement.

(g) GELF shall comply with the Partner Organization's security specifications prior to receiving any electronic transfers of Student Data. GELF shall take reasonable security precautions and protections to ensure that electronic transfers of Student Data are secure and that only persons authorized to access the Student Data are able to access the Student Data. Reasonable security precautions and protections include, but are not limited to: (i) creating, distributing, and implementing data governance policies and procedures, which protect Student Data through appropriate data security systems; (ii) encrypting all Student Data carried on mobile computers/devices; (iii) encrypting Student Data before it is transmitted electronically; (iv) requiring that Student Data users be uniquely identified and authenticated before accessing Student Data; (v) establishing and enforcing well-defined data privilege rights, which restrict users' access to Student Data necessary to perform their job functions; (vi) ensuring that all persons accessing Student Data sign a confidentiality agreement, and maintaining copies of the signed agreements; securing access to any physical areas and electronic devices where Student Data is stored; and installing anti-virus software to protect networks and a firewall to permit or deny network transmissions based upon a set of rules.

(h) GELF shall report all known or suspected breaches of Student Data, in any format, to the Partner Organization as soon as practicable, but within no more than 24 hours. The report shall include, as applicable: (1) the name, job title, and contact information of the person reporting the incident; (2) the name, job title, and contact information of the person who discovered the incident; (3) the date and time the incident was discovered; (4) the nature of the incident (e.g. system level electronic breach, an electronic breach of one computer or device, or a breach of hard copies of records); (5) a description of the information lost or compromised; (6) the name of the electronic system and possible interconnectivity with other systems; (7) storage medium from which information was lost or compromised; (8) the controls in place to prevent unauthorized use of the lost or compromised information; (9) the number of individuals potentially affected; and (10) whether law enforcement has been contacted.

(i) GELF shall securely and permanently destroy all Student Data, and any and all copies, physical and digital, thereof, when it is no longer necessary for the purposes of this Agreement or subsequent related agreements. GELF agrees to document the methods used to destroy the Student Data and provide certification to the Partner Organization that the Student Data has been destroyed.



(j) For purposes of this Agreement and ensuring GELF's compliance with the terms of this Agreement and all applicable state and federal laws, GELF is designated as temporary custodian (the "**Temporary Custodian**") of the Student Data. The Partner Organization will release all Student Data under this Agreement to the Temporary Custodian. The Temporary Custodian shall be responsible for transmitting all Student Data requests to service providers and maintaining a log or other record of all Student Data requested and received pursuant to the Agreement, including confirmation of the return or destruction of Student Data as described herein. Upon request by the Partner Organization or its agent, GELF shall provide to the Partner Organization or review the records GELF is required to keep under this Agreement, including, but not limited to, records for purposes of completing authorized audits of the Parties. GELF may designate an alternate Temporary Custodian at any time by written notice to the Partner Organization.

(k) GELF has the right consistent with scientific standards, to present, publish, or use results gained in the course of their analysis, but only if the publication, presentation, or use does not include Student Data which may directly or indirectly identify caregivers, students, or teachers. Publications and reports of Student data, or data derived from Student Data, and other information shared, including preliminary descriptions and draft reports, shall involve only aggregate data. Student Data or other information that could lead to the identification of any student, caregiver, or teacher may not be used, except by prior written consent of the parent, student, or teacher for the purposes of such specific publication and/or report.

(i) GELF shall provide the Partner Organization, free of charge, a copy of any research report that is generated using the Student Data.

(l) GELF acknowledges that any violation of this Agreement, the provisions of the FERPA and accompanying regulations, and/or other federal privacy laws related to the nondisclosure of protected Student Data constitutes just cause for the Partner Organization to immediately terminate this Agreement.

2. Obligations of the Partner Organization

(a) The Partner Organization recognizes that prior written consent is a permissible means to share Student Data under 34 C.F.R. § 99.30. During the term of this Agreement, the Partner Organization shall make available Student Data through the Partner Organization's data reports system or by secure file transfer.

(b) The Partner Organization shall provide GELF with information security specifications required to transmit Student Data and other information electronically.



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(c) The Partner Organization will designate a district employee (“**Designee**”) as its liaison for all communications with GELF regarding this Agreement. The Partner Organization may designate an alternate Designee at any time by written notice to GELF.

(d) The Partner Organization acknowledges their review and acceptance of ParentPowered’s (Ready4K) Terms of Use, Privacy Policy, Educational Institution Terms, and Copyright Dispute Policy as described here, all of which are in each case hereby incorporated by reference. If the Partner Organization chooses not to partner with GELF to utilize the PartnerPowered (Ready4K) platform, this acknowledgment does not apply. The availability of this platform is funded through a grant provided by the Tennessee Department of Education.

3. Term

This Agreement is effective from the date herein through December 31, 2030.

4. Termination

The Partner Organization may terminate this Agreement upon 30 days prior written notice to GELF, at any time, for any reason. In addition, the Partner Organization may terminate this Agreement at any time if it determines such action is necessary for the health, safety, or education of its students or staff. GELF may terminate this Agreement, upon 30 days prior written notice to the Partner Organization, at any time, for any reason.

5. Notice

All notices contemplated or required under this Agreement shall be in writing and delivered by hand, email or U.S. Mail as follows:

District Name
Street Address
City, State Zip Code
Director of Schools' Email

Governor’s Early Literacy Foundation
710 James Robertson Pkwy
1st Floor Andrew Johnson Tower
Nashville, TN 37243
K3bookdelivery@governorsfoundation.org



6. Miscellaneous Provisions

- a) **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
- b) **Amendment.** Modifications to this Agreement must be in writing and be signed by both Parties.
- c) **Governing Law.** The terms of this Agreement shall be interpreted according to and enforced under the laws of the State of Tennessee. The Parties agree that any judicial proceedings filed by the Parties regarding this Agreement will take place in Nashville, Tennessee.
- d) **Severability.** If any provision of this Agreement is held invalid or unenforceable, the remainder of the Agreement will not be affected, but continue in full force.
- e) **Assignment.** Neither Party shall assign its rights or responsibilities under this Agreement without written permission from the other Party.
- f) **Non-Waiver.** Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement.
- g) **Counterparts.** The Parties agree that this Agreement may be executed in one or more counterparts, each of which, when assembled together, shall constitute one and the same agreement and shall constitute an enforceable original of the Agreement, and that facsimile signatures shall be as effective and binding as original signatures.
- h) **Debarment.** The Partner Organization, by executing this Agreement, warrants that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state, or federal department or agency).



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FOUNDATION

- i) Conflict of Interest. GELF represents that GELF has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Agreement and that no person having any such interest shall be subcontracted in connection with this Agreement, or employed by GELF. GELF will take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the Partner Organization prior to entering into this Agreement any and all circumstances existing at such time which pose a potential conflict of interest. Should a conflict of interest issue arise, GELF agrees to fully cooperate in any inquiry and to provide the Partner Organization with all documents or other information reasonably necessary to enable the Partner Organization to determine whether or not a conflict of interest existed or exists. Failure to comply with the provisions of this section shall constitute grounds for immediate termination of this Agreement, in addition to any other legal remedies available to the Partner Organization.

By signing below, each signatory represents that it has authority to execute this Agreement.

Governor's Early Literacy Foundation

Partner Organization

James Pond, CEO of
Governor's Early Literacy Foundation

James Pond

Printed Name

6/21/2025

Date

Signature

Title

Printed Name

Date



Putnam County Board of Education Agenda Requests

Date _____ 9/4/25
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 of the Quarterly Reports for quarter ending 6/30/25 for the following funds:

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

received

8-20-25

A handwritten signature in black ink, appearing to be "M. McReynolds", written over the date stamp.

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 141 - GENERAL PURPOSE SCHOOL FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF JUNE 2025**

	2024-2025	Actual	Actual	Actual	Actual	Total
	Budget	Jul-Sept 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Year to Date
Revenues:						
40000 Local Revenue	38,247,664	3,077,975	13,756,473	14,993,256	6,489,781	38,317,484
41000 Licenses and Permits	6,000	1,264	2,033	1,188	1,758	6,242
43000 Charges for Current Services	367,620	42,200	80,867	92,033	148,736	363,836
44000 Other Local Revenue	23,000	3,912	14,831	18,175	18,961	55,878
46000 State of Tennessee	88,683,694	15,939,031	27,103,108	25,283,875	18,470,108	86,796,123
47000 Federal Thru State	1,593,487	32,184	465,481	269,419	624,658	1,391,743
48000 Donations/Other	86,185	76,330	54,862	70,482	24,353	226,026
49000 Other Sources	1,322,670	98,007	316,197	246,486	313,663	974,353
TOTAL	130,330,320	19,270,903	41,793,852	40,974,913	26,092,018	128,131,685

Encumbrances / Expenditures:

71100 Regular Education	57,589,115	10,001,131	13,779,504	14,387,254	18,877,500	57,045,389
71150 Alternative Education	1,098,826	195,006	265,888	279,459	344,023	1,084,375
71200 Special Education	13,295,372	2,274,144	3,177,334	3,455,971	4,253,032	13,160,480
71300 Vocational Education	5,554,783	835,297	942,030	1,062,323	1,149,167	3,988,817
71600 Adult Education	732,669	147,843	149,729	156,442	178,604	632,619
72110 Attendance	465,837	213,296	73,853	97,882	71,769	456,800
72120 Health Services	1,698,607	314,416	409,574	427,978	520,618	1,672,586
72130 Other Student Services	3,957,172	685,982	894,657	909,365	1,183,213	3,673,217
72210 Regular Ed. Support	5,458,481	1,437,672	1,191,112	1,199,594	1,463,690	5,292,068
72215 Alternative Ed. Support	160,511	35,572	39,227	40,844	43,397	159,041
72220 Special Ed. Support	2,559,716	446,524	592,567	625,338	835,100	2,499,528
72230 Vocational Ed. Support	205,694	51,023	42,425	43,838	40,808	178,094
72250 Technology	2,022,413	768,911	375,499	377,742	490,813	2,012,965
72260 Adult Ed. Support	199,835	39,608	40,881	50,106	59,436	190,030
72310 Board of Education	2,051,104	903,100	484,300	382,553	149,062	1,919,014
72320 Office of the Director	357,435	47,442	67,679	70,347	100,907	286,375
72410 Office of Principal	9,910,878	1,733,609	2,405,642	2,510,919	3,149,751	9,799,921
72510 Fiscal Services	1,162,709	360,396	279,412	247,843	259,878	1,147,528
72520 Human Services/Personnel	324,036	92,276	76,216	76,444	75,609	320,546
72610 Operation of Plant	9,105,280	2,269,321	2,086,410	2,110,801	2,428,918	8,895,449
72620 Maintenance of Plant	5,162,106	741,178	801,057	1,256,047	2,212,714	5,010,995
72710 Transportation	5,508,931	987,902	1,232,074	1,384,630	1,708,394	5,313,001
73100 Food Services	867,313	163,239	159,923	262,915	244,397	830,474
73300 Community Services	818,335	94,398	224,426	199,202	249,352	767,378
73400 Early Childhood Education	2,215,769	377,043	527,788	609,673	689,215	2,203,718
76100 Regular Capital Outlay	1,809,937	908,783	159,802	198,450	391,607	1,658,642
99100 Operating Transfers	57,120	29,500	(28,243)	18,925	(20,181)	-
TOTAL	134,349,983	26,154,609	30,450,763	32,442,886	41,150,793	130,199,051

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 142 - SCHOOL FEDERAL PROJECTS FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF JUNE 2025**

	2024-2025	Actual	Actual	Actual	Actual	Actual	Total
	Budget	Jul-Sept 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Year to Date	
46000 State of Tennessee	11,141	-	-	-	11,141	11,141	11,141
47000 Federal Thru State	10,479,236	2,324,341	2,981,155	2,109,781	2,628,860	10,044,138	10,044,138
49000 Other Sources	417,823	88,688	96,166	55,087	123,662	363,603	363,603
TOTAL	10,908,199	2,413,029	3,077,322	2,164,868	2,763,663	10,418,881	10,418,881

Encumbrances / Expenditures:

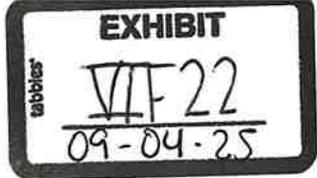
71100 Regular Instruction Program	4,280,428	1,006,000	1,252,998	744,931	905,824	3,909,753
71200 Special Education Program	3,016,708	556,375	757,839	736,080	908,214	2,958,509
71300 Vocational Education Program	215,639	134,304	16,685	6,889	57,750	215,628
72120 Health Services	-	-	-	-	-	-
72130 Other Student Support	141,093	22,786	46,016	35,664	33,358	137,824
72210 Regular Instruction Program	2,290,532	447,835	567,376	507,319	576,791	2,099,321
72220 Special Education Program	186,154	60,189	73,833	26,011	1,700	161,734
72250 Technology	-	-	-	-	-	-
72510 Fiscal Services	-	-	-	-	-	-
72710 Transportation	163	-	-	-	-	-
73100 Food Service	-	-	-	-	-	-
73300 Community Services	297,750	33,646	64,974	58,223	113,167	270,010
76100 Regular Capital Outlay	-	-	-	-	(31,838)	(31,838)
99100 Operating Transfers	479,732	88,688	127,251	82,715	126,858	425,511
TOTAL	10,908,199	2,349,822	2,906,973	2,197,832	2,691,825	10,146,451

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 143 - CENTRAL CAFETERIA FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF JUNE 2025**

	2024-2025 Budget	Actual Jul-Sept 2024	Actual Oct-Dec 2024	Actual Jan-Mar 2025	Actual Apr-Jun 2025	Total Year to Date
Revenues:						
43000 Charges for Current Services	1,522,850	151,275	409,028	317,935	372,743	1,250,981
44000 Other Local Revenue	125,000	43,094	42,601	24,647	30,607	140,949
46500 State of Tennessee	66,000	-	-	56,569	-	56,569
47100 Federal Thru State	8,786,150	38,446	2,209,676	1,796,514	3,127,322	7,171,957
TOTAL	10,500,000	232,815	2,661,305	2,195,664	3,530,672	8,620,456
Encumbrances / Expenditures:						
73100 Food Services	9,610,000	1,928,464	2,358,964	2,102,369	2,715,067	9,104,864
99100 Operating Transfers	890,000	142,645	213,835	296,651	232,674	885,805
TOTAL	10,500,000	2,071,110	2,572,799	2,399,019	2,947,741	9,990,669

**PUTNAM COUNTY BOARD OF EDUCATION
 FUND 146 - EXTENDED SCHOOL PROGRAM FUND
 BUDGET TO ACTUAL QUARTERLY REPORT AS OF JUNE 2025**

	2024-2025 Budget	Actual Jul-Sept 2024	Actual Oct-Dec 2024	Actual Jan-Mar 2025	Actual Apr-Jun 2025	Total Year to Date
Revenues:						
43000 Charges for Current Services	1,714,210	382,673	412,998	435,001	206,577	1,437,249
47000 Federal Thru State	-				202,417	202,417
TOTAL	1,714,210	382,673	412,998	435,001	408,993	1,639,666
Encumbrances / Expenditures:						
73300 Community Services	1,809,210	372,951	387,521	405,233	491,116	1,656,821
TOTAL	1,809,210	372,951	387,521	405,233	491,116	1,656,821



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

Date _____ 9/4/2025

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 AAR of North Carolina in the amount of \$16,534.38 for pay application #3 related to the Extended Service Building Roof Replacement project to be paid from 141-76100-599-02528. Note: this is the final invoice and payment includes the release of 100% of retainage.

received
8-21-25 MT *CK*

TO (OWNER): Putnam Co. Board Education
1400 East Spring St
Cookeville, TN 38506

PROJECT: Putnam Co. Ext. Services Bidg
250 S Franklin Ave
Cookeville, TN 38501

APPLICATION NO: 3
PERIOD TO: 8/31/2025

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): AAR Of North Carolina Inc
655 Peddycord Road
Kernersville, NC 27284

VIA (ARCHITECT): Richard C. Rinks & Associates, Inc
30 N Jefferson Ave
Cookeville, TN 38501

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: Putnam Co. Extended Services Bid

CONTRACT DATE:

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.

1. ORIGINAL CONTRACT SUM	\$	88,800.00
2. Net Change by Change Orders	\$	-8,200.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	80,600.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	80,600.00

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

6. TOTAL EARNED LESS RETAINAGE	\$	80,600.00
(Line 4 less Line 5 Total)		

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	64,065.62
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	16,534.38

9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	0.00
(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	-8,200.00
TOTALS	0.00	-8,200.00
NET CHANGES by Change Order		-8,200.00

CONTRACTOR: AAR Of North Carolina Inc
655 Peddycord Road Kernersville, NC 27284

By: Brandi Sapp Date: 8.14.25
Brandi Sapp / AR Coordinator

State of: NC

County of: Forsyth
Subscribed and Sworn to before me this 14th Day of August 2025
Notary Public: Rhonda Simon
Guilford County
North Carolina
My Commission Expires: 9.2.28

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: \$ 16,534.38

(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: Rat Date: 8-21-25

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.

TO (OWNER): Putnam Co. Board Education
 1400 East Spring St
 Cookeville, TN 38506

PROJECT: Putnam Co. Ext. Services Bldg
 250 S Franklin Ave
 Cookeville, TN 38501

APPLICATION NO: 3
 PERIOD TO: 8/31/2025

DISTRIBUTION
 TO:
 - OWNER
 - ARCHITECT
 - CONTRACTOR

FROM (CONTRACTOR): AAR Of North Carolina Inc
 655 Peddycord Road
 Kernersville, NC 27284

VIA (ARCHITECT): Richard C. Rinks & Associates, Inc
 30 N Jefferson Ave
 Cookeville, TN 38501

ARCHITECT'S
 PROJECT NO:

CONTRACT FOR: Putnam Co. Extended Services Bld

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1.001	Membrane & Accessories	42,624.00	42,624.00	0.00	0.00	42,624.00	100.00	0.00	0.00
1.002	Lumber	43.00	43.00	0.00	0.00	43.00	100.00	0.00	0.00
1.003	Ballast	4,658.00	4,658.00	0.00	0.00	4,658.00	100.00	0.00	0.00
1.004	Dump	1,294.00	1,294.00	0.00	0.00	1,294.00	100.00	0.00	0.00
1.005	Equipment Rental	3,953.00	2,767.10	1,185.90	0.00	3,953.00	100.00	0.00	0.00
1.006	Roofing Labor	16,376.00	14,738.40	1,637.60	0.00	16,376.00	100.00	0.00	0.00
1.007	Sheet Metal Material	5,223.00	0.00	5,223.00	0.00	5,223.00	100.00	0.00	0.00
1.008	Sheet Metal Shop Labor	70.00	0.00	70.00	0.00	70.00	100.00	0.00	0.00
1.009	Sheet Metal Field Labor	2,040.00	0.00	2,040.00	0.00	2,040.00	100.00	0.00	0.00
1.010	Warranty	1,206.00	0.00	1,206.00	0.00	1,206.00	100.00	0.00	0.00
1.011	Bond	1,313.00	1,313.00	0.00	0.00	1,313.00	100.00	0.00	0.00
1.012	Contingency	10,000.00	0.00	10,000.00	0.00	10,000.00	100.00	0.00	0.00
2.001	Change Order #1	-8,200.00	0.00	-8,200.00	0.00	-8,200.00	100.00	0.00	0.00

REPORT TOTALS

\$80,600.00	\$67,437.50	\$13,162.50	\$0.00	\$80,600.00	100.00	\$0.00	\$0.00
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Whereas, the undersigned AAR of North Carolina, Inc
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to Putnam County School Board of Education
(Name of Contractor)

the following Roofing
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to **Putnam County Board of Education**

Now, therefore, the undersigned AAR of North Carolina, Inc
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 80,600.00, and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said Putnam County School Board of Education
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 14th

day of August, 20~~24~~25

AAR of North Carolina, Inc
(Name of Manufacturer, Materialman, or Subcontractor)

BY: *Arund Watts* *Sr. Vice Pres*
(Title)

END OF SECTION

Whereas, the undersigned Amrize
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to AAR of North Carolina, Inc
(Name of Contractor)

the following Roofing Material
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to Putnam County Board of Education

Now, therefore, the undersigned Amrize
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 750.00, and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said AAR of North Carolina, Inc
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 5th

day of August, 2025

Amrize / FRANK HOLKIN
(Name of Manufacturer, Materialman, or Subcontractor)

BY: Philip Deagen Credit Lead
(Title)

END OF SECTION

Whereas, the undersigned Brown's Recycling LLC
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to AAR of North Carolina, Inc
(Name of Contractor)

the following Dumpster
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to Putnam County Board of Education

Now, therefore, the undersigned Brown's Recycling LLC
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 1020.50, and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said AAR of North Carolina, Inc
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 11th

day of August, 2025

Brown's Recycling LLC
(Name of Manufacturer, Materialman, or Subcontractor)

BY: Mark Brown owner
(Title)

END OF SECTION

Whereas, the undersigned ETP
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to AAR of North Carolina, Inc
(Name of Contractor)

the following Portable Potties
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to **Putnam County Board of Education**

Now, therefore, the undersigned ETP
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 105.00 and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said AAR of North Carolina, Inc
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 11th

day of August, 202~~8~~5

East Tennessee Portables
(Name of Manufacturer, Materialman, or Subcontractor)

By: Amy Nippa - Office Manager
(Title)

END OF SECTION

Whereas, the undersigned Herc Rentals
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to AAR of North Carolina, Inc
(Name of Contractor)

the following Roofing Material
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to **Putnam County Board of Education**

Now, therefore, the undersigned Herc Rentals
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 2,580.64, and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said AAR of North Carolina, Inc
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 7

day of August, 202~~8~~5

H&E Equipment Services/Herc Rentals, Inc.
(Name of Manufacturer, Materialman, or Subcontractor)

By:  Credit Risk Coordinantor
(Title)

END OF SECTION

Whereas, the undersigned QXO
(Name of Manufacturer, Materialman or Subcontractor)

has furnished to AAR of North Carolina, Inc
(Name of Contractor)

the following Roofing Material
(Kind of Material and Services Furnished)

for use in construction of a Project belonging to **Putnam County Board of Education**

Now, therefore, the undersigned QXO
(Manufacturer, Materialman or Subcontractor)

and in consideration of \$ 30,791.51, and other goods and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens, or right to or claim of lien, on the above described project and premises, under any law, common or statutory, on account or labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account

of said AAR of North Carolina, Inc
(Name of Contractor)

for said project.

Given under my (our) hand(s) and seal(s) this 5th

day of August, ~~202~~5

Georgette
Digitally signed by Georgette M. Chisom
Date: 2025.08.05

M. Chisom
(Name of Manufacturer, Materialman, or Subcontractor)

By: Credit Manager
(Title)

END OF SECTION



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

Date _____ 9/4/2025

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 of Change Order #1 to the AAR of North Carolina, Inc. contract for the roof replacement at the Extended Services building due to unused contingency allowances.

received
8-21-25 MT *CK*



AIA Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Roof Replacement Extended Services Building 250 South Franklin Avenue Cookeville, Tennessee 38501	CONTRACT INFORMATION: Contract For: General Construction Date: May 02, 2025	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: August 1, 2025
OWNER: <i>(Name and address)</i> Putnam County Board of Education 1400 East Spring Street Cookeville, Tennessee 38506	ARCHITECT: <i>(Name and address)</i> Richard C. Rinks & Associates, Inc. 30 North Jefferson Avenue Cookeville, Tennessee 38501	CONTRACTOR: <i>(Name and address)</i> AAR of North Carolina, Inc. 655 Peddycord Road Kernersville, NC 27284

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

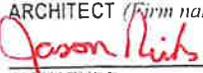
Omit \$10,000.00 Allowance	-\$10,000.00
Install 4 new roof drain inserts (4 @ \$450.00 EA = \$1,800.00)	+ \$1,800.00
TOTAL CHANGE ORDER	-\$8,200.00

The original Contract Sum was	\$ 88,800.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 88,800.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 8,200.00
The new Contract Sum including this Change Order will be	\$ 80,600.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be August 5, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Richard C. Rinks & Associates, Inc. ARCHITECT <i>(Firm name)</i>	AAR of North Carolina, Inc. CONTRACTOR <i>(Firm name)</i>	Putnam County Board of Education OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Jason Rinks, Vice-President PRINTED NAME AND TITLE	Brad Kurth, Sr. Vice-President PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
8/14/2025 DATE	8/7/25 DATE	 DATE

AIA Document G701[®] – 2017

Change Order

PROJECT: <i>(Name and address)</i> Roof Replacement Extended Services Building 250 South Franklin Avenue Cookeville, Tennessee 38501	CONTRACT INFORMATION: Contract For: General Construction Date: May 02, 2025	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: August 1, 2025
OWNER: <i>(Name and address)</i> Putnam County Board of Education 1400 East Spring Street Cookeville, Tennessee 38506	ARCHITECT: <i>(Name and address)</i> Richard C. Rinks & Associates, Inc. 30 North Jefferson Avenue Cookeville, Tennessee 38501	CONTRACTOR: <i>(Name and address)</i> AAR of North Carolina, Inc. 655 Peddycord Road Kernersville, NC 27284

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Omit \$10,000.00 Allowance	-\$10,000.00
Install 4 new roof drain inserts (4 @ \$450.00 EA = \$1,800.00)	+ \$1,800.00
TOTAL CHANGE ORDER	-\$8,200.00

The original Contract Sum was	\$ <u>88,800.00</u>
The net change by previously authorized Change Orders	\$ <u>0.00</u>
The Contract Sum prior to this Change Order was	\$ <u>88,800.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$ <u>8,200.00</u>
The new Contract Sum including this Change Order will be	\$ <u>80,600.00</u>

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be August 5, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Richard C. Rinks & Associates, Inc. _____ ARCHITECT <i>(Firm name)</i> _____ SIGNATURE Jason Rinks, Vice-President _____ PRINTED NAME AND TITLE 8/14/2025 _____ DATE	AAR of North Carolina, Inc. _____ CONTRACTOR <i>(Firm name)</i> _____ SIGNATURE Brad Kurth, Sr. Vice-President _____ PRINTED NAME AND TITLE 8/7/25 _____ DATE	Putnam County Board of Education _____ OWNER <i>(Firm name)</i> _____ SIGNATURE _____ PRINTED NAME AND TITLE _____ DATE
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Putnam County Board of Education Agenda Requests

Date _____ 9/4/25
Department Finance
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services through August 19th, 2025 in the amount of \$18,672.93 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

received
8-21-25 MT 

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

August 20, 2025

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

IRS No. 62-0897974

FOR PROFESSIONAL SERVICES RENDERED

TO PROFESSIONAL SERVICES RENDERED:

RE: SCHOOL BOARD MATTERS

May 17, 2025 through August 19, 2025

Daniel H. Rader III: 62.25 hours at \$200.00	\$ 12,450.00
Andre Greppin: 17.00 hours at \$200.00	\$ 3,400.00
ARALEGAL HOURS: 22.50 hours at \$95.00	\$ 2,137.50

OUT-OF-POCKET EXPENSES:

Copying charges	\$ 98.40
Color copies (training handouts)	\$ 37.50
Hotel charge for TSBA seminar	\$ 358.58

Mileage:

1 Trip to Gatlinburg (285) (285 miles at \$.67)	\$ 190.95
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**TOTAL OUT-OF-POCKET EXPENSES
TOTAL AMOUNT OF STATEMENT**

\$ 685.43
\$ 18,672.93

ITEMIZED STATEMENT

May 17, 2025 through August 20, 2025

May 17 – May 31, 2025	Receipt and review of communications with records requestor; receipt and review of communications with Director King with legislative updates; receipt and review of communications from Director King re: request of citizen to speak at School Board meeting; receipt and review of communications from Chris Pierce with subpoenas; receipt and review of communications re: Monterey land; preparation of Objection and Motion to Quash Subpoenas; correspondence with Clerk re: filing same; receipt and review of communications with Attorney Seber's office; receipt and review of communications with Chris Pierce re: records request; receipt and review of communications with Malaysia re: agenda and cell phone policy examples	(DHR III) (ASG)	6.50 1.50
June 2025	Telephone conference with Director King re: H-1B Visa's for employment; legal research re: same; receipt and review of communications with Director King re: same; receipt and review of communications with Tim Martin re: controversial materials; receipt and review of communications with records requestor; communications with Director King re: personnel matter; receipt and review of records pursuant to records request; correspondence with Attorney Wright re: records request response; receipt and review of communications from Tim Martin re: new law training; receipt and review of policy re: searches; receipt and review of communications re: cell phone policy; communications with Director King re: same; reviewing and revising cell phone policy; receipt and review of communications with Director King re: personnel matter; attending School Board meeting and conferences; receipt and review of communications with Director King re: personnel matter; research re: Lifewise; telephone conference with Mark McReynolds re: surplus property; receipt and review of communications with records requestor; receipt and review of communications with Director King re: Monterey		

High Schol property; telephone conference with Angie Knight re: H-1B Visa application; legal research re: same; receipt and review of communications with Tim Martin re: search training law; meeting with Angie Knight and prospective teacher and reviewing matter with them; receipt and review of communications with Malaysia re: agenda; receipt and review of communications with Angie Knight re: personnel matter; receipt and review of communications re: TSBA seminar; meeting with Angie Knight and assisting with H-1B Visa application; receipt and review of communications re: final revisions to cell phone policy; telephone conference with Tim Martin; attending School Board meeting and conferences; telephone conference with Chris Pierce

(DHR III) 13.25
(ASG) .50

July 2025

Receipt and review of communications with Director King re: personnel matter; telephone conference with Attorney Moses re: student matter; receipt and review of communications with Director King re: programs and trainings; meeting with Director King and John Magura re: ESG; meeting with School personnel and inspecting of attendance records; telephone conference with Director King re: subpoenas; receipt and of subpoenas for teachers Miller and Bush; telephone conference with Director King; correspondence with Attorney Damas; receipt and review of communications with Chris Pierce re: student matter; telephone conference with Chris Pierce re: same; receipt and review of communications re: Federal education funds; receipt and review of communications with Attorney Damas re; subpoenas; receipt and review of communications with records requestor; traveling to Gatlinburg; attending TSBA seminar; traveling home from Gatlinburg; receipt and review of communications from Malaysia with cell phone usage policy for teachers; receipt and review of communications re: ESG; with of contract and documents re: preparation for meeting and drafting response to ESG; meeting with Board re: ESG; communications with Tim Martin re: training matters; correspondence and communications with Mr. Martin at ESG;

telephone conference and communications with Johnny Sloan; telephone conference with City re: permits and plans submitted by ESG; traveling to school and doing a walk through with John Magura and taking voluminous photographs; receipt and review of materials from City with plans and permits; communications with Director King re: information obtained; receipt and review of communications with Director of Schools; telephone conferences with Tim Martin; receipt and review of materials from Tim Martin; research and review of materials re: preparation for training seminar; preparation of handouts re: same

(DHR III) 28.00
(ASG) 7.50

August 1 – Final preparations for training seminar;
20, 2025 presenting training seminar to principals;
Telephone conference with Director King;
attending School Board meeting and
conferences; telephone conference with
Chris Pierce re: records request; receipt and
review of communications with Chris Pierce
with records request; receipt and review of
correspondence from ESG; communications with
Director King and Board Members re: same; receipt
and review of communications with Department of
Education re: kindergarten program; receipt and review of
communications with Director King re: property;
legal research re: LifeWise Academy; review of
material; correspondence and communications
with Board Members; telephone conference with
parent: re: enrollment issue; receipt and review of
records pursuant to records request; receipt, review and
transcribing audio of 8-7-2025 Board Meeting;
telephone conference with Tim Martin
re: student matter; receipt and review of
communications from Attorney Byars
re: student matter; receipt and review of
communications with Chris Pierce re: custody/
student enrollment matter; telephone conference
with Chris Pierce re: same; review of material
re: preparation for meeting; correspondence
with attorney re: records request; meeting with
Board personnel and Board members
re: ESG response letter; discussion with
Director King re: response to Attorney Byar's

communications re: student matter; telephone
conference with parent re: student enrollment;
receipt and review of communications with Director
King re: ESG updates; receipt and review of
communications with Angie Knight re: teacher/
student matter; telephone conference with Angie
Knight re: same; review of LifeWise material;
telephone conference with Tim Martin re: same

(DHRJII)	14.50
(ASG)	7.50



DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

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

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

Account Funding Code (if appropriate):

Backup included

Backup to follow

Request approval for the School Nutrition Program to continue participation in the USDA's Child and Adult Care Food Program (CACFP), At-Risk Afterschool Meals for school year 2025-2026.

Jennifer Mitchell, SNP Supervisor 8/14/25

Signature of Person Making Request Date



Signature of Director of Schools 8/14/25
Date



**LETTER OF AUTHORIZATION
(Optional for Authorized Agency Official)**

Name of Applying Organization: Putnam County Schools

Address: 1400 East Spring Street

City/State/Zip: Cookeville, TN 38506

I, the undersigned, state that the

Putnam County School Nutrition Program
(Name of Sponsor or Organizational Unit to be responsible for CACFP)

6 2 - 6 0 0 0 7 9 6
(Federal Employer Identification Number-FEIN)

for which we are herewith submitting an application for the 2025 Child and Adult Care Food Program is an integral part of the above-named organization.

All funds relating to the Child and Adult Care Food Program will be subject to the control of the duly constituted governing body of the above named organization which will enter into an agreement with the Tennessee Department of Human Services.

The individual designated below is duly authorized to sign the Provider Agreement and all supporting documents:

Jennifer Mitchell, School Nutrition Program Supervisor
(Print name and position of person you are hereby authorizing to sign on your behalf.)

I certify that I am duly authorized to represent the above named organization and to delegate my signature authority to the above designated person. It is also understood that the information on this form is being given in connection with the receipt of Federal funds and that all of the provisions of the Provider Agreement apply.


SIGNATURE

DATE

Director of Schools
POSITION



Tennessee Department of Human Services

Child and Adult Care Food Program Viability, Capability and Accountability (VCA) Checklist for New and Renewing Sponsors

Instructions:

Read the following document carefully. Answer all questions completely. Add additional pages, as needed. Submit all supporting documentation that is specified in this document. Submit legible copies of supporting documentation, not originals. If you already have an agreement number from TDHS, please put that number on every page of supporting documentation you submit.

It may be helpful to reference the *USDA Administrative Guidance for Sponsors* and FNS Instruction 796-2, Rev. 4, *Financial Management-Child and Adult Care Food Program*.

This checklist is a component of the CACFP application. Submission of this checklist and the required supporting documentation does not guarantee approval.

Section I: Sponsoring Agency Information

1. Legal Name of Organization:	Putnam County Schools
2. Sponsor ID Number-5 digits (if known):	00886
3. Owner (for-profits):	Click here to enter text.
4. Executive Director:	Corby R. King
5. Board Chairperson (non-profits):	Lynn McHenry
6. Additional Responsible Individual(s):	Click here to enter text.

Section II: Organization Background Eligibility

7. Select which describes the organization and attach the required documentation as stated below:

School System

8. Non-profit organizations must attach copies of the following documentation:

An exemption determination letter from the U.S. Internal Revenue Service indicating that the organization is exempt pursuant to §501(c)(3) of the United States Tax Code. (Churches do not need to submit this letter.)

Check all that applies:

- Copy of Articles of Incorporation
- Certificate of Formation
- Assumed Name Certificate

9. Does the organization receive \$750,000 or more in Federal award money including CACFP and SFSP funds? Yes

Section III: Performance Standard 1: Financial Viability and Financial Management

10. Select one of the following and submit the required documentation:

Note: TDHS may request additional documentation, as needed, to determine financial viability.

- Audited financial statements performed by a Certified Public Accountant (CPA) in an independent audit conducted within the last two fiscal years; **or**
- Twelve (12) months of comprehensive financial statements, to include the following:
 - Balance sheet
 - Income statement (Profit & Loss)
 - Statement of owner's equity
 - Statement of cash flows
 - Twelve (12) months of complete bank statements for all accounts in the name of the organization
 - Documentation of all funding sources; **or**
- For organizations less than 12 months old:
 - Current balance sheet
 - Current income statement (Profit & Loss)
 - Documentation of all funding sources
 - Comprehensive financial statements and documentation (e.g., bank statements, cash flow statements, tax returns) for the amount of time you have a financial history.

11. Complete the organization's written procedures for the following:

How will you ensure Program funds are used for allowable costs and that expenses are supported by source documents (e.g., receipts, invoices)? List the steps:

School nutrition managers submit orders for supplies to the school nutrition central office. The purchasing manager and the fund account review and purchase the supplies following board policy. Purchases go through three persons for approval - school nutrition supervisor, Deputy Director and CFO. Copies or receipts and invoices are maintained at the school nutrition central office.

When will the procedure be carried out?	Weekly
What position is responsible for performing tasks in the procedure(s)?	Administrator
When will staff be trained on the procedures?	Upon Hire and
Annually	
What position is responsible for ensuring compliance of the procedure(s)?	Administrator
When will monitoring or review of the procedure take place?	Monthly

12. What procedure(s) are in place to ensure all funds or donations received to operate the CACFP are documented and credited to the non-profit food service account? List the steps:

The claim for reimbursement is prepared by the administrative assistant and filed by the fund accountant. The money is received by the Putnam County Trustee and then transferred to the school nutrition frun. Financial records are maintained in the Skyward software program.

When will the procedure be carried out?	Monthly
What position is responsible for performing tasks in the procedure(s)?	Administrator
When will staff be trained on the procedures?	Upon Hire and
Annually	
What position is responsible for ensuring compliance of the procedure(s)?	Administrator

When will monitoring or review of the procedure take place?

Monthly

13. Select the current accounting method: **Modified Accrual Basis**

14. How will the selected accounting method clearly present information for...

...When a CACFP Program cost is incurred (i.e., the date)?

Date of the invoice

...Where a CACFP Program cost is incurred (i.e., the name of business where purchase was made)?

Name and address of business where purchased, located on the invoice.

...What the CACFP Program cost is for?

Purchased item description in the body of the invoice.

...The amount of the CACFP Program cost:

Item cost extended on the invoice. All of this information is recorded in Skyward, including the date, vendor, and cost of CACFP expenses. There is a vendor history report that will show all CACFP expenses in Skyward.

15. List any accounting software used:

Skyward

16. List position(s) responsible for developing and/or amending the budget:

School Nutrition Fund Accountant and Program Supervisor

17. List position(s) responsible for reviewing and comparing actual expenses against budgeted amount:

School Nutrition Fund Accountant and Program Supervisor

18. When will reviews of actual expenses against budgeted amounts take place? Monthly

Section IV-Performance Standard 2: Administrative Capability

To demonstrate administrative capability, the institution must document that it meets the following criteria:

19. List the number of qualified staff to ensure adequate operation of the Program.

63 at present

20. If a sponsoring organization, what is the ratio of staff monitors to facilities?

2 monitors for 15 sites

21. If a sponsoring organization, do you have policies and procedures in writing that assign Program duties and ensure compliance with civil rights requirements?

Yes

22. Enter your organizational chart including all legal names, positions, titles and board members (if applicable) and the corresponding site(s), if applicable.

Note: Your organizational chart must include an adequate number of personnel to conduct proposed operations.

Legal Name	Date of Birth	Title	Board Member	Site
Corby R. King	1/16/1975	Executive Director	No	Central Office

Tim Martin	7/16/1969	Assistant Director	No	Central Office
Jennifer Mitchell	5/2/1972	Administrator	No	School Nutrition Central Office
Stacy Bradford	1/25/1982	Accountant	No	School Nutrition Central Office
Lynette Ellis	10/8/1968	Administrative Assistant	No	School Nutrition Central Office
Shirley Barbosa	7/20/1969	Choose an item. <i>Field Manager</i>	No	School Nutrition Central Office
Elizabeth Miller	5/20/1993	Choose an item. <i>Field Manager</i>	No	School Nutrition Central Office

Select this box if additional employees are on a separate attachment.

23. Select all that apply to your organization's compensation policy:

- Salaries and wages: a policy is in place that identifies rates of pay, hours of work (including breaks and meal periods), a policy and payment schedule for regular compensation
- Taxes; Federal, State and local employment tax and Social Security
- Fringe benefits
- Overtime pay
- Holiday pay
- Sick leave/vacation leave
- Incentive payments
- Severance pay
- Deferred compensation

24. Complete the chart if your organization is a non-profit or a for-profit organization with a board of directors.

Legal Name of Board Member/Officer	Title	CACFP Duties	Relationship to Other Members or Staff of the Organization
Lynn McHenry	Chairperson	Oversee school board policies	None
Kim Cravens	Board Member	Oversee school board policies	None
Kerry Ledbetter	Board Member	Oversee school board policies	None

David McCormick	Board Member	Oversee school board policies	None
Jill Ramsey	Board Member	Oversee school board policies	None
Dawn Fry	Board Member	Oversee school board policies	None
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

Select this box if additional governing board members are on a separate attachment.

25. Describe how the independent governing board and/or organization's officers will have adequate oversight of the Program.

The school board is the governing body of our school district. The board meets monthly and, "all powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board (PCSS Board Policy 1.100)

26. Do the by-laws, or a similar document, grant program oversight responsibility to the governing board/officers?

Yes

Section V-Performance Standard 3: Program Accountability

27. Describe the record retention plan that details how Program records are secured and stored to be available for an unannounced review.

Any site-related documentation such as student rosters, item receipts, and production records are stored at the school site, in the school nutrition manager's office. Receipts submitted weekly to the school nutrition central office. Monthly meal counts sent and stored at the school nutrition central office. CACFP records are kept for 3 years plus the current year.

28. Where will original records be stored? School nutrition manager office and central office

29. How are original records secured? Locked offices

30. List the position(s) that have authorized access to original records. School nutrition supervisor, fund accountant, field managers, managers and administrative assistant.

31. Describe in detail a plan to repay any debt owed to TDHS to include...

A. Step by step plan to repay the debt owed to TDHS.

A debt would be researched and if owed, the general fund/finance office would issue a check.

B. Position(s) responsible for repaying the debt owed to TDHS.

Director of Schools

C. Funds to be used to repay the debt owed to TDHS. *Note: Funds from other USDA Child Nutrition Programs cannot be used for repayment of debt or unallowable costs.*

General purpose funds of Putnam County Schools

Section VI - Certification

I certify, under penalty of perjury, that the information submitted on this form and all information submitted on supporting documentation are true and correct. I further attest that I will promptly report to the Tennessee Department of Human Services any substantive changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. I understand that the Tennessee Department of Human Services may verify information submitted here and may ask for additional information. **I understand that the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.**

***Signature of Authorized Representative**
Digital Signatures are not accepted.

Date

Corby R. King

Director of Schools

Printed Name of Authorized Representative

Title

USDA is an equal opportunity provider, employer, and lender.

The Tennessee Department of Human Services (TDHS) requires all organizations applying to be sponsors or institutions in the Child and Adult Care Food Program (CACFP) with TDHS to complete the CACFP Viability, Capability and Accountability (VCA) checklist.

VCA is a requirement per the CAFCP regulations found in Title 7 Code of Federal Regulations (CFR) Part 226. The term "Program" as used in this document refers to the CACFP.

Organizations applying to be CACFP institutions or sponsors **must** submit all supporting documents required within this checklist. TDHS will review the information submitted in this checklist and all supporting documentation to assess whether an organization's financial and administrative capability and viability is sufficient to participate in the CACFP as a sponsor.

Instructions:

Read the following carefully. Answer all questions completely. Add additional pages, as needed. Submit all supporting documentation that is specified in this document. Submit legible copies of supporting documentation, not originals. Please, put your agreement number (if assigned) on each page of additional supporting documentation.

It may be helpful to reference the *USDA Administrative Guidance for Sponsors* and FNS Instruction 796-2, Rev. 4, *Financial Management—Child and Adult Care Food Program*.

This checklist is a component of the CACFP application. Submission of this checklist and the required supporting documentation does not guarantee approval.

Section I: Sponsoring Agency Information

1. Enter the name of your organization.
2. Enter the Sponsor ID Number (five digits).
3. Enter the name of the owner, if applicable.
4. Enter the name of the executive director, if applicable.
5. Enter the name of the chairperson of the governing board of directors, if applicable.
6. Enter the names of any additional responsible individuals.

Section II: Organization Background Eligibility

7 CFR § 226.2 defines an institution as, "a sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations."

7 CFR § 226.2 defines a sponsor as, "a public or nonprofit private organization that is entirely responsible for the administration of the food program in one or more day care homes; a child care center, emergency shelter, at-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization; two or more child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or any combination of child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care centers, adult day care centers, and day care homes. The term 'sponsoring organization' also includes an organization that is entirely responsible for administration of the Program in any combination of two or more child care centers, at-risk afterschool care centers, adult day care centers or outside-school-hours care centers, which meet the definition of for-profit center in this section and are part of the same legal entity as the sponsoring organization."

7. Select the type of organization from the drop down box.
8. Non-profit organizations must select all that apply and submit supporting documentation.
9. Select yes or no from the drop down menu. An independent audit conducted by a Certified Public Accountant is required for any institution that receives \$750,000.00 or more in Federal funds (including CACFP and Summer Food Service Programs) annually.

Section III: Performance Standard 1: Financial Viability and Financial Management

7 CFR § 226.6(b)(1)(xviii) requires that, "a new institution must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability (for example, through audits, financial statements, etc.)." Similarly, 7 CFR § 226.6(b)(2)(vii) requires that, "a renewing institution must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability (for example, through audits, financial statements, etc.)."

Refer to the USDA FNS Instruction 796-2, Rev. 4, *Financial Management-Child and Adult Care Food Program*, which includes definitions and explanations of allowable operating costs, allowable administrative costs and unallowable costs.

10. Select one of three options and submit the documentation listed. All pages of bank statements must be submitted. Accounts must be listed in the same name as the organization applying for participation. Organizations in operation less than 12 months must comply with the third option.

New institutions must have procedures that demonstrate adequate management of financial operations to ensure fiscal integrity and accountability for all Program funds.

11. Complete each part of the question by entering text and choosing items that best describe your procedure(s).

12. Complete each part of the question by entering text and choosing items that best describe your procedure(s).

13. Select your current accounting method from the drop down menu.

14. Answer each part of the question by entering text in each part of the question.

15. Answer the question by entering text in the space provided.

16. Answer the question by entering text in the space provided.

17. Answer the question by entering text in the space provided.

18. Select an answer from the drop down menu.

Section IV-Performance Standard 2: Administrative Capability

The institution must be administratively capable. Appropriate and effective management practices must be in place to ensure the Program operates in accordance with this part. To demonstrate administrative capability, the new institution must document that it meets the following criteria:

19. The organization has an adequate number and type of qualified staff to ensure the operation of the Program;

20. The State Agency requires child care center sponsors to employ at least one (1) full time monitor for 25-150 center sites; family day care home sponsors must employ at least one (1) full time monitor for 50-150 day care homes;

21. And the organization has Program policies and procedures in writing that assign Program responsibilities and duties, and ensure compliance with civil rights requirements.

Section V- Performance Standard 3: Program Accountability

Questions 22-26

Each new and renewing institution must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the Program operates in accordance with requirements. To demonstrate Program accountability, the new or renewing institution must document that it meets the following criteria:

Organizational Chart

22. Enter the legal name, date of birth, title, board member status and site location of all those included on the institution's organizational chart. The organizational chart must include an adequate number of personnel to conduct proposed operations. Include additional information on an attachment, if needed.

Compensation Policies

23. Organizations must have policies regarding labor costs that, "...include all forms of compensation earned and all forms of payment, cash and noncash, for personal services for Program administrative and operating labor. Subsections 23 (a)-(d) establish the general requirements for labor costs. Subsections 23 (e)-(l) provide guidance on specific elements of labor costs." (Food & Nutrition Service Instruction 796-2, Rev. 4, VIII I 23, p. 41) Select all that apply from the list. Include additional labor costs not included on a separate attachment labeled as such.

Board of Directors-An independent governing board of directors is required and is defined as, "...in the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director." (7 CFR 226)

24. Complete the chart if your organization is required to have a board of directors.

25. Describe the board's plan to have adequate oversight of the CACFP.

26. Describe the bylaws language that includes adequate oversight of the CACFP.

Section VI Certification

- An original signature of an authorized representative is required. Digital signatures cannot be accepted.
- Type the name of the authorized representative in the space provided.
- Select today's date.
- Type the title of the named authorized representative in the space provided.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

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

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

Account Funding Code (if appropriate)
143 E 73100 199

_____ Backup included

_____ Backup to follow

Requesting approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of cellular phones, for the Interim School Nutrition Cafeteria manager at Algood Elementary School, May Ford.

This stipend will begin August 2025 and will go through May 2026.

Jennifer Mitchell 8/20/25
Signature of Person Making Request Date

[Signature] _____
Signature of Director of Schools Date





Putnam County Board of Education Agenda Requests

Date _____ 9/4/2025

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 add a middle school band director supplement at Burks and a high school band director supplement MHS. Note: these supplements were inadvertently omitted from the activity supplement list for the FY26 school year, approved by the Board at the June 26th, 2025 meeting.

received
8-25-25 MT *[Signature]*



PCSS Board Agenda Request

Date: August 25, 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 enter into a contract with TK Elevator Corporation, Atlanta, GA for the annual maintenance as detailed in attached proposal in the amount of \$30,048.00 to be paid for from 141-72620-399. This quote is based on Sourcewell Maintenance Agreement # 052224.

received
8-22-25 MT CK

Sourcewell Maintenance Agreement – #052224

for the Protection of Vertical Transportation Equipment

- A. THIS AGREEMENT (hereinafter "Agreement") made and entered into on this 1st day of July, 2025 by and between Putnam County Board of Education, having an address of 1400 E Spring Street, Cookeville, TN 38506 (hereinafter referred to as "Purchaser"), and, TK Elevator Corporation, a Delaware corporation, having an address of 3100 Interstate n Circle SE Atlanta, GA 30339 (hereinafter referred to as "Contractor"). In consideration of the mutual covenants contained herein, Contractor agrees to perform the services described herein and Purchaser or its members agree to pay the amounts described herein, all on the terms and conditions set forth in this Agreement.

WHEREAS,

- B. The Purchaser is engaged either as a real property owner or manager (or as a part in joint ventures or consortiums to that effect); and
- C. The Service Provider is engaged in the business of servicing and repairing elevators, escalators and other vertical transportation equipment.

NOW THEREFORE, the Parties hereto agree as follows:

1. BACKGROUND

The Purchaser and the Service Provider desire to enter into this Agreement as a long term commitment for the maintenance and repair of Purchaser's vertical transportation equipment as further described in this Agreement. Under the Agreement the Purchaser may issue written requests to the Service Provider to provide certain vertical transportation maintenance services at locations controlled by Purchaser. The Agreement is to provide an umbrella for those location-specific written requests for vertical transportation maintenance services issued by the Purchaser.

2. GOVERNING DOCUMENTS

The following documents form and are an integral part of this Agreement and are to be taken as mutually explanatory of one another. In the case of any ambiguity or discrepancy between the documents forming the Agreement, then the priority of the documents will be in the order as listed below, unless otherwise agreed in writing between the parties:

- (a) Each individual location requirement (as specified at the time of ordering by the Purchaser). An Location requirement shall be considered "Accepted" if it is fully executed by a duly authorized representative of both the Purchaser and the Service Provider and provided to the Service Provider;
- (b) This Agreement;
- (c) Any other document mutually agreed and signed by the parties, forming part of this Agreement.

3. PERFORMANCE

Service Provider will provide the services and/or scope of work applicable to all vertical transportation equipment described on any fully executed and properly delivered Agreement (the "equipment") on the terms and conditions set forth in this Agreement (the "Services"). The term "Property" hereinafter will refer to the real property of the Purchaser on which the equipment is located. Service Provider will use trained personnel directly employed and supervised by Service Provider or sub-contractors. They will be qualified to keep Purchaser's equipment properly adjusted, and they will use all reasonable care to maintain that equipment in proper operating condition. Service Provider will regularly and systematically examine, adjust and lubricate as required, and, in Service Provider's sole opinion, if conditions warrant, Service Provider will repair or replace all equipment parts and devices not specifically excluded by this Agreement.

The Services shall be performed in a diligent and first class manner, with quality supplies, materials, equipment and workmanship and in such a manner so as to minimize the possibility of any annoyance, interference, or disruption to tenants or other occupants of the Property and their invitees. Upon completion of the Services, Service Provider shall restore the Property to its original condition and shall leave the Property clean and free of all tools, equipment, waste materials and rubbish.

Service Provider will service Purchaser's equipment and its component parts in their present condition with the understanding that Service Provider shall neither be required nor obligated to service, make renewals or repairs upon the equipment by reason of negligence, obsolescence, misuse of the equipment, loss of power, blown fuses, tripped stop switches, theft, vandalism, explosion, fire, power failure, water damage, storm, lightning, nuisance calls or by any other reason or any other cause beyond Service Provider's control, except ordinary wear and tear from the commencement date of this agreement. With the passage of time, equipment technology and designs will change. If any part or component of any equipment described in a NFA cannot, in Service Provider's sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. Purchaser will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, Service Provider will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will Service Provider be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Any work not specifically covered under this agreement shall be at Purchaser's sole expense.

The Service Provider may propose changes to the Services by informing the Purchaser in writing. To be binding, such changes must be approved by authorized representatives of both parties in writing. The Parties may also, at any time, agree to add new Services at agreed prices to be covered by this Agreement. To be binding, such additions must be approved by corresponding authorized representatives of both parties in writing.

Pledge of Purchaser Satisfaction

3.1 In the event that Purchaser elects to undertake an audit of the service provided under this Agreement and any Location(s) Agreement, such audit must be announced in writing at least ten (10) working days in advance. If any non-compliance is identified in writing to the Service Provider at the address set forth in this Agreement, whether pursuant to an audit or under any other circumstances, the Service Provider will begin to take appropriate measures to remedy such non-compliance within thirty (30) days thereafter.

3.2 The Purchaser and the Service Provider shall appoint appropriate personnel to meet regularly at local and global levels and at such intervals as is deemed necessary to enable the parties to discuss and review the performance of both parties of their respective obligations under this Agreement. The reviews will take place in order to:

- a) Monitor the effectiveness and efficiency with which this Agreement is being implemented;
- b) Agree to mutual objectives and timescales;
- c) Assess the overall performance of this Agreement by each party;
- d) Review business implications, targets and risks;
- e) Review whether this Agreement is being conducted in the spirit it was intended; and
- f) Assess, under this review process, the need to amend or update the performance criteria included in this Agreement.

4. INDEPENDENT CONTRACTOR RELATIONSHIP:

Service Provider shall assume all duties under this Agreement as an independent contractor, and shall not be deemed for any purpose to be an agent, servant, or representative of Purchaser. Purchaser shall have no direct control of Service Provider, its agents, or subcontractors in the performance of the work hereunder. Nothing contained herein shall be construed to be inconsistent with such independent contractor relationship.

5. BY HIGHLY-TRAINED SERVICE PROVIDER PROFESSIONALS:

Service Provider employs and supervises elevator technicians who are among the most trusted in the industry and who will provide all maintenance courteously and dependably. Service Provider's elevator technicians receive ongoing training in general equipment development as well as advancements made to Purchaser's specific equipment.

6. ASSURANCE OF SERVICE PROVIDER'S STANDARD OF QUALITY:

To help increase elevator performance and decrease downtime, Service Provider's technicians utilize the latest industry methods and technology available to Service Provider for Purchaser's specific brand of equipment. They will be equipped with the tools, documentation and knowledge to troubleshoot Purchaser's unique system.

Behind Service Provider's technicians is a team devoted to elevator excellence. Technicians are supported around the clock by a family of engineers and field support experts. Service Provider's International Technical Support facility in Texas continuously researches advancements in the industry and in Purchaser's equipment.

7. EXTENT OF COVERAGE:

Service Provider will perform the following Services with respect to any equipment described on any fully executed location requirement:

7.1 TRACTION ELEVATORS:

Service Provider agrees to and shall maintain the traction elevator equipment described on any Location Agreements on the following terms and conditions:

7.1.1 Service Provider will use trained employees directly employed and supervised by Service Provider. Such employees shall be qualified to keep the Equipment properly adjusted, and Service Provider will use all reasonable care to maintain the Equipment in proper and safe operating condition.

7.1.2 Service Provider will regularly and systematically examine, adjust, clean and lubricate the following as required, and if conditions warrant, repair or replace the same:

7.1.2a Machine worm gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake pulley and brake coil, contact linings and component parts;

7.1.2b Motor and motor generator, motor windings, rotating element, commutator, brushes, brush holders and bearings;

7.1.2c Silicon control rectifiers, reactors, filters, heat sinks, amp traps, transducers, and all control components;

7.1.2d Controller, selector and dispatching equipment, leveling devices and cams, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dash pots, timing devices, computer and micro computer devices, steel selector cable or tape, and mechanical and electrical driving equipment;

7.1.2e Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws;

7.1.2f Deflector or secondary sheave, bearings, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheaves assembly, counterweight and counterweight guide shoes including rollers or gibs;

7.1.2g Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices and all fastening devices and associated reinforcement in attached components;

7.1.2.h Hoistway entrance door sill areas beyond the entrance frame opening; will be cleaned.

7.1.2i Automatic power operated door operator, car door hanger, car door contact, door protective device, car ventilation system platform, load weighing equipment, car safety mechanism, elevator car guide shoes, gibs or roller;

7.1.3 Service Provider shall maintain the individual minimum performance standards defined below:

7.1.3a "Start to Stop Time" as measured from the moment the car begins motion till the time it stops for a single floor run.

7.1.3b "Door Open Time" as measured from the fully closed door position to a fully open stopped position.

7.1.3c "Door Close Time" as measured from the fully open door position to a fully closed stopped position. Door closing pressure shall not exceed 30 lbs.

7.1.3d "Leveling Accuracy" as measured from car sill to landing sill at a fully stopped position under all load conditions.

7.1.3e "Rated Speed" as the same shall be that noted and shall not vary by more than 5% regardless of direction or load.

7.1.4 Service Provider shall maintain the Rated Speed in feet per minute, the original performance time, including acceleration and retardation as designed and installed by the manufacturer and perform the necessary adjustments as required to maintain the original Door Open Time and Door Close Time, within limits of applicable codes, or to adjust and maintain revised Door Open Time and/or door close Time upon direction of Purchaser.

7.1.5 Service Provider shall maintain smooth ride quality, smooth acceleration and deceleration and comfortable stop.

7.1.6. Service Provider shall maintain positive and quiet door operation with rapid and smooth checking at limits of travel. Service Provider shall annually, check the group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer or to adjust and maintain revised settings upon direction of Purchaser.

7.1.7 Service Provider shall examine periodically all safety devices and governors and conduct an annual no-load test.

7.1.8 Service Provider shall calibrate load-weighing devices to Purchaser's selected settings, after annual and, as applicable, five-year safety tests are conducted.

7.1.9 Service Provider shall renew all wire ropes as often as is necessary to maintain an adequate factor of safety; equalize the tension on all hoist and compensation ropes, lubricate ropes appropriately and when necessary remove all residue and accumulated deposits from the rope surface and shorten ropes and chains as required to provide legal and reasonable bottom clearances.

7.1.10 Service Provider shall repair or replace conductor cables and hoistway and machine room elevator wiring in such a way as to maintain the percentage of spare conductors present at the acceptance of the location requirement. In no case shall the number of spare conductors be less than 5%.

7.1.11 Service Provider shall furnish lubricants compounded to the manufacturer's rigid specifications.

7.1.12 Service Provider shall make other safety tests recommended or directed by all applicable governmental authorities in force at the time of the acceptance of the Agreement. Service Provider shall not be required to install new attachments on the elevators recommended or directed by insurance companies, or by governmental authorities, nor to make replacements with parts of a different design recommended or directed by insurance companies, or by governmental authorities.

7.1.13 Service Provider shall coordinate all testing requiring an independent witness or inspector with the Purchaser's appointed representative.

7.1.14 Service Provider shall not be required to make renewals or repairs necessitated by reason of Purchaser's negligence or Purchaser's misuse of the Equipment or by reason of any other cause beyond Service Provider's reasonable control except ordinary wear and tear.

7.1.15 Service Provider shall also maintain, and if conditions warrant, repair or replace the following auxiliary equipment:

7.1.15a All handicap devices;

7.1.15b All elevator related earthquake devices if applicable

7.1.16 Service Provider shall have no responsibility for the following items of Equipment, which are not included:

7.1.16a the finishing, repairing, or replacement of cab enclosure, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, light bulbs and tubes, main line power switches, breaker, feeders to controller, alignment of elevator guide rails, smoke and fire sensors, fire service reports, air conditioners and all other items as set forth and excluded in this Agreement. Elevator signal light bulbs will be replaced during regular service calls.

7.2 HYDRAULIC ELEVATORS:

Service Provider agrees to and shall maintain the hydraulic elevator equipment described on any fully executed Location Agreements under the same terms and conditions described under 7.1 entitled "Traction Elevators," as the same are applicable to hydraulic elevators, with the following additions:

7.2.1 Service Provider shall have no responsibility for the following items of Equipment in addition to those listed in provision 7.1.16a above: the finishing, repairing, or replacement of cab enclosure, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, light bulbs and tubes, main line power switches, breaker, feeders to controller, hydraulic elevator jack, hydraulic elevator outer casing, any type of underground piping or other material, alignment of elevator guide rails, smoke and fire sensors, fire service reports, air conditioners and all other items as set forth and excluded in this agreement. Elevator signal light bulbs will be replaced during regular service calls.

7.2.2 Filters, mufflers and muffler components are included.

7.2.3 Service Provider shall periodically examine all safety devices and conduct pressure tests and other tests required by ANSI A1 7.1 or other applicable codes.

7.2.4 Service Provider shall periodically conduct an inspection of hydraulic fluid to detect contaminants and assure proper viscosity, make necessary corrections and replace fluid as required and furnish hydraulic fluid compounded to the manufacturer's rigid specifications.

7.2.5 Service Provider shall clean excessive fluid leakage from pump pans, cylinder heads, machine room and pit floors.

7.3 ESCALATORS:

Service Provider agrees to and shall maintain the escalator equipment described on any Location Agreements under the same terms and conditions described under 7.1 entitled "Traction Elevators," as the same are applicable to escalators, with the following additions:

7.3.1. Controller, all relays, contacts, coils, resistance for operating and motor circuits, operating transformers and operating rectifier;

7.3.2 Handrail, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step tread, step wheels, step chains, step axle bushings, comb plates, floor plates and tracks;

7.3.3 Upper drive, upper drive bearings, tension sprocket bearings, upper newel bearings, lower newel bearings;

7.3.4 All balustrade fastenings, deck and trim fastenings (screws, clips, etc.);

7.3.5 Skirt panels and panel finishes;

7.3.6 Escalator under-step lighting and balustrade panel and skirt lighting;

7.3.7 Upper and lower pit equipment spaces, pit lights, trusses and inclined truss pans.

7.3.8 Service Provider shall examine periodically (at intervals not longer than six months) all normal operating devices and equipment in accordance with ANSI A17.1, Section 1007 and conduct annual inspections and tests of all safety devices, brakes, step up thrust devices and governors in accordance with ANSI A17.1, Section 1008. If required, the governor will be calibrated and sealed for proper tripping speed.

7.3.9 Service Provider shall have no responsibility for the balustrade finishes, deck and trim finishes, wedge guards and exterior truss enclosures.

8. PARTS INVENTORY

Service Provider maintains a comprehensive parts inventory to support its field operations. Replacement parts are stored throughout North America in Service Provider's facilities and are normally available as necessary. Most specialized parts are available within 24 hours, seven days a week. All replacement parts used in Purchaser's vertical transportation equipment will be new or refurbished to meet the quality standards of Service Provider.

9. TESTING

Service Provider will, at its discretion and expense, perform governor and safety tests on traction elevators or annual relief pressure tests on hydraulic elevators per local and State codes. Service Provider assumes no responsibility for the operations of the governor or safety on traction elevators, or the hydraulic system on hydraulic elevators, under the terms of this Agreement until all applicable and governmentally-mandated tests have been made. Should the systems not meet applicable safety code requirements, it shall be the responsibility of the Purchaser, at its sole cost, to make necessary repairs and to place the equipment in a condition, which will be acceptable for coverage under the terms of this Agreement. Service Provider shall not be liable for damage to the building structure or the elevator resulting from any testing of any type or kind at any time.

10. COMPLIANCE WITH LAWS:

The rights and duties arising under this Agreement shall be governed by the laws of the State in which the Property is located. In performing the Services required under this Agreement, Service Provider shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations. In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

11. TERM:

Service under the terms and conditions of this Agreement shall be for an initial non-cancelable period of Five (5) years commencing on the date specified in the fully executed Location(s) Agreement and shall automatically be renewed for successive one (1) year periods thereafter, unless either party timely serves written notice upon the other party of its intention to cancel at least ninety (90) days before the end of the initial Five (5) year period, or ninety (90) days before the end of any subsequent one (1) renewal period. Time is of the essence.

The term (length of contract) of maintenance agreements signed under the Sourcewell Contract may exceed the term of the Sourcewell Agreement. The terms and conditions of the Sourcewell Agreement in effect at the date the maintenance agreement is signed will remain in effect for the duration of members' local maintenance agreement. Maintenance Agreements can be as long as the Sourcewell members request provided they are in accordance with local laws and regulations.

12. AFTER HOURS WORK

All Services are to be provided during Service Provider's regular working hours of its regular working days unless otherwise specified below.

For specified locations marked as "Gold" within the Exhibit "A", any overtime work requested by the Purchaser, Purchaser agrees to pay us overtime labor at our normal billing rates, including travel time, travel expenses, and time spent on the property.

For specified locations marked as "Platinum" within the Exhibit "A", any overtime work requested by the Purchaser, Purchaser agrees to pay us for the difference between regular and overtime labor at our normal billing rates, including travel time, travel expenses, and time spent on the property.

For specified locations marked as "Platinum Premier" within the Exhibit "A", for overtime calls involving one mechanic, Contractor will include our services at no additional cost.

13. PRICING:

Pricing (Please See Exhibit A) The Price of Service Provider's service as herein stated shall be specifically set forth on any fully executed Location Agreement(s), payable as agreed upon between the Service Provider and the Purchaser. Those prices are net of all taxes, duties and other levies. Those prices are valid for a period of one (1) year, commencing on the effective date of each respective Location(s) Agreement. Each such period of one year (365 consecutive days) shall be called a "Fixed Price Period". Since Service Provider's costs to provide Purchaser with the Services may increase, the Service Provider shall review and adjust the Monthly Payment Amount for each Location Agreement(s) at the end of each twelve (12) month period. Eighty percent (80%) of the Agreement price for each Location Agreement(s) shall be adjusted to reflect any increase in labor costs based on the straight time rate of elevator mechanics in the local area where the Property is located. The remaining twenty percent (20%) shall be adjusted to reflect any increase in material costs based on the Producer Price Index for Metals and Metal Products as published by the United States Department of Commerce, Bureau of Labor Statistics. However, in no event shall the total price escalations at the end of each twelve (12) month period be no more than four percent (4%) in any subsequent one (1) year period. Service Provider shall provide thirty (30) days advance written notice to Purchaser of all price adjustments referenced in this paragraph.

Should equipment covered by any Location Agreement be modified by the Purchaser during the pendency of any Location Agreement the parties will endeavor to reach a written agreement on a modified price for the Services applicable to that equipment. Should those parties fail to reach a written agreement on a modified price then that equipment will be removed from the applicable Location Agreement and the applicable Purchaser shall remain financially responsible to the Service Provider for the Service Provider's lost profits associated with the Services originally designated for that piece of equipment at the original, agreed-to price for the remaining term of the applicable Location Agreement. The price is subject to increase in the event the existing equipment is modified from its present state. A service charge of 1 ½% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. Time is of the essence.

14. INSURANCE REQUIREMENTS:

At its sole expense, Service Provider shall carry and maintain throughout the term of any fully executed Location Agreement the insurance described below. The all risk and liabilities policies must each contain a provision by which the insurer agrees that such policy shall not be canceled except after thirty (30) days written notice to Purchaser.

Before the commencement of the Services, Service Provider shall submit to Purchaser a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of any fully executed Location Agreement(s), it shall automatically be renewed and a new Certificate of Insurance shall be sent immediately to Purchaser.

Workers' Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each accident \$1,000,000 policy limit-disease \$1,000,000 disease-each employee
General Liability	

This shall include all major divisions of coverage and be on a commercial occurrence form. It shall include premises operations, products and completed operations, contractual, and personal injury.

Limits Primary:	\$2,000,000 each occurrence – BI & PD \$2,000,000 general aggregate \$2,000,000 personal injury & adv. Injury
-----------------	---

Automobile Liability and Property Damage

This shall be on an occurrence basis with a combined single limit of \$2,000,000. It shall include all automobiles owned, leased, hired or non-owned.

15. PURCHASER RESPONSIBILITIES:

Product Information. Purchaser agrees to provide Service Provider with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement. Purchaser agrees to authorize Service Provider to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back up of the software embodied therein. These items will remain Purchaser's property.

Safety. Purchaser agrees to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. Purchaser agrees to report immediately any condition that may indicate the need for correction before the next regular examination. Purchaser agrees to shut down the equipment immediately upon manifestation of any irregularities in operation or appearance of the equipment, notifying Service Provider at the address and phone number listed on any fully executed Location(s) Agreement at once, and written notice within ten (10) days after any occurrence or accident in or about the elevator. Purchaser agrees to provide Service Provider's personnel a safe place in which to work. Service Provider reserves the right to discontinue work in the building whenever, in Service Provider's sole opinion, Service Provider's personnel do not have a safe place in which to work. Purchaser agrees to provide a suitable machine room including secured doors, waterproofing, lighting, ventilation and heat to maintain the room at a temperature of 50°F minimum to 90°F maximum. Purchaser also agrees to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, Purchaser will contract with others for removal and the proper handling of such liquids.

Other. Purchaser agrees not to permit others to make alterations, additions, adjustment, or repairs or replace any component or part of equipment during the term of any fully executed Location(s) Agreement. Purchaser agrees to accept Service Provider's judgment as to the means and methods to be employed for any corrective work under this agreement. In the event of the sale, lease or other transfer of the elevator(s) or equipment described in any fully executed Location(s) Agreement, or the premises in which they are located, Purchaser agrees to see that such successor is made aware of that Location(s) Agreement and assumes and agrees to be bound by the terms of those documents for the balance of the Location(s) Agreement, and subject to termination herein provided, or otherwise be liable for the full unpaid balance due for the full unexpired term of the Location(s) Agreement.

Items Not Covered. Service Provider does not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, hydraulic elevator jack outer casing, buried piping, alignment of

elevator guide rails, smoke and fire sensors, fire service reports, intercommunication devices, security systems not installed by Service Provider, batteries for emergency lighting and lowering, air conditioners, heaters, ventilation fans and all other items as set forth and excluded in this Agreement.

16. EXCLUSIVITY

This Agreement is an exclusive frame agreement, which means that the Purchaser only undertakes to buy the Services, or parts thereof, from the Service Provider from the date that this Agreement is fully executed.

17. EXCUSABLE DELAYS

The Service Provider shall not be liable for delay in performing or for failure to perform its obligations under this Agreement or any location requirement if such delay or failure results from any of the following causes: (i) Acts of God, (ii) the act of any government or authority (including the denial or cancellation of any export license or other necessary license), (iii) the outbreak of wars, terrorism, insurrections, (iv) fire, explosion, flood (v) and strike, lock-out or other industrial action which is beyond the Service Provider's control or (vi) any other cause of any nature which is beyond the applicable Service Provider's control.

18. TERMINATION AND REMEDIES

18.1 The Service Provider has the right (but not the obligation) to terminate this Agreement or any location Agreement with 30 day's prior written notice in case of the Purchaser's failure to comply with any terms of this Agreements or any Location Agreement. Termination of a Location(s) Agreement shall not have effect on other existing Locations associated with this Agreement, which shall be completed in accordance with these terms and conditions. If such failure is remedied within the said 30 days period, this right to terminate shall expire.

18.2 The provisions of this Agreement, and the right and remedies of a party in the event of the other party's breach under this Agreement (including the breach of any warranty) are cumulative and are without prejudice to all other rights and remedies available to it and may have at law or otherwise; no exercise by a party of any one right or remedy under this Agreement, or at law or otherwise, shall operate so as to hinder or prevent the exercise of any other such right or remedy. However, in no event shall one party to this Agreement be liable to the other party for any indirect or consequential loss or damage, including but not limited to loss of profit, loss of production, loss of interest or otherwise, which may be suffered by the other party in connection with the entering into or operation of this Agreement.

19. ASSIGNMENT

Purchaser may not assign, transfer, novate, sub-contract or otherwise dispose of any of its rights and obligations under this Agreement without the prior written consent of the Service Provider. Notwithstanding the above, Service Provider may without the consent of the Purchaser; use subcontractors for the performance of any Services purchased by the Purchaser under this Agreement or a local agreement. The use of subcontractors to provide Services shall in no way relieve the Service Provider of its responsibilities and obligations towards the Purchaser under this Agreement or a local agreement.

20. HEALTH & SAFETY, ENVIRONMENTAL AND QUALITY

The Service Provider and the Purchaser shall work towards the prevention of accidents aiming for zero accidents and the creation of a safer work environment.

21. ETHICAL COMMITMENT

The Service Provider has an extensive corporate compliance program and its employees are expected to maintain the highest level of ethical and legal conduct at all times during the term of the Agreement and expects the Purchaser to act

in a like manner. Should the Purchaser suspect that the Service Provider or its employees have engaged in any illegal or unethical conduct, such suspicions must be reported through the Service Provider's toll-free compliance hotline at 1-866-572-1739.

22. MISCELLANEOUS

22.1 The headings in this Agreement shall not affect its interpretation.

22.2 Throughout this Agreement, whenever required by context, the use of the singular number shall be construed to include the plural, and the use of the singular number shall be construed to include the plural, and the use of the plural the singular, and the use of any gender shall include all genders.

22.3 Should any term or provision in this Agreement shall be held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the validity and enforceability of the remainder of this Agreement shall not be affected.

22.4 The waiver or forbearance or failure of a party in insisting in any one or more instances upon the performance of any provision of this Agreement shall not be construed as a waiver or relinquishment of that party's right to future performance of such provision and the other party's obligations in respect of such future performance shall continue in full force and effect.

22.5 In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Agreement or to collect any monies due thereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

22.6 Purchaser hereby waives trial by jury and agrees that this Agreement and any applicable Location(s) Agreement shall be construed and enforced in accordance with the laws of the state where the equipment described on the applicable Location(s) Agreement is located. Purchaser further agrees to jurisdiction of the courts, both state and Federal, of the state in which the equipment set forth on the applicable Location(s) Agreement is located as to all matters and disputes arising out of this that Location(s) Agreement.

22.7 The liability of the Service Provider under this Agreement shall not exceed the value of the Services remaining on the then current and unexpired term of the applicable Location(s) Agreement.

22.8 This Agreement supersedes all prior oral or written agreement between the Service Provider and the Purchaser and constitutes the entire agreement between the parties with respect to the services and work performed hereunder.

23 NOTICES:

Every notice or other communication to be given by either party to the other with respect to this Agreement(s), shall be given by personal delivery, by facsimile or by United States registered or certified mail postage prepaid, return receipt requested, addressed as hereinafter provided. Except as otherwise specified herein, the time period in which a response to any notice or other communication must be made, if any, shall commence to run on the earliest to occur of (a) if by personal delivery, the date of receipt, or attempted delivery, if such communication is refused; (b) if given by telecopy, the date on which such telecopy is transmitted and confirmation of delivery, or attempted delivery, thereof is received; and (c) if sent by mail (as aforesaid), the date of receipt or delivery is refused. Until further notice, notices and other communications under this Agreement shall be addressed to the parties at:

FILL IN THE CONTACT INFORMATION FOR USA OPERATIONS FOR PURCHASER HERE

TK Elevator Corporation
3100 Interstate N Circle SE Suite 500
Atlanta, GA 30339

Attn: International Account Contract Administrator

This Agreement has been prepared in duplicate, of which each party has received a copy.

TK Elevator: Opportunity ID:

ACCEPTED:

Putnam County Board of Education

TK ELEVATOR CORP.

BY: _____
Signature of Authorized Individual

BY: _____

TITLE: _____

TITLE: Branch Account Executive

DATE: _____

DATE: _____

TK ELEVATOR CORP. APPROVAL:

BY: _____

TITLE: _____

DATE: _____

Exhibit "A"
Property list/Location
Contract Type and Price

Location Name: Putnam County Board of Education

Location Address: 1400 E Spring Street, Cookeville, TN 38506

Unit Count: 13

Unit Type: See Below

Contract Type: Platinum

Contract Price: \$2,504.00

Billing Frequency: Monthly

Putnam County Board of Education	Address	Unit Type	Contract Coverage	Monthly Unit Price
Cookeville High School	2335 North Washington Avenue, Cookeville, TN 38501	Hydraulic	Platinum	\$405.00
Avery Trace Middle School	230 Raider Dr, Cookeville, TN 38501	Hydraulic	Platinum	\$210.00
Algood K-8 School	540 Dry Valley Road, Algood, TN 38506	Hydraulic	Platinum	\$172.00
Capshaw Elementary School	1 Cougar Ln, Cookeville, TN 38501	Hydraulic	Platinum	\$185.00
Algood Elementary School	2525 Old Walton Rd, Cookeville, TN 38506	Hydraulic	Platinum	\$171.00
Prescott South Middle School	1859 South Jefferson, Cookeville, TN 38501	Traction	Platinum	\$206.00
Prescott South Elementary	115 W Cemetery Rd, Cookeville, TN 38506	Traction/Lift	Platinum	\$330.00
Upperman Middle School	6700 Nashville Highway, Baxter, TN 38544	Traction	Platinum	\$180.00
Monterey High School	701 East Commercial Ave, Monterey, TN 38574	Traction	Platinum	\$425.00
Park View Elementary	2000 Lee Seminary Rd, Cookeville, TN 38506	Hydraulic	Platinum	\$220.00

Exhibit "B" Billable Labor Rates

Exhibit B Billable Labor Rates: 30% off standard rates as reflected below

Standard Billing Rates:

Service Contract & Extra Rates	Rate
Mechanic Rate	\$479.00
Mechanic OT Rate 1.7X Monday - Saturday	\$814.30
Mechanic OT Rate 2.0X Sunday & Holidays	\$958.00
Team Rate	\$862.20
Team Rate for all Overtime	\$1,724.40
Apprentice Rate	\$383.20
Apprentice OT Rate 1.7X Monday - Saturday	\$651.44
Apprentice OT Rate 2.0X Sunday & Holidays	\$766.40

Discounted *Putnam* Board of Ed. Billing Rates:

Service Contract & Extra Rates	Rate
Mechanic Rate	\$335.30
Mechanic OT Rate 1.7X Monday - Saturday	\$570.01
Mechanic OT Rate 2.0X Sunday & Holidays	\$670.60
Team Rate	\$603.54
Team Rate for all Overtime	\$1,207.08
Apprentice Rate	\$268.24
Apprentice OT Rate 1.7X Monday - Saturday	\$456.01
Apprentice OT Rate 2.0X Sunday & Holidays	\$536.48

Accepted



PCSS Board Agenda Request

Date: August 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 enter into a contract with D&H Electronic Systems, Inc., Lebanon, TN to replace the fire alarm panel at Jere Whitson Elementary in the amount of \$12,880.00 to be paid for from 141-72620-399.

received
8-27-25 MT 

D&H ELECTRONIC SYSTEMS, INC.



051809-02



25666



TN GC-29762

TN Alarm C-0141

Metro LV 46

P.O. Box 377, Mt. Juliet, TN 37121-0377
276 Business Park Drive, Lebanon TN 37090

Tel: 615-754-5692
Tel: 615-449-7772

Fax: 615-773-1945
Fax: 615-449-4442

August 25, 2025

Mario
Email: mario.lucio@pcsstn.com
Phone: 931-261-5009

Project: Jere Whitson Elementary School
178 East Jere Whitson Road, Cookeville, TN 38501

Fire alarm system replacement

D&H to replace a defective IFP-1000VIP addressable fire alarm panel (IFP-2100ECS) and possible peripheral panels that the firmware versions may not work with the new panel. There is a **NOT TO EXCEED** price for this scenario. We recently discovered that the newer fire alarm panels may or may not work with the older power supplies and SLC modules. We won't know until we do a temporary set up to see how the new panel responds to the other panels.

NOT TO EXCEED: \$33,500.00
PANEL ONLY: \$12,880.00

All pricing includes applicable taxes. Bid is valid for 15 days from date of bid.

Thank you,
D&H Electronic Systems, Inc.

Submitted by: Mike Hall

Acceptance of Quotation

The undersigned customer hereby accepts the above prices, specifications and conditions, and hereby authorizes D & H Electronic Systems, Inc. ("D & H") to do the work as specified. The undersigned customer agrees that, in the event of the undersigned customer's failure to pay D & H for any furnished materials and services, the undersigned customer shall be liable to D & H for interest of 1.5% per month on all outstanding balances that are 30 days or more past due and the undersigned customer shall be liable to D & H for all attorney's fees and expenses incurred by D & H in the collection of any outstanding balances. In the event the customer cancels the project after authorizing D&H to proceed, customer will be liable for any costs incurred by D&H. This includes engineering, drawings and administrative fees. Additionally if D&H has purchased any equipment, customer is liable for the cost of any special order items and a 15% restocking fee for any standard items that can be returned to the manufacturer.

Accepted by: _____
(signature)

Title: _____

Name: _____
(printed)

Date: _____



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

Date _____ 9/4/2025

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 \$261,258.83 and First National Bank of Tennessee (retainage) in the amount of \$13,750.47 for pay application #9 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

received
8-20-25 MT CR



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

PROJECT: CFBNA00578
 CONTRACT DATE: 10/02/2024

VALUATION NUMBER: 9
 APPLICATION DATE: 08/19/2025
 PERIOD TO: 08/31/2025
 ESG JOB NUMBER: CFBNA00578
 DUE DATE: 09/18/2025

Please Remit To

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

Payment by Mail
 Energy Systems Group
 PO BOX 713390
 Chicago, IL 60677-1527

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

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	4,683,429.01
5. RETAINAGE:	234,171.46
a. 5% of Total Completed & Stored To Date (Column 1 of G703)	
6. TOTAL EARNED LESS RETAINAGE	4,449,257.55
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	4,187,998.72
8. CURRENT PAYMENT DUE	261,258.83
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	4,324,237.22

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: *[Signature]* Date: 08/19/2025

By: *[Signature]* State of: INDIANA
 County of: WARRICK
 Subscribed and sworn to before me this 19th day of Aug, 2025

Notary Public: *[Signature]*
 My Commission expires: April 9, 2029



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.

AMOUNT CERTIFIED: \$ 261,258.83
 (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: _____ Date: _____

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

CONTINUATION SHEET

Based on AIA DOCUMENT G703

A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	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)
1-11	Ceilings, Floors, Windows	470,700.00	70,605.00	47,070.00	0.00	117,675.00	25.00	353,025.00
1-12	Paints and Coatings, Specialties	319,400.00	15,970.00	0.00	0.00	15,970.00	5.00	303,430.00
1-13	Engineering	274,652.00	274,652.00	0.00	0.00	274,652.00	100.00	0.00
1-14	Architecture	284,575.00	284,575.00	0.00	0.00	284,575.00	100.00	0.00
1-15	Project Management, Overhead	975,037.77	390,015.11	0.00	0.00	390,015.11	40.00	585,022.66
	TOTALS	8,773,494.77	4,408,419.71	275,009.30	0.00	4,683,429.01	53.38	4,090,065.76
								234,171.46

**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

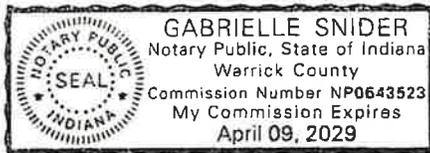
Energy Systems Group, LLC, the undersigned, for and in consideration of the payments made to it by Owner, Agent and/or Contractor, for labor employed in and/or materials furnished for the above-referenced project, hereby certifies as follows:

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 \$261,258.83, 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 19th day of Aug, 20 25

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



STATE OF Indiana)_ SS:
COUNTY OF Warrick)

SUBSCRIBED and sworn to before me, a Notary Public, in and for this County and State, this 19th day of Aug, 20 25

[Signature]
(Notary Public) County of Residence: Warrick
Gabrielle Snider My Commission Expires: April 9, 2029
(Printed Name)