

Putnam County Board Meeting  
May 7, 2026 5:00 PM  
1400 E Spring St.  
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
  - A. The Cookeville High School girls' basketball team were the 2026 4A State Runner-ups for the first time in school history.
  - B. May is Mental Health Awareness Month
  - C. Teacher Appreciation Week
  - D. Director's Personnel Report
- IV. Approval of Minutes
  - A. Minutes of the Regular April Board Meeting - April 2, 2026, @ 5:00 PM
- V. Public Comment
- VI. Student Advisory Committee
- VII. Approval of Consent Agenda
  - A. Payments/Purchases
    1. Approval of the purchase of six Pro Max Slim Desktops for CHS DE Coding and Web Design classes from vendor Dell - Atlanta, GA, in the amount of \$12,571.80 under the Dell Midwestern Higher Education (MHEC) Master Agreement (Contract Code C000000979569; Customer Agreement #MHEC-04152022; Deal ID 30223576) to be paid by Perkins Basic funds.
    2. Approval of the purchase of 425 OSHA 10-Hour General Industry training courses/seats for CHS, MHS, UHS and WPA from vendor CareerSafe - College Station, TX, in the amount of \$14,875.00 to be paid by Perkins Reserve Secondary Budget grant funds.
    3. Approval to pay Maffett Loftis Engineering in the amount of \$17,856.00 for design work related to the Cookeville High School Chiller replacement project to be paid from 141-72620-399, General Purpose School Funds, Other Contracted Services.
    4. Approval to purchase a replacement trash compactor (as requested by the Putnam County Solid Waste Department) from Wastequip, Alexandria, LA for Cookeville High School in the amount of \$41,400.18 using Sourcewell Purchasing Co-op contract #010825-WQI to be paid for from 141-72620-499.
    5. Approval of payment to LINQ in the amount of \$26,409.12 to be paid from 143-73100-330 for the school nutrition management software, school year 2026-27. Pricing per TIPS contract #230402.
    6. Approval of purchase from Mayfield Dairy for SY 2026-27 with bottom-line total of \$381,879.75. This was a joint bid between Putnam and

Trousdale County School Nutrition Programs to be paid from 143-73100-422.

7. Approval to pay Larseneer, LLC, in the amount of \$150,362.73 for pay application #2 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.
  8. Renewal of the purchase for the 2026-2027 school year to Dreambox Learning Math Advanced (personalized math intervention programs for students with disabilities) student licenses and training webinar package and Dreambox Reading Park (K-2), Reading Plus (3-12) (reading intervention programs for students with disabilities) student licenses and training webinar package from Discovery Education, Inc - Charlotte, North Carolina in the amount of \$46,187.50 to be paid from 141-71200-330.
  9. Approval to purchase 31 Viewsonic 65-inch CDE displays with mobile carts for instructional and administrative use at the Early Learning Academy Pre-K facility, per attached quote# 537 priced on the purchase contract # TIPS 240101, from: Danmark Technologies, Rogersville, AL, in the amount of: \$ 45,849.31, to be paid from: 141-76100-599-02530.
  10. Approval to purchase doors and/or hardware for system-wide use from the Statewide Contract SWC #102 from William S. Trimble Company, Inc., Knoxville TN in the amount of \$51,693.85 to be paid for from the Safety and Security Grant funds.
- B. Bids/Quotes/Sealed Bids/RFPs
1. Permission to bid softball batting facility at Upperman High School.
  2. Permission to bid for the Early Learning Academy, Natural Playground.
- C. Budget Amendments/Line Item Transfers
1. FUTURE READY - Amend budget to better align with expenditures
  2. Finance - Budget for Grow Your Own funding
  3. Extended School Program - To better allocate funds for 146 account which is School Age Care and Employee Child Care
  4. Finance - To adjust budget in order to move a portion of Federal Programs (142) Fund Balance back to General Purpose School Fund (141)
  5. Finance - To adjust budget in order to move a portion of Federal Programs (142) Fund Balance back to General Purpose School Fund (141).
  6. Student Services - This budget amendment is required in order to allocate funds for the Advancing Mental Health Pilot grant
  7. CTE ISM - To move money to pay for JobReady360 WBL management platform and additional student chromebooks. To move money to pay for additional Paxton Patterson Career Ready modules and equipment.
  8. CTE - To move monies to pay for Jackie Vester CTSO travel
  9. Finance - To increase vehicle parts budget based on the proceeds from the sale of 5 used buses
  10. SPED - To reallocate funds to pay for the needs of the Special Education Department
  11. Finance - To adjust the budget of the State of Tennessee tutoring grants based on the actual needs within the program

12. CTE - To move money to pay for EMS/Health Science consumable supplies. To move money to pay for Tennessee Arts Academy SBE Workshops PD.
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Renewal of the agreement between Putnam County Board of Education and Sidekick Therapy Partners, Knoxville, Tennessee for the 2026-2027 school year to provide speech/language services, to seek and obtain reimbursement from TennCare Managed Care Contractors to be paid from 141-71200-312.
  2. Approval of the Dual Enrollment Agreement between Tennessee College of Applied Technology (TCAT) - Livingston, Tennessee and Putnam County School System for the 2026-2027 school year. Once approved, a DocuSign will follow to Mr. Lynn McHenry and Mr. Corby King.
  3. Approval of a fuel surcharge for mowing service, retroactive to April, to be in effect until gasoline drops below \$2.85 per gallon and diesel to \$3.25 per gallon.
  4. Approval to move dance from a club to official sport status at Algood Middle School and to add a coaching supplement equal to the other middle schools that have a Dance Team, to begin in the 2026-2027 school year.
  5. Approval of the attached research request for Yongmei Shi, a doctoral student at Tennessee Technological University.
  6. Approval of the Amendment to Elementary Teacher Residency Program between Volunteer State Community College and Putnam County School System for one year with an option to renew an additional two years.
  7. Approval of a resolution to transfer \$1,500,000.00 from the Federal Projects Fund (142) to the General Purpose School Fund (141) as of May 18th, 2026, for fiscal year ending June 30th, 2026.
  8. Approval of the Quarterly Reports for quarter ending 3/31/26 for the following funds:
    - 141 General Purpose Schools
    - 142 Federal Projects
    - 143 Central Cafeteria
    - 146 Extended School Program
  9. Approval to renew Perry Weather's yearly subscription in the amount of \$13,830.00 from account number 141-72310-330.
  10. Approval to renew the annual site license subscription for ClassLink SSO software effective 6/1/26 to 5/31/27, per attached quote priced on the TIPS Contract #250106, in the amount of: \$44,048.70 to be paid from 141-71100-330-01607, Technology.
  11. Approval of the renewal of the Student Teaching Affiliation Agreement between Freed-Hardeman University and the Putnam County School System effective August 1, 2026 to July 31, 2027.
  12. Approval to renew the annual subscription to Scinary K-12 Cybersecurity services, per quote #1632095 - priced on the TIPS Contract #230105 from

Howard Technology Solutions, in the amount of \$26,075.00, to be paid from: 141-71100-330-01607.

13. Approval to renew ice cream products bid with Murfreesboro Pure Milk for SY 2026-27.
14. Approval to join the Upper Cumberland Region Buying Group (UCRBG)/bid for non-food and chemical products for SY 2026-27.
15. Renewal of the agreement between Putnam County Board of Education and Enome, Inc. (GOALBOOK) San Mateo, CA (Phone 1-855-207-5443, Fax 650-284-0432) for Goalbook Toolkit Special Education Partial Department Membership for the 2026-2027 school year in the amount of \$47,600.00 to be paid from 141-71200-330.
16. Approval to enter into a no-cost Proof of Concept agreement with ThoughtExchange to explore recruiting and retaining students.
17. Approval of the contract with STAR Physical Therapy for Athletic Trainer Services.

#### VIII. Policy

- A. Approval of the revised Policy 6.300, Code of Conduct, regarding security cameras on first reading.
- B. Approval of the revised Policy 1.404, Appeals to and Appearances Before the Board, on first reading.
- C. Approval of the revised Policy 5.302, Sick Leave, on first reading.
- D. Approval of the revised Policy 5.202, Separation Practice for Non-Certified Employees, on first reading.
- E. Approval of the revised Policy 5.400, Personnel Health Examinations/Communicable Diseases, on first reading.
- F. Approval of the revised Policy 5.800, Director of Schools, on first reading.
- G. Approval of the revised Policy 5.303, Personal and Professional Leave, on first reading.
- H. Approval of the revised Policy 5.606, Political Activities, on first reading.
- I. Approval of the revised Policy 5.114, Personnel Records, on first reading.
- J. Approval of the revised Policy 5.1151, Telework During Emergencies, on first reading.
- K. Approval of the revised Policy 5.403, Drug and Alcohol Testing for Employees, on first reading.
- L. Approval of the revised Policy 5.200, Separation Practices for Tenured Teachers, on first reading.

#### IX. School Spotlight - Capshaw Elementary

##### X. Discussion/Presentation

- A. Approval of the following names to be granted tenure effective July 1, 2026, who have met all requirements of the State of Tennessee:
  - Ashlie Lewis
  - Suellen Thompson
  - Laiton Pigg
  - Avery Davis
  - Kendall Frizzell
  - Wanda Liquori-Maffett

- Emilio Almendarez
- Cody Ashburn
- Angela Brown
- Bethany Buckner
- Sarah Czalbowski
- Vincent French
- Stephen Henson
- Sherry Leimer
- Amy Rouchon
- Nicole Asher
- William Gentry
- Julie Proffitt
- Sunshyne Stevens
- Michele Phillips
- Amanda Gragg
- Tina Anderson
- Michael Chaffin
- Madison Davis
- Amanda Vaughn
- Melinda Dunham
- Meredith Fain
- Sarah Russell
- Robert McWilliams
- Patrick Weaver

B. Approval of the PCSS Novice Teachers of the Year selected by their building principals and leadership teams. The honorees are:

- Kelsey Mott - AES
- Andrea Tornu - AMS
- Abbygail Gilpatrick - ATMS
- Adeleine Crace - BPS
- Kayla Todd - Burks
- Maizey Donoho Simmons - CCES
- Katherine Trimble - CES
- Hannah Ashburn - CHS
- Mady Williams - CsES
- Mindy Harp - JWES
- Matassia Riley - MHS
- Savannah Kolath - NES
- Lexie Joyner - PSES
- Kylie Young - PSMS
- Morgan Harris - PVES
- Dusti Brooks - SES
- Alex Fields - UHS
- Gracie Butler - UMS

- C. PEP Update
  - D. 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 \$701,956.90 and First National Bank of Tennessee (retainage) in the amount of \$36,945.10 for pay application #17 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.
        - 2. Cookeville High School Independence House Update
  - E. Approval of Draft #1 of the 141 General Purpose School Budget.
- XI. Adjournment



**Board Agenda Request  
For May 7, 2026 Meeting**

Date 4/17/2026

Department CTE

Person Submitting Jackie Vester 

Account Number (if appropriate): 142-71300-730-805

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of six Pro Max Slim Desktops for CHS DE Coding and Web Design classes from vendor Dell - Atlanta, GA, in the amount of \$14,875.00 under the Dell Midwestern Higher Education Compact (MHEC) Master Agreement (Contract Code C000000979569; Customer Agreement # MHEC-04152022; Deal ID 30223576) to be paid by Perkins Basic funds

**received**  
4-21-26 MT 

---

## Fwd: Your Dell Quote 3000202153172.1

1 message

---

**Smith, Angie** <asmith4@pcsstn.com>  
To: Sarah Bos <boss@pcsstn.com>

Mon, May 4, 2026 at 11:49 AM

Sarah,  
I can get you the full quote tomorrow when I am back in the office if needed.  
Angie

Angie Smith  
Procurement Assistant  
Putnam County School System  
Technology Department  
931.520.2100 (Telephone)

----- Forwarded



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **May. 18, 2026**.

You can download a copy of this quote during checkout.

Place your order

<b>Quote Name:</b>	<b>Putnam County SD - Dell Pro Max Slim</b>	Sales Rep	David Tippett
<b>Quote No.</b>	<b>3000202153172.1</b>	Phone	1(800) 4563355, 80000
<b>Total</b>	<b>\$12,571.80</b>	Email	David_Tippett@Dell.com
Customer #	1545606	<b>Billing To</b>	JOHNNY SLOAN PUTNAM COUNTY SCHOOLS 1400 E SPRING ST FINANCE DEPT COOKEVILLE, TN 38506-4313
Quoted On	May. 04, 2026		
Expires by	May. 18, 2026		
Contract Name	Dell Midwestern Higher Education Compact		

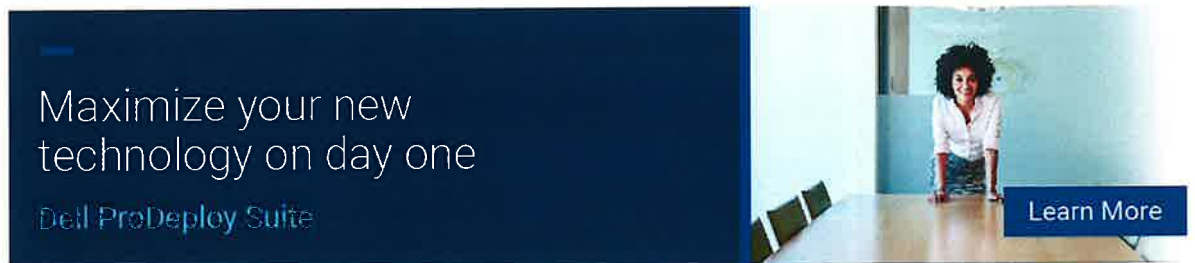
(MHEC) Master Agreement  
 Contract Code C000000979569  
 Customer Agreement # MHEC-04152022  
 Deal ID 30744534

**Message from your Sales Rep**

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

Regards,  
 David Tippett

Product	Unit Price	Quantity	Subtotal
Dell Pro Max Slim FCS1250	\$2,095.30	6	\$12,571.80
<b>Subtotal:</b>			<b>\$12,571.80</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$12,571.80</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$12,571.80</b>



**Shipping Group Details**

**Shipping To**

JERRY BOYD  
 PUTNAM COUNTY SCHOOLS  
 1400 E SPRING  
 COOKEVILLE, TN 38501  
 (615) 526-9777

**Shipping Method**

Standard Delivery

	Unit Price	Quantity	Subtotal	
<b>Dell Pro Max Slim FCS1250</b>	<b>\$2,095.30</b>	<b>6</b>	<b>\$12,571.80</b>	
Estimated delivery if purchased today: May. 19, 2026 Contract # C000000979569 Customer Agreement # MHEC-04152022				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Max Slim (FCS1250) CTO Base	210-BPST	-	6	-

Intel Core Ultra 7 265 (30 MB cache, 20 cores, 20 threads, 1.8 GHz to 5.3 GHz, 65W)	338-CSBY	-	6	-
Windows 11 Pro	619-BBQD	-	6	-
Dell Pro Plus Keyboard and Mouse - KM7321W - US English	580-BCTR	-	6	-
Mouse included with Keyboard	570-AADI	-	6	-
NVIDIA(R) RTX(TM) A400, 4 GB GDDR6, 4 mDP to DP adapters	490-BKSJ	-	6	-
32GB: 1 x 32 GB, DDR5, 5600 MT/s, non-ECC	370-BCVB	-	6	-
1TB SSD TLC with DRAM M.2 2280 PCIe Gen4 SED Ready	400-BSWM	-	6	-
No Hard Drive	400-AKZR	-	6	-
Storage Config C6, 2280 boot	449-BCJF	-	6	-
No Hard Drive Bracket	575-BBKX	-	6	-
NO RAID	817-BBBN	-		



**Board Agenda Request  
For May 7th, 2026 Meeting**

Date 4/20/26

Department CTE

Person Submitting Jackie Vester   
Jackie Vester (Apr 20, 2026 11:40:38 CDT)

Account Number (if appropriate) 142-71300-499-851

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of 425 OSHA 10-Hour General Industry training courses/seats for CHS, MHS, UHS, and WPA from vendor CareerSafe - College Station, TX, in the amount of \$14,875.00 to be paid by Perkins Reserve Secondary Budget grant funds.

**received**  
4-21-26 MT 

### Order Details

OSHA 10-Hour General Industry  
Quantity: 415 **\$14,525.00**

Industria de la General de 10 Horas de OSHA  
Quantity: 10 **\$350.00**

**Subtotal \$14,875.00**

**Shipping Free**

**Tax \$0.00**

**Total \$14,875.00**

[+ Add Promo Code](#)

[Submit Order](#)

### Organization Details

Putnam County School System

### Shipping Address

[Edit](#)

Putnam County School System  
Sarah Bos  
1400 E SPRING ST  
COOKEVILLE, TN 38506-4313  
(931) 526-9777

### Payment

Credit Card

**Purchase Order**

**Note:** Products in order are not accessible until PO is received and processed.

**PO Number** (required)

Drag and Drop to Upload

[Choose File](#)

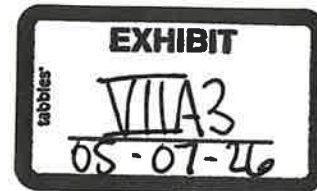
Save Order

Billing Address Same as Shipping

**Billing Email** (required)

Putnam County School System  
Sarah Bos  
1400 E SPRING ST  
COOKEVILLE, TN 38506-4313  
(931) 526-9777

[Continue](#)



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

Date \_\_\_\_\_ 5/7/2026  
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 Maffett Loftis Engineering in the amount of \$17,856.00 for design work related to the Cookeville High School Chiller replacement project to be paid from 141-72620-399, General Purpose School Funds, Other Contracted Services.

**received**  
4-21-26 *CM*



**Maffett Loftis Engineering, LLC**  
 1 South Jefferson, Suite 101  
 Cookeville, TN 38501  
 931-526-5143  
[www.maffett-loftis.com](http://www.maffett-loftis.com)

**Bill To**

Client Putnam County Schools

Attn: John Magura

**Invoice #**

25064-01

**Date Issued**

4/2/2026

**Payment Due**

5/2/2026

Invoice				
<b>MLE Project Number</b>	25064			
<b>MLE Project Name</b>	Cookeville High School Chiller			
<b>Engineering Services</b>	Engineering Services per Signed Agreement			
Services	Fee	Complete	Previously Billed	Amount Due
Construction Documents Phase	\$ 19,840.00	90%		\$ 17,856.00
Construction Administration Phase	\$ 4,960.00	0%		\$ -
<b>Total Due this Invoice</b>				<b>\$17,856.00</b>

Thank you for the opportunity to provide this service.

Payment is due within 30 days of invoice.  
 Please include invoice number on payment

PO  
 4442600243

Mark:

THIS WORK IS COMPLETED AND I  
 RECOMMEND PLACING THIS ON THE BOARD'S  
 NEXT AGENDA FOR APPROVAL OF PAYMENT.

John Magura  
 4.7.26



## PCSS Board Agenda Request

Date: April 22, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to purchase a replacement trash compactor (as requested by the Putnam County Solid Waste Department) from Wastequip, Alexandria, LA for Cookeville High School in the amount of \$41,400.18 using Sourcewell Purchasing Co-op contract #010825-WQI to be paid for from 141-72620-499

Note: Branch Services inspected the trash compactor and stated it was beyond repair and needed to be replaced. They have made repairs to it in the past.

**received**  
4-22-26 m7 *OK*





Awarded Contract

Contract #010825-WQ1

Sell To:

Bill To Name Putnam County Board of Education  
 Bill To 1400 E Spring St  
 Cookeville, TN 38506  
 USA  
 Email brenna.flatt@pcsstn.com  
 Phone 931-267-9386

Ship To Name Putnam County Board of Education  
 Ship To 1 Cavalier Drivw  
 Cookeville, TN 38503  
 USA  
 Quick Ship   
 Installation Location install at delivery address

Quote Information

Salesperson Steve Swanson  
 Salesperson Email [sswanson@wastequip.com](mailto:sswanson@wastequip.com)  
 Expiration Date 5/14/2026  
 Quote Number WQ-10380653  
 Please Reference Quote Number on all Purchase Orders

Product	Product Description	Quantity	Sales Price	Total Price
Compactor - 265XP-35-F	Self-Contained Precision Series 265XP Model includes a 10HP Tri-volt T.E.F.C. motor, UL/CUL Listed, 6' remote power unit with weather cover, NEMA 4 Rated Control Panel, Controls in Panel Face, Precision guided ram, Full Gasketed Door, A.N.S.I Z.245.2 Compliant, WASTE C rated and 5 year structural warranty.	1.00	\$30,810.00	\$30,810.00
Compaction - CO190	Deduct for no power unit on 265IP/265XP - Net Price	1.00	(\$3,107.82)	(\$3,107.82)
Compaction - CO201-10S 265IP-265XP	Container Options Guide rails - 10' standard - with stops	1.00	\$860.00	\$860.00
Compaction - CO202 - 265IP-265XP	Hopper / Doghouse - 3 sided hopper - rear or side feed - non ANSI	1.00	\$1,900.00	\$1,900.00
Compaction - CO207 - 265IP-265XP	Decks and Enclosures - Walk-on ramp 2000 lb. diamond plate	1.00	\$545.00	\$545.00
Compaction - CO208 - 265IP-265XP	Decks and Enclosures - Hinged riser 18" diamond plate walk-on	1.00	\$644.00	\$644.00
Compaction - CO209 - 265IP-265XP	Decks and Enclosures - Safety rails & kick plate	1.00	\$1,114.00	\$1,114.00
Compaction - CO210 - 265IP-265XP	Decks and Enclosures - Safety gate 5' with magnetic door interlock switch	1.00	\$1,445.00	\$1,445.00
Compactor Installation		1.00	\$5,040.00	\$5,040.00
Surcharge		1.00	\$0.00	\$0.00



**Awarded Contract**

**Contract #010825-WQI**

Payment Terms	Net 30 Days if credit has been established	Subtotal	\$39,250.18
Shipping Terms	FOB Origin	Shipping	\$2,150.00
		Tax	\$0.00
		Grand Total	\$41,400.18

**Additional Information**

**Additional Terms** Our Quote serves as an offer to provide Products and/or services at the quantities and prices shown and is a good faith estimate, based on our understanding of your needs. By signing below, you indicate your acceptance of our offer which is expressly subject to the Wastequip Terms & Conditions of Sale ("Wastequip's Terms") located at: <https://www.wastequip.com/terms-conditions-sale>, as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. Wastequip's Terms may be updated from time to time and are available by hard copy upon request. Any changes or deviations to the terms of this Quote, including any different terms in an Order submitted by you, must be agreed upon in writing by both parties.

**Additional Information** Pricing is based on your acceptance prior to the expiration of this Quote, including product specifications, quantities, and timing. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change. Pursuant to California Section 26275 of the Health and Safety Code, certain trash receptacles and storage containers must be marked with reflectors. Customers must disclose if such receptacles and containers are intended for use in California – if not disclosed, the receptacles and containers are not intended for use in California.

**Special Contract Information** Sourcewell-Pricing & Product offerings are based on the Sourcewell Co-Operative Contract with Wastequip Manufacturing Company LLC (#010825-WQI, eff. 05/29/2025) and such Contract terms & conditions are incorporated herein by reference. Pricing & Product (& related) changes may occur at any time with proper documentation, & subject to Sourcewell approval; therefore, offerings may change without written prior notice. Wastequip Product Limited Warranties, Disclaimers, Limitation of Liability & Remedies, & Limited Warranty Provisions apply to all purchases thereunder.

**Signatures**

Accepted By: \_\_\_\_\_

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

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

Purchase Order: \_\_\_\_\_

**Please Reference Quote Number on all Purchase Orders**



DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

2353 N. Washington Avenue  
COOKEVILLE, TN 38501  
PHONE: (931) 525-4707

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

Phone Number of Person Making Request: 931-525-4707; ext 1501

Account Funding Code (if appropriate): 143-73100-~~399~~ 330

Backup included

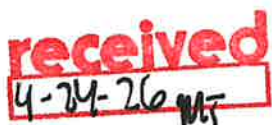
Backup to follow

The School Nutrition Program requests the following:

Approval of payment to LINQ in the amount of \$26,409.12 to be paid from 143-73100-~~399~~<sup>330</sup> for the school nutrition management software, school year 2026-27. Pricing per TIPS contract #230402.

Jennifer Mitchell, SNP Supervisor \_\_\_\_\_ 4/23/26  
Signature of Person Making Request Date

 \_\_\_\_\_ 4-23-26  
Signature of Director of Schools Date





DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

2353 N. Washington Avenue  
COOKEVILLE, TN 38501  
PHONE: (931) 525-4707

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

Phone Number of Person Making Request: 931-525-4707; ext 1501

Account Funding Code (if appropriate): 143-73100

Backup included

Backup to follow

The School Nutrition Program requests the following:

Award milk and milk products bid to, and purchase from Mayfield Dairy for SY 2026-27 with bottom-line total of \$381,879.75. This is a joint bid between Putnam and Trousdale County School Nutrition Programs. To be paid from 143-73100-422.

Jennifer Mitchell, SNP Supervisor \_\_\_\_\_ 4/23/26  
Signature of Person Making Request Date

 \_\_\_\_\_ 4-23-26  
Signature of Director of Schools Date



# BID LOG SHEET

BID TITLE	Milk & Milk Products Bid
COMPANY	Mayfield
DELIVERED BY	Fedex
RECEIVED BY	Lynette Ellis
DATE/TIME	4/13/26

BID TITLE	Milk & Milk Products Bid
COMPANY	Prairie Farms
DELIVERED BY	USPS
RECEIVED BY	Lynette Ellis
DATE/TIME	11:05AM 4/13/26

BID TITLE	
COMPANY	
DELIVERED BY	
RECEIVED BY	
DATE/TIME	

**BID RECAP**

VENDOR	TOTAL BID
Mayfield	\$ 381, 879. 75
Prairie Farms	No Bid

SIGNATURE: Donna Shaver DATE: 4/20/26

SIGNATURE: Jennifer Mitchell DATE: 4/20/26

AWARD RECOMMENDATION: mayfield



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

Date \_\_\_\_\_ 5/7/2026

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 Larseneer, LLC in the amount of \$150,362.73 for pay application #2 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.

**received**  
4-24-26 MT

A · E · I  
ARCHITECTS AND PLANNERS

April 23, 2026

Putnam County Board of Education  
ATTN: Tim Martin, Deputy Director of Schools  
1400 East Spring Street  
Cookeville, TN 38501

RE: CHS Softball - New Hitting Facility  
Application for Payment (#2) from Larseneer, LLC

Dear Mr. Martin,

Enclosed is Application and Certificate for Payment #2 from Larseneer, LLC, in the amount of \$150,362.73.

The work they have billed for appears to be in order. AEI recommends that Larseneer, LLC, be paid the amount as requested.

If you have any questions, please feel free to call.

Sincerely,



Peter H. Metts  
President

Enclosures

# APPLICATION FOR PAYMENT

**Owner:** \_\_\_\_\_  
**Project:** \_\_\_\_\_  
**Payment Application No.:** \_\_\_\_\_  
**Payment Application Date:** April 20, 2026  
**Period To:** May 1, 2026  
**Contractor:** \_\_\_\_\_  
**Contract Description:** Lump Sum  
**Contract Executed:** 2/3/2026  
**Architect:** \_\_\_\_\_  
**Contractor Name:** \_\_\_\_\_  
**State:** Tennessee  
**County:** Putnam County  
**Subscribed and sworn to before me this day:** \_\_\_\_\_  
**Name of Notary Public:** TREVOR LARSEN  
**Expiration Date of Notary Public:** 11/28/2027  
**Date:** March 17, 2026

For Distribution	
Architect	
Contractor	
Owner	
File	

## PAYMENT APPLICATION - SUMMARY

See attached Continuation Sheet for greater breakdown

- Original Contract Sum  
\$ 403,281.00
- Net Change by Change Orders  
\$ -
- Contract Sum to Date  
\$ 403,281.00
- Total Completed to Date  
\$ 187,384.48
- Retainage:
  - 5% of Completed Work  
\$ 8,968.75
  - 5% of Stored Material  
\$ 400.47
 Total Retainage: \$ 9,369.22
- Total Less Retainage  
\$ 178,015.26
- Less Paid in Previous Applications  
\$ 27,652.53
- Total Payable Amount  
\$ 150,362.73
- Balance to Finish, Including Retainage  
\$ 225,265.74

## CERTIFICATION BY CONTRACTOR:

The Contractor certifies that, based on their understanding and available information, the Work described in this Payment Application has been finished according to the Contract Documents. They also confirm that all payments for previous work, as documented by earlier Payment Applications, have been received from the Owner, and that the amount specified in this request is not in dispute.



**Contractor Name:** \_\_\_\_\_  
**State:** Tennessee  
**County:** Putnam County  
**Subscribed and sworn to before me this day:** \_\_\_\_\_  
**Name of Notary Public:** TREVOR LARSEN  
**Expiration Date of Notary Public:** 11/28/2027  
**Date:** March 17, 2026

## CERTIFICATION BY ARCHITECT:

The Architect certifies that, following on site inspections and to the best of their knowledge, this Payment Application accurately depicts the completed work and complies with the contract standards, validating the payment amount indicated below:

Change Order Summary	Additions	Deductions
Total Variations Approved in Previous Months	\$ -	\$ -
Total Approved this Month	\$ -	\$ -
Totals	\$ -	\$ -
Net Changes by Change Orders	\$ -	\$ -

**Certified Amount:** 150,362.73  
 If the certified amount differs from the application amount, provide an explanation below or attached, and initial all figures and markups to align with the certified amount.

**Architect Signature:** [Signature] **Date:** 3/23/24

CONTINUATION SHEET

Payment Application No: /  
 Payment Application Dates: April 20, 2026  
 May 1, 2026  
 Period To:  
 Project No: 1388

Item No.	Description of Work	Schedule Value		Work Completed		Presently Stored Materials	Total Completed	%	Balance to Finish		Retainage Value (5%)
		C	D = Prev. (D+E)	E	F				G = D+E+F	H = G/C	
<b>BASE CONTRACT</b>											
1	Bonds, Insurance, Mobilization	\$ 21,663.34	\$ 21,663.34	\$ -	\$ -	\$ -	\$ 21,663.34	100%	\$ -	\$ -	\$ 1,083.17
2	Site Demolition	\$ 7,444.59	\$ 7,444.59	\$ -	\$ -	\$ -	\$ 7,444.59	100%	\$ -	\$ -	\$ 372.23
3	Concrete	\$ 55,289.98	\$ -	\$ -	\$ 51,073.98	\$ -	\$ 51,073.98	92%	\$ 4,216.00	\$ -	\$ 2,553.70
4	Bollards	\$ 2,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,320.00	\$ -	\$ -
5	Wood Framing & Materials	\$ 86,620.44	\$ -	\$ -	\$ 73,627.37	\$ -	\$ 73,627.37	85%	\$ 12,993.07	\$ -	\$ 3,681.37
6	Roofing	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 21,000.00	\$ -	\$ -
7	Sheet Metal Siding	\$ 18,762.75	\$ -	\$ -	\$ -	\$ 8,009.42	\$ 8,009.42	43%	\$ 10,753.33	\$ -	\$ 400.47
8	Closed Cell Insulation	\$ 20,230.90	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 20,230.90	\$ -	\$ -
9	Exterior Doors	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,400.00	\$ -	\$ -
10	Overhead Doors	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,000.00	\$ -	\$ -
11	Awnings	\$ 5,837.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,837.00	\$ -	\$ -
12	Painting	\$ 12,724.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,724.00	\$ -	\$ -
13	HVAC	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 45,000.00	\$ -	\$ -
14	Electrical	\$ 51,538.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 51,538.00	\$ -	\$ -
15	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ 357,831.00</b>	<b>\$ 29,107.93</b>	<b>\$ 124,701.35</b>	<b>\$ 8,009.42</b>	<b>\$ 161,818.70</b>	<b>\$ 45%</b>	<b>\$ 196,012.30</b>	<b>\$ 8,090.94</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTINGENCIES &amp; ALLOWANCES</b>											
16	Inspection and Testing Allowance	\$ 10,000.00	\$ -	\$ 3,624.00	\$ -	\$ -	\$ 3,624.00	36%	\$ 6,376.00	\$ -	\$ 181.20
17	Gas Line Allowance	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 450.00	\$ -	\$ -
18	Storm Culvert Allowance	\$ 10,000.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	75%	\$ 2,500.00	\$ -	\$ 375.00
19	Construction Contingency	\$ 25,000.00	\$ -	\$ 14,441.78	\$ -	\$ -	\$ 14,441.78	58%	\$ 10,558.22	\$ -	\$ 722.09
20	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
21	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ 45,450.00</b>	<b>\$ -</b>	<b>\$ 25,565.78</b>	<b>\$ -</b>	<b>\$ 25,565.78</b>	<b>\$ 56%</b>	<b>\$ 19,884.22</b>	<b>\$ 1,278.29</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE ORDERS</b>											
22	CO 001 - NA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
23	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
24	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
25	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>GRAND TOTAL</b>	<b>\$ 403,281.00</b>	<b>\$ 29,107.93</b>	<b>\$ 150,267.13</b>	<b>\$ 8,009.42</b>	<b>\$ 187,384.48</b>	<b>\$ 46%</b>	<b>\$ 215,896.52</b>	<b>\$ 9,369.22</b>	<b>\$ -</b>	<b>\$ -</b>



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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

Backup Included

Backup to follow

Renewal of the purchase for the 2026-2027 school year of the Dreambox Learning Math Advanced (personalized math intervention programs for students with disabilities) student licenses and training webinar of and Dreambox Reading Park (K-2), Reading Plus (3-12) (reading intervention programs for students with disabilities) student licenses and training webinar package from Discovery Education, Inc- Charlotte, NC in the amount of \$46,187.50 to be paid from 141-71200-330.

  
\_\_\_\_\_  
Sheri Roberson, Special Education Supervisor

4/7/26  
\_\_\_\_\_  
Date

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

4/7/26  
\_\_\_\_\_  
Date

**received**  
4-7-26 MT



**ORDER FORM**

**Subscriber:** PUTNAM COUNTY SCHOOL DISTRICT  
**Address:** 1400 E SPRING ST COOKEVILLE, TN 38506-4313  
**Term:** 07/01/26 to 06/30/27  
**Quote Expiration:** 06/30/26

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
DreamBox Math Advanced	08/18/26	06/30/27	545 - Student	\$28.22	\$15,379.90 USD
DreamBox Reading Park	08/02/26	06/30/27	320 - Student	\$24.03	\$7,689.60 USD
DreamBox Reading Plus	07/01/26	06/30/27	370 - Student	\$56.40	\$20,868.00 USD
Professional Learning Hourly Package: 1 hour (Virtual Delivery)	07/01/26	06/30/27	3 - Each	\$750.00	\$2,250.00 USD

<b>TOTAL:</b>	\$46,187.50 USD
---------------	-----------------

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

*Invoices are typically generated at the beginning of the agreement or start of your next term and are due in accordance with the Standard Terms. If you would like to receive the invoice in advance, please visit [Company & Product Information - Discovery Education Help Center](#) for further instructions.*

**PUTNAM COUNTY SCHOOL DISTRICT**

By: Shari Peterson  
(signature required)  
Title: Specd Supervisor  
Printed Name: Putnam  
Date: 2/24/26

**Discovery Education, Inc.**

By: Megan Haller  
(signature required)  
Title: EVP - Global Ops  
Printed Name: Megan Haller  
Date: February 24, 2026

**Please return with the signed Order Form:**  
Exhibit A Licensed Products



**EXHIBIT A  
Licensed Products**

<b>DreamBox Math Advanced</b>		
<b>SCHOOLS</b>	<b>START DATE</b>	<b>END DATE</b>
<b>ALGOOD ELEMENTARY SCHOOL</b> - 2525 OLD WALTON RD, COOKEVILLE, TN. 38506-4955	08/18/2026	06/30/2027
<b>ALGOOD MIDDLE SCHOOL</b> - 540 DRY VALLEY RD, COOKEVILLE, TN. 38506-4935	08/18/2026	06/30/2027
<b>AVERY TRACE MIDDLE SCHOOL</b> - 230 RAIDER DR, COOKEVILLE, TN. 38501-4553	08/18/2026	06/30/2027
<b>BAXTER PRIMARY SCHOOL</b> - 125 ELMORE TOWN RD, BAXTER, TN. 38544-5027	08/18/2026	06/30/2027
<b>BURKS ELEMENTARY SCHOOL</b> - 300 CROSSVILLE ST, MONTEREY, TN. 38574-1626	08/18/2026	06/30/2027
<b>CANE CREEK ELEMENTARY SCHOOL</b> - 1500 W JACKSON ST, COOKEVILLE, TN. 38501-7105	08/18/2026	06/30/2027
<b>CAPSHAW ELEMENTARY SCHOOL</b> - 1 COUGAR LN, COOKEVILLE, TN. 38501-4725	08/18/2026	06/30/2027
<b>COOKEVILLE HIGH SCHOOL</b> - 1 CAVALIER DR, COOKEVILLE, TN. 38501-4988	08/18/2026	06/30/2027
<b>CORNERSTONE ELEMENTARY SCHOOL</b> - 371 1ST AVE S, BAXTER, TN. 38544-5138	08/18/2026	06/30/2027
<b>JERE WHITSON ELEMENTARY SCHOOL</b> - 178 E JERE WHITSON RD, COOKEVILLE, TN. 38501-1099	08/18/2026	06/30/2027
<b>MONTEREY HIGH SCHOOL</b> - 710 E COMMERCIAL AVE, MONTEREY, TN. 38574-1221	08/18/2026	06/30/2027
<b>NORTHEAST ELEMENTARY SCHOOL</b> - 575 N OLD KENTUCKY RD, COOKEVILLE, TN. 38501-3092	08/18/2026	06/30/2027
<b>PARK VIEW ELEMENTARY SCHOOL</b> - 545 SCOTT AVE, COOKEVILLE, TN. 38501-3999	08/18/2026	06/30/2027
<b>PRESCOTT SOUTH ELEMENTARY SCHOOL</b> - 115 W CEMETERY RD, COOKEVILLE, TN. 38506-5594	08/18/2026	06/30/2027
<b>PRESCOTT SOUTH MIDDLE SCHOOL</b> - 1859 S JEFFERSON AVE, COOKEVILLE, TN. 38506-5567	08/18/2026	06/30/2027
<b>SYCAMORE ELEMENTARY SCHOOL</b> - 452 ELLIS AVE, COOKEVILLE, TN. 38501-1529	08/18/2026	06/30/2027
<b>UPPERMAN HIGH SCHOOL</b> - 6950 NASHVILLE HWY, BAXTER, TN. 38544-3845	08/18/2026	06/30/2027
<b>UPPERMAN MIDDLE SCHOOL</b> - 6750 NASHVILLE HWY, BAXTER, TN. 38544	08/18/2026	06/30/2027
<b>VITAL UPPER CUMBERLAND E LEARNING CENTER</b> - 1400 E SPRING ST, COOKEVILLE, TN. 38506-4313	08/18/2026	06/30/2027

<b>WHITE PLAINS ACADEMY</b> - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	08/18/2026	06/30/2027
---	------------	------------

<b>DreamBox Reading Park</b>		
<b>SCHOOLS</b>	<b>START DATE</b>	<b>END DATE</b>
<b>ALGOOD ELEMENTARY SCHOOL</b> - 2525 OLD WALTON RD, COOKEVILLE, TN. 38506-4955	08/02/2026	06/30/2027
<b>ALGOOD MIDDLE SCHOOL</b> - 540 DRY VALLEY RD, COOKEVILLE, TN. 38506-4935	08/02/2026	06/30/2027
<b>AVERY TRACE MIDDLE SCHOOL</b> - 230 RAIDER DR, COOKEVILLE, TN. 38501-4553	08/02/2026	06/30/2027
<b>BAXTER PRIMARY SCHOOL</b> - 125 ELMORE TOWN RD, BAXTER, TN. 38544-5027	08/02/2026	06/30/2027
<b>BURKS ELEMENTARY SCHOOL</b> - 300 CROSSVILLE ST, MONTEREY, TN. 38574-1626	08/02/2026	06/30/2027
<b>CANE CREEK ELEMENTARY SCHOOL</b> - 1500 W JACKSON ST, COOKEVILLE, TN. 38501-7105	08/02/2026	06/30/2027
<b>CAPSHAW ELEMENTARY SCHOOL</b> - 1 COUGAR LN, COOKEVILLE, TN. 38501-4725	08/02/2026	06/30/2027
<b>CORNERSTONE ELEMENTARY SCHOOL</b> - 371 1ST AVE S, BAXTER, TN. 38544-5138	08/02/2026	06/30/2027
<b>JERE WHITSON ELEMENTARY SCHOOL</b> - 178 E JERE WHITSON RD, COOKEVILLE, TN. 38501-1099	08/02/2026	06/30/2027
<b>NORTHEAST ELEMENTARY SCHOOL</b> - 575 N OLD KENTUCKY RD, COOKEVILLE, TN. 38501-3092	08/02/2026	06/30/2027
<b>PARK VIEW ELEMENTARY SCHOOL</b> - 545 SCOTT AVE, COOKEVILLE, TN. 38501-3999	08/02/2026	06/30/2027
<b>PRESCOTT SOUTH ELEMENTARY SCHOOL</b> - 115 W CEMETERY RD, COOKEVILLE, TN. 38506-5594	08/02/2026	06/30/2027
<b>PRESCOTT SOUTH MIDDLE SCHOOL</b> - 1859 S JEFFERSON AVE, COOKEVILLE, TN. 38506-5567	08/02/2026	06/30/2027
<b>SYCAMORE ELEMENTARY SCHOOL</b> - 452 ELLIS AVE, COOKEVILLE, TN. 38501-1529	08/02/2026	06/30/2027
<b>UPPERMAN MIDDLE SCHOOL</b> - 6750 NASHVILLE HWY, BAXTER, TN. 38544	08/02/2026	06/30/2027
<b>VITAL UPPER CUMBERLAND E LEARNING CENTER</b> - 1400 E SPRING ST, COOKEVILLE, TN. 38506-4313	08/02/2026	06/30/2027
<b>WHITE PLAINS ACADEMY</b> - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	08/02/2026	06/30/2027

<b>DreamBox Reading Plus</b>		
<b>SCHOOLS</b>	<b>START DATE</b>	<b>END DATE</b>
<b>ADULT LEARNING CENTER</b> - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	07/01/2026	06/30/2027

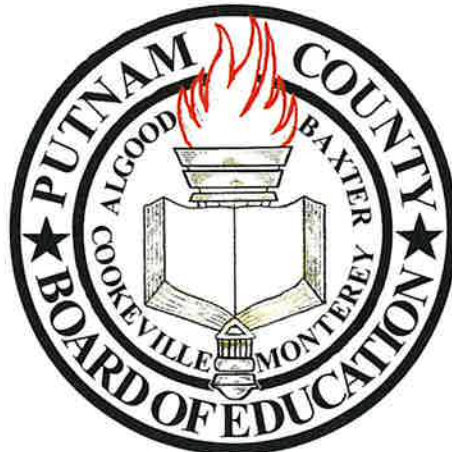
<b>ALGOOD ELEMENTARY SCHOOL</b> - 2525 OLD WALTON RD, COOKEVILLE, TN. 38506-4955	07/01/2026	06/30/2027
<b>ALGOOD MIDDLE SCHOOL</b> - 540 DRY VALLEY RD, COOKEVILLE, TN. 38506-4935	07/01/2026	06/30/2027
<b>AVERY TRACE MIDDLE SCHOOL</b> - 230 RAIDER DR, COOKEVILLE, TN. 38501-4553	07/01/2026	06/30/2027
<b>BURKS ELEMENTARY SCHOOL</b> - 300 CROSSVILLE ST, MONTEREY, TN. 38574-1626	07/01/2026	06/30/2027
<b>CANE CREEK ELEMENTARY SCHOOL</b> - 1500 W JACKSON ST, COOKEVILLE, TN. 38501-7105	07/01/2026	06/30/2027
<b>CAPSHAW ELEMENTARY SCHOOL</b> - 1 COUGAR LN, COOKEVILLE, TN. 38501-4725	07/01/2026	06/30/2027
<b>COOKEVILLE HIGH SCHOOL</b> - 1 CAVALIER DR, COOKEVILLE, TN. 38501-4988	07/01/2026	06/30/2027
<b>CORNERSTONE ELEMENTARY SCHOOL</b> - 371 1ST AVE S, BAXTER, TN. 38544-5138	07/01/2026	06/30/2027
<b>JERE WHITSON ELEMENTARY SCHOOL</b> - 178 E JERE WHITSON RD, COOKEVILLE, TN. 38501-1099	07/01/2026	06/30/2027
<b>MONTEREY HIGH SCHOOL</b> - 710 E COMMERCIAL AVE, MONTEREY, TN. 38574-1221	07/01/2026	06/30/2027
<b>NORTHEAST ELEMENTARY SCHOOL</b> - 575 N OLD KENTUCKY RD, COOKEVILLE, TN. 38501-3092	07/01/2026	06/30/2027
<b>PARK VIEW ELEMENTARY SCHOOL</b> - 545 SCOTT AVE, COOKEVILLE, TN. 38501-3999	07/01/2026	06/30/2027
<b>PRESCOTT SOUTH ELEMENTARY SCHOOL</b> - 115 W CEMETERY RD, COOKEVILLE, TN. 38506-5594	07/01/2026	06/30/2027
<b>PRESCOTT SOUTH MIDDLE SCHOOL</b> - 1859 S JEFFERSON AVE, COOKEVILLE, TN. 38506-5567	07/01/2026	06/30/2027
<b>SYCAMORE ELEMENTARY SCHOOL</b> - 452 ELLIS AVE, COOKEVILLE, TN. 38501-1529	07/01/2026	06/30/2027
<b>T T U CHILD DEVELOPMENT LAB</b> - PO BOX 5146, COOKEVILLE, TN. 38505-0001	07/01/2026	06/30/2027
<b>UFFELMAN ELEMENTARY SCHOOL</b> - 112 N ELM ST, MONTEREY, TN. 38574-1422	07/01/2026	06/30/2027
<b>UPPERMAN HIGH SCHOOL</b> - 6950 NASHVILLE HWY, BAXTER, TN. 38544-3845	07/01/2026	06/30/2027
<b>UPPERMAN MIDDLE SCHOOL</b> - 6750 NASHVILLE HWY, BAXTER, TN. 38544	07/01/2026	06/30/2027
<b>VITAL UPPER CUMBERLAND E LEARNING CENTER</b> - 1400 E SPRING ST, COOKEVILLE, TN. 38506-4313	07/01/2026	06/30/2027
<b>WHITE PLAINS ACADEMY</b> - 288 E MAIN ST, COOKEVILLE, TN. 38506-5222	07/01/2026	06/30/2027

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



Date: May 5, 2026  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note below

141-76100-599-02530



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to purchase 31 Viewsonic 65-inch CDE displays with mobile carts for instructional and administrative use at the Early Learning Academy Pre-K facility, per attached quote # 537 priced on the purchase contract # TIPS 240101, from: Danmark Technologies, Rogersville, AL, in the amount of: \$ 45,849.31, to be paid from: 141-76100-599-02530.

NOTES:

**received**  
S-S-26 MT



**Bill To:**

Angie Smith  
Accounts Payable  
Putnam County Schools  
1400 East Spring Street  
Cookeville TN 38506  
United States

**Ship To:**

Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

Sales Rep:	Contract Number:	Memo:
Daniel Boshers	TIPS 240101 (Technology Solutions, Products, and Services)	VIEWSONIC NON-TOUCH 65IN QTY 31

Qty	Item	MFG	Unit Price	Total Price
31	<b>CDE6531</b> 65IN 4K COMMERCIAL DISPLAY, 500 NITS		\$1,080.00	\$33,480.00
31	<b>CD-EW-65-05</b> ViewSonic CD-EW-65-05 2-Years Extended On-Site Warranty		\$0.01	\$0.31
31	<b>VB-STND-009</b> Slim Trolley Cart for 55" to 105" Display		\$399.00	\$12,369.00

This proposal is subject to Danmark Technologies' standard [Terms and Conditions](#).

Proposal Summary	
<b>Subtotal</b>	\$45,849.31
<b>Tax</b>	\$0.00
<b>Shipping</b>	
<b>Total</b>	<b>\$45,849.31</b>



## PCSS Board Agenda Request

Date: April 24, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to purchase hardware for Algood Middle School from the State Wide Contract SWC #102 from William S Trimble Company, Inc, Knoxville, TN in the amount of \$51,693.85 to be paid for from the Safety and Security Grant funds

**received**  
5-1-26 MT



# Wm. S. TRIMBLE COMPANY, INC.

P.O. BOX 154 (37901)  
2200 ATCHLEY STREET (37920)  
KNOXVILLE, TENNESSEE  
PHONE: (865) 573-1911  
FAX: (865) 609-1328

## QUOTATION

TO: PUTNAM COUNTY SCHOOLS  
ATTN: JOHN MAGURA

FAX:

DATE: APRIL 30, 2026

JOB NAME: PUTNAM COUNTY SCHOOLS  
MISC. HARDWARE ITEMS

$\$771.55 \times 67 = \$51,693.85$

We propose to furnish the following material (material only):

**THE UNIT PRICES LISTED BELOW ARE BASED ON TN STATE CONTRACT SWC 102**

CORBIN-RUSSWIN CLX3351-NZD-C6 INTERCHANGEABLE CORE LOCKSET  
WITH NEW CORE – 626 (SATIN CHROME FINISH) **\$ 771.55/EACH**

VON DUPRIN 99 SERIES RIM EXIT DEVICE – 626 (SATIN CHROME FINISH)  
99L NON-RATED ~~\$ 1,770.25/EACH~~  
99L-F FIRE RATED ~~\$ 1,960.20/EACH~~

### NOTES

1. We exclude applicable sales tax unless specifically noted otherwise.
2. We exclude glass, glazing, and erection unless specifically noted otherwise.
3. All terms quoted F.O.B. plant with full freight allowed via commercial carrier to nearest delivery point.
4. Quotation valid for 30 days unless otherwise shown.
5. Seller cannot be held responsible for shipping delays beyond our control.
6. We exclude unloading and storing of all material shipped directly to jobsite.

Accepted: \_\_\_\_\_

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

### TERMS

#### Subject to Credit Approval

1% 10<sup>th</sup> Prox., Net 15<sup>th</sup>. A service charge of 1 ½ % per month will be added to all accounts which are 30 days past due (60 days old).

It is expressly understood and agreed by the customer that if it becomes necessary to enforce payment of this account through an attorney or by suit, customer shall pay reasonable attorney's fees and all costs of collection.

It is also understood that Wm. S. Trimble Co., Inc. intends to file a mechanics/material lien for any merchandise, material and/or labor for use on any building structure, or residence so indicated on invoice, unless all payments for the amount due are paid within terms.

By: DAVID C. BUCHOLZ, AHC

Wm. S. TRIMBLE COMPANY, INC.

# Wm. S. TRIMBLE COMPANY, INC.

P.O. BOX 154 (37901)  
2200 ATCHLEY STREET (37920)  
KNOXVILLE, TENNESSEE  
PHONE: (865) 573-1911  
FAX: (865) 609-1328

## QUOTATION

VON DUPRIN KR-54 KEYED REMOVEABLE MULLION KIT

\$ 540.15/EACH

### NOTES

1. We exclude applicable sales tax unless specifically noted otherwise.
2. We exclude glass, glazing, and erection unless specifically noted otherwise.
3. All terms quoted F.O.B. plant with full freight allowed via commercial carrier to nearest delivery point.
4. Quotation valid for 30 days unless otherwise shown.
5. Seller cannot be held responsible for shipping delays beyond our control.
6. We exclude unloading and storing of all material shipped directly to jobsite.

Accepted: \_\_\_\_\_

\_\_\_\_\_

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

### TERMS

#### Subject to Credit Approval

1% 10<sup>th</sup> Prox., Net 15<sup>th</sup>. A service charge of 1 1/2 % per month will be added to all accounts which are 30 days past due (60 days old).

It is expressly understood and agreed by the customer that if it becomes necessary to enforce payment of this account through an attorney or by suit, customer shall pay reasonable attorney's fees and all costs of collection.

It is also understood that Wm. S. Trimble Co., Inc. intends to file a mechanics/material lien for any merchandise, material and/or labor for use on any building structure, or residence so indicated on invoice, unless all payments for the amount due are paid within terms.

By: DAVID C. BUCHOLZ, AHC

Wm. S. TRIMBLE COMPANY, INC.



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 24, 2026

RE: Upperman High School


Account Funding Code (if appropriate)

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

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

Agenda Item for May 7, 2026, Board meeting.  
Request permission to bid Softball batting facility at Upperman High School.

  
\_\_\_\_\_  
Supervisor 4/24/26  
Date

  
\_\_\_\_\_  
Director of Schools 4/24/26  
Date

**received**  
4-24-26  
MMT



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 7, 2026

RE: Early Learning Academy Playground

Account Funding Code (if appropriate) .

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

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

Agenda Item for May 7, 2026, Board meeting.  
Request permission to bid for the Early Learning Academy, Natural Playground.

  
\_\_\_\_\_  
Supervisor 4/7/26  
Date

  
\_\_\_\_\_  
Director of Schools 4/7/26  
Date

**received**  
4-7-26 MT

Department: FUTURE READY

DATE: 7-May-26



Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	Increase	Decrease
		<b>Revenue</b>			Increase	Decrease
		<b>Total Revenue</b>	-	-		
		<b>Expenditures</b>			Decrease	Increase
1	141 E 71100 399 000 01501 000	OTHER CONTRACTED SERVICES	398,000.00	410,000.00		12,000.00
2	141 E 72210 722 000 01501 000	REGULAR INSTRUCTION EQUIPMENT	90,500.00	78,500.00	12,000.00	
		<b>Total Expenditures</b>	488,500.00	488,500.00	12,000.00	12,000.00
		<b>Total Revenue less Total Expenditures</b>			12,000.00	12,000.00

Explanation: Amend budget to better align with expenditures

Requested by: \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Official / Department Head \_\_\_\_\_

Reviewed by: *[Signature]* \_\_\_\_\_  
 Chief Financial Officer \_\_\_\_\_

Action by Fiscal Review Committee: Recommended for Approval No Recommendation

Action by County Commission: Approval Non-Approval

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



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

Department: Finance

DATE:

7-May-26



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
<b>Revenue</b>						
1	141 R 48990 000 000 01522 000	OTHER REVENUE	-	47,500.00		47,500.00
		<b>Total Revenue</b>	-	<b>47,500.00</b>		<b>47,500.00</b>
<b>Expenditures</b>						
2	141 E 72210 189 000 01522 000	OTHER SALARIES AND WAGES	-		24,600.00	24,600.00
3	141 E 72210 201 000 01522 000	SOCIAL SECURITY	-		1,525.20	1,525.20
4	141 E 72210 204 000 01522 000	STATE RETIREMENT	-		2,214.00	2,214.00
5	141 E 72210 212 000 01522 000	MEDICARE	-		356.70	356.70
6	141 E 72210 217 000 01522 000	RET HYBRID STABILIZATION	-		100.00	100.00
7	141 E 72210 499 000 01522 000	OTHER SUPPLIES AND MATERIALS	-		18,704.10	18,704.10
		<b>Total Expenditures</b>	-		<b>47,500.00</b>	<b>28,795.90</b>
		<b>Total Revenue less Total Expenditures</b>		<b>47,500.00</b>		<b>47,500.00</b>

Explanation: Budget for Grow Your Own funding

Requested by:

Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by: *Alan Melby*  
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Action by County Commission: Approval

Approval

Non-Approval

Date:





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

Department: Extended School Program

DATE: 4/20/2026

Item #	Account #	Account Description	Current		Requested	
			Approved Amount	Increase	Decrease	Approval Amount
1	146 E 73300 207 000 01801 000	Medical Insurance	14,200.00		10,000.00	4,200.00
2	146 E 73300 599 000 01800 000	Other Charges	66,000.00	10,000.00		76,000.00
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
<b>Total Expenditures</b>			<b>80,200.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>80,200.00</b>

Explanation: To better allocate funds for 146 Account-- School Age Care and Employee Child Care

Requested by: Krista Hamilton  
 Supervisor

[Signature]  
 Official / Department Head

Reviewed by: [Signature]  
 Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Action by County Commission: Approval

Non-Approval



Department: Finance \_\_\_\_\_

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



Item #      Account #      Account Description      Current      Approved Amount      Approval Amount

			Increase	Decrease	
		<u>Revenue</u>			
1	141 R 49800 000 000 000000 000	TRANSFER IN FROM OTHER FUNDS	1,044,090.00	-	2,544,090.00
		<u>Total Amendment Revenue</u>	1,044,090.00		2,544,090.00
		<u>Equity</u>			
2	141 Q 39000 000 000 000000 000	UNASSIGNED FUND BALANCE	14,376,262.00	1,500,000.00	15,876,262.00
		<u>Total Amendment Equity</u>	14,376,262.00		15,876,262.00

Explanation: To adjust budget in order to move a portion of Federal Programs (142) Fund Balance back to General Purpose School Fund (141).

Requested by: \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_

Supervisor

Official / Department Head

Reviewed by: [Signature]  
Chief Financial Officer

Action by Fiscal Review Committee: \_\_\_\_\_ Recommended for Approval \_\_\_\_\_ Date: \_\_\_\_\_

Action by County Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Non-Approval \_\_\_\_\_ Date: \_\_\_\_\_











Department: Finance

DATE:



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

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Approval Amount
		<b>Revenue</b>				
1	141 R 44530 000 000000 000	Sale of Equipment	15,000.00	31,450.00	-	46,450.00
		<b>Total Amendment Revenue</b>	15,000.00			46,450.00
		<b>Expenditures</b>				
2	141 E 72710 453 000 000000 000	Vehicle Parts	195,000.00	-	31,450.00	226,450.00
		<b>Total Amendment Expenditures</b>	195,000.00			226,450.00

Explanation: To increase vehicle parts budget based on the proceeds from the sale of 5 used buses.

Requested by: \_\_\_\_\_ Recommended for Approval: \_\_\_\_\_

Official / Department Head

Reviewed by: Heather Pulgar  
Chief Financial Officer

Action by Fiscal Review Committee: \_\_\_\_\_ Recommended for Approval \_\_\_\_\_ No Recommendation \_\_\_\_\_

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

Action by County Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Non-Approval \_\_\_\_\_

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



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: May 20

Requested Approval Amount



Item #	Fund #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141	71200-117	Career Ladder Program	4,000.00	990.00		3,010.00
2	141	71200-163	Educational Assistants	2,290,467.35		70,000.00	2,360,467.35
3	141	71200-189	Other Salaries and Wages	211,389.70	8,000.00		203,389.70
4	141	71200-199	Other Per Diem	57,000.00		4,000.00	61,000.00
5	141	71200-201	Social Security	615,566.97	59,500.00		556,066.97
6	141	71200-204	State Retirement	384,972.29		324,500.00	709,472.29
7	141	71200-206	Life Insurance	7,124.54	2,500.00		4,624.54
8	141	71200-207	Health Insurance	1,804,925.86		177,079.43	1,982,005.29
9	141	71200-208	Dental Insurance	36,106.17	8,000.00		28,106.17
10	141	71200-210	Unemployment Comp	21,204.00		19,561.43	1,642.57
11	141	71200-212	Medicare	143,963.24	10,000.00		133,963.24
12	141	71200-217	Ret Hybrid Stabilization	346,933.35	302,000.00		44,933.35
13	141	71200-312	Contracts	161,000.00	6,000.00		155,000.00
14	141	71200-429	Materials and Supplies	54,500.00		9,555.97	64,055.97
15	141	71200-725	Equipment	9,000.00	2,476.33		6,523.67
16	141	72220-117	Career Ladder	1,000.00		1.00	1,001.00
17	141	72220-124	School Psychologist	488,188.00	23,000.00		465,188.00
18	141	72220-135	Assessment personnel	122,940.00		13,665.00	136,605.00
19	141	72220-189	Other Sal. & Wages	737,515.93	109,000.00		628,515.93
20	141	72220-201	Social Security	122,844.68	14,500.00		108,344.68
21	141	72220-204	State Retirement	101,931.29		26,500.00	128,431.29
22	141	72220-206	Life Insurance	992.21	400.00		592.21
23	141	72220-207	Health Insurance	312,900.32	19,000.00		293,900.32
24	141	72220-208	Dental Insurance	5,028.37	1,000.00		4,028.37
25	141	72220-210	Unemployment Comp	2,953.00	2,724.00		229.00
26	141	72220-212	Medicare	28,729.81	2,900.00		25,829.81
27	141	72220-217	Insurance State Retirement	32,991.75	29,500.00		3,491.75
28	141	72220-499	Other Supplies	32,100.00	6,649.64		25,450.36
29	141	72220-790	Other Equipment	2,800.00		2,400.00	5,200.00
				8,141,068.83	627,701.40	627,701.40	8,141,068.83

Explanation: Re-allocate funds to pay for the needs of the Special Education Department.

Requested by: Shen Roberson  
Shen Roberson Supervisor

Recommended for Approval:

Assistant Director

Reviewed by:

Shen Roberson  
Finance Director

Official / Department Head

Action by Fiscal Review Committee:

Recommended for Approval No Recommendation

Date:

Received  
4-21-26  
4-21-26

Department: Finance \_\_\_\_\_

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

Item # \_\_\_\_\_ Account # \_\_\_\_\_ Account Description \_\_\_\_\_

Current

Approved Amount \_\_\_\_\_

Requested

Approval Amount \_\_\_\_\_

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	Decrease	Increase
		<b>Expenditures</b>				
	141 E 71100 201 000 02533 000	SOCIAL SECURITY	-	550.00	-	550.00
	141 E 72210 196 000 02533 000	IN SERVICE TRAINING	4,600.00	3,600.00	1,000.00	-
	141 E 72210 217 000 02533 000	RETIREMENT - HYBRID STABILIZATION	-	65.00	-	65.00
	141 E 72210 499 000 02533 000	OTHER SUPPLIES AND MATIALS	2,880.00	3,265.00	-	385.00
	141 E 71100 201 000 02534 000	SOCIAL SECURITY	-	1,200.00	-	1,200.00
	141 E 72210 196 000 02534 000	IN SERVICE TRAINING	3,720.00	3,220.00	500.00	-
	141 E 72210 207 000 02534 000	MEDICAL INSURANCE	10,000.00	9,140.00	860.00	-
	141 E 72210 217 000 02534 000	RETIREMENT - HYBRID STABILIZATION	-	160.00	-	160.00
		<b>Total Amendment Expenditures</b>	21,200.00	21,200.00		

Explanation: To adjust the budget of the State of Tennessee tutoring grants based on the actual needs within the program.

Requested by: \_\_\_\_\_

Supervisor \_\_\_\_\_

Recommended for Approval: \_\_\_\_\_

Official / Department Head \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

Action by Fiscal Review Committee: \_\_\_\_\_

Recommended for Approval

No Recommendation

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

Action by County Commission: \_\_\_\_\_

Approval

Non-Approval

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





VIII  
05-07-26

Out of State/ Overnight BOARD APPROVAL Month: May, 2026

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
04/23/26	Reunion Resort 535, 205 Town Center Boulevard, Davenport, FL 33896, 407-495-2595	UMS	McKinsey Blake, Emily Hughes, Stephanie Davis, Sydney Gilliam, Brenda Bos, Courtney Crouch, Amanda Asberry, Emily Stebing, Lindsey Byers	Athletics / 5th-8th / Volleyball	August 27-31, 2026	18	Volunteer Work at Give Kids the World Village partnered with Make a Wish Foundation
Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
04/23/26	Walter E. Washington Convention Center, Marriott Marquis Hotel, and Westin Downtown Hotel- Washington, DC	UHS	Taylor Key, Becky Maynard	CTE / 11th / FCCLA	July 6-11, 2026	4	FCCLA National Leadership Conference
Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
04/23/26	Walter Washington Convention Center, Westin Downtown DC	CHS	Mandy Rawls	CTE / 9th-12th / FCCLA	July 5-11, 2026	3	FCCLA National Leadership Conference
Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
04/23/26	Wendell H. Ford Regional Training Center Greenville, KY	CHS	Harold Cook / Lisa Denton / Debra Griffin / Kristi Kennedy / David Hickey	Academic / 9th-12th / JROTC	May 28 - June 1, 2026	11	JROTC Cadet Leadership Challenge



Corby King, Director of Schools

4/30/26

Date

# UMS Give Kids the World Village

Rooming list to be determined.

## UHS FCCLA Nationals Rooming List

### Room #1:

MK Maynard

Emma Williams

Mackenzie Stebok

Kallee Chambers

### Room #2:

Taylor Key

### Room #3:

Becky Maynard

# CHS FCCLA

Rooming List and Hotel are to be determined at this time.

# CHS JROTC

Rooming list tbd.

PUTNAM COUNTY BOARD OF EDUCATION  
DISCRETIONARY GRANT REPORT  
MAY 2026



BOARD ACTION	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	TOTAL GRANT AMMOUNT	NEW, ONGOING, RENEWAL	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	COMMENTS
PERMISSION TO APPLY	MIDDLE TENN PROJECT HOMETOWN HELP GRANT	\$ 500.00				MHS (JR. HIGH TEAM )	05.07.2026		JOEY HOOVER APPLYING
PERMISSION TO APPLY	VECustomer SHARE GRANT	\$ 500.00				MHS (JR. HIGH TEAM )	05.07.2026		JOEY HOOVER APPLYING
PERMISSION TO APPLY	MIDDLE TENN PROJECT HOMETOWN HELP GRANT	\$ 1,200.00				MHS	05.07.2026		CEDRIC BRAME- THORNTON APPLYING
PERMISSION TO APPLY	VECustomer SHARE GRANT	\$ 1,200.00				MHS	05.07.2026		CEDRIC BRAME- THORNTON APPLYING
PERMISSION TO APPLY	NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION GRANT	\$ 500.00				NES	05.07.2026		JENNIFER WEBB APPLYING
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	\$ 2,500.00							
	FEBRUARY	\$ 439,000.00		\$ 447,840.00					
	MARCH	\$ 1,107,500.00		\$ 79,600.00					
	APRIL	\$ 4,830.00		\$ 5,500.00					
	MAY	\$ 3,900.00							
	JUNE								
	TOTAL	\$ 1,780,759.25		\$ 1,780,898.44					

GRANT REPORT PREPARED BY SHARON BYERS





## CONTRACTUAL AGREEMENT

This Contractual Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between Putnam County Schools Board of Education, (herein referred to as "Board of Education"), 1400 East Spring St., Cookeville, TN 38506, and Deborah L. Curlee Communication Consultants, LLC, d/b/a Sidekick Therapy Partners, P.O. Box 32652, Knoxville, TN 37930-2652 (herein referred to as "Sidekick").

WHEREAS Board of Education is subject to and does operate in accordance with the requirements of the Individuals with Disabilities Education Act; and

WHEREAS Board of Education has the authority to contract for services from suitable agencies having appropriate programs, capacity, and competence where necessary to provide appropriate special education services to students; and

WHEREAS Board of Education, to provide a proper, comprehensive, and well implemented special education program, finds it desirable to contract for these services through an outside agency; and

WHEREAS Sidekick is an agency with appropriate programs to provide special education services for children who are the responsibility of the Board of Education.

NOW, THEREFORE, in consideration of the mutual benefits to be received by both parties hereto and certain other considerations, some of which is hereafter set out, and the sufficiency of all which is hereby acknowledged, Board of Education and Sidekick hereby agree as follows.

The term of this agreement shall be for the 2026-2027 school year, beginning on or about July 1, 2026, in case the Board of Education wishes to utilize Sidekick for summer services, and ending on May 31, 2027, or through July 2027 if seeking extended school year/ESY services. This agreement may be extended for an additional 1-year term at the option of the Board of Education and in the Board of Education's sole discretion, under such terms as Board of Education and Sidekick may mutually agree with respect to such extension(s).

1. The Board of Education shall develop an Individualized Educational Program (IEP) which will be specifically designed to meet the unique needs of each child enrolled with provision for all support materials, equipment, and services necessary for their education and which meets the requirements of State and Federal regulations and law.
2. The Board of Education ensures that the rights and privileges available to children attending schools of the Board of Education shall be available to the children served by Sidekick including the process procedures, protection in evaluation procedures, the least restrictive environment, and confidentiality of information.
3. Any Sidekick speech and language services will be provided by qualified speech-language

pathologists (SLP or SLPs) who have a master's degree and their Certificate of Clinical Competency or are completing their Clinical Fellowship period. All Sidekick SLPs are licensed or registered as healthcare providers with the State Department of Health Board of Communication Disorders and Sciences. SLPs may be referred to individually as therapist or collectively as therapists.

- a) Board of Education agrees for as long as SLPs are available to serve Board of Education's TennCare covered, eligible, and qualified students requiring therapy services (TennCare students) at the therapist's assigned school location, that Sidekick will be the sole and exclusive provider of services at that school location for any TennCare students whose services are billed to a TennCare insurance company (MCO).
- b) Sidekick will be the sole and exclusive provider of services to TennCare students billed to any TennCare MCO at the school locations agreed upon by the Board of Education and Sidekick.
  - a. The Board of Education will refer all TennCare students at the school locations to Sidekick for services that can be billed to a TennCare MCO and will not serve such students with its own employees. If Sidekick's therapists do not have the time available on their schedule to serve the referred TennCare student, Sidekick will promptly notify the Board of Education that Sidekick cannot provide services. Upon receipt of notification, the Board of Education may begin serving such students with the Board of Education employees and – after Sidekick has declined services due to lack of therapist availability – may also bill the TennCare MCO for such services.
- c) Sidekick will make reasonable commercial efforts to provide enough qualified therapists to meet the anticipated TennCare and non-TennCare caseload at the school locations. If Sidekick cannot provide enough therapists at a specific school to meet the caseload at that location, then either Sidekick or Board of Education may reduce Sidekick's services at the affected school to the extent Sidekick therapists are not available to serve that specific location. In the case of such a reduction at a specific school location, the Board of Education's therapists may serve the TennCare students previously served by Sidekick and may bill the TennCare MCO for services to those students.
- d) As the school year progresses, the Board of Education agrees that it will promptly assign other TennCare students at the school locations to Sidekick who have speech therapy services specified in their IEPs, when and to the extent such TennCare students become available. (The purpose of such assignments throughout the year is to maintain or expand the caseload of Sidekick's therapists in the school locations).
- e) With respect to TennCare students in the school locations served by Sidekick therapists, the Board of Education agrees that it will not refer those students to any other provider or third-party TennCare billing/consulting company (other providers). It is the intention of the parties that Sidekick will continue to work with Board of Education to obtain TennCare MCO authorizations for services, doctor orders or IEP signature pages, IEPs, IEP parental consents, and the like, in connection with all of the TennCare students Sidekick serves in the school locations and that any arrangements Board of Education has with other providers will not interfere with Sidekick's services under this agreement or interfere with Sidekick's therapists serving their own caseload in the school locations. In the event Sidekick cannot serve a TennCare student due to the lack of availability of a Sidekick therapist, then the Board of Education may refer such student to other providers for assistance in dealing with the TennCare MCO in connection with services to be provided by Board of Education's own therapists.

#### 4. Mileage and School Pay Services:

Sidekick provides the following services to TennCare-eligible students at **no cost to the School District**:

- Direct Therapy
- TennCare evaluations
- 9-week progress reports to be entered into TN Pulse by Sidekick therapists.

Sidekick **charges a fee (School Pay fee)** for any of the following services, at the district's option:

- Direct therapy for non-TennCare eligible students
- For additional testing above and beyond TennCare requirements
- Evaluations for non-TennCare eligible students
- 9-week progress reports for non-TennCare eligible students
- Initial eligibility testing
- Case management (e.g., setting up IEP meetings, sending out teacher observations, permission to test forms)
- Consultations with parents and teachers for over 15 minutes
- Any additional testing that is required for 3-year re-evaluations
- Screening
- Entering IEP information into TN Pulse
- Participation in IEP meetings when there is no school therapist, and on a case-by-case basis
- Sidekick also charges a fee for miles traveled by therapists beyond the distance from their home to Sidekick, based on actual distance traveled and logged

Generally, Sidekick does **not provide** the following services:

- Participation in IEP meetings if there is a school therapist
- Completion of state-related eligibility documents if there is a school therapist
- Completion of SSI documentation (However, Sidekick can provide our reports as input for this)
- Services at schools where there are less than 10 kids needing services (Though these can be provided via teletherapy)
- Services in homes (Though these can be provided via teletherapy)

When appropriate for the student's individual needs, and as agreed by the IEP team, Sidekick prefers to provide:

- 1:1 direct therapy in 20-minute sessions (vs. 30-minute session group sessions) for TennCare-eligible students
  - Note: School Pay student groups are typically seen in 30-minute sessions with no more than 3 students per group
- a) The Board of Education will pay Sidekick a mileage reimbursement rate of forty (40) cents per mile per therapist per day, during the regular school year and during the school summer session (if Sidekick is requested to provide summer services). Mileage shall be calculated as (i) the distance between each Sidekick therapist's nearest clinic/office and the schools that Sidekick can serve in the County or (ii) the distance between the residence of Sidekick's

therapist and the schools served, whichever is less. Such mileage reimbursement rate also includes any travel within the County if Sidekick's therapist is traveling to more than one school a day.

- b) At Board of Education's request and as mutually agreed by Sidekick, School Pay services may be provided for students whose services cannot be billed to a TennCare MCO.

For any such clinical School Pay services with an in-person or teletherapist, Board of Education will pay:

- **\$95.00 per hour for speech-language therapy services (or \$23.75 for any 15-minute increment thereof)**
- c) Provided additional TennCare students become available during the public school year to receive services from Sidekick, Board of Education will make a reasonable effort (depending on availability of TennCare-covered students) to maintain Sidekick's caseload at each school location served by Sidekick's therapists at the approximate levels of students served during the preceding public school year), including referring during the school year additional TennCare-covered students whose IEPs specify services to Sidekick for therapy at such locations, as such students become available and require services.

#### 5. Teletherapy:

If the Board of Education recommends and Sidekick agrees that teletherapy is appropriate for a student, the Board of Education may request that Sidekick provide teletherapy services to that student at home or in school.

- a) Sidekick will provide services to the student throughout the year, including over holidays/breaks, if able to schedule
- b) Consistent with students who are seen in-person in school, Sidekick will charge TennCare (in the case of a student covered by TennCare) or will charge Board of Education (in the case of a student not covered by TennCare) for these teletherapy sessions
- c) For students seen by Sidekick via teletherapy not covered by TennCare, Sidekick will charge the Board of Education as noted in section 4b
- d) Sidekick will submit monthly invoices for teletherapy services rendered, with the Board of Education agreeing to reimburse Sidekick for such charges within 30 days of receipt of the invoice
- e) Sidekick agrees to update schedules quarterly. This allows for moving children who qualify for TennCare to 20-minute sessions and billing TennCare for such sessions, rather than the school

If teletherapy is agreed upon, Sidekick will need the following before the start of the school year:

- Rosters
- Master schedule
- IEP access
- Tentative schedule from EA
- EA contact information

If Sidekick has not been given this info by two weeks after the 1<sup>st</sup> day of school or the agreed upon date, Sidekick will charge 6 hours of school pay per therapist per day (as these therapists were assigned to and held for the district).

**If teletherapy is agreed upon, the Board of Education agrees to:**

- Provide initial eligibility testing. Sidekick typically does not complete initial eligibility testing via teletherapy
- Provide one Educational Assistant (“EA”) per school to assist with pulling students from class and placing them in front of a school-provided computer in a quiet room or with school-provided headphones for therapy, pulling another student if the one scheduled is absent or unavailable
- Provide Sidekick therapists with a detailed schedule of students to be seen at exact times within two weeks of engaging Sidekick for teletherapy. If serving students via “school pay,” Sidekick will not see students in groups of more than three at a time
- Keep an open line of communication between the EA and Sidekick therapist to let the therapist know about tardiness, absences, etc. within a reasonable timeframe and with sufficient notice
- Schedule students for make-up when student is unable to attend the originally scheduled session
- Ensure the students’ caregiver has provided teletherapy consent and that they are aware of teletherapy options

**Teletherapy cancellation policy:**

- If school is in session and teletherapy sessions are cancelled due to reasons outside of Sidekick control (i.e. EA unavailable, school power outage/internet issues, field trip, assembly/school event, student absent, student has not come to school but still active in the county, student seen at home through the district but cancelled/no show, no show or does not leave 15 minutes for the session, another service/teacher pulled student during speech time, student unavailable for scheduled time, cancellation and all students in the school have been seen/are scheduled to be seen, etc.) and other kids are not able to be scheduled, Sidekick will charge the hourly school pay rate listed in section 4b
- Sidekick teletherapists will not bill for cancellations due to school events, assemblies, or field trips during the hours these events take place if a 48-hour notice is provided by the school

6. Sidekick will submit monthly invoices for mileage charges and/or other charges with the Board of Education agreeing to reimburse Sidekick for such charges within 30 days of receiving the invoices.

7. Sidekick agrees to provide professional liability coverage for its employees serving schools under this contract. Proof of such insurance will be provided by Sidekick to the schools upon request.

8. The Board of Education will provide Sidekick with parental consent forms to begin the process of determining if students qualify for services and will provide a copy of the child’s current IEP to

Sidekick by the start of the school year. The Board of Education will provide services until Sidekick provides notification that TennCare eligibility has been confirmed, and services are authorized.

9. Sidekick shall submit Progress Reports for the grading periods specifying the progress of each TennCare child in achieving the short-term objectives specified in his/her IEP at no cost to the Board of Education. Sidekick will provide information to special education personnel to allow them to update goals and objectives for each student served, at least, every nine weeks.

10. Sidekick will be responsible for preparing and submitting, at no cost, to the Board of Education, all TennCare paperwork for qualifying children.

11. The Board of Education agrees that, should a child's therapy sessions submitted to TennCare be denied for eligibility, Sidekick will immediately stop serving such children, and it will be the Board's responsibility to have its own therapist incorporate such child into their school caseload, or the Board may elect that Sidekick serve the child via school pay.

12. Background Checks:

- a) Sidekick requires all current employees providing services to the Board of Education under this contract to supply a fingerprint sample and submit to a criminal history record check conducted by the Tennessee Bureau of Investigation and/or the Federal Bureau of Investigation prior to permitting the employee to have contact with school children or enter the school grounds.
- b) Sidekick will not allow an employee providing services to the Board of Education under this contract to come in direct contact with school children or enter the grounds of a school when children are present until the criminal history records check has been conducted.
- c) Sidekick shall not allow an employee providing services to Board of Education under this contract to come in direct contact with school children or with children in a child care program or enter the grounds of a school or child care center when children are present if the criminal history records indicate the employer or employee has been convicted of an offense that is classified as a sexual offense or the employee has been convicted as a violent sexual offender as defined in Tennessee Code Annotated § 40-39 – 2002.
- d) At Board of Education's request, Sidekick will provide background checks for SLPs that were conducted as part of their onboarding at Sidekick. However, if the Board of Education wishes to perform additional background checks, those are to be done at the Board of Education's expense.

13. Sidekick agrees to hold Board of Education harmless on account of any and all claims by third parties for damages due to personal injuries or property damage, arising from a school child using any premises owned or leased by Sidekick, including the use of materials provided by Sidekick for such child, except when such injuries or damages arise in whole or in part on account of the acts or omissions or negligence of Board of Education. Any obligation of Sidekick to indemnify and hold Board of Education harmless is limited to the terms of Sidekick's applicable liability insurance.

14. With respect to services provided by Sidekick to school children under this contract, Board of Education and Sidekick will work cooperatively to ensure that the rights and privileges available to children attending Board of Education shall be available to children served by Sidekick, including, to the extent applicable to Sidekick and the services provided to Board of Education under this

agreement, due process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.

15. If due to a change in applicable law or regulation or the interpretation thereof by any court, government agency, authority, or other entity that renders any provision of this Agreement unlawful, unenforceable, economically, administratively impracticable, or difficult of performance (a Law Change), the parties shall initiate good faith negotiations to amend this Agreement to eliminate the adverse effects of such Law Change. If either party determines that the parties are unlikely to agree upon and make alterations to this Agreement to eliminate the adverse effect of the Law Change, or alternatively, either party determines that alterations to meet such requirements are not commercially practicable, reasonable, and satisfactory, then such party may terminate the Agreement on thirty (30) days prior written notice to the other party. A Law Change also includes any change by (i) a Federal, State, or local legislative, regulatory, judicial, or administrative authority, or (ii) any TennCare Managed Care Organization (MCO) or other third party payor with respect to: clinical or other services provided pursuant to this Agreement, MCO requirements regarding eligibility or qualification for healthcare services, MCO procedures for authorizing, approving, billing or providing payment for healthcare services (including the amount of payment or method of payment), or any other changes that adversely affect the arrangements and services provided to school system students pursuant to this Agreement.

16. Board of Education will not employ or receive services, either directly or indirectly (including services provided through a third party), from any therapist formerly employed by Sidekick for one year following the termination or expiration of this Agreement or cessation of such therapist's employment with Sidekick, whichever is earlier.

17. DISCRIMINATION: No person shall on the grounds of race, color, national origin, sex, age or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by Sidekick or the Board of Education, it being the intention of Sidekick and the Board of Education to bind all agencies, disbursing units, or organizations, operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.

In Witness Whereof:

\_\_\_\_\_  
Lynn McHenry, Board Chairman  
Putnam County Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corby King, Director of Schools  
Putnam County Schools

\_\_\_\_\_  
Date

*Sheri Robertson*

Sheri Robertson, Supervisor  
Special Education (IDEA)  
Putnam County Schools

*4/7/26*

Date

*Krissie Self*

Krissie Self, COO & President  
Deborah L. Curlee Communication Consultants, LLC  
d/b/a Sidekick Therapy Partners

*2/27/2026*

Date

EXHIBIT  
tabbler  
VOLF2  
05-07-26



**Board Agenda Request  
For May 7, 2026 Meeting**

Date 4/9/26

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 Enrollment Agreement between Tennessee College of Applied Technology (TCAT) - Livingston, Tennessee and Putnam County School System for the 2026-2027 school year. Once approved, a DocuSign will follow to Mr. Lynn McHenry and Mr. Corby King.

**received**  
4-9-26 MT *PK*

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Upper Cumberland  
and  
Putnam County School System (Cookeville High School, Upperman High  
School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Upper Cumberland ("College") and Putnam County School System (Cookeville High School, Upperman High School] ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2.03.00.01, and the procedures established by College, College desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the College's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective College department, are offered as Dual Enrollment Courses:

- Aesthetics Technology
- Automotive Technology
- Computer Information Technology (CIT)
- Cosmetology
- Industrial Maintenance/Robotics
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the College.

In order to participate in a Dual Enrollment Course, Students must submit the following no later than the start of classes to the Office of Student Services:

- A completed application for admission signed by the Student;
- All documents necessary for admission and for eligibility for the TSAC grant;
- Required signatures from Student and parent or legal guardian of the Student.
- A completed TSAC Application for admissions.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the College's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0, or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the College's Vice President of Academic Affairs.

Dual Enrollment Courses may be held on the campus of the College or the High School as mutually agreed to by the parties.

Students must register with College's disability services office in order to receive accommodation in their college course(s), when applicable. A Student's high school IEP does not provide accommodations for courses taken as part of this Agreement.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The College:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that College's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover College's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.
- Once Summer Enrollment is confirmed; the college will pay a stipend of \$1,500.00 to Putnam County School System for busing expenses for the Summer Term.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the College, for Dual Enrollment Courses offered on the High School campus.
- Retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the College's academic calendar for all Dual Enrollment Courses if requested by the College.
- Provide College with any grade reporting or attendance reporting that College will be requested to complete for Students.
- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Tennessee Board of Regents

Policy 2.03.00.01, Admission at the Tennessee Colleges of Applied Technology regarding exemptions from vaccination requirements.

- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware that entities providing clinical experiences associated with such courses may impose immunization requirements for participation in a clinical experience..
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The College and the High School shall:

- Each designate an individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to College's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant and any other TSAC grants available to pay for Dual Enrollment Courses.

B. AGREEMENT TERM:

B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 31, 2026, and ending on July 30, 2027.

B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed three (3) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to College's policies regarding academic standards and documentation of attendance and grades. The College reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of College policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the College then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (College or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

C.2. In the event the instructor is provided and compensated by the College, such compensation will be based upon applicable College policies as to College faculty.

C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the College unless otherwise specified in Section C.6 below. This does not prevent the College from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.

C.4. All costs associated with enrollment of Students in Dual Enrollment Courses shall be the responsibility of the High School, Student or Student's parent or legal guardian. College shall invoice High School for such costs, and it shall be High School's responsibility to seek any reimbursement of any such amounts from Student or Student's parent or legal guardian, at High School's discretion. Invoices will be sent to High School once Student enrollment numbers and Dual Enrollment Course schedules have been finalized. High School shall remit payment to College at the address set forth in Section D.10 within thirty (30) days of receipt of an invoice. The costs shall be as set forth in Sections C.5. and C.6.

- College shall credit against amounts due from High School for each Dual Enrollment Course, all amounts received under the Tennessee Dual Enrollment Lottery Grant, Middle College Scholarship, or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies").
- Invoices shall include the names of all Students for enrolled in each Dual Enrollment Course and the names of all Students for whom Grant Monies were received.

C.5. For Dual Enrollment Courses held at College's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the College has set as the per student cost for enrollment in such course by other students of the College (the "College's Class Cost"). The College's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks, other class materials and support associated CTSO activities. The College's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The following costs are not included in the College's Class Cost but are associated with and due for each Student in each Dual Enrollment Course. The parties acknowledge that the per student enrollment cost for each course the College offers, and all fees are approved by TBR and available for review by High School upon request.

C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree as follows:

In the event the High School provides the instructor and other Dual Enrollment Course needs as mutually agreed to by the parties, the College shall pay the High School a stipend of one-hundred dollars (\$100.00) per student in each dual enrollment course per term in order to compensate the High School for the costs associated with providing the Dual Enrollment Course at the High School. This amount shall not be subject to escalation for any reason or increased unless this Agreement is amended.

If other costs are anticipated to be incurred by College in connection with a Dual Enrollment Course, such as for supplies, College will obtain High School's written approval of such costs prior to invoicing High School for the same.

C.7. In the event that a Student drops a Dual Enrollment Course by the College's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with College and TSAC policies.

D. TERMS AND CONDITIONS:

D.1. Required Approvals. The College is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. Allegations of Sexual Harassment or Other Discrimination.

If the College receives a report of sexual harassment or other discrimination relating to a High School student's participation in DE classes or related activities, the College will coordinate with the High School to determine jurisdiction, to coordinate the provision of supportive measures, and to respond pursuant to the appropriate policy and procedures based on the allegations and identities of the individuals involved.

If the High School receives a report of sexual harassment or other discrimination relating to the College's education program or activity, the High School will coordinate with the College to determine jurisdiction, to coordinate the provision of supportive measures, and to respond to the report under the appropriate policy and procedures based on the allegations and identities of the individuals involved.

- D.7. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the College and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the College and the High School. Consistent with 34 C.F.R. § 99.31(a)(2), each party agrees to disclose to the other party education records which the other party needs for purposes related to the student's Dual Enrollment. The parties further acknowledge that the Laws applicable to educational records held by the College differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the College shall apply only to the College, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.8. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.9. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be

affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.

D.10. Communications and Contacts.

The College:

Charles Mitchell, Dual Enrollment Coordinator  
Tennessee College of Applied Technology Upper Cumberland @ Livingston  
740 Hi Tech Drive Livingston, TN 38570  
931-823-5525  
931-823-7484

The High School:

Jackie Vester, CTE Director Putnam County School System  
Cookeville School, Upperman High School, Monterey High School  
1400 East Spring Street  
931-526-9777  
931-528-6942

D.11. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.12. Liability. College is a public College of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

*[Signatures on the Following Page]*

IN WITNESS WHEREOF:

**Putnam County School System:**

---

Corby King, Director of Schools

**Date**

**Putnam County School System:**

---

Lynn McHenry, PCSSTN Board Chairman

**Date**

**Tennessee College of Applied Technology Upper Cumberland:**

---

Cliff Wightman, President

**Date**

**TENNESSEE BOARD OF REGENTS:**

---

Flora W. Tydings, Chancellor

**Date**



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 14, 2026

RE: Mowing Service


Account Funding Code (if appropriate)


Backup included

Backup to follow

Agenda Item for May 7, 2026, Board meeting.

Consider approval of a fuel surcharge for mowing service, retroactive to April, to be in effect until gasoline drops below \$2.85 per gallon and diesel to \$3.25 per gallon.

  
\_\_\_\_\_  
Supervisor 4/14/26  
Date

  
\_\_\_\_\_  
Director of Schools 4/14/26  
Date

**received**  
4-14-26 MJ



Martin, Tim <martint3@pcsstn.com>

## Fwd: Fuel Sur-Charge

1 message

Magura, John <maguraj@pcsstn.com>

Mon, Apr 13, 2026 at 8:27 PM

To: Tim Martin <martint3@pcsstn.com>, Corby King <kingc11@pcsstn.com>

FYI


John Magura  
Putnam County Schools  
Facilities Maintenance Supervisor  
240 Raider Drive  
Cookeville, TN 38506  
(931) 520-6409

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

From: **Matt Wilson** <mattwilson103@gmail.com>  
Date: Mon, Apr 13, 2026 at 6:57 PM  
Subject: Fuel Sur-Charge  
To: John Magura <maguraj@pcsstn.com>

Dear Putnam County Schools

Due to the continued rise in fuel costs, we are implementing fuel surcharge program to ensure we can maintain the level of service and reliability you expect. This surcharge will be based on current fuel prices and adjusted monthly using publicly available fuel indexes. Our base rates remain unchanged; the surcharge will only reflect increased cost of fuel and beyond baseline levels. At current fuel prices, the surcharge will be approximately \$3,810.00 per month. This will be reviewed regularly and adjusted up or down as fuel prices change. The surcharge will be removed when gasoline drops below \$2.85 per gallon and diesel drops below \$3.25 per gallon. The last fuel surcharge was implemented in July, August, September, October, and November of 2022. This surcharge was approved by Mr. Tim Martin at that time. We appreciate your understanding and continued partnership. If you have any questions, please don't hesitate to reach out.

*FYI- This was approved by the Board, not by Tim Martin.*  
Turf Masters Landscape Management  
Matt Wilson 



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 13, 2026

RE: AMS Dance Supplement

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for May 7, 2026, Board meeting.

Request approval to move Dance from a club to official sport status at Algood Middle School and to add a coaching supplement equal to the other middle schools that have a Dance Team. To begin in the 2026-2027 school year.

  
\_\_\_\_\_  
Supervisor 4/13/26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Schools 4/13/26  
\_\_\_\_\_  
Date

**received**  
4-13-26 [initials]



**Algood Middle School**

**Mr. Rusty Darley, Principal**

April 2, 2026

Putnam County School Board,

On behalf of Algood Middle School, I am requesting the AMS Dance Team become a recognized team sport. The main objective of this team will be to prepare students for further levels of competition while learning teamwork. These insights are important for career development in the future.

The AMS Dance Team became a club sport in July 2021 and has continued to be a part of Algood Middle from the date of its inception, performing at our football and basketball games, along with community performances making the team an integral part of our sports community. They also plan to begin competing in regional competitions in the 26-27 school year.

Thank you for the consideration; please let me know if you have any questions.

Sincerely,

Russell Darley  
Principal

Stephen Robbins  
Athletic Director

Enclosure:

Team Rosters

RECEIVED APR 13 2026



**Algood Middle School**

**Mr. Rusty Darley, Principal**

The AMS Dance Team has been a club sport from 2021-2026.

<b>2021-2022 Roster</b>
Kayleigh Lane
Calleigh Asher
Lucy Wagner
Aubrey Huddleston
Breeanna Brown
Rosalie Ward
Addison Taylor
Arial Powel
Lucy Moore
Sarah Bell
Romy Tate

<b>2022-2023 Roster</b>
Kayleigh Lane
Lucy Wagner
Aydison Locke-Burroughs
Addison Taylor
Mia Anton
Jenna Brock
Sarah Bell
Ambrielle Mohry
Justice Cummings
Breanna Brown
Alivia Greer
Hannah Verble
Makenzie Thompson

<b>2023-2024 Roster</b>
Jenna Brock
Mia Anton
Ambrielle Mohry
Lucy Wagner
Makenzie Thompson
Alivia Greer
Aydison Locke- Burroughs
Lila Heitman
Hannah Verble
Willow Coffman
Addy Cravens
Allison Mathews
Londyn Brown
La'Niyah Honey
Aubrey Price
Jaycee Thomas

<b>2024-2025 Roster</b>
Lillian Anton
Maggie Burgess
Aydsion Locke-Burroughs
Anneston Carico
Willow Coffman
Lucy Easley
Nina Foster
Alivia Greer
Lila Heitman
Olivia Howard
Ava Lintz
Addy Poston
Bristol Ramey
Mariah Wheeler
Baylor Winningham

<b>2025-2026 Roster</b>
Baylor Winningham
Lila Heitman
Mackenzie O'Dell
Maggie Burgess
Ava Lintz
Anneston Carico
Lucy Easley
Mariah Wheeler
Lillian Anton
Olivia Howard
Bristol Ramey
Lilly Phillips
Avery Phillips
Noah Kate Jones
Kinley Milton
Isla Sullivan
Sadie Hiller

RECEIVED APR 13, 2024

EXHIBIT  
VIII F 5  
05-07-26



PCSS Board Agenda Request

Date 4/14/2026

Department Teaching and Learning

Person Submitting Dr, Sharon K. Anderson SKA

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

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Yongmei Shi, a doctoral student at Tennessee Technological University.

**Purpose of the study**

The purpose of this study is to explore how preschool and kindergarten teachers perceive classroom environments and daily practices that support or hinder inclusion for young children from immigrant families whose first language is not English.

The proposed study aims to answer the following research questions:

1. How do preschool and kindergarten teachers describe their classroom environments as supporting or hindering inclusion for immigrant emergent bilingual children?
2. How do teachers describe daily classroom practices that influence inclusion for young children from immigrant families whose first language is not English?
3. What challenges do teachers perceive when attempting to create inclusive learning environments for immigrant emergent bilingual children?

received  
4.14.26 [signature]

4. What strategies do teachers perceive as helpful in supporting immigrant emergent bilingual children's participation and sense of belonging?

## Request for Gatekeeper Permission for Doctoral Research Study

Dear Dr. Anderson,

I hope this message finds you well.

My name is Yongmei Shi, and I am currently a doctoral student in the Exceptional Learning Ph.D. program, Applied Behavior Analysis (ABA) concentration, focusing on Young Children and Families at the College of Education and Human Sciences, Tennessee Technological University. I am writing to respectfully inquire about whether I could request a gatekeeper letter from the Putnam County School System (PCSS) for my qualitative research courses EDU 7010 (Theoretical Foundations of Research) and EDU 7330 (Qualitative Inquiry in Education).

My study is titled “A Qualitative Case Study: Exploring Teachers’ Perspectives on Inclusion for Immigrant Emergent Bilingual Children in Early Childhood Settings.” The purpose of this study is to explore how preschool and kindergarten teachers perceive classroom environments and daily practices as supporting or hindering inclusion for young children from immigrant families whose first language is not English.

My proposed study aims to answer the following research questions:

1. How do preschool and kindergarten teachers describe their classroom environments as supporting or hindering inclusion for immigrant emergent bilingual children?
2. How do teachers describe daily classroom practices that influence inclusion for young children from immigrant families whose first language is not English?
3. What challenges do teachers perceive when attempting to create inclusive learning environments for immigrant emergent bilingual children?
4. What strategies do teachers perceive as helpful in supporting immigrant emergent bilingual children’s participation and sense of belonging?

With district approval, I would like to collect qualitative data through:

1. Individual interviews with preschool and kindergarten teachers and/or staff
2. Classroom observations focusing on learning environment, materials, routines, and instructional practices
3. Review of non-confidential classroom-related materials such as lesson plans, visuals, or schedules related to inclusive practices

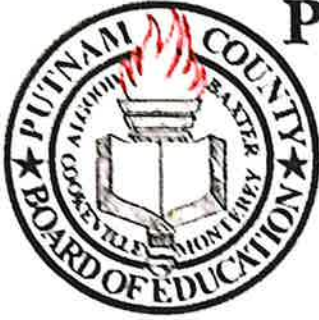
The study is planned for Fall 2026, pending approval from the Tennessee Technological University Institutional Review Board (IRB). Participation will be completely voluntary, and no student-level data will be collected. All information will remain confidential, and no identifying details about schools, teachers, families, or children will be included in any reports or publications.

I would be very grateful for the opportunity to collaborate with the Cookeville School District on this research, which aims to better understand and support inclusive practices for young children from diverse linguistic backgrounds.

Thank you very much for your time and consideration. I sincerely appreciate your support of research that seeks to improve inclusive educational practices for young children and families in our community.

Yours sincerely,

Yongmei Shi  
Ph.D. Graduate Assistant  
Center for Innovation in Teaching and Learning  
College of Education and Human Sciences  
Tennessee Technological University  
Email: [yshi43@tntech.edu](mailto:yshi43@tntech.edu)



# PUTNAM COUNTY SCHOOL SYSTEM

*Engage, Inspire, Achieve.*

## PCSS External Researcher Statement of Assurances

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

Signature \_\_\_\_\_

*Yongmei Shi*

Date \_\_\_\_\_

*Apr. 13th. 2026*

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

[andersons17@pcsstn.com](mailto:andersons17@pcsstn.com).



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the Amendment to Elementary Teacher Residency Program between Volunteer State Community College and Putnam County School System for one year with an option to renew an additional two years.

Respectfully submitted,

A handwritten signature in black ink that reads "Angie Knight".

Angie Knight  
04/15/2026

  
\_\_\_\_\_  
Signature of Person Making Request

4-15-2026  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**AMENDMENT TO  
ELEMENTARY TEACHER RESIDENCY PROGRAM (ETR)  
BETWEEN  
VOLUNTEER STATE COMMUNITY COLLEGE  
AND  
PUTNAM COUNTY SCHOOL SYSTEM  
(VSCC CONTRACT# C7567)**

This Amendment to the Elementary Teacher Residency Program (ETR) (this “Amendment”) is made and entered into by and between Volunteer State Community College (“Institution”) and Putnam County School System (“Affiliate”) in order to amend the terms of the Elementary Teacher Residency Program (ETR) dated April 18, 2024 (the “Agreement”).

WHEREAS, Institution and Affiliate desire to amend the Agreement as set forth in this Amendment.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Term.** The parties have agreed to extend the Term an additional three (3) years. Accordingly, Section II. A. is deleted in its entirety and the following is inserted in its place and stead: “The term of this Agreement shall be for five (5) years commencing on April 1, 2024 and ending on May 1, 2029.”
2. **Effect of Amendment.** In all other respects, and except as specifically modified and amended herein, the Agreement shall continue in full force and effect as written and the parties hereto agree to be bound thereby.

IN WITNESS WHEREOF, the parties have executed this Amendment to be effective as of the 13th day of April 2026.

**Institution:**  
Volunteer State Community College

**Affiliate:**  
Putnam County School System

By: Wendi Tostenson  
Wendi Tostenson (04/14/2026 09:33:17 CDT)  
Name: Wendi Tostenson  
Title: President

By: Angela Knight  
Angela Knight (04/15/2026 10:34:14 CDT)  
Name: Angela Knight  
Title: HR Director



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

Date \_\_\_\_\_ 5/7/26  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of a resolution to transfer \$1,500,000 from the Federal Projects Fund (142) to the General Purpose School Fund (141) as of May 18<sup>th</sup>, 2026 for fiscal year ending June 30<sup>th</sup>, 2026.

**received**  
4-21-26  
MT CK

**RESOLUTION TO TRANSFER FUNDS FROM FEDERAL PROJECTS FUNDS TO GENERAL PURPOSE SCHOOL FUND FOR FISCAL YEAR ENDING JUNE 30, 2026**

**WHEREAS**, Federal Projects grants operate on a reimbursement basis and funds are requested from the State of Tennessee by the Putnam County Board of Education for expenditures on at least a monthly basis; and

**WHEREAS**, in FY 2021 the General-Purpose School Fund (Fund 141) transferred \$2,000,000.00 to the Federal Projects Fund (Fund 142) to address temporary ESSER-related cash-flow needs; and

**WHEREAS**, ESSER grant activity has ended and the Federal Projects Fund no longer requires this additional cash support; and

**WHEREAS**, the Putnam County Board of Education does not desire to maintain excess General-Purpose School Fund cash in the Federal Projects Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Putnam County, a school district in Tennessee, meeting in session on this 7<sup>th</sup> day of May, 2026, and by the County Commission of Putnam County, a county in Tennessee, meeting in session on this 18<sup>th</sup> day of May, 2026, that:

**SECTION 1.** The Federal Projects Fund (Fund 142) shall transfer \$1,500,000.00 to the General-Purpose School Fund (Fund 141) on May 22<sup>nd</sup>, 2026.

**SECTION 2.** This \$1,500,000.00 transfer represents the return of a portion of the prior \$2,000,000.00 interfund transfer made from the General-Purpose School Fund to the Federal Projects Fund for ESSER-related cash-flow purposes.

**SECTION 3.** This resolution will take effect upon passage. The Secretary of the Board of Education shall include this Resolution in the minutes of the Putnam County Board of Education. The County Clerk shall include this Resolution in the minutes of Putnam County.

Adopted this 18<sup>th</sup> day of May 2026.

APPROVED:

APPROVED:

\_\_\_\_\_  
Chairman, Board of Education

\_\_\_\_\_  
Mayor, Putnam County

**RESOLUTION TO TRANSFER FUNDS FROM FEDERAL PROJECTS FUNDS TO GENERAL PURPOSE SCHOOL FUND FOR FISCAL YEAR ENDING JUNE 30, 2026**

**WHEREAS**, Federal Projects grants operate on a reimbursement basis and funds are requested from the State of Tennessee by the Putnam County Board of Education for expenditures on at least a monthly basis; and

**WHEREAS**, in FY 2021 the General-Purpose School Fund (Fund 141) transferred \$2,000,000.00 to the Federal Projects Fund (Fund 142) to address temporary ESSER-related cash-flow needs; and

**WHEREAS**, ESSER grant activity has ended and the Federal Projects Fund no longer requires this additional cash support; and

**WHEREAS**, the Putnam County Board of Education does not desire to maintain excess General-Purpose School Fund cash in the Federal Projects Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Putnam County, a school district in Tennessee, meeting in session on this 7<sup>th</sup> day of May, 2026, and by the County Commission of Putnam County, a county in Tennessee, meeting in session on this 18<sup>th</sup> day of May, 2026, that:

**SECTION 1.** The Federal Projects Fund (Fund 142) shall transfer \$1,500,000.00 to the General-Purpose School Fund (Fund 141) on May 22<sup>nd</sup>, 2026.

**SECTION 2.** This \$1,500,000.00 transfer represents the return of a portion of the prior \$2,000,000.00 interfund transfer made from the General-Purpose School Fund to the Federal Projects Fund for ESSER-related cash-flow purposes.

**SECTION 3.** This resolution will take effect upon passage. The Secretary of the Board of Education shall include this Resolution in the minutes of the Putnam County Board of Education. The County Clerk shall include this Resolution in the minutes of Putnam County.

Adopted this 18<sup>th</sup> day of May 2026.

APPROVED:

APPROVED:

\_\_\_\_\_  
Chairman, Board of Education

\_\_\_\_\_  
Mayor, Putnam County



Putnam County Board of Education Agenda Requests

Date 5/7/26
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

X Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Quarterly Reports for quarter ending 3/31/26 for the following funds:

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

received 4-26-26 MK

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 141 - GENERAL PURPOSE SCHOOL FUND  
BUDGET TO ACTUAL QUARTERLY REPORT AS OF MARCH 2026**

	2025-2026 Budget	Actual Jul-Sept 2025	Actual Oct-Dec 2025	Actual Jan-Mar 2026	Actual Apr-Jun 2026	Total Year to Date
<b>Revenues:</b>						
40000 Local Revenue	40,804,028	3,788,627	14,789,436	16,344,795	-	34,922,859
41000 Licenses and Permits	6,500	1,482	2,081	1,055	-	4,617
43000 Current Services	320,250	35,490	97,676	60,095	-	193,262
44000 Other Local Revenue	39,000	4,743	8,733	40,768	-	54,244
46000 State of Tennessee	90,821,999	18,617,175	27,646,430	25,988,923	-	72,252,529
47000 Federal Thru State	1,501,524	58,647	269,854	387,158	-	715,658
48000 Donations/Other	59,100	11,382	66,840	42,971	-	121,193
49000 Other Sources	1,044,090	162,298	102,255	424,278	-	688,831
<b>TOTAL</b>	<b>134,596,491</b>	<b>22,679,844</b>	<b>42,983,305</b>	<b>43,290,044</b>	<b>-</b>	<b>108,953,192</b>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Education	60,260,440	13,201,315	14,438,913	14,795,809	-	42,436,037
71150 Alternative Education	1,118,899	212,178	268,785	285,024	-	765,987
71200 Special Education	14,454,424	2,809,011	3,477,907	3,786,881	-	10,073,799
71300 Vocational Education	4,958,729	1,003,566	983,607	1,158,449	-	3,145,622
71600 Adult Education	646,819	139,379	138,405	143,714	-	421,499
72110 Attendance	515,779	251,506	77,616	78,414	-	407,536
72120 Health Services	1,741,949	327,543	433,877	451,674	-	1,213,094
72130 Other Student Services	4,037,317	826,678	931,403	998,567	-	2,756,648
72210 Regular Ed. Support	5,033,719	1,011,378	1,164,087	1,249,313	-	3,424,778
72215 Alternative Ed. Support	167,783	36,646	41,004	42,731	-	120,382
72220 Special Ed. Support	2,874,657	528,627	616,924	670,524	-	1,816,075
72230 Vocational Ed. Support	170,829	44,190	55,328	38,110	-	137,628
72250 Technology	2,488,010	774,321	384,027	415,645	-	1,573,994
72260 Adult Ed. Support	215,189	45,895	44,484	59,040	-	149,420
72310 Board of Education	2,446,901	1,282,817	487,913	387,130	-	2,157,861
72320 Office of the Director	362,244	55,470	71,993	73,685	-	201,147
72410 Office of Principal	10,093,055	1,841,643	2,502,282	2,632,560	-	6,976,485
72510 Fiscal Services	1,146,844	375,427	264,820	260,377	-	900,624
72520 HR / Personnel	338,812	96,499	83,969	83,268	-	263,735
72610 Operation of Plant	9,460,454	2,536,925	2,386,787	2,135,803	-	7,059,515
72620 Maintenance of Plant	3,586,036	792,676	815,819	736,327	-	2,344,823
72710 Transportation	5,861,015	1,053,828	1,974,011	1,517,776	-	4,545,614
73100 Food Services	876,192	192,759	192,741	284,999	-	670,499
73300 Community Services	844,530	121,317	221,339	232,458	-	575,114
73400 Early Childhood Ed	2,430,322	447,153	601,979	634,175	-	1,683,308
76100 Regular Capital Outlay	870,919	14,600	-	102,267	-	116,867
99100 Operating Transfers	-	32,266	(3,618)	(30,120)	-	(1,471)
<b>TOTAL</b>	<b>137,001,867</b>	<b>30,055,615</b>	<b>32,656,403</b>	<b>33,224,599</b>	<b>-</b>	<b>95,936,616</b>

FUND BALANCE (audited)	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
NON SPENDABLE INVENTORY	23,885	41,050	87,706	53,408	48,583	41,421
RESTRICTED FOR EDUCATION	32,694	32,694	39,071	40,400	34,777	35,274
RESTRICT HYBRID STABILIZATION	388,991	743,011	977,979	1,252,101	1,626,691	2,065,335
ASSIGNED FOR EDUCATION	1,018,382	413,307	410,771	3,667,583	5,517,726	1,799,421
UNASSIGNED	10,995,737	10,944,100	15,789,901	13,571,415	16,269,764	14,376,262
<b>TOTAL</b>	<b>12,459,689</b>	<b>12,174,162</b>	<b>17,305,428</b>	<b>18,584,907</b>	<b>23,497,541</b>	<b>18,317,713</b>

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 142 - SCHOOL FEDERAL PROJECTS FUND  
BUDGET TO ACTUAL QUARTERLY REPORT AS OF MARCH 2026**

	2025-2026 Budget	Actual Jul-Sept 2025	Actual Oct-Dec 2025	Actual Jan-Mar 2026	Actual Apr-Jun 2026	Total Year to Date
<b>Revenues:</b>						
47000 Federal Thru State	9,049,783	1,640,510	2,091,154	2,037,950	-	5,769,614
49000 Other Sources	404,145	96,490	98,331	85,994	-	280,815
<b>TOTAL</b>	<b>9,453,928</b>	<b>1,737,001</b>	<b>2,189,485</b>	<b>2,123,943</b>	<b>-</b>	<b>6,050,429</b>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Instruction Program	3,103,223	480,591	639,125	666,838	-	1,786,554
71200 Special Education Program	2,944,858	540,671	732,673	740,676	-	2,014,021
71300 Vocational Education Program	190,200	75,249	64,814	17,611	-	157,675
72130 Other Student Support	207,422	40,871	32,616	22,744	-	96,232
72210 Regular Instruction Program	2,237,804	451,620	510,004	486,948	-	1,448,573
72710 Transportation	1,167	-	-	-	-	-
73300 Community Services	280,000	32,497	69,071	69,011	-	170,579
73400 Early Childhood Education	40,000	40,000	-	-	-	40,000
99100 Operating Transfers	449,253	96,490	119,440	103,628	-	319,559
<b>TOTAL</b>	<b>9,453,928</b>	<b>1,757,990</b>	<b>2,167,744</b>	<b>2,107,458</b>	<b>-</b>	<b>6,033,192</b>

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
<b>FUND BALANCE (audited)</b>						
RESTRICTED FOR EDUCATION	3,980	56,657	-	60,427	-	-
COMMITTED FOR EDUCATION	1,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
UNASSIGNED	-	-	(327,657)	-	-	-
<b>TOTAL</b>	<b>1,003,980</b>	<b>3,056,657</b>	<b>2,672,343</b>	<b>3,060,427</b>	<b>3,000,000</b>	<b>3,000,000</b>

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 143 - CENTRAL CAFETERIA FUND  
BUDGET TO ACTUAL QUARTERLY REPORT AS OF MARCH 2026**

	2025-2026 Budget	Actual Jul-Sept 2025	Actual Oct-Dec 2025	Actual Jan-Mar 2026	Actual Apr-Jun 2026	Total Year to Date
<b>Revenues:</b>						
43000 Charges for Current Services	2,002,769	171,014	410,799	218,384	-	800,197
44000 Other Local Revenue	100,000	35,725	15,924	20,883	-	72,531
46500 State of Tennessee	71,000	-	-	-	-	-
47100 Federal Thru State	7,626,231	1,505,826	1,614,315	1,808,176	-	4,928,318
<b>TOTAL</b>	<b>9,800,000</b>	<b>1,712,565</b>	<b>2,041,038</b>	<b>2,047,443</b>	<b>-</b>	<b>5,801,046</b>
<b>Encumbrances / Expenditures:</b>						
73100 Food Services	8,872,000	1,807,417	2,329,728	2,252,310	-	6,389,455
99100 Operating Transfers	928,000	162,298	81,145	406,644	-	650,087
<b>TOTAL</b>	<b>9,800,000</b>	<b>1,969,715</b>	<b>2,410,873</b>	<b>2,658,953</b>	<b>-</b>	<b>7,039,542</b>

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
<b>FUND BALANCE (audited)</b>						
NON SPENDABLE INVENTORY RESTRICTED FOR EDUCATION	-	-	-	260,940	360,952	371,572
	1,528,547	2,184,941	5,178,463	5,150,295	4,315,688	3,540,665
<b>TOTAL</b>	<b>1,528,547</b>	<b>2,184,941</b>	<b>5,178,463</b>	<b>5,411,235</b>	<b>4,676,640</b>	<b>3,912,237</b>

**PUTNAM COUNTY BOARD OF EDUCATION  
 FUND 146 - EXTENDED SCHOOL PROGRAM FUND  
 BUDGET TO ACTUAL QUARTERLY REPORT AS OF MARCH 2026**

	2025-2026 Budget	Actual Jul-Sept 2025	Actual Oct-Dec 2025	Actual Jan-Mar 2026	Actual Apr-Jun 2026	Total Year to Date
<b>Revenues:</b>						
43000 Charges for Current Services	1,663,210	357,488	336,752	389,322	-	1,083,563
47000 Federal Thru State	229,540	44,757	60,745	57,985	-	163,487
<b>TOTAL</b>	<b>1,892,750</b>	<b>402,246</b>	<b>397,497</b>	<b>447,307</b>	<b>-</b>	<b>1,247,050</b>
<b>Encumbrances / Expenditures:</b>						
73300 Community Services	1,901,750	300,566	384,213	399,950	-	1,084,729
<b>TOTAL</b>	<b>1,901,750</b>	<b>300,566</b>	<b>384,213</b>	<b>399,950</b>	<b>-</b>	<b>1,084,729</b>

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
<b>FUND BALANCE (audited)</b>						
COMMITTED FOR EDUCATION	595,794	1,286,969	1,655,878	1,612,599	1,533,059	1,515,905
<b>TOTAL</b>	<b>595,794</b>	<b>1,286,969</b>	<b>1,655,878</b>	<b>1,612,599</b>	<b>1,533,059</b>	<b>1,515,905</b>



# Putnam County School System

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

Corby King  
Director of Schools



**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Chris Pierce

Date: 4/17/26

RE: Perry Weather Service Renewal Request

Account Funding Code - 14172310<sup>330</sup>~~599~~

Backup included

Backup to follow

Agenda Item for June 25, 2026 Board meeting.

Please consider the request to renew Perry Weather's yearly subscription in the amount of \$13,830.00 from account number 14172310<sup>330</sup>~~599~~. The Perry Weather platform provides up-to-the-minute weather information from weather stations atop the three high schools and sends weather notifications to our Middle and High School ADs, coaches, and trainers to alert them of inclement weather that may require a safety response during an event. The platform provides forecast and current weather data to help prevent heat illness, as well as a countdown timer based on lightning data to comply with TSSAA and other safety standards in the event of storms.

\_\_\_\_\_  
Supervisor

4/21/26  
\_\_\_\_\_  
Date

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

4-21-26  
\_\_\_\_\_  
Date

**received**  
4-22-26 MT

## Putnam County School System - Renewal Deal



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

Reference: 20260401-152259648  
Quote expires: July 16, 2026

Item & Description	Quantity	Unit Price	Total
Software + Weather Station (WXS) Subscription Bundle	3	\$4,800.00 / year	\$10,050.00 / year after \$4,350 discount
Pack of 25 Notification-Only Users	1	\$720.00 / year	\$420.00 / year after \$300 discount
Pack of 10 Full Platform Users	8	\$720.00 / year	\$3,360.00 / year after \$2,400 discount
Annual subtotal			\$13,830.00 after \$7,050.00 discount
<b>Total</b>			<b>\$13,830.00</b>

Applicable taxes, if any, not shown. Email tax exemption certificates to [billing@perryweather.com](mailto:billing@perryweather.com). Subscriptions subject to annual market rate adjustments (5% or CPI inflation, whichever is greater), unless otherwise stated on an Order Form or Agreement.

**Questions? Contact me.** Shelby Head, [shelby@perryweather.com](mailto:shelby@perryweather.com), +14696391339

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



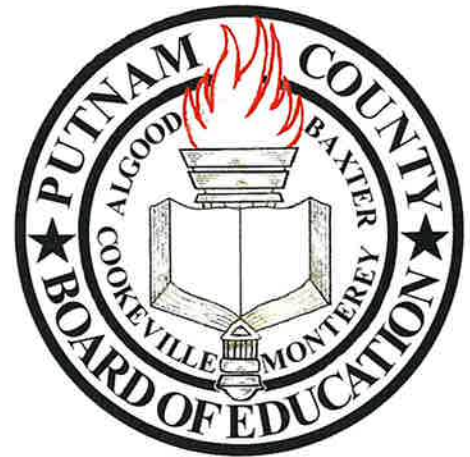
Date: April 27, 2026  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note below \_\_\_\_\_

141-71100-~~722~~-01607

330

Check one:

- Backup included
- Backup to follow



Statement to be included in Board Agenda Packet:

Request approval to renew the annual site license subscription for ClassLink SSO software effective 6/1/26 to 5/31/27, per attached quote priced on the TIPS Contract #250106, in the amount of: \$44,048.70 to be paid from 141-71100-~~722~~-01607, Technology.

330

NOTES:

Empty rectangular box for notes.

received  
4-28-26 MT



# Quote

Contact Name Johnny Sloan  
 Account Name Putnam County SD (TN, 38506)  
 Bill To 1400 East Spring Street  
 Cookeville, TN 38506  
 United States

Quote Number 00028415  
 Created Date 2/5/2026  
 Prepared By Mark Rabideau  
 Email mark.rabideau@classlink.com  
 Expiration Date 6/1/2026  
 Subscription Term 6/1/2026 - 5/31/2027  
 Grand Total \$44,048.70

TIPS Contract #250106

Please note that the ClassLink user count is the combined total of students and full-time teachers

Product Code	Product	Sales Price	Quantity	Total Price
CL-USER-APLUS	ClassLink Analytics Plus Annual License - per user (501+ users)	\$0.25	12,485.00	\$3,121.25
CL-USER-APLUS-DISCOUNT-10%-AMBASSADOR	ClassLink Analytics Plus Annual License - per user (501+ users) - 10% Ambassador Discount	-\$0.02	12,485.00	-\$249.70
CL-USER-LP-3	ClassLink Annual License - per user (10,001-15,000 users)	\$3.55	12,485.00	\$44,321.75
CL-USER-LP-3-DISCOUNT-10%-AMBASSADOR	ClassLink Annual License - per user (10,001-15,000 users) - 10% Ambassador Discount	-\$0.36	12,485.00	-\$4,494.60
CL-HOST-OR3	ClassLink Roster Server Annual Hosting (10,001-100,000 users)	\$1,350.00	1.00	\$1,350.00
<b>Total Price</b>				<b>\$44,048.70</b>

Proposal supersedes all other proposals

EMAIL PO & VENDOR QUOTE TO [TIPSPO@TIPS-USA.COM](mailto:TIPSPO@TIPS-USA.COM) AND CC [BILLING@CLASSLINK.COM](mailto:BILLING@CLASSLINK.COM)

PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER

Providing excellent products and services at great cost value to our customers continues to be a key goal at ClassLink. Due to increased costs and our intent to continue to provide quality services, pricing changes have become necessary. The quote above includes the price changes which are effective 01/01/2025.



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

Backup included

Backup to follow

Consider approval of the following for the May 7, 2026 BOE meeting:

Renewal of the Student Teaching Affiliation Agreement between  
Freed-Hardeman University and the Putnam County School System  
effective August 1, 2026 to July 31st, 2027.

Judy Schinbeckler 4/23/26  
Signature of Person Making Request Date

[Signature]  
Signature of Director of Schools Date

\_\_\_\_\_  
Signature of School Board Chairperson Date





Schinbeckler, Judy <schinbecklej@pcsstn.com>

---

## Memoranda of Understanding (MOU)

1 message

---

**Gregory James** <gjames@fhu.edu>

Mon, Apr 20, 2026 at 9:39 AM

To: schinbecklej@pcsstn.com, Beverly Ivy <bivy@fhu.edu>, Jennifer Creecy <jcreecy@fhu.edu>

Good morning,

Please see the attached MOU for the Putnam County Schools.

Will you please review, sign, and return the MOU to me?

Thank you,

--

Greg James  
Education Office Assistant, Secretary  
Freed-Hardeman University  
College of Education  
731-989-6083

---

 **Putnam Co MOU 2026-27.pdf**  
763K



**Memoranda of Understanding Between Freed-Hardeman University College of Education and Behavioral Sciences and Cooperating Schools for Student Teachers, School Counselors in Training, and Field Experience Candidates**

This is an agreement concerning the placement of student teachers, field experience candidates, counselors-in-training, job-embedded, and permit students between the College of Education and Behavioral Sciences at Freed-Hardeman University (UNIVERSITY) and Putnam County Schools (DISTRICT).

WHEREAS, the UNIVERSITY provides educational programs that include opportunities for provisional primary and secondary teacher certification and school counseling licensure in the State of Tennessee; and

WHEREAS, Student teachers, field experience candidates, counselors-in-training, job-embedded, and permit students from the UNIVERSITY must complete field experiences and a clinical placement program; and

WHEREAS, the DISTRICT recognizes the importance of providing student teaching, practicum teaching, job-embedded, and permit opportunities to emerging educators as well as practicums and internships to emerging school counseling candidates and the benefits received for its teachers and counselors being able to mentor such candidates; and

WHEREAS, the DISTRICT desires to provide clinical, practicum, student teaching, job-embedded, and permit experiences.

NOW THEREFORE, in consideration of the mutual obligations and benefits set forth in this Agreement, the parties agree to the following:

1. Student teachers and counseling candidates will be selected for student teaching, field experiences, and clinical experiences as follows:
  - A. Student teachers and counseling candidates must have met all UNIVERSITY and State of Tennessee eligibility requirements to engage in clinical experiences, student teaching, or pre-teaching experiences.
2. Student placement procedures will be as follows:

- A. The UNIVERSITY representative will submit all requests for student teacher and counseling placements in the DISTRICT to the superintendent or the superintendent's designee.
    - 1. This includes placement for observation, pre-teaching, practicums, and any student teaching or internship experiences.
    - 2. The duration of these experiences will be verified in the letter to the designee.
  - B. All requests for any placement will be submitted by the UNIVERSITY to the DISTRICT in writing.
    - 1. Field experience student requests (all clinical experiences prior to full-day student teaching or counseling internship) will be submitted by email.
      - A. Student teacher (full-day experience) requests will be submitted on the *Student Teacher Placement Request* form.
      - B. Counseling practicum requests will be submitted by email request or on the *Counseling Practicum Placement Request* form.
  - C. The DISTRICT designee will notify UNIVERSITY of requests that can be accepted during the semester.
  - D. The DISTRICT designee shall coordinate the UNIVERSITY requests for student teacher and counseling candidates' placements to determine if placements are possible in the subject areas requested.
  - E. The DISTRICT shall ensure that assignments are made with the approval of the cooperating staff member and the principal.
  - F. When a student teacher or counseling candidate placement is confirmed, the DISTRICT designee will send a confirmation letter to the UNIVERSITY representative.
  - G. The UNIVERSITY will send a copy of the Candidate's resume and a complete description of the placement to the principal and cooperating teacher or counselor.
  - H. When the UNIVERSITY receives the confirmation letter, the UNIVERSITY will inform the student teacher or counseling candidate of the placement.
3. The DISTRICT will select job-embedded candidates and complete the provided Intent to Hire form with the following information on DISTRICT letterhead. The DISTRICT will submit this information to the UNIVERSITY Licensure Officer ([jjackson@fhu.edu](mailto:jjackson@fhu.edu)).
- A. The required information on DISTRICT letterhead shall include: the Name of the School, the Principal, the grade and/or subject of the job offer, and the names of the two mentors assigned to this candidate with their license numbers.
  - B. The candidate will create a TN Compass account and upload the necessary documents. The candidate will enroll each semester at the UNIVERSITY. The UNIVERSITY will identify candidates who do not maintain continuous enrollment as off-track in TNCompass.

4. Permit Candidates must first request and receive an enrollment verification letter from UNIVERSITY Registrar to be determined by DISTRICT as a Permit teacher. The DISTRICT is responsible for applying for Permit status via TNCompass.
5. The DISTRICT and the UNIVERSITY will select cooperating teachers using the following requirements:
  - A. Selection of cooperating/mentoring counselors is the responsibility of the superintendent's designee and the UNIVERSITY's representative.
  - B. The minimum requirements for cooperating teachers are:
    1. The cooperating teacher and/or assigned mentors will have four or more years of successful teaching experience, be highly qualified, and hold a professional teaching license from Tennessee and the proper endorsements for the current supervisory assignment. (In extreme situations, the EPP will allow three years of successful teaching experience)
    2. The cooperating teacher and/or assigned mentors will be a level 4 or 5 teacher.
    3. The cooperating teacher and/or assigned mentors will hold a conferred degree in Education for the endorsement area they are serving.
    4. The cooperating teacher and/or assigned mentors will be highly qualified and experienced at the appropriate level and in the specific content area.
    5. The school principal will recommend cooperating teachers.
      - A. Cooperating teachers and/or assigned mentors are responsible for their classrooms and will always exemplify professional behavior in the mentoring relationship.
      - B. Student teachers will complete a satisfaction survey regarding their experiences in the cooperating teachers' classroom.
6. The DISTRICT and the UNIVERSITY will select cooperating/mentoring counselors (to supervise school counseling field experience or job-embedded placements) using the following requirements:
  - A. Selection of cooperating/mentoring counselors is the responsibility of the superintendent's designee and the UNIVERSITY representative.
  - B. The minimum requirements for cooperating/mentoring counselors are:
    1. The cooperating/mentoring counselors will have two or more years of successful school counseling experience, be highly qualified, and hold a school counseling license from the state of Tennessee and the proper endorsements for the current supervisory assignment.
    2. The cooperating/mentoring counselors will hold a master's degree.
    3. The cooperating/mentoring counselors will have training in supervision (a minimum of 2 clock hours of training; the EPP can provide low-cost options upon request to meet this requirement).

4. The cooperating/mentoring counselors will be highly qualified and experienced at the appropriate level and in the counseling area.
  5. The school principal may recommend cooperating/mentoring counselors.
  - C. Cooperating/mentoring counselors are responsible for the counseling duties at the DISTRICT and will exemplify professional behavior at all times in the mentoring relationship.
  - D. Students will complete a satisfaction survey regarding their experiences in the cooperating teachers' classroom.
7. While on DISTRICT premises, the student teacher or counseling candidate will be under the direct supervision of the DISTRICT and will be subject to the policies of the DISTRICT.
- A. The DISTRICT shall provide student teachers and/or counseling candidates with an orientation to the DISTRICT, including its procedures, programs, activities, rules, and, where applicable, its customs and traditions.
  - B. Student teachers may not conduct unsupervised classes.
  - C. Student teachers may not be used as substitute teachers.
  - D. Student teachers may not prepare and/or issue student evaluations unless reviewed and approved by the cooperating teacher.
  - E. Student teachers should observe the same conditions of employment as regular teachers; however, they may not represent themselves as a DISTRICT employee.
  - F. Student teachers must use appropriate channels established by the DISTRICT for contacting parents or other members of the community. Student teachers may only confer/consult with parents about their children with supervision.
  - G. Student teachers may not lead field trips or conduct student activities unless the activities are directly related to competencies in the student's academic discipline.
  - H. Job-embedded and permit candidates are hired by the DISTRICT and considered DISTRICT employees.
8. Job-embedded and permit candidates are hired by the DISTRICT and are considered employees of the DISTRICT.
- A. The following documentation for the job-embedded license must be submitted to the UNIVERSITY by the candidate prior to the UNIVERSITY submitting the request to TNCompass:
    1. Acceptance to the UNIVERSITY's EPP; confirmation of registration for the current semester and remaining enrolled until all licensure requirements have been met in the student's Program of Study and the required assessments for the endorsement area being pursued.
    2. Completion of the UNIVERSITY *Intent to Hire* form by the DISTRICT.
    3. Completion of the Application and Personal Affirmation.

4. Completion of the *Experience Verification* form by the DISTRICT.
  5. Documentation of a request for all official transcripts to be sent to [educator.licensure@tn.gov](mailto:educator.licensure@tn.gov).
  6. Completion of the Tennessee Literacy Success Act Training.
  7. Submission of the following information on DISTRICT letterhead: Name of school, principal, grade, and/or subject of the position, and the names of the two mentors assigned to the student and their license numbers.
  8. Submission of the signed *Job-Embedded Teacher Licensure Agreement* form.
  9. Submission of passing the Content Praxis or qualifying content major or degree, depending on the endorsement requirement.
  10. Submission of a qualifying GPA of 2.75 or a GPA of 3.0 over the last 60 hours.
  - B. Once the candidate's eligibility has been determined, the UNIVERSITY will submit the licensure request to TNCompass for review and/or approval by the Office of Educator Licensure and Preparation.
  - C. Questions regarding the job-embedded pathway may be directed to Jill Jackson at [jjackson@fhu.edu](mailto:jjackson@fhu.edu).
9. The UNIVERSITY is obligated to comply with all licensure requirements established by the Tennessee Department of Education (TDOE). The TDOE may change licensure requirements as directed by the appropriate oversight commission at any given time. The UNIVERSITY will make appropriate modifications to the curriculum based on the directives received by the TDOE. Thus, the course of study is subject to change at any time during the academic year.
  10. The DISTRICT is responsible for permits. The UNIVERSITY can provide an enrollment verification letter upon request.
  11. The UNIVERSITY representative will coordinate on-site visits to meet with the student teachers, supervising teachers, and observe classrooms where student teachers are assigned.
  12. The UNIVERSITY will confer periodically with the DISTRICT's cooperating teachers and principals concerning the student teachers' progress and evaluation.
  13. The UNIVERSITY representative will provide the student teaching handbook to prepare the cooperating teachers for their role and provide support throughout the placement.
  14. While participating in the clinical experiences, all candidates will be subject to applicable policies of the DISTRICT and the UNIVERSITY. When an issue involving a candidate occurs, the school principal may notify the superintendent or superintendent's designee to discuss the concern. The UNIVERSITY's representative shall be informed of the issue by

the superintendent, superintendent's designee, or the principal and included in any decision involving moving, transferring, or terminating a candidate's placement. The DISTRICT may immediately remove any candidate who poses an immediate threat or danger.

15. When the DISTRICT designee requests, the UNIVERSITY representative will submit electronic copies of all reports, papers, and/or projects based on the placement in the DISTRICT.

16. Miscellaneous Terms

- A. The UNIVERSITY assures diversity in student teaching, practicum, and field experience placements by ensuring that candidates are placed in a variety of settings.
- B. Consideration for this Agreement shall consist of the mutual promises herein.
- C. The UNIVERSITY may directly grant monetary compensation to the cooperating teacher or mentor counselor at the conclusion of each placement. The UNIVERSITY will only grant monetary compensation for student teacher and counseling practicum and internship mentors. The DISTRICT will have no responsibility or role in the UNIVERSITY'S decision and process of granting such monetary compensation.
- D. The UNIVERSITY shall be responsible for complying with all requirements of Tennessee Board of Education Rule 0520-02-.04 and all applicable Tennessee Board of Education policies to receive approval to serve as an Educator Preparation Provider (EPP).
- E. The UNIVERSITY hereby acknowledges that it is aware of the provision of Tennessee Code Annotated §49-5-413 requiring the background check and fingerprinting of anyone that works on DISTRICT grounds at any time when students are present and prohibiting any person with a history of the criminal offenses cited in the statute from working on a DISTRICT campus during such times. The UNIVERSITY hereby certifies that it has, and will, at all times during the performance of the clinical experience, comply with the provisions of this statute and will provide to the DISTRICT proof of its compliance with this provision. Each candidate will be required to obtain a current TBI background check through the UNIVERSITY, and this background check will be kept on file. A default by the UNIVERSITY of the requirements of this Section shall automatically be grounds for termination of this Agreement.
- F. The DISTRICT and the UNIVERSITY agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Genetic Information Nondiscrimination Act (GINA) of 2008, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990, and the related regulations to each, subject to applicable exemptions and constitutional protections. The DISTRICT and the UNIVERSITY represent that they will not unlawfully discriminate against any individual, including, but not limited to, employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

- G. It is understood that, as a part of this Agreement, the DISTRICT may disclose to the UNIVERSITY confidential and proprietary information relating to DISTRICT's student information and records and that the information therein should remain confidential and in compliance with the provisions of the Family Educational Rights and Privacy Act ("FERPA") and Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §01232g; 34 CFR Part 99). Accordingly, the UNIVERSITY agrees that all UNIVERSITY students and persons employed by the UNIVERSITY will keep confidential all such information relating to the DISTRICT's students. The UNIVERSITY shall not communicate said information in any form to any third party without the DISTRICT's prior written consent. Upon termination of this Agreement, the UNIVERSITY's employees will: (i) continue to hold all such information in strictest confidence, and (ii) promptly return to the DISTRICT any confidential information and documents belonging to the DISTRICT, including any copies, extracts, summaries and/or statements of such confidential information that may have been made.
- H. This Agreement shall not be interpreted as creating an agency or employment relationship between the parties.
- I. It is expressly agreed that the DISTRICT will not assume liability for any injury (including death) to any persons or damage to any property arising from the acts or omissions of the UNIVERSITY or any of its agents, students, or staff. Additionally, to the maximum extent allowed by applicable law, the UNIVERSITY shall be responsible for personal injury or property damage or loss that results from the acts and omissions, including negligence, of its agents, staff, or others for whom it is legally responsible.
- J. If requested, the UNIVERSITY representative will provide written evidence of professional liability insurance coverage for students participating in the clinical experience. The UNIVERSITY's director of field experience will have this information on file. The minimum amount of coverage per individual shall be \$1,000,000.00. The coverage shall extend through the term of the student's participation in activities associated with this agreement. If requested, evidence of satisfactory insurance coverage shall be provided to the DISTRICT prior to the commencement of the services hereunder. If the DISTRICT requests, the UNIVERSITY will provide one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in Tennessee. This certificate shall indicate that the contractual liability coverage is enforced.
- K. Either party shall have the right to terminate this Agreement at any time and without cause by giving the other party ninety (90) days advance notice of termination in writing. Once termination notice is given, it shall become effective at the conclusion of the semester in which notice is given. Placements will continue through the end of the semester in which notice is given.
- L. All notices and other communications permitted or required under or in connection with this Agreement shall be in writing. Notices shall be delivered by U.S. Mail to the appropriate party at the following address:

If to UNIVERSITY:

Name: Jennifer Creecy  
Title: Director of Field Experiences  
Street: 158 E Main  
City: Henderson  
State: TN  
Zip: 38340  
Email Address: jcreecy@fhu.edu

If to the DISTRICT:

Name:  
Title:  
Street:  
City:  
State:  
Zip:  
Email Address:

This Memorandum of Understanding is valid from the last date noted below until July 31, 2027.

\_\_\_\_\_  
*Superintendent or Superintendent's Designee*

\_\_\_\_\_  
*Date*

  
\_\_\_\_\_  
*Director of Field Experience*

Freed-Hardeman University

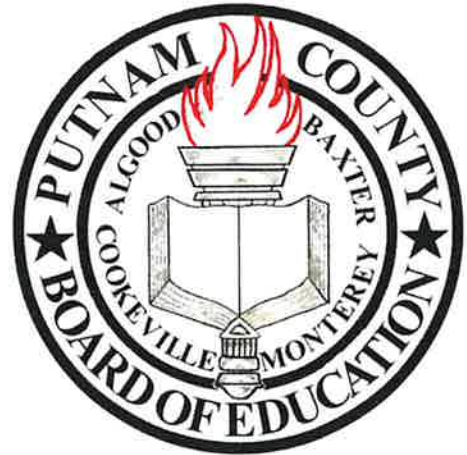
  
\_\_\_\_\_  
*Date*



PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



Date: April 23,, 2026  
Department: Technology  
Person Submitting: Johnny Sloan  
Account Number (if appropriate) note  
7 00 722 0 607



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to renew the annual subscription to Scinary K-12 Cybersecurity services, per quote #1632095 - priced on the TIPS Contract # 230105 from Howard Technology Solutions, in the amount of \$26,075.00, to be paid from: 141-71100-~~722~~-01607.  
330

NOTES:

[Empty rectangular box for notes]

**received**  
4-24-26  
[Signature]

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 1632095.00 **Quote Date:** April 10, 2026  
**Customer Name:** Johnny Sloan **Phone Number:** 9315202100  
**Company Name:** Putnam County Schools **Fax Number:**  
**Quote Name:** Scinary K12 Cybersecurity Services 1 Year - Dual Appliance with 100 units EDR and Connect

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Scinary K12 Cybersecurity Services: 1 Year K12 Cybersecurity Framework:Scinary Client Portal with GRC K12 Cybersecurity Framework:Scinary MDR (Dual Appliance) K12 Cybersecurity Framework:Scinary Internal SecurityAssessment K12 Cybersecurity Framework:Monthly External/Perimeter Scan K12 Cybersecurity Framework:Incident Response Services K12 Cybersecurity Framework:Cybersecurity Consulting <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	1	\$18,500.00	\$18,500.00
2:	Threatdows EDR for Servers and Devices <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	100	\$22.00	\$2,200.00
3:	DISCOUNT APPLIED FOR CREDIT GIVEN TO ALIGN WITH RENEWAL Scinary Connect integrates Centurion with Google/O365 and other technologies to give our SOC team a more comprehensive view <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	1	\$5,375.00	\$5,375.00
<b>Sub-Total:</b>				<b>\$26,075.00</b>
<b>Shipping &amp; Handling:</b>				<b>Included</b>
<b>Taxes:</b>				<b>Tax Exempt</b>
<b>Total for Item 1:</b>				<b>\$26,075.00</b>

Please include your Quote Number on your Purchase Order.

### Total for all pre-configured items

<b>Sub-Total:</b>	<b>\$26,075.00</b>
<b>Shipping &amp; Handling :</b>	<b>Included</b>
<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$26,075.00</b>

### Notes:

TERM: 5/1/26-4/30/27

THIS QUOTATION IS EXPRESSLY LIMITED TO AND EXPRESSLY MADE CONDITIONAL ON PURCHASER'S ACCEPTANCE OF THE TERMS HEREIN AND ACCEPTANCE OF HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE ;LOCATED AT <https://www.howardcomputers.com/info/termsofsale.cfm> WHICH ARE FULLY ADOPTED AND INCORPORATED HEREIN BY REFERENCE PURCHASER'S SUBMISSION OF A PURCHASE ORDER PURSUANT TO THIS QUOTATION CONSTITUTES PURCHASER'S ACCEPTANCE OF AND AGREEMENT WITH HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS. A COPY OF THE ABOVE- REFERENCED GENERAL TERMS AND CONDITIONS OF SALE MAY ALSO BE OBTAINED BY CALLING 1-888-912-3151 OR EMAILING [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com)

Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm> or may be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com)

Howard hereby reserves the right to unilaterally withdraw and/or revise any Quotation or quoted prices at any time, including in the event its manufacturing or procurement costs increase due to circumstances such as fluctuations in vendor pricing - particularly for critical



DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

2353 N. Washington Avenue  
COOKEVILLE, TN 38501  
PHONE: (931) 525-4707

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

Phone Number of Person Making Request: 931-525-4707; ext 1501

Account Funding Code (if appropriate): 143-73100

Backup included

Backup to follow

The School Nutrition Program requests the following:

Approval to renew ice cream products bid with Murfreesboro Pure Milk for SY 2026-27.

Jennifer Mitchell, SNP Supervisor 4/23/26

Signature of Person Making Request Date

  
Signature of Director of Schools 4-23-26  
Date

received  
4-24-26 m7

*Price Listing*

Jackson Co IC TN-Putnam,Macon,Trous (#289)

MURFREESBORO PURE MILK CO

REGULAR SCHEDULE

EFFECTIVE DATE: 07/01/2026

COST WAREHOUSE: 1-MPM FREEZER - ORGANIZED BY CATEGORY

ITEM NUMBER	ITEM DESCRIPTION	UNIT UPC CODE	PACK SIZE	OV	25-26 Case PRICE	25-26 Eaches PRICE	26-27 Case PRICE	26-27 Eaches PRICE
<b>MAYFIELD BULK NOVELTIES (150)</b>								
670130	Mayfield 72pk NSA Van Cup	7524330543	72		43.2000	0.6000	NO CHANGE	NO CHANGE
670131	Mayfield 72pk LF Vanilla Cup	7524330553	72		38.1600	0.5300	NO CHANGE	NO CHANGE
670137	Mayfield 72pk LF Chocolate Cup	7524330546	72		38.1600	0.5300	NO CHANGE	NO CHANGE
670138	Mayfield 72pk LF Strawberry Cup	7524330545	72		38.1600	0.5300	NO CHANGE	NO CHANGE
670139	Mayfield 72pk Orange Sher Cup	7524330542	72		38.1600	0.5300	NO CHANGE	NO CHANGE
673314	Mayfield 72pk Brown Cow	7524330410	72		32.4000	0.4500	NO CHANGE	NO CHANGE
673370	Mayfield 72pk Fudge Bar	7524330412	72		32.4000	0.4500	NO CHANGE	NO CHANGE
673371	Mayfield 72pk Orange Cream Bar	7524330521	72		32.4000	0.4500	NO CHANGE	NO CHANGE
673393	Mayfield 96pk LF Sandwich	7524330549	96		48.0000	0.5000	NO CHANGE	NO CHANGE
<b>RICHS BULK NOVELTIES (148)</b>								
630638	Rich 24pk Crumble Cook Cone	7545542200	24		16.3200	0.6800	16.8000	0.7000
630640	Rich 24pk Birthday Cake Cone	7545542400	24		16.3200	0.6800	16.8000	0.7000
630644	Rich 24pk Sour Cyclone Cup	7545540140	24		16.3200	0.6800	16.8000	0.7000
670632	Rich 96pk Polar Pole Cherry	7545542570	96		60.4800	0.6300	62.4000	0.6500
670634	Rich 96pk Cotton Candy Bar	7545586260	96		48.0000	0.5000	NO CHANGE	NO CHANGE
670635	Rich 96pk Sour Cherry Bar	7545586266	96		48.0000	0.5000	NO CHANGE	NO CHANGE
670636	Rich 96pk Sour Blue Rasp Bar	7545586265	96		48.0000	0.5000	NO CHANGE	NO CHANGE
670637	Rich 96pk Straw Shortcake Bar	7545585050	96		55.6800	0.5800	57.6000	0.6000
670643	Rich 96pk Crumbled Cookie Bar	7545585200	96		60.4800	0.6300	NO CHANGE	NO CHANGE
670648	Rich 96pk Choc Crunch Cake Bar	7545585000	96		55.6800	0.5800	57.6000	0.6000
670650	Rich 96pk Cook & Cream Sand	7545544100	96		55.6800	0.5800	57.6000	0.6000



DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

2353 N. Washington Avenue  
COOKEVILLE, TN 38501  
PHONE: (931) 525-4707

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

Phone Number of Person Making Request: 931-525-4707; ext 1501

Account Funding Code (if appropriate): 143-73100

Backup included

Backup to follow

The School Nutrition Program requests the following:

Approval to join the Upper Cumberland Region Buying Group (UCRBG)/bid for non-food and chemical products for SY 2026-27.

Jennifer Mitchell, SNP Supervisor

4/23/26

Signature of Person Making Request

Date

Signature of Director of Schools

4-23-26

Date

received  
4-24-26 MT



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education


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

Backup Included

Backup to follow

Renewal of the agreement between Putnam County Board of Education and Enome, Inc. (GOALBOOK) San Mateo, CA (Phone 1-855-207-5443, Fax 650-284-0432) for Goalbook Toolkit Special Education Partial Department Membership for the 2026-2027 school year in the amount of \$47, 600 to be paid from 141-71200-330.

 4/7/26  
Sheri Roberson, Special Education Supervisor Date

 4/7/26  
Corby King, Director of Schools Date

**received**  
4-7-26 MAT



**Enome, Inc. (Goalbook)**  
P.O. Box 1289  
San Mateo, CA 94401  
-  
Phone: 1-855-207-5443  
Fax: (650) 284-0432  
FEIN: 45-2540420

**Check via Regular US Postal Service:**

Payee: Enome, Inc.  
Address: PO Box 846533  
Los Angeles, CA 90084-6533

**Check via Overnight Courier Only:**

Lockbox Services 846533  
Enome, Inc.  
3440 Flair Drive  
El Monte, CA 91731

---

**QUOTE 2418969-2**  
**Putnam County School System (TN)**

**01 Jul 2026**  
Due 31 Jul 2026 (NET 30)

Qty	Unit	Description	Price	Total
1.0	Product	Full District Membership - Goalbook Toolkit access for up to 80 users, including all Goalbook Services	\$ 49,200.00	\$ 49,200.00
1.0	Product	Multi-Year Partner Discount	-\$ 1,600.00	-\$ 1,600.00
<b>Total Due:</b>				<b>\$47,600.00</b>

## Quote Notes

Goalbook Toolkit Full District Membership - Goalbook Toolkit access for up to 80 users in Putnam County School System (TN), active until June 30, 2027.

Goalbook services include:

- 1 day of remote or onsite professional development led by Goalbook
- 1 mid-year consultation/webinar
- Dedicated Goalbook Success team member to work in partnership with district and school implementation leads throughout the year
- Access to ongoing webinars that feature a variety of content areas to build teacher capacity for improving instructional practice
- Analytics services for leadership upon request
- Dedicated Goalbook help desk and technical support

---

If a Purchase Order is generated, you can email it to [support@goalbookapp.com](mailto:support@goalbookapp.com) or fax to (650) 284-0432, and we will add the PO # to the invoice.

---

This order form is entered into and effective as of the form date set forth above by and between Enome, Inc. and the Client identified above. This order form incorporates the Goalbook Terms and Conditions ([goalbookapp.com/terms](http://goalbookapp.com/terms)) (collectively the "Agreement"). All fees are non-cancellable and non-refundable. By paying the fees above, you signify that you have read, understood, and agree to be bound by the Agreement, and that you have the authority to bind your organization to the Agreement.

Putnam County Special Education Department partners with Goalbook ToolKit for the following services:

### Guiding Teachers in Writing Present Levels of Performance.

Toolkit guides teachers to confidently identify student present levels that are data driven by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best- practices in developing IEP present level statements including: editable starter narratives for each functional grade level, grade-level expectation for assessments, and prompting questions to tell the story of the student and to clearly articulate the impact of their disability.
- Downloadable assessments and screeners and data collection sheets for use in developing present levels data for IEPs.
- Exemplar IEP present levels content for grades Pre-K through 12<sup>th</sup> and student strengths and needs areas: academics (pre, core, and alt), social and emotional, behavior, communications, physical, functional/management, and vocational.
- Validated by ESSA aligned research.

### Guiding Teachers in Writing standards-aligned IEP goals.

Toolkit saves time in developing and monitoring standards-aligned IEP goals that address student's individual needs by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best- practices in developing IEP goals and objectives including thousands of exemplar IEP goals which contain the elements of representation, expression, and criteria with alignment to state specific standards and differentiated with scaffolding at up to 3 levels of supports.
- Learning goals in academic and non-academic areas including: core academics, behavior, SEL, pre-k, EL, autism, speech & language, alt & life skills, OT, success & management, deaf/hard of hearing, adapted PE, blind & visually impaired, birth to 3, and dyslexia.
- Search and filter content by: subject, grade (Birth-3 and Pre-K to 12), category / subdomain, standard, and key word.
- State specific standard unpacked to its core purpose (unpacked standard).
- Horizontally aligned standards and goals for foundational and precursory skills.
- Progress monitoring assessments and exemplars aligned specially to the goal.
- Validated by ESSA aligned research.

Supporting Special Education teachers in the implementation of IEPs, provision of inclusive services in the general education setting and resources for instruction prep planning with their general education teachers.

Toolkit helps teachers successfully implement IEPs with instant access to research-based instructional strategies and classroom-ready resources by providing unique content and features including:

- Curated list of targeted research-based strategies and ready-to-use resources to implement IEPs in reading, writing, speaking, math, behavior & SEL for use in-person and remote settings.

- Mini root causes analysis approach to identifying strategies.
- Coaching and implementation tips including how to use the strategies cross circularly and in multiple settings.
- Aligned to the Universal Designed for Learning (UDL) framework of engagement, representation, and action & expression.

Putnam County researched other programs such as, but not limited to, PowerSchool, SMART-R Online Goal Bank, AbleSpace, CAST and several AI tools. There were not any programs or platforms that offered the services in one platform that we were needing to support our teachers. The teachers would have to utilize several programs and platforms to receive the resources that Goalbook Toolkit offers the teachers in their program. This saves the teachers the frustration, time and effort of having to look through several programs for the information that they need. Goalbook is the only program that we found that offers everything in one platform, aligned to the Tennessee standards, and instant access to research-based instructional strategies and classroom-ready resources to enabled the teachers to efficiently and effectively perform their job.



Goalbook  
700 South B Street, Suite 200  
San Mateo, CA 94401

July 1, 2026

Goalbook Partner:

This letter is to confirm that Toolkit is a sole source product, developed, sold, and distributed exclusively by Enome, Inc. (Goalbook). Enome, Inc. (Goalbook) is the Sole Source of the items, content and services listed below. Competition in providing the below items, content, and services is precluded by the existence of a copyright held by Enome, Inc. (Goalbook). There are no other solution for purchase that would serve the same purpose or function. This product must be purchased directly by institutions from Enome, Inc. (Goalbook). There are no agents or dealers authorized to represent this product.

Toolkit guides teachers to confidently identify student present levels that are data driven by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best-practices in developing IEP present level statements including: editable starter narratives for each functional grade level, grade-level expectation for assessments, and prompting questions to tell the story of the student and to clearly articulate the impact of their disability.
- Downloadable assessments and screeners and data collection sheets for use in developing present levels data for IEPs.
- Exemplar IEP present levels content for grades Pre-K through 12<sup>th</sup> and student strengths and needs areas: academics (pre, core, and alt), social and emotional, behavior, communications, physical, functional/management, and vocational.
- Validated by ESSA aligned research.

Toolkit saves time in developing and monitoring standards-aligned IEP goals that address student's individual needs by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best-practices in developing IEP goals and objectives including thousands of exemplar IEP goals which contain the elements of representation, expression, and criteria with alignment to state specific standards and differentiated with scaffolding at up to 3 levels of supports.
- Learning goals in academic and non-academic areas including: core academics, behavior, SEL, pre-k, EL, autism, speech & language, alt & life skills, OT, success & management, deaf/hard of hearing, adapted PE, blind & visually impaired, birth to 3, and dyslexia.
- Search and filter content by: subject, grade (Birth-3 and Pre-K to 12), category / subdomain, standard, and key word.
- State specific standard unpacked to its core purpose (unpacked standard).
- Horizontally aligned standards and goals for foundational and precursory skills.
- Progress monitoring assessments and exemplars aligned specially to the goal.
- Validated by ESSA aligned research.

Toolkit helps teachers successfully implement IEPs with instant access to research-based instructional strategies and classroom-ready resources by providing unique content and features including:

- Curated list of targeted research-based strategies and ready-to-use resources to implement IEPs in reading, writing, speaking, math, behavior & SEL for use in-person and remote settings.
- Mini root causes analysis approach to identifying strategies.
- Coaching and implementation tips including how to use the strategies cross circularly and in multiple settings.



Goalbook  
700 South B Street, Suite 200  
San Mateo, CA 94401

- Aligned to the Universal Designed for Learning (UDL) framework of engagement, representation, and action & expression.

If you desire additional information, please do not hesitate to contact us at 1-855-207-5443.

Sincerely,

A handwritten signature in grey ink, appearing to read "Justin Su".

Justin Su  
Founder, Goalbook

## ThoughtExchange Pre-Sales Agreement

This Pre-Sales Agreement (the “**Agreement**”) is effective as of the date of last signature below (the “**Effective Date**”), between Fulcrum Management Solutions Ltd. (on behalf of itself and its affiliates, including Fulcrum Management Solutions Inc.) doing business as **ThoughtExchange** (hereafter referred to as “ThoughtExchange”, “we”, “us”, “our”, or similar terms), and the entity identified as “Customer” on the signature page below (referred to hereafter as “Customer”, “you”, “your”, or similar terms).

This Agreement is entered in contemplation of Customer’s prospective purchase of subscription access to ThoughtExchange’s software-as-a-service platform (the “**Prospective Purchase**”), in connection with which: (A) ThoughtExchange and/or Customer (the “**Receiving Party**”, as applicable) has obtained or may obtain from the other (the “**Disclosing Party**”, as applicable) certain Confidential Information (as defined below); and (B) ThoughtExchange may provide Customer with limited access to the proprietary ThoughtExchange software-as-a-service platform (the “**Services**”) prior to conclusion of the Prospective Purchase, on the terms and conditions set forth below.

In consideration of any disclosure and negotiations concerning the Prospective Purchase and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

### 1. CONFIDENTIAL INFORMATION

**1.1. Confidential Information.** For the purposes of this Agreement, “**Confidential Information**” shall mean information, whether or not originated by Disclosing Party, and whether or not reduced to writing, which is: (i) proprietary to, about or created by or for Disclosing Party or any of Disclosing Party’s clients, customers, licensors or suppliers; (ii) gives Disclosing Party some competitive business advantage or the opportunity of obtaining such advantage or the disclosure of which could be detrimental to the interests of Disclosing Party; (iii) designated as Confidential Information by Disclosing Party, or from all the relevant circumstances should reasonably be assumed by Receiving Party to be confidential and proprietary to Disclosing Party; or (iv) not generally known by non-Disclosing Party personnel. Without limiting the generality of the foregoing, Confidential Information includes, but is not limited to, trade secrets and business matters such as research and development, the identity and profiles of customers and suppliers, and sales and marketing plans and information. Confidential Information does not lose its status as Confidential Information merely because it was known by a limited number of persons or entities or because it was not entirely originated by either party. Neither party has any obligation to disclose any information or negotiate or enter into any agreement or relationship. As between the parties, all Confidential Information disclosed hereunder will be and will remain the sole property of Disclosing Party. Receiving Party will not construe anything in this Agreement as granting or conferring any right by license or otherwise, expressly or by implication, for any business strategy, marketing plan, development or improvement on any of the foregoing, embodied in the Confidential Information obtained hereunder. Any Confidential Information is provided on an “AS IS” basis without representation or warranty of any kind, express, implied or statutory.

### 1.2. Confidentiality Obligations.

- a. Receiving Party may use the Confidential Information solely for the purpose of evaluating its potential relationship with Disclosing Party, and not for any other purpose, including, but not limited to, its own internal purposes or publicly displayed promotional purposes. Receiving Party will treat the Confidential Information with the same degree of care with which it treats its own confidential and Confidential Information of high importance, but in no event less than a reasonable degree of care. Receiving Party will not disclose any Confidential Information to any employees, representatives, or agents who are not bound to Receiving Party by a duty of confidentiality substantially equivalent to the duty provided herein that protects Confidential Information of Disclosing Party.

- b. Receiving Party shall not directly or indirectly disclose, display, provide, transfer, or otherwise make available all or any part of the Confidential Information to any third party at any time during the period in which Receiving Party has access to the Confidential Information or thereafter, unless Receiving Party has received prior written permission from Disclosing Party. The foregoing shall not apply to Confidential Information which Receiving Party can show (a) is publicly known through no fault of the Receiving Party, (b) was properly known to it, without restriction, prior to Receiving Party's obtaining it from Disclosing Party, (c) was properly disclosed to it, without restriction, by another person with the legal authority to do so, (d) was independently developed by Receiving Party without use or reference to Disclosing Party's Confidential Information or (e) is required to be disclosed pursuant to a judicial, legislative or regulatory order or proceeding; provided that, to the extent permitted by and practical under the circumstances, Receiving Party provides to Disclosing Party (i) prior notice of the intended disclosure and an opportunity to respond or object to the disclosure or (ii) if prior notice is not permitted or practical under the circumstances, prompt notice of such disclosure. Receiving Party shall cooperate with any attempt by Disclosing Party to obtain a protective order or other remedy against disclosure. In the event that a protective order or other remedy is not obtained, or Disclosing Party waives compliance with the provisions of this Agreement, Receiving Party agrees that it shall furnish only that portion of the Confidential Information which it is advised in writing by counsel that it is legally required to disclose, and further, Receiving Party shall exercise commercially reasonable efforts to obtain reliable assurance that confidential treatment will be accorded the Confidential Information which is so disclosed.
  - c. Each Receiving Party will promptly notify Disclosing Party of any unauthorized release of Confidential Information.
  - d. Each party hereby agrees and assures the other that it will comply with all applicable export control laws or regulations and will not knowingly transmit any Confidential Information received from the other hereunder, directly or indirectly, in violation of any such applicable export control laws or regulations.
  - e. The confidentiality obligations of the parties under this Agreement will remain in effect perpetually from the time of disclosure of any Confidential Information, and shall terminate earlier solely to the extent that either: (i) Receiving Party can document Confidential Information falls into one of the exceptions set forth in Section 1.2.b. above; or (ii) the parties execute a comprehensive commercial agreement governing the business relationship between them, which includes confidentiality provisions thereafter applicable to Confidential Information disclosed under this Agreement.
  - f. If the parties do not proceed with the Prospective Purchase, or if asked by Disclosing Party at any time, Receiving Party will promptly return or destroy (at the Disclosing Party's option) all Confidential Information, including all copies and extracts.
- 1.3. Equitable Relief.** The parties acknowledge that Confidential Information is unique and valuable, and that disclosure in breach of this Agreement will result in irreparable injury to Disclosing Party for which monetary damages alone would not be an adequate remedy. Therefore, the parties agree that in the event of a breach or threatened breach of confidentiality, Disclosing Party shall be entitled to specific performance and injunctive or other equitable relief as a remedy for any such breach or anticipated breach without the necessity of posting a bond. Any such relief shall be in addition to and not in lieu of any appropriate relief in the way of monetary damages. In addition, any party that prevails in any legal dispute hereunder shall be entitled to collect its attorneys' fees and expenses from the other party.
- 2. SERVICES.** ThoughtExchange may provide one or more individuals identified by you (each an "Authorized User") with access to certain features of the Services (as further described in the Services Descriptions published at <https://thoughtexchange.com/services-description/>), provided that the following terms shall govern all such access:

- 2.1. **Limited Use.** Any access to or use of the Services under this Agreement will be limited in time and scope as determined by ThoughtExchange in its sole and unfettered discretion, and may be changed or revoked (in whole or in part) by ThoughtExchange at any time and for any reason.
- 2.2. **Rights Reserved.** Subject to the limited access granted under this Agreement, we reserve all intellectual property rights, including rights in the ThoughtExchange platform and brand, and the Services, including all patent, copyright, trade secret, trademark and other proprietary rights.
- 2.3. **Authorized Users.** You are responsible for all access to and use of the Services by your Authorized Users.
- 2.4. **Feedback.** You or your Authorized Users may, on an entirely voluntary basis, submit feedback, user community contributions and comments, technical support information, suggestions, enhancement requests, recommendations, and messages relating to the operations, functionality, or features of the Services or other products or services (collectively, "**Feedback**"). You grant us a royalty-free, fully paid, non-exclusive, perpetual, irrevocable, worldwide, transferable license to display, use, incorporate into the Services, copy, modify, publish, perform, translate, create derivative works from, sublicense, distribute, and otherwise exploit Feedback without restriction.
- 2.5. **Content.** As between us, you own and shall retain all right, title and interest in and to all information collected, entered, created or otherwise provided by you or by your Authorized Users in the course of using the Services (your "**Content**"). We will obtain and process your Content solely to perform our obligations under this Agreement. Content shall be considered your Confidential Information under this Agreement. You are responsible for the accuracy, quality, content, availability, appropriateness, and legality of your Content, including how your Content is acquired, and how your Content is used or shared by you and your Authorized Users (including outside of the Services). You are responsible for the proper disclosure to and receipt of all required consents from each individual to transfer any personal information to us and to allow us to use, disclose and otherwise process such information for the purpose of providing the Services.
- 2.6. **Prohibited Content.** You will not (and you will ensure that your Authorized Users do not) upload to, or otherwise provide for processing by the Services, any "**Prohibited Content**", which means: (a) financial account or payment card information; (b) patient, medical or other protected health information; (c) social security, national identity, or similar personal identifiers; (d) "special categories of personal data" as defined under the General Data Protection Regulation, Regulation (EU) 2016/679 (GDPR); (e) any other sensitive personal data as such term (or a similar term) is defined under applicable privacy or data protection laws; and (f) any data that you do not have the legal right to transfer to us. You acknowledge and agree that, notwithstanding anything to the contrary in this Agreement, we will have no liability with respect to Prohibited Content.
- 2.7. **AI Content.** The Services may allow you to use features or functionality that are delivered through our use of artificial intelligence ("**AI**") services, including third-party AI services identified in our subprocessor list (published at <https://thoughtexchange.com/subprocessors/>). If you use those features or functionality (the "**AI Features**"), then as between you and us: (a) you own any input entered, created, or otherwise provided by you in the course of your use of the AI Features, and any output that is generated by your use of the AI Features and made available to you through the Services (your "**AI Content**"); (b) you grant to us an irrevocable, worldwide, non-exclusive right, without any further consent, notice, or payment, to use your AI Content solely to deliver, develop, and improve our services (including but not limited to the AI Features); and (c) we own all input entered, created, or otherwise provided by us, whether or not such input is displayed or disclosed to you in the course of your use of the AI Features.
- 2.8. **Aggregated and Anonymous Data.** Notwithstanding Section 2.5 above, you acknowledge that we may collect aggregated and anonymous data from the Services to develop and improve our products and services, and to track certain aspects of our services, including without limitation,

availability, capacity, performance, and response times. We will ensure that none of the information we gather identifies, or could be used to identify you, your Authorized Users, or individuals whose information may be included in your Content.

- 2.9. Privacy Policy.** Our Privacy Policy, published at <https://thoughtexchange.com/privacy-policy/>, sets out how we collect and use any information that you or others give us in connection with your use of the Services.
- 2.10. Disclaimer.** YOU ACKNOWLEDGE AND AGREE THAT ANY SERVICES PROVIDED UNDER THIS AGREEMENT ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS WITHOUT ANY WARRANTIES OR CONDITIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL WE BE LIABLE TO YOU FOR ANY DAMAGE WHATSOEVER ARISING OUT OF YOUR USE OF (OR INABILITY TO USE) THE SERVICES, REGARDLESS OF THE CAUSE OF ACTION (INCLUDING BREACH OF CONTRACT, NEGLIGENCE OR OTHER TORT, STATUTE, OR OTHER LEGAL OR EQUITABLE THEORY), EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSSES. IF THERE IS A LAW THAT LIMITS HOW THE LIMITATION OF LIABILITY IN THIS SECTION APPLIES TO YOU, OUR LIABILITY WILL BE LIMITED TO THE FULLEST EXTENT PERMITTED BY LAW. FOR GREATER CLARITY, AND WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, NO INDEMNITIES, WARRANTIES, GUARANTEES, OR OTHER COMMITMENTS APPLY TO SERVICES PROVIDED HEREUNDER, OR TO YOUR ACCESS TO OR USE OF ANY SUCH SERVICES.
- 3. Governing Law & Forum.** This Agreement is governed by the laws of the State of Tennessee, without regard to conflicts of laws rules or provisions. With respect to any suit, action or proceeding relating to this Agreement, each party irrevocably submits to the exclusive jurisdiction of the Chancery Court of Putnam County, Tennessee. Prior to initiating any court action, either party may voluntarily agree to submit the dispute to arbitration. Any such arbitration shall be non-binding unless the parties expressly agree in writing that the arbitration shall be final and binding. Nothing in this Agreement precludes either party from enforcing in any jurisdiction any judgment, order or award obtained in any such court.
- 4. Entire Agreement.** This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements and communications with respect to the subject matter of this Agreement. If any provision is found to be unenforceable, such provision will be limited or deleted to the minimum extent necessary so that the remaining terms remain in full force and effect. This Agreement may only be amended by the written agreement of both parties.

IN WITNESS WHEREOF, the parties’ duly authorized representatives have executed this Agreement as of the dates written below.

**CUSTOMER:**

Entity Name: Putnam County School System

Signed: \_\_\_\_\_

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

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

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

**THOUGHTEXCHANGE:**



Signed: \_\_\_\_\_

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

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

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



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 27, 2026

RE: STAR Physical Therapy Contract

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for May 7, 2026, Board meeting.

Consider approval of contract with STAR Physical Therapy for Athletic Trainer Services.

Supervisor

Date

Director of Schools

Date





**ATHLETIC TRAINER SERVICES AGREEMENT  
2026-2027**

This Athletic Trainer Services Agreement (the “Agreement”) is entered into as of **July 1, 2026**, by and between **STAR PHYSICAL THERAPY, Franklin, Tennessee** and **PUTNAM COUNTY SCHOOLS (“PUTNAM COUNTY SCHOOLS”)**. The Effective Date of this Agreement shall be **July 1, 2026**.

WHEREAS, **PUTNAM COUNTY SCHOOLS** and **STAR PHYSICAL THERAPY** desire that **STAR PHYSICAL THERAPY** provide athletic training services to **PUTNAM COUNTY SCHOOLS**.

NOW THEREFORE, it is mutually agreed as follows:

1. Services Provided: **STAR PHYSICAL THERAPY** will provide the following services:
  - 1.1 **STAR PHYSICAL THERAPY** will make available (4) Board of Certification (BOC) Certified Athletic Trainers (AT) that are licensed to practice in the State of Tennessee to:
    1. Provide injury assessment at the school for students who request evaluation.
    2. Provide daily practice coverage including off campus preseason football practices involving injury prevention, assessment and rehabilitation.
    3. Coverage of all home and away football games.
    4. Coverage of all home contests for sports other than football that are held on campus as agreed to by **STAR PHYSICAL THERAPY** and Athletic Director.
    5. Coverage of special events and tournaments as agreed to by **STAR PHYSICAL THERAPY** and Athletic Director.
    6. Work with school to maintain TSSAA health guidelines for athletic participation, physical forms, medical questionnaires and injury records under HIPAA & FERPA compliance.
    7. Develop a rapport with strength, speed and conditioning providers to help ensure the overall care of athletes.
    8. Coordinate the annual student athletic physical screening for all athletes. This service includes coordinating physicians, nursing and administrative support so that the athletes will have access to screening prior to participation in sporting events.
    9. Services will be provided at current levels or greater to the Schools and Athletic Teams.
2. The Putnam County Board of Education shall have the right to approve any and all personnel assigned to provide services under this agreement.
3. **STAR PHYSICAL THERAPY** and its employees and agents agree to comply with all Tennessee and Federal laws with respect to furnishing services to students and employees

of the Putnam County Board of Education; and to comply with all policies of the Putnam County Board of Education, as well.

4. Term and Termination:

Term: The term of this agreement shall be for one school year commencing July 1, 2026 and expiring June 30, 2027. The Board of Education shall have the option to renew the contract for four one year options at the price noted in section 5.1 (Fees) and on the same terms and conditions. The Board will make a determination with respect to exercising the options to renew at the regular Board meeting in May of each succeeding year.

Termination: This Agreement may also be terminated on the first to occur of the following:

- i) Termination by Agreement. In the event **PUTNAM COUNTY SCHOOLS** and **STAR PHYSICAL THERAPY** shall mutually agree in writing, this Agreement may be terminated on the terms and date stipulated therein, during the 2026-2027 school year.
- ii) Termination for Cause. This Agreement may be terminated by **STAR PHYSICAL THERAPY** or **PUTNAM COUNTY SCHOOLS** if either party shall fail by omission or commission in any substantial manner to provide the services and/or fulfill its obligation as specified in this Agreement.
- iii) Termination for Convenience: **PUTNAM COUNTY SCHOOLS** may terminate this agreement at its sole and absolute discretion at any time with a 30-day written notice.

Effects of Termination: The effect of termination of this Agreement as hereinabove provided shall be that neither party shall have any further obligation hereunder except for obligations accruing prior to the date of termination and obligations by their nature extending beyond the date of termination.

5. Athletic Training Fees and Payment Schedule

5.1 Fees During the term of this Agreement, **PUTNAM COUNTY SCHOOLS** will pay **STAR PHYSICAL THERAPY** per the schedule below:

2026-2027 School Year	\$128,000 total
2027-2028 School Year	\$132,000 total
2028-2029 School Year	\$136,000 total
2029-2030 School Year	\$140,000 total
2030-2031 School Year	\$144,000 total

## 5.2 Payment

STAR PHYSICAL THERAPY will invoice PUTNAM COUNTY SCHOOLS as follows:  
STAR will invoice PUTNAM COUNTY SCHOOLS quarterly with payments due quarterly. Each payment will be 25% of the yearly amount for that year.

Quarterly payment due dates are:

- August 1 (July, August, September)
- November 1 (October, November, December)
- February 1 (January, February, March)
- May 1 (April, May, June)

6. **Supplies:** PUTNAM COUNTY SCHOOLS agrees to provide STAR PHYSICAL THERAPY with the necessary training room area at each of the schools. STAR PHYSICAL THERAPY, at its sole cost and expense, shall provide all Athletic Training supplies for student use as required.
7. STAR shall provide a certificate of insurance covering its employees that will provide services to the PUTNAM COUNTY SCHOOLS. The insurance company, duly licensed by the State of Tennessee, will provide primary coverage and will not be in excess of any insurance that may be secured by PUTNAM COUNTY SCHOOLS per the following provisions. General Liability must include sexual abuse and misconduct coverage. The insurance company shall provide the Certificates of Insurance to PUTNAM COUNTY SCHOOLS within (30) days of notification of selection. Star will name Putnam County Schools as an additional insured with respects to general liability and professional liability coverages.

• Workman's Compensation Insurance	Statutory Limits
• Property Damage	\$1,000,000
• Bodily Damage	\$1,000,000
• General Liability	\$2,000,000
• Professional Liability Insurance	\$2,000,000
• Employment Practices Liability Insurance	\$2,000,000
8. **Criminal Background Check:** Each trainer provided by STAR must meet with the PUTNAM COUNTY SCHOOL Human Resource representative and follow protocol for a fingerprinting and criminal background checks. STAR is to pay for any necessary fees for the completion of this required service.
9. **Policy:** STAR PHYSICAL THERAPY will ensure all trainers fully comply with PUTNAM COUNTY SCHOOL policy and regulations pertaining to restrictions that affect anyone on PUTNAM COUNTY SCHOOL owned property or while in the

presence of PUTNAM COUNTY SCHOOL students.

10. **Safety:** All PUTNAM COUNTY SCHOOL sites are drug and alcohol-free workplaces. STAR PHYSICAL THERAPY employees or agents will not possess/distribute/consume tobacco, alcohol or any illegal or dangerous substances (such as, but not limited to, vaping) on PUTNAM COUNTY SCHOOL property or in the presence of PUTNAM COUNTY SCHOOL students.
11. **Independent Contractor:** In the performance of the work, duties, and obligations specified in this Agreement, it is mutually understood and agreed by the parties that STAR PHYSICAL THERAPY is at all times acting and performing as an independent contractor to PUTNAM COUNTY SCHOOLS in the provision of services. STAR PHYSICAL THERAPY and PUTNAM COUNTY SCHOOLS expressly negate any intent to create, and this Agreement shall not be construed as creating, any partnership, joint venture, employer-employee relationship, or any other relationship except that of independent contractor.
12. **Prohibition of Assignment:** This Agreement is personal to the parties hereto, and neither this Agreement nor any of the rights, privileges or duties arising here from may be assigned, transferred, or delegated unless specifically provided herein.
13. **Consent/HIPAA Compliance:** PUTNAM COUNTY SCHOOLS shall ensure that each student athlete and the parent/legal guardian shall enter into (i) a consent to allow STAR PHYSICAL THERAPY to render services, and (ii) an agreement authorizing the release of their health information to the school's athletic department.
14. **Choice of Law:** This Agreement shall be governed by and construed in accordance with laws of the State of Tennessee. The exclusive jurisdiction and venue to resolve any disputes is in the Chancery Court of Putnam County, Tennessee. Each party is responsible for its own attorney fees and cost.
15. **Severability:** This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules, and regulations. In the event any provision of this Agreement is held to be invalid, illegal, or unenforceable for any reason and in any respect, and the basis of the bargain of this Agreement is not thereby destroyed, such invalidity, illegality, or unenforceability shall not affect the remainder of this Agreement, which shall be and remain in full force and effect, enforceable in accordance with its terms.
16. **Subrogation:** Anything to the contrary notwithstanding, it is mutually agreed by and between the parties that in the event of a work related injury and/or claim by any employee of Star Physical Therapy, in no event will any employee or Worker's Compensation carrier of Star Physical Therapy subrogate against the Putnam County

Board of Education or its self-insurance fund to reimburse Star Physical Therapy's workers' compensation carrier and/or the liability insurance carrier for any workers' compensation benefits which the insured employee may have received.

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

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

**PUTNAM COUNTY SCHOOLS**

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

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

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

**STAR PHYSICAL THERAPY**

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

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

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





# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: April 17, 2026

RE: Security Cameras in Schools

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for May 7, 2026, Board meeting.  
Consider approval of Addition to Board Policy 6.300 regarding security cameras.

  
\_\_\_\_\_  
Supervisor

4/17/26  
\_\_\_\_\_  
Date

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

4-17-26  
\_\_\_\_\_  
Date

**received**



# Putnam County Board of Education

	Descriptor Term:  <h2 style="margin: 0;">Code of Conduct</h2>	Descriptor Code:  <b>6.300</b>	Issued Date:  <b>09/28/23</b>
		Rescinds:  <b>6.300</b>	Issued:  <b>12/02/21</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
 2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-  
 3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as Restorative  
 4 Practices, RTI <sup>2</sup> B, Multi-tiered system of supports, Behavior intervention plans. Exclusionary  
 5 discipline shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve  
 6 principals and faculty members of each level and shall be consistent with the relevant policies as  
 7 adopted by the Board.

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
 9 protect all members of the educational community in the exercise of their rights and duties and to  
 10 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>3,4</sup> These  
 11 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
 12 school sponsored outings. Staff members have the authority to enforce the code of conduct and shall  
 13 ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 14 1. Balances accountability with an understanding of traumatic behavior;
- 15
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
 17 allowed at school;
- 18
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
 20 behavioral intervention plans;
- 21
- 22 4. Creates consistent rules and consequences; and
- 23
- 24 5. Models respectful, non-violent relationships.

25 In order to ensure that these goals are accomplished, the school district shall utilize the following  
 26 trauma-informed discipline practices: restorative practices, RTI-B, multi-tiered systems of support,  
 27 behavior intervention plans, and social worker support. Principals shall use the appropriate discipline  
 28 management techniques when enforcing the code of conduct.

## 1 MISBEHAVIORS: LEVEL I

2 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
3 procedures or interferes with the orderly operation of the school but which can usually be handled by  
4 an individual staff member.

### 5 *Examples (not an exclusive listing)*

- 6 • Classroom disturbances
- 7 • Classroom tardiness
- 8 • Cheating and lying
- 9 • Abusive language
- 10 • Failure to do assignments or carry out directions
- 11 • Wearing, while on the grounds of a public school during the regular school day, clothing that  
12 exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup>
- 13 • Victimization of any student [Harassment (Sexual, Racial, Ethnic, Religious) Bullying, Cyber-  
14 bullying, and/or Hazing]

### 15 *Disciplinary Procedures*

- 16 • Staff member intervenes immediately.
- 17 • Staff member determines what offense was committed and its severity.
- 18 • Staff member determines who committed the offense and if he/she understands the nature of  
19 the offense.
- 20 • Staff member employs appropriate disciplinary options.
- 21 • The record of the offense and disciplinary action shall be maintained by the staff member.

### 22 *Disciplinary Options*

- 23 • Verbal reprimand
- 24 • Special assignment
- 25 • Restricting activities
- 26 • Assigning work details
- 27 • Counseling
- 28 • Withdrawal of privileges
- 29 • Issuance of demerits
- 30 • Strict supervised study
- 31 • Detention
- 32 • Corporal punishment, if applicable
- 33 • In-school suspension
- 34 • Trauma-informed practices

## 35 MISBEHAVIORS: LEVEL II

36 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of  
37 the school. These misbehaviors do not represent a direct threat to the health and safety of others but

1 have educational consequences serious enough to require corrective action on the part of  
2 administrative personnel.

3 *Examples (not an exclusive listing)*

- 4 • Continuation of unmodified Level I behaviors
- 5 • School or class tardiness
- 6 • Using forged notes or excuses
- 7 • Disruptive classroom behavior

8 *Disciplinary Procedures*

- 9 • The student is referred to the principal for appropriate disciplinary action.
- 10 • The principal meets with the student and staff member.
- 11 • The principal hears the accusation made by the teacher and allows the student the opportunity  
12 to explain his/her conduct.
- 13 • The principal takes appropriate disciplinary action and notifies the staff member of the action.
- 14 • The record of offense and disciplinary action shall be maintained by the principal.

15 *Disciplinary Options*

- 16 • Teacher/schedule change
- 17 • Modified probation
- 18 • Behavior modification
- 19 • Social probation
- 20 • Peer counseling
- 21 • Referral to outside agency
- 22 • In-school suspension
- 23 • Transfer
- 24 • Detention
- 25 • Suspension from school-sponsored activities or from riding school bus
- 26 • Corporal punishment, if applicable
- 27 • Out-of-school suspension (not to exceed ten (10) days)
- 28 • Trauma-informed practices

### 29 **MISBEHAVIORS: LEVEL III**

30 This level includes acts directly against person or property but whose consequences do not seriously  
31 endanger the health or safety of others in the school.

32 *Examples (not an exclusive listing)*

- 33 • Continuation of unmodified Level I and II behaviors
- 34 • Fighting
- 35 • Vandalism (minor)

- 1 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug
- 2 paraphernalia, and/or alcohol
- 3 • Stealing
- 4 • Threats to others
- 5 • Victimization of any student [Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-
- 6 bullying, and/or Hazing]

#### 7 *Disciplinary Procedures*

- 8 • The student is referred to the principal for appropriate disciplinary action.
- 9 • The principal hears the accusation and allows the student the opportunity to explain his/her
- 10 conduct.
- 11 • The principal takes appropriate disciplinary action and notifies the staff member of the action.
- 12 • The principal may refer incident to the Director of Schools or his designee, and make
- 13 recommendations for consequences.
- 14 • If the student's program is to be changed, adequate notice shall be given to the student and
- 15 his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a hearing, and
- 16 his/her right to be represented by a person of his/her choosing.
- 17 • Any change in school assignment is appealable to the Director of Schools.
- 18 • The record of offense and disciplinary action shall be maintained by the principal.

#### 19 *Disciplinary Options*

- 20 • In-school suspension
- 21 • Detention
- 22 • Corporal punishment
- 23 • Restitution from loss, damage, or stolen property
- 24 • Out-of-school suspension not to exceed ten(10) days
- 25 • Social adjustment classes
- 26 • Trauma-informed practices
- 27 • Transfer
- 28 • Expulsion

#### 29 **MISBEHAVIORS: LEVEL IV**

30 This level of misbehavior includes acts which result in violence to another's person or property or  
 31 which pose a threat to the safety of others in the school. These acts are so serious that they usually  
 32 require administrative actions which result in the immediate removal of the student from the school,  
 33 the intervention of law enforcement authorities, and/or action by the Board.

34 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 35 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 36 death to another person.<sup>7</sup>

37 *Examples (not an exclusive listing)<sup>8</sup>*

- 1 • Continuation of unmodified Level I, II, and III behaviors
- 2 • Death threat (hit list)
- 3 • Extortion
- 4 • Bomb threat
- 5 • Possession/use/transfer of dangerous weapons\*
- 6 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 7 employee of the school, or a school resource officer\*
- 8 • Aggravated assault\*
- 9 • Vandalism
- 10 • Theft/possession/sale of stolen property
- 11 • Arson
- 12 • Possession of unauthorized substances (i.e. any controlled substance, controlled substance
- 13 analogue, or legend drug)\*
- 14 • Use/transfer of unauthorized substances
- 15 • Victimization of any student [Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-
- 16 bullying, and/or Hazing
- 17 • Electronic threat to cause bodily injury or death to another student or school employee\*

#### 18 *Disciplinary Procedures*

- 19 • The principal confers with appropriate staff members and with the student.
- 20 • The principal hears the accusations and allows the student the opportunity to explain his/her
- 21 conduct.
- 22 • The parent(s)/guardian(s) are notified.
- 23 • Law enforcement officials are contacted.
- 24 • The incident is reported, and recommendations are made to the Director of Schools.
- 25 • Complete and accurate reports are submitted to the Director of Schools.
- 26 • If the student's placement is to be changed, adequate notice of the charges shall be given to the
- 27 student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

#### 28 *Disciplinary Options*

- 29 • Expulsion
- 30 • Alternative schools
- 31 • Other hearing authority or Board action which results in appropriate placement
- 32 • Trauma-informed practices

33 \*Zero tolerance offenses

34

#### 35 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE (if applicable) CAMERAS**

36 Cameras or video cameras may be used to monitor student behavior in schools.

37 Students in violation of conduct rules shall be subject to disciplinary action in accordance with

38 established board policy governing student conduct and discipline.

1 The district shall comply with all applicable state and federal laws related to video recordings when  
 2 such recordings are considered for retention as part of the student's behavioral record as determined by  
 3 the district and in accordance with the law.<sup>9</sup> These materials shall be maintained for seven (7) days.  
 4 Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of  
 5 Schools/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be  
 6 present when parent(s)/guardian(s) are provided the opportunity to review photographs and video  
 7 footage.<sup>10</sup>

8 The Director of Schools shall develop procedures governing the use of cameras and video cameras in  
 9 accordance with the provisions of state and federal law and established board policies.  
 10  
 11  
 12  
 13

---

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299
9. TCA 10-7-504; 20 USCA §1232g
10. Public Acts of 2019, Chapter No. 256

---

Cross References

Traffic and Parking Controls 3.403  
 Procedural Due Process 6.302  
 Student Discrimination, Harassment, Bullying,  
 Cyber-bullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041  
 Interference/Disruption of School Activities 6.306  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

Click here to choose a school board.

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date:
		Rescinds:	Issued:

1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the  
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not  
4 hear complaints or concerns which have not advanced through the proper administrative procedure. If  
5 all steps of the administrative procedure have been pursued and there is still a desire to appeal to the  
6 Board, the matter shall be referred in writing to the office of the Director of Schools, and the Board  
7 shall determine whether to hear the appeal.

8 **APPEARING BEFORE THE BOARD**

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to  
10 individual board members or staff members only upon approval of the Chair. Each person speaking  
11 shall state his/her name; the subject of presentation; their address; whether or not they are residents of  
12 Putnam County, Tennessee; and whether or not they have children in the Putnam County school  
13 system.

14 Each speaker shall be limited to three (3) minutes and may only speak once. It is recommended that if  
15 there are several people speaking on the same side of any particular issue, the Board reserves the right  
16 to limit the number of people speaking on any given side of any issue as long as the parties are  
17 reasonably equitable on either side of the issue. Individuals cannot “yield” their time to another  
18 individual.

19 The Chair shall have the authority to terminate the remarks of any individual who violates state law or  
20 does not adhere to board rules.<sup>1</sup>

21 Speakers shall not address personnel issues, nor individual issues related to any one or more students.

22 *Public Comment Period<sup>2</sup>*

23 There shall be a public comment period for each meeting with actionable items on the agenda, with the  
24 exception of teacher or personnel disciplinary hearings.

25 Comments shall be limited to topics listed on the agenda and matters that are germane to the school  
26 board’s jurisdiction and overall operation.

27 The total public comment period shall be for no more than thirty minutes.

28 If an individual wishes to address the Board, he/she shall sign up on the form provided twenty-four  
29 hours before the board meeting in writing to the Director of Schools so that the request shall be noted

1 on the board’s agenda. <sup>1</sup> Each speaker shall be given no more than three minutes. Delegations shall  
 2 select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

3 The chairman shall have the authority to terminate the remarks of any individual who does not adhere  
 4 to the above rules or chooses to be abusive to an individual board member or the Board as a whole or  
 5 to a staff member.

---

Legal References

1. [TCA 39-17-306](#)
2. [TCA 8-44-112](#)

Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305

---

<sup>1</sup> Board agenda’s must be made available forty-eight hours before meetings.



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.302

Line 2 Remove (**The time allowed for sick leave for**)

Line 2 ADD (**All full-time professional personnel**)

Line 11 ADD at the end of the sentence (**An employee absent for five (5) consecutive workdays shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.**)

# Putnam County Board of Education

	Descriptor Term:  <b style="text-align: center;">Sick Leave</b>	Descriptor Code:  <b style="text-align: center;">5.302</b>	Issued Date:  <b style="text-align: center;">09/28/23</b>
		Rescinds:  <b style="text-align: center;">5.302</b>	Issued:  <b style="text-align: center;">04/04/19</b>

1 **PROFESSIONAL PERSONNEL**

2 ~~The time allowed for sick leave for professional~~ *All full-time* personnel shall be one (1) day for each month  
3 employed during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or  
5 illness or death of a member of the immediate family of a teacher, including the teacher's wife or  
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,  
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law or other family members with the  
8 approval of the Director of Schools.<sup>2</sup>

9 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
10 by the director of schools and shall promptly be given to the immediate supervisor in support of all  
11 claims for sick leave pay. A falsified statement shall be grounds for dismissal. *ADD*

12 A certificate from the physician on forms furnished by the Board may be required in support of any  
13 claim for sick leave pay.<sup>1</sup>

14 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit  
15 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or  
16 permit and must be paid according to the state salary scale.

17 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
18 director of schools' office.

19 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
20 school system, provided that the director of schools of the system in which the accumulated leave was  
21 held provides notarized verification.<sup>3</sup>

22 Sick leave for maternity purposes maybe taken. In order to be eligible to use sick leave, written request  
23 of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be  
24 submitted. A teacher may use up to sixty (60) days of accumulated sick leave for the adoption of a  
25 child. If both adoptive parents are teachers only one parent may request leave. Written verification  
26 from the adoption agency or other entity handling the adoption shall be required before the leave is  
27 granted.<sup>1</sup>

## 1 **SUPPORT PERSONNEL**

2 Sick leave shall be defined the same for support personnel, less than 12 months, as for certified  
3 employees. Twelve-month employees receive one (1) sick day per month with none being converted to  
4 personal days. The time allowed (days earned) for sick leave shall be one (1) day for each month an  
5 employee is employed.

6 At the termination of the employment of any employee, all unused sick leave accumulated by the  
7 employee may be converted to retirement.

8 Upon retirement from PCSS, sick days in excess of 200 will be compensated for a lump sum cash  
9 payment of \$50.00 for each retained and unused sick day. If an employee is terminated for cause, they  
10 shall forfeit all retained and unused sick leave.

11 Effective July 1<sup>st</sup> of each fiscal year, sick days will be posted to your account balance. Employees who  
12 voluntary or involuntary terminate prior to earning all of the sick for that fiscal year will have the sick  
13 pro-rated, sick pay used but unearned will be deducted from your last payroll check.

14 The immediate supervisor may require a physician's certificate stating the reason for absence within  
15 the sick leave regulation. Frequent and misuse of sick leave by an individual are sufficient grounds for  
16 requiring a physician's certificate stating the reason for absence.

## 17 **SICK LEAVE BANK**

18 The purpose of the sick leave bank is to provide sick leave to all employees<sup>4</sup> who have suffered an  
19 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

20 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition  
21 the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall  
22 be appointed and shall operate as the governing body of the sick leave bank, and shall enact rules and  
23 regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum  
24 of three (3) days of sick leave. These days are to be deducted from the employee's personal  
25 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are  
26 nonrefundable and nontransferable.<sup>7</sup>

27 At any time, the number of days in the sick leave bank is less than twenty (20), or one (1) per  
28 employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees  
29 shall assess each member one (1) or more days of accumulated sick leave. If an employee has no  
30 accumulated sick leave at the time of assessment, the first earned days shall be donated as they are  
31 accrued by the employee.<sup>7</sup>

32 An employee who is a member of the sick leave bank may request an allotment of days (for the  
33 employee's personal illness or on account of an illness of his/her minor child) in the manner designated  
34 by the trustees. The need for these days shall be verified by a statement from a physician.<sup>8</sup>

35 By written notice to the trustees, an employee may withdraw from the bank participation on June 30<sup>th</sup>  
36 of any year.<sup>9</sup> Membership withdrawal results in forfeiture of all days contributed.

- 1 The sick leave bank shall be operated in accordance with state law.<sup>10</sup>

---

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151; TCA 49-5-808(j)
9. TCA 49-5-806(d)
10. TCA 49-5-801 *et seq.*

---

Cross References

- Family and Medical Leave 5.305  
Physical Assault Leave 5.307

# Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date:
		Rescinds:	Issued:

## 1 **PROFESSIONAL PERSONNEL**

*ALL FULL-TIME*

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school  
3 year, and these days shall accumulate for an unlimited number of days.<sup>1</sup>

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness  
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,  
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,  
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all  
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for  
11 five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the  
12 employee or immediate family member.

13 Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring  
14 a physician's certificate stating the reason for absence.

15 Documentation from a physician may be required in support of any claim for sick leave pay.

16 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit  
17 of his/her sick leave accumulation.

18 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
19 Director of Schools' office.

20 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
21 school district, provided that the Director of Schools of the district in which the accumulated leave was  
22 held provides notarized verification.<sup>3</sup>

## 23 **SUPPORT PERSONNEL**

24 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

25 At the termination of the employment of any employee, all unused sick leave accumulated by the  
26 employee shall be forfeited.

27 The immediate supervisor may require documentation from a physician stating the reason for absence.

1 **SICK LEAVE BANK (if applicable)**

2 The purpose of the sick leave bank is to provide sick leave to all employees<sup>4</sup> who have suffered an  
3 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

4 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition  
5 the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall  
6 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and  
7 regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum  
8 of three (3) days of sick leave. These days are to be deducted from the employee's personal  
9 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are  
10 nonrefundable and nontransferable.<sup>7</sup>

11 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee  
12 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess  
13 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick  
14 leave at the time of assessment, the first earned days shall be donated as they are accrued by the  
15 employee.<sup>7</sup>

16 An employee who is a member of the sick leave bank may request an allotment of days (for the  
17 employee's personal illness or on account of an illness of his/her minor child) in the manner designated  
18 by the trustees. The need for these days shall be verified by a statement from a physician.<sup>8</sup>

19 By written notice to the trustees, an employee may withdraw from bank participation on June 30<sup>th</sup> of  
20 any year.<sup>9</sup> Membership withdrawal results in forfeiture of all days contributed.

21 The sick leave bank shall be operated in accordance with state law.<sup>10</sup>

---

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804](#); [TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

Cross References

- Workers' Compensation 3.602
- Orientation and Probation 5.107
- Short Term Leaves of Absence 5.300
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.202

Page 1

Remove **Line 1 – 4**

ADD Title – ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

Line 1 ADD –

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative with pay; or
- Temporary removal from the school setting.

Such action shall be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

Line 9 ADD after pay. (if a Department of Children's services or criminal investigation is pending.

Line 13 ADD employees (are employed at the will of the Director of Schools. The Director of Schools may dismiss any non-certified employees during the year for any lawful reason.)

Page 2

Line 9 Remove **provide** and ADD obtain

Line 10 ADD (**eligible**) before benefits

Line 14 Remove Paragraph (**If any provision,....**

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non- Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.202</b>	Issued: <b>08/08/11</b>

*ALLEGATIONS*

1 Pursuant to Chapter 335 of the Public Acts of Tennessee which take effect July 1, 2011, all non-certified  
2 employees are classified as at-will employees. Said employees will be hired at the will of the director of  
3 schools. Said employees will not have a property interest in their position and may be terminated by the  
4 director of schools at any time with or without cause.

## 5 SUSPENSION

6 A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> Before  
7 an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an  
8 opportunity to respond; and (3) given a written decision of the suspension.

9 Under no circumstances shall a director of schools suspend an employee with pay. *if new sentence added* If reinstated, the  
10 employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed  
11 to be an appropriate penalty.

## 12 DISMISSAL

13 All non certified employees *are employed* ~~will not have a property interest in their position and may be terminated by~~  
14 ~~the director of schools at any time with or without cause.~~

15 In addition, the director of schools may also dismiss any non-certified employee during the contract year  
16 for incompetence, inefficiency, insubordination, improper conduct or neglect of duty. If the employee is  
17 terminated for cause, the director of schools shall provide the employee with written notice of the charge  
18 or charges against the employee and a pre-termination hearing before the director of schools or the  
19 director of school's designee.

## 20 RESIGNATION

21 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks  
22 (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working  
23 days may be waived by the director of schools for justifiable reason.

1 The immediate supervisor shall forward copies the day received to the director of schools' office. The  
2 payroll office will prepare final payment for the next appropriate scheduled pay day.

3 **RETIREMENT**

4 Retirement shall mean a termination of services under conditions which will allow the employee to draw  
5 benefits from retirement plans and/or social security benefits.

6 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of  
7 the retirement system.

8 Central office personnel shall assist employees in <sup>obtain</sup> securing retirement benefits; however, it shall be the  
9 responsibility of the retiring employee to ~~provide~~ verification of eligibility in writing from TCRS to the  
10 central office. It shall be the responsibility of the retiring employee to file for <sup>benefits</sup> ~~benefits~~.

11 Employees who retired under TCRS may be employed up to one hundred twenty (120) days per twelve  
12 month period without loss of retirement benefits. 120 day contracts are based on district needs and  
13 approval by the director of schools.

14 ~~If any provision of this policy is declared to be legally invalid or unenforceable, the remaining provisions~~  
15 ~~shall continue in full force and effect.~~

Delete

Legal Reference:

- 1. Chapter 335 of the Public Acts of Tennessee effective July 1, 2011

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non- Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date:
		Rescinds:	Issued:

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine  
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize  
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a  
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary  
12 action, which could include suspension without pay.

13 **SUSPENSION**

14 The Director of Schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup>

15 Under no circumstances shall a Director of Schools suspend an employee with pay if a Department of  
16 Children's services or criminal investigation is pending.) If reinstated, the employee shall be paid full  
17 salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

18 **DISMISSAL**

19 All non-certified employees are employed at the will of the Director of Schools. The Director of Schools  
20 may dismiss any non-certified employee during the year for any lawful reason.

21 **RESIGNATION**

22 Support personnel shall give the immediate supervisor written notice of resignation ten (10) working  
23 days in advance of the effective date of voluntary termination. The ten (10) working days may be waived  
24 by the Director of Schools for justifiable reason.

25 The immediate supervisor shall forward copies the day received to the Director of Schools' office. The  
26 payroll office will prepare final payment for the next appropriate scheduled pay day.

27

## 1 RETIREMENT

2 Retirement shall mean a termination of services under conditions which will allow the employee to draw  
3 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits  
4 may elect to retire at any age according to the provisions of the retirement system.

5 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
6 responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee  
7 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
8 employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one  
9 hundred twenty (120) days per year without loss of retirement benefits.<sup>2</sup>

---

### Legal References

1. [TCA 49-2-301\(b\)\(1\)\(EE\), \(FF\)](#)
2. [TCA 8-36-805](#)

### Cross References

Recommendations and File Transfers 5.203



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.400

Page 1

Line 4 REMOVE (**NO**) ADD(An) ADD (**not**) before shall

Line 6 Remove (**any**) ADD (**a**)

Line 8 Remove (**or suspend any**) Add (**an**) after employee (ADD) **to alternate duties, place employee on administrative leave without pay, or temporarily remove employee from the school setting)**

Line 13 Remove (**the whole sentence**)

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Personnel Health Examinations / Communicable Diseases</b>	Descriptor Code: <b>5.400</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.400</b>	Issued: <b>12/03/01</b>

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health  
 2 record.<sup>1</sup> Employees shall inform the director of schools whenever they contract a contagious or  
 3 communicable disease.

4 ~~No~~ <sup>And (An)</sup> employee who has any communicable disease shall ~~perform~~ <sup>not</sup> his/her duties in any location where  
 5 such might endanger the health of school children. The Board shall require any employee to submit to  
 6 a physical examination by a physician whenever there is reason to believe that the employee has any ~~communicable~~  
 7 communicable disease.<sup>2</sup>

8 The director of schools shall ~~reassign or suspend any~~ <sup>an</sup> employee ~~who~~ <sup>is</sup> suspected of having a  
 9 communicable disease which might endanger the health of children, pending investigation and final  
 10 disposition of the case before the Board.<sup>3</sup>

11 To assist the Board in making final disposition of the case, the director of schools may refer the case to  
 12 the County Health Office or other medical experts.

13 ~~The Board shall use the written report to determine the employment status of the employee.~~

Legal References:

- 1. TRR/MS 0520-1-3-.08(2)(f)
- 2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
- 3. TCA 49-5-511

Cross References:

- Section 504/ADA Grievance Procedures 1.802
- Suspension/Dismissal 5.200-202

## Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personnel Health Examinations / Communicable Diseases</b>	Descriptor Code: <b>5.400</b>	Issued Date:
		Rescinds:	Issued:

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.<sup>1</sup>
- 2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable
- 3 disease.
- 4 An employee who has a communicable disease shall not perform his/her duties in any location where
- 5 such might endanger the health of students. The Board shall require an employee to submit to a physical
- 6 examination by a physician whenever there is reason to believe that the employee has a communicable
- 7 disease.<sup>2</sup>
- 8 The Director of Schools shall reassign an employee to alternate duties, place employee on administrative
- 9 leave with pay, or temporarily remove employee from the school setting who is suspected of having a
- 10 communicable disease which might endanger the health of students, pending investigation and final
- 11 disposition of the case before the Board.
- 12 To assist the Board in making final disposition of the case, the Director of Schools may refer the case to
- 13 the County Health Office or other medical experts.

---

#### Legal References

1. [TCA 49-5-404](#)
2. [TCA 49-2-203\(b\)\(2\)](#); [TCA 49-5-710\(a\)\(7\)](#)

#### Cross References

Section 504 and ADA Grievance Procedures 1.802



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.800

Line 3 Remove (~~system~~) Add (district)

Line 3 Add (The Director of Schools is the only employee directly employed by the Board of Education)

Line 4 Add (All other employees of the district are employed, supervised and managed under the authority of the Director of Schools)

Line 4 Remove ( The Director of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board)

NEW PARAGRAPH

Line 6 Add (The Director of Schools is charged by the Board with the responsibility to oversee and manage all personnel matters within the district, consistent with applicable laws, regulations, and Board policies. This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the delegation of such duties as appropriate.)

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.800</b>	Issued: <b>12/03/01</b>

- 1 The director of schools shall be the chief executive officer of the school system and shall have, under
- 2 the direction of the Board, general supervision of all the public schools, personnel and departments of
- 3 the school system. The director of schools is responsible for the management of the schools under the
- 4 Board's policies and is accountable to the Board.<sup>1</sup>

---

Legal Reference:

1. TCA 49-2-301(a)

# Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date:
		Rescinds:	Issued:

- 1 The Director of Schools shall be the chief executive officer of the school district and shall have, under  
2 the direction of the Board, general supervision of all the public schools, personnel, and departments of  
3 the school district. The Director of Schools is the only employee directly employed by the Board of  
4 Education. All other employees of the district are employed, supervised, and managed under the  
5 authority of the Director of Schools.<sup>1</sup>
- 6 The Director of Schools is charged by the Board with the responsibility to oversee and manage all  
7 personnel matters within the district, consistent with applicable laws, regulations, and Board policies.  
8 This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the  
9 delegation of such duties as appropriate.<sup>2</sup>

---

## Legal References

1. [TCA 49-2-301\(a\)](#)
2. [TCA 49-2-301\(e\)](#)



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date



# Putnam County Board of Education

7-1-2026

Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>04/07/22</b>
	Rescinds: <b>5.303</b>	Issued: <b>11/07/19</b>

1 Personal and professional leave shall be granted for all full-time employees who do not earn vacation  
2 time in accordance with laws of the State of Tennessee and rules and regulations of the State Board of  
3 Education.

4 All employees who do not earn vacation time shall earn personal and professional leave at the rate of  
5 one (1) day for each half-year employed for a total of two (2) days per year. Any personal and  
6 professional leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

7 All eligible employees may convert existing accumulated sick days into additional personal days based  
8 **on total teaching experience. Based on years of service with the district for support staff.** *Effective 7/1/2026*

- 9 10 – 20 years = 1 additional day  
10 21-25 years = 2 additional days  
11 26 years + = 3 additional days

12 In addition, employees who do not earn vacation time and have utilized five (5) or fewer sick days in  
13 the previous calendar school year and have exhausted personal leave for the current calendar school  
14 year (July 1<sup>st</sup> through June 30<sup>th</sup>) may petition the Human Resources Director to convert sick days from  
15 the current calendar school year (July 1<sup>st</sup> through June 30<sup>th</sup>) into additional personal days not to exceed  
16 a total of three converted days for a total of five personal days annually. Conversion of days will be  
17 granted based on extenuating circumstances.

18 If, at the termination of services, any employee has been absent for more days than leave has been  
19 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final  
20 salary payment.<sup>2</sup>

21 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 22 1. Except in emergency, each employee shall give the principal at least five (5) day's notice in  
23 writing of intent to take leave;  
24 2. The approval of the principal of the school shall be required:<sup>3</sup>  
25 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
26 same day;  
27 b. If requested during any prior established student examination period;  
28 c. If requested on the day immediately preceding or following a holiday or vacation  
29 period.<sup>1</sup>

- 1 d. If personal leave is requested for days scheduled for professional development or in-  
2 service training, according to a school calendar adopted by the Board prior to the  
3 commencement of the school year; or  
4 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
5 according to a school calendar adopted by the Board prior to commencement of the  
6 school year.

## 7 **PROFESSIONAL LEAVE**

8 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
9 meetings relating to school business or serving on boards and commissions which meet during daytime  
10 hours when appointed by a mayor, city council, county executive or county commission.<sup>4</sup>

11 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence. In  
12 addition, certified employees shall be granted leave to serve on any board or commission of the state  
13 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted  
14 against any other accumulated leave credits. The employee shall notify the principal at least five (5)  
15 days prior to leave being taken.

---

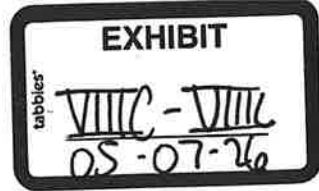
### Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

---

### Cross References

Short Term Leaves of Absence 5.300  
Legislative Leave 5.309



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.606

Name of Policy Changed (**Political Activities**)

Line 1 Remove (**Community Activities**)

Line 2 Remove (**system**) Add (**district**)

Line 4 Remove (**Political Activities**)

Line 5 Remove (**they**) Add (**are**)

Line 6 Remove remainder of policy and Insert the verbiage below:

Prohibited from using district owned property to engage in political activity. District owned property includes but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic equipment, and email accounts. District-owned property, including school buildings, district offices, and other facilities, shall not be used as a location for filming or recording content intended for political promotion or solicitation. Employees shall not use audio or video messages to engage in any political promotion or solicitation during school hours.

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Staff-Community Relations</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.606</b>	Issued: <b>04/04/03</b>

1 ~~COMMUNITY ACTIVITIES~~

2 Employees have a right to express their views on any issue, but must in each case make clear that the  
3 view expressed is not the official view of the Board or school system. *Add (district)*

4 ~~POLITICAL ACTIVITIES~~

5 Employees may, on their own time, campaign for or against any candidate or referendum, but they *are*  
6 ~~shall not use the schools, the classroom, school equipment, school computer systems or networks or~~  
7 ~~system position for political forum nor engage in any political promotion or solicitation during school~~  
8 ~~hours.~~

9 ~~Any employee who intends to campaign for an elective public office which infringes upon a contracted~~  
10 ~~agreement shall present a proposed solution to the Board for consideration. The essential element to~~  
11 ~~be determined by the Board is whether the activities proposed by the employee are consistent with his~~  
12 ~~services to the school system and the best interests of education.~~

Cross References:

Board-Community Relations 1.500  
News Releases, News Conferences & Interviews 1.503  
Advertising & Distribution of Materials in Schools 1.806

## Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Political Activities</b>	Descriptor Code: <b>5.606</b>	Issued Date:
		Rescinds:	Issued:

- 1 Employees have a right to express their views on any issue, but shall in each case, make clear that the  
2 view expressed is not the official view of the Board or school district.
- 3 Employees may, on their own time, campaign for or against any candidate or referendum but are  
4 prohibited from using district owned property to engage in political activity. District owned property  
5 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic  
6 equipment, and email accounts. District-owned property, including school buildings, district offices, and  
7 other facilities, shall not be used as a location for filming or recording content intended for political  
8 promotion or solicitation. Employees shall not use audio or video messages to engage in any political  
9 promotion or solicitation during school hours.<sup>1</sup>

---

#### Legal References

1. [TCA 49-6-2009](#)

#### Cross References

Board-Community Relations 1.500  
Advertising and Distribution of Materials in Schools  
1.806



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers


Respectfully submitted,

  
Angie Knight  
04/09/2026

  
\_\_\_\_\_  
Signature of Person Making Request

4-9-26

Date

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

4-9-26

Date

Policy 5.114

Line 4 Remove (Human Resources Office)

Line 6 Remove (maintained on the State of Tennessee website)

Line 7 Remove (Finance Office)

Line 8 Remove (Finance Office)

Line 9 Remove (the entire line of Hire Letter)

Line 9 Replace (Disciplinary action, as appropriate and any response from the employee)

Line 10 Remove (Principal office or systemwide Supervisor Office)

Line 19 Add (parents/guardians)

Line 22 Add (personal cell telephone)

Line 25 Add after duties), or the results of individual teacher evaluations)

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.114</b>	Issued: <b>02/07/08</b>

1 The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit  
2 inspection of the same, except for matters deemed confidential by law. The following personnel records  
3 shall be maintained for all employees as appropriate:

- 4 1. Employee applications (~~Human Resources Office~~);
- 5 2. Professional certificates and other documents required by state and federal laws and regulations  
6 maintained ~~on the State of Tennessee website~~;
- 7 3. Cumulative information files (~~Finance Office~~);
- 8 4. INS Form I-9 (~~Finance Office~~);
- 9 5. ~~Hire Letter (Human Resources Office)~~; and
- 10 6. ~~Evaluations (Principal office or systemwide Supervisor Office)~~.

11 The following guidelines shall be followed:

- 12 1. Information contained in personnel records shall be limited to job-related matters;
- 13 2. The director of schools shall be responsible for notifying all employees of the types of records  
14 kept and uses made of such records;
- 15 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 16 4. Employee records are public records, except for matters deemed confidential by law, and shall  
17 be open for inspection during regular business hours;<sup>3</sup>
- 18 5. In accordance with federal law, the district shall release information regarding the professional  
19 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/<sup>guardian</sup>  
20 request for any teacher or paraprofessional who is employed by a school receiving Title I funds  
21 and who provides instruction to their child at that school.<sup>4</sup> <sup>personal</sup>
- 22 6. Members of the public may not obtain an employee's home or <sup>cell</sup> telephone number, bank  
23 account information, social security number, residential street address or driver license  
24 information (except where driving or operating a vehicle is considered to be a part of the  
25 employee's duties), <sup>ADD - or the result</sup> of an employee or of the immediate family members or household members  
26 of an employee unless release of this information is expressly authorized by the employee.<sup>5</sup>
- 27 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 28 8. Copies of records may be made under rules determined by the director of schools.<sup>6</sup>

- 37 information is expressly authorized by the employee;<sup>5</sup>  
38  
39 7. A record of the person inspecting and the date of inspection shall be recorded; and  
40  
41 8. Copies of records may be made under rules determined by the Director of Schools.<sup>6</sup>

---

**Legal References**

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)
2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

**Cross References**

Teacher Effect Data 5.1141

# Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools/designee(s) shall be authorized to maintain personnel records and to permit  
2 inspection of the same, except for matters deemed confidential by law. The following personnel records  
3 shall be maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5
- 6 2. Professional certificates and other documents required by state and federal laws and  
7 regulations;<sup>1</sup>
- 8
- 9 3. Evaluations;
- 10
- 11 4. Cumulative information files;
- 12
- 13 5. INS Form I-9<sup>2</sup>; and
- 14
- 15 6. Disciplinary action, as appropriate and any response from the employee. **ADD** ←

16 The following guidelines shall be followed:

- 17 1. Information contained in personnel records shall be limited to job-related matters;
- 18
- 19 2. The Director of Schools shall be responsible for notifying all employees of the types of records  
20 kept and uses made of such records;
- 21
- 22 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 23
- 24 4. Employee records are public records, except for matters deemed confidential by law, and shall  
25 be open for inspection during regular business hours;<sup>3</sup>
- 26
- 27 5. In accordance with federal law, the district shall release information regarding the professional  
28 qualifications and degrees of teachers and the qualifications of paraprofessionals to  
29 parent(s)/guardian(s) upon request for any teacher or paraprofessional who is employed by a  
30 school receiving Title I funds and who provides instruction to their child at that school;<sup>4</sup>
- 31
- 32 6. Members of the public may not obtain the home telephone number, personal cell phone  
33 number, bank account information, social security number, residential street address, driver  
34 license information (except where driving or operating a vehicle is considered to be a part of  
35 the employee's duties), or the results of individual teacher evaluations of an employee or of the  
36 immediate family members or household members of an employee, unless release of this



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:


- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

  
Angie Knight  
04/09/2026

  
\_\_\_\_\_  
Signature of Person Making Request

4-9-26  
\_\_\_\_\_  
Date

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

4-9-26  
\_\_\_\_\_  
Date

Policy 5.1151

Line 8 – Add at end of sentence. (Telework outside of times of emergency is not permitted.)

# Putnam County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Telework During Emergencies</h2>	Descriptor Code: <h3 style="text-align: center;">5.1151</h3>	Issued Date: <h3 style="text-align: center;">04/02/20</h3>
		Rescinds:	Issued:

1     *General*

2     Teleworking is a work arrangement where designated employees are allowed to perform their normal  
 3     duties and responsibilities through the use of hardware and software at an alternate location from their  
 4     normal work site.

5     The Director of Schools may require an employee to telework if the duties and responsibilities of the  
 6     position are required during times of emergency. An employee's participation in the program will be  
 7     determined by the length and duration of the emergency and will be both initiated and ended at the  
 8     discretion of the supervisor and/or the Director of Schools.

ADD - Telework outside

9     **WORK ENVIRONMENT**

10    Employees approved for telework shall maintain a dedicated and safe work environment.

11    An employee who teleworks shall not allow anyone other than district employees to utilize district  
 12    provided services or equipment. Employees shall keep remote work and information confidential, in  
 13    accordance with district policies, procedures, and applicable privacy laws.

---

Cross References

Emergency Closings 1.8011

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Telework During Emergencies</b>	Descriptor Code: <b>5.1151</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal  
3 duties and responsibilities through the use of hardware and software at an alternate location from their  
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the  
6 position are required during times of emergency. An employee's participation in the program will be  
7 determined by the length and duration of the emergency and will be both initiated and ended at the  
8 discretion of the supervisor and/or the Director of Schools. Telework outside of times of emergency is  
9 not permitted.

10 **WORK ENVIRONMENT**

11 Employees approved for telework shall maintain a dedicated and safe work environment.

12 An employee who teleworks shall not allow anyone other than district employees to utilize district  
13 provided services or equipment. Employees shall keep remote work and information confidential, in  
14 accordance with district policies, procedures, and applicable privacy laws.

---

Cross References

Emergency Closings 1.8011



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:

- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

*Angie Knight*  
Angie Knight  
04/09/2026

*Angie Knight* \_\_\_\_\_ 4-9-26  
Signature of Person Making Request Date

*[Signature]* \_\_\_\_\_ 4-9-26  
Signature of Director of Schools Date

Policy 5.403

Page 1

Line 7 (ADD) An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with board policy, and state law, ~~we~~ applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy and subject to termination.

The Director or his/her authorized designee are the only individuals in the district authorized to make a determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two Types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.
2. Acute Case: Appearing in a specific incident or observation to then be under the present influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause.

Line 19 ADD (drug laws)

Page 1 (continued)

Line 21 ADD (The circumstances, under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgement that summary result will be transmitted to the Medical Review Officer and the Director/designee.

Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified Breath Alcohol Technician.)

Page 2

Below line 10 ADD (director of schools/designee)

Line 23 ADD director of schools (designee)

Line 25 ADD director of schools (designee)

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>06/06/13</b>
		Rescinds: <b>5.403</b>	Issued: <b>04/03/02</b>

## 1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable  
3 suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the  
4 supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to  
5 and supporting this suspicion should be included in a written report detailing the basis for the  
6 suspicion. After the report is filed, the employee should be notified.

*ADD BEFORE*

7 Any employee may be required to submit to substance screening if the following conditions exist: (list  
8 is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of  
10 alcohol and/or prescription drugs.
- 11 2. Apparent physical state of impairment of motor functions.
- 12 3. Marked changes in personal behavior not attributed to other factors.
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is  
14 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or  
15 not they involve actual or potential injury.
- 16 5. Violation of criminal <sup>*drug laws*</sup> statutes involving the use of illegal drugs, alcohol or prescription drugs  
17 and/or violations of drug statutes.

*ADD →*

## 21 TESTING FOR CDL EMPLOYEES

22 All drivers and applicants for driver positions who are required to hold a Commercial Drivers License  
23 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures  
24 relating to this policy.<sup>1</sup>

1 The use or possession of any controlled substance, except medically prescribed drugs, on school  
2 property, while on school business or while operating school vehicles and equipment is prohibited.  
3 The sale, purchase or transfer of any controlled substance on school property, or while operating  
4 vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, four (4)  
5 hours before reporting to work or having any measurable amount of alcohol in his/her system during  
6 working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-  
7 duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or  
8 performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any  
9 violation of this policy is grounds for termination as employee of the Board and possible legal  
10 prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair  
reaction time shall be reported to the director of schools. Notice shall be given of non-prescription  
(over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of  
ingestion and the possible side effects.

*designate*

#### 11 **Procedures**

12 The execution and enforcement of this policy will follow set procedures to screen bodily fluids,  
13 conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those  
14 employees suspected of violating this policy who are involved in a reportable accident or who are  
15 periodically or randomly selected. The procedures are designed not only to detect violations of this  
16 policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

#### 17 **Implementation**

18 The director of schools is authorized to implement this policy and procedures for the drug testing  
19 program, including a periodic review of the program to address any problems, changes and/or revisions  
20 of it, maintenance of all records required by the federal regulations; and determination upon Board  
21 approval of how the program will be accomplished, whether in-house, contracted or by consortium.

#### 22 **Dissemination**

23 The director of schools shall be responsible for communicating this policy and the procedures to all  
24 employees affected by this policy and shall be accountable for its consistent enforcement.<sup>2</sup> The  
25 director of schools/director of transportation is designated to answer questions about this policy,  
26 procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers  
27 and the reasonable suspicion testing of all other employees.

1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
2. 49 CFR §382.601

Click here to choose a school board.

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date:
		Rescinds:	Issued:

1 **REASONABLE SUSPICION DRUG TESTING**

2 If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804,  
3 Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon  
4 reasonable suspicion that an employee's job performance or behavior may be impaired by illegal  
5 drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the  
6 employee to undergo drug or alcohol testing.

7 An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and  
8 refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the  
9 employee in accordance with board policy, and state law, where applicable.

10 An employee who tests positive on a reasonable suspicion test will be in violation of this policy and  
11 subject to termination.

12 The Director or his/her authorized designee are the only individuals in the district authorized to make  
13 the determination that reasonable suspicion or cause exists to order a drug screen and are the only  
14 individuals who may order an employee to submit to a drug screen.

15 Two types of cases for which reasonable suspicion procedures may be invoked are:

- 16 1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where  
17 the use of alcohol or drugs may be reasonably suspected as the cause.  
18  
19 2. Acute Case: Appearing in a specific incident or observation to then be under the present  
20 influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs  
21 is reasonably suspected to be a contributing cause.

22 Circumstances under which substance screening may be considered, in either the chronic or acute  
23 cases, include, but are not limited to, the following:

- 24 1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of  
25 alcohol and/or the illegal use or sale of prescription drugs.  
26  
27 2. Apparent physical state of impairment of motor functions.  
28  
29 3. Marked changes in personal behavior not attributable to other factors.  
30

- 1 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is  
2 reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or  
3 not they involve actual or potential injury.  
4
- 5 5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or  
6 prescription drugs and/or violations of drug statutes.

7 The circumstances, under which substance screening may be considered, as outlined above, are strictly  
8 limited in time and place to employee conduct on duty or during work hours, or on or in Board of  
9 Education property, or at school system-approved or school-related functions.

10 Prior to substance screening, employees must sign an acknowledgment that the summary result will be  
11 transmitted to the Medical Review Officer and the Director/designee.

12 Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories  
13 utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified  
14 Breath Alcohol Technician.

## 15 **TESTING FOR CDL EMPLOYEES**

16 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License  
17 (CDL) to perform their job function shall adhere to the requirements of this policy and all procedures  
18 relating to this policy.<sup>1</sup>

19 The use, possession, sale, purchase, or transfer of any controlled substances, except medically prescribed  
20 drugs on school property, while on school business, or while operating school vehicles and equipment,  
21 is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to  
22 work, or having any measurable amount of alcohol in the employee's system during working hours is  
23 prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs  
24 and alcohol is prohibited to the extent that it affects the driver's attendance or performance and his/her  
25 ability to pass required Department of Transportation alcohol and controlled substance tests. Any  
26 violation of this policy is grounds for termination and possible legal prosecution.

27 The use of any prescription drug that could affect the central nervous system or one that would impair  
28 reaction time shall be reported to the Director of Schools/designee. Notice shall be given of non-  
29 prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration  
30 of ingestion and the possible side effects.

### 31 *Procedures*

32 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct  
33 breath testing, and/or search all employees/applicants for alcohol and drug use and those employees  
34 suspected of violating this policy who are involved in a reportable accident or who are periodically or  
35 randomly selected. The procedures are designed not only to detect violations of this policy but also to  
36 ensure fairness to each employee. Disciplinary action will be taken as necessary.

1 *Implementation*

2 The Director of Schools/designee is authorized to implement this policy and procedures for the drug  
3 testing program, including a periodic review of the program to address any problems, changes, and/or  
4 revisions of it, maintenance of all records required by the federal regulations, and determination upon  
5 board approval of how the program will be accomplished, whether in-house, contracted, or by  
6 consortium.

7 *Dissemination*

8 The Director of Schools/designee shall be responsible for communicating this policy and the  
9 procedures to all employees affected by this policy and shall be accountable for its consistent  
10 enforcement.<sup>2</sup> The Director of Schools/designee is designated to answer questions about this policy,  
11 procedures, and all other matters involved in alcohol and controlled substance testing of CDL drivers  
12 and the reasonable suspicion testing of all other employees.  
13

---

Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

Cross References

Alcohol & Drugs in the Workplace 1.804

# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following revised policy changes suggested by TBSA:


- ~~VIII C~~ 5.302 – Sick Leave
- ~~VIII D~~ 5.202 – Separation Practice for Non-Certified Employees
- ~~VIII E~~ 5.400 – Personnel Health Examinations/Communicable Diseases
- ~~VIII F~~ 5.800 – Director of Schools
- ~~VIII G~~ 5.303 - Personal and Professional Leave
- ~~VIII H~~ 5.606 – Political Activities
- ~~VIII I~~ 5.114 – Personnel Records
- ~~VIII J~~ 5.1151 – Telework During Emergencies
- ~~VIII K~~ 5.403 – Drug & Alcohol Testing for Employees
- ~~VIII L~~ 5.200 – Separation Practices for Tenured Teachers

Respectfully submitted,

  
Angie Knight  
04/09/2026

  
\_\_\_\_\_  
Signature of Person Making Request

4-9-26  
\_\_\_\_\_  
Date

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

4-9-26  
\_\_\_\_\_  
Date

Line 1 ADD (ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY)

Line 2 ADD (If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.)

Line 7 ADD (if there is a pending investigation.)

Line 2 ADD (When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offense that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commission of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice given written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act of impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of the issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing, In the discretion of the hearing officer, all or part of any preparing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.)

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.)

Page 5

Line 38 Remove (entire line)

Page 6

Line 6 ADD ( coma after minutes,)

Line 8 Remove (the Commissioner of Education) ADD (State Board of Education)

Line 12 Remove (which) ADD (that)

Line 12 Remove (employee) ADD (teacher)

# Putnam County Board of Education

Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>01/05/23</b>
	Rescinds: <b>5.200</b>	Issued: <b>04/07/22</b>

1 ~~SUSPENSION PENDING AN INVESTIGATION~~ <sup>8</sup> ADD ALLEGATIONS

2 The director of schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation or final disposition of a case before the board or an appeal. If the matter under  
4 investigation is not the subject of an ongoing criminal investigation or a Department of Children's  
5 Services investigation, and if no charges for dismissal have been made, a suspension pending  
6 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director  
7 of Schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary  
8 for the period of suspension.

*if there is a pending investigation*

9 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

10 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
11 unprofessional conduct and insubordination. Before a teacher is suspended, he/she shall be: (1)  
12 provided with written notice, including the reasons for the suspension along with an explanation of the  
13 evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested  
14 within five (5) days; and (3) given a written decision of suspension within ten (10) days. Both parties  
15 may be represented by counsel at the conference, that shall be recorded.

16 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated,  
17 the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay  
18 is deemed to be appropriate penalty.

19 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>4</sup>**

20 (a)(1) No teacher shall be dismissed or suspended except as provided in this part.

21 (2) The causes for which a teacher may be dismissed or suspended are: incompetence, inefficiency,  
22 neglect of duty, unprofessional conduct, and insubordination, as defined in 49-5-501.

23 (3) A director of schools may suspend a teacher at any time that may seem necessary, pending  
24 investigation or final disposition of a case before the board or an appeal. If the matter under  
25 investigation is not the subject of an ongoing criminal investigation or a department of children's  
26 services investigation, and if no charges have been made pursuant to subdivision (a)(4), a suspension  
27 pending investigation shall not exceed ninety (90) days in duration. If vindicated or reinstated, the  
28 teacher shall be paid the full salary for the period during which the teacher was suspended.

29 (4) When charges are made to the board of education against a teacher, charging the teacher with  
30 offenses that would justify dismissal of the teacher under the terms of this part, the charges shall be

1 made in writing, specifically stating the offenses that are charged, and shall be signed by the party or  
2 parties making the charges.

3 (5) If, in the opinion of the board, charges are of such a nature as to warrant the dismissal of the  
4 teacher, the director of schools shall give the teacher a written notice of this decision, together with a  
5 copy of the charges and a copy of the form, which shall be provided by the commissioner of education,  
6 advising the teacher as to the teacher's legal duties, rights, and recourse under the terms of this part.

7 (b)(1) When it becomes necessary to reduce the number of teaching positions or non-licensed positions  
8 in the system because of a decrease in enrollment or for other good reasons, the board shall be  
9 empowered to dismiss such teachers or non-licensed employees based on their level of effectiveness  
10 determined by the evaluation pursuant to 49-1-302 for licensed employees and an evaluation of work  
11 performance for non-licensed employees.

12 (2) The board shall give the teacher or non-licensed employee written notice of dismissal explaining  
13 fully the circumstances or conditions making the dismissal necessary.

14 (3) A teacher rated in the three (3) highest categories based on evaluations pursuant to 49-1-302 who  
15 has been dismissed because of abolition of a position shall be placed on a list for reemployment.  
16 Nothing in this subsection (b) shall be construed to deprive the director of schools of the power to  
17 determine the filling of such vacancy on the basis of the director of schools' evaluation of the teacher's  
18 competence, compatibility, and suitability to properly discharge the duties required for the vacant  
19 position considered in the light of the best interest of the students in the school where the vacancy  
20 exists. A principal's school. The teacher's most recent evaluations shall be a factor in such  
21 determination.

22 (4) The right to remain on the preferred list for employment shall remain in effect until:

23 (A) The teacher accepts a bona fide offer of reemployment for a comparable position within the LEA;  
24 or

25 (B) The teacher rejects four (4) bona fide offers of reemployment for comparable positions within the  
26 LEA.

27 (c)(1) Notwithstanding subsection (a), but subject to the appeal and review provisions of 49-5-512 and  
28 49-5-513, any teacher convicted of a felony listed in 40-35-501(i)(2) or convicted of an offense listed  
29 in 39-17-417 shall be immediately suspended, and dismissed subject to subdivision (c)(2).

30 (2) If the dismissal of the teacher is upheld in the board and court reviews provided for in 49-5-512 and  
31 49-5-513, the director shall notify in writing the commissioner of education who shall begin licensure  
32 revocation proceedings under applicable rules of the state board of education.

33 (a) A tenured teacher who receives notification of charges pursuant to 49-5-511 may, within thirty (30)  
34 days after receipt of the notice, demand a full and complete hearing on the charges before an impartial  
35 hearing officer selected by the board, as follows"

36 (1) The teacher shall give written notice to the director of schools of the teacher's request for a hearing;

- 1 (2) The director of schools shall, within five (5) days after receipt of the request, assign a hearing  
2 officer from the list maintained by the Board, the Director will name an impartial. The hearing officer  
3 shall direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for  
4 simplification of issues and the scheduling of the hearing, which in no event shall be set later than  
5 thirty (30) days following receipt of notice demanding a hearing. In the discretion of the hearing  
6 officer, all or part of any prehearing conference may be conducted by telephone if each participant has  
7 an opportunity to participate, to be heard and to address proof and evidentiary concerns. The hearing  
8 officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings:
- 9 (3) For the purposes of this part, "impartial" means that the selected hearing officer shall have no  
10 history of employment with the board or director of schools, no relationship with any board member  
11 and no relationship with the teacher or representatives of the teacher;
- 12 (4) All parties shall have the right to be represented by counsel, the opportunity to call and subpoena  
13 witnesses, the opportunity to examine all witnesses, the right to require that all testimony be given  
14 under oath and the right to have evidence deemed relevant by the submitting party included in the  
15 record of the hearing, even if objected to by the opposing party;
- 16 (5) All witnesses shall be entitled to the witness fees and mileage provided by law, which fees and  
17 mileage shall be paid by the party issuing a subpoena or calling the witnesses to testify;
- 18 (6) The impartial hearing officer shall administer oaths to witnesses, who testify under oath;
- 19 (7) A record of the hearing, either by transcript, recording or as is otherwise agreed by the parties shall  
20 be prepared if the decision of the hearing officer is appealed, and all decisions of the hearing officer  
21 shall be reduced to writing and included in the record, together with all evidence otherwise submitted;
- 22 (8) On request of either party to the hearing, witnesses may be barred from the hearing except as they  
23 are called to testify. The hearing may be private at the request of the teacher or in the discretion of the  
24 hearing officer; and
- 25 (9) At appropriate stages of the hearing, the hearing officer may give the parties the full opportunity to  
26 file briefs, proposed findings of fact and conclusions of law and proposed initial or final orders. The  
27 hearing officer shall, within ten (10) days of closing the hearing, decide what disposition to make of  
28 the case and shall immediately thereafter give the board and the teacher written findings of fact,  
29 conclusions of law and a concise and explicit statement of the outcome of the decision.
- 30 (b) The director of schools or other school officials shall not be held liable, personally or officially,  
31 when performing their duties in prosecuting charges against any teacher or teachers under this part.
- 32 (c)(1) If the affected teacher desires to appeal from a decision rendered in whole or in part in favor of  
33 the school system, the teacher shall first exhaust the administrative remedy of appealing the decision to  
34 the board of education within ten (10) working days of the hearing officer's delivery of the written  
35 findings of fact, conclusions and decision to the affected employee.
- 36 (2) Upon written notice of appeal, the director of schools shall prepare a copy of the proceedings,  
37 transcript, documentary and other evidence presented and transmit the copy to the board within twenty  
38 (20) working days of receipt of notice of appeal.

1 (3) The board shall hear the appeal on the record and no new evidence shall be introduced. The  
2 affected employee may appear in person or by counsel and argue why the decision should be modified  
3 or reversed or overturned. In no event should such argument last more than fifteen (15) minutes unless  
4 the Board votes to extend additional time. The board may sustain the decision, send the record back if  
5 additional evidence is necessary, revise the penalty or reverse the decision. Before any findings and  
6 decision are sustained or punishment inflicted, a majority of the membership of the board shall concur  
7 in sustaining the charges and decision. The board shall render its decision on the appeal within ten (10)  
8 working days after the conclusion of the hearing.

9 (4) Any party dissatisfied with the decision rendered by the board shall have the right to appeal to the  
10 chancery court in the county where the school system is located within thirty (30) days after receipt of  
11 the dated notice of the decision of the board. It shall be the duty of the board to cause the entire record  
12 and other evidence in the case to be transmitted to the court. The review of the court shall be de novo  
13 on the record of the hearing held by the hearing officer and reviewed by the board.

14 (5) The director of schools shall also have the right to appeal any adverse ruling by the hearing officer  
15 to the board under the same conditions as set out in this subsection.

16 (d) Subsections (a) and (c) shall not apply to a disciplinary suspension of a teacher by the director of  
17 schools that is for a period of three (3) days or less and that is not made in anticipation of dismissal.  
18 For such suspensions of three (3) days or less, the following shall apply:

19 (1) The director of schools shall provide written notice of suspension and the reasons for the  
20 suspension to the teacher, along with an explanation of the evidence supporting the decision to suspend  
21 and copies of any documents relied upon by the director in reaching that decision;

22 (2) Upon request made in writing within five (5) days from the date of the suspension letter or the date  
23 it was received, whichever is later, the director shall provide a conference with the director at which  
24 the teacher may offer rebuttal to the charges or any information the teacher wishes the director to  
25 consider. Both the LEA and the teacher may be represented by an attorney or other representative;

26 (3) The meeting shall be recorded by the director of schools, and a copy shall be provided to the  
27 teacher upon request;

28 (4) The director shall issue a written decision within ten (10) days from the date of the conference. The  
29 director may not impose any additional punishment beyond that described in the notice of suspension;  
30 and

31 (5) The teacher, if dissatisfied with the decision of the director, may pursue appeal of the director's  
32 decision pursuant to 49-5-513.

33 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than  
34 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,  
35 and shall be signed by the party or parties making the charges.<sup>4</sup>

36 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a  
37 suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a

1 written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided  
2 by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

3 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days  
4 after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

5 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer  
6 from the list maintained by the Board.

7 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as  
8 impartial hearing officers as defined under Tennessee law.

9 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the  
10 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of  
11 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days  
12 following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part  
13 of any prehearing conference may be conducted by telephone if each participant has an opportunity to  
14 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered  
15 to issue appropriate orders and to regulate the conduct of the proceedings.

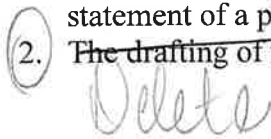
16 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten  
17 (10) working days of the hearing officer's delivery of the hearing officer's written findings and  
18 conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts  
19 and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20)  
20 working days of the receipt of the notice of appeal.

21 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.  
22 The appealing party may appear before the Board to argue why the adverse ruling should be  
23 overturned. In no event should such argument last more than fifteen (15) minutes unless the Board  
24 votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to  
25 sustain the decision of the hearing officer; send the record back for additional evidence; revise the  
26 penalty; or reverse the decision. The Board shall render its decision within ten (10) working days after  
27 the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery  
28 court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by  
29 the Board to the chancery court for its review.

### 30 RESIGNATION

31 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
32 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable  
33 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
34 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

35 The conditions under which it is permissible to break a contract with the Board are, as follows:<sup>6</sup>

- 36 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
37 statement of a physician approved by the Boards;
- 38 ②. ~~The drafting of the teacher into military service by a selective board; or~~ 

1 3. The release by the Board of the teacher from the contract that the teacher has entered into with  
2 the Board.

3 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
4 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
5 Failure to render such notice may be considered a breach of contract.<sup>7</sup>

6 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
7 the State Board of Education and request the suspension of the teacher's license. After the State Board  
8 of Education has provided the teacher an opportunity for defense during a hearing, the ~~Commissioner~~  
9 ~~of Education~~ may suspend the license for no less than thirty (30) days and no more than three hundred  
10 sixty-five (365) days.<sup>8</sup>

*State Board of Education*

11 **RETIREMENT**

12 Retirement shall mean a termination of services under conditions *that* which will allow the *teacher* employee draw  
13 benefits from retirement plans and/or social security. Teachers eligible for retirement benefits may  
14 elect to retire at any age according to the provisions of the retirement system.

15 Central office personnel shall assist teacher in securing retirement benefits; however, it shall be the  
16 responsibility of the retiring teacher to provide verification of eligibility in writing from Tennessee  
17 Consolidated Retirement System (TCRS) to the central office. It shall be responsibility of the retiring  
18 teacher to file for benefits.

Legal References

- 1. TCA 49-5-511(a)(3)
- 2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
- 3. TCA 49-5-511(a)(2)
- 4. TCA 49-5-511—513
- 5. TCA 49-5-508(a)
- 6. TCA 49-5-508(c)
- 7. TCA 49-5-706
- 8. TCA 49-5-411(b)

Cross References

- Public Hearings 1.401
- Teacher Tenure 5.117
- Recommendations and File Transfers 5.203

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date:
		Rescinds:	Issued:

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine  
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize  
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or, -
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a  
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary  
12 action, which could include suspension without pay.

13 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending  
15 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation  
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services  
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
18 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend  
19 a teacher with pay (if there is a pending investigation). If vindicated or reinstated, the teacher shall be paid  
20 full salary for the period of suspension.

21 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

22 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
23 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided  
24 with written notice, including the reasons for the suspension along with an explanation of the evidence;  
25 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five  
26 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be  
27 represented by counsel at the conference, which shall be recorded.

28 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the  
29 tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is  
30 deemed to be an appropriate penalty.

ADD ↓

**1 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>4</sup>**

2 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than  
3 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,  
4 and shall be signed by the party or parties making the charges.

5 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension  
6 greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice  
7 of this decision, a copy of the charges against the teacher, and a copy of a form provided by the  
8 Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

9 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after  
10 receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

11 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from  
12 the list maintained by the Board.

13 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as  
14 impartial hearing officers as defined under Tennessee law.

15 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the  
16 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of  
17 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following  
18 receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any  
19 prehearing conference may be conducted by telephone if each participant has an opportunity to  
20 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered  
21 to issue appropriate orders and to regulate the conduct of the proceedings.

22 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10)  
23 working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.  
24 The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence,  
25 documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the  
26 receipt of the notice of appeal.

27 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.  
28 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.  
29 In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend  
30 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the  
31 decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse  
32 the decision. The Board shall render its decision within ten (10) working days after the conclusion of the  
33 hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall  
34 transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery  
35 court for its review.

**36 RESIGNATION**

37 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
38 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

1 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
2 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

3 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

4 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
5 statement of a physician approved by the Board; or

6 2. The release by the Board of the teacher from the contract that the teacher has entered into with  
7 the Board.

8 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
9 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
10 Failure to render such notice may be considered a breach of contract.<sup>7</sup>

11 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
12 the State Board of Education and request the suspension of a teacher's license. After the State Board of  
13 Education has provided the teacher an opportunity for defense during a hearing, the State Board of  
14 Education may suspend the license for no less than thirty (30) days and no more than three hundred  
15 sixty-five (365) days.<sup>8</sup>

## 16 **RETIREMENT**

17 Retirement is a termination of services under conditions that will allow the teacher to draw benefits from  
18 retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to  
19 retire at any age according to the provisions of the retirement system.

20 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the  
21 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee  
22 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring  
23 teacher to file for benefits.

---

**Legal References**

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\)](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

**Cross References**

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the following names to be granted teacher tenure effective July 1, 2026, who have met all requirement of the State of Tennessee.

Respectfully submitted,

Angie Knight  
04/09/2026

\_\_\_\_\_  
Signature of Person Making Request

4-14-26  
Date

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

4-14-26  
Date

**received**  
4-14-26 MT

Recommending Tenure effective 7/31/26

Full Name	Building Code Desc	Hire Date	Rehire Date	Position Description	Position Assignment Desc
LEWIS, ASHLIE LYNN	ALGOOD MIDDLE S	08/07/2020		MIDDLE SCHOOL TEACHER	6TH GRADE ENGLISH/LANGUAGE ART
THOMPSON, SUELLEN LEE	ALGOOD MIDDLE S	07/28/2020		MIDDLE SCHOOL TEACHER	SPED EXTENDED RESOURCE TEACHER
PIGG, LAITON LANE	BAXTER PRIMARY	07/28/2020		ELEMENTARY TEACHERS	K-4 GRADE- MUSIC
DAVIS, AVERY C	CANE CREEK ELEM	05/10/2019	07/28/2020	ELEMENTARY TEACHERS	KINDERGARTEN TEACHER
FRIZZELL, KENDALL ASHTON	CANE CREEK ELEM	07/29/2016	07/28/2020	ELEMENTARY TEACHERS	GRADE 4
LIQUORI-MAFFETT, WANDA MARI	CAPSHAW ELEMENT	09/14/2017	07/30/2018	ELEMENTARY TEACHERS	GRADE 1
ALMENDAREZ, EMILIO	COOKEVILLE HIGH	08/14/2020		SECONDARY TEACHERS	GRADE 9-12 SOCIAL STUDIES TEAC
ASHBURN, CODY ALEN	COOKEVILLE HIGH	07/28/2020		ADMINISTRATORS	9TH-12TH GRADE ASSISTANT PRINC
BROWN, ANGELA MICHELLE	COOKEVILLE HIGH	07/28/2020		ELEMENTARY TEACHERS	SPED PRE-K TEACHER
BUCKNER, BETHANY KARA	COOKEVILLE HIGH	07/29/2020		FUTURE READY	FUTURE READY TEACHER
CZALBOWSKI, SARAH E	COOKEVILLE HIGH	08/21/2018		SECONDARY TEACHERS	SPED RESOURCE TEACHER
FRENCH, VINCENT CORDELL	COOKEVILLE HIGH	03/17/2016	08/26/2019	SECONDARY TEACHERS	INTERVENTION TEACHER
HENSON, STEPHEN A	COOKEVILLE HIGH	12/10/2010	11/02/2020	SECONDARY TEACHERS	GRADE 9-12 FOREIGN LANGUAGE TE
LEIMER, SHERRY P	COOKEVILLE HIGH	08/01/1994	01/03/2018	SECONDARY TEACHERS	GRADE 9-12 ENGLISH TEACHER
ROUCHON, AMY YONGMI	COOKEVILLE HIGH	07/28/2020		ADMINISTRATORS	9TH-12TH GRADE ASSISTANT PRINC
ASHER, NICOLE MORGAN	JERE WHITSON EL	08/05/2013	07/28/2020	ELEMENTARY TEACHERS	GRADE 3
GENTRY, WILLIAM THOMAS	MONTEREY HIGH	07/28/2020		SECONDARY TEACHERS	MUSIC/CHORUS TEACHER
PROFFITT, JULIE BETH	PARK VIEW	08/12/2013	07/28/2020	ELEMENTARY TEACHERS	GRADE 2
STEVENS, SUNSHYNE S	PARK VIEW	06/09/2014		ELEMENTARY TEACHERS	INTERVENTION TEACHER
PHILLIPS, MICHELE	PARK VIEW			ELEMENTARY TEACHERS	
GRAGG, AMANDA FAYE	PRESCOTT ELEMEN	07/28/2020		ELEMENTARY TEACHERS	KINDERGARTEN TEACHER
ANDERSON, TINA R	PRESCOTT MIDDLE	09/18/1997		MIDDLE SCHOOL TEACHER	SPED CDC TEACHER
CHAFFIN, MICHAEL W	PRESCOTT MIDDLE	07/28/2020		MIDDLE SCHOOL TEACHER	STEM TEACHER
DAVIS, MADISON GENTRY	PRESCOTT MIDDLE	01/29/2018	07/28/2020	MIDDLE SCHOOL TEACHER	LIBRARIAN (MIDDLE)
VAUGHN, AMANDA LEE	PRESCOTT MIDDLE	07/28/2020		MIDDLE SCHOOL TEACHER	SCHOOL COUNSELOR (MIDDLE)
DUNHAM, MELINDA K	SYCAMORE ELEMEN	10/25/2016		ELEMENTARY TEACHERS	SPED RESOURCE TEACHER
FAIN, MEREDITH ROSE	SYCAMORE ELEMEN	07/28/2020		SYSTEM WIDE	ESL TEACHER
RUSSELL, SARAH ELIZABETH	SYCAMORE ELEMEN	04/06/2018	07/28/2020	ELEMENTARY TEACHERS	GRADE 2
MCWILLIAMS, ROBERT TYLER	UPPERMAN HIGH	09/02/2014	07/25/2018	SECONDARY TEACHERS	GRADE 9-12 HEALTH AND PE TEACH
WEAVER, PATRICK D	UPPERMAN HIGH	07/28/2020		SECONDARY TEACHERS	GRADE 9-12 SCIENCE TEACHER



PCSS Board Agenda Request

Date April 7, 2026

Department Teaching and Learning

Person Submitting Dr. Sharon K. Anderson SKA

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of :

Recognize PCSS Novice Teachers of the Year.

This marks the second year PCSS has participated in this recognition category from the state.

Candidates for the Novice Teacher of the Year must:

- Be a full-time, certified, in good standing, pre-K-12 teacher in a state-accredited public or charter school in Tennessee at each stage of the recognition process (school, district, region, grand division, state, and national levels),
• Spend the majority of the school day in direct instruction to students, Have completed more than 10 months and less than 30 months in Tennessee public or charter school classroom, and,
• Be responsible for the assessment of students, assignment of grades, preparation of lesson plans, parent-teacher conferences, discipline, attendance, and other daily educational tasks.

The teachers will also be honored with a reception prior to the board meeting in the CO lobby from 4:15 p.m. - 4:50 p.m.

received 4-7-26 mjt

A reception honoring the novice teachers will be held in the Central Office (CO) lobby from 4:15 p.m. to 4:50 p.m., immediately preceding the board meeting.

This year's honorees were selected by their building principals and leadership teams. The honorees are:

---

AES	Mott	Kelsey
AMS	Tornu	Andrea
ATMS	Gilpatrick	Abbygail
BPS	Crace	Adeleine
BURKS	Todd	Kayla
CCES	Donoho Simmons	Maizey
CES	Trimble	Katherine
CHS	Ashburn	Hannah
CsES	Williams	Mady
JWES	Harp	Mindy
MHS	Riley	Matassia
NES	Kolath	Savannah
PSES	Joyner	Lexie
PSMS	Young	Kylie
PVES	Harris	Morgan
SES	Brooks	Dusti
UHS	Fields	Alex
UMS	Butler	Gracie

---



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

Date \_\_\_\_\_ 5/7/2026  
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 \$701,956.90 and First National Bank of Tennessee (retainage) in the amount of \$36,945.10 for pay application #17 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

**received**  
4-22-26 MT *CM*

**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: 17  
APPLICATION DATE: 04/22/2026  
PERIOD TO: 04/30/2026  
ESG JOB NUMBER: CPBNA00578  
DUE DATE: 05/22/2026

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

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

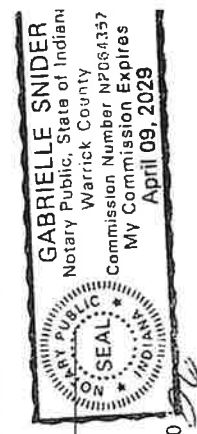
CONTRACT FOR:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

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

- 1. ORIGINAL CONTRACT SUM 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 8,697,882.59
- 5. RETAINAGE: 434,894.15
  - a. 5% of Total Completed & Stored To Date (Column 1 of G703)



CONTRACTOR: *Holly Gardner* Date: 04/22/2026  
By: *Holly Gardner*  
Holly Gardner, Manager - Project Accountants  
State of: INDIANA  
County of: WARRICK  
Subscribed and sworn to before me this 22<sup>nd</sup> day of April, 2026  
Notary Public: *Gabrielle Snider*  
My Commission expires: April 9, 2029

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 701,956.90  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

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

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 951,667.33

8. CURRENT PAYMENT DUE 701,956.90

ARCHITECT: By: N/A 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: 17  
 APPLICATION DATE: 04/22/2026  
 PERIOD TO: 04/30/2026  
 ESG JOB NUMBER: CPBNA00578  
 DUE DATE: 05/22/2026

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	H BALANCE TO RETAINAGE FINISH (C - G)	I 5%
			FROM PREVIOUS APPLICATION	THIS PERIOD						
1-1	Bard Units	450,000.00	450,000.00	0.00	0.00	0.00	450,000.00	100.00	0.00	22,500.00
1-2	MEP - Mobilization, General Conditions, Bonds	401,554.00	401,554.00	0.00	0.00	0.00	401,554.00	100.00	0.00	20,077.70
1-3	Electrical Upgrades	920,000.00	828,000.00	46,000.00	0.00	0.00	874,000.00	95.00	46,000.00	43,700.00
1-4	HVAC, Sheet Metal	1,273,683.00	1,209,998.85	38,210.49	0.00	0.00	1,248,209.34	98.00	25,473.66	62,410.47
1-5	Plumbing	1,000,000.00	800,000.00	100,000.00	0.00	0.00	900,000.00	90.00	100,000.00	45,000.00
1-6	Controls, Start up, Test/Balance	141,000.00	119,850.00	7,050.00	0.00	0.00	126,900.00	90.00	14,100	6,345.00
1-7	General Contractor- Mobilization, General Conditio	252,600.00	252,600.00	0.00	0.00	0.00	252,600.00	100.00	0.00	12,630.00
1-8	Demolition	256,900.00	244,055.00	5,138.00	0.00	0.00	249,193.00	97.00	7,707.00	12,459.65
1-9	Concrete & Masonry	394,000.00	315,200.00	39,400.00	0.00	0.00	354,600.00	90.00	39,400.00	17,730.00
1-10	Carpentry, Millwork, Framing, Doors, Hardware	1,359,393.00	1,019,544.75	203,908.95	0.00	0.00	1,223,453.70	90.00	135,939.30	61,172.69

**CONTINUATION SHEET**

Based on AIA DOCUMENT G703

Page 3 (3)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO RETAINAGE FINISH (C - G)	I 5%
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1-11	Ceilings, Floors, Windows	470,700.00	376,560.00	70,605.00	0.00	447,165.00	23,535.00	22,358.25	
1-12	Paints and Coatings, Specialties	319,400.00	271,490.00	31,940.00	0.00	303,430.00	15,970.00	15,171.50	
1-13	Engineering	274,652.00	274,652.00	0.00	0.00	274,652.00	0.00	13,732.60	
1-14	Architecture	284,575.00	284,575.00	0.00	0.00	284,575.00	0.00	14,228.75	
1-15	Project Management, Overhead	975,037.77	780,030.22	136,505.28	0.00	916,535.50	58,502.27	45,826.78	
1-16	Change Order 1 - Floor Tile	160,282.00	120,211.50	32,056.40	0.00	152,267.90	8,014.10	7,613.40	
1-17	Change Order 2 - Code Requirements	280,879.00	210,659.25	28,087.90	0.00	238,747.15	42,131.85	11,937.36	
	<b>TOTALS</b>	<b>9,214,655.77</b>	<b>7,958,980.57</b>	<b>738,902.02</b>	<b>0.00</b>	<b>8,697,882.59</b>	<b>516,773.18</b>	<b>434,894.15</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

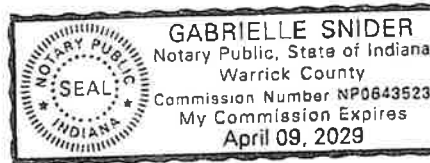
Energy Systems Group, LLC, the undersigned, for and in consideration of the payments made to it by Owner, Agent and/or Contractor, for labor employed in and/or materials furnished for the above-referenced project, hereby certifies as follows:

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 assign any claim against the Owner, Contractor, and their agents or employees, sureties, and other guarantors or obligors on the Bond or other undertaking, nor any lien or right to perfect a lien against the project, and the undersigned has the right, power, and authority to execute this Lien Release and Waiver for Progressive Payment.
5. The undersigned warrants that upon receipt of \$701,956.90, the underlying payments will be made with (7) seven days to all laborers and subcontractors employed by it, and all suppliers or materialmen from which it has acquired materials incorporated into the project and any lien or bond claimant relating to the undersigned's work and that none of such laborers, subcontractors, suppliers, or materialmen, or claimants has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees and benefits relating directly or indirectly to the undersigned's work have been paid in full.
6. No security interest has been given or executed by the undersigned for or in connection with any materials, appliances, machinery, fixtures or furnishings placed upon or installed in the project.

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

IN WITNESS WHEREOF, this Lien Release and Waiver for Progress Payment has been executed on this 22nd day of April, 2026.

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



STATE OF Indiana ) SS:  
COUNTY OF Warrick )

SUBSCRIBED and sworn to before me, a Notary Public, in and for this County and State, this 22nd day of April, 2026.

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



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

Date \_\_\_\_\_ 5/7/2026

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 Draft #1 of the 141 General Purpose School Budget.

**received**  
4-24-26 MT *CM*