

Putnam County Board Meeting
October 2, 2025 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Fall break will take place from October 6th to 17th.
 - B. Director's Personnel Report
- IV. Approval of Minutes
 - A. Minutes of the Regular September Board Meeting - September 4, 2025, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval of the purchase of a post-frame barn structure, including construction/installation to be erected at Upperman High School from vendor STM Contracting LLC - Summertown, TN, in the amount of \$76,048.59 to be paid by CTE Innovative School Models grant funds.
 2. Approval to pay Stone Service Corporation in the amount of \$68,020.72 for pay application #3 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
 3. Approval to pay Stone Service Corporation in the amount of \$51,637.13 for pay application #7 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
 4. Approval to pay Stone Service Corporation in the amount of \$56,748.51 and SouthEast Bank (retainage) in the amount of \$2,986.76 for pay application #6 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.
 5. Approval to purchase 16 additional classroom sets of furniture for the new PreK Early Learning Academy in the amount of \$225,206.38 from Ernie Morris Enterprises, Inc. from account 141-76100-711-02530. Note: This purchase is through the TIPS cooperative purchasing network, contract 230301
 6. Approval for Putnam County School District purchase of: Read 180 Consumables from HMH proposal 009436532 in the amount of \$16,675.70 per sole source letter, to be paid from 142-71100-429-401.
 7. Purchase of (74) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB from Danmark Technologies in the amount of \$22,703.20 to be paid from account number 142-71100-722-101 for the following school(s):
 - Algood Elementary School (41) Chromebooks \$12,578.80

- Avery Trace Middle School (33) Chromebooks \$10,124.40
- 8. Approval of the purchase of one security camera server to serve Algood Elementary and Algood Middle School from Security Integration of Lebanon. To be purchased off of the Bedford County bid for \$34,050.00 to be paid from the Public School Security Grant.
- B. Bids/Quotes/Sealed Bids/RFPs
 1. Permission to re-bid the CHS Softball Building.
- C. Budget Amendments/Line Item Transfers
 1. SPED - To budget funds awarded to PCS for the State Special Education Preschool Grant for FY-26
 2. Student Services/Family Resources - Transferring funds from one line to another to allow purchases of items for PCSS families in need
 3. SPED - To budget funds to Putnam County for Transition School to Work Grant - October 1, 2025, to September 30, 2026
 4. FINANCE - To budget for 2025-26 Tennessee School Security Grant
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
 1. Approval to enter into an agreement with OMNI/TSACG Compliance Services for 403(b) and 457(b) third-party administrator (TPA) services to replace the prior agreement with Great American Plan Administrators.
 2. Approval of an agreement between Putnam County School System and Tennessee Technological University regarding a VPK Funded PreK Classroom for the 2025-2026 school year.
 3. Approval of the student teacher/intern partnership agreement between Nashville State Community College and the Putnam County School System effective 10/1/25-9/30/26.
 4. Approval of the Educator Preparation Provider (EPP)/ Local Education Agency (LEA) State Recognized Partnership Agreement between the University of Tennessee Martin and the Putnam County School System effective 9/1/25 - 8/31/26.
 5. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between TN Tech University and the Putnam County School System effective 9/01/25-8/31/26.
 6. Approval of the attached research request for Sucel Tejada, a doctoral student at Capella University.
 7. Approval of Child Abuse Curriculum for PreK-4th Grades to fulfill Erin's Law which requires all public schools in Tennessee to implement a prevention-oriented child sexual abuse program.
 8. Permission for ECC Employees, Angela Billings and Chelsea Hamlet, to take part in Pathway to CDA program, which will provide Child Development Associate certification free of charge. The only requirement for the system will be to permit the state to observe the employees while working with students.

9. Approval to use the TEC Student Data Privacy Alliance Services. TEC uses the 14-State, National Data Privacy Agreement (NDPA) from the Student Data Privacy Consortium Resource Registry (<https://sdpc.a4l.org>). The platform allows member school districts to create and house all student data privacy agreements (DPAs). This is a consortium that leverages national and state student data privacy agreements with education vendors used in our district and state. The access to use the platform and services is \$550.00 per year to be paid from 141-72250-399.
10. Approval of an agreement with the State of Tennessee to place an air monitoring station on the grounds of Cane Creek Elementary School.
11. Approval for Avery Trace Middle School dance coach to receive a supplement comparable to other schools' dance coach supplements.
12. Approval for Prescott South Middle School PTO to cover a 30' x 100' area on the playground with artificial turf from Recreational Concepts. The installed purchase price of \$20,000.00 is to be taken completely from PSMS PTO funds.
13. Approval to enter into an agreement with Lean Frog Consulting Services to provide an assessment of Putnam County Board of Education's current compensation program for support positions in the amount of \$16,250.00 to be paid from 141-72310-399.
14. Approval of Change Order #1 with A1 Abatement, LLC, Baxter, TN to add the abatement of asbestos tile and mastic in the cafeteria at the Early Learning Center in the amount of \$13,328.93 to be paid from 141-72620-399.
15. Approval of Data Share Agreement between iReady, McGraw Hill and Putnam County Schools.

VII. Policy

- A. Addition to Advertising and Distribution of Materials Policy 1.806, as submitted.

VIII. Discussion/Presentation

- A. PEP Foundation Update
Speaker(s): Katelyn Steakley, Executive Director
- B. Building Projects
 1. Avery Trace Middle School Softball Field Update
Speaker(s): John Magura, Maintenance Supervisor
 2. Update from Energy Systems Group regarding the Putnam County School System Early Learning Academy
Speaker(s): John Waddle
 - 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 \$223,289.47 and First National Bank of Tennessee (retainage) in the amount of \$11,752.08 for pay application #10 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.
 3. Park View School Update

Speaker(s): Kim Chamberlin

a. Park View School Action Items

1. Approval of Change Order #1 with American Constructors, Inc., Brentwood, TN to deduct the remaining contingency funds in the amount of \$258,706.68 on the new Park View Elementary School project which will reduce the final contract amount to \$45,263,065.32.
2. Approval to pay Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$36,228.17 for architectural services for the Park View School project to be paid from 141-76100-304-02502. Note: Final payment.
3. Approval to pay American Constructors, Inc. in the amount of \$29,930.78 for pay application #27 related to the Parkview School project to be paid from 141-76100-706-02504. Note: Final Payment
4. Approval of pay application #28 to release retainage in the amount of \$73,803.31 plus all accrued interest to American Constructors related to the Parkview School project. Note: Final release of retainage

4. Cookeville High School Independence House Update

Speaker(s): Vicky Hammons, Student Project Manager

C. Enrollment Update

Speaker(s): Chris Pierce, Attendance Supervisor

D. Putnam County School's "TISA Accountability Report" for the 2025-2026 school year.

Speaker(s): Jason Stickler, Data and Testing Supervisor

E. Approval to purchase three (3) OpenGate walkthrough metal detectors and three (3) handheld metal detectors from Communications Technologies, Inc. through TIPS contract #220105, for the purchase price of \$54,671.50, to be paid from the Public School Security Grant.

Speaker(s): Tim Martin, Deputy Director

IX. Adjournment

Personnel Report For September 2025

NEW HIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Babic	Filip	PSMS	Grade 7 Science/Social Studies Teacher	8/21/25	141-E-71100-116-000-00000-100	7.5	growth position
Mbemba-Bidi	Tracy	BPS	ECC	8/25/25	146-E-73300-189-000-01800-000	5.8	n/a
Lawrie	Teressa	CHS	School Nutrition Employee	8/26/25	143-E-73100-165-000-00037-000	5.7	Rhonda Maddox
Allen	Maddux	CES	WBL Lunch Monitor	8/11/25	141-e-72410-189-000-00000-035	2	Matthew Faulhaber
Hollenbeck	Emma	PVS	SAC Activity Instructor	8/25/25	146-E-73300-189-000-01800-000	5.8	n/a
McDaniel	Melissa	ATMS	School Nutrition Cook	9/2/25	143-E-73100-165-000-00065-000	6.5	Tosah Arieta
Jones	Heather	CHS	SPED CDC/Behavior Assistant	8/28/25	142-E-71200-163-906-00000-037	7	Tabatha Evans
Haney	Aaliyah	BPS	WBL Lunch Monitor	8/11/25	141-E-72410-189-000-00000-017	2	Dayra Dorantes
Tucker	Kellee	UMS	SPED Tracs Assistant	9/3/25	141-E-71200-163-000-00000-110	7.5	Rachel Roberts
Franz	Kendyll	PSES	SAC Activity Instructor	8/22/25	146-E-73300-189-000-01800-000	5.8	n/a
Lowery	Jacyntha	PSES	ECC	8/9/25	146-E-73300-189-000-01801-000	5.8	n/a
Houston	Rachel	CHS	SPED CDC Assistant/LPN	9/3/25	141-E-71200-163-000-00000-037	7.5	Icic Wilken
Sowards	Luaren	CCES	Certified Substitute	10/20/25	141-E-72210-129-000-00000-030	7.5	Brianna Emond's LOA
Robbins	Macie	Leaps	Leaps	8/29/25	141-E-73300-189-000-02003-000	3	n/a
Richardson	Trace	CES	SAC Activity Instructor	9/3/25	146-E-73300-189-000-01800-000	5.8	n/a
Brown	Stephanie	Central Office	Nurse Coordinator	9/15/25	141-E-72120-131-000-02000-000	7	Janet Frank
Smith	Nicole	PSES	School Nutrition Employee	9/22/25	143-E-73100-165-000-00095-000	5.7	Kim Keaton
Pak	Christian	PSES	SAC Activity Instructor	9/11/25	146-E-73300-189-000-01800-000	5.8	n/a
REHIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Reynolds	Jacqueline	Central Office	DW TN All Corp Tutor	7/31/25	141-E-71100-116-000-00000-000	5	Belinda Medlin
Davis	Wendy	AES	PT RTI Teacher (120 Contract)	8/18/25	142-E-71100-116-101-00000-005	3.5	new position funded through Title
Roberson	Terri	CCES	Non-Certified Sub covering a LOA	10/20/25	141-E-71100-198-000-00000-000	7.5	Kim Dyer
TRANSFERS							
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
Saling	Courtney	Sub	SPED 1x1 Assistant	7.00	8/25/25	141-E-71200-163-000-00000-015	Julie Wilken
Lawrie	Emily	School Nutrition Employee @ CHS	Food Services On Call Sub	5.00	8/25/25	143-E-73100-165-000-00037-000	n/a

received
 9-18-25 MT *[Signature]*

Scott	Olivia	SPED CDC/Behavior Assistant @ BPS	Kindergarten Teacher @ CCES	7.50	9/2/25	141-E-71100-116-000-00000-030	growth position
Enoch	Emma	Sub	SAC Activity Instructor	5.80	8/21/25	146-E-73300-189-000-01800-000	n/a
Phipps	Johnathon	Sub	SPED CDC Assistant @ BPS	7.00	9/4/25	141-E-71200-163-000-00000-017	n/a
Harris	Rachel	SPED CDC/Behavior Assistant @ Burks	SPED Resource Assistant @ AES	7.00	9/8/25	141-E-71200-163-000-02110-005	Julianna Hotchkiss
Adkins II	Paul	SPED Crisis Assistant @ UHS	SPED Middle School Teacher @ WPA	7.50	9/8/25	141-E-71150-116-000-00000-105	Samantha Goad
Winingham	Beau	Grade 6 Science/SS Teacher @ UMS	Grade 5-8 PE Teacher @ UMS	7.50	10/20/25	141-E-71100-116-000-00000-110	Joey Jones
Smith	Donnetta	Grade 5 Science Teacher @ UMS	Grade 6 Science/Social Studies Teacher @ UMS	7.50	10/20/25	141-E-71100-116-000-00000-110	Wesley "Beau" Winingham
VanWinkle	Linsey	School Counselor @ UHS	SW Academic Career Coach	8.00	9/15/25	141-E-71300-189-000-00000-000	Leah Burnett
White	Jonathan	SAC Activity Instructor	SAC Site Director @ PVS	5.80	9/12/25	146-E-73300-189-000-01800-000	Thomas McDonald

RESIGNATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Cox	Karen	Central Office	ESL Teacher	6/30/25
Upchurch	April	Burks	SPED Resource Teacher	8/22/25
McDonald	Thomas	PVS	SAC Site Director	8/22/25
Barnhill	April	CHS	School Nurse	8/25/25
Maddox	Rhonda	CHS	School Nutrition Employee	8/20/25
Flatt	Nancy	Central Office	BEST Groups	5/30/25
Nabors	Robyn	Adult Ed	part-time position with adult education/still ft teacher with district	6/30/25
Mackie	Sara	PVS	SPED PreK Assistant	9/19/25
Stephenson	Rex	Transportation	Bus Driver	9/10/25
Recardo	Jordon	PSES	SPED 1x1 Assistant	9/11/25
Phillips	Blake	CCES	School Nutrition Employee	9/15/25

RETIREMENT

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>
Byrne	Cynthia	ATMS	SPED Extended Resource Assistant	10/3/25

TERMINATIONS

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>

Arteta	Tosha	ATMS	School Nutrition Employee	6.50	8/21/25		
Peckinpaugh	Kimberly	SES	Teacher Assistant	7.00	9/12/25		
NON-RENEWALS							
LAST NAME	FIRST NAME	LOCATION	POSITION	HOURS	EFFECTIVE DATE		
PAY CHANGE							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE	FUNDED	Rate of Pay
ADDITIONAL HOURS							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	HOURS	EFFECTIVE DATE	FUNDED	Rate of Pay
Burris	Andrea	Leaps	will be working in Leaps effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$17/hr	2	8/11/25	141-E-73300-163-000-02003-000	\$17.00
Conner	Amanda	Leaps	will be working in Leaps effective 8/11/25 through 6/30/26, NTE 2hrs per day or 6hrs per week @ \$30/hr	2	8/11/25	141-E-73300-116-000-02003-000	\$30.00
Johnson	Stephanie	21st CCLC	will be working 21st CCLC effective 8/11/25 through 6/30/26, NTE 2hrs per day or 6hrs per week @ \$30/hr	2	8/11/25	142-E-73300-116-431-00000-000	\$30.00
Clouse	Heather	21st CCLC	will be working 21st CCLC effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$19.10/hr	2	8/11/25	142-E-73300-116-431-00000-000	\$19.10
Ulschak	Michael	Leaps	will be working Leaps effective 08/11/2025 through 6/30/26, NTE 2hrs per day or 6hrs per week @ \$30/hr	2	8/11/25	141-E-73300-116-000-02003-000	\$30.00
Murphy	Samantha	21st CCLC	will be working 21st CCLC effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$30/hr	2	8/11/25	142-E-73300-116-431-00000-000	\$30.00
Stone	Christen	21st CCLC	will be working 21st CCLC effective 8/11/25 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$17.75/hr	2	8/11/25	142-E-73300-116-431-00000-000	\$17.75
Sparkman	Lindsey	Leaps	will be working Leaps effective 08/11/2025 through 6/30/26, NTE 2hrs per day or 5hrs per week @ \$17/hr	2	8/11/25	141-E-73300-163-000-02003-000	\$17.00
Sowards	Caleb	Leaps	will be working Leaps effective 8/11/25 through 6/30/25, NTE 2hrs per day or 6hrs per week @ \$30/hr	2	8/11/25	141-E-73300-116-000-02003-000	\$30.00
INCREASE IN HOURS							
LAST NAME	FIRST NAME	FROM POSITION	TO POSITION	HOURS	EFFECTIVE DATE	FUNDING CODE	REPLACING
Barnes	Kenneth	5hrs per day Bus Driver	6hrs per day Bus Driver	6.00	8/28/25	141-E-72710-146-000-00000-000	n/a
Buck	Natasha	5hrs per day Bus Attendant	5hrs per day Bus Attendant	6.00	8/28/25	141-E-72710-146-000-00000-000	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>
PROFESSIONAL							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>DEGREE</u>			<u>EFFECTIVE DATE</u>	<u>FUNDING CODE</u>	<u>AMOUNT</u>
OTHER							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
Hamlet	Connie	UMS	EDS Degree	7.50	8/26/25		
Jones	Steve	AMS	will receive teacher pay while covering a maternity leave for any PPL and/or unpaid days used by teacher	7.50	7/30/25		
Comer	Carissa	PVS	receive teacher pay for covering a PreK Teacher vacancy 8/11/25 - 8/22/25	7.50	8/11/25		
Leimer	Sherry	CHS	Sick Bank Awarded 20 Sick Days	7.50	8/28/25		
Anderson	Eugenia	AES	on 120 day contract paid out of AES Title Budget \$364.50 per day or \$48.60/hr NTE 900 hrs	7.50	8/4/25		
Sells	Rita	Burks	will receive teacher pay while covering a maternity leave for any PPL and/or unpaid days used by teacher	7.50	8/18/25		
Rockstad-Kincard	Breanna	CES	going to teach Art 2 days a week	7.50	8/1/25		
Putman	Cynthia	Central Office	on 120 day contract to work as BEST Group Facilitator making \$47.86/hr	7.00	8/1/25		
Hennigan	Taylor	CHS	SSO Coaches Stipend Wages \$1546.65	7.50	9/1/25		
Hickey	David	CHS	New Salary = \$63,700 Based on Army Increase for Fiscal Year 2026	7.50	9/11/25		
Cook Jr.	Harold	CHS	New Salary = \$95,100 Based from Army Increase for Fiscal Year 2026	7.50	9/9/25		
Stephenson	Bailey	UMS	Master's Degree = \$2,500	7.50	8/1/25		
Livesay	Mark	UHS	add 3 years teaching experience from Florida	7.50	7/1/25		
SPREADSHEETS:							
Technology Cell Phone Stipend SY 25-26		PCF #1 & Spreadsheet					

**PUTNAM COUNTY BOARD OF EDUCATION
APPROVAL FORM**

#1

NEW HIRE NAME: **Cell Phone Stipend Approval**

STREET ADDRESS:

OR Employee's Name: **JOHNNY R SLOAN**

CITY, STATE ZIP:

CONTACT NUMBER:

* LOCATION: **TECHNOLOGY**

* REASON FOR ACTION: **OTHER**

Employee Type Code: **12CER**

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

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

HIGHLY QUALIFIED MET -

CERTIFICATION/ENDORSEMENT:

* REPLACING: **N/A**

* NOTES: **Approval of a \$20 monthly cell phone stipend for
Technology Department employees: Angie
Smith, Brenda Hughes, April Hale, Frankie
Jerome, Michael McCarver and Scott Allen**

* MONTHS WORKED PER YEAR: **12**

* HOURS WORKED PER DAY: **8.0**

POSITION FUNDED: **141 E 72250 199 000 00000 000**

Type of Funding:

DIRECTOR OF SCHOOLS - CORBY KING

DIR OF SCHOOLS SIGNATURE

DEPUTY DIRECTOR OF SCHOOLS - TIM MARTIN

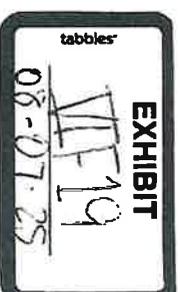
DEPUTY DIR SIGNATURE

DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT

DIRECTOR HR SIGNATURE

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

*BOE Approved
Mr. Jubbaut*



Date: July 23, 2025

Department: Technology

Person Submitting: Johnny Sloan

Account Number (if appropriate) note below

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:



Request approval of a \$20 monthly stipend for cell phone usage for the 2025-26 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.

NOTES:

Received
7/23/25 MF

AK

Employee Name	Location	Cell Phone Stipend Funding Code	Effective Date for PCF	Board Approved
Allen, Scott	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19
Jerome, Frankie	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19
McCarver, Michael	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19
Hale, April	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19
Hughes, Brenda	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19
Smith, Angie	Technology	141-72250-199	8/21/25	8/7/2025, item VI.F.19

MINUTES
Putnam County Board of Education
Cookeville, Tennessee
September 4, 2025

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, September 4, 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:

I Make A Difference award to Nurse Marcy Peek. Mrs. Deborah Robbins stated:

It is with great admiration and respect that I nominate Nurse Marcy Peek for the "I Make a Difference Award." As our school nurse, Nurse Marcy has consistently demonstrated not only exceptional care for the students but also a profound commitment to the well-being of every child she encounters.

However, it is her actions outside the school that truly highlight her incredible character and dedication. Upon learning of the heartbreaking situation of one of our children at SES, Nurse Marcy didn't hesitate to step in and help. She recognized the distress and need of the entire family and took action to help raise money and provide items of necessity. However, after the older sibling bravely confided in her about the horrors they were enduring at home, Nurse Marcy took immediate and decisive action to protect the children.

Her compassion didn't stop at simply advocating for their safety—Nurse Marcy made the life-changing decision to open her home to this child and her younger sibling. She became their foster mother, providing them not only with a safe and loving environment but also a chance to heal and grow. The siblings are now thriving under her care, given opportunities they might not have otherwise had.

Her unwavering belief in making a difference—whether it's through health care or in the life of a child—is an inspiration to us all. Nurse Marcy has shown extraordinary courage, selflessness, and heart, taking these children into her home and raising them with love, guidance, and the hope for a better future.

It is an honor to nominate Nurse Marcy for this award, as she exemplifies what it means to truly make a difference in the lives of others.

Mr. King then made the following announcements:

- Ciara Oldham, National Impromptu Speaking Champion and state Extemporaneous Speaking winner
- Mary Katherine Detwiler has been awarded the 2025 TSBA Upper Cumberland Student Achievement Award.
- Director's Personnel Report

ACTION: (VI.A.) Mrs. **RAMSEY** made a motion to approve the Minutes of the Regular August Board Meeting – August 7, 2025, @ 5:00 PM, as submitted. Mr. **McCORMICK** seconded the motion. Motion carried.

Mr. **McHENRY** stated the Board would address approval of the Consent Agenda with the removal of VIF.8. Mrs. **McCORMICK** made a motion to remove the item. Dr. **FRY** seconded the motion. Motion carried.

ACTION: (VI.A.1. – VI.F.30 with VI.F.8 removed) Dr. **FRY** 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 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.

Mr. **LEDBETTER** 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 on item the Avery Trace Middle School stating:

- The last month to use fertilizer to make field as smooth as possible
- The City of Cookeville and Reynolds to complete lighting in the next week

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:

- The Romex wiring is 80% completed
- Demo of the existing floor tile had begun
- Allison Painter has selected new tile for the flooring

ACTION: [VIII.A.2.a.(1.) Mrs. **CRAVENS** 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 \$261,258.83 and First National Bank of Tennessee (retainage) for \$13,750.47 for pay application #9 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

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

ACTION: [VIII.A.2.a.(2.) Dr. **FRY** made a motion to approve the following Current Park View Elementary School Action Items, as submitted and recommended:

- 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.

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

Vicky Hammons, Student Project Manager at Cookeville High School provided an update on the Cookeville High School Independence House stating:

- The footers, foundation, and floor joist were complete
- The location of the house is to be on the right of the soccer field
- Many donations from the county have been provided by: Vandevoorde Electric, Clark Simpson, Will Odom and Richard Crabtree

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

The Board adjourned at 5:23 PM.

10/2/25
Date


Lynn McHenry
Chair


Corby King
Director of Schools



**Board Agenda Request
For October 2, 2025 Meeting**



Date 9/10/25

Department CTE

Person Submitting Jackie Vester 

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

Check one:

X Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of a post-frame barn structure, including construction/installation to be erected at Upperman High School from vendor STM Contracting LLC - Summertown, TN, in the amount of \$76,048.59 to be paid by CTE Innovative School Models grant funds.

Received
9-10-25 AM

A handwritten signature in black ink, appearing to be "MV".

Putnam County Board of Education
Bid Tally Sheet

Bid: UPPERMAN HIGH SCHOOL BARN BID

Bid Date Opening: 8/29/2025, 10:00 a.m. Central

Bid Opened by: Mon Kelly

Tally Sheet Compiled by: D. Harwood

VENDOR:

CITY, STATE:

Regional Barn Company
Portland, TN

Sullivan Walker
Smithville, TN

STM Contracting LLC
(Summertown Metals)
Summertown, TN

DESCRIPTION

Post frame construction barn structure including installation. The barn shall be erected at Upperman High School: 6950 Nashville Hwy, Baxter, TN. All specifications listed on the bid specification page must be included in the bid.

\$ 64,092

\$ 138,080

\$ 76,048⁵⁹/₁₀₀

↓
Did not meet bid specs

Recommend STM Contracting LLC
(Summertown metals) \$76,048.59.

AMK 9/2/25

Putnam County Board of Education
Bid Tally Sheet

Bid: UPPERMAN HIGH SCHOOL BARN BID
Bid Date Opening: 8/29/2025, 10:00 a.m. Central
Bid Opened by: Alan Hylton
Tally Sheet Compiled by: DP

VENDOR: Sumnerston Metals

CITY, STATE: Sumnerston, TN

DESCRIPTION

Post frame construction barn structure including installation. The barn shall be erected at Upperman High School: 6950 Nashville Hwy, Baxter, TN. All specifications listed on the bid specification page must be included in the bid.

	\$ <u>75,762.71</u>	\$ _____	\$ _____
{ tax	\$ <u>3,100.00</u>		
	\$ <u>72,662.71</u>		
	↓		
	Withdrawn by vendor via phone 8/29/25		



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

Date _____ 10/2/2025

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 \$68,020.72 for pay application #3 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.

received
9-19-25 MT *CR*

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

2 PAGES

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

PROJECT:
Frontier building HVAC Upgrades

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

VIA ARCHITECT:

CONTRACT FOR:

APPLICATION NO: Three (3)

PERIOD TO: 9/25/25

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.

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 \$ 99,050.00
 2. Net change by Change Orders \$
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 99,050.00
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 78,337.00

5. RETAINAGE: a. 5% of Completed Work \$ 3,916.85
 (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) \$ 3,916.85
 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 74,420.15
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 6,399.43
 8. CURRENT PAYMENT DUE \$ 68,020.72
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 24,629.85

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

CONTRACTOR:

By: Michelle Hines Date: 9-17-25

State of: Tennessee County of: ~~Putnam~~ Overton
 Subscribed and sworn to before me this 17th day of September, 2025
 Notary Public: Rebecca Phillips
 My Commission expires: 8/18/29

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\$ 68,020.72

(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: 09/19/2025

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.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA ©1992
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

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: **Three (3)**
 APPLICATION DATE: **9/17/2025**
 PERIOD TO: **9/25/2025**

In tabulations below, amounts are stated to the nearest dollar.
 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)	% (G - C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	Putnam Co. Board of Education - Frontier Building HVAC Upgrades									
	Contract \$99,050.00									
1	Equipment	\$46,100.76				\$46,100.76	\$46,100.76	100.00%		\$2,305.04
2	Controls	\$5,736.24				\$5,736.24	\$5,736.24	100.00%		\$286.81
3	Rigging	\$2,500.00		\$2,500.00		\$2,500.00	\$2,500.00	100.00%		\$125.00
4	Material	\$22,967.70		\$18,000.00		\$18,000.00	\$18,000.00	78.37%	\$4,967.70	\$900.00
5	Labor	\$9,843.30	\$1,000.00	\$5,000.00		\$6,000.00	\$6,000.00	60.96%	\$3,843.30	\$300.00
6	Contingency	\$11,902.00							\$11,902.00	
GRAND TOTALS		\$99,050.00	\$1,000.00	\$25,500.00	\$51,837.00	\$78,337.00		79.09%	\$20,713.00	\$3,916.85



INVOICE

Stone Service Corp

PO Box 49293
Cookeville, TN 38506
Phone

INVOICE #: INV10677751
DATE: 09/17/2025

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

JOB: Frontier Building HVAC Upgrades
251 S Franklin Ave
Cookeville, TN 38501

PAYMENT TERMS	DUE DATE
Net 30	10/17/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Progress Billing	Progress Billing Contract \$99,050.00 Work completed to date: \$78,337.00 Less 5% Retainage: \$3,916.85 Less previous billing: \$6,399.43 = \$68,020.72	1	\$71,600.76	\$71,600.76
Retention 5%	Less 5% retention	1	\$3,580.04	\$3,580.04
			SUBTOTAL	\$68,020.72
			TOTAL	\$68,020.72



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

Date _____ 10/2/2025

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 \$51,637.13 for pay application #7 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.

received
9-19-25 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: Seven (7)

PERIOD TO: 9/25/25

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.

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.

- ORIGINAL CONTRACT SUM \$ 457,750.00
- Net change by Change Orders \$
- CONTRACT SUM TO DATE (Line 1 + 2) \$ 457,750.00
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 402,632.95
- RETAINAGE:
 - 5% of Completed Work (Column D + E on G703) \$ 20,131.65
 - of Stored Material (Column F on G703) \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 20,131.65
- TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 382,501.30
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 330,864.17
- CURRENT PAYMENT DUE \$ 51,637.13
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 75,248.70

CONTRACTOR:

By: Michelle Hansen Date: 9-17-25

State of: Tennessee County of: Putnam Overton
 Subscribed and sworn to before me this 17th day of September, 2025
 Notary Public: Rebecca Phillips
 My Commission expires: 8/18/29

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 \$ 51,637.13

(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: 09/19/2025

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: Seven (7)

APPLICATION DATE: 9/17/2025

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

PERIOD TO: 9/25/2025

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 FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
	Putnam Co. Board of Education - Sycamore Elementary HVAC Upgrades									
	Contract \$457,750.00									
1	Equipment	\$239,296.63			\$239,296.63	\$239,296.63	100.00%		\$11,964.83	
2	Controls	\$45,781.79			\$45,781.79	\$45,781.79	100.00%		\$2,289.09	
3	Rigging	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		\$250.00	
4	Material	\$32,613.77	\$13,045.51	\$16,306.19		\$29,351.70	90.00%	\$3,262.07	\$1,467.59	
5	Labor	\$76,098.81	\$30,439.52	\$38,048.68		\$68,488.20	90.00%	\$7,610.61	\$3,424.41	
6	Contingency	\$58,959.00	\$14,714.63			\$14,714.63	24.96%	\$44,244.37	\$735.73	
	GRAND TOTALS	\$457,750.00	\$63,199.66	\$54,354.87	\$285,078.42	\$402,632.95	87.96%	\$55,117.05	\$20,131.65	



INVOICE

Stone Service Corp

PO Box 49293
Cookeville, TN 38506
Phone

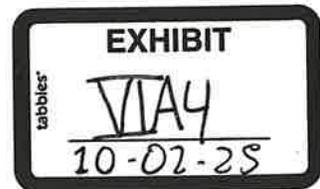
INVOICE #: INV10677646
DATE: 09/17/2025

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	10/17/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Progress Billing	Progress Billing Contract \$457,750.00 Work completed to date: \$402,632.95 Less 5% Retainage: \$20,131.65 Less previous billing: \$330,864.18 = \$51,637.13	1	\$54,354.87	\$54,354.87
Retention 5%	Less 5% retention	1	\$2,717.74	\$2,717.74
			SUBTOTAL	\$51,637.13
			TOTAL	\$51,637.13



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

Date _____ 10/2/2025

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 \$56,748.51 and SouthEast Bank (retainage) in the amount of \$2,986.76 for pay application #6 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.

received
9-19-25 MT CK

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:

CONTRACT FOR:

APPLICATION NO: Six (6)

PERIOD TO: 9/25/25

PROJECT NOS:

CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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) \$ 648,195.84
5. RETAINAGE:
 - a. 5% of Completed Work \$ 32,409.79
(Column D + E on G703)
 - b. of Stored Material \$
6. TOTAL EARNED LESS RETAINAGE \$ 32,409.79
(Line 4 Less Line 5 Total) \$ 615,786.05
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 559,037.54
8. CURRENT PAYMENT DUE \$ 56,748.51
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 169,963.95
(Line 3 less Line 6)

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

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:

By: Michelle Hanson Date: 9-17-25

State of: Tennessee County of: Putnam Overton
 Subscribed and sworn to before me this 17th day of September, 2025
 Notary Public: Rebecca Phillips
 My Commission expires: 8/18/29

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 \$ 56,748.51

(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: 09/19/2025

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.

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.

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

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

APPLICATION NO: Six (6)

APPLICATION DATE: 9/17/2025

PERIOD TO: 9/25/2025

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)		E THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
	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		\$5,000.00					\$5,000.00	100.00%		\$250.00
4	Material	\$89,601.81		\$35,840.47		\$26,881.27			\$62,721.74	70.00%	\$26,880.07	\$3,136.09
5	Labor	\$109,513.32		\$43,805.33		\$32,854.00			\$76,659.33	70.00%	\$32,853.99	\$3,832.97
6	Contingency	\$92,210.00		\$14,389.90					\$14,389.90	15.61%	\$77,820.10	\$719.50
	GRAND TOTALS	\$785,750.00		\$289,035.70		\$59,735.27		\$299,424.87	\$648,195.84	82.49%	\$137,554.16	\$32,409.79



INVOICE

Stone Service Corp

PO Box 49293
 Cookeville, TN 38506
 Phone

INVOICE #: INV10677642
 DATE: 09/17/2025

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	10/17/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Progress Billing	Progress Billing Contract \$785,750.00 Work completed to date: \$648,195.84 Less 5% Retainage: \$32,409.79 Less previous billing: \$559,037.54 = \$56,748.51	1	\$59,735.27	\$59,735.27
Retention 5%	Less 5% retention	1	\$2,986.76	\$2,986.76
			SUBTOTAL	\$56,748.50
			TOTAL	\$56,748.50



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

Date _____ 10/02/2025

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase 16 additional classroom sets of furniture for the new PreK Early Learning Academy in the amount of \$225,206.38 from Ernie Morris Enterprises, Inc. from account 141-76100-711-02530. Note: This purchase is through the TIPS cooperative purchasing network, contract 230301

received
9-23-25 MT *AK*

GUS	4640601	JIGSAW PUZZLE CORNER SET IN SYNTHETIC LEATHER	1	\$3,079.69	\$3,079.69
GUS	AMH-ROBOT	ROBOT FACTORY ACTIVITY PANEL YELLOW COLOR	1	\$792.19	\$792.19
GUS	AMH-SST257	COLORS AND SHAPES MATCHING BLOCKS WALL ACTIVITY YELLOW COLOR	1	\$1,028.13	\$1,028.13
GUS	MB855223	READING OASIS WITH SHELVES	1	\$2,790.63	\$2,790.63
				Subtotal:	\$7,690.64

xx FREIGHT xx					
MFGR	Part Number	Description	Qty.	Sell	Ext Sell
EMEI	FREIGHT	EST. FREIGHT COST	1	\$12,187.78	\$12,187.78
				Subtotal:	\$12,187.78

Total including Delivery and Installation: \$567,053.77

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

Approved By: _____
 Name _____
 Title _____

Date: _____

PO: _____

- Prices of items with fabric may change if different fabrics are selected. If no fabric is selected, the price is based on the standard fabric for that item, usually grade II or III.
- Furniture is made to order and is not returnable.
- Drawings must be checked by customer for accuracy of dimensions, location of doors, windows, built-ins, power and data receptacles.
- Quote number must be referenced on purchase order.
- Manufacturer warranties apply.
- Order changes must be in writing.
- All designs, plans, layouts, drawings and specifications are the property of EMEI and may not be used, reproduced or distributed, in whole or part, without prior written consent.
- All dimensions in this quote are nominal.
- We are pleased to provide these drawings and quotes in response to your request. The documents are provided to you without charge by Ernie Morris Enterprises, Inc. (EMEI) for marketing purposes only. They identify and depict office furniture products that could become freestanding, non-structural elements to be placed within the end users building. These documents are not intended to contain any specification, plan or depiction by EMEI of, or otherwise reflect any opinion, direction or proposal by EMEI with respect to any non-structural elements of the end user's building. To the extent the documents contain any depiction of any structural or non-structural elements of the end user's building; they are for reference purposes only.

EXHIBIT
tabbles
VIA6-VIA7
10-02-25



Board Agenda Request
For 2025 Meeting

Date October 2, 2025

Department Federal Programs

Person Submitting Bridgett Carwile *BC*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

VIA6

- Approval for Putnam County School District purchase of: **Read 180 Consumables** from **HMH proposal 009436532** in the amount of **\$16,675.70** per sole source letter, to be paid from 142-71100-429-401.

VIA7

- **Purchase of (74) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB** from **Danmark Technologies** in the amount of **\$22,703.20** to be paid from account number 142-71100-722-101 for the following school(s):
 - Algood Elementary School (41) Chromebooks \$12,578.80
 - Avery Trace Middle School (33) Chromebooks \$10,124.40

received
9-18-25 MT *CK*

10/10/2020

HMH



Proposal #009436532
Prepared For
Putnam Co School District

Attention:
Rachel Manis
rachel.manis@pcsstn.com

For the Purchase of:
Read 180 Consumables

Prepared By
Amy Raimondi
amy.raimondi@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Putnam Co School District

ISBN	Title	Price	Quantity	Value of All Materials
Stage A				
A la Carte Items Available for Purchase				
Teacher Materials				
1835337	9780358739326 Read 180 Code Book 1 Teaching Guide	\$120.00	2	\$240.00
Student Materials				
Print Bundles				
1840241	9780358766292 Read 180 Stage A ReaL Book Workshops 1-3 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 1-3 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition	\$30.00	100	\$3,000.00
1840265	9780358766537 Read 180 Stage A ReaL Book Workshops 4-6 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 4-6 Student Edition Read 180 Stage A Getting Started Book 2 Student Edition	\$30.00	100	\$3,000.00
1840289	9780358766773 Read 180 Stage A ReaL Book Workshops 7-9 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 7-9 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition	\$30.00	50	\$1,500.00
1840313	9780358767015 Read 180 Stage A ReaL Book Workshops 10-12 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 10-12 Student Edition Read 180 Stage A Getting Started Book 2 Student Edition	\$30.00	50	\$1,500.00
Total for A la Carte Items Available for Purchase				

Total for Stage A	\$9,240.00
--------------------------	-------------------

Stage B				
A la Carte Items Available for Purchase				
Teacher Materials				
1840345	9780358767336 Read 180 Stage B ReaL Book Workshops 10-12 Teaching Guide Bundle Includes: Getting Started 2 + Workshops 10-12	\$395.00	10	\$3,950.00
Student Materials				
Bundles				
1840321	9780358767091 Read 180 Stage B ReaL Book Workshops 10-12 Student Edition Bundle Includes: Read 180 Stage B ReaL Book Workshop 10-12 Student Edition Read 180 Stage B Getting Started Book 2 Student Edition	\$30.00	100	\$3,000.00
Total for A la Carte Items Available for Purchase				

Total for Stage B	\$6,950.00
--------------------------	-------------------

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Total Cost of Proposal (PO Amount): \$16,675.70

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Putnam County School District	Putnam County School District
240 Raider Dr	1400 E SPRING ST
Cookeville, TN 38501-4553	COOKEVILLE, TN 38506-4313
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 9/8/2025

Proposal Expiration Date: 10/23/2025



Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Putnam Co School District

ISBN

Title

Price

Quantity

Value of All
Materials

Subtotal Purchase Amount:

\$16,190.00

Shipping & Handling:

\$485.70

Total Cost of Proposal (PO Amount):

\$16,675.70

****Please add proper sales tax to your order****

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

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

PO DATE
09/16/2025

Putnam County Board of Education

1400 East Spring Street
 Cookeville, TN 38506
 (931) 526-9777

PURCHASE ORDER NUMBER
1012600034

VENDOR KEY : VIVACITY000
 SHIP DATE : 09/16/2025
 FISCAL YEAR : 2025-2026
 ENTERED BY : VAUGHSAR000
 ORIGINAL REQ # : 0000061934

PRINTED 09/17/2025

VENDOR:
 VIVACITY TECH PBC
 641 FAIRVIEW AVE. N. STE 150
 ST. PAUL, MN 55104

SHIP TO:
 CANE CREEK ELEMENTARY
 1500 W JACKSON ST
 Cookeville, TN 38501

ATTN: SARAH VAUGHN

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EA	Vivacity Tech Smart Charging Cart	899.00000	899.00
1	EA	Vivacity Tech Padlock Brackets	10.00000	10.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		142 E 72210 790 101 00000 000	909.00	
PAGE TOTAL				909.00
TOTAL				909.00

PURCHASE ORDER NUMBER MUST APPEAR
 ON ALL INVOICES SUBMITTED FOR PAYMENT

PURCHASE APPROVED BY:

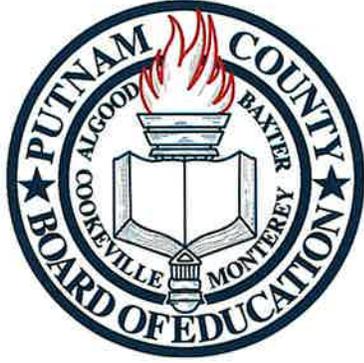


Please print, sign & date, and scan this PO back to Stacey Galemore @ the Central Office as soon as you have received all of the items. Please also scan a copy of any packing slips you may receive. If you have questions, please call me at extension 1454. Thank you!

Sign: _____

Date: _____

EXHIBIT
tabbles
VIA6-VIA7
10-02-25



Board Agenda Request
For 2025 Meeting

Date October 2, 2025

Department Federal Programs

Person Submitting Bridgett Carwile *BC*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

VIA6

- Approval for Putnam County School District purchase of: **Read 180 Consumables** from **HMH proposal 009436532** in the amount of **\$16,675.70** per sole source letter, to be paid from 142-71100-429-401.

VIA7

- **Purchase of (74) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB** from **Danmark Technologies** in the amount of **\$22,703.20** to be paid from account number 142-71100-722-101 for the following school(s):
 - Algood Elementary School (41) Chromebooks \$12,578.80
 - Avery Trace Middle School (33) Chromebooks \$10,124.40

received
9-18-25 MT *CK*

10/10/10

HMH



Proposal #009436532
Prepared For
Putnam Co School District

Attention:
Rachel Manis
rachel.manis@pcsstn.com

For the Purchase of:
Read 180 Consumables

Prepared By
Amy Raimondi
amy.raimondi@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Putnam Co School District

ISBN	Title	Price	Quantity	Value of All Materials
Stage A				
A la Carte Items Available for Purchase				
Teacher Materials				
1835337	9780358739326 Read 180 Code Book 1 Teaching Guide	\$120.00	2	\$240.00
Student Materials				
Print Bundles				
1840241	9780358766292 Read 180 Stage A ReaL Book Workshops 1-3 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 1-3 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition	\$30.00	100	\$3,000.00
1840265	9780358766537 Read 180 Stage A ReaL Book Workshops 4-6 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 4-6 Student Edition Read 180 Stage A Getting Started Book 2 Student Edition	\$30.00	100	\$3,000.00
1840289	9780358766773 Read 180 Stage A ReaL Book Workshops 7-9 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 7-9 Student Edition Read 180 Stage A Getting Started Book 1 Student Edition	\$30.00	50	\$1,500.00
1840313	9780358767015 Read 180 Stage A ReaL Book Workshops 10-12 Student Edition Bundle Includes: Read 180 Stage A ReaL Book Workshop 10-12 Student Edition Read 180 Stage A Getting Started Book 2 Student Edition	\$30.00	50	\$1,500.00
Total for A la Carte Items Available for Purchase				

Total for Stage A	\$9,240.00
--------------------------	-------------------

Stage B				
A la Carte Items Available for Purchase				
Teacher Materials				
1840345	9780358767336 Read 180 Stage B ReaL Book Workshops 10-12 Teaching Guide Bundle Includes: Getting Started 2 + Workshops 10-12	\$395.00	10	\$3,950.00
Student Materials				
Bundles				
1840321	9780358767091 Read 180 Stage B ReaL Book Workshops 10-12 Student Edition Bundle Includes: Read 180 Stage B ReaL Book Workshop 10-12 Student Edition Read 180 Stage B Getting Started Book 2 Student Edition	\$30.00	100	\$3,000.00
Total for A la Carte Items Available for Purchase				

Total for Stage B	\$6,950.00
--------------------------	-------------------

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Total Cost of Proposal (PO Amount): \$16,675.70

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Putnam County School District	Putnam County School District
240 Raider Dr	1400 E SPRING ST
Cookeville, TN 38501-4553	COOKEVILLE, TN 38506-4313
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 9/8/2025

Proposal Expiration Date: 10/23/2025



Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for Putnam Co School District

ISBN

Title

Price

Quantity

Value of All
Materials

Subtotal Purchase Amount:

\$16,190.00

Shipping & Handling:

\$485.70

Total Cost of Proposal (PO Amount):

\$16,675.70

****Please add proper sales tax to your order****

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Rachel Manis
rachel.manis@pcsstn.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

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

PO DATE
09/16/2025

Putnam County Board of Education

1400 East Spring Street
 Cookeville, TN 38506
 (931) 526-9777

PURCHASE ORDER NUMBER
1012600034

VENDOR KEY : VIVACITY000
 SHIP DATE : 09/16/2025
 FISCAL YEAR : 2025-2026
 ENTERED BY : VAUGHSAR000
 ORIGINAL REQ # : 0000061934

PRINTED 09/17/2025

VENDOR:
 VIVACITY TECH PBC
 641 FAIRVIEW AVE. N. STE 150
 ST. PAUL, MN 55104

SHIP TO:
 CANE CREEK ELEMENTARY
 1500 W JACKSON ST
 Cookeville, TN 38501

ATTN: SARAH VAUGHN

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EA	Vivacity Tech Smart Charging Cart	899.00000	899.00
1	EA	Vivacity Tech Padlock Brackets	10.00000	10.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		142 E 72210 790 101 00000 000	909.00	
PAGE TOTAL				909.00
TOTAL				909.00

PURCHASE ORDER NUMBER MUST APPEAR
 ON ALL INVOICES SUBMITTED FOR PAYMENT

PURCHASE APPROVED BY:



Please print, sign & date, and scan this PO back to Stacey Galemore @ the Central Office as soon as you have received all of the items. Please also scan a copy of any packing slips you may receive. If you have questions, please call me at extension 1454. Thank you!

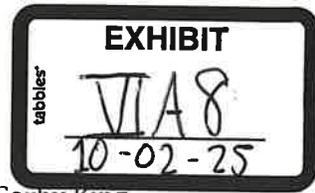
Sign: _____

Date: _____



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: September 24, 2025

RE: Security Equipment

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for October 2, 2025, Board meeting.

Consider the purchase of one security camera server to serve Algood Elementary and Algood Middle School from Security Integration of Lebanon. To be purchased off of the Bedford County Bid for \$34,050 to paid from the Public School Security Grant.

Supervisor

9/24/25

Date

Director of Schools

9/24/25

Date

received
9-24-25 MT



Prepared by:

System Integrations, LLC.

Ali Adkins

615.449.2944

Fax 615-4434454

aadkins@si-tn.com

system
INTEGRATIONS

Prepared for:

Putnam County School System

Prepared by:

Ali Adkins

We have prepared a quote for you

CCTV - AGES/AGMS Replacement NVR

Quote # 010072

Version 1



Wednesday, September 24, 2025

Putnam County School System
Tim Martin
1400 E. Spring St.
Cookeville, TN 38506
martint3@pcsstn.com

Dear Tim,
Quote utilizes the Bedford County Contract.

BCS # 25-35

Ali Adkins
Account Executive
System Integrations, LLC.

CCTV - AGES/AGMS Replacement NVR



Prepared by:
System Integrations, LLC.
 Ali Adkins
 615.449.2944
 Fax 615-4434454
 aadkins@si-tn.com

Prepared for:
Putnam County School System
 1400 E. Spring St.
 Cookeville, TN 38506
 Tim Martin
 (931) 526-9777
 martint3@pcsstn.com

Quote Information:
Quote #: 010072
 Version: 1
 Delivery Date: 09/24/2025
 Expiration Date: 10/24/2025
 Contract #:

Quote Summary

Description	Amount
Server and Server Install	\$34,050.00
Total:	\$34,050.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

System Integrations, LLC.

Putnam County School System

Signature: _____
 Name: Ali Adkins
 Title: Account Executive
 Date: 09/24/2025

Signature: _____
 Name: Tim Martin
 Date: _____



Server and Server Install

Quantity	Vendor Part #	Description	MSRP	Cost	Ext. Price
1	NVR6-PRM-FORM-	NVR6 PRM FORM D; Core Series 96 TB RAID6; no OS; 3Y Parts Warranty	\$32690.00	\$32,690.00	\$32,690.00
16	Service - Fixed Fee	Service - Fixed Fee (Server Install and Configuration)	\$85.00	\$85.00	\$1,360.00

SI assumes that the buildings are connected via fiber.

Subtotal: \$34,050.00



Putnam County School System

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

EXHIBIT
VIB1
10-02-25

Corby King
Director of Schools

ENGAGE INSP^{IRE} RE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: September 22, 2025

RE: CHS Softball Building

Account Funding Code (if appropriate)

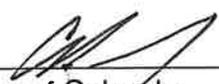
_____ Backup included

_____ Backup to follow

Agenda Item for October 2, 2025, Board meeting.
Request permission to re-bid the CHS Softball Building.



Supervisor 9/22/25
Date



Director of Schools 9/22/25
Date

received
9-22-25 MT

VIC1
10-02-25

Date See
tabbles

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

Department: **Special Education**

Item #	Account #	Account Description	Current		Requested	
			Approved Amount	Increase	Decrease	Approval Amount
1	47143-02152	Revenue		\$403,450.24		\$403,450.24
2	141 71200-116-2152	Teachers				
3	141 71200-163-2152	Educational Assistants				\$65,000.00
4	141 71200-195-2152	Certified Subs				\$140,800.24
5	141 71200-198-2152	non-certified subs				\$500.00
6	141 71200-201-2152	Social Security				\$500.00
7	141 71200-204-2152	State Retirement				\$12,450.00
8	141 71200-206-2152	Life Insurance				\$14,250.00
9	141 71200-207-2152	Medical Insurance				\$200.00
10	141 71200-208-2152	Dental Insurance				\$75,035.00
11	141 71200-212-2152	Employer Medicare				\$1,300.00
12	141 71200-217-2152	Retirement-Hybrid				\$2,900.00
13	141 71200-429-2152	Instructional Supplies				\$1,000.00
14	141 72220-131-2152	Medical Personnel				\$4,820.00
15	141 72220-201-2152	Social Security				\$30,000.00
16	141 72220-204-2152	State Retirement				\$1,860.00
17	141 72220-212-2152	Employer Medicare				\$2,400.00
18	141 72220-312-2152	ContractsWith Private Agencies				\$435.00
19	141 72220-399-2152	Other Contracted Services				\$20,000.00
		total		\$0.00		\$403,450.24

Explanation: To budget funds awarded to PCS for the State Special Education Preschool Grant for FY-26

25-00016

Requested by: *Shere Johnson*
Supervisor Sheri Roberson

Reviewed by: *Maria Rodriguez*
Chief Financial Officer

Recommended for Approval: _____
Assistant Director

Official / Department Head *[Signature]*

Action by Fiscal Review Committee: _____ Recommended for Approval

Action by County Commission: _____ Approval

No Recommendation Date: _____
Non-Approval Date: _____



EXHIBIT
VIC2
10-02-25

Punam County Budget Amendment / Line Item Transfer Authorization Form
 Department: Student Services/Family Resources

DATE: _____
 Requested Approval Amount: _____
 Current Approved Amount: _____

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
		Revenue				
		Expenditures				
		Total Revenue				
1	141-E-73300-355-000-02001	Mileage/Travel	2,950.00	Decrease 2,500.00		450.00
2	141-E-73300-499-000-02001	Other Supplies and Materials	1,050.00		2,500.00	3,550.00
		Total Expenditures		2,500.00		
		Total Revenue less Total Expenditures				

Explanation: Transferring funds from one line to another to allow purchases of items for PCSS families in need.

Requested by: *David L. Johnson* Recommended for Approval: _____
 Supervisor
 Reviewed by: *Mark McLaughlin* Chief Financial Officer
 Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____
 Action by County Commission: Approval Non-Approval Date: _____

received
 9-19-25 MF

VIC3
10-02-25

tabbles

Date: October 2025

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

Department: **Special Education**

Item #	Account #	Account Description	Current		Requested Approval Amount
			Approved Amount	Change	
1	47143-02140	Revenue		Increase \$118,493.00	\$118,493.00
1	72210-163-02140	Educational Assistant		Decrease	\$36,587.00
2	72210-189-02140	Other Salaries and Wages		Increase	\$58,073.00
3	72210-201-02140	Social Security			\$6,165.00
4	72210-204-02140	State Retirement			\$6,654.00
5	72210-206-02140	Life Insurance			\$48.00
6	72210-207-02140	Medical Insurance			\$9,524.00
7	72210-212-02140	Employer Medicare			\$1,442.00
					\$118,493.00

Explanation: To budget funds awarded to Putnam County for Transition School To Work Grant - October 1, 2025 to September 30, 2026

Requested by: *Sheri Roberson*
Supervisor Sheri Roberson

Recommended for Approval:

Assistant Director

[Signature]

Reviewed by: *Mona McLaughlin*
Chief Financial Officer

Official / Department Head

Action by Fiscal Review Committee:

Recommended for Approval

Date:

Action by County Commission:

Approval

Non-Approval

Date:

RECEIVED
9-19-25
MAZ

Department: FINANCE

DATE: _____

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

EXHIBIT
VIC 4
 10-02-25

Item #	Account #	Account Description	Current Approved Amount	Approval Amount
		Revenue		
1	141 R 46980 000 02525 000	Other State Grants	-	228,324.03
		Expenditures		
2	141 E 72130 499 000 02525 000	Other Supplies and Materials	-	228,324.03
Total Amendment Revenue less Expenditures			-	-

Explanation: To budget for 2025-26 Tennessee School Security Grant.

Requested by: _____ Recommended for Approval: _____

Supervisor

[Signature]
 Official / Department Head

Reviewed by: *Mark Muley*
 Chief Financial Officer

25-00023

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

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



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

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
09/18/25	JW Marriott, 10 S West St. Indianapolis, IN 46204, 317-860-5800	CHS	Danielle Johnson 931-266-3113 Elizabeth Wick 423-737-5148 Tyler Vester 615-633-1412	CTE / 10th-12th / FFA	October 28- November 01, 2025	10	National FFA Convention
09/18/25	Cox Mill High School Concord, NC	CHS	Lauren Simmons, Sunshyne Stevens, Melody Miller, Jessica Page, Angela Johnson, Cayce McCloud	Athletics / 9th- 12th / Cheer Team	October 31-November 1, 2025	23	Cheer Competition
09/18/25	VRBO House 10023 Ohio Ave, Thonotosassa, FL 33592-2903	CHS	Jearna Piggott 931-260-0794 /Jammie Gillies 931-267-7073 / Scott Gillies/ Brook Gilbert	Athletics / 9th- 12th / Girls Basketball	December 17-23, 2025	16	Tampa Bay XMAS Invite, Tampa Bay, FL
09/18/25	NOVA Southwestern University Fort Lauderdale, FL / Springhill Suites 151 SW 18th Ct, Dania Beach, FL 954-920-9896	CHS	Judy & Joe Henry	CTE / 10th-12th / Virtual Enterprise	February 3-6, 2026	12	Southern Regional Leadership and Exhibition Conference
09/18/25	Mower County Fairgrounds Austin, TX	UHS	Whitney Slatten 9316071763 Wes Shanks 9312607574	CTE / 9th / FFA	September 10-15, 2025	1	SAE Project - Beef Cattle
09/18/25	Cornhusker State Classic, York, NE	UHS	Whitney Slatten 9316071763 Wes Shanks 9312607574	CTE / 9th / FFA	October 21 - 26, 2025	1	SAE Project - Beef Cattle
09/18/25	Oak Grove Equestrian Center Oak Grove, Ky / Travel Trailer, 431 Mt. Union Church Rd, Smiths Grove, KY 42171	UHS	Whitney Slatten 9316071763 Wes Shanks 9312607574	CTE / 12th / FFA	October 24-26, 2025	1	SAE Project - HS Rodeo



Received
9-18-25
MMF
[Signature]

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
09/18/25	Kentucky Exposition Center - Travel Trailer, 937 Phillips Lane Louisville, KY 40209-1398, (502) 367-5000	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 11th / FFA	November 5-10, 2025	1	SAE Project - NALLE Daily Goats
09/18/25	Southwestern Showdown Perry, GA / Georgia National Fairgrounds & Agriculture Center - Travel Trailer, 401 Golden Isles Pkwy, Perry, GA 31069, (478) 987-3247	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 12th / FFA	November 5-9, 2025	1	SAE Project - HS Rodeo
09/18/25	Washington Co. Fairgrounds Brenham, TX / Washington County Fairgrounds - Travel Trailer, 1305 E Blue Bell Rd Brenham, TX 77833	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 11th / FFA	November 9-15, 2025	1	Large Animal Science SAE Capstone
09/18/25	Kentucky Exposition Center - Travel Trailer, 937 Phillips Lane Louisville, KY 40209-1398, (502) 367-5000	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 9th / FFA	November 15-19, 2025	1	SAE Project - Beef Cattle NALLE
09/18/25	National Western Stock Show Denver, CO	UHS	Whitney Statten 9316071763 Wes Shanks 9312607574	CTE / 9th / FFA	January 16 - 25, 2025	1	SAE Project - Beef Cattle

Corry King, Director of Schools

Date

CHS

Field Trips

Cookeville HS FFA Rooming List for SpringHill Suites Indianapolis - Downtown

Advisor Room 1

Danielle Johnson (Cookeville)

Elizabeth Wick (Cookeville)

Advisor Room 2

Tyler Vester (Monterey)

Aaron Walls (Monterey)

Boy Room 1 Cookeville

Blake Johnson

Conner Bartlett

Cole Bartlett

Girl Room 1 Cookeville

Honey Wilson

Makayla Insko

Ciara Oldham

Girls Room 2 Cookeville

Annie Woodcock

Adyson Winningham

Avya Gaynor

Anneston Savage

CHS Cheer Competition

All Families will book their own accommodations.

COOKEVILLE HIGH SCHOOL CAVALIER CHEER

COMPETITION SCHEDULE



**OCTOBER 19 - SPACE CENTER REGIONAL
VON BRAUN CENTER - HUNTSVILLE, AL**

**NOVEMBER 1 - UCA PIEDMONT REGIONAL
COX MILL HIGH SCHOOL - CONCORD, NC**

**NOVEMBER 6 - TSSAA STATE CHAMPIONSHIPS
KNOXVILLE CONVENTION CENTER - KNOXVILLE, TN**

**NOVEMBER 21-22 - UCA TENNESSEE EXTREME REGIONAL
FARM BUREAU EXPOSITION CENTER - LEBANON, TN**

**JANUARY 10 - UPPER CUMBERLAND SHOWCASE
COOKEVILLE, TN**

**FEBRUARY 4-8 - NHSCC NATIONAL CHAMPIONSHIPS
WALT DISNEY WORLD - ORLANDO, FL**

2025-2026 CHS Basketball Rooming List

Taniah Dirkson
Cara Lee Gilbert
Allie Gillies
Charlie Roby

Aubrey Murdock
Morgan Davis
Yaa Asante
Taylor Hernandez

Lauren Gillies
Sadie Garrett
Gracey Hughes
Kelby Stone

Anzley Bruce
Callie Gilbert
Mady Rezny
Stephi Rohr



2025-2026 Cookeville High School Women's Basketball Schedule

Date	Opponent	Location	Time
Nov. 18	Oak Ridge HOF	Home	6pm
Nov. 21	Bartlett HOF	Home	6pm
Nov. 22	Mount Juliet	Smith County High School	6pm
Nov. 25	TBA	Lebanon High School	TBA
Nov. 28	TBA	Ezell Harding High School	TBA
Dec. 2	Stewarts Creek	Away	6pm
Dec. 5	Knox Catholic	Away	6pm EST
Dec. 9	Lipscomb	Away	6pm
Dec. 12	Lavergne	Home	6pm
Dec. 19-23	Tampa Bay Christmas Invitational	Wesley Chapel, FL	TBA
Dec. 27-30	Tellico River New Years Tournament	Tellico Plains High School	TBA
Jan. 6	Knox Catholic	Home	6pm
Jan. 9	Lincoln County*	Away	6pm
Jan. 13	Shelbyville*	Home	6pm
Jan. 16	Warren County*	Away	6pm
Jan. 20	Coffee County*	Home	6pm
Jan. 23	York	Away	6pm
Jan. 27	Lincoln County*	Home	6pm
Jan. 30	Shelbyville*	Away	6pm
Feb. 3	Warren Co*	Home	6pm
Feb. 6	Coffee County*	Away	6pm
Feb. 13	York Institute	Home	6pm
Feb. 19-24	District Tournament	Shelbyville High School	TBA
Feb.27-Mar.4	Region Tournament	Coffee County High School	TBA
Mar. 7	Girls Sectionals	TBA	TBA
Mar. 11-14	Girls State Tournament	MTSU	TBA

CTE Virtual Enterprise Field Trip 2/3-6/2026

The rooming list will be updated closer to the event.

1. Judy Henry and Joe Henry
2. [Kyndal Rawdon](#), Sophia Warren, Journee Burrett, Rylie Nettles
3. Granville Ours, [Michael Bezwiechin](#), Chase Jones
4. [Jacob Rivers](#), Kingston Felder, [Grayson Bennett](#)

Additional chaperones/students will be added as needed.

UHS

Field Trips



Baxter FFA
Upperman High School
 6950 Nashville Hwy
 Baxter, TN 38544
 931-858-3112

Wes Shanks, Advisor
Whitney Slatten, Advisor

Updated Sept. 5, 2025

Member Name	SAE Type	Chaperone	Housing	Event Date	Show Location
Thomas Arnold	Equine	Tonya Cummings (Aunt) Charles Bailey (Farm Owner)	On Site (Travel Trailer w/sleep quarters)	Sept. 5-7 Oct. 24-26 Nov. 5-9	Athens, AL Oak Grove, KY Perry, GA
Evey Burchett	Dairy Goats	Rachel JonesBurchett (Mother)	On Site (Travel Trailer w/sleep quarters)	Sept. 10-13 Nov. 5-9 Nov. 9-15	Friendship, MD Louisville, KY Brenham, TX
Cooper Burton Joseph Burton	Beef Cattle	Kristie/Eric Burton (Mother/Father)	On Site (Travel Trailer w/sleep quarters)	Sept. 10-15 Oct. 21-26 Oct. 30-Nov. 2 Nov. 15-19 Jan. 16-25	Austin, MN York, NE Gray, TN Louisville, KY Denver, CO

VIE
10-02-25

lablces

PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
OCTOBER 2025

Board Action	Grant Title	GRANT AMOUNT REQUESTING	LEA Match	Total Grant Amount	New, Ongoing, Renewal	Location	Approval to Apply	Approval to Accept	Comments
PERMISSION TO APPLY	TN ARTS COMMISSION GRANT	\$ 1,624.00			NEW	CAPSHAW ELEMENTARY SCHOOL	10.02.2025		LETA WATSON PROVIDING INFORMATION
PERMISSION TO APPLY	SWALLOWES SCHOLARS GRANT	\$ 500.00			NEW	SYCAMORE ELEMENTARY SCHOOL	10.02.2025		BETH GUNNELS APPLYING
PERMISSION TO APPLY	GO TOWARDS THE MUSIC GRANT	\$ 250.00			NEW	PARK VIEW ELEMENTARY SCHOOL	10.02.2025		AMANDA WILLIAMS APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION GRANT	\$ 968.00			NEW	PRESCOTT SOUTH ELEMENTARY SCHOOL	10.02.2025		RENEE BEATY APPLYING
PERMISSION TO APPLY	SWALLOWES SCHOLARS GRANT	\$ 500.00			NEW	PARK VIEW ELEMENTARY SCHOOL	10.02.2025		RHONDA WEST APPLYING
PERMISSION TO APPLY	FRANKLIN BATTLEFIELD TRUST GRANT	\$ 1,200.00			NEW	PARK VIEW ELEMENTARY SCHOOL	10.02.2025		RHONDA WEST APPLYING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00	NEW	NORTHEAST ELEMENTARY SCHOOL		10.02.2025	JENNIFER WEBB ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00	NEW	BAXTER PRIMARY SCHOOL		10.02.2025	MARSHA WYATT ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00	NEW	SYCAMORE ELEMENTARY SCHOOL		10.02.2025	RACHEL PRUETT ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00	NEW	PARK VIEW ELEMENTARY SCHOOL		10.02.2025	KATELYN LEDDY ACCEPTING
PERMISSION TO ACCEPT	UTRUST MINI GRANT			\$ 2,200.00	NEW	BURKS ELEMENTARY SCHOOL		10.02.2025	JENNIFER PETERS PROVIDING INFORMATION
PERMISSION TO ACCEPT	UTRUST MINI GRANT			\$ 3,000.00	NEW	PRESCOTT SOUTH MIDDLE SCHOOL		10.02.2025	FREDIA WADDELL PROVIDING INFORMATION
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00	NEW	ALGOOD ELEMENTARY SCHOOL		10.02.2025	BETH GAW PROVIDING INFORMATION
PERMISSION TO ACCEPT	SWALLOWES SCHOLARS GRANT			\$ 500.00	NEW	SYCAMORE ELEMENTARY SCHOOL		10.02.2025	MARY TODD ACCEPTING
TOTALS	JULY	\$ -		\$ -					
	AUGUST	\$ 149,300.00		\$ 164,888.44					
	SEPTEMBER	\$ 51,187.25		\$ 1,046,900.00					
	OCTOBER	\$ 5,042.00		\$ 20,700.00					
	NOVEMBER								
	DECEMBER								
	JANUARY								
	FEBRUARY								
	MARCH								
	APRIL								
	MAY								
	JUNE								
	TOTAL	\$ 205,529.25		\$ 1,232,488.44					

GRANT REPORT PREPARED BY SHARON BYERS

received
9-19-25 mr



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

Date _____ 10/2/2025

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 enter into an agreement with OMNI/TSACG Compliance Services for 403(b) and 457(b) third party administrator (TPA) services to replace the prior agreement with Great American Plan Administrators.

received
9-10-25 MT *CK*

August 25, 2025

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

Re: New OMNI/TSACG Services Agreement

As you are aware, in 2011, OMNI/TSACG assumed the responsibility as your 403(b) and/or 457(b) third party administrator (TPA) from Great American Plan Administrators (GA) and have operated under the Plan Administration Agreement between GA and your organization (GA Agreement) since that time. In an effort to remove outdated contracts that do not accurately reflect the full TPA services provided, OMNI/TSACG is phasing out the GA Agreement. As such, we are requesting your organization to execute an **OMNI/TSACG Services Agreement**, which is attached.

As you will see, the OMNI/TSACG Services Agreement outlines the full suite of services already provided/available to your organization, including, participant & employer customer care support services; plan document services; Salary Reduction Agreement administration; transaction adjudication; 24/7 online SRA/transaction submission; common remitter services; full IRS audit assistance; and indemnification protections. In addition, your authorized Investment Providers - via Information Sharing Agreements executed by OMNI/TSACG on your behalf -- provide you with indemnification protections, confidential transmission of data, compliant products, and timely contribution deposits.

Importantly, your organization will pay no fees for our services. By entering OMNI/TSACG's Investment Provider Pay program, (via the Plan and Fee Schedule attached to the Services Agreement), the Investment Providers in your plans have agreed to pay OMNI/TSACG's administration fees on your behalf.

Please execute the attached Services Agreement and return it to me by the first of the month, or sooner if possible. Should you have any questions please contact plansupport@tsacg.com or your plan consultant.

If you have Vanguard/Ascensus/Newport Group, the attached Billing Authorization Form is also required to be executed.

We appreciate the confidence you have expressed in our services and the opportunity to continue our relationship for years to come.

Sincerely,

U.S. OMNI & TSACG Compliance Services

Services Agreement

This service agreement ("AGREEMENT") is entered into this 1st day of September, 2025 (the "EFFECTIVE DATE") by Putnam County Board of Education, having a principal place of business located at 1400 East Spring Street, Cookeville, TN 38506 ("EMPLOYER"), and U.S. OMNI & TSACG Compliance Services, Inc. ("OMNI/TSA"), having principal places of business at P.O. Box 2799, Ft. Walton Beach, Florida 32549. This AGREEMENT sets forth the terms and conditions under which OMNI/TSA shall provide third party administrator services for EMPLOYER. It incorporates by reference and is governed by the Master Terms and Conditions ("MTC") located at <https://www.tsacg.com/TSA/media/TSA/content-files/forms/OMNI-TSA-NY-Address-Terms-and-Conditions.pdf>

1. Scope of Work

WHEREAS, EMPLOYER sponsors certain voluntary retirement programs under Section 403(b), 457(b), 401(a), and other related plans ("Plan(s)") of the Internal Revenue Code (IRC), and OMNI/TSA provides retirement plan consulting, compliance, and administration services to Employers for such Plan(s). The parties agree that OMNI/TSA shall act as the third party administrator for EMPLOYER'S Plan(s) as of the EFFECTIVE DATE in accordance with the below-described provisions.

2. Responsibilities at Implementation

- a. Necessary Information -- EMPLOYER agrees to provide and/or render reasonable assistance to provide OMNI/TSA all information relevant to the Plan(s) that is necessary for OMNI/TSA to fulfill its obligations under this AGREEMENT and implement services. EMPLOYER further agrees to provide all necessary information on a timely basis relative to services provided and service dates set forth in this AGREEMENT or agreed to by the Parties.
- b. Necessary Data -- EMPLOYER agrees to provide all available data necessary to complete the services provided by OMNI/TSA as outlined in this AGREEMENT. Such data shall include, but not be limited to, existing plan documents, any relevant EMPLOYER policies and procedures, participating service provider information, other benefit plans that may affect the administration/compliance of the Plan(s), employee data relevant to Maximum Allowable Contribution (MAC) calculations to the extent possible, demographic/census data for all employees, and all additional information deemed necessary to permit OMNI/TSA to fulfill its obligations set forth in this AGREEMENT and implement services. Data required shall be supplied electronically by EMPLOYER in a format mutually agreed upon by the Parties.
- c. Necessary Agreements -- OMNI/TSA shall provide all forms and agreements necessary for participants to contribute to the plan(s) such as the Salary Reduction Agreement ("SRA") and plan transaction forms. OMNI/TSA shall communicate any confidential information, including but not limited to plan contribution changes to EMPLOYER'S payroll department through secure e-mail, or other mutually agreeable platform that can securely transmit confidential information. OMNI/TSA shall enter into Information Sharing Agreements ("ISA") with Investment Providers on behalf of EMPLOYER. EMPLOYER agrees to execute an Authorization of Agency and SRA waiver and assist, as needed, in procuring any necessary agreements and forms to accomplish the implementation.

3. Ongoing Administration Services

OMNI/TSA shall provide the following ongoing administrative services:

- a. Participant Support services to address any plan inquiries.
- b. Maintain records of all transactions processed by OMNI/TSA and any records of data preceding OMNI/TSA services as provided by EMPLOYER.
- c. Maintain a distribution account for plan contributions.
- d. Serve as the common remitter for the Plan and promptly remit all funds to the employee's selected investment provider.
- e. Process SRA's received online, fax, or mailed. OMNI/TSA shall communicate plan contribution changes by secure email to the EMPLOYER'S payroll department or other mutually agreeable platform that can securely transmit confidential information.
- f. Process all plan transactions such as age/severance/disability/death distributions, contract exchanges, transfers, loans, hardship/unforeseeable emergency withdrawals, service credit transfers, rollover contributions and QDRO's provided that EMPLOYER has begun to remit, and OMNI/TSA has been in possession, of all necessary documents such as EMPLOYER'S written plan.

- g. Provide EMPLOYER with yearly contribution limits for all contributing employees, including all applicable catch-up provision, and ongoing calculation and monitoring of said limits.
- h. Provide a Plan Document and provide amendments to the Plan pursuant to EMPLOYER'S request or changes in law during the term of this AGREEMENT.
- i. Verify that investment accounts are ready to receive contributions prior to communicating a contribution change to the EMPLOYER.
- j. Provide the EMPLOYER with a yearly notice of its plan to all eligible employees for 403(b) Universal Availability purposes. EMPLOYER shall distribute this notice to all employees at least once each calendar year.
- k. Agrees to cooperate with and offer assistance to the EMPLOYER in the event of an IRS audit of its 403(b) and/or 457(b) plan.
- l. Provide ongoing assistance, guidance, and information to Employers, their officials/administrators, employees, union representatives or investment providers with respect to the Plan including contributions, transactions, documents or any other related issues.
- m. Upon request, issue federal 1099-R form(s) for plan participants with respect to plan distributions that do not qualify for tax deferred treatment.
- n. Provide ongoing administrative support to Employer, including but not limited to, the development of appropriate policies/procedures regarding all employee retirement programs. Such administrative support includes research and development of any new programs that may be beneficial to the Employer and its employees.

The EMPLOYER shall perform the following:

- a) Transfer plan contribution funds via ACH or wire to OMNI/TSA's distribution account for remittance to employee's selected investment provider.
- b) Establish a secure email or other mutually acceptable platform to permit OMNI/TSA and EMPLOYER to transmit and receive confidential information and data.
- c) Provide OMNI/TSA with relevant information and data to permit OMNI/TSA to fulfill its obligations set forth in this AGREEMENT.
- d) Maintain responsibility of characterization of non-elective contributions and any other agreement it has relevant to the Plan(s), including but not limited to collective bargaining agreements, memorandum of agreements, etc.

Instruct staff to cooperate fully with OMNI/TSA and obtain all necessary information for OMNI/TSA to complete its duties set forth in this AGREEMENT.

4. Fees

EMPLOYER agrees that OMNI/TSA's fees for 403(b) and/or 457(b) administration services at the rates and methods shown in the Plan and Fee Schedule attached hereto as EXHIBIT A.

5. Term of Agreement

This AGREEMENT shall commence on the Effective Date and shall remain in effect until otherwise terminated. Either party may terminate this AGREEMENT upon 30 days written notice to the other party. Either party may cancel this AGREEMENT, immediately, in whole or in part, for material default, material breach, insolvency, bankruptcy, and inability to pay debts, or similar financial circumstances by the other. In the event of any such termination, OMNI/TSA shall invoice the EMPLOYER for any amounts due and payable for Services rendered to EMPLOYER prior to the effective date of termination and EMPLOYER shall pay such invoice within ten (10) days of EMPLOYER'S receipt thereof. Upon payment of such invoice, OMNI/TSA shall deliver to EMPLOYER all work completed up to the effective date of such termination and neither party shall have any further obligation or liability to the other.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by the duly authorized representatives as follows:

EMPLOYER

Putnam County Board of Education

U.S. OMNI & TSACG COMPLIANCE SERVICES

Signed: _____

Signed: _____

Print Name: _____

Print Name: Janet Williamson

Title: _____

Title: Managing Director, Finance & HR

Date: _____

Date: _____

EIN: _____

EIN: 16-1538542

EXHIBIT A

Plan and Fee Schedule

Services

- 403(b) K-12
- 457(b) K-12
- 403(b) College

Payment Options -- K-12

Option 1 - Service Provider SPARK pay

- Exclusive Service Provider Pay
 - 403(b)/457(b) - \$2.25 per month per Investment Provider Plan Participant (SPARK) account (accts w/balance of \$5.00 or more)
 - Current-June 30, 2028
 - 403(b)/457(b) - \$2.50 per month per Investment Provider Plan Participant (SPARK) account (accts w/balance of \$5.00 or more)
 - Beginning on July 1, 2028
- Hybrid Pay
 - Employer Fee: \$ N/A
 - Service Provider SPARK fee
 - 403(b) - \$2.25 per month per Investment Provider Plan Participant (SPARK) account (accts w/balance of \$5.00 or more)
 - Current-June 30, 2028
 - 457(b) - \$2.50 per month per Investment Provider Plan Participant (SPARK) account (accts w/balance of \$5.00 or more)
 - Beginning on July 1, 2028

Option 2 - Service Provider Contribution pay

- Exclusive: P3 providers pay for OMNI/TSACG P3 administration fees on behalf of EMPLOYER unless indicated below:
 - No non-P3 providers
- Limited: P3 providers pay for OMNI/TSACG P3 administration fees on behalf of EMPLOYER unless indicated below:
 - Non-P3 providers grandfathered
 - Non-P3 Fee \$ N/A
 - Participant Pay
 - Employer Pay
- Flexible: P3 providers pay for OMNI/TSACG P3 administration fees on behalf of EMPLOYER unless indicated below
 - Fee paid by P3 providers except Vanguard
 - Vanguard Accounts
 - Employer Pay
 - Service Provider Pay (Participant Pay)
 - Non-P3 providers grandfathered
 - Non-P3 Fee \$ N/A
 - Participant Pay
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- Open: P3 providers pay for OMNI/TSACG P3 administration fees on behalf of EMPLOYER unless indicated below:
 - Non-P3 Fee \$ N/A
 - Employer Pay
 - Participant Pay
 - Grandfathered Providers
 - Employer Pay
 - Participant Pay

Option 3 - Employer Pay

- 50 or less contributing participants non-SPARK vendors - \$1,200.00 annually to be invoiced monthly
- Employer pay for all contributing participant accounts at \$ N/A

Payment Option - College

- Employer Fee: \$ N/A

Employer Name - Putnam County Board of Education

Initials _____

Authorization of Agency

Putnam County Board of Education (Employer) with offices located at 1400 East Spring Street, Cookeville, TN 38506, pursuant to the terms and conditions of its Services Agreement with U.S. OMNI/TSACG Compliance Services, Inc., with principal office located at P.O. Box 2799, Ft. Walton Beach, Florida 32549 ("OMNI/TSACG") hereby appoints OMNI/TSACG as its duly authorized agent, to have full power and authority, as your Third Party Administrator ("TPA") to act on your behalf in any and all compliance matters pertaining to your 403(b) and/or 457(b) program, including but not limited to entering into Information Sharing Agreements with various service providers, pursuant to Section 1.403(b)-10(b)(2) of the Treasury Regulations.

Accordingly, OMNI/TSACG is authorized to execute any and all documents in connection with its role as your TPA, and do all things incidental to or in furtherance of compliance with Section 403(b) laws and regulations.

This authorization shall remain in full force and effect until such time as your Services Agreement with OMNI/TSACG expires or is terminated.

To induce any third party to act in reliance upon this document, you hereby agree that any third party receiving a duly executed copy, facsimile, or electronic form of this document may act in reliance thereon, and that revocation or termination of this document shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party.

The individual whose signature appears below is duly authorized to execute this document.

Employer's Name: Putnam County Board of Education

By: _____ (please print the name of individual signing)

Title: _____

Signature: _____ Date: _____

Address: _____

Telephone Number: _____

Email: _____

_____ of _____, 20____

Witness Signature: _____

Witness (Printed Name): _____

Witness Signature: _____

Witness (Printed Name): _____

Services Agreement

This service agreement ("AGREEMENT") is entered into this 1st day of September, 2025 (the "EFFECTIVE DATE") by Putnam County Board of Education, having a principal place of business located at 1400 East Spring Street, Cookeville, TN 38506 ("EMPLOYER"), and U.S. OMNI & TSACG Compliance Services, Inc. ("OMNI/TSA"), having principal places of business at P.O. Box 2799, Ft. Walton Beach, Florida 32549. This AGREEMENT sets forth the terms and conditions under which OMNI/TSA shall provide third party administrator services for EMPLOYER. It incorporates by reference and is governed by the Master Terms and Conditions ("MTC") located at <https://www.tsacg.com/TSA/media/TSA/content-files/forms/OMNI-TSA-NY-Address-Terms-and-Conditions.pdf>

1. Scope of Work

WHEREAS, EMPLOYER sponsors certain voluntary retirement programs under Section 403(b), 457(b), 401(a), and other related plans ("Plan(s)") of the Internal Revenue Code (IRC), and OMNI/TSA provides retirement plan consulting, compliance, and administration services to Employers for such Plan(s). The parties agree that OMNI/TSA shall act as the third party administrator for EMPLOYER'S Plan(s) as of the EFFECTIVE DATE in accordance with the below-described provisions.

2. Responsibilities at Implementation

- a. Necessary Information -- EMPLOYER agrees to provide and/or render reasonable assistance to provide OMNI/TSA all information relevant to the Plan(s) that is necessary for OMNI/TSA to fulfill its obligations under this AGREEMENT and implement services. EMPLOYER further agrees to provide all necessary information on a timely basis relative to services provided and service dates set forth in this AGREEMENT or agreed to by the Parties.
- b. Necessary Data -- EMPLOYER agrees to provide all available data necessary to complete the services provided by OMNI/TSA as outlined in this AGREEMENT. Such data shall include, but not be limited to, existing plan documents, any relevant EMPLOYER policies and procedures, participating service provider information, other benefit plans that may affect the administration/compliance of the Plan(s), employee data relevant to Maximum Allowable Contribution (MAC) calculations to the extent possible, demographic/census data for all employees, and all additional information deemed necessary to permit OMNI/TSA to fulfill its obligations set forth in this AGREEMENT and implement services. Data required shall be supplied electronically by EMPLOYER in a format mutually agreed upon by the Parties.
- c. Necessary Agreements -- OMNI/TSA shall provide all forms and agreements necessary for participants to contribute to the plan(s) such as the Salary Reduction Agreement ("SRA") and plan transaction forms. OMNI/TSA shall communicate any confidential information, including but not limited to plan contribution changes to EMPLOYER'S payroll department through secure e-mail, or other mutually agreeable platform that can securely transmit confidential information. OMNI/TSA shall enter into Information Sharing Agreements ("ISA") with Investment Providers on behalf of EMPLOYER. EMPLOYER agrees to execute an Authorization of Agency and SRA waiver and assist, as needed, in procuring any necessary agreements and forms to accomplish the implementation.

3. Ongoing Administration Services

OMNI/TSA shall provide the following ongoing administrative services:

- a. Participant Support services to address any plan inquiries.
- b. Maintain records of all transactions processed by OMNI/TSA and any records of data preceding OMNI/TSA services as provided by EMPLOYER.
- c. Maintain a distribution account for plan contributions.
- d. Serve as the common remitter for the Plan and promptly remit all funds to the employee's selected investment provider.
- e. Process SRA's received online, fax, or mailed. OMNI/TSA shall communicate plan contribution changes by secure email to the EMPLOYER'S payroll department or other mutually agreeable platform that can securely transmit confidential information.
- f. Process all plan transactions such as age/severance/disability/death distributions, contract exchanges, transfers, loans, hardship/unforeseeable emergency withdrawals, service credit transfers, rollover contributions and QDRO's provided that EMPLOYER has begun to remit, and OMNI/TSA has been in possession, of all necessary documents such as EMPLOYER'S written plan.

- g. Provide EMPLOYER with yearly contribution limits for all contributing employees, including all applicable catch-up provision, and ongoing calculation and monitoring of said limits.
- h. Provide a Plan Document and provide amendments to the Plan pursuant to EMPLOYER'S request or changes in law during the term of this AGREEMENT.
- i. Verify that investment accounts are ready to receive contributions prior to communicating a contribution change to the EMPLOYER.
- j. Provide the EMPLOYER with a yearly notice of its plan to all eligible employees for 403(b) Universal Availability purposes. EMPLOYER shall distribute this notice to all employees at least once each calendar year.
- k. Agrees to cooperate with and offer assistance to the EMPLOYER in the event of an IRS audit of its 403(b) and/or 457(b) plan.
- l. Provide ongoing assistance, guidance, and information to Employers, their officials/administrators, employees, union representatives or investment providers with respect to the Plan including contributions, transactions, documents or any other related issues.
- m. Upon request, issue federal 1099-R form(s) for plan participants with respect to plan distributions that do not qualify for tax deferred treatment.
- n. Provide ongoing administrative support to Employer, including but not limited to, the development of appropriate policies/procedures regarding all employee retirement programs. Such administrative support includes research and development of any new programs that may be beneficial to the Employer and its employees.

The EMPLOYER shall perform the following:

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Instruct staff to cooperate fully with OMNI/TSA and obtain all necessary information for OMNI/TSA to complete its duties set forth in this AGREEMENT.

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EMPLOYER agrees that OMNI/TSA's fees for 403(b) and/or 457(b) administration services at the rates and methods shown in the Plan and Fee Schedule attached hereto as EXHIBIT A.

5. Term of Agreement

This AGREEMENT shall commence on the Effective Date and shall remain in effect until otherwise terminated. Either party may terminate this AGREEMENT upon 30 days written notice to the other party. Either party may cancel this AGREEMENT, immediately, in whole or in part, for material default, material breach, insolvency, bankruptcy, and inability to pay debts, or similar financial circumstances by the other. In the event of any such termination, OMNI/TSA shall invoice the EMPLOYER for any amounts due and payable for Services rendered to EMPLOYER prior to the effective date of termination and EMPLOYER shall pay such invoice within ten (10) days of EMPLOYER'S receipt thereof. Upon payment of such invoice, OMNI/TSA shall deliver to EMPLOYER all work completed up to the effective date of such termination and neither party shall have any further obligation or liability to the other.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by the duly authorized representatives as follows:

EMPLOYER
Putnam County Board of Education

U.S. OMNI & TSACG COMPLIANCE SERVICES

Signed: _____

Signed: _____

Print Name: Lynn McHenry

Print Name: Janet Williamson

Title: Board Chair

Title: Managing Director, Finance & HR

Date: 10/2/2025

Date: _____

EIN: 62-6000796

EIN: 16-1538542

EXHIBIT A

Plan and Fee Schedule

Services

- 403(b) K-12
- 457(b) K-12
- 403(b) College

Payment Options -- K-12

Option 1 - Service Provider SPARK pay

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- 50 or less contributing participants non-SPARK vendors - \$1,200.00 annually to be invoiced monthly
- Employer pay for all contributing participant accounts at \$ N/A

Payment Option - College

- Employer Fee: \$ N/A

Employer Name - Putnam County Board of Education

Initials _____

Authorization of Agency

Putnam County Board of Education (Employer) with offices located at 1400 East Spring Street, Cookeville, TN 38506, pursuant to the terms and conditions of its Services Agreement with U.S. OMNI/TSACG Compliance Services, Inc., with principal office located at P.O. Box 2799, Ft. Walton Beach, Florida 32549 ("OMNI/TSACG") hereby appoints OMNI/TSACG as its duly authorized agent, to have full power and authority, as your Third Party Administrator ("TPA") to act on your behalf in any and all compliance matters pertaining to your 403(b) and/or 457(b) program, including but not limited to entering into Information Sharing Agreements with various service providers, pursuant to Section 1.403(b)-10(b)(2) of the Treasury Regulations.

Accordingly, OMNI/TSACG is authorized to execute any and all documents in connection with its role as your TPA, and do all things incidental to or in furtherance of compliance with Section 403(b) laws and regulations.

This authorization shall remain in full force and effect until such time as your Services Agreement with OMNI/TSACG expires or is terminated.

To induce any third party to act in reliance upon this document, you hereby agree that any third party receiving a duly executed copy, facsimile, or electronic form of this document may act in reliance thereon, and that revocation or termination of this document shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party.

The individual whose signature appears below is duly authorized to execute this document.

Employer's Name: Putnam County Board of Education

By: Lynn McHenry (please print the name of individual signing)

Title: Board Chair

Signature: _____ Date: 10/2/2025

Address: 1400 E. Spring Street

Telephone Number: 931-526-9777

Email: lynn.mchenry@pcussta.com

_____ 2ND of October, 2025

Witness Signature: _____

Witness (Printed Name): _____

Witness Signature: _____

Witness (Printed Name): _____



**Board Agenda Request
For October 2, 2025 Meeting**

Date 08/28/25

Department Teaching & Learning

Person Submitting Diana Wood *Diana Wood*

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of Agreement between Putnam County School System and Tennessee Technological University regarding a VPK Funded PreK Classroom for the 2025-2026 school year.

received
8-28-25 MT *[Signature]*

**Agreement Between
PUTNAM COUNTY SCHOOL SYSTEM
And
TENNESSEE TECH UNIVERSITY
2025-2026**

I. Purpose

The purpose of this agreement is to establish a working collaboration between Putnam County School System and Tennessee Tech University for a VPK Funded Pre-K, in the provision of, or access to, comprehensive services for three and four year old children with a priority admission given to “at-risk” four year old students as defined by the free/reduced income guidelines from the Food and Nutrition Service of the United States Department of Agriculture (USDA), disability, state’s custody, and ELL. The guidelines described in this agreement for a pre-kindergarten class of 20 three and four year old children contingent upon approved state funding.

II. Objective

The objective of the program is to provide comprehensive services for 20 three and four year old children and their families. The program will meet the guidelines of Child Care Standards of Tennessee, as regulated by the Department of Education (DOE) and/or the Department of Human Services (DHS) as well as the current VPK Scope of Services.. Priority for enrollment will be given to at-risk 4 year old children, as defined above. To achieve the objective, the parties involved would perform the following:

- Provide a developmental learning program that addresses cognitive, physical, emotional, social, and communication skills.
- Promote family engagement for children enrolled in the program.
- Educate families of students enrolled on available community resources and collaborate with families to attain resources.
- Address physical health, mental health, and nutrition services for students enrolled.

III. Guidelines

Organization of the Program

School Day and Calendar

- Appropriate educational activities will be provided for children for a minimum of 5.5 hours per day (exclusive of nap time) and a minimum of 180 days.
- The program will meet or exceed the Putnam County School System calendar that includes a 200 day work period of the teacher with the following components:
 1. a workday of 7 ½ hours.
 2. a minimum of 180 days with students present.
 3. holidays as defined by TTU.
 4. five in-service days of a minimum of six hours on the scheduled required days.

- The program will meet or exceed the Putnam County School System calendar that includes a 200 day work period for the teacher's assistants with the following components:
 1. a workday of 7 hours.
 2. a minimum of 180 days with students present.
 3. ten holidays.
 4. 30 hours of professional development required each year as required by the Tennessee State Dept. of Education.
- Developmental Learning Program.
 1. The developmental learning program will address all areas of a child's development: cognitive, physical, emotional, social, and communication. Learning experiences will be provided in each developmental area and be delivered in an integrated fashion, which provides active learning through exploration and play.
 2. Materials and equipment used will be appropriate in size and complexity to the age of the children. The developmental learning environment will be aligned to the Tennessee Early Childhood Education/Early Learning Development Standards.
- Parent Involvement and Family Services
 1. A pre-enrollment visit will be conducted before or during the Open House conducted at the beginning of the school year.
 2. TTU personnel will be flexible in providing family support.
- Health/Mental Health/Nutrition Services
 1. Screenings (cognitive, dental, hearing, and vision) for the children served via this contracted classroom.
 2. Meal service will include breakfast, lunch, and a snack provided by TTU/CDL.
 3. The special dietary needs of enrolled children will be met upon the reception of a signed physician's statement, and all medical documentation for the special diet must be on file prior to enrollment.
- Services for Children with Disabilities
 1. Law mandates that the Local Education Agency (LEA) is responsible for special educational services to children between the ages of three (3) and twenty-two (22) (speech only). This law will be observed in the enrollment of children in this classroom.
 2. TTU staff will be issued an invitation to an S-Team and/or Individual Education Plan (IEP) meetings for a child in consideration for enrollment or already enrolled in the program.
- Educational Staff and Organization Development
 1. Sufficient qualified staff such that the classroom has a minimum adult: child ratio of 1:10 for three and four year old children at all times, except for scheduled nap times. The maximum class size is 20 children.
 2. Teacher – the teacher will be certified and highly qualified according to state standards, an employee of TTU, and be evaluated per State requirements. The teacher will attend all training to meet the license requirements of TTU and Putnam County School System.
 3. Teacher's Assistant – The teacher's assistant will have a minimum of a high school diploma and passed the required Para Pro Assessment and

obtain a CDA (Child Development Associate), or have an Associate Degree in Early Childhood Education as required by the grant. The teacher's assistant will attend all training to meet the license requirements of TTU and Putnam County School System. Teacher Assistants are required to obtain 30 hours of professional development hours each year as required by the State of Tennessee Dept. of Education.

- Recruitment and Enrollment of Students
 1. Students will be recruited from all Putnam County school communities.
 2. All students identified as meeting the income guidelines for free/reduced lunch will be enrolled in the program first.
 3. Additional students will be enrolled based on the following as listed in priority: disability, state's custody, and ELL. Permission may be granted by the state to enroll children from displaced homes, single parent families, and other three and four year old children.
 4. All students will be at least three or four years of age on or before August 15, 2023.
- Facilities and Transportation
 1. The site will pass fire and environmental inspections and be licensed by the State of Tennessee's Department of Human Services/Child Care Licensing Unit (DHS/CCLU).
 2. Parents will provide transportation to and from the program.
 3. TTU will provide transportation services for support of field trips for the children and for parent involvement activities. State vehicle safety standards will be met when providing transportation for children enrolled in the program.

IV. Responsibilities

1. TTU will provide the following:
 - Facilities for the classroom.
 - Staff development required by TTU for all classroom employees covered by this contract.
 - Screenings (cognitive, dental, hearing, and vision) for the children served via this contracted classroom.
 - The opportunity for parents to enroll their children in a "wrap around" child care program.
 - Capital improvements and maintenance to the playgrounds, as needed.
 - Capital improvements and maintenance to classrooms and restrooms, as needed.
2. Putnam County School System will provide the following:
 - Reimbursement for the salary of and benefits as corresponds with TTU policy of one certified/highly qualified teacher and one highly qualified teacher's assistant.
 - Reimbursement for furniture for the classroom.
 - Reimbursement for curriculum and instructional supplies (consumable and non-consumable).
 - Reimbursement for classroom related expenses.
 - Special Education services (speech services only).

- V. The effective date and term of this agreement shall be from July 1, 2025 through June 30, 2026.
- VI. Either party may terminate this agreement by giving written notice to the other at least 90 days before the effective date of termination.
- VII. The Putnam County School System and TTU are Equal Opportunity Employers and do not discriminate in the admission or access to, and participation or employment in, its programs and activities. The parties, therefore, agree that the following shall be essential terms and conditions of this Agreement:

The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations of 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 parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

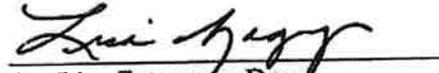
- VIII. This agreement requires multiple fiscal funding and as such, is subject to allotment of Federal and State funds.

Parties are in agreement as indicated by their signatures.

- IX. Maximum amount not to exceed \$88,830.00.

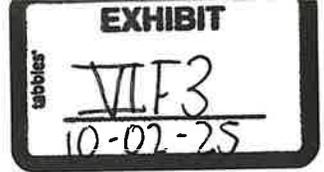

 Corby R. King, Director
 Putnam County School System


 Diana Wood, PreK-4th Gr. Supervisor
 Putnam County School System


 Dr. Lisa Zagumny, Dean
 College of Education


 Dr. Philip Oldham, President
 Tennessee Technological University

Putnam County School System
 Board of Education Chairman



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 October 2nd, 2025 BOE meeting:

Student Teacher/Intern Partnership Agreement between Nashville State Community College and the Putnam County School System effective 10/1/25 - 9/30/26.

Judy Schinbeckler 9-4-25
Signature of Person Making Request Date

[Signature] 9-4-25
Signature of Director of Schools Date

received
9-4-25 MT

CLINICAL AFFILIATION AGREEMENT
BETWEEN
NASHVILLE STATE COMMUNITY COLLEGE
AND
PUTNAM COUNTY SCHOOLS

This Agreement is made this 4 th day of September, 2025, by and between Nashville State Community College, hereinafter referred to as "Institution" and Putnam County Schools, 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 Occupational Therapy 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 1400 East Spring St., Cookeville, TN 38506 and other facilities that Putnam County Schools services, hereinafter referred to as "Facility".

C. The specific experience to be provided students is described as follows:

See Addendum Level I and Level II Fieldwork Objectives.

II. Terms and Conditions - pursuant to the above-stated purpose, the parties agree as follows:

A. Term - the term of this Agreement shall be (one year) commencing October 1, 2025 and ending September 30, 2026.

Either party may terminate this Agreement upon giving 60 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. See Addendum Level I and Level II Fieldwork Objectives.

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. Affiliate/Facility shall provide orientation to the Facility for students beginning clinical experience.
3. Affiliate/Facility shall be responsible for scheduling training activities for students.
4. Affiliate/Facility shall be responsible for supervising students at all times while present at the Facility for clinical experience.
5. Affiliate/Facility 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 1,000,000 per occurrence/3,000,000. 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 Occupational Therapy Assistant 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.

Nashville State Community College

Putnam County Schools

DocuSigned by:
 BY Shanna L. Jackson
885640A7E4C7429...

BY _____

TITLE President

TITLE _____

DATE 9/4/2025

DATE _____

Nashville State
Community College
Occupational Therapy
Assistant

Level I A NSCC OTA Fieldwork Objectives

1. Recognize occupation-based goals and effective treatment activities.
2. Report observations accurately.
3. Exhibit appropriate initiative to become actively involved in patient and staff activities.
4. Communicate effectively in a professional manner.
5. Identify ethnic/cultural attitudes and values that would affect interpersonal relationships and service delivery.
6. Perform in a professional, responsible manner and exhibit appropriate attitudes.
7. Develop an understanding of human behavior and report observations of psychosocial factors affecting performance during therapy in a variety of settings.

Level I B NSCC OTA Fieldwork Objectives

1. Be able to utilize the knowledge of task analysis to think logically and apply critical analysis to adapt, alter or create environments for the OT client.
2. Demonstrate the ability to adapt the environment, tools and materials necessary for an OT client to engage and participate in Occupations while utilizing proper safety precautions.
3. Understand the ability and disability as it relates to psychosocial engagement. Develop an understanding of how psychosocial engagement affects performance in a variety of settings.
4. Demonstrate knowledge and understanding of mental health challenges and effects of psychosocial behaviors on individual's occupational performance through evidence of communicating oral or written with persons at the clinical site.

Level I C NSCC OTA Fieldwork Objectives

1. Demonstrate the ability to interact professionally through written, oral and nonverbal communication.
2. Employ logical thinking, critical analysis, problem solving and creativity
3. Demonstrate the ability to adapt intervention methods and use safety precautions with clients during the screening, evaluation and intervention process, such as standards for infection control that include, but are not limited to, universal precautions.
4. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, and demonstrate the ability to interact through written, oral and nonverbal communication with all persons at the clinical site.
5. Identify and use professional literature for the development of intervention plans.
6. Demonstrate knowledge and understanding of the AOTA Code of Ethics, Core Values and Attitudes of Occupational Therapy, and AOTA Guide to Occupational Therapy Practice as a guide for professional interactions and in client treatment and employment settings.
7. Develop awareness of and sensitivity to persons of different cultures and abilities.
8. Demonstrate knowledge and understanding of mental health challenges and effects of psychosocial behaviors on individual's occupational performance through evidence of communicating oral or written with persons at the clinical site.

Name of Facility: _____

CI Signature _____ CI Print Name _____ Date _____

Student Signature _____ Student Print Name _____ Date _____

Level II NSCC OTA Fieldwork Objectives

1. Student will develop entry level competencies for the Level II fieldwork by the end of the experience (*entry level competence is defined as achieving the minimal passing score or above on the AOTA Level II Fieldwork Performance Evaluation*).
2. Initially, supervision of the student should be direct and then decrease to less direct supervision as appropriate for the setting, the severity of the client's condition, and the ability of the student.
3. Student will assume full client caseload, as defined by fieldwork site, by end of experience.
4. Student will collect, use and appropriately apply assessment data to intervention development and treatment.
5. Student will submit correct and complete documentation in a timely manner, according to policies and procedures of fieldwork site.
6. Student will consistently report to site on time.
7. Student will attend all meetings as directed by supervisor.
8. Student will follow all policies and procedures of as directed by the fieldwork site and Nashville State Community College OTA Program.
9. Student will take initiative when exploring new learning opportunities.
10. Student will actively participate in the supervisory process.
11. Student will utilize resources available to them when planning and performing assigned duties. These resources include, but are not limited to other personnel at the fieldwork site, reference material, experts outside of those available at the fieldwork site.
12. Student will be familiar with and utilize treatment/intervention approaches that demonstrate in depth knowledge of the various frames of reference and evidence based interventions in Occupational Therapy practice.
13. Student will effectively demonstrate the knowledge and understanding of the roles of the occupational therapist and occupational therapy assistant and establish and maintain an effective relationship with clients, families, co-workers and others involved in the OT intervention process.
14. Student will demonstrate an understanding of the use and purpose of "occupation" when assisting in the development of treatment plans, and when working with clients.
15. Student will demonstrate the ability to address the needs of the "whole person" when developing and implementing treatment plans. "Whole person" includes addressing the physical, psychosocial, spiritual and emotional needs and occupations of the client.
16. Student will demonstrate the ability to use clinical reasoning appropriate to the OTA role, communicate the values and beliefs that enable ethical practice, develop professionalism and competence in OTA and career responsibilities.
17. Student will demonstrate knowledge and understanding of mental health challenges and effects of psychosocial behaviors on individual's occupational performance through evidence of communicating oral or written with persons at the clinical site.

Name of Facility: _____

CI Signature _____ CI Print Name _____ Date _____

Student Signature _____ Student Print Name _____ Date _____

NSCC 252-13-NSCC is a TBR institution, an AA/EEO employer, and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 120 White Bridge Road, 615-353-3305 ©2014, NSCC.
Printer: Performance Business Forms, 200 Blanton Avenue, Nashville, TN 37210, Quantity 75

Nashville State
Community College
Occupational Therapy
Assistant

Level II Site Specific Fieldwork Objectives

Per ACOTE Standard C.1.3:

Demonstrate that academic and fieldwork educators collaborate in establishing fieldwork objectives.

Please attach or include any Level II site specific objectives

1.

2.

3.

4.

5.

Name of Facility: _____

CI Signature _____ CI Print Name _____ Date _____

Student Signature _____ Student Print Name _____ Date _____

Fwd: PUTNAM CO SCH OTA AGRMT

1 message

Roberson, Sheri <robersons2@pcsstn.com>
To: "Schinbeckler, Judy" <schinbecklej@pcsstn.com>

Thu, Sep 4, 2025 at 8:58 AM

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

From: **Thorne, Tammy** <Tammy.Thorne@nsc.edu>
Date: Thursday, September 4, 2025
Subject: PUTNAM CO SCH OTA AGRMT
To: "Roberson, Sheri" <robersons2@pcsstn.com>
Cc: ContractsAndAppeals <ContractsAndAppeals@nsc.edu>, "Morgan, Cynthia" <Cynthia.Morgan@nsc.edu>

Ms. Roberson,

Attached please find a clinical affiliation agreement for our OTA program, signed by our President. Please obtain the appropriate signature(s) for Putnam Co Schools and return a final copy to my attention.

Should you have any questions, please feel free to contact me or Ms. Cynthia Morgan at cynthia.morgan@nsc.edu or 615-353-3582.

Thanks for your assistance.

Best regards,

Tammy Thorne

Sr. Administrative Assistant

Business & Finance

Nashville State Community College

120 White Bridge Rd, W-28

Nashville, TN 37209

(615) 353-3300

Tammy.thorne@nsc.edu

Nashville State
Community College

"We must be the change we wish to see in the world."

~Ghandi

--
Sheri Roberson
Putnam County School System
Supervisor of Special Education
931-526-9777-Office
931-267-3365-Cell
robersons2@pcsstn.com

You cannot use deeper thinking skills unless you have something to think about. John Hattie

 **PUTNAM CO SCH OTA AGRMT SIGNED BY NSCC.pdf**
480K



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 October 2nd, 2025 BOE meeting:

Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between University of TN Martin and the Putnam County School System effective 9/1/25 - 8/31/26.

Judy Schinbeckler 9-12-25
Signature of Person Making Request Date

[Signature] 9-12-25
Signature of Director of Schools Date

received
9-12-25
mg

Educator Preparation Provider/Local Education Agency State Recognized Partnership Agreement

Educator Preparation Provider (EPP)	The University of Tennessee at Martin
Local Education Agency (LEA)	Putnam County School System, TN
Academic Year of Agreement	2025-2026

EPP Contact/Designee	
Name: Stanton Watson	Title: Coordinator of Assessment and Training
Email: swatso27@utm.edu	Phone Number: 731-881-7214

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: Staci Fuqua	Title: EPP Director
Signature: <i>Staci H Fuqua</i>	Date: 9-12-25

LEA Head Administrator:	Title:
Signature:	Date:

Prompt 1

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students.

NOTE: Responses should not exceed one page per prompt.

The UT Martin EPP collaborates with P-12 partners during the field placement process to co-select, prepare, evaluate, and support high-quality clinical educators in both provider and school-based settings, to ensure a positive impact on the candidates' pre-K-12 learning and development. This is achieved by continuous review and refinement of clinical experience protocols.

The UT Martin EPP and its P-12 partners commit to meeting biannually to revisit and evaluate these collaboratively developed processes based on shared data and observations and to review the effectiveness of collaborative partnership activities.

The collaboration to determine the best process for selecting high-quality clinical educators includes:

- The EPP Placement Coordinator organizes and submits requests to partnering districts. The P-12 partner reviews the autobiographical data form for the candidate and assigns a clinical mentor (CM) based on state policy.
- The EPP Placement Coordinator outlines the minimum requirements for the P-12 partners' selection of clinical mentors as follows:
 - Clinical mentors for candidates of all field experiences must complete the UT Martin Cooperating Teacher Training Hub
 - For Field Experience teacher candidates, the mentor
 - Must have completed at least one year in their current position,
 - Must be certified in the content area they are teaching,
 - Must be willing to effectively train and mentor the candidate.
 - For Residency I and II teacher candidates, the mentor
 - Must have at least three years of full-time teaching experience,
 - Must hold appropriate teaching certification (licensure),
 - Must have evaluation data demonstrating they are a highly effective (Level 4 or 5) teacher through local assessment and/or state evaluation procedures,
 - Must be willing to assume the roles expected of a mentor (i.e., professional mentor, advocate, coach, and critic), and
 - Must possess the ability to work as a team member and facilitate learning experiences, including pedagogical instruction.
- The UT Martin EPP and its P-12 partners have developed a process that allows teachers within each district to indicate interest in serving as a clinical mentor. This process allows teachers to self-report their qualifications for serving as a CM, why they want to serve, and what characteristics they possess that would make them quality mentors. Applicants must secure recommendations from their principals as part of the process. This provides a pool of willing prospective CMs for future placements, including new teachers who do not yet have the years of experience but would be interested in serving as a CM later in their careers.
- Clinical Mentor Support and Retention
 - The UT Martin EPP provides a Cooperating Teacher Handbook to provide a comprehensive overview of the field experience levels, cooperating teacher and student teacher expectations, guidance on mentorship, and key assignments and expectations of the EPP, as well as its mission, goals, and staff.
 - The UT Martin EPP provides a "Cooperating Teacher" packet outlining all expectations of mentor and candidate prior to the first day of the placement.
 - The EPP Coordinator of Assessment and Training prepares and provides an asynchronous online CT Training Hub to help familiarize with the expectations and resources necessary for effective mentorship.
 - The EPP Field Placement Coordinator hosts an online meeting for all mentors to clarify expectations of the mentor and student during the placement.
 - The EPP provides a "Cooperating Teacher" stipend of \$200 per placement during Residency II for success of mentoring responsibilities and completion of the asynchronous online learning module.
 - Candidates and University Supervisors evaluate clinical mentors via Student Learning & Licensure at the end of each placement.
 - The EPP uses evaluation data to determine future mentor opportunities to host a candidate and to offer mentorship remediation training or counseling where necessary.
 - The EPP Field Experience Coordinator hosts a "Debrief Meeting" at the end of each term to collaborate with clinical mentors and administrators to discuss strengths and weaknesses of candidates and program requirements in an effort to ensure continuous program improvement.
- The UT Martin EPP collaborates with P-12 partners for recommendations of former P-12 administrators and/or teachers to serve in a University Supervisor role.
 - EPP provides a University Supervisor recommendation form and application through which P-12 partners can identify high quality candidates for future supervision opportunities.
 - EPP faculty supervise School Counseling candidates each term.
 - EPP faculty and university adjuncts supervise teacher candidates each term.
- Higher education faculty who serve as University Supervisors for candidates will meet the following criteria and requirements for selection:
 - Current resume and application,
 - Interview with Field Placement Coordinator,
 - TEAM evaluation experience—TEAM Evaluator Certification required,
 - Evaluation as a highly competent role model for teachers,
 - Appropriate professional teaching experience for grade levels supervised; P-12 experience preferred,
 - Ability to demonstrate effective teaching strategies and methods,
 - Participate in University Supervisor training each term via the University Supervisor Training Hub,
 - Participate in required trainings for professional development,
 - Willingness to assume the roles expected of a mentor (i.e., confidant, advocate, coach, and critic),
 - Willingness to stay current with the latest research and best practices in teaching and learning, and
 - Ability to work as a team member and facilitate professional learning experiences, including pedagogical instruction.
- University Supervisor Observations and Feedback:
 - Candidates and Clinical Mentors evaluate University Supervisors via Student Learning & Licensure at the end of each placement.
 - The EPP Field Experience Coordinator holds a "Debrief Meeting" at the end of each term with University Supervisors to share evaluation data of candidates and university supervisors to discuss strengths and weaknesses in an effort to ensure continuous program improvement.

Strategies that the UT Martin EPP employs to retain clinical educators and university supervisors are compensation and training. The UT Martin EPP provides stipends to CMs for their work during Residency II only. The EPP provides training centered around procedures and materials based on pedagogical best practices to CMs and USs to enhance impact and retention. The EPP and its P-12 partners will continue to collaborate on methods for incentivizing teacher participation as CMs.

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.*

The UT Martin EPP and its P-12 partners have co-constructed the Residency I and II field experience model to provide candidates more robust clinical field experiences in addition to the student teaching experience. This ongoing initiative is regarded as successful and highly effective. Furthermore, additional literacy coursework has been embedded in the UT Martin EPP curriculum to ensure foundational skills are taught alongside more robust opportunities for practical application.

In Residency I (RI), candidates now begin clinical experience when P-12 schools start as part of the "First Days of School" experience, not when college courses start, increasing the duration, the depth, and the breadth of the clinical experience. This experience enables candidates to experience important factors of the teaching profession that they would not have otherwise observed or encountered, including communicating course expectations, establishing effective classroom management systems, participating in emergency preparedness activities, classroom- and school-level organizational concerns, and setting up parental contact methods. Clinical observation time has also increased as a result of the creation of the RI component. As part of the RI component, candidates see their teaching responsibilities gradually increased from pure observation to teaching multiple sections. This method allows them to gain valuable teaching experience and familiarity with their students prior to RII. P-12 partners have reported that this joint initiative had made a positive impact on overall student success.

In Residency II (RII), otherwise referred to as the "traditional" student teaching experience, students complete clinical experiences in two placements. In Placement I of RII, students continue the work they began in RI by returning to the same classroom and completing nine weeks of active student teaching with that same group of students. Candidates are now able to witness and participate in establishing routines, procedures, rules, etc. from Day 1 of the school year. They can see how those components translate across the course of the year into the second semester. Candidates have stated that this experience is extremely valuable to their preparation to understand the school year in its entirety. During the RII field experience, candidates are to assume the complete role of the daily classroom teacher to ensure exposure to the depth, breadth, and diversity of the teaching profession. Under the supervision and mentorship of clinical mentors and university supervisors, candidates gain daily experience in lesson preparation, establishing welcoming and appropriate learning environments, and delivering effective classroom instruction through multiple modalities to the degree of the criteria outlined in the TEAM Educator Rubric or other state-approved teacher evaluation measures. These expectations, responsibilities, and experiences ensure candidates have the opportunity to make application of pedagogical content knowledge, develop their instructional effectiveness, and demonstrate a positive impact on pre-K-12 students.

In RII, candidates remain in Placement 1 for nine weeks; immediately after Placement 1 ends, Placement 2 begins and continues for seven weeks. Because candidates complete two placements during Residency II, they can experience greater variety and diversity in their placement settings such as grade level, diverse content in elementary school, and varied student backgrounds and learner needs. P-12 partners understand our candidates' needs and assists us along with other LEAs to ensure this variety. P-12 clinical mentors commit to modeling the use of instructional practices to meet the diverse needs of today's learners and coaching the candidates on making application of those practices in their own instruction.

The UT Martin EPP and its P-12 partners commit to continuous collaboration with P-12 partner districts and advisory boards to develop a responsive EPP curriculum and effective clinical experiences. The EPP and its P-12 partners will share relevant teacher and student data to highlight areas of needs and strengths in EPP candidates' preparation (classroom/behavior management, assessment, pedagogical content knowledge, trauma-informed practices, technology integration, HQIM, etc.). The EPP will make necessary adjustments to its curriculum and preparation activities based on collaboration with P-12 partners and shared data.

P-12 partners commit to providing the UT Martin EPP with access to current HQIM, classroom curricula, and online resources to ensure the classroom preparedness of EPP candidates. The UT Martin EPP will use these materials to teach and prepare candidates for current practices and expectations of the curricula being used in partner districts. In response to growing efforts to implement sounds-first foundational skills instruction and a renewed emphasis on disciplinary literacy across the state, UTM EPP faculty and staff are working to prepare candidates for the expectations of current curricular content and materials. P-12 partners will maintain close communication and collaboration to inform EPP faculty of necessary knowledge and skills, as well as training and licensure expectations, required of EPP teacher candidates. The EPP has also integrated the Tennessee Early Literacy Assessment and the Early and Secondary Literacy trainings into coursework so students pursuing relevant endorsement areas will meet licensure requirements.

Upon request, P-12 partners will assist UT Martin in identifying UT Martin EPP graduates employed as teachers in their school districts for the purposes of performance tracking and support. The EPP will provide ongoing support to completers in the first three years of their professional careers in P-12 partner districts. The EPP will make use of completer data to continue to modify and enhance candidates' pre-service preparation.

The UT Martin EPP and its P-12 partners commit to collaborating on clinical and curricular experiences to more intentionally incorporate technology into the candidates' practices for teaching and learning. This includes experiences for candidates to practice delivering instruction through multiple modalities, including classroom technology, hybrid instruction, online learning through Zoom, and asynchronous online learning. To these ends, the EPP has implemented a technology integration plan to better prepare its candidates with the skills and tools for effectively teaching future students with technology. As part of this plan, all UT Martin candidates will earn Google for Educators Level 1 Certification, participate in a three-part professional development series on technology frameworks and technological pedagogy, and complete assignments aligned with the technology trainings throughout their courses of study.

The UT Martin EPP and its P-12 partners commit to collaborating on opportunities for candidates to meaningfully engage with students' families and the districts' surrounding communities. Based on survey and partner feedback, the EPP has implemented family engagement professional development modules and assignments at multiple checkpoints across all programs. Candidates will have access to experiences that demonstrate how to successfully communicate and engage with parents, families, and community partners in support of student learning and success.

UT Martin EPP State Recognized Partnership Agreements

1 message

Watson, Stanton <swatso27@utm.edu>

Fri, Sep 12, 2025 at 9:20 AM

To: "Amy.Spicer@henry.k12.ga.us" <Amy.Spicer@henry.k12.ga.us>, Andrea Thaxton <andreathaxton@jacksoncoschools.com>, "andrearussell@acs.ac" <andrearussell@acs.ac>, "mcpeaked@caywood.org" <mcpeaked@caywood.org>, Jeanny Phillips <jphillips@oneidaschools.org>, "courtney.whitehead@blount12.org" <courtney.whitehead@blount12.org>, CindyK Davis <cindyk.davis@waynetn.net>, Sunny Riley <sunny.riley@lcfalcons.net>, Danny Weeks <dweeks@rcstn.net>, "kkiser@clevelandschools.org" <kkiser@clevelandschools.org>, "waitsa@cocke.k12.tn.us" <waitsa@cocke.k12.tn.us>, "mark.florence@bentoncountyschools.org" <mark.florence@bentoncountyschools.org>, Myles Hebrard <hebrardm@hrbk12.org>, Sheri York <sheri.york@fentressboe.com>, Patricia Speight <pspeight@millingtonschools.org>, "herrinl@mckenzie schools.org" <herrinl@mckenzie schools.org>, "julia.thomasson@hickmank12.org" <julia.thomasson@hickmank12.org>, "morganl@ucboe.net" <morganl@ucboe.net>, Diana Bowers <dianabowers@carterk12.net>, "cary.holman@fcstn.net" <cary.holman@fcstn.net>, "Kennedy, Wes" <kennedyw@ucboe.net>, Rebecca Farley <rfarley@ccschools.k12tn.net>, "jozelda.porter@hcsvikings.org" <jozelda.porter@hcsvikings.org>, Marla Pike <marla.pike@sumnerschools.org>, Lisa Norris <lisa.norris@clarksburgschool.net>, "phillip.pratt@crockettcavs.net" <phillip.pratt@crockettcavs.net>, "schanda.doughty@cmcss.net" <schanda.doughty@cmcss.net>, "toshomaker@bradleyschools.org" <toshomaker@bradleyschools.org>, Janet Flannery <flanneryj@rcschools.net>, "catherine.stephens@tcsedu.net" <catherine.stephens@tcsedu.net>, Shawn Carter <shawn.carter@maconcountyschools.org>, Felicia Bates <batesf@henryk12.net>, Monica Shaw <mshaw@hcsedu.org>, Brooks Rawson <brooks.rawson@alamoschool.org>, "justin.perry@mcstn.net" <justin.perry@mcstn.net>, Elizabeth Milligan <milligane@milanssd.org>, "watsonn@bedfordk12tn.net" <watsonn@bedfordk12tn.net>, Todd Willmore <willmoret@warrenschoools.com>, "summer.jennings@hcsk12.net" <summer.jennings@hcsk12.net>, "powellp@k12coffee.net" <powellp@k12coffee.net>, "abevans@roaneschools.com" <abevans@roaneschools.com>, "mandy.hayes@ccpstn.net" <mandy.hayes@ccpstn.net>, "jmillspaugh@lakelandk12.org" <jmillspaugh@lakelandk12.org>, John Bush <john.bush@yaidragons.com>, "michele.elliott" <michele.elliott@trentonssd.org>, "Schinbeckler, Judy" <schinbecklej@pcsstn.com>, "lavery@tipton-county.com" <lavery@tipton-county.com>, Vickie Beard <vbeard@gcboe.us>, "beechnam.danny@hcschoolstn.org" <beechnam.danny@hcschoolstn.org>, "jkee@huntingdonschools.net" <jkee@huntingdonschools.net>, "martinr@hcss.org" <martinr@hcss.org>, "ndouglass@houstonk12tn.net" <ndouglass@houstonk12tn.net>, "preston.caldwell@wcassd.org" <preston.caldwell@wcassd.org>, "egilbert@mauryk12.org" <egilbert@mauryk12.org>, "booneparlow@bellscityschool.org" <booneparlow@bellscityschool.org>, jnorville <jnorville@dyersburgcityschools.org>, Patrick Cripps <patrickcripps@dekalbschools.net>, "marting@mcnairy.org" <marting@mcnairy.org>, Tricia Jean <jeant@fcsboe.org>, "robin.thompson@lcass.us" <robin.thompson@lcass.us>, "adunn@bradfordspecial.com" <adunn@bradfordspecial.com>, "stephanie.alexander@ccstn.net" <stephanie.alexander@ccstn.net>, "elissa.stratton@gmsdk12.org" <elissa.stratton@gmsdk12.org>, "jill.faulkner@chestercountyschools.org" <jill.faulkner@chestercountyschools.org>, "Cmathis@dcchoctaws.net" <Cmathis@dcchoctaws.net>, Ashley Carroll <acarroll@perrycountyschools.us>, "meagan.england@claibornecsd.org" <meagan.england@claibornecsd.org>, "shane.paschall@parissd.org" <shane.paschall@parissd.org>, "Terri L. Anglin, Ed.D." <terri.anglin@decaturschools.org>, "michael.davis@hctnschools.com" <michael.davis@hctnschools.com>, "garrenm@loudoncounty.org" <garrenm@loudoncounty.org>
Cc: "Fuqua, Staci" <sfuqua2@utm.edu>

Good morning from the UT Martin EPP!

I hope this message finds you well! It's time again to renew the annual state-recognized partnership agreements with our valued partner LEAs. This agreement is required by the state so that the UT Martin EPP and its partner districts can establish a set of goals for a mutually beneficial, collaborative relationship. It is not a legally binding contract, nor does it bear any financial implications.

A copy of the revised partnership agreement is attached to this message. Please review the responses to ensure they accurately reflect the collaborative relationship between your district and the UTM EPP. **If the document is to your satisfaction, please feel free to complete the agreement and return it to me.** You may simply enter your district's information on the first page, add your signature, and provide a scanned copy to me for our records.

We are also hosting a Zoom meeting on Tuesday, September 16, at 11:00 am where you can provide feedback, suggest revisions, or ask questions about the agreement if you like before signing. You can access the Zoom [via this link](#).

As a point of clarity, this agreement is distinct from any existing MOU/Affiliation Agreements for carrying out field experiences. That is a separate contract to be established with each individual LEA providing clinical experiences to traditional students, job-embedded teachers, and those individuals affiliated with UTM on a CTE license.

I will look forward to hearing from you and working with you as we move forward! If you are interested, the stakeholder feedback presentations from Spring 2025 and the EPP's "Year In Review" publication are available in [this Google Drive folder](#). These insights are used to drive our goals each year. Please let me know if you have any questions.

Dr. Stanton Watson

Coordinator of Assessments and Training
Educator Preparation Program
Adjunct Professor of English and Ed. Studies
UT Martin
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731-881-7214

 **UT Martin SRPA 25-26.pdf**
453K



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 October 2nd, 2025 BOE meeting:

Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between TN Tech University and the Putnam County School System effective 9/01/25 - 8/31/26.

Judy Schinbeckler 9-12-25
Signature of Person Making Request Date

[Signature] 9/12/25
Signature of Director of Schools Date



Educator Preparation Provider/Local Education Agency Primary Partnership Agreement

Educator Preparation Provider (EPP)	Putnam County School System
Local Education Agency (LEA)	Tennessee Tech University
Academic Year of Agreement	2025-2026

EPP Contact/Designee	
Name: Dr. Amy Brown	Title: Director, Teacher Education
Email: abbrown@tntech.edu	Phone Number: 931.372.3170

LEA Contact/Designee	
Name: Corby King/Judy Schinbeckler	Title: Director, Educator Support Supervisor
Email: kingc11@pcsstn.com/schinbecklej@pcsstn.com	Phone Number: 931.526.9777

Certification (signatures verify partnership)	
EPP Head Administrator: Dr. Matt Smith	Title: Associate Dean
Signature:	Date: 09/12/2025

LEA Head Administrator: Corby King	Title: Director
Signature:	Date:

Prompt
1

Identify goals for recruiting high-quality candidates, including candidates from a broad range of backgrounds and diverse populations, and how evidence will be collected, shared, and used to increase the educator pipeline. *NOTE: Responses should not exceed one page per prompt.*

Recruitment goals and strategies:

- Conduct face to face communication with stakeholders
- Collaborate to create dual credit and enrollment opportunities – to assist with new state requirement of EPSO (early post – secondary opportunities) units at the secondary level
- Collaborate on Education Fair – recruitment targeting 200+ candidates
- College of Education and Human Sciences (CEHS) Recruitment and Marketing Coordinator – recruits within P-12 school partnership districts
- EPP presenting to P-12 faculty and students - professional development for current P – 12 teachers, host education-specific campus visits for P-12 students (i.e. TAP student groups)
- Collaborate with partnership districts to educate and recruit teachers currently hired on a permit leading to a licensure pathway
- Faculty presentations/visits to community colleges
- Flyers and posters disseminated at community colleges and P-12 schools targeting diverse populations
- Email messages/print materials delivered to P-12 schools
- Use of digital signage and social media
- EPP advisors meet with prospective students weekly and send handwritten notes to all prospective students after campus visits
- Teacher Education staff attend Upper Cumberland Director’ s Study Council monthly.

Evidence of recruitment in high-needs areas:

- EPP uses gender, race, geographic location, identifying feeders for diverse students, DOE demographic data via DOE site
- Doubled departmental visits in past 3 years
- Praxis exam preparation – materials/resources, individual and group tutoring, Praxis exam scholarship fund
- edTPA support – hold 4 seminars per concentration (overview, Task 1, Task 2, Task 3), assign coaches based on endorsement area

Instructional Leadership (INSL):

- Leadership faculty regularly recruit other aspiring administrators.
- Leadership faculty meets/visits with each candidate and school administrator to collaboratively discuss program expectations.

Prompt
2

Describe the strategies and actions in place to co-select clinical educators and collaborate to prepare, evaluate, and support high-quality clinical educators, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-k-12 students. *NOTE: Responses should not exceed one page per prompt.*

Collaborate to prepare, evaluate, and support high-quality clinical educators:

-EPP organizes candidate requests to send districts. Upon receiving placement requests, P-12 partners provide the EPP with mentor matches. Clinical mentors chosen to work with candidates shall demonstrate necessary teaching and interpersonal skills.

*For field experience/practicum candidates, clinical mentors:

- " Have completed at least one evaluation cycle.
- " Are certified in area(s) they are teaching.

*For student teachers/residents, clinical mentors:

- " Are identified as highly effective.
- " Demonstrate necessary teaching and interpersonal skills.
- " Have at least 4 years full – time teaching experience.
- " Are certified in area(s) they are teaching.
- " Received positive evaluations.
- " Demonstrated the potential to work collaboratively.

NOTE: Prior to clinical experience, clinical mentors attend virtual orientation addressing expected roles/responsibilities. Faculty, staff, and clinical supervisors attend face-to-face trainings/orientations addressing expected roles/responsibilities. Additionally, candidates attend 4 edTPA seminars to receive guidance from Teacher Education and edTPA coaches and, are expected/required to attend LEA professional development opportunities.

-Candidates assess online clinical mentor/experience site evaluation form. Mentors are evaluated on a Likert scale (i.e. teaching strategies, assessing student learning, classroom/behavior management). The EPP compiles and analyzes site evaluation data each semester to share with mentors and districts.

INSL

-EPP faculty meet with each INSL candidate and P-12 school administrator to identify a highly effective mentor. This mentor will remain with the candidate throughout the entire program (if mentor does not relocate). The EPP requires the mentor to be the current principal or assistant principal. INSL faculty supervises candidates – no temporary/hourly clinical supervisors are hired.

-INSL faculty members visit candidates' P-12 schools a minimum of one (1) time each semester. The frequency of visits allows faculty to collaborate and retain clinical mentors.

-INSL faculty supervise candidates and provide feedback to clinical mentors (P-12 school administration) via the Mentor Assessment and the Completion of Clinical Activities Reported Experiences (CARE) document.

**Prompt
3**

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.*

Design and Implementation of Clinical Experiences:

- 50+ P-12 partners to secure placements for clinical experiences. Experiences consist of ethnically/racially and economically diverse students, students with disabilities, and English language learners.
 - Clinical experiences align with InTASC and State standards. Clinical experiences provide training and practice directly aligned to categories such as: learner and learning, content knowledge and application, instructional practice, and/or professional responsibility. Candidates are evaluated using the following assessments: 1) Praxis content exams; 2) edTPA; 3) TEAM Rubric/Aspiring Teacher Rubric (ATR); 4) disposition assessments; and 5) summative evaluations.
 - Residency/Student teaching candidates completing an endorsement in an area covering multiple grades (e.g., 6-12 or K-12), the clinical experiences (field experiences, residency, student teaching) provide opportunities across different grade spans.
- Alignment of Clinical Experiences:**
- Candidates pursuing initial licensure at the undergraduate level complete a one – semester clinical experience, known as Residency.
 - Candidates pursuing initial license at the graduate level (post-bacc) complete one – semester clinical experience, student teaching.
 - Job-embedded candidates - P-12 partners and prospective candidates contact EPP to fill positions via job-embedded contracts. Proof of content knowledge, intent to hire letter from the P-12 partners, etc. are required.

INSL:

- Candidates complete 45 field experience hours per semester (MA degree = 33 hours, 6 semesters; EdS degree = 30 hours, 5 semesters). Tennessee Instructional Leadership Standards (TILS) and literacy standards must be addressed.
- Candidates are observed/evaluated by INSL faculty member a minimum of once per semester.

Expectations and Implementation of Clinical Experiences:

- Expectations are communicated to candidates via course syllabi, course descriptions, general information seminars, information packets, and Teacher Education newsletters.
- Field/Practica experiences - EPP faculty place candidates in early field experiences, identified as practicum placements. Candidates are evaluated by both EPP faculty and P-12 mentors based on the ATR rubric. Field experience hours range from 10-70 hours (varies by course).
 - Residency experience - (1 full/formal observation, 1 summative evaluation) and clinical supervisor (1 informal/drop-in visit, 2 formal evaluations). Residency one-semester (15-17 weeks, 5 days per week).
 - Student Teaching experience - Clinical mentor (1 full/formal observation, 1 summative evaluation) and clinical supervisor (1 informal/drop-in visit, 2 formal evaluations). Student teaching is one-semester (15-17 weeks, 5 days per week).
 - Job-embedded experience - Candidates complete a graduate degree while teaching in P-12 partner schools. Through coursework, candidates share P-12 evaluations with EPP faculty who then provide feedback/guidance. Candidates are observed/evaluated by EPP supervisors and closely monitored via advisor/mentor through experience. Job-embedded experience is a minimum of one-half a school year, at least 100 days.
- INSL-Candidates are evaluated by clinical mentor (1 time per semester via mentor assessment and 1 time per semester via collaboration related to the CARE document) and clinical supervisor (minimum of 1 time per semester via face-to face meeting/visit with clinical mentor and candidate).

Prompt 4 Describe the process partners use in the program design, evaluation, and decision-making for continuous improvement. *NOTE: Responses should not exceed one page per prompt.*

Collaboration with P – 12 partners to link program design and decision-making for continuous improvement:

- Literacy block (3 courses, 11 hours): candidates learn literacy theory/pedagogy and apply learning in the co – requisite early field experience/practicum course.
- EPP partnered with P-12 schools to create the VISION Lab where candidates use cutting-edge immersive virtual reality to plan, deliver, and assess instruction.
- P-12 partners shared candidates/completers needed more knowledge and experience with the interpretation of assessment data. This led to the EPP creating an Educational Data and Assessment course (4725). The course prepares teacher candidates to interpret data and apply effective assessment and evaluation in the Pre K-12 classroom.
- Field Experience/Practicum (FOED 3810): EPP faculty collaborate with P-12 partners to select appropriate early field experiences where candidates apply theory to practice.
- Professional Seminar I (4875) course requires candidates to provide evidence of discipline specific methods of communicating content through planning, instructing, and assessing.
- Residency (4900) allows additional opportunities for mentor collaboration to link theory and practice. Candidates learn and collaborate with mentors (i.e. classroom management strategies, plan, instruct, assess lessons, edTPA, etc.).
- Regular meetings with PPI partners for collaboration.
- Regional meeting with CTE directors.

INSL

Candidates develop a plan to address the P-12 partner’ s goals based on student assessments and evaluation instruments.

Evaluation actions and decision-making for continuous improvement:

- TEC plays an important role in the EPP/P – 12 partnership and continuous improvement. Partners from local education agencies (LEAs) constitute 20% of the 33 – member committee. The committee reviews the TEP, providing a venue for ongoing decision – making, and proposing recommendations related to changes in admission, curriculum, teacher education, and exit policies. TEC participates in co – construction of instruments, evaluation tools, criteria for selection of mentor teachers, and input into curriculum development. Proposed changes to instruments, evaluation tools, selection criteria, and curriculum are discussed and voted on by TEC.
- Communication between EPP and P-12 personnel to align pedagogy and academic content, as well as clearly present expectations for all members.
- EPP hires adjuncts from P-12 partners to teach education courses.
- P-12 level TEAM observation data provided to the EPP; EPP evaluates and adjusts curriculum as needed based on completers’ observation scores from the TEAM rubric indicators.
- EPP request data from clinical educators, clinical supervisors, and teacher candidates via surveys, evaluations, etc. to adjust/revise program design as needed.
- EPP evaluation data (i.e. TEAM/ATR, Praxis, edTPA scores) provided to the LEA; LEA evaluates and communicates thoughts on curriculum revisions/changes as needed.
- Informal communication is obtained on a continuous basis between the EPP (Office of Teacher Education) and LEAs.

INSL

-Candidates are required to develop a plan to address the P-12 partner’ s goals based on student assessments and evaluation instruments.

Prompt 5 Describe how partners will collaborate and make decisions to ensure candidate preparation is inclusive of LEA curricular content and materials. *NOTE: Responses should not exceed one page per prompt.*

- EPP (Teacher Education staff) attends Upper Cumberland Directors' meetings on monthly basis.
- EPP faculty members currently serving on various district committees (i.e. Strategic Planning, etc.)
- EPP facilitates Teacher Education Committee (TEC) that collaborates monthly on curriculum, selection criteria, criteria for clinical educators, partnership agreements, etc. Voting members of the TEC include EPP and district-level personnel (principals, teachers). Extended explanation of TEC in Prompt 4.
- Continuous communication between clinical educator and P-12 personnel to align pedagogy and academic content, as well as clearly present expectations for all members.
- Primary Partnership meetings: LEA shares resources and access to curricula being used by the clinical educators. Teacher candidates are actively engaged in the curricula during the clinical experience (i.e. CKLA, Amplify, etc.)
- EPP hires adjuncts from P-12 partners to teach education courses. This allows teacher candidates to have access, understanding, and implementation of high-quality instructional materials during EPP coursework.
- Current collaboration with Dean's for Impact (DFI) to bolster LEA/PPI partnerships.
- Current collaborator with Tennessee Collaboration for Effective Educator Development, Accountability, and Reform (TN-CEEDAR) to increase capacity to implement plans that sustain and scale up reform effort.
- LEAs visiting EPP classrooms to communicate district expectations.

INSL

- Leadership faculty meets/visits with each candidate and school administrator to collaboratively discuss program expectations.
- INSL faculty members visit candidates' P-12 schools a minimum of one (1) time each semester. The frequency of visits allows faculty to collaborate and retain clinical mentors.
- INSL faculty supervise candidates and provide feedback to clinical mentors (P-12 school administration) via the Mentor Assessment and the CARE document.
- Before exiting the INSL program, INSL faculty meet with candidates and school administrators to evaluate the progress of the candidate via a portfolio system. The faculty assess the portfolio using a rubric, and together the candidate, school administrator, and faculty member will explore possible leadership outcomes.

<p>Primary Partnership Outcomes</p>	<p>As partners work together to develop and implement the primary partnership agreement, describe the desired EPP and LEA short-term and long-term outcomes of the partnership agreement. Include a timeline if applicable.</p>
<p>EPP Conceptual Framework: College of Education and Human Sciences prepares effective, engaging professionals through a clinically rich, evidence-based program with a network of mutually beneficial partnerships.</p> <p>EPP Vision: Be an empowering force in education.</p> <p>-EPP and LEA Short-Term and Long-Term Goals: +EPP will provide clinically rich, evidence-based experiences for teacher candidates, including multiple, meaningful, and extended field experiences that equip candidates with strong skills in instruction, assessment, classroom management, and in meeting the academic and social needs of all students. +EPP and LEA will focus efforts to recruit and retain new teachers in high demand endorsement areas through shared responsibility with our partner districts. +EPP will work with LEAs to foster effective, mutually beneficial partnerships to support improved teacher effectiveness and to ensure novice educators enter Tennessee classrooms well prepared to meet the diverse needs of all students.</p> <p>-EPP and LEAs share Values and Beliefs: +Learner and Learning - Teacher candidates understand the importance of the impact of human growth and development on learners, and they foster relationships with P-12 students to motivate, engage, and maximize learning. Candidates recognize that learners bring unique experiences and personal attributes to the classroom and build upon those individual perspectives to set goals and expectations for each student. Candidates also work to nurture individual and collaborative learning within a dynamic, interactive environment that encourages self-motivation. +Content - Using digital media and information technology, candidates make content accessible to learners, which helps to ensure mastery. Candidates make knowledge relevant to P-12 learners via cross-disciplinary skills, and they relate content knowledge to issues of local and global concern. +Instructional Practice - Candidates understand and use multiple methods of assessment to monitor and guide P-12 learner progress and instructional strategies. Candidates develop strategies to help learners set and achieve rigorous goals, drawing upon a combination of contexts including candidate knowledge, learner experiences, and community settings. Candidates' approach instructional strategies with a variety of innovative and impactful practices to foster deep understanding and apply knowledge in relevant ways. +Professional Responsibility - Candidates use feedback and reflection to examine practices and adaptations as necessary. Candidates seek opportunities to collaborate with LEA stakeholders such as community members, school professionals, colleagues, etc. to foster learner mastery. Candidates participate in ongoing professional learning as well as opportunities to advance the profession.</p>	

Tennessee Tech Re: State Partnership Agreement

1 message

Brown, Amy <ABBrown@tntech.edu>

Fri, Sep 12, 2025 at 2:03 PM

To: "kingc11@pcsstn.com" <kingc11@pcsstn.com>, "schinbecklej@pcsstn.com" <schinbecklej@pcsstn.com>, "bridgett.carwile@pcsstn.com" <bridgett.carwile@pcsstn.com>

Directors and Central Office Personnel:

Both the Tennessee Tech College of Education and Human Sciences and Office of Teacher Education value your partnership. We greatly appreciate the guidance and instruction your district, administrators, schools, and teachers are providing for our teacher candidates.

In accordance with the Tennessee Educator Preparation Policy, all Educator Preparation Providers (EPPs) are required to establish a state-recognized partnership agreement with each Tennessee LEA where teacher candidates will complete any aspect of their clinical experience (Residency, Student Teaching, Job-Embedded).

Attached is the state-recognized partnership agreement for your district. Please sign and return (via email) at your earliest convenience.

Again, THANKS for all you do!!!

Best,

Amy

Amy Brown, Ed. D.

Director, Teacher Education

Tennessee Technological University

931.372.3859 phone

931.372.6286 fax

abbrown@tntech.edu

TJ Farr 103



PCSS Board Agenda Request

Date 09/17/2025

Department Teaching and Learning

Person Submitting Dr. Sharon K. Anderson SKA

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Sucel Tejada, a doctoral student at Capella University

Purpose of the study

This study examines the effectiveness of parent-implemented noncontingent reinforcement (NCR) in the home setting, specifically focusing on thinning schedules of NCR (attention) without extinction.

Families of children with challenging behaviors frequently experience delays in accessing early intervention services. Training parents in practical interventions that can be implemented in the home may help bridge this gap. By evaluating parent-implemented NCR, this research aims to expand understanding of compassionate, feasible interventions that address attention-maintained challenging behavior.

The purpose of this project is to determine whether parents can successfully thin NCR schedules without extinction to reduce disruptive behavior. The results will be incorporated into the researcher's dissertation and may also be disseminated through

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conference presentations and peer-reviewed publications. Findings are intended to inform best practices in applied behavior analysis and support family-centered approaches to intervention.

The request is to disseminate the email and study details to the parents of students in all Putnam County Schools, allowing them the opportunity to express their interest in participation. It is important to note that any parents who choose to participate will engage in all interactions within the home environment, rather than in the school setting.

Research Proposal

Researcher Information

- **Full Name:** Sucel Tejada
- **Address:** 6660 estero blvd, Unit B404, Fort myers beach, Fl 33931
- **Telephone Number:** 239-628-6999
- **Email Address:** stejeda3@capellauniversity.edu
- **Graduate School:** Capella University, PhD in Psychology, Applied Behavior Analysis Specialization

Description of the Topic, Background, Purpose, and Use of Results

This study examines the effectiveness of parent-implemented noncontingent reinforcement (NCR) in the home setting, specifically focusing on thinning schedules of NCR (attention) without extinction.

Families of children with challenging behaviors frequently experience delays in accessing early intervention services. Training parents in practical interventions that can be implemented in the home may help bridge this gap. By evaluating parent-implemented NCR, this research aims to expand understanding of compassionate, feasible interventions that address attention-maintained challenging behavior.

The purpose of this project is to determine whether parents can successfully thin NCR schedules without extinction to reduce disruptive behavior. The results will be incorporated into the researcher's dissertation and may also be disseminated through conference presentations and peer-reviewed publications. Findings are intended to inform best practices in applied behavior analysis and support family-centered approaches to intervention.

Sample, Schools, and Timeline

- **Sample:** A minimum of three participants, ages 3–15, living in the USA. Participants may or may not have a diagnosis but must display attention-seeking challenging behaviors (e.g., screaming, crying, dropping to the floor, repetitive calling on parent or others). Parents will serve as the interventionists, receiving training and coaching virtually.
- **Number and Type of Schools:** None. The research will be conducted exclusively in the **home setting**. My request is that my email/flyer be forwarded to parents so they can reach out to me if interested in participating.
- **Project Timeline:**
 - **Recruitment:** Began in April, 2025, after the IRB approved my study.
 - **Baseline:** Parents respond as usual, while frequency of disruptive behaviors is recorded.
 - **Parent Training:** Conducted virtually with the researcher, without the child present.

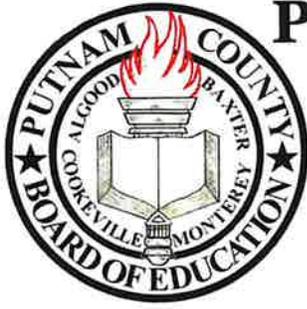
- **Intervention:** Parents implement NCR with thinning fixed-time schedules, with coaching and fidelity checks.
- **Maintenance:** Weekly data collection for four weeks following intervention.
- **Generalization Probe:** Conducted with a second caregiver at the conclusion of maintenance.
- **Duration:** Approximately 15–20 sessions per family (approximately 4-8 weeks), lasting 1 hour per day (sessions not always consecutive).

Survey Instrument

No survey will be conducted as part of this study.

Timeline of the Research Process

1. **IRB Approval and Recruitment**
 - IRB approval completed
 - Identify and screen eligible participants.
 - Obtain informed consent from parents.
2. **Baseline Phase**
 - Parents interact with the child naturally.
 - Data collected on frequency of disruptive behaviors during 1-hour daily sessions.
3. **Parent Training**
 - Virtual training provided to parents on NCR procedures, data collection, and schedule thinning.
4. **Intervention Phase**
 - Parents deliver noncontingent attention on fixed-time schedules that are gradually thinned.
 - Researcher monitors fidelity and provides coaching as needed.
5. **Maintenance Phase**
 - Weekly probes conducted for four weeks following intervention to assess maintenance of outcomes.
6. **Generalization Probe**
 - A second caregiver implements NCR procedures to assess generalization of treatment effects.
7. **Data Analysis and Dissemination**
 - Visual analysis of behavioral data.
 - Interobserver agreement and treatment integrity calculated.
 - Social validity feedback collected from parents.
 - Findings disseminated through the dissertation, potential conference presentations, and peer-reviewed publications.



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

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

Signature *Sarah Teper*

Date 9/17/25



Date: April 22, 2025

From: The Institutional Review Board (IRB)

Re: 2025-69

Study title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Submission type: Initial Submission

Review level: Expedited

Dear Sucel Tejada,

On behalf of Capella University's Institutional Review Board (IRB), we are writing to inform you that your study has been approved. Your study must be conducted in accordance with this final, IRB-approved submission. This means you will follow all approved procedures, use only the IRB-approved forms, and use only the IRB-approved sites in this final submission.

Please take special note of the following important aspects of your approval:

- The material in the IRB-approved application supercedes the procedures, forms, or sites in the research/project/action plan or prospectus. If these two documents are not aligned, you are to follow what was approved in the IRB application. If you made a mistake, please submit a study modification form to the IRB and wait for approval of any new procedure, form, or site.
- Most programs have additional phase requirements before data collection may proceed. You must complete those phases before collecting data.
- Any changes made to your study require approval from the IRB Office before they can be implemented as part of your study. Contact the IRB Office at irb@capella.edu with your questions and/or proposed modifications.
- Based on the risks involved, this project requires continuing review every **12 months**. Approval of this research will remain in effect until **April 21, 2026**.
- Continuing review is required as long as you are in data collection. If you do not receive continuing review approval by the expiration date **you must cease all study activities at the time of approval expiration**.
- You must use the approved informed consent form.



- If there are any unanticipated problems, adverse events, or complaints from participants during your data collection, you must notify the Capella IRB Office **within one business day of the data collection problem or complaint.**
- Monitoring of the consent process or data collection and analysis may occur. The IRB will notify you if your study will be audited.
- Per the [Human Research Protections policy](#), you may not engage in recruitment, obtain consent, interact with participants, collect data, or analyze identifiable data unless you are enrolled in a doctoral course. If you are not enrolled, you must cease recruitment, engaging in obtaining consent, interaction with participants, data collection, and analysis.

The Capella University IRB is pleased to congratulate you on completing this step of the doctoral process. Best wishes as you conduct your research project!

Regards,

Capella University Institutional Review Board

Email: irb@capella.edu

INFORMED CONSENT FORM

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Researcher: Sucl Tejeda

Capella Email Address and Telephone Number: stejeda3@capellauniversity.edu, 239-628-6999

Research Supervisor: Nicole Kanew

Capella Email Address: nicole.kanew@capella.edu

INTRODUCTION

I invite you to participate in a research study. I am a doctoral learner at Capella University in the School of Social and Behavioral Sciences. I am conducting this research to complete my degree. I will write a paper about the research findings. This form will help you decide if you want to participate in my research. Participation in this research is voluntary.

If you have questions about the research, please ask me. Please let me know if you would like more time to think about your participation. You may also want to discuss your participation with people close to you.

WHAT IS THIS STUDY ABOUT?

I want to learn about Noncontingent reinforcement (NCR) is a strategy where attention is given to a child or individual at regular, scheduled times, regardless of their behavior. This approach helps to reduce the likelihood of problem behaviors, like tantrums, because the child receives attention even when they aren't misbehaving. The goal is to make the child feel consistently supported and valued, so they don't have to act out to get attention. In this case, parents use NCR in the home setting, without needing to ignore or stop the behavior (which is what "extinction" would involve). This method focuses on providing attention proactively to create a positive environment and prevent unwanted behaviors from happening. Attention-seeking challenging behaviors are behaviors a person engages in to get attention from others, whether positive or negative. This means the person might act out because they want someone to notice them, talk to them, or react to them. For example, a child might yell, throw toys, or interrupt to get a parent or teacher's attention. Even if they are being scolded or told to stop, they are still receiving attention, which can unintentionally encourage the behavior to continue.

WHY WOULD YOU WANT TO PARTICIPATE?

You might want to participate because it helps create a more positive environment at home. By providing regular attention at increasingly spaced-out intervals, your child can feel valued and secure, which can reduce the need for attention-seeking behaviors like tantrums or acting out. NCR allows your child to get the attention they need without having to misbehave, making it

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Participant Initials: _____ Researcher Initials: _____

Approved by Capella University's 1

Date of approval: April 22, 20

Approval expires on April 21, 20

easier for both of you to maintain a calm and supportive relationship. This approach can improve your child's overall behavior and help them feel more connected and understood.

WILL PARTICIPATION HELP YOU OR OTHERS?

Participation in this study may directly help you and your child by decreasing unwanted behaviors. Information from this study might help researchers or others in the future.

WHY WOULD YOU NOT WANT TO PARTICIPATE?

You might not want to participate because if not implemented carefully, it could lead to the child expecting attention on a fixed schedule, which might interfere with teaching them appropriate ways to gain attention. If the attention provided is too frequent or doesn't align with their needs, it could potentially reinforce behaviors that are not desirable. Additionally, without proper planning and supervision, NCR may unintentionally reinforce a lack of engagement with more productive activities, like independent play or completing tasks.

ARE THERE RISKS TO YOU IF YOU PARTICIPATE?

This is a minimal risk study. Any discomfort should not be greater than discomfort you experience in daily life or in routine tests. You can stop participation at any time.

ARE YOU ELIGIBLE FOR THE STUDY?

You can participate in the study if you:

- Are at least 18 years old and the legal guardian of the participating child.
- report that the child engages in attention-seeking disruptive behaviors, such as screaming, crying, dropping to the floor, and/or calling on parents repeatedly.
- have functional literacy in English or Spanish to follow training materials and intervention protocols.
- reside in a home setting where the NCR intervention can be implemented consistently.
- have access to a stable internet connection, a functional device with video and audio capabilities (e.g., laptop, tablet, or smartphone), and the ability to use the required video conferencing software.

You are not eligible to participate if you:

- Have prior formal NCR training or are already implementing NCR interventions.

About **3** participants will be in this study.

WHAT WILL HAPPEN DURING THIS STUDY?

If you participate, you will complete the following activities:

- Baseline activities: Allow me to observe via video conference and take notes while the child engages in routine home activity during 3-5 (one-hour) sessions.
- Training: Attend 2 to 3 parent training (one-hour) sessions.

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Participant Initials: _____ Researcher Initials: _____

- Intervention: Parent implements intervention during one-hour sessions, 3 to 5 times a week, for 4 weeks. Researcher observes via video conference (not in person).
- Maintenance: After the last intervention session, Parent implements intervention during one-hour sessions, once a week for 4 weeks.
- Generalization: 1 (one-hour session) on last week of maintenance. After the last maintenance session.
- Social validity questionnaire: 10 minutes, right after the generalization phase.

WHAT KINDS OF PERSONAL DATA WILL I COLLECT FROM YOU?

Age, gender, ethnicity, race, health and medical conditions, and past medical history

ARE THERE OTHER PROCEDURES THAT MIGHT HELP YOU?

There are no alternative procedures relevant to the study.

HOW LONG WILL YOU BE IN THE STUDY?

If you decide to be in this study, your total participation will be approximately 8 weeks: One-hour sessions, via video conference (not in person), 3 to 5 times a week, for 4 weeks. Then once a week for the last 4 weeks of the study.

CONFLICT OF INTEREST DISCLOSURE

I am employed at Aba of southwest Florida corp. This may pose or appear to pose a conflict of interest or influence of participation because as the clinical director and researcher, there are concerns about the power differential, where participants might feel pressured by the leadership role, and confidentiality issues, as they may fear their information could affect future eligibility for services. Additionally, the dual role could lead to confusion for participants about whether interactions are related to research or clinical services, potentially impacting their understanding of their rights and the study's purpose. I will manage this by ensuring that informed consent clearly states participation is voluntary and won't affect access to services or referral status. Distinguish the researcher role from the clinical role in all communications, separate research activities from agency operations to minimize coercion, and maintain strict confidentiality to protect participants' information from being shared with agency staff involved in service delivery. I will not be paid to conduct the study and will not make money from the study. I will ensure data are collected and interpreted without bias.

WILL YOU GET PAID?

You will not be paid for your participation.

IS PARTICIPATION VOLUNTARY?

Your participation in this study is voluntary. You can say no or stop participation at any time. There will be no penalty to you. You will not lose benefits or services to which you are otherwise entitled. If you want to stop participation, please inform the researcher as soon as possible.

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Participant Initials: _____ Researcher Initials: _____

ARE THERE ANY COSTS TO YOU IF YOU PARTICIPATE?

There are no additional costs to you if you participate.

WHEN WILL I REMOVE YOU FROM THE STUDY?

I can remove you from the study if any of the following occur:

- I believe participation is causing you undue discomfort or stress.
- You are unable to complete activities as required.
- You no longer meet the inclusion criteria to participate.
- You request to be removed.

HOW WILL I PROTECT YOUR PRIVACY AND CONFIDENTIALITY?

The information you provide for the research will be kept confidential by storing data in a thumb drive in the researchers office. Please note that the internet and computers are never fully secure. Please note possible risks from electronic transfer of your information to school reviewers who live in different places with different data privacy laws.

In any written reports or publications, I will not use your name. If I collect information that uniquely describes you, I will write or present it in a way that eliminates others' ability to identify you.

I, my research supervisor, and my dissertation committee will have access to your child's study data. Additionally, Capella University's IRB, and the Research Compliance Committee (RCC) and its designees may review the research records.

All information you provide for the research will be securely maintained for seven years. If you leave the study early, I not use the data I have collected.

When the study is over, information that identifies you will be separated from the other data. This information will be stored in a separate place. No data collected in this study will be given to another researcher for use in future research.

You have the right to ask questions about how the data will be handled. You can ask for your data to be removed from analyses and destroyed. If this is not an anonymous study, you can request a copy of your data. You can request a correction if anything is wrong or incomplete.

ARE THERE LIMITS TO CONFIDENTIALITY?

I cannot keep things you tell me confidential if:

- I believe a child or vulnerable adult has been abused
- I believe you plan to hurt yourself
- I believe you plan to hurt someone else

There are laws that require many professionals to alert a state agency or law enforcement if they think a person is at risk for suicide, homicide, or if a child or adult is being abused. Please ask any questions you may have about this issue before you agree to participate. It is important that you do not feel betrayed if I cannot keep something confidential.

NEW FINDINGS

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Participant Initials: _____ Researcher Initials: _____

If there is new information from this study or other studies that might impact your decision to participate, I will inform you. You may freely decide to stop participation.

WHO CAN YOU TALK TO ABOUT THIS STUDY?

You can talk to family members, friends, professionals, or anyone who supports you. It is important that you feel comfortable with your participation. You can ask me questions about the study. You can ask my research supervisor questions about the study. You can contact me using the contact information listed on page 1 of this form.

Capella University’s Institutional Review Board (IRB) has been established to protect the rights and welfare of human research participants. Contact the IRB at 1-888-227-3552, extension 7839 or at irb@capella.edu for any of the following reasons:

- You have questions about your rights as a research participant.
- You have experienced a research-related injury.
- You wish to discuss problems or concerns.
- You have suggestions to improve the participant experience.
- You do not feel comfortable talking with the researcher.

You may contact the IRB without giving your name. To ensure safe conduct of the research, the IRB may need to reveal the information you provide to the researcher, supervisor, or appropriate authority.

DO YOU WANT TO BE IN THIS STUDY?

Your signature below shows you have read this form. You have had time to ask questions about this study. I have answered your questions. You voluntarily agree to be in this study. You understand that you can stop participation at any time. You will get a copy of this consent form for your records.

Printed Name of Participant

Date

Signature of Participant

Date

I confirm that the participant named above was given time to consider this information. The participant had an opportunity to ask questions. To the best of my knowledge, the participant voluntarily agrees to be in this study.

Printed Name of the Researcher

Date

Signature of Researcher

Date

Study Title: Noncontingent reinforcement (attention), without extinction, implemented by parents in the home setting.

Participant Initials: _____ Researcher Initials: _____



PCSS Board Agenda Request

Date 9/17/25

Department: Teaching and Learning

Person Submitting Dr. Diana Wood *Diana Wood*

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of Child Abuse Curriculum for PreK-4th Grades to fulfill Erin's Law which requires all public schools in TN implement a prevention-oriented child sexual abuse program.

received
9-18-25 *MT*

Background:

For the last few years, the Upper Cumberland Child Advocacy Center has gone into our schools and delivered the attached lessons to students. Due to a change in their grant funding, along with updates to the recommendations of the law, our school counselors will deliver the lessons to students. UC Child Advocacy Center desires to continue to partner with the schools in providing the materials and support to counselors, but will not be actually teaching the lessons.



Abuse Prevention Lesson Plan / Grade Pre K

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Read: Your Body Belongs to You by Cornelia Spelman.** This book explains in simple language that it is okay for children to refuse unwanted touches.
6. **Review the Touching Rule Again:** Repeat the Touching Rule with students, pointing to each part and asking questions.
7. **Scenario Discussion:** Present a story about someone breaking the Touching Rule (e.g., Marcus’s uncle). Ask students what Marcus should do using the Ways to Stay Safe. Have students identify safe adults they can tell.
8. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Abuse Prevention Lesson Plan / Grade K

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Watch “Julie Stays Safe”:** Watch the Second Step family resource video “Julie Stays Safe” to help students understand the Touching Rule in real-life situations.
6. **Scenario Discussion:** Present a story about someone breaking the Touching Rule (e.g., Marcus’s uncle). Ask students what Marcus should do using the Ways to Stay Safe. Have students identify safe adults they can tell.
7. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Abuse Prevention Lesson Plan / Grade 1

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Watch “Julie Stays Safe”:** Watch the Second Step family resource video “Julie Stays Safe” to help students understand the Touching Rule in real-life situations.
6. **Scenario Discussion:** Present a story about someone breaking the Touching Rule (e.g., Marcus’s uncle). Ask students what Marcus should do using the Ways to Stay Safe. Have students identify safe adults they can tell.
7. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Abuse Prevention Lesson Plan / Grade 2nd

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Watch “Julie Stays Safe”:** Watch the Second Step family resource video “Julie Stays Safe” to help students understand the Touching Rule in real-life situations.
6. **Scenario Discussion:** Present a story about someone breaking the Touching Rule (e.g., Marcus’s uncle). Ask students what Marcus should do using the Ways to Stay Safe. Have students identify safe adults they can tell.
7. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Abuse Prevention Lesson Plan / Grade 3

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Watch Videos:** Watch the Second Step resource videos, including “I’m in charge” music video. Students will also view “Safe and Unsafe Touches” from the Barbara Sinatra Center for the Abused Children (available on YouTube).
6. **Scenario Discussion:**
 - a. Ivan goes to a tutoring program after school. One day, a tutor named Livia follows him into the bathroom. Livia offers to give Ivan a lot of money if he touches her private body parts.
 - b. Alfredo likes to use his tablet to chat with people. He’s met other kids from all over the world on the Internet. Today, one of his friends sent him a picture of someone’s private body parts.

Discuss how to say “No”, tell a trusted adult, and that it’s never the child’s fault. Have students identify safe adults they can tell.

7. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Abuse Prevention Lesson Plan / Grade 4

Lesson Goal: Students will be able to identify private body parts, understand and explain the Touching Rule, and apply safe strategies when responding to situations where the Touching Rule has been broken.

Touching Rule – A bigger person should never touch your private body parts except to keep you healthy. Private Parts will be described as parts of the body covered by a swimsuit.

You can say “No”, “Stop, I don’t like that”.

Never keep secrets about touching; tell an adult.

1. **Review Safe vs Unsafe Touches:** Say different types of touches (hug, kick, pinch, handshake, etc.). Have students say if each is safe or unsafe. Emphasize refusing unsafe touches.
2. **Introduce the Ways to Stay Safe:** Show the Ways to Stay Safe poster. Teach students how to say “Stop. That hurts me” to refuse unsafe or unwanted touches. Practice the stop hand signal together.
3. **Explain Private Body Parts:** Show the Touching Rule card and explain that private body parts are those covered by a bathing suit. Have students repeat the Touching Rule: "A bigger person should never touch your private body parts except to keep you healthy."
4. **Discuss Exceptions:** Explain that doctors or caregivers might touch private parts to keep children healthy. Show a photo or example of a doctor visit.
5. **Watch Videos:** Watch the Second Step resource videos, including “I’m in charge” music video. Students will also view “Safe and Unsafe Touches” from the Barbara Sinatra Center for the Abused Children (available on YouTube).
6. **Scenario Discussion:**
 - a. Ivan goes to a tutoring program after school. One day, a tutor named Livia follows him into the bathroom. Livia offers to give Ivan a lot of money if he touches her private body parts.
 - b. Alfredo likes to use his tablet to chat with people. He’s met other kids from all over the world on the Internet. Today, one of his friends sent him a picture of someone’s private body parts.

Discuss how to say “No”, tell a trusted adult, and that it’s never the child’s fault. Have students identify safe adults they can tell.

7. **Lesson Review and Closing:** Review the Touching Rule and ways to stay safe. Have students say the rule and safety steps together. Reinforce that it’s never their fault if someone breaks the rule and encourage telling trusted adults.



Putnam County Board of Education
Agenda Request

Name of Person Making Request: Krista Hamilton

Department: Employee Child Care

Check one:

Backup included

Backup to follow

Requesting permission for ECC Employees Angela Billings and Chelsea Hamlet to take part in Pathway to CDA program, which will provide Child Development Associate certification free of charge. The only requirement for the system will be to permit the state to observe the employees while working with students.

Krista Hamilton

Supervisor

9/15/2025

Date

[Signature]
Director of Schools

9/15/25

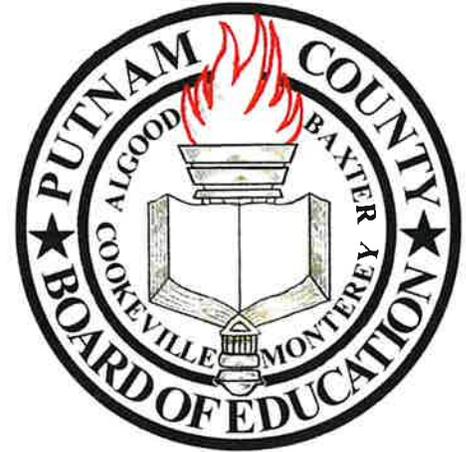
Date

received
9-18-25
MT

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

EXHIBIT
tabbles
VIF9
10-02-25

Date: Sept. 18, 2025
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note
141-72250-399



Check one:

- Backup included
 Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to use the TEC Student Data Privacy Alliance Services. TEC uses the 14-State, National Data Privacy Agreement (NDPA) from the Student Data Privacy Consortium Resource Registry (<https://sdpc.a4l.org>). The platform allows member school districts to create and house all student data privacy agreements (DPAs). This is a consortium that leverages national and state student data privacy agreements with education vendors used in our district and state. The access to use the platform and services is \$550 per year to be paid from: 141-72250-399.

NOTES:

[Empty box for notes]

received
9-18-25 MT *OK*

STANDARD STUDENT DATA PRIVACY AGREEMENT

TN-NDPA-V1

AGREEMENT TYPE

Putnam County School System

LEA

and

Provider

Date

SAMPLE

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

[Putnam County School System], located at [Street, City, State] (the “Local Education Agency” or “LEA”) and [_____], located at [Street, City, State] (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. **Special Provisions. Check if Required**

If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.

If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**

If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: _____ Title: _____

Address: **Street, City, State** _____

Phone: _____ Email: _____

The designated representative for the Provider for this DPA is:

Name: _____ Title: _____

Address: **Street, City, State** _____

Phone: _____ Email: _____

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA [Putnam County School System]

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

Provider [_____]

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data.** Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D."
7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
 - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

7. **Successors Bound**: This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.

8. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.

9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

SAMPLE

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	<input type="checkbox"/>
	Other application technology meta data-Please specify:	<input type="checkbox"/>
Application Use Statistics	Meta data on user interaction with application	<input type="checkbox"/>
Assessment	Standardized test scores	<input type="checkbox"/>
	Observation data	<input type="checkbox"/>
	Other assessment data-Please specify:	<input type="checkbox"/>
Attendance	Student school (daily) attendance data	<input type="checkbox"/>
	Student class attendance data	<input type="checkbox"/>
Communications	Online communications captured (emails, blog entries)	<input type="checkbox"/>
Conduct	Conduct or behavioral data	<input type="checkbox"/>
Demographics	Date of Birth	<input type="checkbox"/>
	Place of Birth	<input type="checkbox"/>
	Gender	<input type="checkbox"/>
	Ethnicity or race	<input type="checkbox"/>
	Language information (native, or primary language spoken by student)	<input type="checkbox"/>
	Other demographic information-Please specify:	<input type="checkbox"/>
Enrollment	Student school enrollment	<input type="checkbox"/>
	Student grade level	<input type="checkbox"/>
	Homeroom	<input type="checkbox"/>
	Guidance counselor	<input type="checkbox"/>
	Specific curriculum programs	<input type="checkbox"/>
	Year of graduation	<input type="checkbox"/>
	Other enrollment information-Please specify:	<input type="checkbox"/>
Parent/Guardian Contact Information	Address	<input type="checkbox"/>
	Email	<input type="checkbox"/>

Category of Data	Elements	Check if Used by Your System	
	Phone	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Guardian ID	Parent ID number (created to link parents to students)	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Guardian Name	First and/or Last	<input type="checkbox"/>	<input type="checkbox"/>
Schedule	Student scheduled courses	<input type="checkbox"/>	<input type="checkbox"/>
	Teacher names	<input type="checkbox"/>	<input type="checkbox"/>
Special Indicator	English language learner information	<input type="checkbox"/>	<input type="checkbox"/>
	Low income status	<input type="checkbox"/>	<input type="checkbox"/>
	Medical alerts/ health data	<input type="checkbox"/>	<input type="checkbox"/>
	Student disability information	<input type="checkbox"/>	<input type="checkbox"/>
	Specialized education services (IEP or 504)	<input type="checkbox"/>	<input type="checkbox"/>
	Living situations (homeless/foster care)	<input type="checkbox"/>	<input type="checkbox"/>
	Other indicator information-Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Student Contact Information	Address	<input type="checkbox"/>	<input type="checkbox"/>
	Email	<input type="checkbox"/>	<input type="checkbox"/>
	Phone	<input type="checkbox"/>	<input type="checkbox"/>
Student Identifiers	Local (School district) ID number	<input type="checkbox"/>	<input type="checkbox"/>
	State ID number	<input type="checkbox"/>	<input type="checkbox"/>
	Provider/App assigned student ID number	<input type="checkbox"/>	<input type="checkbox"/>
	Student app username	<input type="checkbox"/>	<input type="checkbox"/>
	Student app passwords	<input type="checkbox"/>	<input type="checkbox"/>
Student Name	First and/or Last	<input type="checkbox"/>	<input type="checkbox"/>
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	<input type="checkbox"/>	<input type="checkbox"/>
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	<input type="checkbox"/>	<input type="checkbox"/>
Student Survey Responses	Student responses to surveys or questionnaires	<input type="checkbox"/>	<input type="checkbox"/>
Student work	Student generated content; writing, pictures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Other student work data -Please specify:	<input type="checkbox"/>	<input type="checkbox"/>
Transcript	Student course grades	<input type="checkbox"/>	<input type="checkbox"/>
	Student course data	<input type="checkbox"/>	<input type="checkbox"/>

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	<input type="checkbox"/>
	Other transcript data - Please specify:	<input type="checkbox"/>
Transportation	Student bus assignment	<input type="checkbox"/>
	Student pick up and/or drop off location	<input type="checkbox"/>
	Student bus card ID number	<input type="checkbox"/>
	Other transportation data – Please specify:	<input type="checkbox"/>
Other	Please list each additional data element used, stored, or collected by your application:	<input type="checkbox"/>
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	<input type="checkbox"/>

SAMPLE

EXHIBIT "C" DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D"
DIRECTIVE FOR DISPOSITION OF DATA

Putnam County School System Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

Insert categories of data here

Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

Disposition shall be by destruction or deletion of data.

Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

Insert special instructions

3. Schedule of Disposition

Data shall be disposed of by the following date:

As soon as commercially practicable.

By Enter the Date

4. Signature

Authorized Representative of LEA

Date

5. Verification of Disposition of Data

Authorized Representative of Company

Date

EXHIBIT "E"
GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and [Putnam County School System] ("Originating LEA") which is dated [_____], to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address:

Email to Send Exhibit E's _____

[_____]

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the [Putnam County School System] and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

SCHOOL DISTRICT NAME: _____

DESIGNATED REPRESENTATIVE OF LEA:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Email: _____

EXHIBIT "F"
DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks
2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider .

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

EXHIBIT "G"

Supplemental SDPC State Terms for [State]

Version _____

[The State Supplement is an *optional* set of terms that will be generated on an as-needed basis in collaboration between the national SDPC legal working group and the State Consortia. The scope of these State Supplements will be to address any state specific data privacy statutes and their requirements to the extent that they require terms in addition to or different from the National Standard Clauses. The State Supplements will be written in a manner such that they will not be edited/updated by individual parties and will be posted on the SDPC website to provide the authoritative version of the terms. Any changes by LEAs or Providers will be made in amendment form in an Exhibit (Exhibit "H" in this proposed structure).]

[THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]

SAMPLE

EXHIBIT "H"

Additional Terms or Modifications

Version _____

LEA and Provider agree to the following additional terms and modifications:

This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None."

SAMPLE



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: September 19, 2025

RE: Cane Creek Elementary – Air Monitoring Station

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for October 2, 2025, Board meeting.
Consider approval of agreement with the State of Tennessee to place an air monitoring station on the grounds of Cane Creek Elementary School.



Supervisor 9/19/25
Date



Director of Schools 9/19/25
Date

received
9-19-25 MT



September 18, 2025

Mr. Tim Martin
Deputy Director of Schools
Putnam County School System
1400 East Spring Street
Cookeville, TN 38506

Subject: Request to Host PM_{2.5} Air Quality Monitor at Cane Creek Elementary School

Dear Mr. Martin,

I am writing on behalf of the Tennessee Department of Environment and Conservation's Division of Air Pollution Control (TDEC DAPC). Our division operates a statewide network of air quality monitors to protect public health and ensure compliance with national standards established by the U.S. Environmental Protection Agency (EPA).

For more than 25 years, one of our PM_{2.5} monitors has been operating in Cookeville. The Cookeville PM_{2.5} monitor provides essential data on air quality conditions in the Upper Cumberland region. With the closure of our current monitoring location, we are seeking a new host site to maintain uninterrupted data collection in this part of Tennessee. Cane Creek Elementary School was identified as a preferred site for the relocation of our monitor due to its location and adherence to EPA regulatory siting criteria.

We respectfully request approval to place the PM_{2.5} monitor at Cane Creek Elementary School.

Why PM_{2.5} Monitoring Matters in Cookeville

PM_{2.5} refers to fine airborne particles less than 2.5 microns in diameter that can penetrate deep into the lungs and bloodstream. Monitoring PM_{2.5} levels in Cookeville is important because:

- It helps us understand air quality trends in a fast-growing region situated between major urban centers (Nashville and Knoxville).
- It helps protect public health by providing critical data for public health advisories.
- It ensures Tennessee meets federal monitoring requirements for geographic coverage and fills a key gap in the Tennessee ambient monitoring network.

Why Cane Creek Elementary School

Cane Creek Elementary School offers a location that meets EPA siting criteria for air monitoring,

Division of Air Pollution Control
Davy Crockett Tower • 7th Floor
500 James Robertson Parkway • Nashville, TN 37243
Tel: 615-532-0554 • Fax: 615-532-0614
Air.Pollution.Control@tn.gov

We value your opinion. Please take a few minutes to [complete our customer service survey](#).



including adequate space, and unrestricted airflow. Hosting the monitor at your school would benefit your community and ensure Tennessee's continued ability to deliver timely, accurate air quality information to the public.

TDEC DAPC will assume full responsibility for the installation, operation, and maintenance of the monitor. We will also cover all utility costs associated with operating the equipment. For sites located on school property, our staff comply with Tennessee Code Annotated §49-5-413, which means every staff member accessing the property has completed fingerprinting and background checks.

We would be honored to partner with Putnam County Schools at Cane Creek Elementary School in this important public health and environmental effort.

Thank you for considering our request to host the PM_{2.5} monitor at your school. We look forward to the possibility of working together to continue monitoring air quality in Cookeville.

Sincerely,

A handwritten signature in blue ink that reads "Brad King".

Bradley King
Ambient Monitoring Program Manager
Tennessee Department of Environment and Conservation
Division of Air Pollution Control
615-417-1254



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: Dustin Williams (Avery Trace Athletic Director)

Date: 9/18/25

RE: Avery Trace Dance

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for October 2nd, 2025, Board meeting.

Dear Mr. Martin,

Avery Trace Middle School has had a Dance team for 3 seasons. This season (2025-26) will conclude our 4th. I am requesting that now that Avery Trace is outside of its 3 year transition period from a club to a sport that our coach now receives a supplement comparable to other schools receiving a dance supplement. I will be glad to provide any additional information.



Supervisor 9/19/25
Date



Director of Schools 9/19/25
Date

received
9-19-25 MF



Putnam County School System

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

EXHIBIT
tabbles
VIF12
10-02-25
County of Putnam
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tera Brooks

Date: September 22, 2025

RE: PTO Purchase - Playground

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for October 2, 2025, Board meeting.
Consider approval for Prescott South Middle School PTO to cover a 30' x 100' foot area on the playground with artificial turf from Recreational Concepts. The installed purchase price of \$20,000 to be taken completely from PSMS PTO funds.



Supervisor 9/22/25

Date



Director of Schools 9/22/25

Date

received
9-22-25
mt



PRESCOTT SOUTH MIDDLE SCHOOL

PRIDE.SPIRIT.MOTIVATION.SUCCESS

#PRESCOTTPROUD

TERA BROOKS.PRINCIPAL

NATHAN TWITTY. ASSISTANT PRINCIPAL

STEFANIE THRASHER. ASSISTANT PRINCIPAL

Dear Mr. King and Putnam County Board of Education:

The Prescott South Middle School PTO respectfully requests approval to allocate funds raised from our recent PTO fundraiser toward the purchase and installation of turf in a designated area on our back playground. This project aligns with student interests, as they voted to continue enhancing their recess spaces for greater enjoyment.

The PTO plans to invest \$20,000 to construct a 100 by 30-foot turf area. We seek approval to accept this quote so work can begin before Fall Break, with an anticipated construction timeline of 2–3 weeks.

This improvement will provide a safe, durable, and enjoyable space for all students to use during recess and outdoor activities.

Thank you for your consideration.

Tera Brooks

PSMS Principal



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

Date _____ 10/2/2025

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 enter into an agreement with Lean Frog Consulting Services to provide an assessment of Putnam County Board of Education's current compensation program for support positions in the amount of \$16,250 to be paid from 141 72310 399.

received
9-23-25 MT 



Proposal for Support Positions Compensation Study



theleanleap.com

4920 Corporate Dr Suite B
Huntsville, AL 35805
(877) 835-4543
byron@theleanleap.com





4920 Corporate Dr Ste B · Huntsville, AL 35805
(877) 837-4543 · info@theleanleap.com



theleanleap.com

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

September 11, 2025

Subject: Support Positions Compensation Study

Dear Director King,

We have enjoyed speaking with you about your compensation needs. Per your request, we have developed the attached proposal for a Support Positions Compensation Study at Putnam County School System (PCSS).

We believe LEAN Frog is uniquely qualified to provide this review based on our extensive knowledge of PK-12 public school systems, our detailed experience conducting compensation, organizational, and staffing studies for school systems and state departments of education in the Southeast, and our proprietary tools for assessing the efficiency and effectiveness of school systems' academic, financial, and operational structures.

I will serve as the primary point of contact for all proposal-related communication, including any requests for clarification or other communication needed between PCSS and LEAN Frog.

It is LEAN Frog's mission to provide the highest quality consulting services for your school district. My team and I look forward to providing your school system with excellent services and solutions. If you have any questions, please contact me by telephone at 256-289-1693 or by email at byron@theleanleap.com. Thank you for your consideration.

Respectfully,

Byron W. Headrick,
President/Co-founder



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LEAN FROG MISSION AND SERVICE OFFERINGS

LEAN Frog's mission is to improve the efficiency and quality of public education by providing continuous improvement solutions centered on people, processes, and technology. Our mission is guided by two questions:

1. *What will be in the best interest of students?*
2. *How can we work with this school system to help them better serve their students?*

The answers to these questions drive the collaborative philosophy behind our work. We work with school systems in the roles of facilitator (clarify and prioritize client issues through consensus), educator (identify alternatives and assist clients to make educated decisions), and partner (collaborate with clients to ensure on-going program effectiveness). Through our collaborative work with school systems, we pioneer innovative approaches and new technology that allow our clients to cost-effectively manage non-teaching activities and increase the resources available for reinvestment into classrooms.

LEAN Frog offers a variety services for our public education clients including Organizational Reviews, Compensation Studies, Lean Strategic Educational Planning (LSTEP), and Detailed Efficiency Reviews for both instructional and non-instructional departments including the following: Human Resources, Finance, Child Nutrition, Transportation, Facilities/Operations, Technology, Special Populations, Student/Pupil Services, and Instructional Programs. We are best known for helping school systems improve efficiency and effectiveness using our proprietary approach of using Lean Six Sigma methods in public education.

The LEAN Frog team has detailed experience conducting comprehensive compensation studies and helping school systems develop and implement salary schedules that are fair and equitable across all employee groups, aligned with current market expectations, and fiscally sustainable. Some of our relevant projects include but are not limited to the following:

- *Districtwide Compensation Study – Escambia County Schools, AL*
- *Districtwide Compensation Study – Bartlett City Schools, TN*
- *Salary Schedule Development– Bartlett City Schools, TN*
- *Districtwide Compensation Study– Oak Ridge Schools, TN*
- *Salary Schedule Development– Oak Ridge Schools, TN*
- *Districtwide Compensation Study– Collierville Schools, TN*
- *Districtwide Compensation Study– Grant Parish Schools, LA*
- *Districtwide Compensation Study – Lafourche Parish Schools, LA*
- *Districtwide Compensation Study– St. James Parish Schools, LA*
- *Salary Schedule Development– St. James Parish Schools, LA*
- *Districtwide Compensation Study– Washington County Schools, TN*
- *Districtwide Compensation Study – Florence City Schools, AL*
- *Districtwide Compensation Study – Opelika City Schools, AL*
- *Salary Schedule Development – Opelika City Schools, AL*



- *Compensation Assessment – Lincoln County Schools, TN*
- *Districtwide Compensation Study- Calcasieu Parish Schools, LA*
- *Salary Schedule Development- Calcasieu Parish Schools, LA*
- *Compensation Analysis and Recommendations (RFP) – Assumption Parish School Board, LA*
- *Salary Schedule Development- Assumption Parish Schools, LA*
- *District-wide Compensation Study – Bossier Parish Schools, LA*
- *District-wide Compensation Study – Central Community School System, LA*
- *Four Phase Overall Compensation Study Analysis (all positions) – Oak Ridge Schools, TN*
- *Unified Salary Schedule Development and Implementation Plan – Oak Ridge Schools, TN*
- *District-wide Compensation Study and Supplement Compensation Review – St. Landry Parish School Board, LA*
- *Central Office Compensation Study – West Baton Rouge Schools, LA*
- *Salary Schedule Development Support – West Baton Rouge Schools, LA*
- *Districtwide Compensation Study – Albertville City Schools, AL*
- *Organizational Review & Compensation Study – Baldwin County Public Schools, AL*
- *Salary Schedule Development – Baldwin County Public Schools, AL*
- *Districtwide Compensation Study – Bessemer City Schools. AL*
- *Districtwide Salary Study – Dallas County Schools, AL*
- *Compensation Program Documentation – Dallas County Schools, AL*
- *Districtwide Compensation Study – Ozark City Schools, AL*
- *Districtwide Compensation Study – St. Clair County Schools, AL*
- *Districtwide Compensation Study – Trussville City Schools, AL*
- *Salary Schedule Development –Trussville City Schools, AL*
- *Athletics and Extracurricular Supplements Assessment – Tuscaloosa City Schools, AL*
- *Principal Compensation Study and Program Development – Tuscaloosa City Schools, AL*
- *Teacher Salary Schedule Review and Update/Development – Vestavia Hills City Schools, AL*

OBJECTIVE

To perform an assessment of the district's current compensation program for support positions and provide recommendations that align with the system's current strategy.

COMPENSATION STUDY PROCESS

LEAN Frog will conduct a variety of activities, including collecting data (job descriptions, employee pay data, current compensation program policies, etc.) to fully understand the district's current compensation approach, opportunities, and challenges. A start-up meeting will be held to introduce team members, identify a PCSS point of contact, identify the initial data request, and confirm the project schedule.

We will work with PCSS to develop benchmark positions for the market and peer compensation analyses. The study of these positions will consider both internal position equity and current market job valuations. This will ensure that recommendations align with PCSS's equity expectations while also reflecting external competitiveness. The market analysis will provide base salary comparisons

relative to the school system's appropriate labor market. To establish competitive levels, data from multiple published salary surveys and specific school system information will be used. We will also work with PCSS to identify school systems for direct comparisons. Benchmark jobs will then be matched to similar roles in the market and peer systems based on job content.

LEAN Frog will utilize data collected in the market analysis to review and analyze the current salary schedules and the incumbents' current wages. We will identify internal equity problems that may exist resulting from pay compression, discretionary compensation decisions, etc.

LEAN Frog will conduct regular reporting meetings to review compensation data with PCSS leadership. We will present overall findings and summary data in a workshop meeting with leadership. Using input gathered at the workshop, a final report containing detailed recommendations and supporting data will be provided. LEAN Frog can present an executive summary of the compensation study to the PCSS Board of Education if desired.

Timeframe for beginning project: Project start-up meetings normally occur within one to two weeks of receipt of initial downpayment.

Project Duration: The estimated completion time for this project is four to six months following the start-up meeting.

RESPONSIBILITIES

To achieve the achieve the desired results in a timely manner, significant commitment, support, and involvement from PCSS personnel will be required. The project's ultimate success is highly dependent upon internal effort. To achieve smooth and successful completion of the assigned tasks, PCSS will be responsible for the following:

1. Identifying an internal PCSS Point of Contact
2. Ensuring personnel participation and involvement
3. Providing requested materials in a timely manner
4. Promptly addressing any personnel issues that may arise

COMPENSATION TERMS

The price for the District-wide Compensation Study is **\$16,250.00 excluding expenses related to travel***.

Billing Practices: The project will be invoiced as outlined in the table below. All invoices are due upon receipt but not greater than ten (10) business days. If there is a question concerning billing at any time, please contact us for clarification. We strive to provide cost-effective consulting services.

PCSS Support Positions Compensation Study Billing Schedule		
Activity	Billing Amount	Billed
Down Payment (35% of total price)	\$5,687.50	At Proposal Acceptance
Monthly Payment (30% of total price)	\$4,875.00	30 days following Project Start Up Meeting
Monthly Payment (30% of total price)	\$4,875.00	60 days following Project Start Up Meeting
Final Payment (5% of total price)	\$812.50	After Delivery of Final Report
TOTAL		\$16,250.00

*We strive to be good stewards, and work will be performed virtually if possible. Travel (e.g., mileage, consultant travel time at \$95/hour, meals, etc.) and any other direct expenses associated with the project will be invoiced on the next available invoice. All travel time must be approved by PCSS prior to occurring. Travel if requested by the client will be billed based on the current U.S. General Services Administration (GSA) rate for mileage, and the current GSA per diem rate for the location of the client.

OPTIONAL SALARY SCHEDULE DEVELOPMENT

After completion of the compensation study, LEAN Frog can assist PCSS with development and implementation of salary schedules if desired. LEAN Frog's support would consist of the following:

- Work with PCSS staff to review positions, market data, and determine equity value for each position.
- Develop new salary schedules for positions based on review.
- Support development of plan to transition incumbent employees to new compensation program.
- Support development of internal and external communication needed to ensure a smooth transition for the school system and for employees.

If interested, LEAN Frog can provide a quote.

USE OF MATERIALS

During the term of this Agreement, LEAN Frog may provide printed and electronic copies of processes, procedures, forms, and/or other miscellaneous documents (herein referred to as Materials) designed specifically for PCSS. PCSS agrees to limit the use of any Materials for PCSS purposes and agrees not to distribute or share any Materials with third parties without the written consent of LEAN Frog.



TERMINATION OF SERVICES

This contract may be terminated by either party with thirty (30) days' written notice and may be subject to the payment of any outstanding fees and expenses as well as the delivery of all completed work.

AMENDMENTS

This contract may be modified or amended with a written agreement executed by both parties.

RESPONSE

By signing, I confirm that I have read, understand, and agree to the terms and conditions of this Proposal/Agreement.

Accepted by:

Accepted by:

Corby King, Director of Schools
Putnam County School System

Byron Headrick, President/Co-founder
LEAN Frog Business Solutions, Inc.

Date: _____

Date: _____



REFERENCES

LEAN Frog is pleased to have worked with a broad spectrum of public school systems across the Southeast. We have numerous clients who value our work and are pleased to refer us to others. Please feel free to reach out to any of our clients for feedback on our company. A few of them are listed below.

"Reviewing compensation data and developing salary schedules can be an exhausting, time-consuming process, especially when you wear many HR hats day to day. I am thankful we had a trusted partner like LEAN Frog to work with us throughout the process. Their knowledge of and experience with school district compensation (e.g., reviewing positions and market data; determining equity value; developing schedules, cost projections, and communications), was just what we needed to make good, informed decisions with confidence." **Barbara Burke, pHCLE, Director of Human Resources and Staff Development, West Baton Rouge Parish School System** • Phone: 225-343-8309 • Email Barbara.Burke@wbrschools.net

"I cannot speak highly enough about Lean Frog and their exceptional services. Our school system recently collaborated with them for an organizational review and compensation study, and the experience was truly remarkable. It was evident from the start that Lean Frog has a genuine passion for education, which translated into their meticulous work. They were not only easy to work with, but also incredibly responsive and receptive to our feedback throughout the process. Their professionalism and dedication were truly commendable. Working with Lean Frog was an absolute pleasure, and I highly recommend their services to any educational institution seeking outstanding support and expertise." – **Dr. Jason Fountain, Central Community School System, LA** • Phone: 225-262-1919 • Email: jfountain@centralcss.org

"The Oak Ridge Schools has had a great experience partnering with LEAN Frog. LEAN Frog associates have always been extremely professional and focused on our district's best interest. They have completed many projects for the Oak Ridge Schools, including a comprehensive analysis of our organizational structure, compensation analyses of our positions, and a long-term sustainability review. I would recommend LEAN Frog to anyone looking for systems improvement." – **Dr. Bruce Borchers, Director of Schools, Oak Ridge Schools, TN** • Phone: 865-425-9001 • Email: btborchers@ortn.edu

"Our Board and I have partnered with LEAN Frog multiple times for various projects over the years. We are always blown away with the results, their collaborative approach, impeccable customer service, and expertise they bring to the projects. Whether we need to write a very intensive RFP or need an extensive salary study completed, or any other project in which we need expertise and assistance, we always call on LEAN Frog." – **Dr. Bill Heath, Director of Schools, Lincoln County Schools, TN** • Phone: 931-433-3565 • Email: bheath@lcdoe.org



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 of Change Order #1 with A1 Abatement, LLC, Baxter, TN to add the abatement of asbestos tile and mastic in the cafeteria at the Early Learning Center in the amount of \$13,328.93 to be paid for from 141-72620-399.

received
9-19-25 MT CK

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.: 1328
Estimate date: 09/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Asbestos Abatement - TILE & MASTIC	-Commercial: Cafeteria / Large room Total Square Footage 3,250 SqFt (Areas, Location) The proposed quotation pertains to the safe and efficient removal of materials covering and/or obstructing access to ACM and asbestos-containing: -TILES (MULTIPLE LAYERS) -MASTIC -TOP LAYER MASTIC (NON ACM)	1	\$8,937.50	\$8,937.50
2.		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	\$1,691.43	\$1,691.43
3.		Disposal / Hauling / Dumpster	Includes transportation and disposal of all project waste to a designated landfill using trailer or specialty waste dumpsters	1	\$1,200.00	\$1,200.00



Content Manipulation - Standard

Abatement of hazardous materials may require modification of the property and relocation of furniture, electronics, personal belongings, appliances, fixtures, etc. All items will be handled safely and relocated to a designated area chosen by the proper authority. Note that a preparation rate may apply unless notified.

1

\$1,500.00

\$1,500.00

Total

\$13,328.93

Accepted date

Accepted by



A1 Abatement LLC
1010 Buffalo Valley Rd.
Baxter TN, 38544

September 5, 2025

Parkview Pre-K PCSSTN
545 Scott Ave
Cookeville, TN 38501

Atten:
Tim Martin - Deputy Director of Schools
John Magura - Facilities Maintenance Supervisor
Putnam County Schools
240 Raider Drive
Cookeville, TN 38506
(931) 520-6409

Subject: **CHANGE ORDER** Asbestos Abatement Contract

Dear **TIM MARTIN & JOHN MAGURA**,

This contract (the "Contract") is made between A1 ABATEMENT LLC (the "Contractor") and **TIM MARTIN and JOHN MAGURA representing PUTNAM COUNTY SCHOOLS** (the "Client") for the purpose of providing asbestos abatement services as outlined below.

Contract Revisions

Following communication with **The Client** on **August 26, 2025**, the parties have agreed to revise the contract to ensure clarity and alignment with the scope of work and expectations. The following revisions shall apply and supersede any conflicting provisions in the original contract:

1. Square Footage Responsibility

The Contractor acknowledges and accepts full responsibility for identifying and confirming the total square footage of all areas requiring abatement. Accordingly, any discrepancies, miscalculations, or variances in the square footage measured shall remain the responsibility of the Contractor, as the Contractor performed the measurements.

2. Specification of Abatement Areas

At the Client's request, the contract shall specifically list the areas included in the scope of abatement, rather than referencing only the approved estimate. The areas identified for abatement are as follows:

CHANGE ORDER:

During the course of the abatement work already contracted between the Contractor and the Client, additional suspected asbestos-containing tile and mastic were identified in an area scheduled for demolition after A1 Abatement's initial scope was completed.

To prevent future delays and avoid remobilization costs, the Client requested immediate sampling and analysis of the materials in question. Laboratory results confirmed the presence of asbestos. Accordingly, this additional abatement work will be incorporated into the original contract scope as a Change Order.

The newly identified area to be abated is as follows: Cafeteria - 3,250 SqFt

This work will commence immediately following completion of the originally contracted scope.

3. Indemnification Clause

At the request and upon the advice of the County's legal counsel, the following provision previously included in the contract shall be removed in its entirety and shall not apply to this agreement:

Indemnification

"The Client agrees to indemnify and hold the Contractor harmless from any claims, damages, or liabilities arising from the Client's failure to disclose relevant information or violations of applicable laws and regulations."

All other terms and conditions of the original contract remain in full force and effect.

Scope of Work:

- a. The Contractor agrees to perform the following services:
 - i. Identification and assessment of asbestos-containing materials (ACMs) in the Client's property.
 - ii. Development of a comprehensive abatement plan in compliance with state and federal regulations.
 - iii. Safe removal, containment, encapsulation, or enclosure of ACMs as necessary.
 - iv. Proper disposal of ACMs in accordance with applicable laws and regulations.
 - v. Upon request, an air clearance test will be conducted at the completion of the abatement to ensure its efficacy. Please note, this may affect the overall project timeline.

- 1. An outline of the work that is to be performed by The Contractor will be provided to The Client via email (and/or hardcopy) through a Proposal or/and estimate. Once the proposal/estimate has been approved by the client, the scope of work outlined within the email may commence.

2. Restoration of the property to a safe and habitable condition after completion of the abatement process.

Timeline:

3. a. The Contractor aims to begin the asbestos abatement project on **FRIDAY SEPTEMBER 5TH, 2025** and aims to complete it by **MONDAY SEPTEMBER 15TH, 2025**. The Contractor has projected that the project will take a total of **7-12 DAY(S)** for **ABATEMENT**. The Contractor has projected that the project will take a total of **1-3 DAY(S)** for **AIR CLEARANCE**. The timeline is subject to change due to unforeseen circumstances and/or regulatory requirements.

Payment:

- a. The Client agrees to pay the Contractor a total amount of **\$13,328.93** for the asbestos abatement project.

b. Payment terms:

- i. A **20%** deposit of **\$2,665.78** is due upon the signing of this Contract. The deposit is for but not excluded to materials, consumables, disposal fees, and Contractor Cancellation Protection.

4. ii. The remaining balance of **\$10,663.15** shall be paid as follows: **Completion of abatement or MONDAY SEPTEMBER 15TH, 2025**.

5. Payment Provisions and Remedies: In the event of non-payment or late payment by the client, the contractor reserves the right to enforce the following penalties and remedies: (1) Late Payment Fees: The client shall be charged a late fee of \$35.00 for each day that the payment remains overdue; (2) Lien Rights: The contractor reserves the right to file a mechanic's lien or similar claim on the property where the work was performed if payment is not received; (3) Legal Expenses: The client shall be responsible for any legal fees, collection costs, or other expenses incurred by the contractor to recover the outstanding balance. By entering into this agreement, the client acknowledges and accepts these penalties and remedies as reasonable and necessary for the protection of the contractor's interests.

(A 3% processing fee will be added if invoice or deposit is to be paid by Credit Card)

Change Orders:

- a. Any changes to the scope of work or additional services requested by the Client must be agreed upon in writing by both parties.
 - b. The Contractor shall provide the Client with a written estimate of any additional costs associated with the change order(s).
- 6. c.** The Client shall have the right to accept or decline the proposed change order(s) within a reasonable timeframe.

In project Change Order

It is vital that The Client provides accurate and comprehensive project details, including but not limited to:

- Total square footage for abatement.
- Identification of hazardous materials requiring abatement.
- Equipment and machinery necessary to complete the project.
- Available space and accessibility for the project.

If, after the commencement of the project, it is discovered that the information provided by The Client is incorrect or incomplete, resulting in unforeseen costs or modifications to the project scope, a change order will be implemented. The change order will outline any necessary adjustments in project costs and scope to ensure the successful completion of the agreed upon project. The Client will be informed of these changes, and approval will be sought before any additional work is initiated.

License, Insurance and Certifications:

- 7. a.** The Contractor shall possess and maintain all necessary certifications required by state and federal authorities for asbestos abatement services.

Indemnification:

- 8. a.** The Client agrees to indemnify and hold the Contractor harmless from any claims, damages, or liabilities arising from the Client's failure to disclose relevant information or violations of applicable laws and regulations.

Termination:

9. a. Either party may terminate this Contract in the event of a material breach by the other party. Written notice of termination must be provided, outlining the reasons for termination and must be agreed upon by both parties.

Governing Law:

10. a. This Contract shall be governed by and construed in accordance with the laws of **TENNESSEE**, without regard to its conflict of laws principles.

One Touch Policy

Our commitment to efficient and safe abatement work includes the 'One Touch Policy,' which entails:

Furniture / Contents Relocation: Our team will relocate any furniture obstructing the abatement process once, with the sole purpose of creating a safe and unobstructed workspace.

Homeowner / Property owner / General contractor Responsibility: Owners of any other contents on site are responsible for:

- Moving or safely storing any furniture or valuable miscellaneous items.
- Ensuring the proper storage of these items during abatement.

Damage Disclaimer: In the unlikely event of damage occurring to any furniture or miscellaneous items moved by The Contractor, we do not accept liability or responsibility for repair or replacement. We encourage property owners to take precautions to protect their property and valued possessions.

The 'One Touch Policy' is designed to optimize the abatement process while underscoring The Clients role in protecting their property and cherished possessions. This policy comes into effect upon The Client's explicit request to The Contractor. It is essential that any such request is disclosed during the project planning phase to ensure accurate adjustments to the contract, estimate and invoice. In the event that such a request is not disclosed prior to the project commencement and is subsequently found to be necessary during the project, a change order will be required to accommodate the request."

Entire Agreement:

11. a. This Contract constitutes the entire agreement between the Contractor and the Client, and supersedes any prior discussions, understandings, or agreements, whether written or oral.

By signing this contract, the client's signature shall constitute an agreement and acceptance by both parties listed herein. The signature of either party, whether it be **TIM MARTIN, JOHN MAGURA** and/or **CHRISTOPHER MATAELE**, shall bind both parties to the terms and conditions outlined in this contract. Although recommended, It is not necessary for both parties to sign this contract for it to be considered legally binding. The signature of The Client indicates their understanding, consent, and intention to be bound by the terms herein, and that all obligations and rights set forth in this contract are applicable to both parties equally.

Please review this contract carefully. If you agree with its terms and conditions, please sign and return a copy to the Contractor no later than **2 WEEKS PRIOR TO START** (unless discussed otherwise). Upon receipt of the signed Contract, the Contractor will commence with the necessary preparations for the asbestos abatement project.

If any party representing The Client has any questions or require further clarification, please do not hesitate to contact our team at (541) 280 - 9351 or a1abatementnow@gmail.com.

Thank you for your cooperation. We look forward to working with you on this asbestos abatement project.

Sincerely,

Christopher Mataele

Christopher Mataele
Owner
info@a1abatementnow.com

Accepted and agreed:

Client Name / Representative

Signature



Agreement: Customer Data Sharing with Direction, Consent, Release

The customer district identified below (“Customer” or “You”) has engaged McGraw Hill LLC (“McGraw Hill” or “MH”) to provide certain educational products and services (the “Services”) to Customer and its authorized users.

The purpose of this Agreement is for Customer to provide direction and authorization for McGraw Hill to receive and ingest certain Customer student data solely in order for McGraw Hill to provide personalized learning recommendations for Customer within the subscribed Service.

You hereby request that McGraw Hill receive and process your student data listed on Schedule A for integration and use within the Service set forth on Schedule A, on either a one-time or continual basis, as you may share and direct from time to time. All data will be shared in a secure manner mutually determined by You and McGraw Hill. You are under no obligation to provide data. You may request McGraw Hill delete your data at any time by submitting McGraw Hill’s [Privacy Request Form](#).

Each of McGraw Hill and You acknowledge and agree to comply with all applicable federal, state, or local laws, rules, and/or regulations. This includes, to the extent applicable, the provisions of the Family Educational Rights and Privacy Act (“FERPA”) and the Children’s Online Privacy Protection Act (“COPPA”). You will be responsible for obtaining any written or other consents from students and their parents to the extent required, and MH shall be acting as Your legal agent in capacity as a designated “School Official” under FERPA.

Any information protected by FERPA that You submit to MH in connection herewith is Your confidential information, and McGraw Hill will protect such data in accordance with its commitments in the Services Agreement and McGraw Hill’s [End User Privacy Notice](#).

Sincerely,

District Name: _____

By: _____

Name: _____

Title: _____

Date: _____



Schedule A
Customer Data Sharing Details

Service: McGraw Hill Plus

Description of Customer Data

- Unique Student ID (McGraw Hill will work with the District to match student assessment IDs with student identifiers in McGraw Hill Plus)
- School name (blank if not available)
- Grade level during applicable school year (blank if not available)
- For each of the three (3) total possible iReady Diagnostic testing periods during the Research Term:
 - Test date (dd/mm/yyyy)
 - Mathematics overall score
 - Mathematics domain score



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: September 12, 2025

RE: Policy 1.806 Advertising and Distribution of Materials in the Schools

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for October 2, 2025, Board meeting.
Consider addition to Advertising and Distribution of Materials Policy as submitted.



Supervisor 9/12/25
Date



Director of Schools 9/12/25
Date

received
9-12-25 MT 

Putnam County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date: 09/03/15
		Rescinds: 1.806	Issued: 11/06/14

1 No part of the school system, including the facilities, emails, the name, the staff, and the students, shall
 2 be used for advertising, solicitation, or promoting the interests of any commercial, political or other
 3 non-school agency or organization except that:

- 4 1. All printed and electronic materials must be pre-approved by the director of schools or central
 5 office designee.
- 6
- 7 2. Submissions require five (5) business days for processing;
- 8
- 9 3. Distribution is not one-to-one. Outside materials are not sent home, but made available
 10 digitally on the district website www.pcsstn.com;
- 11
- 12 4. The school may cooperate in furthering the work of any non-profit, community-wide social
 13 service agency, provided that such cooperation does not restrict or impair the educational
 14 programs of the schools;
- 15
- 16 5. The school may participate in radio or television programs under acceptable commercial
 17 sponsorship when such programs are educationally beneficial;
- 18
- 19 6. Community, educational, charitable, recreational and other similar civic groups may advertise
 20 event pertinent to students' interests or involvement. Such advertisement, including the
 21 distribution of materials, and the placing of banners or signage, shall be subject to any
 22 procedures related to time, place and manner established by the principal;
- 23
- 24 7. The Central Office designee and/or principal shall screen all materials prior to distribution to
 25 ensure their appropriateness. The principal may prohibit materials that:
- 26
- 27 a. would likely cause substantial disruption of the operation of the school;
- 28 b. violate the rights of others;
- 29 c. are obscene, lewd or sexually explicit; or
- 30 d. students would reasonably believe to be sponsored or endorsed by the school.
- 31
- 32 8. The school may, upon approval of the director of schools, cooperate with any governmental
 33 agency in promoting activities which advance the education or other best interests of the
 34 students;

- 1 9. Political literature shall not be distributed through the school to students, nor sent home to
2 parents, nor place in employee's mail boxes, lounges, or on school premises, nor sent to an
3 employee's home address or school board email address;
4
- 5 10. Political signs for people who are running for public office shall not be allowed on school
6 property except those being held by poll workers on election day;
7
- 8 11. School publications may accept and publish paid advertising under procedures established by
9 the director of schools; and
10
- 11 12. Advertising for alcohol, tobacco, vapes, weapons or any other substance or product illegal to
12 consume or purchase below the age of 18 years old shall not be displayed on any school board
13 property, any school board vehicle, any team jersey or team clothing, or by any club, team, or
14 organization under the supervision of the Putnam County Board of Education.
15
- 16 13. Any outside entity wishing to advertise or solicit within the schools must prominently display
17 the following disclaimer: "This information is being distributed as a community courtesy.
18 Putnam County School System is not an endorser or sponsor of this event.
19
20
21

Cross References

Board-Community Relations 1.500
Vendor Relations 2.809
Staff-Community Relations 5.606
Student Publications 6.704



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

Date _____ 10/2/2025

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 \$223,289.47 and First National Bank of Tennessee (retainage) in the amount of \$11,752.08 for pay application #10 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

received
9-19-25 MT CK

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

PROJECT: CPBNA00578
CONTRACT DATE: 10/02/2024

VALUATION NUMBER: 10
APPLICATION DATE: 09/15/2025
PERIOD TO: 09/30/2025
ESG JOB NUMBER: CPBNA00578
DUE DATE: 10/15/2025

Please Remit To

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

Payment by Mail
Energy Systems Group
PO BOX 71390
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	4,918,470.55
5. RETAINAGE:	245,923.53
a. 5% of Total Completed & Stored To Date (Column 1 of G703)	4,672,547.02
6. TOTAL EARNED LESS RETAINAGE	4,449,257.55
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	4,100,947.75
8. CURRENT PAYMENT DUE	223,289.47
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	4,100,947.75

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:
By: [Signature] Date: 9/15/25

State of: INDIANA
County of: WARRICK
Subscribed and sworn to before me this 15th day of Sept., 2025

Notary Public: [Signature]
My Commission expires: February 16, 2023



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: \$ 223,289.47

(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.)

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

ARCHITECT:
By: _____ Date: _____

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

CONTINUATION SHEET

Based on AIA DOCUMENT G703

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

VALUATION NUMBER: 10
 APPLICATION DATE: 09/15/2025
 PERIOD TO: 09/30/2025
 ESG JOB NUMBER: CPBNA00578
 DUE DATE: 10/15/2025

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 RETAINAGE FINISH (C - G)	I RETAINAGE 5%
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1-1	Bard Units	450,000.00	450,000.00	0.00	0.00	0.00	450,000.00	0.00	22,500.00
1-2	MEP - Mobilization, General Conditions, Bonds	401,554.00	401,554.00	0.00	0.00	0.00	401,554.00	0.00	20,077.70
1-3	Electrical Upgrades	920,000.00	690,000.00	0.00	0.00	0.00	690,000.00	230,000.00	34,500.00
1-4	HVAC, Sheet Metal	1,273,683.00	827,893.95	0.00	0.00	0.00	827,893.95	445,789.05	41,394.70
1-5	Plumbing	1,000,000.00	450,000.00	50,000.00	0.00	0.00	500,000.00	500,000.00	25,000.00
1-6	Controls, Start up, Test/Balance	141,000.00	0.00	0.00	0.00	0.00	0.00	141,000.00	0.00
1-7	General Contractor-Mobilization, General Condition	252,600.00	252,600.00	0.00	0.00	0.00	252,600.00	0.00	12,630.00
1-8	Demolition	256,900.00	166,985.00	12,845.00	0.00	0.00	179,830.00	77,070.00	8,991.50
1-9	Concrete & Masonry	394,000.00	157,600.00	0.00	0.00	0.00	157,600.00	236,400.00	7,880.00
1-10	Carpentry, Millwork, Framing, Doors, Hardware	1,359,393.00	203,908.95	67,969.65	0.00	0.00	271,878.60	1,087,514.40	13,593.93

CONTINUATION SHEET

Based on AIA DOCUMENT G703

A	B	C	D WORK COMPLETED		E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO RETAINAGE FINISH (C - G)	5%	
1-11	Ceilings, Floors, Wndows	470,700.00	117,675.00	23,535.00	0.00	141,210.00	30.00	329,490.00	7,060.50	
1-12	Paints and Coatings, Specialties	319,400.00	15,970.00	31,940.00	0.00	47,910.00	15.00	271,490.00	2,395.50	
1-13	Engineering	274,652.00	274,652.00	0.00	0.00	274,652.00	100.00	0.00	13,732.60	
1-14	Architecture	284,575.00	284,575.00	0.00	0.00	284,575.00	100.00	0.00	14,228.75	
1-15	Project Management, Overhead	975,037.77	390,015.11	48,751.89	0.00	438,767.00	45.00	536,270.77	21,938.35	
	TOTALS	8,773,494.77	4,683,429.01	235,041.54	0.00	4,918,470.55	56.06	3,855,024.22	245,923.53	

**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 \$223,289.47, 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 15 day of Sept. 2025

[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 15th day of Sept., 2025

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



PCSS Board Agenda Request

Date: September 23, 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 of Change Order #1 with American Constructors, Inc., Brentwood, TN to deduct the remaining contingency funds in the amount of \$258,706.68 on the new Park View Elementary School project which will reduce the final contract amount to \$45,263,065.32

received
9-23-25 MT

CM

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Park View School
Putnam County, TN

CONTRACT INFORMATION:
Contract For:
Date: 07-28-2025

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 07-28-2025

OWNER: *(Name and address)*
Putnam County School System
1400 East Spring St.
Cookeville, TN 38506

ARCHITECT: *(Name and address)*
Upland Design Group PLLC
P. O. Box 1026
Crossville, TN 38557

CONTRACTOR: *(Name and address)*
American Constructors, Inc.
5203 Maryland Way, Suite 210
Brentwood, TN 37027

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deduct \$258,706.68 from the contract amount for the unused contingency allowance.

The original Guaranteed Maximum Price was	\$	45,521,772.00
The net change by previously authorized Change Orders	\$	0.00
The Guaranteed Maximum Price prior to this Change Order was	\$	45,521,772.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	\$	(258,706.68)
The new Guaranteed Maximum Price including this Change Order will be	\$	45,263,065.32

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Kim Allen Chamberlin, Principal
(Printed name, title, and license number if required)

28 July, 2025

Date



CONTRACTOR *(Signature)*

BY: Derek Martin, President
(Printed name and title)

July 28, 2025

Date

OWNER *(Signature)*

BY:
(Printed name and title)

Date



Park View School



REPORT DATE: 4 August 2025

NUMBER	DESCRIPTION	TOTAL COST OF PROPOSAL	Source	Status	Contingency Balance
	Contingency Allowance				\$ 750,000.00
CP-1	CP #01 - ASI-001	\$ (2,120.00)	Contingency	Approved	\$ 752,120.00
CP-2	CP #02 - ASI 006-R001	\$ (2,744.00)	Contingency	Approved	\$ 754,864.00
CP-3	CP #03 - Reconcile Cap Grouting Allowance	\$ (32,694.00)	Contingency	Approved	\$ 787,558.00
CP-4	CP #04 - ASI-006 Steel Revisions	\$ 39,060.00	Contingency	Approved	\$ 748,498.00
CP-5	Premium for Glen Gery Shadow Grey Brick	\$ 110,775.06	Contingency	Approved	\$ 637,722.94
CP-6	Add Access Control/CCTV Equipment from Owner's Budget	\$ 217,830.80	Contingency	Approved	\$ 419,892.14
CP-7	CP #05 - Additional Acoustic Panels Cafeteria & Gym	\$ 109,664.23	Contingency	Approved	\$ 310,227.91
CP-8	CP #08 - Add 2 coats of wax all VCT	\$ 12,974.06	Contingency	Approved	\$ 297,253.85
CP-9	CP #09 - Add gym speakers per Owner Request	\$ 34,137.18	Contingency	Approved	\$ 263,116.67
CP-10	CP #10 - PRV Domestic Water	\$ 4,410.00	Contingency	Approved	\$ 258,706.67
CO #1	CO #1 -Reconcile Contingency Balance	\$ (258,706.67)	Change Order	Approved	\$ -



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

Date _____ 10/2/2025

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 Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$36,228.17 for architectural services for the Park View School project, to be paid from 141-76100-304-02504. Note: Final Payment

received
9-24-25 mt

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 1921 Inv. 35
 Invoice Date: Aug 4, 2025
 Page: 1

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

Bill To:

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

Ship to:

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

Customer ID	Customer PO	Payment Terms	
1921		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/4/25

Quantity	Item	Description	Unit Price	Amount
		Final Const. Cost: \$45,263,065.32 x 5%		36,228.17
		(A/E fee) = \$2,263,153.26 x 100% =		
		\$2,263,153.26 - less previously billed		
		\$2,226,925.09 = \$36,228.17		

Subtotal	36,228.17
Sales Tax	
Total Invoice Amount	36,228.17
Payment/Credit Applied	
TOTAL	36,228.17

Check/Credit Memo No:



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

Date _____ 10/2/2025

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 American Constructors, Inc. in the amount of \$29,930.78 for pay application #27 related to the Parkview School project to be paid from 141-76100-706-02504. Note: Final Payment

received
9-25-25 MT CK

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

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

PROJECT: Park View Elementary

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

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

APPLICATION NO: 750-27

PERIOD TO: September 30, 2025

PROJECT NO:

CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

agrohnl@uplanddesigngroup.com
 kchamberlin@uplanddesigngroup.com

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	45,521,772.00
2. Net change by Change Orders	(258,706.68)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	45,263,065.32
4. TOTAL COMPLETED & STORED TO DATE	45,263,065.32
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	0.00
Retainage Previous Balance	73,803.31
b. _____ % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703)	73,803.31
6. TOTAL EARNED LESS RETAINAGE	45,189,262.01
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	45,159,331.23
8. CURRENT PAYMENT DUE	29,930.78
9. BALANCE TO FINISH, INCLUDING RETAINAGE	73,803.31
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	DEDUCTIONS
Total changes approved in previous months by Owner	0.00
Total approved this Month	258,706.68
TOTALS	258,706.68
NET CHANGES by Change Order	(258,706.68)

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

CONTRACTOR: AMERICAN CONSTRUCTORS, INC.

By:  Matthew T. McCall, CFO
 State of: Tennessee
 County of: Davidson
 Subscribed and sworn to before me this 17th day of September 2025.
 Notary Public:  Margie A. Eblen
 My Commission expires: May 3, 2026

Date: September 17, 2025



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

(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:

By: _____ Date: _____

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

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN

Application No. 27
Date: 09/30/25

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G		H Balance to Finish	I Retainage
		Previous Applications	Total Completed To Date			%			
02.35 Cap Grouting Allowance	1,150,750.00	1,150,750.00	-	-	-	1,150,750.00	100.00%	-	-
03.00 Cast In Place Concrete	2,359,381.00	2,359,381.00	-	-	-	2,359,381.00	100.00%	-	-
03.30 Hollow Core Concrete Planks	424,000.00	424,000.00	-	-	-	424,000.00	100.00%	-	-
04.00 Masonry	6,242,868.00	6,242,868.00	-	-	-	6,242,868.00	100.00%	-	-
05.00 Steel and Metals	3,346,013.00	3,346,013.00	-	-	-	3,346,013.00	100.00%	-	-
06.05 Rough Carpentry / Blocking	174,396.00	174,396.00	-	-	-	174,396.00	100.00%	-	-
07.00 Caulk / Waterproof / Dampproof	402,954.00	402,954.00	-	-	-	402,954.00	100.00%	-	-
07.04 ACM Panels	145,000.00	145,000.00	-	-	-	145,000.00	100.00%	-	-
07.08 Horizontal Wall Panels	250,400.00	250,400.00	-	-	-	250,400.00	100.00%	-	-
07.20 Roofing	1,473,000.00	1,468,000.00	5,000.00	-	-	1,473,000.00	100.00%	-	73,400.00
08.00 Overhead Doors	84,287.00	84,287.00	-	-	-	84,287.00	100.00%	-	-
08.10 Glass and Glazing	1,552,377.00	1,552,377.00	-	-	-	1,552,377.00	100.00%	-	-
08.15 Doors / Frames / Hardware	761,222.00	761,222.00	-	-	-	761,222.00	100.00%	-	-
09.00 LG Framing & Gypsum Board	947,205.00	947,205.00	-	-	-	947,205.00	100.00%	-	-
09.20 Resilient Flooring	347,000.00	347,000.00	-	-	-	347,000.00	100.00%	-	-
09.25 Resinous Flooring	132,560.00	132,560.00	-	-	-	132,560.00	100.00%	-	-
09.30 Wood Flooring	164,854.00	164,854.00	-	-	-	164,854.00	100.00%	-	-
09.40 Acoustical Ceilings	331,000.00	331,000.00	-	-	-	331,000.00	100.00%	-	-
09.45 Acoustical Panels	97,000.00	97,000.00	-	-	-	97,000.00	100.00%	-	-
09.90 Painting	346,526.00	346,526.00	-	-	-	346,526.00	100.00%	-	-
10.00 Accordion Partitions	18,952.00	18,952.00	-	-	-	18,952.00	100.00%	-	-
10.10 Lockers	83,176.00	83,176.00	-	-	-	83,176.00	100.00%	-	-
10.20 Display Boards	53,400.00	53,400.00	-	-	-	53,400.00	100.00%	-	-
10.30 Signage	55,150.00	55,150.00	-	-	-	55,150.00	100.00%	-	-
10.40 Toilet Partitions	90,910.00	90,910.00	-	-	-	90,910.00	100.00%	-	-
10.50 Toilet Accessories	32,400.00	32,400.00	-	-	-	32,400.00	100.00%	-	-
10.60 Fire Protection Specialties	4,850.00	4,850.00	-	-	-	4,850.00	100.00%	-	-
10.70 Flagpole	4,900.00	4,900.00	-	-	-	4,900.00	100.00%	-	-
10.80 Display Cases	31,100.00	31,100.00	-	-	-	31,100.00	100.00%	-	-
11.00 Food Service	1,149,713.00	1,149,713.00	-	-	-	1,149,713.00	100.00%	-	-
11.11 Building Athletic Equipment	153,588.00	153,588.00	-	-	-	153,588.00	100.00%	-	-
12.00 Casework	600,785.00	600,785.00	-	-	-	600,785.00	100.00%	-	-

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN

Application No. 27
Date: 09/30/25

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G Total Completed To Date	H Balance to Finish	I Retainage
		Previous Applications	%					
12.10 Telescoping Bleachers	235,000.00	235,000.00	-	-	-	235,000.00	-	100.00%
12.30 Window Coverings	53,515.00	53,515.00	-	-	-	53,515.00	-	100.00%
14.00 Elevators	95,890.00	95,890.00	-	-	-	95,890.00	-	100.00%
21.00 Fire Protection	595,285.00	595,285.00	-	-	-	595,285.00	-	100.00%
22.00 Plumbing	1,558,015.00	1,558,015.00	-	-	-	1,558,015.00	-	100.00%
23.00 Mechanical / HVAC	4,161,432.00	4,161,432.00	-	-	-	4,161,432.00	-	100.00%
23.10 Test and Balance	47,370.00	47,370.00	-	-	-	47,370.00	-	100.00%
26.00 Electrical	4,232,000.00	4,223,933.75	8,066.25	-	-	4,232,000.00	-	100.00%
27.00 Low Voltage Systems	342,848.00	342,848.00	-	-	-	342,848.00	-	100.00%
31.00 Earthwork	3,369,279.00	3,369,279.00	-	-	-	3,369,279.00	-	100.00%
32.00 Exterior Improvements	1,512,932.00	1,512,932.00	-	-	-	1,512,932.00	-	100.00%
33.00 Utilities	866,777.00	866,777.00	-	-	-	866,777.00	-	100.00%
96.00 Contingency Allowances	491,293.32	486,883.33	4,409.99	-	-	491,293.32	-	100.00%
97.00 General Conditions	2,304,285.00	2,302,779.36	1,505.64	-	-	2,304,285.00	-	100.00%
97.60 Taxes and Insurance	634,620.00	634,620.00	-	-	-	634,620.00	-	100.00%
99.99 Fee	1,750,807.00	1,739,858.10	10,948.90	-	-	1,750,807.00	-	100.00%
		45,263,065.32	45,233,134.54	29,930.78	-	45,263,065.32	-	100.00%
								73,803.31



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

Date _____ 10/2/2025

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 of pay application #28 to release retainage in the amount of \$73,803.31 plus all accrued interest to American Constructors related to the Parkview School project. Note: Final Release of Retainage

received
9-25-25 MT *AK*

APPLICATION AND CERTIFICATION FOR PAYMENT

A/A DOCUMENT G702

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

PROJECT: Park View Elementary

APPLICATION NO: 750-28

PERIOD TO: September 30, 2025

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

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

ARCHITECT'S CONTACT:
 Attn: Mark McReynolds, Finance Director
mmcreynolds@pcsstn.com
 Aaron Grohol
 Kim Allen Chamberlin
agrohol@uplanddesigngroup.com
kchamberlin@uplanddesigngroup.com

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	45,521,772.00
2. Net change by Change Orders	(258,706.68)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	45,263,065.32
4. TOTAL COMPLETED & STORED TO DATE	45,263,065.32
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	0.00
Retainage Previous Balance	0.00
b. _____ % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703)	0.00
6. TOTAL EARNED LESS RETAINAGE	45,263,065.32
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	45,189,262.01
8. CURRENT PAYMENT DUE	73,803.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE	0.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	DEDUCTIONS
Total changes approved in previous months by Owner	0.00
Total approved this Month	0.00
TOTALS	25,706.68
NET CHANGES by Change Order	(25,706.68)

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

CONTRACTOR: AMERICAN CONSTRUCTORS, INC.

By: [Signature] Matthew T. McCall, CFO
 State of: Tennessee
 County of: Davidson
 Subscribed and sworn to before me this 17th day of June 2025
 Notary Public: Margie A. Eblen
 My Commission expires: March 31, 2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on original certificate of payment and the stated 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

(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: _____ Date: _____

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

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN

Application No. 28
Date: 09/30/25

Description of Work	C Scheduled Value	D Work Completed		E This Period	F Stored Material	G Total Completed To Date		H Balance to Finish	I Retainage
		Previous Applications	Applications			%			
02.35 Cap Grouting Allowance	1,150,750.00	1,150,750.00	-	-	-	1,150,750.00	100.00%	-	-
03.00 Cast In Place Concrete	2,359,381.00	2,359,381.00	-	-	-	2,359,381.00	100.00%	-	-
03.30 Hollow Core Concrete Planks	424,000.00	424,000.00	-	-	-	424,000.00	100.00%	-	-
04.00 Masonry	6,242,868.00	6,242,868.00	-	-	-	6,242,868.00	100.00%	-	-
05.00 Steel and Metals	3,346,013.00	3,346,013.00	-	-	-	3,346,013.00	100.00%	-	-
06.05 Rough Carpentry / Blocking	174,396.00	174,396.00	-	-	-	174,396.00	100.00%	-	-
07.00 Caulk / Waterproof / Dampproof	402,954.00	402,954.00	-	-	-	402,954.00	100.00%	-	-
07.04 ACM Panels	145,000.00	145,000.00	-	-	-	145,000.00	100.00%	-	-
07.08 Horizontal Wall Panels	250,400.00	250,400.00	-	-	-	250,400.00	100.00%	-	-
07.20 Roofing	1,473,000.00	1,473,000.00	-	-	-	1,473,000.00	100.00%	-	-
08.00 Overhead Doors	84,287.00	84,287.00	-	-	-	84,287.00	100.00%	-	-
08.10 Glass and Glazing	1,552,377.00	1,552,377.00	-	-	-	1,552,377.00	100.00%	-	-
08.15 Doors / Frames / Hardware	761,222.00	761,222.00	-	-	-	761,222.00	100.00%	-	-
09.00 L.G Framing & Gypsum Board	947,205.00	947,205.00	-	-	-	947,205.00	100.00%	-	-
09.20 Resilient Flooring	347,000.00	347,000.00	-	-	-	347,000.00	100.00%	-	-
09.25 Resinous Flooring	132,560.00	132,560.00	-	-	-	132,560.00	100.00%	-	-
09.30 Wood Flooring	164,854.00	164,854.00	-	-	-	164,854.00	100.00%	-	-
09.40 Acoustical Ceilings	331,000.00	331,000.00	-	-	-	331,000.00	100.00%	-	-
09.45 Acoustical Panels	97,000.00	97,000.00	-	-	-	97,000.00	100.00%	-	-
09.90 Painting	346,526.00	346,526.00	-	-	-	346,526.00	100.00%	-	-
10.00 Accordion Partitions	18,952.00	18,952.00	-	-	-	18,952.00	100.00%	-	-
10.10 Lockers	83,176.00	83,176.00	-	-	-	83,176.00	100.00%	-	-
10.20 Display Boards	53,400.00	53,400.00	-	-	-	53,400.00	100.00%	-	-
10.30 Signage	55,150.00	55,150.00	-	-	-	55,150.00	100.00%	-	-
10.40 Toilet Partitions	90,910.00	90,910.00	-	-	-	90,910.00	100.00%	-	-
10.50 Toilet Accessories	32,400.00	32,400.00	-	-	-	32,400.00	100.00%	-	-
10.60 Fire Protection Specialties	4,850.00	4,850.00	-	-	-	4,850.00	100.00%	-	-
10.70 Flagpole	4,900.00	4,900.00	-	-	-	4,900.00	100.00%	-	-
10.80 Display Cases	31,100.00	31,100.00	-	-	-	31,100.00	100.00%	-	-
11.00 Food Service	1,149,713.00	1,149,713.00	-	-	-	1,149,713.00	100.00%	-	-
11.11 Building Athletic Equipment	153,588.00	153,588.00	-	-	-	153,588.00	100.00%	-	-
12.00 Casework	600,785.00	600,785.00	-	-	-	600,785.00	100.00%	-	-

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN

Application No. _____

28

Date: 09/30/25

Description of Work	C		D		E		F	G		H	I	
	Scheduled Value	Work Completed	Previous Applications	This Period	Stored Material	Total Completed To Date		%	Balance to Finish			Retainage
12.10 Telescoping Bleachers	235,000.00		235,000.00	-	-	235,000.00	100.00%	-	-	-		
12.30 Window Coverings	53,515.00		53,515.00	-	-	53,515.00	100.00%	-	-	-		
14.00 Elevators	95,890.00		95,890.00	-	-	95,890.00	100.00%	-	-	-		
21.00 Fire Protection	595,285.00		595,285.00	-	-	595,285.00	100.00%	-	-	-		
22.00 Plumbing	1,558,015.00		1,558,015.00	-	-	1,558,015.00	100.00%	-	-	-		
23.00 Mechanical / HVAC	4,161,432.00		4,161,432.00	-	-	4,161,432.00	100.00%	-	-	-		
23.10 Test and Balance	47,370.00		47,370.00	-	-	47,370.00	100.00%	-	-	-		
26.00 Electrical	4,232,000.00		4,232,000.00	-	-	4,232,000.00	100.00%	-	-	-		
27.00 Low Voltage Systems	342,848.00		342,848.00	-	-	342,848.00	100.00%	-	-	-		
31.00 Earthwork	3,369,279.00		3,369,279.00	-	-	3,369,279.00	100.00%	-	-	-		
32.00 Exterior Improvements	1,512,932.00		1,512,932.00	-	-	1,512,932.00	100.00%	-	-	-		
33.00 Utilities	866,777.00		866,777.00	-	-	866,777.00	100.00%	-	-	-		
96.00 Contingency Allowances	491,293.32		491,293.32	-	-	491,293.32	100.00%	-	-	-		
97.00 General Conditions	2,304,285.00		2,304,285.00	-	-	2,304,285.00	100.00%	-	-	-		
97.60 Taxes and Insurance	634,620.00		634,620.00	-	-	634,620.00	100.00%	-	-	-		
99.99 Fee	1,750,807.00		1,750,807.00	-	-	1,750,807.00	100.00%	-	-	-		
	45,263,065.32		45,263,065.32	-	-	45,263,065.32	100.00%	-	-	-		

Exhibit "A"

RETAINAGE AGREEMENT

RELEASE of Funds – Putnam County Schools

The undersigned, as Owner hereby certifies that General Contractor, American Constructors, Inc., has fully and completely furnished all work required for a reduction in retainage pursuant to the Contract for the Park View Elementary and the undersigned hereby authorizes Pinnacle Bank to release \$73,803.31 plus accrued interest for the account of American Constructors, Inc. paid in escrow pursuant to that certain agreement between and among the undersigned, General Contractor and Pinnacle Bank dated the 19th day of August, 2022, which agreement is specifically incorporated hereby by reference. This release is executed for the sole purpose of releasing the amounts held in escrow and specifically does not nor shall it be construed to release or otherwise affect any claims or rights which the undersigned has or may have against General Contractor pursuant to said Contract or the work performed thereunder.

Putnam County Schools

Signature: _____

Name and Title: _____

STATE OF _____

COUNTY OF _____

Sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Overview

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Overview

The Tennessee Investment in Student Achievement (TISA) public school funding formula marks a significant change in how Tennessee invests in public education. The TISA funding formula updates the way Tennessee funds public education for the first time in over 30 years to empower each student to read proficiently by third grade, prepare each high school graduate for postsecondary success, and provide resources needed for all students to ensure they succeed.

As part of TISA, T.C.A. § 49-3-112 requires each school district, starting in the 2023-24 school year, to submit an annual accountability report to the Tennessee Department of Education (department). This report must include:

- Goals for student achievement: One of the goals must include the district's plan to pursue the goal of seventy percent (70%) or more of the district's third grade students to score "met expectations" or "exceeded expectations" on the English Language Arts (ELA) portion of the TCAP tests. This goal must also detail the district's goal to increase 3rd grade ELA proficiency rates by 15% of the gap over the next three years (starting with the 2022-23 TCAP results) to achieve the district's stated goal of at least 70% of 3rd grade students proficient in ELA.
- Explanation of how the district's stated goals can be met within the district's budget.
- For reports submitted **starting in the 2024-25** school year, a description of how the district's budget and expenditures from the prior school year enabled the district to make progress toward the stated student achievement goals

Each district's TISA accountability report is required to be presented to the public for review and comment before the report is submitted to the department. Additionally, the TISA Accountability must be presented for local school board approval. The report must be submitted annually to the department by November 1st.

Furthermore, each district's TISA accountability report is required to be reviewed annually by the TISA Progress Review Board pursuant to T.C.A. § 49-3-114 to determine whether the school district is taking the proper steps to achieve their stated goal.

For questions, please review the TISA Accountability Report Guidance document or contact thedu.funding@tn.gov.

Completed reports should be submitted in ePlan by **November 1, 2025**.

Resources

[Click here to open the guide.](#)

Cover Page

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Cover Page

* District Name

Putnam County Schools

* Director of Schools Name

Corby King

* District Point of Contact for TISA Accountability Report Name

Jason Stickler

* District Point of Contact for TISA Accountability Report Phone Number

931-526-9777

District Point of Contact for TISA Accountability Report Email Address

jason.stickler@pcssfn.com

49.8 % of 3rd grade students who scored proficient ("met expectations" or "exceeded expectations") on the English Language Arts (ELA) portion of the most recent spring TCAP

Documents

Document Template

(TISA) Previous Year Report

N/A

Document/Link

 [\(TISA\) Previous Year Report](#)

Resources

[Click here to open the guide.](#)

District Goal Statements

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Goal Statement 1: - 3rd Grade ELA Proficiency

70 %	of students will score proficient on the 3rd grade ELA TCAP by	Year 2035
------	--	--------------

District Goal Statements

Goal Number	GOAL STATEMENT(S)
Goal 2	70% of students will score proficient on the 3rd Grade Math TCAP by Spring 2035. (Goal Updated 2025-2026)
Goal 3	Increase the District's ACT "Yearly Average" Composite to 21 by the year 2027.
Goal 4	
Goal 5	
Goal 6	

Note: This is a required goal pursuant to T.C.A. § 49-3-112 and must include 70% or more of 3rd grade students proficient on the ELA TCAP. If your district already has 70% or more of 3rd grade students proficient in ELA, please state a goal that either maintains or increases that proficiency rate.

Goal #1

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Goal Statement 1: 3rd Grade ELA Proficiency

70 % of students will score proficient on the 3rd grade ELA TCAP by Year 2035

District Goal 1

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Previous outcome)	Original Target = 44.25% Actual Outcome = 46.9%	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 42.9% Year 1 - 3 Increase Goal = 1.35%
Year 2: 2024-2025 school year (Use actual outcome)	Original Target = 45.6% Actual Outcome = 49.8%	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 42.9% Year 1 - 3 Increase Goal = 1.35%
Year 3: 2025-2026 school year	Original Target = 46.96% Students Proficient. Note: PCSS surpassed its original goal of closing 15% of the achievement gap to 70% during the 2024-2025 school year with 49.8% of students demonstrating proficiency on the 3rd grade ELA TCAL assessment. New Target = 51.15% Updated 25-26	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 42.9% Year 1 - 3 Increase Goal = 1.35%
Year 4: 2026-2027 school year	Target = 53.25% Students Proficient. Updated 25-26'	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 42.9% Year 1 - 3 Increase Goal = 1.35% / Year 4 Increase Goal = 2.1%
Year 5: 2027-2028 school year	Target = 55.35% Students Proficient. Updated 25-26'	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 42.9% Year 5 Increase Goal = 2.1%

* Check the response that best describes the progress made on the 2024-25 target toward Goal 1.

- Exceeded target
- Met target

- Increased but did not meet target
- Did not make progress toward target
- End of year outcome data for 2024-25 is unavailable at the time of this report

Reflection: Based on progress toward the goal, how will this impact your action plan for the coming years?

The Putnam County School System has surpassed original TISA targets (to ultimately close 15% of the gap to 70% by year 3 (2025 - 2026). Due to the district exceeding original targets, a new proficiency target has been set for 2025 - 2026. In keeping with the district's original yearly percentage increase of 1.35% (for year 1 - 3, a new target of 51.15% has been established for 2025 - 2026. In order for the district to accomplish its original goal of 70% proficiency by 2035, a yearly increase of 2.10% would need to be made. In order to meet this goal, the new target of 53.25% has been established for 2026 - 2027.

Goal 1 Prior Year Report: 2-3 Prior year, major TISA investments made toward this goal

Major TISA Investment	Expended Amount (Rough Estimate)	Reflection of whether the investment contributed to progressing toward the goal or not, and how so.
Purchasing of High-Quality Instructional Curriculum and Materials (Amplify, iReady, Pearson).	\$ 224,800.00	The Putnam County School System utilized General Purpose (TISA) funding to ensure that high-quality instructional materials were available (and being used with fidelity within applicable PCSS classrooms). Amplify ELA curriculum was an essential component to student success in Putnam County. Amplify instructional methods are research based and proven to improve students' acquisition of early literacy skills. iReady Diagnostics and AimswebPlus (by Pearson) allowed teachers to track student performance toward standards mastery (and enabled them to make instructional adjustments to better meet the needs of their students).
Professional Development / HQIM Training (iReady, Solutions Tree).	\$ 25,000.00	The Putnam County School System utilized General Purpose (TISA) funding to purchase professional development sessions to ensure the effective use of high-quality instructional materials. Professional development sessions centered around increasing teachers' knowledge of the science of reading (and basic language development in literacy with focus on the fundamentals of reading and writing). Professional development sessions were also hosted by Solutions Tree (which increased staff's knowledge of intervention processes and methodology).
High Dosage-Low Ratio Tutoring (Staff Salaries, Benefits, Travel, Curriculum Materials, Training).	\$ 281,000.00	The Putnam County School System utilized TISA General Purpose (TISA) funding to ensure the continuation of high dosage - low ratio tutoring (with the use of a district-wide tutoring liaison and placement of trained tutors in elementary schools). Students attended tutoring sessions multiple times per week (for 30 - 45 minutes each) to acquire and reinforce applicable grade level skills that are necessary for accessing grade level content.
RtI-A/B Interventionists (Salary, Benefits, Travel).	\$ 364,700.00	The Putnam County School System utilized General Purpose (TISA) funding to ensure that RtI / "Future Ready" classrooms were staffed with highly-qualified and trained interventionists. Interventionists worked with students multiple times per week (within the content areas of reading and math) to close essential academic skill gaps needed to access Tier 1 curriculum standards. Elementary interventionists also helped to facilitate data team meetings (discussing student progress and formulating student academic support plans). Elementary interventionists also facilitated the "Universal Screening" process using Amplify's DIBELS (Dynamic Indicators of Basic Early Literacy Skills), iReady (ELA Diagnostic Assessment), and Pearson's AimswebPlus Reading Screener.

Summer (Instructional) Programming and Materials / Staffing (Salary, Materials, Benefits, Travel)	\$ 3,400.00	The Putnam County School System utilized portions of TISA funding to support summer learning. Summer (Instructional) Programming provided students with continued instructional support once the official school year ended. Students received both grade level and skill specific instruction in order to close academic achievement gaps (bringing them closer to "on grade level" performance). School Resource Officers were provided in order to ensure student safety throughout the program. A district-wide staff member was available to assist with academic student support services and assessment.
MasteryConnect Benchmark Assessments.	\$ 109,000.00	MasteryConnect Benchmark Assessments continued to be used throughout the year to track students' progress towards standards mastery. Instruction was modified to ensure that students are provided academic support when / where needed. MasteryConnect Benchmark Assessments provided teachers, schools, and the District predictive data to help assess future performance on the Spring TCAP assessment.

Action Plan: List detailed strategies for the 2025-2026 school year that will be implemented to meet your annual target.

The Putnam County School System will continue it's use of the Amplify (English Language Arts) curriculum. The Putnam County School System will utilize Qualtrics and PowerSchool (Insights and Analytics) platforms to track student achievement and attendance data (to ensure effective implementation of HQIM) and to track District student achievement progress. Pearson "AimsWeb Plus" Reading Screener will be used to track student progress throughout the year.

When needed, TISA funding will be used for portions of salary, benefits, and travel reimbursements for Instructional Coaches. Three Instructional Coaches will be made available to schools and teachers to help ensure proper implementation of the Amplify curriculum and its supplemental resources. Instructional coaches will assist in the facilitation of Professional Learning Communities (guiding discussion around data driven decisions related to early literacy). Instructional Coaches will be available for teachers as a resource (planning, implementing, and ensuring follow-up of Putnam County's instructional Scope and Sequence).

TISA funds will help ensure that substitute teachers are available to allow classroom teachers to attend instructional collaboration days. Applicable classroom teachers will also attend "LETRS" training to help ensure that teachers are prepared to offer instruction that focuses on foundational literacy skills. Teachers will also continue to be members of "Professional Learning Communities" (engaging in discussions on how to increase student achievement using data driven decisions). Putnam County Schools will continue to focus on Core Knowledge Language Arts (CKLA) methodology. Training and support sessions will be provided to elementary schools throughout the year (through Professional Learning Communities, Intellectual Prep, and reflections based upon feedback provided by classroom walk-through data).

The Putnam County School System will utilize General Purpose (TISA) funding to ensure the continuation of high dosage - low ratio tutoring (with the use of a tutoring liaison and placement of trained tutors in elementary schools and in 5th grade). ELA tutors will provide "grade-level" content instruction to students who are evidencing academic needs and to students who are required to receive tutoring due to Tennessee's 3rd Grade Promotion and Retention law.

Professional development sessions will center around increasing teachers' knowledge of the science of reading (and basic language development in literacy with a focus on the fundamentals of reading and writing).

The Putnam County School System will ensure that RtI / "Future Ready" classrooms are staffed with trained interventionists. Interventionists will work with students multiple times per week (within the content areas of reading and math) to close essential academic skill gaps needed to access Tier 1 curriculum standards. By doing so, Putnam County Schools will also help to ensure "instructional coherence" among grade levels and content areas. RTI-B (behavior) continues to be a focus area for Putnam County schools. The Putnam County School System will employ a district-wide "Behavioral Lead". The Behavior Lead will help ensure compliance with state and federal law (as it relates to discipline) and ensure that schools are equipped with the latest research-based strategies to support students.

Summer (Instructional) Programming will be utilized in order to provide students with continued instructional support once the official school year ends. Students will receive both grade level and skill specific instruction in order to close academic achievement gaps (bringing them closer to "on grade level" performance).

MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed.

Budget Narrative: Describe how your district intends to use their budget to execute the strategies and meet the stated goal.

The Putnam County School System will utilize General Purpose (TISA) funding to ensure that high- quality instructional materials are purchased (and are being used with fidelity within applicable PCSS classrooms). Putnam County Schools will utilize PowerSchool's (Analytics and Insights) platform to improve upon data collection processes. iReady Diagnostics and AimswebPlus (by Pearson) will be used to track elementary students' progress towards standards mastery (and provide valuable data to teachers so that instructional decisions can be made to better meet students' needs).

PCSS Instructional Coaches will continue their work to provide instructional support (to help ensure proper implementation of high-quality instructional materials). TISA funds will be utilized to provide portions of Instructional Coach's salary, benefits, and travel.

Putnam County Schools will utilize available funds to continue the purchase of professional development to help ensure the effective use of high-quality instructional materials. Substitute teachers will be used to cover ELA classrooms so that teachers may engage in collaborative planning and intellectual prep sessions.

Putnam County Schools will utilize General Purpose (TISA) funding to ensure the continuation of high dosage - low ratio tutoring (with the use of a tutoring liaison and placement of trained tutors in elementary schools and in 5th grade).

Putnam County Schools will utilize General Purpose (TISA) funding to ensure that RtI / "Future Ready" classrooms are staffed with trained interventionists. Funding will be used for salaries, travel, and benefits. TISA funding will help ensure that interventionists are provided with HQIM materials and are able to provide "grade level" instruction, along with, specific skills remediation. TISA funds will be used to employ a "Behavioral Lead" within the District. Funding will be used for salary, benefits, travel, and training of the Putnam County School's "Behavioral Lead".

TISA funding will be used to support Summer (Instructional) Programming. Purchases include curriculum materials, supplemental resources, transportation and the salary, travel, benefits of Summer School staff.

TISA funding will be used to continue the implementation of MasteryConnect Benchmark Assessments and Putnam County school's membership in the Comprehensive Educational Resources consortium. MasteryConnect results are used to track student progress toward TCAP proficiency and to provide data in order for teachers to make effective instructional adjustments to better meet the academic needs of their students. Membership in the Comprehensive Educational Resources consortium provides districts with comparative data across the state and allows for meaningful networking among other districts (opening the door for conversations around best practices and student achievement).

Goal #2

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Goal Statement 2:

70% of students will score proficient on the 3rd Grade Math TCAP by Spring 2035. (Goal Updated 2025-2026)

District Goal 2

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Previous outcome)	Original Target = 50.52% Actual Outcome = 52.7%	Percentage of students scoring "Met / Exceeded" on Spring math TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 49.5% Year 1 - 3 Increase Goal = 1.02%
Year 2: 2024-2025 school year (Use actual outcome)	Original Target = 51.54% Actual Outcome = 61.1%	Percentage of students scoring "Met / Exceeded" on Spring math TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 49.5% Year 1 - 3 Increase Goal = 1.02%
Year 3: 2025-2026 school year	Original Target = 52.57% Students Proficient. Note: PCSS surpassed its original goal of closing 15% of the achievement gap to 70% during the 2023-2024 school year with 52.7% of students demonstrating proficiency on the 3rd grade ELA TCAL assessment. New Target = 62.1% Updated 2025 - 2026	Percentage of students scoring "Met / Exceeded" on Spring math TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 49.5% Year 1 - 3 Increase Goal = 1.02%
Year 4: 2026-2027 school year	Original Target = 55.7% Updated 24-25' New Target = 63.1% Updated 2025 - 2026	Percentage of students scoring "Met / Exceeded" on Spring math TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 49.5%
Year 5: 2027-2028 school year	Target = TBD	Associated Metrics = TBD

* Check the response that best describes the progress made on the 2024-25 target toward Goal 2.

- Exceeded target
- Met target
- Increased but did not meet target
- Did not make progress toward goal
- End of year outcome data for the 2024-25SY is unavailable at the time of this report

Reflection: Based on progress toward the goal, how will this impact your action plan for the coming years?

The Putnam County School System has exceeded its original TISA Accountability Goal: "52.57% of students scoring proficient on the 3rd grade Math TCAP by Spring 2026 (Ultimately closing 15% of the achievement gap to 70% in 3 years)". Not only did Putnam County Schools exceed its original TISA goal, it surpassed achievement targets set for Spring 2025, Spring 2026, and Spring 2027. As a result, Putnam County Schools will continue to strive toward 70% proficiency in 3rd Grade Math, by 2035.

Goal 2 Prior Year Report: 2-3 Prior year, major TISA investments made toward this goal

Major TISA Investment	Expended Amount (Rough Estimate)	Reflection of whether the investment contributed to progressing toward the goal or not, and how so.
Purchasing of High-Quality Instructional curriculum and materials (McGraw Hill, iReady).	\$ 162,200.00	The Putnam County School System utilized General Purpose (TISA) funding to ensure that high-quality instructional materials were available (and being used with fidelity within applicable PCSS classrooms). McGraw Hill Mathematics curriculum, along with the "ALEKS" adaptive learning platform, was an essential component to student success in Putnam County. The McGraw Hill curriculum has allowed teachers to identify student strengths and weaknesses. Analysis of student progression happens daily allowing teachers to react instructionally to better meet students' needs. The McGraw Hill "ALEKS" platform provides differentiated resources to better support students as they progress through content units.
PCSS Instructional Coaches (Salary, Travel, Benefits).	\$ 100,000.00	PCSS Instructional Coaches continued their work to provide instructional support (helping to ensure proper implementation of high-quality instructional materials). Training and support sessions were provided to elementary schools throughout the year (via Professional Learning Communities, Intellectual Prep, and classroom walk-through feedback).
Professional Development / HQIM Training (iReady, Solutions Tree).	\$ 21,000.00	The Putnam County School System utilized available TISA funds to continue the purchase of professional development to ensure the effective use of high-quality instructional materials. Professional development sessions centered around increasing teachers' knowledge of mathematics instruction. Professional development sessions were also hosted by Solutions Tree (which increased staff's knowledge of intervention processes and methodology).
RtI-A/B Interventionists (Salary, Benefits, Travel).	\$ 364,700.00	The Putnam County School System utilized General Purpose (TISA) funding to ensure that RtI / "Future Ready" classrooms were staffed with highly-qualified and trained interventionists. Interventionists worked with students multiple times per week (within the content areas of reading and math) to close essential academic skill gaps needed to access Tier 1 curriculum standards. Elementary interventionists also helped to facilitate data team meetings (discussing student progress and formulating student academic support plans). Elementary interventionists also facilitated the "Universal Screening" process using iReady (Math Diagnostic Assessment).
Summer (Instructional) Programming and Materials / Staffing (Salary, Materials, Benefits, Travel).	\$ 5,000.00	Summer (Instructional) Programming provided students with continued instructional support once the official school year ended. Students received both grade level and skill specific instruction in order to close academic achievement gaps (bringing them closer to "on grade level" performance). School Resource Officers were provided in order to ensure student safety throughout the program. District-wide instructional coaches provided instructional content support to teachers. Instructional coaches ensured that both teachers and students had access to grade level curriculum and materials. A district-wide staff member was available to assist with academic student support services and assessment.

MasteryConnect Benchmark Assessments. \$ 109,000.00

MasteryConnect Benchmark Assessments continued to be used throughout the year to track students' progress towards standards mastery. Instruction was modified to ensure that students were provided academic support when / where needed. MasteryConnect Benchmark Assessments provided teachers, schools, and the District predictive data to help assess future performance on the Spring TCAP assessment.

Action Plan: List detailed strategies for the 2025-2026 school year that will be implemented to meet your annual target.

The Putnam County School System will continue it's use of the McGraw Hill mathematics curriculum. Putnam County Schools will utilize Qualtrics and PowerSchool (Insights and Analytics) platforms to track student achievement and attendance data (to ensure effective implementation of HQIM) and to track District student achievement progress.

When needed, TISA funding will be used for portions of salary, benefits, and travel reimbursements for Instructional Coaches. Three Instructional coaches will be made available to schools and teachers to help ensure proper implementation of the McGraw Hill curriculum and its supplemental resources. Instructional coaches will assist in the facilitation of Professional Learning Communities (guiding discussion around data driven decisions related to mathematics instruction). Instructional coaches will be available for teachers as a resource (planning, implementing, and ensuring follow-up of Putnam County's Instructional Scope and Sequence).

TISA funds will help ensure that substitute teachers are available to allow classroom teachers to attend instructional collaboration days. Teachers will also continue to be members of "Professional Learning Communities" (engaging in discussions on how to increase student achievement using data driven decisions). Training and support sessions will be provided to elementary schools throughout the year (through Professional Learning Communities, Intellectual Prep, and reflections based upon feedback provided by classroom walk-through data). The Putnam County School System will ensure that RtI / "Future Ready" classrooms are staffed with trained interventionists. Interventionists will work with students multiple times per week (within the content areas of reading and math) to close essential academic skill gaps needed to access Tier 1 curriculum standards. By doing so, Putnam County Schools will also help to ensure "instructional coherence" among grade levels and content areas. RTI-B (behavior) continues to be a focus area for Putnam County schools. Putnam County Schools will employ a district-wide "Behavioral Lead". The Behavior Lead will help ensure compliance with state and federal law (as it relates to discipline) and ensure that schools are equipped with the latest research-based strategies to support students.

Summer (Instructional) Programming will be utilized in order to provide students with continued instructional support once the official school year ends. Students will receive both grade level and skill specific instruction in order to close academic achievement gaps (bringing them closer to "on grade level" performance).

MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed.

Budget Narrative: Describe how your district intends to use their budget to execute the strategies and meet the stated goal.

The Putnam County School System will utilize General Purpose (TISA) funding to ensure that high-quality instructional materials are purchased (and are being used with fidelity within applicable PCSS classrooms). Putnam County Schools will utilize PowerSchool's (Analytics and Insights) platform to improve upon data collection processes.

PCSS Instructional Coaches will continue their work to provide instructional support (to help ensure proper implementation of high-quality instructional materials). TISA funds will be utilized to provide portions of Instructional Coach's salary, benefits, and travel.

The Putnam County School System will utilize available funds to continue the purchase of professional development to help ensure the effective use of high-quality instructional materials. Substitute teachers will be used to cover Mathematics classrooms so that teachers may engage in collaborative planning and intellectual prep sessions.

The Putnam County School System will utilize General Purpose (TISA) funding to ensure the continuation of high dosage - low ratio tutoring (with the use of a tutoring liaison and placement of trained tutors in elementary schools and in 5th grade).

The Putnam County School System will utilize General Purpose (TISA) funding to ensure that RtI / "Future Ready" classrooms are staffed with trained interventionists. Funding will be used for salaries, travel, and benefits. TISA funding will help ensure that interventionists are provided with HQIM materials and are able to provide "grade level" instruction, along with, specific skills remediation. TISA funds will be used to employ a "Behavioral Lead" within the District. Funding will be used for salary, benefits, travel, and training of the Putnam County School's "Behavioral Lead".

TISA funding will be used to support Summer (Instructional) Programming. Purchases include curriculum materials, supplemental resources, transportation and the salary, travel, benefits of Summer School staff.

TISA funding will be used to continue the implementation of MasteryConnect Benchmark Assessments and Putnam County school's membership in the Comprehensive Educational Resources consortium. Mastery Connect results are used to track student progress toward TCAP proficiency and to provide data in order for teachers to make effective instructional adjustments to better meet the academic needs of their students. Membership in the Comprehensive Educational Resources consortium provides districts with comparative data across the state and allows for meaningful networking among other districts (opening the door for conversations around best practices and student achievement).

Goal #3

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

This goal not established.

Goal Statement 3:

Increase the District's ACT "Yearly Average" Composite to 21 by the year 2027.

District Goal 3

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Previous outcome)	Original Target = 20.0 (Composite ACT District Average) Actual Outcome = 19.8	Average District Composite Score (as indicated in the stated year's "District ACT Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 19.5 Year 1 - 3 Increase Goal = .5 Metrics / Data Source Note: Due to the ACT yearly appeals process, "Actual Outcome" data may change due to appeals process outcome. All changes will be noted within the TISA Accountability Report.
Year 2: 2024-2025 school year (Use actual outcome)	Original Target = 20.5 (Composite ACT District Average) Actual Outcome = 19.0 Note: Preliminary 2024-2025 data taken from ACT Success for Organizations platform.	Average District Composite Score (as indicated in the stated year's "District ACT Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 19.5 Year 1 - 3 Increase Goal = .5 Metrics / Data Source Note: Due to the ACT yearly appeals process, "Actual Outcome" data may change due to appeals process outcome. All changes will be noted within the TISA Accountability Report.
Year 3: 2025-2026 school year	Original Target = 21 (Composite ACT District Average)	Average District Composite Score (as indicated in the stated year's "District ACT Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 - 2023 Baseline = 19.5 Year 1 - 3 Increase Goal = .5 Metrics / Data Source Note: Due to the ACT yearly appeals process, "Actual Outcome" data may change due to appeals process outcome. All changes will be noted within the TISA Accountability Report.
Year 4: 2026-2027 school year	Original Target = 21.2	Average District Composite Score (as indicated in the stated year's "District ACT Assessment File" located within the TNDOE / Putnam County Accountability Platform).
Year 5: 2027-2028 school year	Target = TBD	Associated Metrics = TBD

* Check the response that best describes the progress made on the 2024-25 target toward Goal 3.

Exceeded target

- Met target
- Increased but did not meet target
- Did not make progress toward goal
- End of year outcome data for the 2024-25SY is unavailable at the time of this report

Reflection: Based on progress toward the goal, how will this impact your action plan for the coming years? Preliminary ACT results indicate a reduction in the overall student composite score. Though District ACT appeals have not been finalized, plans are being discussed on how to improve ACT performance.

Goal 3 Prior Year Report: 2-3 Prior year, major TISA investments made toward this goal

Major TISA Investment	Expended Amount (Rough Estimate)	Reflection of whether the investment contributed to progressing toward the goal or not, and how so.
ACT Preparation Facilitators (Online Lab Student Experience)	\$ 133,000.00	The Putnam County School System ensured that online ACT Prep Lab Facilitator salaries were competitive and that PCSS was able to maintain an ACT Prep staff across the county. Students are given the opportunity to prepare for the ACT exam and provided opportunities to practice essential academic skills that are needed to be successful on the ACT.
Shmoop (ACT Preparation Platform)	\$ 6,000.00	Shmoop (ACT Preparation Platform) was used in all high schools to provide students with ACT Prep resources, mock test exams, and predictive scoring information. Data collected from the Shmoop platform was used to inform ACT focused instruction and remediation.
MasteryConnect Benchmark Assessments.	\$ 109,000.00	MasteryConnect Benchmark Assessments were used throughout the year to track students' progress towards standards mastery. Instruction was modified to ensure that students were provided academic support when / where needed.
PCSS Instructional Coaches (Salary, Travel, Benefits).	\$ 308,000.00	A portion of TISA funding was used to provide instructional coaches within the content areas of science, social studies, and ELA. Instructional coaches continued their work to provide instructional support (helping to ensure proper implementation of high-quality instructional materials). Training and support sessions were provided to elementary schools throughout the year (via Professional Learning Communities, Intellectual Prep, and classroom walk-through feedback).

Action Plan: List detailed strategies for the 2025-2026 school year that will be implemented to meet your annual target.

MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed. Students will take three benchmark assessments throughout the year. Teachers will be provided with student diagnostic data informing them of what standards may need remediation prior to taking the ACT.

When needed, TISA funding will be used for portions of salary, benefits, and travel reimbursements for Instructional Coaches. Three Instructional coaches will be made available to schools and teachers to help ensure proper implementation of science, social studies, and ELA curriculum. Instructional coaches will assist in the facilitation of Professional Learning Communities (guiding discussion around data driven decisions related to science, social studies, and ELA instruction). Instructional Coaches will be available for teachers as a resource (planning, implementing, and ensuring follow-up of Putnam County's instructional Scope and Sequence). Instructional coaches will help teachers connect grade level standards material to content being assessed on the ACT.

Teachers will administer ACT practice exams through Shmoop. Results of these practice exams will be used to inform instructional decisions in the classroom. Students will also have the opportunity to practice ACT content specific drills that will further prepare them for the ACT exam.

Students will be provided online lab time (facilitated by Putnam County staff members) in order to practice for the ACT exam. This dedicated time for ACT preparation will allow students to take practice exams and further develop content skills needed to be successful on the ACT.

Budget Narrative: Describe how your district intends to use their budget to execute the strategies and meet the stated goal.

TISA funding will be used to continue the implementation of MasteryConnect Benchmark Assessments and Putnam County school's membership in the Comprehensive Educational Resources consortium. MasteryConnect results are used to track student progress toward TCAP proficiency and to provide data in order for teachers to make effective instructional adjustments to better meet the academic needs of their students. Membership in the Comprehensive Educational Resources consortium provides districts with comparative data across the state and allows for meaningful networking among other districts (opening the door for conversations around best practices and student achievement).

Putnam County School System instructional coaches will continue their work to provide instructional support (to help ensure proper implementation of high-quality instructional materials). TISA funds will be utilized to provide portions of instructional coach's salary, benefits, and travel.

TISA funding to be used to purchase Shmoop. Shmoop will provide teachers with diagnostic results from ACT practice exams. Students will be able to prepare for the ACT exam by completing practice exams and content related drills.

TISA funding will be used for salary, benefits, and travel for ACT lab facilitators. Lab facilitators will be available for students to help them access online ACT practice resources. Lab facilitators will assist students preparing for the ACT (answering questions, providing guidance, and troubleshooting online issues that may arise during their prep sessions).

Public Comment and Board Approval

Putnam County (710) Public District - FY 2026 - TISA Accountability Report - Rev 0

Public Comment

The TISA accountability report must be presented for public comment to parents, educators, and local community members prior to its submission to the department by November 1.

Details	Answer
Date(s) of opportunity for local public comment	<p>Instructional Supervisors Meeting (September 15, 2025) / District Family Engagement Meeting (September 18, 2025) / Board of Education Meeting (Draft Presentation) October 2, 2025 / Putnam County Website Posting: Report Draft - October 3, 2025 / Community Survey Opportunity (Qualtrics): October 3 - October 27, 2025 / Putnam County Teaching and Learning (Supervisors) Review and Comment: October 27, 2025 / Putnam County Teaching and Learning (Supervisors) Meeting: Survey review and final approval of TISA Accountability Report. Date and Time: TBD / Putnam County Schools Faculty and Staff Comment Opportunity: October 3 - October 27, 2025 / Board of Education Meeting (Final Report Approval) November 6, 2025: Participants are introduced to the final TISA Accountability Report, Putnam County's Academic Goals, public comment summaries.</p>
Description of public comment opportunities (e.g. collection of written comments, public hearing, local board meeting discussion, etc.)	<p>Instructional Supervisors Meeting (September 15, 2025): Participants had the opportunity to review the 2024-2025 TISA Accountability Report (and drafted initial thoughts on how to proceed with the 2025-2026 TISA Accountability Report) / District Family Engagement Meeting (September 18, 2025): Participants were introduced to the TISA Accountability Report process, Putnam County School's TISA Academic Goals, Action Steps from 2024 - 2025, possible revisions for 2025 - 2026, and the tentative dates for Public Comment / Board of Education Meeting (Draft Presentation) October 2, 2025: Participants are introduced to the TISA Accountability Report, Putnam County's Academic Goals, and PCSS's plan for the completion of the 2024 - 2025 TISA Accountability Report / Community Survey Opportunity (Qualtrics): Stakeholders will have the opportunity to review the TISA Accountability Report Draft (along with Putnam County Schools TISA academic goals). Opportunity to provide comments and suggestions will be made available throughout the survey / Putnam County Teaching and Learning (Supervisors) Meeting: Putnam County Schools Teaching and Learning Supervisors will have the opportunity to review stakeholder comments and adjust the TISA Accountability Report accordingly.</p>
Summary of public comment received. If no comments were received, state, "None received."	In Progress
Description of how your district did or did not incorporate public comment received into the final accountability report submission.	In Progress

Board Approval

TISA accountability reports should be presented to the local school board for approval prior to its submission to the department by November 1. Please select

the option that best describes the board approval status when submitting the TISA accountability Report to the department.

- Board approval received. Minutes documenting board approval have been uploaded to the 'Related Documents' section.
- Board approval to be received after Nov. 1. The board agenda for the upcoming meeting or a memo referencing the board meeting date for which the TISA accountability will be on the agenda has been uploaded to the 'Related Documents' section. Immediately upon approval, my district will upload the minutes documenting board approval to the 'Related Documents' section and adjust the response to this question.



Putnam County School System

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Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: September 24, 2025

RE: Discussion Agenda – Metal Detectors

Account Funding Code (if appropriate)

Backup included

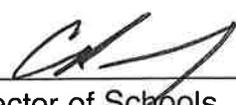
Backup to follow

Agenda Item for October 2, 2025, Board meeting.

Consider approval to purchase 3 OpenGate walkthrough metal detectors and 3 handheld metal detectors from Communications Technologies, Inc. through TIPS contract # 220105, for the purchase price of \$54,671.50, to be paid from the Public School Security Grant.



Supervisor 9/24/25
Date



Director of Schools 9/24/25
Date

received
9-24-25 MT

1000

1000



We have prepared a quote for you

OPENGATE Putnam CO TN

Quote # RS-203357
Version 4

Prepared for:

Putnam County School System

Tim Martin
martint3@pcstn.com

Product

Description	Price	Qty	Ext. Price
OPENGATE with LTE Board	\$17,103.00	3	\$51,309.00
Milwaukee Charger - Dual	\$0.00	3	\$0.00
18V Battery	\$0.00	12	\$0.00
Shipping	\$300.00	3	\$900.00
Estimated Delivery date is 4 - 8 weeks following receipt of deposit or PO.			
Suction Cups for OPENGATE	\$218.50	3	\$655.50
Digital Hand Held Metal Detector, PD240 model, NIJ 0602.02 fully compliant.	\$349.00	3	\$1,047.00
Hard Rubber Stabilizing Base Plates, Pair (for Sandbags)	\$518.00	1	\$518.00
Test Piece	\$242.00	1	\$242.00
Subtotal:			\$54,671.50

 **Statement of Work**

TIPs COOP # 220105

Scope of Work:

We will drop ship the CEIA OPENGATE units to your location. You will move and unbox the units at each location to use them. If this is your first time order our CEIA team will come to your site on the first day for a couple of hours to train a class of your administrators and security officers on the proper set up, process and use of the OPENGATE system. The following day we will be onsite for the first live screening to monitor and give recommendations to smooth out the process.

 **Additional Terms and Conditions**

ADDITIONAL TERMS & CONDITIONS

1. ACCEPTANCE OF AGREEMENT: This Agreement is not valid until accepted by Communications Technologies, Inc. (CTI) Accepted shall be manifested upon commencement of performance by CTI
2. TITLE: Title to the Equipment shall remain in CTI's name until the purchase price is paid in full.
3. SECURITY INTEREST: Customer hereby grants to CTI a security interest in the Equipment in order to secure Customer's obligations hereunder and agrees upon request of CTI to execute any documents necessary to perfect such interest. In the event the Purchase Price is not paid in accordance with the payment terms, CTI shall have all the rights and remedies of a secured party as provided for in Article 9 of the Uniform Commercial Code and CTI shall be entitled to reasonable attorney's fees and legal expenses incurred with respect to this security interest and the enforcement of any of CTI's other rights under this Agreement. CTI's security interest is released when customer completes payments according to terms.
4. REVOCATION OF CREDIT: CTI reserves the right at any time to revoke any credit extended to Customer because of Customer's failure to pay for any credit goods when due or for any other reason deemed good and sufficient by CTI
5. RISK OF LOSS: All risk of loss passes to Customer upon delivery of the Equipment to the Installation Site.
6. DELIVERY: The equipment delivery date shall be at a time to be mutually agreed upon by the parties, subject to paragraph 7.
7. FORCE MAJEURE: CTI shall not be liable for failure to deliver or delays in delivery occasioned by strikes, picketing, labor dispute, lockouts, fires, acts of God, calamity, embargoes, war or other outbreak of hostilities, inability to obtain materials or shipping space, machinery breakdowns, delays of carrier or suppliers, governmental acts and regulations, causes beyond CTI's control, or work volume from customers in excess of CTI's then-scheduled capacity. The foregoing shall be in addition to and not in limitation of any excuses for nonperformance available to CTI under the Uniform

▶ Additional Terms and Conditions

Commercial Code or any other applicable law. If, due to any such occurrence, CTI is unable to supply the total demands for any material specified in this Agreement, CTI shall have the right to allocate its available supply among its customers in a fair and equitable manner, or to cancel the remainder of the Agreement. In no event shall CTI be obligated to purchase material from others in order to enable it to deliver material to Customer hereunder.

8. **INSTALLATION:** CTI will install the Equipment, if applicable, provided Customer provides a suitable place for installing the Equipment. All electrical outlets, conduit, power hook-ups, and any related carpenter work as specified by CTI shall be completed. Customer will provide an Equipment area climatized to computer requirements in terms of temperature. Customer agrees to provide CTI with a designated contact person to handle these arrangements.
9. Customer agrees to inform CTI of any and all dangerous conditions, hazardous substances, lead paint, asbestos, or poisons at the work site, on the Customer's premises, or in the Customer's building. If Customer fails to inform CTI of such dangerous conditions, hazardous substance, lead paint, asbestos, or poison, then Customer agrees to indemnify and hold CTI harmless from any and all judgments, liability, costs, damages expenses (including attorneys' fees) or any other loss which CTI might sustain by reason of the dangerous conditions, hazardous substance, lead paint, asbestos, or poison.
10. **EXPENSES:** If applicable, Customer is responsible for any expenses incurred due to acquisition of licenses or permits required by state or local government agent. Customer is responsible for the delivery of the phone and/or data demarc to the specified location for equipment installation.
11. **UNION LABOR:** If applicable, CTI reserves the right to pass through to customer charges incurred due to premium labor rates as a result of required labor union affiliations.
12. **INDEMNIFICATION:** Customer shall indemnify CTI against and hold CTI harmless from any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorneys' fees, claimed by any person, organization, association, or otherwise arising out of, or relating to the Equipment, or its use, possession, operation, service, installation and/or condition thereof, except as caused exclusively by CTI.
13. **WARRANTIES AND LIMITATION OF LIABILITY:** CTI warrants to Customer good and clear title to the Equipment free and clear of liens and encumbrances subject to the security interest retained by CTI. CTI provides Customer with an original manufacturer's warranty for Equipment. CTI itself provides no warranty for Equipment beyond the Manufacturer's warranty and that contained herein.

CTI's sole liability hereunder shall be to install service and integrate Equipment provided by the manufacturer with new or refurbished parts (pursuant to manufacturer's warranty) at customer's expense during normal working hours.

The foregoing warranty shall constitute the exclusive remedy of Customer and the exclusive liability of CTI for any breach of any Warranty related to this agreement.

To obtain service under this warranty, the customer must bring the malfunction of the machine to the attention of CTI within warranty period and no later than thirty (30) days after such malfunction, whichever first occurs. Failure to bring the malfunction to the attention of an authorized CTI dealer within the prescribed time, results in the customer being not entitled to warranty service.

This WARRANTY shall be VOID if any portion of the purchase price is unpaid.

CTI will not be obligated to repair or replace any item of equipment which has been repaired/serviced by others, abused or improperly handled, stored, maintained, altered, damaged or used or combined with third party material that is defective or of poor quality.

THE WARRANTIES SET FORTH HEREIN AND IN THE RELATED EQUIPMENT WARRANTY AGREEMENT ARE EXCLUSIVE, AND CTI EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, WORKMANSHIP, OR FITNESS FOR A PARTICULAR PURPOSE.

14. **REMEDIES AND LIMITATION OF LIABILITY.** CUSTOMER'S SOLE REMEDIES FOR LIABILITY OF ANY KIND WITH RESPECT TO THE WORK AND SERVICES FURNISHED UNDER THIS AGREEMENT AND ANY OTHER PERFORMANCE BY CTI UNDER OR PURSUANT TO THIS AGREEMENT, INCLUDING NEGLIGENCE, SHALL BE LIMITED TO THE REMEDIES PROVIDED IN THE APPLICABLE WARRANTY AND REMEDY PARAGRAPHS HEREOF. CTI'S LIABILITY SHALL IN NO EVENT INCLUDE ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES OR LOSS OF USE, REVENUE, OR PROFIT EVEN IF CTI HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT SHALL CTI'S LIABILITY FOR DAMAGE WITH RESPECT TO ANY OF THE PRODUCTS, WORK, OR SERVICES FURNISHED UNDER THIS AGREEMENT EXCEED THE CHARGES PREVIOUSLY PAID BY CUSTOMER TO CTI FOR SUCH PRODUCTS, WORK, OR SERVICES. THE PRICE STATED FOR CTI'S PRODUCTS, WORK AND SERVICE IS A CONSIDERATION IN LIMITING CUSTOMER'S REMEDIES. IT IS EXPRESSLY UNDERSTOOD THAT CTI SHALL HAVE NO OTHER LIABILITY TO CUSTOMER UNDER WARRANTY, THE LAW OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL THEORY. THIS WAIVER DOES NOT, HOWEVER, APPLY TO GROSS NEGLIGENCE OR INTENTIONAL TORTS BY CTI.

15. **ASSIGNMENT:** This Agreement may not be assigned by Customer without the express written consent of CTI.
16. **CHOICE OF LAW:** This contract is to be construed according to the laws of the state of Missouri. Any controversy or claims or action at law, suit in equity, or other judicial proceeding arising under or in relation to this Agreement or any modification of this Agreement shall be brought and maintained in the Circuit Court for the County of St. Louis, Missouri. The parties consent to the jurisdiction and venue of the courts of the state of Missouri and further consent that any notice of motion or other application to the court or a judge thereof may be served outside the state of Missouri by registered mail or by personal service, provided a reasonable time for appearance is allowed.
17. **ATTORNEY'S FEES.** If Customer shall default in its performance under this Agreement, and the default results in the expenditure of attorneys' fees to enforce the terms of this Agreement or to recover damages for breach of this Agreement, then Customer shall pay CTI's reasonable and actually incurred attorneys' fees in addition to any other damages recovered.
18. **HEADING.** Headings in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.
19. **SEVERABILITY.** Each provision of this Agreement shall be considered severable such that if any one provision or clause conflicts with existing or future applicable law, or may not be given full effect because of such law, this shall not affect any other provision of the Agreement which, consistent with such law, shall remain in full force and effect. All surviving clauses shall be construed so as to effectuate the purpose and intent of the parties.
20. **FINAL AGREEMENT.** Customer represents and warrants that Customer has carefully read all of the provisions hereof, including any Schedules and Addenda made a part hereof, and acknowledges that the terms and conditions herein are the final expression of the Agreement of the parties, and a complete and exclusive statement of the terms agreed upon, and that there are no representations, warranties, stipulations, agreements or terms, oral or written, which are not contained herein.
21. **WAIVER.** Waiver by Seller or Buyer of any provision breach of any provision shall not be construed as a waiver of any other provision or any other breach of that provision or of any other provision. The invalidity of any provision shall not affect the validity of the remaining provision or of the Agreement as a whole.
22. **ASSESSMENT OF INTEREST:** Any balance remaining unpaid after due, as set forth on the invoice will be assessed a service fee of 2% per month or at the highest rate allowed by law.
23. **ENTIRE AGREEMENT:** This document constitutes the full understanding of the parties, and no terms, conditions, understandings, or agreement purporting to modify, amend or vary the terms of this document shall be binding unless in writing and signed by the parties.
24. **ADDITIONAL TERMS AND CONDITIONS:** No modification of this Agreement or waiver of the terms or conditions thereof shall be binding upon the Seller unless approved in writing by an authorized representative, nor shall this Agreement be effected by the acknowledgement or acceptance of forms of the Buyer containing other or different terms or conditions whether or not signed by an authorized representative of Seller. Seller's acceptance of Buyer's order is expressly conditioned on Buyer's assent to all the terms of this Agreement.

18110 Chesterfield Airport Rd.
Suite E
Chesterfield, MO 63005
www.cti-stl.com
636-5377200



 [Additional Terms and Conditions](#)

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OPENGATE Putnam CO TN

Prepared by:

Communications Technologies, Inc.

Rick Sandoz
636-537-7205
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Prepared for:

Putnam County School System

1400 East Spring Street
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Tim Martin
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Quote Information:

Quote #: RS-203357

Version: 4
Delivery Date: 09/24/2025
Expiration Date: 10/31/2025

Quote Summary

Description	Amount
Product	\$54,671.50
Total: \$54,671.50	

Payment Terms

50% Down, 50% + Applicable Taxes due on Completion

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Communications Technologies, Inc.

Putnam County School System

Signature: _____

Name: Rick Sandoz

Title: Senior Account Executive

Date: 09/24/2025

Signature: _____

Name: Tim Martin

Date: _____

