

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

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
- IV. Approval of Minutes
  - A. Minutes of the Regular November Board Meeting - November 6, 2025, @ 5:00 PM
- V. Public Comment
- VI. Student Advisory Committee
- VII. Approval of Consent Agenda
  - A. Payments/Purchases
    1. Approval to purchase conference room furniture to be used at the Putnam County Board of Education ANNEX building from Office Mart in the amount of \$10,999.50 to be paid from account 141-71100-722-02117.
    2. Approval of payment to Moore, Rader & York, P.C. - Cookeville, Tennessee for legal services through November 25, 2025 in the amount of \$21,637.20 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)
  - B. Bids/Quotes/Sealed Bids/RFPs
  - C. Budget Amendments/Line Item Transfers
    1. CTE - To move monies to pay for automotive lift inspection services
    2. SPED - To allocate funds donated by UTrust Organization to the Special Education Department. These funds are to be used to furnish the new Independence Program house located at CHS and to pay for refreshments at the ribbon-cutting/open house event when the house is complete.
  - D. Approval of Out-of-County and Overnight Trip Reports
  - E. Approval of Grant Report
  - F. Other
    1. Approval of the Dual Credit Conditions and Agreement between Volunteer State Community College - Gallatin, Tennessee and Putnam County School System to establish the terms and conditions for the 2025-2026 school year.
    2. Approval to enter into an agreement with Volunteer State CC for services rendered.
    3. Approval of acceptance of the donation of a 2007 Lincoln Navigator from Greg Vandergriff to be used in the Automotive Maintenance and Light Repair classes at CHS.
    4. Approval of a Data Processing Agreement between Instructure and Putnam County School System for LearnPlatform Services, establishing the framework for a correlational study analyzing the relationship between

benchmark assessment results and TCAP performance for the 2024-2025 and 2025-2026 school years.

5. Approval of the renewal for the Creative Curriculum Cloud (intervention online program for PreK students with disabilities) from Teaching Strategies, LLC, Washington D.C., in the amount of \$12,350.00 to be paid from 141-71200-429-02152, as submitted.
6. Approval of the yearly MOU for the TDOE School Climate Survey. The attached survey will be delivered both in person and via Parentsquare.
7. Approval for an MOU between Monterey High School and Standing Stone Care & Rehabilitation for MHS facility use in the event that STC must evacuate for emergency purposes.
8. Approval to renew the subscription for Jamf K12 Pro licenses, our Device Management platform for macOS computers and iPads, from Howard Technology Solutions, Laurel, MS, per quote # CH5 1586929.00 based on contract pricing on TIPS Contract # 230105, in the amount of: \$43,975.00, to be paid from: 141-71100-722-01607.
9. Approval to renew the license subscription for Alertus Emergency notification service from Alertus Technologies, Inc., per sole source documentation and attached quote, in the amount of \$11,623.50, to be paid from: 141-72310-599.
10. Approval to pay Stone Service Corporation in the amount of \$1,900.00 for pay application #5 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
11. Approval of the Putnam County Schools Travel Procedures Manual.
12. Approval of the Putnam County Schools Local Mileage Procedures Manual.
13. Approval of the Fixed Asset Capitalization Procedures.
14. Approval to pay Stone Service Corporation in the amount of \$950.00 for pay application #9 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
15. Approval for "Instructure" (MasteryConnect) to send benchmark assessment data to Comprehensive Educational Resources (CER).
16. Approval to accept a donation of \$2,600.00 from the Putnam County Democratic Party for the Angel Fund lunch assistance program.

VIII. Policy

IX. School Spotlight

A. Northeast Elementary

X. Discussion/Presentation

A. Building Projects

1. Update from Energy Systems Group regarding the Putnam County School System Early Learning Academy
  - a. Energy Systems Group - Putnam County School System Early Learning Academy Renovation Project Action Items
    1. Approval to pay Energy Systems Group in the amount of \$621,061.91 and First National Bank of Tennessee (retainage) in

the amount of \$32,687.47 for pay application #12 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

2. Cookeville High School Independence House Update

B. Approval of the MOU with Putnam County Emergency Management Agency for a 1/3 cost share salary and benefits for assistant director of education safety position.

**Speaker(s):** Brandon Smith, Putnam County Emergency Management Director

C. Director's Evaluation Review

XI. Adjournment



Mr. **McHENRY** stated the Board would address approval of the Consent Agenda with an addition of VIIF20 which states, "Approval of the request to purchase (1) 2025 GMC Sierra 3500 HD 4WD Crew Cab 159" Pro pick-up for the maintenance department to replace the truck totaled in a wreck on November 5, at the State of Tennessee contract price of \$50,090.60 to be paid from General Purpose Maintenance."

Mrs. **CRAVENS** approved the addition. Mrs. **RAMSEY** seconded. Motion passed.

**ACTION:** (VII.A.1. – VII.F.19) 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 purchase 74 Chromebooks for Cookeville High School from Danmark Technologies in the amount of \$27,703.20 to be paid from 141-71100-599-02011-037.
2. Approval of a payment to Frontline Education for Location Analytics Subscription for 2025-26 school year from Frontline Technologies Group, LLC, PO Box 780577, Philadelphia, PA 19178-0577 in the amount of \$18,824.09, to be paid from 141 E 72130-599.
3. Approval to purchase Aruba network switch and wifi access point license renewals for the One Year license term, from Central Technologies, Inc., Knoxville, TN, per quote # 029499 on the TIPS-USA contract #240101 pricing, in the amount of \$18,084.00, to be paid from: 141-71100-722-01607.
4. Approval of the purchase of two (2) New International Special Education School Buses \$320,083.00 from Sourcewell Contract #102623-ICB to be paid from 141E72710729.
5. Approval of the purchase of two (2) New International 78 Passenger School Buses \$289,372.00 from Sourcewell Contract #102623-ICB to be paid from 141E72710729.

B. Bids/Quotes/Sealed Bids/RFPs

C. Budget Amendments/Line Item Transfers

1. Finance - To budget for additional furniture for Pre-K Early Learning Academy
2. SPED - To reallocate funds to purchase supplies and materials for Special Education Department
3. Finance - To budget Innovative School Model (USM) grant
4. SPED - To reallocate funds for the Transition School to Work Grant
5. CTE - To move monies to pay for WBL and local travel expenses
6. Adult Education - To budget for revenue received for Adult Education general services
7. Adult Education - To budget for revenue received for Adult Education.

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

E. Approval of Grant Report

F. Other

1. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between East TN State University and the Putnam County School System effective 10/1/25 - 9/30/26.
2. Approval of the Clinical Practice Partnership Agreement between University of Kentucky and the Putnam County School System effective 11/1/25 - 10/31/26 with an option to renew for one additional year.
3. Approval to enter into an agreement with Mack Construction, Cookeville, TN to repair the damaged asphalt parking lot per item #1 of their proposal dated September 9, 2025 at Jere Whitson Elementary School in the amount of \$12,500.00 to be paid for from 141-72620-399.
4. Approval to enter into an agreement with Maffett Loftis Engineering, LLC, Cookeville, TN for the design of bid documents for the replacement of the #2 chiller at Cookeville High School for a cost of \$24,800.00 to be paid for from 141-72620-399.
5. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between University of TN Knoxville and the Putnam County School System effective 10/1/25 - 9/30/26.

6. Approval of the renewal of the agreement between Putnam County Board of Education and Carolyn Wilson, Cookeville, Tennessee 38501 for the 2025-2026 school year for applied behavior analysis services to students, complete functional behavioral assessment and assist the school team in implementation of plan to be paid from 141-72220-399-02152.
7. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between Austin Peay State University and the Putnam County School System effective 10/1/25 - 9/30/26.
8. Approval of the Job Shadowing Agreement between Livingston Regional Hospital - Livingston, Tennessee and Putnam County School System to establish the terms and conditions for the 2025-2026 school year.
9. Approval of the 2025 LEA Compliance Report, as submitted.
10. Approval to purchase Security Film and installation to be installed at the entrances of Park View Elementary and Cookeville High School, from Roland Digital Media, to be paid from the Public School Security Grant.
11. Approval of the sale of 5 Blue Bird School Buses as Surplus Equipment. The vehicle identification numbers are:
  - 1BAKCCPA3CF284414
  - 1BAKCCPA5CF284415
  - 1BAKCCPA1CF284413
  - 1BAKGCPA7CF283545
  - 1BAKGCPA7CF283545
 These Buses are to be sold on [www.Gov-Deals.com](http://www.Gov-Deals.com).
12. Approval to enter into an agreement with Cookeville Heating & Cooling, LLC, Cookeville, TN to upgrade the mechanical controls per proposal #3703 attached at Monterey High School in the amount of \$47,410.00 to be paid for from 141-72620-399 with pricing being reflective from TIPS Contract #25010501.
13. Approval to pay Stone Service Corporation in the amount of \$6,713.72 for pay application #8 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
14. Approval to pay Stone Corporation in the amount of \$6,470.45 for pay application #4 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
15. Approval to pay Upland Design Group in the amount of \$20,000.00 for invoice #1 related to the design of the White Plains Academy Flex Learning Center Ramp project to be paid from 141-72600-399-00000.
  16. Approval of the Quarterly Reports for quarter ending 9/30/25 for the following funds:
    - 141 General Purpose Schools
    - 142 Federal Projects
    - 143 Central Cafeteria
    - 146 Extended School Program
17. Approval of an anonymous donation of \$5000.00 to the Family Resource Department of Putnam County Schools to be utilized for families experiencing food insecurity.
18. Approval to enter into an agreement with Upland Design Group, Crossville, TN for the design of bid documents to replace the gym window at the Baxter Primary School in the amount of \$10,500.00 to be paid from 141-72620-399.
19. Approval to join the US Educational Technology Purchasing Alliance (USETPA).

Mr. **McHENRY** stated the Board would address Agenda Item IX, School Spotlight and introduced Wren Goedken who is the STEM teacher at Algood Middle School.

Ms. **Goedken** presented about the school garden and stated:

- The children love the chicken coop and retrieving eggs.
- The prairie is possibly the largest in a public school with several endangered plants and butterflies.
- The wetland has three tree species, ten aquatic plant species and is a habitat for many insects/animals.

- The desert has cacti, succulents and various plants.
- The arboretum and forest are also in the garden.
- Reading Row is the newest addition with 25 benches for outdoor reading and writing.

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

Mr. **McHENRY** stated the Board would address Agenda item X.A.1., Current Park View Elementary School Action Item and recognized Energy Systems Group.

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

- The bathrooms and entrance doors were framed.
- The rough end plumbing and sewer were complete.
- Paint colors were selected and ordered, so prepping the walls was in progress.
- There are two sections to be painted.
- Door hardware selections were being finalized.

**ACTION:** [X.A.(1.)] Mr. **McCORMICK** made a motion to approve the following Current Park View Elementary School Action Items, as submitted and recommended:

- Approval to pay Energy Systems Group in the amount of \$333,917.42 and First National Bank of Tennessee (retainage) in the amount of \$17,574.60 for pay application #11 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

Mrs. **CRAVENS** seconded the motion. Motion passed.

Mr. **McHENRY** stated the Board would address Agenda Item X.A.B., Putnam County Schools TISA Accountability Report from Jason Stickler, Data and Testing Supervisor.

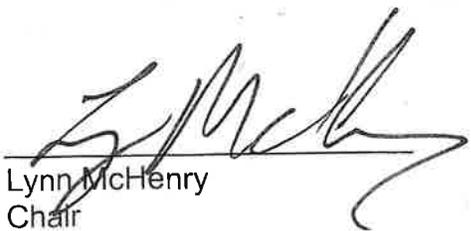
Mr. Stickler reported that he received 300 responses to the TISA Accountability Report. He then asked for approval of the 2025-2026 TISA Accountability.

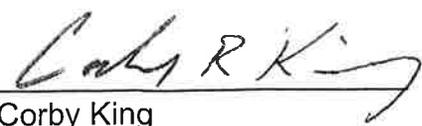
**ACTION:** [X.B.] Mrs. **CRAVENS** made a motion to approve the 2025-2026 TISA Accountability Report. Dr. **FRY** seconded the motion. Motion carried.

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

The Board adjourned at 5:26 PM.

10/2/25  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Lynn McHenry  
 Chair

  
 \_\_\_\_\_  
 Corby King  
 Director of Schools



**Putnam County Board of Education Agenda Requests**

Date \_\_\_\_\_ 12/4/25  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase conference room furniture to be used at the Putnam County Board of Education ANNEX building from Office Mart in the amount of \$10,999.60 to be paid from account 141-71100-722-02117.

**received**  
11-5-25 AMT *AMT*

# Estimate



## Office Mart

207 Swift Street  
 Cookeville, TN 38506  
 931-528-1369  
 info@officemarttn.com

Order #	Date
S071238	11/07/2025



Bill To:
Putnam Co. School System Technology Dept. 3860 Phifer Mountain Rd Cookeville, TN 38506

Ship To:
Putnam Co. School System Technology Dept. 3860 Phifer Mountain Rd Cookeville, TN 38506

Customer: PCSS Technology Department

Contact: Putnam Co. School System Techn

Sales Rep	Payment Terms	FOB Point	Lead Time	Carrier	Exp. Date
Paige	NET 30	Origin	1 Week	Delivery	11/06/2025

Item #	Number	Description	Unit Price	Qty Ordered	Total Price
<b>No Category</b>					
1	Olson Mesh Back w/ Casters	Armless Mesh Back Guest Chair, Stackable w/ casters, Black	\$189.99	5 ea	\$ 949.95
4	B6889R-BK	Rivet Back Guest Chair w/ Casters Black	\$179.99	25 ea	\$ 4,499.75
5	NDI Flip Top Nesting Table, Flip Base, 60"x30"	NDI Flip Top Nesting Table, Flip Base, 60"x30"	\$579.99	5 ea	\$ 2,899.95
6	RYKWS3060RAGO	Ryker Rect. Top 60"x30" Aged Oak	\$0.00	5 ea	\$ 0.00
7	PTLF60BLK	Flip Base for 60"W Tops Black	\$0.00	5 ea	\$ 0.00
8	PTLFMOD60BLK	Modesty Panel for PTLF60 Flip Base Black	\$0.00	5 ea	\$ 0.00
9	NDI Flip Top Nesting Table, Flip Base, 60"x30"	NDI Flip Top Nesting Table, Flip Base, 60"x30"	\$529.99	5 ea	\$ 2,649.95
10	RYKWS3060RAGO	Ryker Rect. Top 60"x30" Aged Oak	\$0.00	5 ea	\$ 0.00
11	PTLF60BLK	Flip Base for 60"W Tops Black	\$0.00	5 ea	\$ 0.00
12	Delivery Charge	Assembly, Delivery, Installation	\$0.00	1 ea	\$ 0.00

<b>Subtotal:</b>	<b>\$10,999.60</b>
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$10,999.60</b>

## TERMS AND CONDITIONS OF SALE

1. General: The term "Seller" shall mean Office Mart. The party who receives a quotation from and/or who places an order with Seller is referred to herein as 'Buyer'. 'Products' means all materials, merchandise or goods that are the subject of the parties' transaction.
2. Quotation: Unless otherwise stated, quotes are valid for 30 days from the date of quote. Used and in-stock items are subject to prior sale. Buyer is responsible for verifying all quantities and product specifications, including finishes, dimensions, and return shell sides (left or right).
3. Acceptance: All orders are subject to Seller's acceptance. A Buyer purchase order or signed quote is required to process Seller's order. Any different, conflicting, or additional terms contained in any Buyer Purchase Order or other ordering document are hereby specifically rejected unless expressly approved in writing by Seller.
4. Special Orders: No cancellations, refunds, returns, or exchanges are allowed on special orders after the order has been placed with the manufacturer.
5. Delivery, Assembly, and Installation:
  - Installation is based on normal business hours, 8-5 Monday - Friday.
  - Seller is not responsible for wiring any electrical connections or for running / connecting phone or data lines.
  - Delivery and installation is quoted as a continuous phase at one location unless otherwise specified. Additional charges may be required if the project requires additional / multiple site visits due to Buyer delays, or Buyer changes to project scope or plans.
  - All areas where installation is to be performed are to be clear and free of other furniture and / or equipment.
  - Deliveries upstairs or in restrictive areas may require additional fees. Entry and interior doors and hallways must be a minimum of 36 inches wide. Disassembly of furniture to fit through doors or hallways may require an additional charge.
  - Deliveries more than 20 miles round trip may require a delivery fee to cover fuel and mileage expenses.
  - Fireproof safes and other extremely heavy items may require special handling fees.
6. Buyer Postponement: In case of Buyer's postponement of delivery / installation date, payment may become due in full upon the originally scheduled date or when Seller is prepared to make shipment - at Seller's discretion. Seller to schedule delivery when available. Buyer is responsible for any additional storage or transportation fees incurred.
7. Claims and Inspection: Buyer is responsible for inspecting and conditionally accepting Products immediately upon receipt or at the completion of installation (if applicable). Any claims for loss, shortage, damage, or other non-conformity should be made at that time but must also be submitted in writing to Seller no more than 5 days from delivery or installation. Buyer is responsible for safeguarding any delivered furniture prior to installation.
8. Warranty: Seller warrants that the goods are described in the agreement, except for a separate manufacturer's warranty given by Seller with respect to certain goods. Seller makes no other warranty of any kind, expressed or implied. No warranty on any 'used' product.
9. Liability: Buyer assumes all risk and liability with respect to results obtained by the use of Products whether used alone or in a combination with other products. Seller assumes no liability of any design specifications, plans, drawings, or other descriptions based on information from Buyer or any other party.
10. Cancellation and Modification: Orders cannot be cancelled or modified without written consent from Seller and upon terms and conditions that indemnify Seller against all loss.
11. Returns: Material delivered as ordered cannot be returned unless authorized in writing by Seller. If return is allowed per above, a 15% service and re-stocking charge will apply. Additional pick-up and labor costs may also apply. Any cost incurred by Seller to put returned products in 'first class condition' will be charged to Buyer.
12. Compliance: Accordance with state and local laws and codes are the responsibility of the Buyer.
13. Used Furniture: If purchasing USED Products, Buyer acknowledges and understands that Product is used and sold 'as is' and 'subject to prior sale'. No warranty on any used product. No refunds, exchanges, or returns are allowed on used Products.
14. Credit Cards: There will be a 2.5% convenience fee on all credit card purchases over \$2,000 (total after tax) and a 3.5% charge on any manually entered cards (card not present). If required, the 3.5% fee will supersede the convenience fee.
15. Delinquent Charges: A service charge of 1.5% per month (18% per annum) will be added to any account not paid within terms of sale. A delinquent account is subject to additional litigation and attorney fees to be paid for by Buyer.
16. Taxes: Prices stated are in U.S. dollars. All foreign duties and taxes are the responsibility of the Buyer. Unless Buyer furnishes Seller with a tax exemption certificate, Buyer will pay to Seller any tax on the Products or the Products' use, however designated, levied or based by any taxing authority, whenever Seller must pay the tax for Buyer according to applicable law.
17. Payment Terms:
  - Non-Accounts: Payment is due in full at time of order, unless otherwise specified.
  - Accounts: Terms are Net 30 days after date of Seller's invoice, unless otherwise specified. Deposits and special-order terms apply.
  - Deposits: Orders over \$10,000 require a 50% deposit at time of order. Unless otherwise agreed, any deposit shall be nonrefundable.
  - Special Orders: Depending on the manufacturer, some special order may require 100% down payment at the time of order. See additional special order details in item 4.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_ PO Reference #: \_\_\_\_\_



## Putnam County Board of Education Agenda Requests

Date \_\_\_\_\_ 12/4/25  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services through November 25th, 2025 in the amount of \$21,637.20 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

**received**  
12-1-25 MT *CM*

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

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

MAILING ADDRESS  
POST OFFICE BOX 3347  
38502  
TELEPHONE  
(931) 526-3311  
FACSIMILE  
(931) 526-3092

November 25, 2025

**PRIVILEGED AND STRICTLY CONFIDENTIAL**

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

RE: School Board Matters

Dear Mr. King:

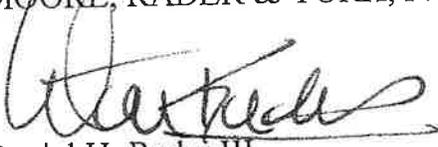
Enclosed is our statement through November 25, 2025.

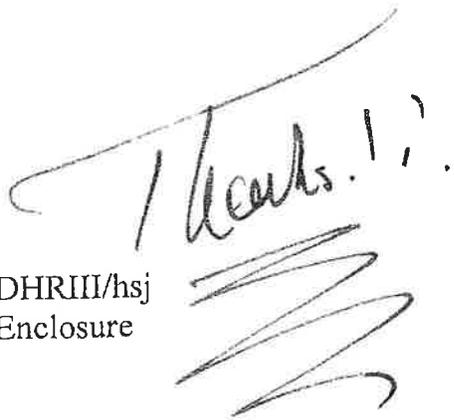
I would appreciate it if you would place this on the December agenda for Board approval.

Thank you for your attention to this matter.

Yours very truly,

MOORE, RADER & YORK, P. C.

  
Daniel H. Rader III

  
DHR/hsj  
Enclosure

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

**November 25, 2025**

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

IRS No. 62-0897974

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FOR PROFESSIONAL SERVICES RENDERED

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TO PROFESSIONAL SERVICES RENDERED:

**RE: SCHOOL BOARD MATTERS**

**August 20, 2025 through November 25, 2025**

Daniel H. Rader III: 54.50 hours at \$200.00	\$ 10,900.00
Daniel H. Rader IV: 4.00 hours at \$200.00	\$ 800.00
Andre Greppin: 22.00 hours at \$200.00	\$ 4,400.00
Caitlin Hodges: 11.50 hours at \$200.00	\$ 2,300.00
PARALEGAL HOURS: 32.00 hours at \$95.00	\$ 3,040.00
OUT-OF-POCKET EXPENSES:	
Copying charges	\$ 162.00
FedEx charges	\$ 35.20
TOTAL OUT-OF-POCKET EXPENSES	<u>\$ 197.20</u>
<b>TOTAL AMOUNT OF STATEMENT</b>	<b>\$ 21,637.20</b>

## ITEMIZED STATEMENT

August 20, 2025 through November 25, 2025

Aug. 20 – Aug. 31, 25	Communications with Board Members re: Independence House; receipt and review of communications with records requestor; communications with Malaysia re: same; receipt and review of communications re: Park View Project; telephone conference with Director King re: ESG proposal; receipt and review of communications Re: subpoena to school personnel; prepare Objection and Motion to Quash subpoena; correspondence to Clerk re: filing same; receipt and review of communications from client re: records requestor follow-up; communications with client re: same; review and analyze ESG matter; communications with ESG re: settlement proposal; receipt and review of communications from records requestor; correspondence with records requestor	(DHRIII) (ASG)	2.50 3.00
Sept. 2025	Receipt and review of communications with Malaysia re: Board meeting; attending School Board meeting and conferences; receipt and review of communications with Mark McReynolds re: MOU re: printing; receipt and review of communications with Director King re: personnel matters; telephone conference with Director King; receipt and review of communications with Angie Knight with records request; communications with Angie Knight re: same; receipt and review of communications with Director King re: Independence House; receipt and review of communications with Mark McReynolds re: records request; communications with records requestor; communications with Mark McReynolds re: response to requestor; receipt and review of communications with records requestor; receipt and review of communications from Attorney General's office re: textbook lawsuit; receipt and of communications re: textbook lawsuit with plan to intervene; research court docket in Davidson County re: case information; telephone conference with ADA Simmonds; receipt and review of False Claims Act Complaint filed under seal; legal research re: False Claims Act statutory provisions; research re: student criminal matter; communications with Clerk of Court re: status; communications with insurance adjuster re: same; communications with Director King re: textbook pricing information; communications with Brandon Bundren; telephone conferences with school personnel re: textbook pricing information; multiple communications with		

Attorney Bundren re: textbook lawsuit; multiple communications with Attorney Angelovich re: textbook lawsuit; telephonic meeting with Attorney Bundren and Qui Tam counsel re: textbook lawsuit; multiple communications with Director King and Board Members re: teacher termination Complaint; receipt and review of communications from Assistant Attorney General Simonds re: motion for extension to intervene; review and analyze Court filings; communications with School Board personnel re: investigation; correspondence and communications with records requestor; receipt and review of communications from Tim Martin re: accident at Prescott South; receipt and review of communications with Tim Martin re: second incident at Prescott South; telephone conference with Tim Martin; receipt and review of communications with Tim Martin re: Cane Creek Site License Agreement; telephone conference with Youth Services Officer; telephone conference with Tim Martin re: contract with State re: air monitoring stations and accidents; receipt and review of communications with Tim Martin re: lighting company issues; correspondence with Commercial Lighting Company; communications with Tim Martin and Mark McReynolds re: same; receipt and review of communications with Tim Martin re: land/property deed; receipt and review of communications with Tim Martin re: custody issue; review of court documents; telephone conference with Tim Martin re: same; receipt and review of communications with Tim Martin re: accident at CHS; receipt and review of communications with Tim Martin re: records request; conference with Tim Martin re: records request; receipt and review of communications with Angie Knight re: employment matter; communications with Director King re: meeting re: textbook lawsuit; meeting with Director King and personnel to discuss textbook lawsuit; receipt and review of communications with Angie Knight re: claim for unemployment; communications with Angie Knight re: same;

(DHR/III) 17.50  
(ASG) 12.00

Oct. 2025 Attending School Board meeting and conferences; meeting with Director King and DA re: student matter; research re: personnel matter; communications with Director King re: same; detailed research re: termination of employee for social media posts; receipt and review of communications with Chris Pierce re: records request; review of Court documents re: parental rights; communications with Chris Pierce

re: same; receipt and review of communications with Director King re: property matter; receipt and review of communications with Ron Chaffin re: transportation matter; multiple communications with school personnel re: same; receipt and review of communications with Chris Pierce; receipt and review of communications with Tim Martin re: bus incident; receipt and review of communications with Director King with updates; receipt and review of communications from Assistant Attorney General Simonds re: case update and court filings; review and analyze court filings; legal research re: First Amendment cases concerning termination of public employee for social media posts; review and prepare for meeting re: teacher termination; correspondence with Attorney Gilbert; communications with Tim Martin; obtaining copy of Deed; communications with Director King re: meeting with ADA re: student matter; receipt and review of communications with Tim Martin re: accident at CHS; meeting with Director King and reviewing teacher termination matter; communications with Attorney Gilbert re: same; attending meeting at School Board re: student matter; communications with Director King; correspondence with Board Members; correspondence with principals/ administrators re: Director's evaluation

(DHR/III)	11.50
(ASG)	6.50
(CH)	5.50

Nov. 2025 Receipt and review of communications with Malaysia; attending School Board meeting and conferences; receipt and review of communications with Tim Martin re: personnel/student matter; telephone conferences with Tim Martin re: same; receipt and review of communications with Director King re: student event; receipt and review of communications with Tim Martin with sports agreement; telephone conference with Tim Martin re: agreement re: sports equipment; telephone conference with Malaysia re: Monterey property; receipt and review of communications with Tim Martin re: records retention; receipt and review of communications with Chris Pierce re: student matter; receipt and review of communications with Mark McReynolds re: auditors; receipt and review of communications with Tim Martin re: guardian ad litem/student issue; telephone conference with Tim Martin re: same; review of materials re: preparation for Court; attending

criminal court; telephone conference with Clerk of Court;  
communications re: status of criminal matter;  
correspondence with auditors; communications with  
Director King and Mark McReynolds re: auditor  
correspondence; receipt and review of communications  
from Attorney Simonds re: status of textbook lawsuit;  
receipt and review of communications from Director  
King with records request; correspondence with records  
requestor; communications with Director King re: same;  
receipt and review of communications with Tim Martin  
re: trademark issue and sale of school emblem merchandise;  
legal research re: same; telephone conference with Tim  
Martin re: matter; receipt, review and compiling evaluations;  
preparation for meeting with School Board members re:  
Director's evaluation results; review of evaluation results;  
meeting with Board Members re: Director's evaluation

(DHRIII)	23.00
(DHRIV)	4.00
(ASG)	.50
(CH)	6.00





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

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
11/21/25	Hampton by Hilton Atlanta Cumberland, 2775 Cumberland Pkwy SE, Atlanta, GA 30339, 770-333-6006 / World of Coke, Georgia Aquarium- Atlanta, GA	MHS	Amy Forrest- 731-438-0338 Bree Wheeler- 931-261-1454 Aaron Walls- 931-261-4743 Jennifer Franz-931-303-1171	Senior Class Trip / 12th grade	March 27-29, 2026	41	Senior Class Trip
11/21/25	Universal Studios, Orlando, Florida	UMS	Micah Bergeron Amanda Hall Margaux Maynard Michéle Hansen Cristy Robbins Mollie Mahan Jason Stamps Kacie Khoeler Samantha Mathieu Jessie Thompson Crystal Williams Barbi Suggs Samantha Duke Melonie Nabors Emily Maynor	Athletics / 5th-8th / Cheerleader	February 4-10, 2026	17	National Cheerleading Competition

Corby King, Director of Schools



11/20/25  
Date



Received  
11-21-25  
MKT

# MHS & JMS

Rooming List are TBD

**EXHIBIT**  
 VII E.  
 12-04-25

PUTNAM COUNTY BOARD OF EDUCATION  
 DISCRETIONARY GRANT REPORT  
 DECEMBER 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	STEM GRANT / TSIN	\$ 5,000.00			NEW	MHS	12.04.2025		BRIDGET PUGH APPLYING
PERMISSION TO APPLY	UCEMC CARES GRANT	\$ 3,500.00			NEW	UHS	12.04.2025		SUSIE DOBBS APPLYING
PERMISSION TO APPLY	VECustomers SHARE GRANT	\$ 1,500.00			NEW	MHS	12.04.2025		MALASSIA RILEY APPLYING
PERMISSION TO APPLY	ADVANCING COMPREHENSIVE MENTAL-SERVICES GRANT	\$ 5,000.00			NEW	SYSTEMWIDE	12.04.2025		SHELIA BARKER APPLYING
PERMISSION TO APPLY	PROJECT HOMETOWN HELP GRANT- MIDD TN NATURAL GAS	\$ 2,000.00			NEW	MHS	12.04.2025		RACHELL GOODWIN APPLYING
PERMISSION TO ACCEPT	ADVANCING COMPREHENSIVE MENTAL-SERVICES GRANT			\$ 5,000.00	NEW	SYSTEMWIDE		12.04.2025	SHELIA BARKER APPLYING
PERMISSION TO ACCEPT	SWALLOW'S SCHOLAR GRANT			\$ 500.00	NEW	BURKS ELEMENTARY		12.04.2025	TARA POLK 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	\$ 500.00		\$ 9,970.00					
	DECEMBER	\$ 17,000.00		\$ 5,500.00					
	JANUARY								
	FEBRUARY								
	MARCH								
	APRIL								
	MAY								
	JUNE								
	TOTAL	\$ 223,029.25		\$ 1,247,958.44					
GRANT REPORT PREPARED BY SHARON BYERS									

**received**  
 11-20-25  
 Hf



Board Agenda Request  
For December 4, 2025 Meeting

Date 11/18/25

Department CTE

Person Submitting Jaclyn Vester *JMV*

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the Dual Credit Conditions and Agreement between Volunteer State Community College - Gallatin, Tennessee and Putnam County School System to establish the terms and conditions for the 2025-2026 school year.

**received**  
11-18-25 *MT*

**Dual Credit Conditions And Agreement  
Between  
Volunteer State Community College  
And  
Putnam County School System**

High school students within the Putnam County School System who pass the high school course(s) listed below may sit for the corresponding college end of courses assessment(s).

High School Course(s)	VSCC Course(s)	Credit Hours
Criminal Justice III: Forensic Criminal Investigations	CRMJ 1360, Intro to Crime Scene Investigation	3

Students who receive a minimum score on the respective end of course assessment(s) can receive dual credit at Volunteer State Community College in the respective courses, in accordance with Tennessee Board of Regents (TBR) Policy 2:01:00:05, Early Postsecondary Opportunities.

For a student to participate in the dual credit opportunity, he/she must:

1. Successfully complete the corresponding high school course for which he/she is seeking college credit.
2. Submit a completed and signed VSCC "Dual Credit Application for Admission" and "Dual Credit Permission to Test" form (to also be signed by a PCSS official).
3. Pay the exam fee of \$25 to be submitted by PCSS to VSCC.
4. Present (1) form of photo identification.

The VSCC Manager of Testing will assume the responsibility of administering the exam, scoring it, and documenting each student's performance. Credit for CRMJ 1360 will be applied to the VSCC transcript of any student scoring a 70% or above. The college course, credit hours and a grade of "Pass" will be shown on the Volunteer State Community College transcript. Transfer of this dual credit to other institutions is at the discretion of the receiving institution.

Both the Putnam County School System and Volunteer State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this Agreement.

This Agreement shall be effective for the period commencing on January 1, 2026 and ending on May 31, 2026.

This Agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

**IN WITNESS WHEREOF:**

**Putnam County High School:**

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Lynn McHenry, Putnam County Board Chair

Date

**Volunteer State Community College:**

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Dr. Wendi Tostenson, President

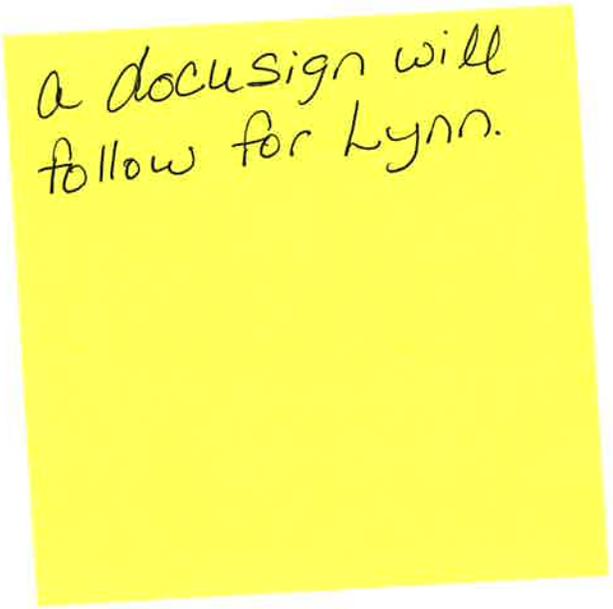
Date

**TENNESSEE BOARD OF REGENTS:**

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Flory W. Tydings, Chancellor

Date



a docuSign will follow for Lynn.



PCSS Board Agenda Request

Date: November 2025

Department: Future Ready VITAL-Teaching and Learning

Person Submitting: Adam West

Account Number (if appropriate) \_\_\_\_\_

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to enter into an agreement with Volunteer State CC for services rendered.

**received**  
11-4-25  
MT



- 6. This agreement cannot be assigned or subcontracted without the written consent of all parties.
  
- 7. During the performance of this contract both parties warrant that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sex, disability, veteran status or national origin. The parties will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, creed, color, sex, age disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, 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. \*

Dated this 1st day of August 2025

Putnam County School System

Volunteer State Community College

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

APPROVED:

FINANCE AND ADMINISTRATION

(If the other party is not a TBR/UT institution)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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



Board Agenda Request  
For December 4, 2025 Meeting

Date 11/4/2025

Department CTE

Person Submitting Jaclyn Vester *JNV*

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of acceptance of the donation of a 2007 Lincoln Navigator from Greg Vandergriff to be used in the Automotive Maintenance & Light Repair classes at CHS.

**received**  
11-4-25 MT *ll*



boss <boss@pcsstn.com>

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## Donation Vehicle

1 message

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**Parks, Preston** <preston.parks@pcsstn.com>  
To: Sarah Bos <boss@pcsstn.com>

Tue, Nov 4, 2025 at 8:13 AM

Greg Vandergriff  
gpvandergriff@gmail.com  
931-284-8774

2007 Lincoln Navigator

--

**Preston Parks**  
**Automotive Instructor**  
**Cookeville High School**  
**preston.parks@pcsstn.com**



**PCSS Board Agenda Request**

Date: December 4, 2025

Department: Data and Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included (Data Processing Agreement for LearnPlatform Services)

Backup to follow

Statement to be included in Board Agenda Packet:

Presentation and Discussion:

Consider approval of a Data Processing Agreement between Instructure and Putnam County School System for LearnPlatform Services, establishing the framework for a correlational study analyzing the relationship between benchmark assessment results and TCAP performance for the 2024–2025 and 2025–2026 school years.

**received**  
11-5-25 MT *ck*

## Data Processing Agreement for LearnPlatform Services

This Data Processing Agreement (“DPA”) is by and between Instructure, Inc., (“Instructure”) and the Local Education Agency (“LEA”) listed in the signature block and is effective as of the last date signed by the parties (the “Effective Date”). The parties hereby agree to the terms of this DPA for the purpose of receiving and sharing certain data from the LEA in a manner consistent with applicable Data Protection Laws (defined below).

### 1. Definitions.

- a. “**Data Protection Laws**” means the laws and regulations which are applicable to the Processing of Shared Data under the Agreement, including the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g and its implementing regulations at 34 CFR part 99; the Protection of Pupil Rights Amendment (“PPRA”), 20 U.S.C. 1232h and its implementing regulations at 34 CFR part 98; the Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501- 6506 and its implementing regulations at 16 CFR part 312; and the LEA’s applicable regulations and procedures.
- b. “**Personal Data**” means any information about an identified or reasonably identifiable natural person. Personal Data may also include education records as defined by FERPA.
- c. “**Processing**” means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction (“Process”, “Processes” and “Processed” shall have the same meaning).
- d. “**Results**” means the analysis of the Shared Data performed by the Instructure pursuant to a Services Agreement (defined below).
- e. “**Security Breach**” means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, the Shared Data transmitted, stored, or otherwise processed by Instructure.
- f. “**Shared Data**” means any data or information shared with Instructure pursuant to this DPA, including but not limited to Personal Data, student data, and education records, as defined by FERPA and PPRA.
- g. “**Services**” means the LearnPlatform products and services described more fully described in the applicable Service Agreement.
- h. “**Subcontractor**” means any entity engaged by Instructure to Process Shared Data.

2. **Purpose.** Instructure is requesting access to the Shared Data maintained by LEA for the purpose of evaluating and/or providing educational products pursuant to a written agreement (a “**Service Agreement**”), either with the LEA or a vendor providing educational services to the LEA (the “**Purpose**”). This DPA sets forth the terms and conditions upon which Instructure may be granted access to Shared Data in a manner designed to ensure that (i) student data is used and stored appropriately and in compliance with all Data Protection Laws; and (ii) that such data is Processed only for the Purpose described herein.

3. **Roles of the Parties.** The parties agree that with respect to Shared Data, LEA is the “business” or “controller”, and Instructure is the “processor” or “service provider,” in each case as such terms are defined by applicable Data Protection Laws.

4. **Ownership of Shared Data and Results.**

a. LEA represents, warrants, and covenants that it has complied with all Data Protection Laws, including without limitation providing all notices and obtaining all consents and rights necessary under applicable Data Protection Laws for Instructure to Process any Shared Data in connection with the Purpose. In the event LEA determines that the foregoing representation, warranty, and covenant is untrue with respect to any Shared Data, LEA will promptly notify Instructure.

b. The parties agree that the Shared Data and all rights to the Shared Data shall remain the exclusive property of LEA.

c. The Results, including without limitation de-identified and/or aggregated Shared Data, shall as between LEA and Instructure be the exclusive property of Instructure. De-identified and/or aggregate data will have all direct and indirect personal identifiers removed, including, but not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID. Instructure agrees not to attempt to re-identify any deidentified data. Instructure hereby grants to LEA a limited, nonexclusive, license to use the Results solely for its internal planning and purchasing decisions. LEA hereby grants to Instructure a limited, nonexclusive, irrevocable license to use the Shared Data for the purpose of evaluating educational products and services as set forth in an applicable Service Agreement.

**5. Compliance with Applicable Laws, Policies, and Procedures.**

a. Instructure agrees to comply with applicable Data Protection Laws in the Processing of Shared Data and will take steps to protect Shared Data as required by this DPA and applicable Data Protection Laws.

b. LEA agrees to comply with the provisions of Data Protection Laws in the Processing of Shared Data and its disclosure of Shared Data to Instructure. LEA

c. Instructure will provide all assistance reasonably necessary for LEA to comply with applicable Data Protection Laws, and where required by Data Protection Laws. The LEA may take reasonable and appropriate steps to ensure that Instructure Processes Shared Data in a manner consistent with LEA's obligations under applicable Data Protection Laws, subject to prior notification and agreement with Instructure to the extent such steps interfere with or impose an undue burden on Instructure's business or operations.

d. If Instructure determines that it can no longer meet its own obligations under applicable Data Protection Laws, Instructure will immediately notify LEA of such determination. Upon such notice or in the event LEA otherwise becomes aware of unauthorized Processing of Shared Data, LEA may take appropriate steps to stop and remediate the unauthorized Processing such as directing Instructure to suspend its Processing of Shared Data until Instructure can meet its material obligations under applicable Data Protection Laws, subject to prior notification and agreement with Instructure to the extent such steps interfere with or impose an undue burden on Instructure's business or operations.

**6. Authorized Use of Shared Data.**

a. Instructure acknowledges the Shared Data is for the sole purpose of evaluating educational products and services to enhance, supplement, and improve instruction for students. The Shared Data will be used by Instructure for the sole purpose of evaluating educational products to inform instructional, operational, and fiscal decisions, and the practices and processes related to education technology in schools, and for improving services under this DPA.

b. In the event Instructure's access to the Shared Data is pursuant to the "school official exception" as set forth in 34 CFR 99.31(a)(1)(i), Instructure's use of the Shared Data shall at all times be limited to institutional functions of LEA that could otherwise be provided by a school official and which LEA is "outsourcing" to Instructure pursuant to 34 CFR 99.31(a)(1)(B). Instructure agrees to use the Shared Data for no other purpose other than those identified in Paragraph 6(a) of this DPA. Instructure understands that this DPA does not convey ownership of Shared Data to Instructure. Instructure specifically acknowledges that Instructure's use of the Shared Data and Results in connection with any marketing activities shall not exceed the acceptable uses permitted by 20 U.S.C. § 1232h(c)(4)(A).

c. Instructure agrees to use the Shared Data for no other purpose other than those identified in Paragraph 6(a) of this DPA and in accordance with the lawful instructions provided by LEA, including those provided in the Agreement, except where otherwise required by law. For the avoidance of doubt, Instructure will not (i) collect, retain, use, or otherwise disclose Shared Data outside of the direct business relationship with LEA; (ii) collect, retain, use, or otherwise disclose Shared Data for any purpose other than performing the Processing instructed by LEA or as otherwise permitted by applicable Data Protection Laws; (iii) sell Shared Data or share Shared Data for targeted online advertising; or (iv) combine Shared Data with Personal Data received from another person or persons except as permitted for a service provider or processor under applicable Data Protection Laws. Instructure certifies that it understands the restrictions in this section.

7. **Maintenance and Security of Shared Data.**

a. While in the possession, custody, or control of Instructure, all Shared Data shall be stored in a secure environment with access limited to the least number of staff needed to complete the work under an applicable Service Agreement. Instructure shall develop, implement, maintain, and use appropriate administrative, technical, and physical security measures designed to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Shared Data received from, or on behalf of, LEA. Such measures shall include processes for transmission and storage of such Shared Data.

b. Instructure agrees that it will protect the Shared Data against loss, destruction, and unauthorized uses or disclosures according to industry best practices and no less rigorously than it protects its own confidential information. Specifically, Instructure agrees that all Personal Data obtained in the course of providing Services to LEA shall be subject to the confidentiality and disclosure provisions of applicable Data Protection Laws.

c. For the purposes of ensuring Instructure's compliance with this DPA and applicable Data Protection Laws, Instructure shall designate one or more individuals as the primary data custodian(s) of the data that the LEA shares with Instructure and shall notify LEA of the name(s) and title(s) of such individual(s) prior to any Shared Data being shared. The primary data custodian(s) shall ensure that the project shall be conducted in a manner that does not permit personal identification of the LEA's students by anyone other than representatives of Instructure who need such information for the purposes described in Paragraph 6(a) of this DPA. The primary data custodian(s) shall also be responsible for maintaining a log of all Shared Data received pursuant to this DPA and ensuring the timely destruction or return of the Shared Data as required by this DPA.

d. Instructure shall use standard industry practices designed to protect Shared Data from unauthorized physical and electronic access, which shall be no less rigorous than the practices it uses to protect its own confidential information. All Shared Data shall be kept in a secure location designed

to prevent access by unauthorized individuals. Instructure shall not forward to any person or entity other than LEA any Shared Data comprising a student record without the advance written consent of LEA, not to be unreasonably withheld or delayed. Instructure agrees to handle any and all Shared Data using appropriate access control and security, including password-protection and encryption in transport and electronic storage, and periodic auditing of data at rest. Shared Data subject to FERPA shall not be emailed in plain text or used for marketing campaigns. Instructure will conduct periodic risk assessments and remediate material identified security vulnerabilities in a timely manner.

**8. Prohibition on Unauthorized Use or Disclosure of Shared Data.**

a. Instructure shall not Process or disclose Shared Data received from or on behalf of LEA except as authorized in the Agreement, this DPA, or otherwise in writing by LEA or as required by law. Except as permitted in Section 9, Instructure agrees not to disclose the Shared Data obtained from LEA in a manner that could identify any individual student to any other entity or person other than an affiliate or Subcontractor of Instructure, unless required to do so by law to which Instructure is subject; in such case Instructure shall inform the LEA of that legal requirement before disclosing, unless that law prohibits such information on important grounds of public interest. Instructure agrees not to attempt to infer or deduce the identity of any individual student based on Shared Data, or claim to have identified or deduced the identity of any student based on Shared Data.

b. Instructure will not mine the Shared Data for any purposes other than those set forth in this DPA or the Services Agreement or as otherwise agreed to in advance writing by LEA. Data mining or scanning of user Shared Data for the purpose of advertising and/or marketing any non-educational products or services to students or their parents is strictly prohibited.

c. In no event will Instructure use any of the Shared Data for its own commercial marketing or advertising purposes, or for the commercial marketing or advertising purposes of any third-party. Without limiting the foregoing, LEA and Instructure agree that use of the Results for Instructure's marketing or advertising purposes is permitted so long as no individual student's identity is disclosed or reasonably capable of being deduced from the Results in connection with the foregoing. Instructure will not use any Shared Data to advertise or market non-educational products or services to LEA students or their parents.

d. In the event of a Security Breach, Instructure shall report the Security Breach to LEA without undue delay. Such report shall identify:

- i. The nature of the Security Breach,
- ii. The Shared Data used or disclosed,
- iii. What Instructure has done or shall do to mitigate the effects of Security Breach, and
- iv. What corrective action Instructure has taken or shall take to prevent future similar Security Breach.

e. Instructure shall also provide such other information related to the Security Breach that may be reasonably requested by LEA. LEA also may require that Instructure provide a written notice of the breach or disclosure, as well as a description of the corrective actions taken, to any LEA student, parent, or employee directly impacted by the Security Breach. To the extent permitted by applicable law, any such notice shall be subject to review and approval by LEA.

f. Instructure will not release any research or publications pertaining to the Shared Data and through which LEA is named or can be identified without LEA's advance written consent.

9. **Data Subject Requests.** Instructure will notify LEA in writing in the event Instructure receives a request from, or on behalf of, any individual to exercise such individual's rights under applicable Data Protection Laws with respect to Shared Data. Instructure will provide such information and assistance as may reasonably be required to allow LEA to comply with its obligations under applicable Data Protection Laws to respond to such requests.

10. **Subcontractors.** LEA acknowledges and agrees that Instructure may engage a Subcontractor so long as Instructure notifies LEA at least twenty (20) business days in advance. Instructure may only share the Shared Data, or any part of it, with Subcontractors who have agreed in writing to obligations not materially less protective than those set out in this DPA with respect to its Processing of any Shared Data and acknowledging that the Subcontractor is aware of its obligations under applicable Data Protection Laws with regard to the Processing and re-disclosure of the Shared Data. Nothing in this paragraph shall relieve Instructure of any its obligations under this Agreement, including its responsibilities to ensure the security of any Shared Data provided by LEA pursuant to this Agreement.

11. **Monitoring and Auditing.** Any Shared Data held by Instructure will be made available to LEA for review and inspection upon request of LEA upon receipt of written notice from LEA. At least annually, upon LEA's reasonable request, and with reasonable prior notice to Instructure, Instructure shall cooperate with LEA or with any other person or agency as directed by LEA, in monitoring, auditing, or investigating Instructure's compliance with Data Protection Laws and activities related to Instructure's Processing of the Shared Data. LEA and its auditors will maintain the confidentiality of any confidential information and trade secrets of Instructure that may be accessed during an audit conducted under this DPA. LEA and its auditors shall use reasonable efforts to limit the impact of any such monitoring, auditing, or investigation activities to the operations of Instructure, and any such activities shall only be conducted during normal business hours.

12. **Term; Post-Termination.** This DPA takes effect upon the Effective Date and continues in full force and effect for so long as Instructure has possession, custody, or control of any of the Shared Data. Within 90 days after termination of the applicable Service Agreement or this DPA, Instructure shall return or securely delete all Shared Data at LEA's sole option. No other entity, including any Subcontractors, shall be authorized to continue possessing or Processing any Shared Data.

13. **Breach and Default; Indemnification; Remedies.**

a. In the event of a material Security Breach, or any other material breach of this DPA, LEA may demand the return or destruction of any and all of the Shared Data.

b. Subject to the limitation of liability clause in the Service Agreement, Instructure shall indemnify the LEA's Board of Education and its past, current and future members, agents, and employees from and against any third-party claims, actions, demands, costs, damages, and/or losses, directly resulting from (i) any Security Breach by Instructure its employees, agents, or its Subcontractor(s); (ii) a material breach of this DPA; or (iii) the gross negligence or willful misconduct of Instructure or its representatives, agents, employees, contractors, or subcontractors. This section shall survive the expiration or earlier termination of this DPA.

c. Nothing in this DPA shall restrict a party from seeking any other rights or remedies to which it may be entitled at law or equity.

14. **Limitation of Liability.**

a. EXCEPT FOR A PARTY'S INDEMNIFICATION OBLIGATIONS IN SECTION 13, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY UNDER THIS DPA EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000). IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY PUNITIVE, CONSEQUENTIAL, SPECIAL, INCIDENTAL, AND/OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF GOOD WILL, PROFITS OR BUSINESS.

15. **Miscellaneous.**

a. **Governing Law.** This DPA and the rights and obligations of the parties hereto shall be governed by and construed and enforced in accordance with the laws of the State of Delaware.

b. **No Third Party Beneficiaries.** Nothing in this DPA shall confer upon any person, other than the parties, any rights, remedies, obligations, or liabilities whatsoever.

c. **Counterparts.** This DPA may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

d. **Headings.** The headings and other captions in this DPA are for convenience and reference only and shall not be used in interpreting, construing, or enforcing any of the provisions of this DPA.

e. **Assignment of Rights.** Neither this DPA, nor any rights, duties, nor obligations described herein shall be assigned by Instructure without the prior express written consent of LEA. Notwithstanding the foregoing, Instructure may assign all of its rights under this DPA, without consent of LEA, to an affiliate or subsidiary, or successor by merger or acquisition or to any person or entity who purchases all or substantially all of the business or assets of Instructure to which this DPA relates.

f. **Entire Agreement; Amendment.** This DPA contains the entire agreement between the parties and supersedes any previous agreements and proposals, oral or written, related to the subject matter hereof. Any modification or amendments to this Agreement shall be effective only if made in writing and signed by both parties.

**Accepted and Agreed.**

**LEA Name:**  
**Address:**

**Instructure, Inc.**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

Backup Included

Backup to follow

Renewal for The Creative Curriculum Cloud (intervention online program for PreK students with disabilities) from Teaching Strategies, LLC, Washington, DC, in the amount of \$12,350.00 to be paid from 141-71200-429-02152 as submitted.

*Sheri Roberson* 11/5/25  
Sheri Roberson, Special Education Supervisor Date

*[Signature]* 11/5/25  
Corby King, Director of Schools Date

**received**  
11-5-25 MT



141-71200-429-02152  
state Special Ed PreK Grant

**TEACHING STRATEGIES, LLC ("TS")**  
80 M STREET, SE, SUITE 1010  
WASHINGTON, DC 20003  
301-634-0818

**Subscriber Name:** Putnam County School District  
**Subscriber Number:** 02A159696  
**Contact Name:** Sheri Roberson  
**Contact Email:** robersons2@pcsstn.com  
**Contact Title:** Director of Special Education

**Prepared by:** Kenneatha Williams  
kenne.w@teachingstrategies.com  
(240) 283-5658 10152  
**Expiration Date:** 11-30-2025  
**Subscription Term:** 12/01/2025 - 11/30/2026

**SUMMARY**

PRODUCT	SALES PRICE	QTY	TOTAL PRICE
40cc:Digital Creative Curriculum® Cloud	\$950.00	13	\$12,350.00
		Subtotal:	\$12,350.00
		Shipping:	\$0.00
		Tax:	\$0.00
		Total:	\$12,350.00

If paying by credit card a 2.5% processing fee of \$308.75 will be added, which is to cover the cost of processing a credit or charge card transaction, for a Total Price of \$12,658.75. Only Visa, Mastercard, and American Express credit cards may be used. Please do not use debit cards. To avoid the processing fee, payment by ACH or wire is available.

**BILL TO**  
Billing Client: Putnam County School District  
Billing Street: 1400 E Spring St  
Billing City: Cookeville  
Billing State: Tennessee  
Billing Postal Code: 38506  
Billing Country: United States

**Subscription Services Products**

This Order is entered into by and between Subscriber identified above and TS. This Order incorporates the Subscription Services Terms and Conditions at <https://teachingstrategies.com/agreement-and-policies/> (together with this Order, the "Agreement"). The Agreement sets forth the terms pursuant to which TS will provide access to Subscription Services. Subscriber must sign and deliver a copy of this Order to receive access to the Subscription Services set forth in this Order.

The subscription period will begin on 12-01-2025 and expire on 11-30-2026 ("Term") unless noted otherwise in the

subscription details below.

The administrator identified for this subscription is:  
Sheree Bernard  
bernards@pcsstn.com

Subscription Details			
Product	Qty	Start	End
Creative Curriculum® Cloud	13	12/01/2025	11/30/2026



**PCSS Board Agenda Request**

Date 11/17/25

Board Meeting Date: 12/4/25

Department Student Services

Person Submitting Dr. Trey Upchurch

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Yearly MOU for the TDOE School Climate Survey. The survey is attached. Delivery will be both in person and via Parentsquare.

*School climate improvement efforts involve comprehensive change in community norms, personal interactions, and institutional procedures, rather than reliance on any single intervention or dimension of behavior or performance. Research and practice have consistently demonstrated an association between positive school climate and improved student learning, teacher retention and school performance.*

**received**  
11-17-25

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU), by and between the State of Tennessee, Department of Education, hereinafter referred to as “TDOE” and [REDACTED], hereinafter referred to as “LEA,” establishes a framework for collaboration and LEA responsibilities in administering the Tennessee School Climate Survey.

**A. School Climate Survey Administration:**

A.1. The overall mission of the Tennessee School Climate Survey is to create and sustain safe and supportive learning environments, thereby increasing academic success for all students. The goals are to:

- a. Provide a school climate measurement system that gathers information via survey regarding student, parent or guardian, and teacher perceptions of engagement, safety and environment as an actionable measurement of conditions for learning in their school on an annual basis.
- a. Provide data to schools and LEAs to drive programmatic interventions and establish links between climate/conditions for learning and academic outcomes.
- b. To ensure effective administration of the School Climate Survey, LEAs are required to follow the processes detailed herein by the dates specified in this MOU.

A.2. Definitions:

- a. **School engagement:** For students to feel supported and motivated to achieve, they must feel valued and supported in their relationships with other students, teachers, and school leaders, feel a sense of connection to school, and be meaningfully engaged in the school community. The five components of school engagement include:
  1. **Supportive peer relationships.** Students feel safe and supported in a peer environment that is trusting, respectful, caring, cooperative and helpful.
  2. **Supportive relationships with teachers.** Adults play a critical role in creating conditions that support student self-esteem, sense of accomplishment, and feelings of efficacy – all of these are critical for accomplishment and contribution later in life.
  3. **Supportive relationships with school leadership.** School leadership by principals and vice-principals is important to modeling and setting the climate of the school as an institution with which students must effectively interact. School leaders should be available to students, and relate to them with openness, respect and concern.
  4. **Parental involvement.** Student perceptions that parents and guardians are welcome in the school play an important part in it, and that parents’ and guardians’ interest and involvement in the student’s learning and school events contribute to a meaningful connectedness to the school.

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

5. **School connections and learning supports:** Students believe that they are valued members of the school setting, feel a sense of meaningful involvement, security, and belonging in the school environment, and feel that they are supported in their efforts to succeed.
- b. **School safety:** For students to focus on learning, they must feel safe and secure while at school and free from threats or physical violence, bullying or harassment, or exposure to substance abuse and its negative consequences. Four components of school safety are:
1. **Physical safety:** Students should perceive their school to be safe, secure, and free from any physical threats of harm to themselves or their personal property.
  2. **Freedom from substance abuse:** Alcohol, tobacco, and other illicit drug use undermines students' ability to achieve academically, is associated with other harmful behaviors, and is incompatible with a school climate of respect, safety, and support for learning.
  3. **Freedom from bullying:** Bullying is one of the most prevalent and harmful forms of school violence. Students experience freedom from bullying when they report little or no exposure to physical, verbal, or social forms of unwanted aggression.
  4. **Acceptance of differences:** Respect is a core component of social and emotional safety at school. Students perceive acceptance of differences in background, appearance, and personal lifestyle among students in school environments that are free from teasing or insulting based on personal characteristics.
- c. **School environment:** For students to feel engaged and motivated to learn, they should be in environments that value academic rigor and high expectations for student achievement, establish clear rules and procedures, and provide physical surroundings that are presentable and well-maintained. The three components of school environment are:
1. **Supportive discipline:** Rules and disciplinary procedures are perceived to be clear, well communicated and reasonable. School leaders, teachers, and other staff (e.g., School Resource Officers, transportation staff) should be perceived as fair in implementing rules and procedures. Fairness requires consistency and equity in applying rules, including consistency across individual teachers and school staff.
  2. **Academic challenge:** School work needs to be clearly presented and designed to be challenging with sufficient support to achieve. Student achievements should be noted, and positive feedback provided.
  3. **Approval of the physical environment:** Students should approve of the physical appearance of the school. It should be seen as welcoming, comfortable, and well-maintained. Students should feel a sense of ownership in the school building.

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

d. Survey Types:

Survey Type	Grade Level	# of Questions	Average Time to complete
High School Survey	9–12	91	20 minutes
Middle School Survey	5–8	85	20 minutes
Elementary School Survey	3–8	51	15 minutes
Teacher Survey	K–12	108	20 minutes
Parent/Guardian Survey	K–12	47	15 minutes

A.3. The LEA has volunteered to utilize the Tennessee School Climate Survey at no cost to the LEA and agrees to the following in order to support consistency and validity in administration of the survey:

- a. The LEA shall use the survey instrument provided by the TDOE to the LEA contact and follow any instructions or guidance provided by the TDOE.
- b. The LEA shall administer an online version of school climate surveys as instructed by the TDOE within the survey administration window of January 12, 2026 through February 20, 2026, to high school and/or middle school and/or elementary school students, parents/guardians, and teachers.
- c. The LEA shall provide the TDOE with a list of schools that will administer the survey.

A.4. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires LEAs to notify parents/guardians and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

In accordance with the PPRA, the LEA shall inform parents and guardians of the school climate survey administration at least two weeks before the survey administration window opens. LEAs must obtain written, informed consent from all parents of students in accordance with local school board policy.

The TDOE will provide LEAs with a sample active consent form.

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

The LEAs shall comply with all applicable state laws including T.C.A § 49-2-211, and the district's own policies regarding the administration of surveys, analyses, or evaluations of students. Specifically, all LEAs obtain the written, informed, and voluntarily signed consent of a student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, prior to the student's participation in the school climate survey. Additionally, parents or legal guardians shall be provided the opportunity to review the survey in its entirety and disclosing the purpose of the survey and who will have access to the results prior to administering the survey. The LEA shall also ensure that parents or legal guardians, or the student if eighteen (18) years of age or older, may withdraw consent at any time prior to the administration of the survey.

A.5. Open-ended comments

- a. The TDOE shall provide LEAs with open-ended comment data from the parent, teacher and student surveys.
- b. The survey is designed to be anonymous and respondents will not be asked to provide their names or any identifying information about themselves or anyone else. Directions provided within the survey requests that respondents NOT include any names or identifying information. However, open-ended comments place no restrictions on the information that respondents may choose to include. As such, within these open-ended comments, there is a chance that respondents may include reference to names of individuals or other personally identifiable information. LEAs are responsible for maintaining the confidentiality of any personally identifiable information. LEAs are also responsible for ensuring that any individual who is provided access to Tennessee School Climate Survey data is responsible for maintaining the confidentiality of personally identifiable student information.
- c. Further, these open-ended comments may include information that LEAs may wish to investigate further in relation to potential health and safety issues (i.e., threats of harm). The TDOE does not investigate these comments and does not draw any conclusions regarding these matters. Additionally, there is a delay between the administration of the survey and the State's analysis of data, so the TN School Climate Survey should not be viewed as a means of communicating health or safety risks. Thus, it is the sole responsibility of LEAs to determine any actions to take in response to the information in these comments and to comply with mandatory reporting requirements relating to abuse and neglect.

- A.6. The LEA and the TDOE shall comply with all applicable federal, state, and local confidentiality laws and policies. This includes the Family Educational Rights and Privacy Act (FERPA), which requires protection of personally identifiable student information (information regarding FERPA can be found at the following website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

- a. The TDOE will not report data for LEAs and schools with fewer than 15 responses.
  - b. The TDOE will not share any data from the survey in any form with the LEA, school, or the public except to comply with legislative or statutory requirements
    - o The PPRA requires the LEA to make survey materials, including survey questions, available for inspection by parents/guardians. However, the LEA shall not share or otherwise further disclose survey data or responses with any party, including parents and guardians, unless a legal exception applies, such as the health or safety emergency exception under FERPA.
  - c. The Parties shall comply with open records laws and applicable local policies when responding to requests from parties who are not parents or guardians to view survey materials.
  - d. The Parties should consult with their legal counsel regarding compliance with this MOU, including adherence to confidentiality laws and policies and open records requests.
- A.7. The TDOE will provide feedback to LEA and school designated contacts regarding the data submitted.
- A.8. The TDOE shall ensure that all survey instruments are valid, reliable, and provide an accurate reflection of school climate in Tennessee's schools.

**B. COMMUNICATIONS AND CONTACTS:**

- B.1. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this MOU shall be in writing and shall be made by certified, first-class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

TDOE:

Shannon Railling, PhD  
Senior Data Manager  
Division of Coordinated School Health  
Tennessee Department of Education  
10<sup>th</sup> Floor Andrew Johnson Tower  
710 James Robertson Pkwy  
Nashville, TN 37243  
629-292-4596  
[Shannon.Railling@tn.gov](mailto:Shannon.Railling@tn.gov)

**STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
MEMORANDUM OF UNDERSTANDING**

**LEA:**

**Name, Title:**

**LEA:**

**Address:**

**Email:**

**Phone number:**

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

<b>IN WITNESS WHEREOF,</b>	
<b>LEA:</b>	

**LEA SIGNATURE**

**DATE**

---

**PRINTED NAME AND TITLE OF LEA SIGNATORY (above)**

<b>TENNESSEE DEPARTMENT OF EDUCATION:</b>
---

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**LIZZETTE REYNOLDS, COMMISSIONER**

**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: Benjamin Novak (Monterey High School)

Date: 11/21, 2025

RE: Seeking approval for MOU between Monterey High School and Standing Ston Care and Rehabilitation for MHS facility use in the event STC must evacuate for emergency purposes.

Account Funding Code (if appropriate)

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

\_\_\_\_\_ Backup to follow

Agenda Item for \_\_\_\_\_, \_\_\_\_\_, Board meeting.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

11/21/25  
\_\_\_\_\_  
Date

## **Memorandum of Understanding Monterey High School and Standing Stone Care and Rehabilitation**

### **Purpose**

This Memorandum of Understanding (MOU) establishes an agreement between Monterey High School and Standing Stone Care and Rehabilitation for the use of Monterey High School's gymnasium as a temporary holding area in the event that Standing Stone Care and Rehabilitation must evacuate its facility for any reason.

### **Scope**

This MOU applies solely to emergency situations in which Standing Stone Care and Rehabilitation determines that evacuation is necessary to protect the health, safety, or welfare of its residents, staff, and visitors.

### **Terms of Agreement**

1. **Emergency Use of Facility**
  - Monterey High School agrees to make its gymnasium available as a temporary holding area for residents and staff of Standing Stone Care and Rehabilitation during an emergency evacuation.
  - Access to the gymnasium will be granted as soon as safely possible following notification of the emergency.
2. **Notification Procedures**
  - Standing Stone Care and Rehabilitation will notify Monterey High School administration immediately upon initiating an evacuation.
  - Monterey High School administration will confirm availability and coordinate building access.
3. **Roles and Responsibilities**
  - **Standing Stone Care and Rehabilitation** will be responsible for:
    - Supervising and caring for all residents and staff while on school property.
    - Providing necessary medical, mobility, and support equipment required for residents.
    - Ensuring orderly conduct and adherence to school safety rules.
  - **Monterey High School** will be responsible for:
    - Providing access to the gymnasium and basic facility needs (lighting, restrooms, climate control).
    - Communicating with district leadership and emergency responders as needed.
4. **Liability**
  - Each party will be responsible for the actions and safety of its own staff, residents, and representatives.
  - This agreement does not create or imply any transfer of liability between the parties.
5. **Duration of Use**

- The gymnasium space will be used only for the duration necessary to ensure safety and until Standing Stone Care and Rehabilitation can return to its facility or transition to an alternative location.

**6. Term of Agreement**

- This MOU becomes effective upon signature by both parties and remains in effect until modified or terminated in writing by either party.

**Signatures**

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

**Chairman**

Putnam County Board of Education

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

**Principal**

Monterey High School

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

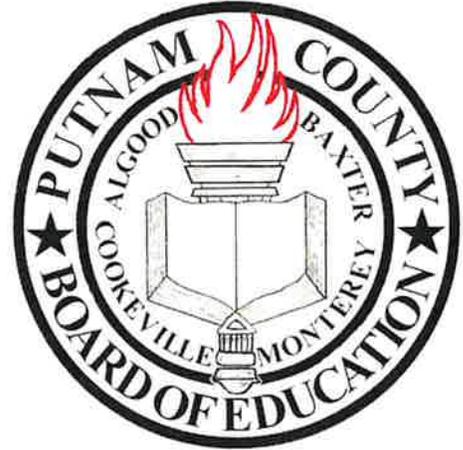
**Administrator/Director**

Standing Stone Care and Rehabilitation

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



Date: Nov. 19, 2025  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note  
141-71100-722-01607



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to renew the subscription for Jamf K12 Pro licenses, our Device Management platform for macOS computers and iPads, from Howard Technology Solutions, Laurel, MS, per quote # CH5 1586929.00 based on contract pricing on TIPS Contract # 230105, in the amount of: \$43,975.00, to be paid from: 141-71100-722-01607.

NOTES:

A large, empty rectangular box provided for additional notes or comments.

**received**  
11-21-25 *mf*

36 Howard Drive-Ellisville, MS 39437  
P.O. Box 1590-Laurel, MS 39441



888.912.3151 general-601.399.5077 fax  
888.323.3151 technical support

A Division of Howard Industries, Inc.  
www.Howard.com

## Online Quotation

**Quote No:** CH5 1586929.00      **Quote Date:** November 17, 2025  
**Customer Name:** Johnny Sloan      **Phone Number:** 9315202100  
**Company Name:** Putnam County Schools      **Fax Number:** 9315202100  
**Quote Name:** JAMF for K12 Annual Subscription

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Jamf for K-12 (Pro) Annual subscription that includes Jamf Pro, Jamf Safe Internet, Jamf Protect EDU and Jamf Connect Basic TERM (12/18/25-12/17/26) MPN: PRO-EDU-K12 Contract: TIPS/TAPS Computers/Equipment 230105	500	\$9.95	\$4,975.00
2:	Jamf for K-12 (Pro Mac Only) Annual subscription that includes Jamf Pro(Mac Only), Jamf Safe Internet, Jamf Protect EDU and Jamf Connect Basic TERM (12/18/25-12/17/26) MPN: PRO-EDU-K12-MAC Contract: TIPS/TAPS Computers/Equipment 230105	2000	\$19.50	\$39,000.00
<b>Sub-Total:</b>				<b>\$43,975.00</b>
<b>Shipping &amp; Handling:</b>				<b>Included</b>
<b>Taxes:</b>				<b>Tax Exempt</b>
<b>Total for Item 1:</b>				<b>\$43,975.00</b>

**This Quote will expire on December 17, 2025.  
Please include your Quote Number on your Purchase Order.**

### Total for all pre-configured items

<b>Sub-Total:</b>	<b>\$43,975.00</b>
<b>Shipping &amp; Handling :</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$43,975.00</b>

### Notes:

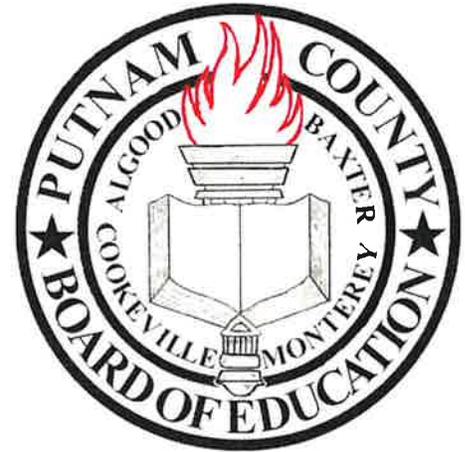
<https://www.howardcomputers.com/info/termsofsale.cfm>  
BY PURCHASING FROM HOWARD, YOU AGREE TO THE TERMS AND CONDITIONS OF THIS QUOTATION. THIS QUOTATION IS VALID FOR 30 DAYS FROM THE DATE OF ISSUANCE. ALL PRICES ARE NET UNLESS OTHERWISE SPECIFIED. WE DO NOT ASSUME RESPONSIBILITY FOR DELIVERY OF GOODS TO REMOTE LOCATIONS. CONTACT US FOR SHIPPING AND HANDLING CHARGES. [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com)

<https://www.howardcomputers.com/support/warranties.cfm>      <https://www.howardcomputers.com/support/returnpolicy.cfm>  
[webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com)

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



Date: Nov. 20, 20253  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note  
141-72310-599



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to renew the license subscription for Alertus Emergency notification service from Alertus Technologies, Inc., per sole source documentation and attached quote, in the amount of \$11,623.50, to be paid from: 141-72310-599.

NOTES:

[Empty rectangular box for notes]

**received**  
11-21-25 MT *AK*



Contact Name: [Name]

Prepared By: [Name]

Phone: [Phone Number]

Email: [Email Address]

Created Date: [Date]

Expiration Date: [Date]

Quote Number: [Quote Number]

Bill To Name: Putnam County Sheriff's Office  
 Bill To: 1100 East Spring St  
 Cookeville, Tennessee 38502  
 United States

Ship To Name: Putnam County Sheriff's Office  
 Ship To: 1100 East Spring St  
 Cookeville, Tennessee 38502  
 United States

Product Code	Product	Product Description	Quantity	Sales Price	Total Price
ENS-SUP-BASIC-M	Licensing and Support Agreement (ENS) - Fullsize	Annual Basic Tier Support for a Medium Site organization Annual License Renewal Knowledge Base Articles/Documentation Self Training Videos Access to Alertus Community site 8/5 Access to Technical Support Team (Normal Business Hour Support) 1 Annual Customer Assurance Review - Alertus System health check	1.00	\$11,623.50	\$11,623.50
				Subtotal	\$11,623.50
				Total Price	\$11,623.50
				Grand Total	\$11,623.50

**Additional Notes**

Notes: [Faded text]

**Terms & Conditions**

[Faded text containing terms and conditions]





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

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

Accepted by Alertus Technologies, LLC

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

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

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

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

## Sole Source Information

The Alertus System is comprised of certain proprietary hardware and software that is the intellectual property of Alertus Technologies, LLC.

### Alert Beacon

Alertus Technologies is the sole manufacturer and the exclusive international supplier of Alert Beacons®. The system's proprietary hardware and software is the intellectual property of Alertus Technologies, LLC, with exclusive rights protected under U.S. Patent 7,889,092. There are no authorized licensees and no other systems are commercially available with comparable functionality, features and specifications.

Accordingly, procurement is typically sole-sourced due to the unique specifications and technology. Institutions throughout nearly every U.S. state have procured through sole source and several states have set up state-wide sole source contracts. The U.S. military and federal government sole source from Alertus Technologies due to the patented technology. We would be happy to provide representative contacts if it would be helpful for your documentation purposes.

### Alertus Enhanced Notification Service

The Alertus ENS License is the software required to communicate with all of the Alertus endpoints: Alert Beacon, Text-to-Speech Module, IP Speaker, LED Marquee, Desktop Notification, Chromebook Notification, Digital Signage Override, Threatwatcher weather monitoring, Mobile Recipient Application, Mobile Activator App and High Power Speaker Array System.

This software monitors each piece of hardware communicating with the Alertus system, as each piece of hardware "checks in" with the Alertus server (about every 10 seconds) to allow for immediate notification and a "health check." The health check will display the last time the hardware has checked in and the system can be configured to send a daily email to select individuals with device status. Please see section below for specifics on the health check as it relates to the outdoor speaker system.

### Alertus High Power Speaker Array System

The Alertus HPSA outdoor speaker system is a robust integration allowing for immediate outdoor notification during imminent threats, monitoring of each speaker device status, daily silent tests and redundant activation methods. In order to receive real-time device status, daily test monitoring, and redundant activation pathways, it is paramount that the Alertus HPSA system be paired with the Alertus ENS License.

**Immediate outdoor notification:** As with all Alertus' devices, the HPSA system will be communicating with the Alertus server in an interval defined by the university. Each of the speaker arrays will communicate via radio frequency to the Control Unit, which is connected to the Local Area Network and communicating with the Alertus Server. This polling interval (which is determined by the purchasing organization) allows for immediate activation of the HPSA system

**Monitoring of device status/silent tests:** The system monitors the status/health of each speaker array through the Control Unit. As each speaker polls the system, it is providing important information about its operational status. This detail can be as granular as to alert administrators when the electronics cabinet is tampered with/opened. These device status updates can be configured to send emails to select individuals with real-time information. Lastly, the HPSA system can be configured to run daily silent tests of the system to ensure functionality - the status of these tests will be communicated back to the Control Unit..

**Redundant pathways:** The main activation method of the HPSA system is through UHF/VHF radio transmission. When the Alertus system is activated via the web console, mobile application or Rave, the Alertus server sends a signal to the Control Unit - which in turn activates the speaker arrays affiliated with said activation. In the event that your entire network is down and you don't have access to the Alertus console or Rave, the system can be activated directly from the Control Unit (which is enclosed in an aluminium housing with a 4x20 character screen) to send the UHF/VHF transmission and messaging to the speaker array systems.

If you have any questions, please do not hesitate to contact our Director of Education, Patrick Dennin, or myself directly. Thank you for your interest in the Alertus emergency notification system.

Sincerely,



Kevin Painter, Regional Account Manager  
[kpainter@alertus.com](mailto:kpainter@alertus.com)  
[\(202\) 838-0028](tel:(202)838-0028)



Patrick Dennin, Director of Education  
[pdennin@alertus.com](mailto:pdennin@alertus.com)  
[\(202\) 688-3208](tel:(202)688-3208)



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

Date \_\_\_\_\_ 12/4/2025  
Department Finance  
Person Submitting Mark McReynolds  
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Stone Service Corporation in the amount of \$1,900.00 for pay application #5 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.

**received**  
11-21-25 MT 



Registered as: Electrician  
 License No: 107  
 Trade: Electrical  
 License No: 107

**BILL TO**  
 Putnam County Board of Education  
 1400 East Spring Street  
 Cookeville, TN 38506 United States

<b>INVOICE</b> 178600824	<b>INVOICE DATE</b> Nov 19, 2025
-----------------------------	-------------------------------------

**JOB ADDRESS**  
 Frontier Building HVAC Upgrades  
 251 S Franklin Ave.  
 Cookeville, TN 38501 USA

Payment Term: Net 30  
 Due Date: 12/19/2025

QTY	DESCRIPTION	UNIT	PRICE	TOTAL
1.00	Imported Labor		\$2,000.00	\$2,000.00
1.00	Default Service			
1.00	Retained for the performance of work		-\$100.00	-\$100.00
<b>SUB-TOTAL</b>				\$1,900.00
<b>TOTAL DUE</b>				\$1,900.00
<b>BALANCE DUE</b>				\$1,900.00

I authorize the work above to be completed and I agree to pay \$1,900.00.

I agree that the above work was completed to my satisfaction and I agree to pay \$1,900.00

Print Name

Date

**TO OWNER:**

Pumam Co. Board of Education  
 1400 E Spring St.  
 Cookeville, TN 38506  
**FROM CONTRACTOR:**  
 Charles Stone Heating & Cooling  
 PO Box 49293  
 Cookeville, TN 38506  
**CONTRACT FOR:**

**PROJECT:**

Frontier building HVAC Upgrades  
 VIA ARCHITECT:

APPLICATION NO: Five (5)

PERIOD TO: 11/25/25

PROJECT NOS:

CONTRACT DATE:

Distribution to:

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

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM	\$	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)	\$	87,148.00
5. RETAINAGE:		
a. 5% of Completed Work	\$	4,357.40
b. _____ of Stored Material	\$	
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	4,357.40
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	82,790.60
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	80,890.60
8. CURRENT PAYMENT DUE	\$	1,900.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	16,259.40

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

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 Harman Date: 11-19-25

State of: Tennessee County of: Putnam-Overton  
 Subscribed and sworn to before me this 19<sup>th</sup> day of November, 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 ..... \$ 1,900.00

(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: 11/24/2025

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

Page 2

APPLICATION NO: Five (5)  
 APPLICATION DATE: 11/19/2025  
 PERIOD TO: 11/25/2025  
 ARCHITECT'S PROJECT NO:

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.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED THIS PERIOD	E WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G - C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
	Putnam Co. Board of Education - Frontier Building HVAC Upgrades								
	<b>Contract \$99,050.00</b>								
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	\$22,967.70	\$22,967.70		\$22,967.70	100.00%		\$1,148.39
5	Labor	\$9,843.30	\$7,843.30	\$7,843.30		\$9,843.30	100.00%	\$11,902.00	\$492.17
6	Contingency	\$11,902.00	\$2,000.00						
	<b>GRAND TOTALS</b>	\$99,050.00	\$33,311.00	\$2,000.00	\$51,837.00	\$87,148.00	87.98%	\$11,902.00	\$4,357.40



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

Date \_\_\_\_\_ 12/4/2025

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Putnam County Schools Travel Procedures Manual.

**received**  
11-21-25 *mt* *AK*



# PUTNAM COUNTY SCHOOLS

## TRAVEL PROCEDURE MANUAL

Mark McReynolds  
Chief Financial Officer  
2017-2018

## TABLE OF CONTENTS

	<b>Description</b>
1.	Purpose and Scope
2.	Mileage Reimbursement
	A. Rate B. Calculation C. Documentation
3.	Meal Reimbursement
	A. Basis B. Reimbursement Limit C. Receipts D. Alcohol E. First and Last Day of Travel F. Overnight Travel Required
4.	Lodging
	A. Basis B. Documentation C. Sales Tax Exemption
5.	Incidental Expenses
	A. Definition B. Reimbursement C. Non-allowable Expenses
6.	Airfare
	A. Basis B. Lowest Available Fare C. Exceptions for Higher Fare D. Non-Allowable Costs E. Unused Airfare
7.	Approval and Reporting
	A. Pre-Approval B. Timing C. Expense Reports D. Documentation
8.	Non-Compliance
	Contact Information

1. Purpose

The purpose of this procedure is to provide uniformity in regards to the reimbursement of travel-related expenses incurred by the Putnam County Board of Education employees while conducting official business for the school system. In addition, this procedure aims to ensure fairness, accuracy, accountability, and fiscal responsibility in managing public funds. All travel must be pre-approved by the Director of Schools or their designee.

2. Mileage reimbursement

A. Rate

Reimbursement for the use of a privately-owned vehicle for official school business will be paid at the standard business mileage rate set annually by the *Tennessee Department of Finance and Administration Travel Reimbursement Rate Schedule*. The rate is subject to change each calendar year.

B. Calculation

The distance eligible for reimbursement is the lesser of the actual miles driven for school business or the distance from the individual's office or school building to the destination. Miles traveled between an individual's home and their regular workplace are not reimbursable.

C. Documentation

Mileage must be documented on the Claim for Overnight Travel Expense form (see attached), detailing the dates of travel, destinations, and business purpose.

3. Meal reimbursement

A. Basis

Reimbursement for meals is based on the actual cost incurred.

B. Reimbursement limit

The maximum meal reimbursement for each day of travel is the lesser of the actual, itemized cost for meals or the CONUS M&IE per diem rate for meals for the location of travel.

C. Receipts

Itemized receipts are required for all meal expenses to justify the actual cost. Credit card receipts or statements alone will not be accepted.

D. Alcohol

The cost of alcoholic beverages is not a reimbursable expense.

E. First and last day of travel

On the first and last day of travel, the M&IE per diem rate is limited to 75% of the total daily amount.

F. Overnight Travel Required

Meal expenses are only reimbursable for official business travel that requires an overnight stay.

4. Lodging

A. Basis

If possible, lodging should be paid for directly from the central office and not by an employee seeking reimbursement. Only in situations in which a hotel will not accept a check from the central office will an employee be allowed to seek reimbursement for lodging.

B. Documentation

Itemized lodging invoices are required for all lodging payments.

C. Sales tax exemption

The Putnam County Board of Education is tax-exempt. Travelers must request a tax-exemption form from the finance department before booking hotel reservations and present it to the hotel to waive state and local taxes.

5. Incidental expenses

A. Definition

Incidental expenses include fees and tips given to porters, baggage carriers, hotel staff, and other similar costs.

B. Reimbursement

The incidental expenses are reimbursable to the employees and should be documented in detail on the Claim for Overnight Travel Expense form.

C. Non-allowable expenses

All reimbursable expenses should be ordinary and necessary as it relates to the purpose of the travel for the Putnam County Board of Education. Expenses that are lavish or extravagant, or for personal purposes will not be reimbursed.

6. Airfare

A. Basis

Reimbursement for airfare is based on the actual cost incurred.

B. Lowest Available Fare

Airfare must be reasonable and necessary. Only the lowest possible commercial airfare, which is typically a non-refundable economy class ticket will be reimbursable.

C. Exceptions for Higher Fare

You can book a higher fare only if it requires a circuitous route, requires traveling during unreasonable hours, causes excessively prolonged travel or offers accommodations not adequate for the traveler's medical needs.

D. Non-Allowable Costs

First/business class or other personal upgrades including fees for preferable seats are non-reimbursable.

E. Unused Airfare

Reimbursed airfare that is not used for the preapproved travel must be reimbursed by the employee to the school district. Exceptions to this requirement would include a serious medical circumstance either to the employee or to someone in the employee's care or a death in the employee's immediate family. Documentation would need to be provided and approval obtained by the Director of Schools.

7. Approval and reporting

A. Pre-approval

All travel that requires reimbursement must be pre-approved by the Director of Schools or their designee.

B. Timing

Travel reimbursement for all expenses incurred except airfare will only be reimbursed after the travel has commenced, no advances are allowed. Airfare will be reimbursed at the time the airfare is booked.

C. Expense reports

Following the completion of the trip, employees must submit a Claim for Overnight Travel Expense form (see attached) with all required documentation within 30 days of the travel end date. A Claim for Overnight Travel Expense form may be submitted for airfare when booked but before the completion of the trip.

D. Documentation

The Claim for Overnight Travel Expense form must have the employee's name clearly written or printed on the form. The form must be signed by the employee and approved by the employee's immediate supervisor. Itemized receipts for meals, lodging, and other eligible expenses must be attached to the form. After all signatures have been obtained the form along with all documentation should be sent to the finance department for ACH payment to the employee.

8. Non-compliance

Any violation of PCBOE policy 2.804 (Expenses and Reimbursements) and non-compliance of these procedures may result in the denial of reimbursement and may be subject to disciplinary action. Any expenses incurred outside the scope of this policy will be the sole responsibility of the individual.

**CONTACT INFORMATION**

Mark McReynolds	Chief Financial Officer	<a href="mailto:mmcreynolds@pcsstn.com">mmcreynolds@pcsstn.com</a>	526-9777 x1416
Candice Waites	Supervisor – Finance Dept.	<a href="mailto:cwaites@pcsstn.com">cwaites@pcsstn.com</a>	526-9777 x1411
Vickie Gordon	Fund Accountant – Purchasing	<a href="mailto:vmorgan@pcsstn.com">vmorgan@pcsstn.com</a>	526-9777 x1413



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

Date \_\_\_\_\_ 12/4/2025

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Putnam County Schools Local Mileage Procedures Manual.

**received**  
11-21-25 MT *col*



# PUTNAM COUNTY SCHOOLS

## LOCAL MILEAGE PROCEDURE MANUAL

Mark McReynolds  
Chief Financial Officer  
mark.mc@pschools.net

**TABLE OF CONTENTS**

	<b>Description</b>
1.	Purpose
2.	Eligibility
3.	Exclusions (Non-Reimbursable Travel)
4.	Mileage Rate
5.	Approval and Documentation
	A. Required Documentation B. Submission Timeline C. Route Determination
6.	Non-compliance

1. Purpose

The purpose of this policy is to establish clear and consistent guidelines for the reimbursement of mileage to Putnam County Board of Education employees who are authorized to use their personal vehicles for school business travel within Putnam County. This policy ensures compliance with state and federal regulations, proper fiscal management, and fair compensation for employees.

2. Eligibility

This policy applies to all PCSS employees who are required to travel between school locations or to other designated off-campus locations within the district in their personal vehicle for official school business.

Eligibility for reimbursement requires that:

- The travel is a legitimate job duty and not for personal convenience.
- The use of a personal vehicle is necessary for the performance of the job duties.

3. Exclusions (Non-Reimbursable Travel)

The following mileage expenses are not eligible for reimbursement:

- Normal Commute: Mileage for travel between an employee's residence and their primary, designated worksite (official station) is considered a normal commute and is not reimbursable.
- Personal Use: Any travel for personal business or convenience is not reimbursable.
- Non-Essential Travel: Mileage incurred when a school system vehicle was available but the employee chose to use a personal vehicle.
- Excess Commute: If an employee travels from their home to a location other than their official station, they will be reimbursed for either the mileage from home to the destination or from their official station to the destination, whichever is less.

4. Mileage Rate

Reimbursement for approved mileage will be paid at the current standard business mileage rate set by the U.S. Internal Revenue Service (IRS). The rate will be reviewed and updated annually in accordance with state guidelines.

5. Approval and Documentation

A. Required Documentation

Employees must submit a "Mileage Reimbursement Form" (see attached) to the finance department, including the following information:

- Employee's printed name
- Date(s) of travel.
- Specific destinations (e.g., from Cookeville High School to Prescott South Middle School).

- The total number of miles traveled.
- The form must be signed by the employee and approved by their supervisor

B. Submission Timeline

Mileage reimbursement forms must be submitted on a monthly basis, no later than the 10th of the following month.

C. Route Determination

For accurate mileage calculations, employees must use a standard, third-party mapping service (e.g., Google Maps, MapQuest) to determine the shortest, most direct route between locations.

6. Non-compliance

False or inaccurate mileage claims are a serious offense and may result in disciplinary action, including termination of employment.

**CONTACT INFORMATION**

Mark McReynolds	Chief Financial Officer	<a href="mailto:mmcreynolds@pcsstn.com">mmcreynolds@pcsstn.com</a>	526-9777 x1416
Candice Waites	Supervisor – Finance Dept.	<a href="mailto:cwaites@pcsstn.com">cwaites@pcsstn.com</a>	526-9777 x1411
Vickie Gordon	Fund Accountant – Purchasing	<a href="mailto:vmorgan@pcsstn.com">vmorgan@pcsstn.com</a>	526-9777 x1413



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

Date \_\_\_\_\_ 12/4/2025

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Fixed Asset Capitalization Procedures.

**received**  
11-21-25  
MT

## Fixed Asset Capitalization Procedures

### Capitalization:

Fixed assets will be classified as such if they have a useful life of more than one year and a historical cost as listed below. Historical cost includes installation, freight and all other cost incurred to make the asset operable. This applies to single items meeting the criteria mentioned above and does not apply to groups of like kind items which collectively would exceed the limits listed below.

The following items will be capitalized as fixed assets:

<b>Land</b>	<b>\$10,000</b>
<b>Buildings</b>	<b>\$10,000</b>
<b>Building improvements and additions that do not constitute maintenance or repair</b>	<b>\$10,000</b>
<b>Machinery and Equipment</b>	<b>\$10,000</b>
<b>Furniture and Fixtures</b>	<b>\$10,000</b>
<b>Construction in Progress</b>	<b>\$10,000</b>

### Cost:

Fixed assets shall be recorded at actual or historical cost. If the cost is not reasonably determinable, assets will be recorded at replacement cost. Donated assets shall be recorded at their estimated fair value at the time they are received. Costs are defined as follows:

**Actual Cost** – The purchase or construction cost, that can be obtained through invoice, purchase order and warrant paid files. This cost will include cost, such as freight, transportation, site preparation, professional fees and legal claims directly attributable to asset acquisition.

**Historical Cost** – This cost is to be based on purchase date and historical cost using current replacement and back trending by the Consumer Price index for the appropriate number of years with the exception of land. Historical cost for land will be determined by land value comparisons by the Assessor of Property.

**Replacement Cost** – This cost is to be assigned only if actual cost or dates of purchase are not available.

**Donated Cost** – This cost is to be based on the estimated fair value at the time of acquisition.

### Depreciation – Fixed Assets:

The depreciation method used for fixed assets will be calculated by the straight-line method of depreciation. Depreciation will begin on the day the assets were entered into service. For building completed prior to 2007, the day entered into service will be August 1<sup>st</sup> of the year construction was completed. For buildings completed in the years 2007 and later, the day entered into service will be the date of occupancy. For buses, the day entered into service will be the acquisition date on the title.

Useful lives for buildings will be 40 years. Useful lives for buses will be 17 years. Useful lives for Equipment will be 5 years. Useful lives for vehicles that are not buses will be 10 years.

Salvage value for buildings will be 25% of its original cost. Salvage value for all vehicles (including buses) will be 3%. Salvage value for equipment will be 0.

**Operating / Capital Leases – Fixed Assets:**

Assets acquired under operating leases will not be capitalized. Capital lease assets will be reflected in accordance with general accepted accounting principles.

**Controllable Assets**

Controllable assets are assets that do not meet the criteria for a fixed asset. Controllable assets will be included in property records for control purposes.

All assets with a value of \$500 or more will be considered controllable assets. In addition, items such as electronic equipment, tools or other at-risk items may be included by the administrative official as deemed necessary.



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

Date \_\_\_\_\_ 12/4/2025

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Stone Service Corporation in the amount of \$950.00 for pay application #9 related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.

**received**  
11-21-25 MT *AK*



178593038  
 05/15/2025  
 05/15/2025

**BILL TO**

Putnam County Board of Education  
 1400 East Spring Street  
 Cookeville, TN 38506 United States

INVOICE 178593038	INVOICE DATE Nov 19, 2025
----------------------	------------------------------

**JOB ADDRESS**

Sycamore Elementary HVAC Upgrade  
 452 Ellis Ave  
 Cookeville, TN 38501

Payment Term: Net 30  
 Due Date: 12/19/2025

Quantity	Description	Unit	Rate	Amount
1.00	Imported Labor		\$1,000.00	\$1,000.00
1.00	RTNG Retained for the performance of work		-\$50.00	-\$50.00
	<b>SUB-TOTAL</b>			\$950.00
	<b>TOTAL DUE</b>			\$950.00
	<b>BALANCE DUE</b>			\$950.00

I authorize the work above to be completed and I agree to pay \$950.00.

I agree that the above work was completed to my satisfaction and I agree to pay \$750.00.

**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:**

**APPLICATION NO:** Nine (9)

**PERIOD TO:** 11/25/25

**PROJECT NOS:**

**CONTRACT DATE:**

**Distribution to:**

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

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM \$ 457,750.00
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 457,750.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 410,700.02
5. RETAINAGE:
  - a. 5% of Completed Work \$ 20,535.00 (Column D + E on G703)
  - b. of Stored Material \$
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 20,535.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 390,165.02
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 389,215.02
8. CURRENT PAYMENT DUE \$ 950.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 67,584.98

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

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: M. Stone Date: 11-19-25

State of: Tennessee County of: Putnam Cookeville  
 Subscribed and sworn to before me this 19th day of November, 2025  
 Notary Public: Rebecca Phillip  
 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 ..... \$ 950.00

(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.)

By: Justin Powell Date: 11/24/2025

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.





## PCSS Board Agenda Request

Date: November 21, 2025

Department: Data and Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included (Instructure Data Transfer Agreement)

Backup to follow

Statement to be included in Board Agenda Packet:

Presentation and Discussion:

- Requesting approval for "Instructure" (MasteryConnect) to send benchmark assessment data to Comprehensive Educational Resources (CER).



## Instructure U.S. Data Transfer Agreement

This Data Transfer Agreement (“**Agreement**”) is by and between Instructure, Inc., (“**Instructure**”) and the Customer entity described in the signature block below (“**Customer**”) and is effective as of the last date signed by the parties (the “**Effective Date**”).

- 1. Purpose.** Instructure provides certain goods and services (“**Services**”) to the Customer under a written agreement. Customer has requested that Instructure transfer certain Data (as defined in Exhibit A) originating from the Services to a Files.com Location owned by a third-party (“**Recipient**”) which will then be downloaded by the Recipient .
- 2. Customer Responsibilities.** Customer shall provide Instructure in writing approval to authorize Instructure to upload the Data to the Files.com location.
- 3. DISCLAIMER OF WARRANTIES.** Except as provided below or prohibited by law, any Data transferred under this Agreement is understood to be “AS IS”. INSTRUCTURE MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED. THERE ARE NOT EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE DATA WILL NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, OR ANY OTHER PROPRIETARY RIGHTS.
- 4. Liability.** Except to the extent prohibited by law, Customer assumes all liability for damages which may arise from the Recipient’s use, storage, disclosure, or disposal of the Data. Instructure will not be liable to Customer for any loss, claim, or demand made by the Recipient, or made against the Recipient or Customer by any other party, due to or arising from the use of the Data by the Recipient, except to the extent permitted by law when caused by the gross negligence or willful misconduct of Instructure. No indemnification for any loss, claim, damage, or liability is intended or provided by either party under this Agreement.
- 5. LIMITATION OF LIABILITY.** EACH PARTY AND ITS SUPPLIERS SHALL NOT BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE USE OR INABILITY TO USE THE SERVICE (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY, LOSS OR INACCURACY OF DATA, RECORDS OR INFORMATION, COST(S) OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, AND ANY FAILURE OF DELIVERY OF THE SERVICE), EVEN IF THE OTHER PARTY HAS BEEN NOTIFIED OF THE LIKELIHOOD OF SUCH DAMAGES. EACH PARTY’S CUMULATIVE MAXIMUM LIABILITY FOR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) SHALL NOT EXCEED \$50,000 USD.
- 6. Term; Termination.**
  - a.** This Agreement shall be effective upon the last date of signature and will terminate twelve (12) months afterwards (“**Term**”) unless terminated earlier by either party in accordance with this Section. The parties may renew this Agreement in writing.
  - b.** This Agreement may be terminated after notification in writing: (i) by either party in the

event of a material breach of this Agreement by a party, or (ii) By either party after 30 days advance written notice to the other party.

**7. Miscellaneous.**

- a. This Agreement contains the entire understanding of the parties and may only be amended, at any time, in writing signed by the parties.
- b. The provisions of this Agreement are severable and the unenforceability of any provision of this Agreement shall not affect the enforceability of any other provisions hereof. Nothing in this Agreement shall be construed to grant either party the right to make commitments of any kind for or on behalf of the other party, without the prior written consent of the other party. Any waiver by any party of the violation of any provision of this Agreement shall not bar any action for subsequent violations of the Agreement.
- c. This Agreement shall be interpreted, governed, and construed by the laws of the State of the location of the LEA without regard to principles of conflict of laws. If any term of this Agreement is invalid or unenforceable, the other terms remain in effect and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law.
- d. Any legal notice by a party under this Agreement shall be in writing and either personally delivered, delivered by email or reputable overnight courier or certified mail, postage prepaid and return receipt requested, addressed to the other party at the address specified herein or such other address of which either party may from time to time notify the other in accordance with this Section. A copy of all notices to Instructure shall be sent to: Instructure, Inc., 6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, Attention: General Counsel and, if by email, to [legal@instructure.com](mailto:legal@instructure.com).
- e. Any attempt by a party to assign this Agreement, in whole or part, to any entity, without the other party's prior written consent (which shall not be unreasonably withheld) shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their successors and permitted assigns.
- f. This Agreement may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this Agreement represents that he or she has the authority to sign on behalf of and bind their respective party.

**[Signature to Page Follow]**

Agreed and accepted.

Customer: *Putnam County Schools*

Name: *Lynn McHenry*

Address:

Instructure, Inc.

6330 S 300 E

Salt Lake City, UT 84121

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Bukola Omishore*

\_\_\_\_\_  
Signature

*Bukola Omishore*

\_\_\_\_\_  
Printed Name

*AGC, Privacy & Data Protection Officer*

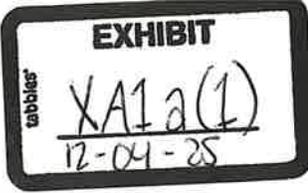
\_\_\_\_\_  
Title

*11/03/2025*

\_\_\_\_\_  
Date

#### Exhibit A: Data Elements

- Student ID
- Student Name
- Teacher Name
- Student Grade
- School ID
- Date of assessment
- Student raw score, and performance level, and suggested numeric and letter grades on the Predictive Assessments by grade and content level



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

Date \_\_\_\_\_ 12/4/2025  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Energy Systems Group in the amount of \$621,061.91 and First National Bank of Tennessee (retainage) in the amount of \$32,687.47 for pay application #12 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

**received**  
11-21-25 MS *ML*

**APPLICATION AND CERTIFICATE FOR PAYMENT** AIA DOCUMENT G702

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

PROJECT: CPBNA00578  
 CONTRACT DATE: 10/02/2024

VALUATION NUMBER: 12  
 APPLICATION DATE: 11/19/2025  
 PERIOD TO: 11/30/2025  
 ESG JOB NUMBER: CPBNA00578  
 DUE DATE: 12/19/2025

Please Remit To

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

Payment by Mail  
 Energy Systems Group  
 PO BOX 713390  
 Chicago, IL 60677-1527

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

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

**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 441,161.00

3. CONTRACT SUM TO DATE (Line 1 +/- 2) 9,214,655.77

4. TOTAL COMPLETED & STORED TO DATE 5,923,711.94

5. RETAINAGE: 296,185.59

a. 5% of Total Completed & Stored To Date  
 (Column I of G703)

6. TOTAL EARNED LESS RETAINAGE 5,627,526.35

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 5,006,464.44  
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE 621,061.91

9. BALANCE TO FINISH, INCLUDING RETAINAGE 3,587,129.42  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	441,161.00	
Total approved this Month		
TOTALS	441,161.00	
NET CHANGES by Change Order	441,161.00	

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

*Mark. I have reviewed this invoice and recommend IT Page 1(3) Payment, Tom's Mackery 11-20-25*

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

CONTRACTOR: *[Signature]* Date: 11/19/2025

By: *[Signature]* State of: INDIANA

County of: WARRICK  
 Subscribed and sworn to before me this 11th day of Nov. 2025

Notary Public: *[Signature]*  
 My Commission expires: April 9, 2029

**GABRIELLE SNIDER**  
 Notary Public, State of Indiana  
 Warrick County  
 Commission Number B20163523  
 My Commission Expires April 09, 2029

**ARCHITECTS 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 .....\$  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

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

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

Page 2 (3)

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 12  
 APPLICATION DATE 11/19/2025  
 PERIOD TO 11/30/2025  
 ESG JOB NUMBER CPBNA00576  
 DUE DATE 12/19/2025

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C - G)	RETAINAGE 5%
1-1	Band Units	450,000.00	450,000.00	0.00	0.00	450,000.00	100.00	0.00	22,500.00
1-2	MEP - Mobilization, General Conditions, Bonds	401,554.00	401,554.00	0.00	0.00	401,554.00	100.00	0.00	20,077.70
1-3	Electrical Upgrades	920,000.00	736,000.00	0.00	0.00	736,000.00	80.00	184,000.00	36,800.00
1-4	HVAC, Sheet Metal	1,273,683.00	866,104.44	89,157.81	0.00	955,262.25	75.00	318,420.75	47,763.11
1-5	Plumbing	1,000,000.00	500,000.00	100,000.00	0.00	600,000.00	60.00	400,000.00	30,000.00
1-6	Controls, Start up, Test/Balance	141,000.00	0.00	35,250.00	0.00	35,250.00	25.00	105,750.00	1,762.50
1-7	General Contractor - Mobilization, General Conditio	252,600.00	252,600.00	0.00	0.00	252,600.00	100.00	0.00	12,630.00
1-8	Demolition	256,900.00	179,830.00	25,690.00	0.00	205,520.00	80.00	51,380.00	10,276.00
1-9	Concrete & Masonry	394,000.00	177,300.00	59,100.00	0.00	236,400.00	60.00	157,600.00	11,820.00
1-10	Carpentry, Millwork, Framing, Doors, Hardware	1,359,393.00	339,848.25	203,908.95	0.00	543,757.20	40.00	815,635.80	27,187.86

CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 3 (3)

A	B	C	D		E	F	G	I	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C - G)	RETAINAGE 5%	
1-11	Ceilings, Floors, Windows	470,700.00	141,210.00	47,070.00	0.00	188,280.00	40.00	282,420.00	9,414.00	
1-12	Paints and Coatings, Specialties	319,400.00	47,910.00	31,940.00	0.00	79,850.00	25.00	239,550.00	3,992.50	
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	468,018.13	19,500.76	0.00	487,518.89	50.00	487,518.88	24,375.94	
1-16	Change Order 1 - Floor Tile	160,282.00	80,141.00	0.00	0.00	80,141.00	50.00	80,141.00	4,007.05	
1-17	Change Order 2 - Code Requirements	280,879.00	70,219.75	42,131.85	0.00	112,351.60	40.00	168,527.40	5,617.58	
	<b>TOTALS</b>	<b>9,214,655.77</b>	<b>5,269,962.57</b>	<b>653,749.37</b>	<b>0.00</b>	<b>5,923,711.94</b>	<b>64.29</b>	<b>3,290,943.83</b>	<b>296,185.59</b>	

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 assert 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 \$623,061.91, the underlying payments will be made within seven days to all laborers and subcontractors employed by it, and all suppliers or materialmen, from which it has acquired materials incorporated into the project and any lien or bond claimant relating to the undersigned's work and that none of such laborers, subcontractors, suppliers, or materialmen, or claimants has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees and benefits relating directly or indirectly to the undersigned's work have been paid in full.
6. No security interest has been given or executed by the undersigned for or in connection with any materials, appliances, machinery, fixtures or furnishings placed upon or installed in the project.

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

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

(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 19 day of April, 2025

(Notary Public)
County of Residence: Warrick
Gabrielle Snider
My Commission Expires April 9 2029
(Printed Name)

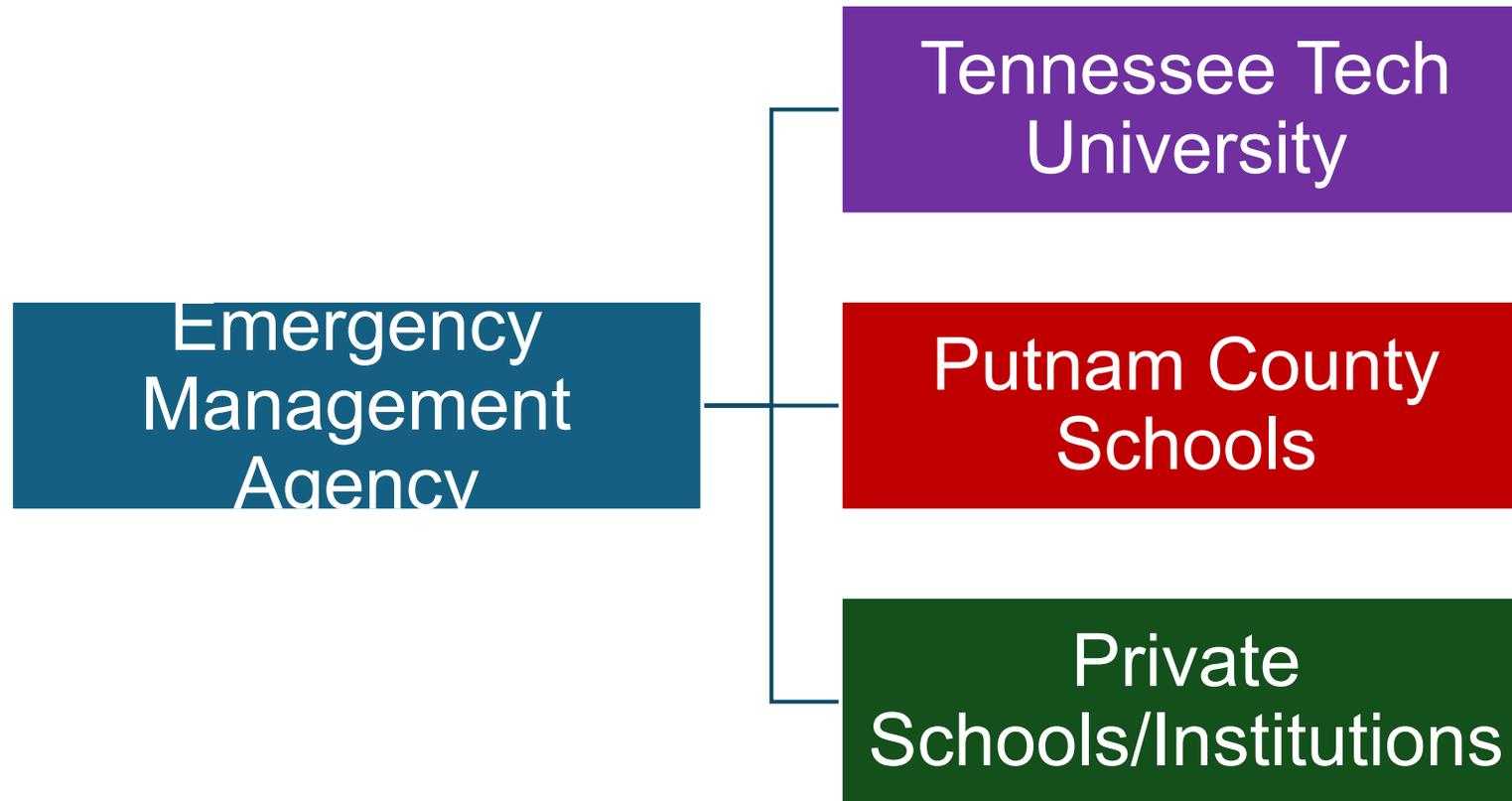
# EMERGENCY MANAGEMENT AGENCY



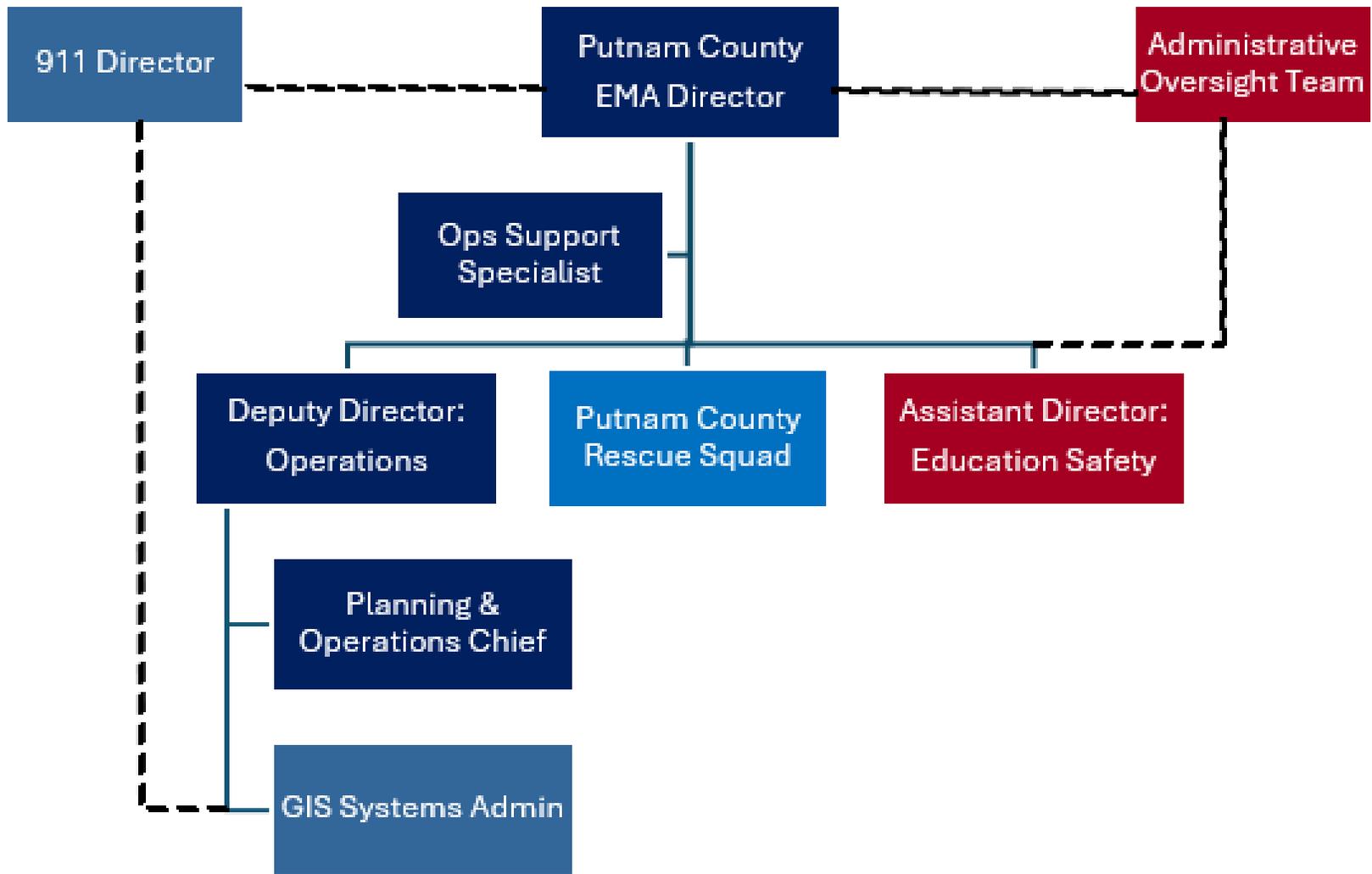
Putnam County  
Emergency Management Agency

*Brandon L. Smith, Director*

# Asst. Director of Education Safety



Putnam County  
Emergency Management Agency



# Key Job Duties

<b>Putnam County</b>	<b>Tennessee Tech</b>	<b>School System</b>
<b>Interface with private schools/institutions</b>	<b>Maintain and enhance Emergency Operations Plan</b>	<b>Maintain and enhance District Emergency Operations Plan</b>
<b>Subject matter expert on education safety issues</b>	<b>Oversee Campus Emergency Preparedness Task Force</b>	<b>Maintain SAVE Act grant and documentation</b>
<b>Integrated liaison for key resources available in Education sector</b>	<b>Integrated County representative during grey skies</b>	<b>Integrated County representative during grey skies</b>



Pay Scale Grade 9	<u>STEP</u>	<u>BEGIN</u>	<u>STEP</u>	<u>STEP</u>	<u>STEP</u>	<u>STEP</u>	<u>STEP</u>
		<b>Start</b>	1	2	3	4	5
Assistant Director-EMA	2000	54,000	56,000	58,000	60,000	62,000	64,000

<b>Annual Base Salary</b>	<b>54,000 – 64,000</b>
<b>Annual Benefits (estimated at 32%)</b>	17,280 – 20,480
<b>50% of Salary (January 2026-June 2026)</b>	27,000 – \$32,000



# Fiscal Impact

Salary	\$54,000 - \$64,000	1/3 Split
<b>2025-2026 Request</b>	<b>&lt; \$12,000</b>	1/3 share of ~ \$32,000
Startup Costs	< \$25,000 (from current operating budget)	Startup Costs
Benefits (half year)	\$8,640- \$10,240	County Share: < \$3,414

