

Putnam County Board Meeting
August 6, 2026 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. The Prescott South Middle School Boys' Basketball team won the Class 2A State Championship.
 - B. I Make A Difference
 - C. The September board meeting date has been changed to Tuesday, September 1, 2026.
 - D. Director's Personnel Report
- IV. Approval of Minutes
 - A. Minutes of the Regular July Board Meeting - June 25, 2026, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 - 1. Approval to issue a purchase order in the amount of \$24,650.20 to State of Tennessee for grades 6-8 science student workbooks to go along with the Kiddom Curriculum, to be paid from 141-71100-449-02117.
 - 2. Approval to purchase replacement furniture for Capshaw Elementary from Ernie Morris (TIPS contract #260301) in the amount of \$33,576.33 to be paid from 141-71100-722-02117.
 - 3. Approval to pay Apple Financial Services in the amount of \$418,237.50 for the 4th year of 4 for the teacher laptop computer lease to be paid from 141-72250-330, Lease Expense.
 - 4. Approval of the purchase of four safety vision camera systems for four new buses in the amount of \$11,003.31 for four new buses.
 - 5. Approval to pay Stone Service Corporation in the amount of \$11,306.90 for pay application #5 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
 - 6. Approval to pay Larseneer, LLC, in the amount of \$71,279.80 for pay application #5 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.
 - 7. Approval to pay Stone Service Corporation in the amount of \$4,952.20 for pay application #6 (FINAL PAY - RETAINAGE) related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
 - 8. Approval of the purchase of 4 new passenger international school buses with a total purchase price of \$657,009.48 under Sourcewell contract #102623-ICB to be paid for by Putnam County.
 - B. Bids/Quotes/Sealed Bids/RFPs

- C. Budget Amendments/Line Item Transfers
 - 1. CTE - To allocate PEP donation to expenditure accounts for the 2026/27 school year
 - 2. Finance - To account for additional revenue adjustments received after final draft was presented to the commission for approval
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
 - 1. Approval of the Memorandum of Understanding (MOU) between Centerstone and Putnam County School System (PCSS) for the 2026-2027 school year for school-based mental health services.
 - 2. Approval of the following names to serve on the Collaborative Conferencing Team for 2026-2027 representing the teachers:

PCEA
Diane Phy
Lesley Worsham
Aaron Casey

PCPET
Danielle Johnson
Stephen Simmons

Unaffiliated
Gavin Moore

- 3. Approval of the Dual Credit Conditions and Agreement between Volunteer State Community College - Gallatin, Tennessee and Putnam County School system to establish the dual credit conditions and agreement for the 2026-2027 school year.
- 4. Approval for the attached Data Share Agreement between Putnam County Schools and Pearson (aimswebPlus) as required by TNDOE.
- 5. Approval for a \$20.00 monthly stipend for personal cell phone usage, per policy 3.3001, use of cellular phones, for the School Nutrition Cafeteria managers.
- 6. Approval of the data share agreement between TNTP and Putnam County Schools.
- 7. Approval of a \$20.00 monthly stipend for cell phone usage for the 2025-26 school year, per policy 3.3001, Use of Cellular Phones, to be paid from 141-72250-199 for the following Technology department employees: Scott Allen, Frankie Jerome, Michael McCarver, Angie Smith, April Hale and Brenda Hughes.
- 8. Approval to accept the lowest and best bid from Copeland DRP, LLC, for the construction of a parking lot on the South Side of the Early Learning Academy in the total amount of \$173,630.00 to be paid from the bond issue. This amount includes base bid with bid alternate #1 and #3.

9. Approval of the partnership between Putnam County School Systems Coordinated School Health Program and Allergy Asthma and Sinus Center in Cookeville, TN, to donate EpiPens for all Putnam County Schools. A training session will be completed in all schools to teach the administration of the EpiPens.
10. Approval to reject the purchase of a post-frame barn structure, including materials and installation to be erected at Upperman High School from original bid winner vendor STM Contracting LLC - Summertown, TN, in the amount of \$76,048.59 due to lack of communication and accept the next lowest bid which includes all site-prep work as well as materials and installation from vendor Sullivan Walter Construction - Smithville, TN, in the amount of \$138,080.00 to be paid by ISM (Innovative School Models) grant funds.
11. Approval of the receipt of the Carl Perkins Basic Grant and the Carl Perkins Reserve Grant for the 2026/27 school year. Both grants will be used to fund the CTE programs at CHS, MHS, UHS and WPA and VITAL schools.
12. Approval to enter into an agreement with Cookeville Heating and Cooling Services, Cookeville, TN, to replace a damaged boiler with tankless water heaters at the Upperman High School football field house in the amount of \$23,575.00 to be paid for from 141-72620-399.
13. Approval of the letter of intent to purchase ELA MyPerspectives materials for the 2027-2028 and 2028-2029 SY.
14. Approval of a \$20 monthly stipend for cell usage for Kristina Vinson, School Age and Employee Child Care Program Coordinator effective July 1, 2026, through June 30, 2027, per Policy 3.3001, Use of Cellular Phones, as submitted and to be paid from 146-73300-199-01800.
15. Approval for Upperman High School to add a visitor press box. Mike Mills is the licensed contractor with a total cost of \$19,500.00 to be paid for by the Quarterback Club Booster. See the attached blueprint stamped by structural engineer Bob Vick.
16. Approval to award kitchen equipment bid line items 1, 5, 6, 14, 18, and 19, to lowest bidder, Mobile Fixture and purchase with a total of \$40,914.34.
17. Approval to award equipment bid line items 3, 4, 7-13, 15, 16, 17, 20, and 21 to lowest bidder, Douglas Equipment, and purchase with total of \$27,322.50.
18. Approval of the following FY27 FINAL budgets:
 - 141 General Purpose School Budget Draft #2
 - 142 Federal Projects Budget
 - 143 Food Service Budget
 - 146 Extended School Program Budget
19. Approval of the Medical, Dental and Vision Insurance Rates for the 2027 calendar year, as submitted.
20. Approval of a cell phone stipend for Melanie Bussell for \$20.00 per month for school year 26-27 to be paid from 141-E-72310-199.

VII. Policy

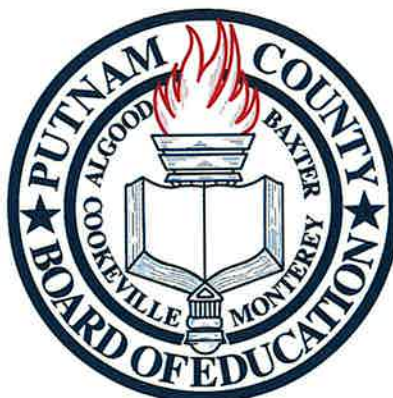
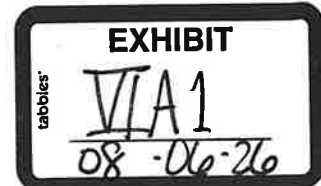
- A. Approval of the changes to Policy 2.100, Fiscal Management Goals, per TSBA recommendations.
- B. Approval of the revision of the Annual Family Life Education policy 4.213 with the addition of child trafficking prevention education as required by law.
- C. Approval of the changes to Policy 4.215, Instructional Use of Digital Devices, per TSBA recommendations.
- D. Approval of the changes to Policy 6.318, Admission of Suspended or Expelled Students, per TSBA recommendations.
- E. Approval of the changes to Policy 6.202, Home Schools, per TSBA recommendations.
- F. Approval of the changes to Policy 6.205, Student Assignments, per TSBA recommendations.
- G. Approval of the changes to Policy 4.301, Interscholastic Athletics, per TSBA recommendations.
- H. Approval of the changes to Policy 6.200, Attendance, per TSBA recommendations.
- I. Approval of the changes to Policy 6.506, Students from Military Families, per TSBA recommendations.
- J. Approval of the changes to Policy 5.200, Separation Practices for Tenured Teachers, per TSBA recommendations.
- K. Approval of the changes to Policy 5.201, Separation Practices for Non-Tenured Teachers, per TSBA recommendations.
- L. Approval of the changes to Policy 5.110, Compensation Guides and Contracts for Certified Personnel, per TSBA recommendations.
- M. Approval of the changes to Policy 5.106, Application and Employment, per TSBA recommendations.
- N. Approval of the changes to Policy 5.302, Sick Leave, per TSBA recommendations.
- O. Approval of the changes to Policy 5.303, Personal and Professional Leave, per TSBA recommendations.
- P. Approval of the changes to Policy 5.600, Staff Rights and Responsibilities, per TSBA recommendations.
- Q. Approval of the changes to Policy 5.801, Director of Schools Recruitment and Selection, per TSBA recommendations.
- R. Approval of the changes to Policy 6.303, Interrogations and Searches, per TSBA recommendations.

VIII. School Spotlight - Cornerstone Elementary

IX. Discussion/Presentation

- A. PEP Update
- B. 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 Project Action Items

1. Approval to pay Energy Systems Group in the amount of \$27,595.48 and First National Bank of Tennessee (retainage) in the amount of \$1,452.39 for pay application #20 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue. (Note: payment accounts for liquidated damages from May 1st to Jul 24th)
- C. Approval of the Putnam County School System to pass the Resolution Requesting a Constitutional Amendment to Article 11, Section 5 of the Tennessee State Constitution.
- X. Adjournment



Board Agenda Request

Date 07/09/2026

Department Teaching & Learning

Person Submitting Dr. Winningham

Account Number (if appropriate) 141-71100-449-02117

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

- Request for approval to issue a Purchase Order in the amount of \$24,650.20 to State of Tennessee for grades 6-8 Science student workbooks to go along with the Kiddom Curriculum, to be paid from 141-71100-449-02117.

received
7-9-26

On Jul 1, 2026, at 12:46 PM, Lindy Woodard <Lindy.H.Woodard@tn.gov> wrote:

A PO or if this is acceptable I will put on the quote form and you can sign the quote until you are able to cut a PO.

From: Kristy Sattler <kristy.sattler@pcsstn.com>

Sent: Wednesday, July 1, 2026 12:31 PM

To: Bubba Winningham <cwinningham1@pcsstn.com>; Lindy Woodard <Lindy.H.Woodard@tn.gov>

Subject: Fwd: [EXTERNAL] Re: Revised Quote

Dr. Winningham,

Here is the quote for under \$25,000 for the 6th -8th grade science workbooks. Lindy, can you let us know how to proceed forward?

Thanks!

Kristy Sattler, M. Ed.

Science Instructional Specialist

Grades K-8

Putnam County Schools

Begin forwarded message:

From: Lindy Woodard <Lindy.H.Woodard@tn.gov>

Date: July 1, 2026 at 12:10:56 PM CDT

To: kristy.sattler@pcsstn.com

Subject: RE: [EXTERNAL] Re: Revised Quote

Hi Kristy,

The 1st Ea. Price is what RC is paying for the books. If you look at all the books that are coil bound we can 3-hole drill them and shrink wrap and take .25 off the price that gets your total PO to \$24,650.20. The student could put them in a 3-ring binder. I am going to be out of pocket the next two days but can be reached on my cell phone 615-927-1985. I will be checking emails periodically.

Item # Students			Qty	Price	Non Coil	Total
	Ea. Price					
6S-THERM	\$2.25	coil	780	\$1,755.00	\$2.00	\$1,560.00

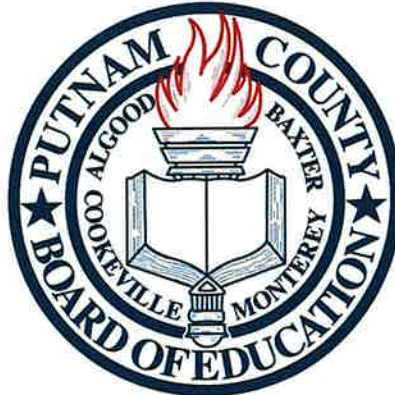
6S-KINETIC	\$0.90	saddle	780	\$702.00	0.9	\$702.00
6S-WEATHER	\$2.94	coil	780	\$2,293.20	\$2.69	\$2,098.20
6S-ECOSYSTEM	\$3.66	coil	780	\$2,854.80	\$3.41	\$2,659.80
6S-EARTH_RESOURCES	\$2.50	coil	780	\$1,950.00	\$2.25	\$1,755.00
7S-CHEM_MATTER	\$1.09	saddle	840	\$915.60	\$1.09	\$915.60
7S-CHEM_ENERGY	\$0.95	saddle	840	\$798.00	\$0.95	\$798.00
7S-CELLS_SYSTEMS	\$2.16	coil	840	\$1,814.40	\$1.91	\$1,604.40
7S-METAB_REACT	\$1.75	saddle	840	\$1,470.00	\$1.75	\$1,470.00
7S-MTR_CYCL_PHOTO	\$1.75	saddle	840	\$1,470.00	\$1.75	\$1,470.00
7S-GENETICS	\$1.83	saddle	840	\$1,537.20	\$1.83	\$1,537.20
8S-CONTACT_FORCES	\$1.16	saddle	800	\$928.00	\$1.16	\$928.00
8S-SOUND_WAVES	\$1.25	saddle	800	\$1,000.00	\$1.25	\$1,000.00
8S-FORCE_DISTANCE	\$1.43	saddle	800	\$1,144.00	\$1.43	\$1,144.00
8S-EARTH_IN_SPACE	\$1.52	saddle	800	\$1,216.00	\$1.52	\$1,216.00
8S-P_TECT_RK_CYCL	\$1.99	coil	800	\$1,592.00	\$1.74	\$1,392.00
8S-NAT_SELECT_COM_ANC	\$3.25	coil	800	\$2,600.00	\$3.00	\$2,400.00
				\$26,040.20		\$24,650.20

Thanks!

Lindy

From: Kristy Sattler <kristy.sattler@pcsstn.com>
Sent: Tuesday, June 30, 2026 2:44 PM
To: Lindy Woodard <Lindy.H.Woodard@tn.gov>
Subject: Re: [EXTERNAL] Re: Revised Quote

No worries.



Board Agenda Request

Date 07/08/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate) 141-71100-722-02117

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

- Consider approval to purchase replacement furniture for Capshaw Elementary from Ernie Morris (TIPS contract#260301) in the amount of \$33,576.33 to be paid from 141-71100-722-02117.

received
7-8-26
MT

AK

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



Quote #: RE06032026-R2

Capshaw ES

Date: 6/29/2026

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

QUOTATION
DELIVERED & INSTALLED
TIPS CONTRACT
260301

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

1ST GRADE ROOMS

MFGR	Part Number	Description	Qty.	Sell	Ext Sell
ALUMNI	D-SQPB-2026	Alumni Honor Roll Round Legs Plastic Book Box Desk - 20"x26" Rectangular Hard Plastic Top - Polypropylene Book Box - Powder Coat Painted Frame - Adjustable Height 22"-30" - Marquis Swivel Neoprene Glides HIR High Rise Laminate PB Primary Blue PVC Edge RB Royal Blue Book Box MT Metallic Frame	100	\$183.09	\$18,309.00
ALUMNI	C-SM-4LEG14	Alumni Smooth 4-Leg Stacking Chair - Powder Coat Painted Frame - Fixed Seat 14" Height - Marquis Swivel Neoprene Glides RB Royal Blue Chair Color MT Metallic Frame	100	\$100.25	\$10,025.00

Subtotal: \$28,334.00

KINDERGARTEN

MFGR	Part Number	Description	Qty.	Sell	Ext Sell
ALUMNI	C-SM-4LEG12	Alumni Smooth 4-Leg Stacking Chair - Powder Coat Painted Frame - Fixed Seat 12" Height - Marquis Swivel Neoprene Glides RB Royal Blue Chair Color MT Metallic Frame	20	\$100.25	\$2,005.00
ALUMNI	T-NINSP-RD48	Alumni Round Inspire Table with Round 2" Diameter Legs - 48" Diameter Round HPL Top - Powder Coat Painted Legs with Chrome Insert HIR High Rise Laminate PB Primary Blue PVC Edge MT Metallic Frame	5	\$288.09	\$1,440.45

Subtotal: \$3,445.45

FREIGHT

MFGR	Part Number	Description	Qty.	Sell	Ext Sell
ALUMNI	FREIGHT	FREIGHT CHARGE	1	\$1,796.88	\$1,796.88

Subtotal: \$1,796.88

Total including Delivery and Installation: \$33,576.33

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

Approved By:

Name

Title

Date: _____

PO: _____

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



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

Date _____ 8/6/2026

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

received
7-24-26 MT CK



Financial Services

Education Finance

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

Invoice Number: 50766
Invoice Due Date: 9/19/2026
Control Number: 103749
Amount Due: \$418,237.50

Attention: Mark McReynolds

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

Equipment Description: computers

Purchase Order Number:

Invoice Due Date	Amount Due
9/19/2026	\$418,237.50

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

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

Keep top portion for your records

Please detach bottom portion and return with your payment



Financial Services

Education Finance

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

Inquiries: (800) 532-6864

Invoice Number: 50766
Invoice Due Date: 9/19/2026
Control Number: 103749
Amount Due: \$418,237.50

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

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

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

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

EQUIPMENT INFORMATION

Computer Hardware--See attached Exhibit 1.

LEASE PAYMENT SCHEDULE

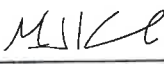
Pmt #	Payment Date	Payment Amount	Interest	Principal	Purchase Price after scheduled payment(s)	Outstanding Balance
	9/19/2023					\$1,672,950.00
1	9/19/2023	\$418,237.50	\$0.00	\$418,237.50		\$1,254,712.50
2	9/19/2024	\$418,237.50	\$0.00	\$418,237.50	\$853,204.50	\$836,475.00
3	9/19/2025	\$418,237.50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

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

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

Commencement Date: September 19 2023

LESSOR: **APPLE INC.**

SIGNATURE: ☒  Digitally signed by Michael J. Krahenbuhl
 NAME / TITLE: ☒ Michael J Krahenbuhl, AIF for Apple Inc.
 DATE: ☒ 09/19/2023

LESSEE: **PUTNAM COUNTY SCHOOL DISTRICT**

SIGNATURE: ☒ 
 NAME / TITLE: ☒ Kim Craven / Board Chair
 DATE: ☒ 9/19/2023

EXHIBIT E**LEASE PAYMENT INSTRUCTIONS**

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

LESSEE NAME: Putnam County Board of EducationTAX ID#: 62-6002796INVOICE MAILING ADDRESS: 1400 East Spring Street

Mail invoices to the attention of:

Mark McReynoldsPhone (931) 526-9777Fax ()Email: mmcreynolds@pcsstn.com

Approval of Invoices required by:

Phone ()Fax ()Email:

Accounts Payable Contact:

Jerry HensleyPhone (931) 526-9777Fax ()Email: jhsensley1@pcsstn.com*backwards -
S/B
hensleyj1@*Processing time for Invoices: 3 days Approval: 4 days Checks: 2 daysDo you have a Purchase Order Number that you would like included on the invoice? No ☒ Yes ☐ PO# Do your Purchase order numbers change annually? No ☒ Yes ☐ Processing time for new purchase orders: LESSEE: Putnam County School DistrictSIGNATURE: *Kim Cravens*NAME / TITLE: x Kim Cravens / Board ChairDATE: x 9/19/2023

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

#	Product Description	Qty
1	13-inch MacBook Air: Midnight (Packaged in a 5-pack) Part Number Z16A Configuration: • 065-CCJT Apple M2 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine • 065-CCJX 16GB unified memory • 065-CCLL 512GB SSD storage • 065-CD7F 30W USB-C Power Adapter • 065-CCLY 1080p FaceTime HD camera • 065-CCMC Two Thunderbolt / USB 4 ports • 065-CCML MagSafe 3 charging port • 065-CCMD 13.6-inch Liquid Retina display with True Tone • 065-CD5W None • 065-CD0F Backlit Magic Keyboard with Touch ID - US English • 065-CD0N Accessory Kit	1,000
2	4-Year AppleCare+ for Schools 13-inch MacBook Air (M2) (no service fees) Part Number SEY12LL/A	1,000
3	Brenthaven 360 case for MacBook Air 13-in. (M2) – Special 5-pack Pricing (contains qty. 5 HQ7C2ZM/A) Part Number BVRL2LL/A Brenthaven 360 case for MacBook Air 13-in. (M2) Part Number: HQ7C2ZM/A Quantity: 1,000	200
4	APS MB DEPLOY SVC W/ DEPLOYASSIST-USA Part Number D9284LL/A	1,000

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



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: Ron Chaffin

Date: July 16, 2026

Department: Transportation

RE: Safety Vision Camara Systems

Account Funding Code (if appropriate)

☒ Backup included

☒ Backup to follow

Agenda Item for August 6, 2026 Board Meeting

4 Safety Vision Camara Systems \$11,003. 31 for 4 New Buses

Pay out of Line # 141-72710-453 Parts

Ron Chaffin

July 16, 2026

Date

[Signature]
Director of Schools

7-16-26
Date

received
7-16-26 MT



Safety Vision
6100 W. Sam Houston Pkwy. N.
Houston, Texas 77041-5113
800.880.8855
713.896.6600
customerservice@safetyvision.com

Quote Number: Q-34134
Delivery Method: UPS Ground (USA)
Primary Contact: Ron Chaffin
Issued On: 7/15/2026
Expires On: 8/14/2026
End User: Putnam County Schools

Bill To:
PUTNAM COUNTY SCHOOL BOARD-TN
515 E Veterans Dr
Cookeville, TN 38501-4088
US

Ship To:
PUTNAM COUNTY SCHOOL BOARD-TN
515 E Veterans Dr
Cookeville TN 38501-4088
United States

Putnam Schools - 4 Buses

Safety Vision Observer 4112 HVR Bus Recording System
Windshield and 4 Wide-Angle Cameras
1TB SSD Storage Drive in Removable Cannister
GPS Location Recording w/Map Location, Speed and Route Tracking
8 Trigger Inputs & 2 Trigger Outputs, Event Marker w/Status Display Notification

PART #	IMAGE	DESCRIPTION	QTY	UNIT PRICE	NET TOTAL
4112-HVR		12 chan rec-8 analog 4 IP cam	4	\$ 2712.00	\$ 10848.00
SV-4112-CAN		4112-HVR Canister Only	4	\$ 0.00	\$ 0.00
SV-1TBSSD-NP		1TB SSD	4	\$ 0.00	\$ 0.00
41-PWRHRNS		Power Harness 4000/4100/4108/4	4	\$ 0.00	\$ 0.00
41-TRIGGER		Trigger Harness for 41 Series	4	\$ 0.00	\$ 0.00
41-GPS		GPS Module for 41 Series	4	\$ 0.00	\$ 0.00
41-PANIC		Panic Button for 4108/4112/411	4	\$ 0.00	\$ 0.00

141-72710-453



PART #	IMAGE	DESCRIPTION	QTY	UNIT PRICE	NET TOTAL
41-PANIC-CABLE		Cable for 41-Panic. Use with a	4	\$ 0.00	\$ 0.00
AHD-H2.8M-BK		1080 AHD BLACK CAMERA W/OUT IR	4	\$ 0.00	\$ 0.00
41-WS-BRKT		Front Windshield Bracket	4	\$ 0.00	\$ 0.00
SVS-10MMF		32ft 8in M/F THREADED CABLE	4	\$ 0.00	\$ 0.00
SVS-15MMF		49ft 4in M/F THREADED CABLE	8	\$ 0.00	\$ 0.00
AHD-WV		AHD Wide View Camera	16	\$ 0.00	\$ 0.00
SVS-5MMF		16ft 4in M/F THREADED CABLE	4	\$ 0.00	\$ 0.00
SVS-3MMF		9ft 11in M/F Threaded Cable	4	\$ 0.00	\$ 0.00
SV-DECAL		Audio & Video Recording in Pro	4	\$ 0.00	\$ 0.00
Freight		Freight	1	\$ 155.31	\$ 155.31
Putnam Schools - 4 Buses Total:					\$11,003.31

Grand Total: \$ 0.00
\$ 11,003.31

Any duties or tariffs imposed by the US government, deemed applicable to this transaction, will be strictly for the account of Buyer and the Seller shall not be liable for such costs. The Seller agrees to not charge markup on any of these duties or tariffs.



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

Date _____ 8/6/2026

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 Stone Service Corporation in the amount of \$11,306.90 for pay application #5 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.

received
7-28-26 Mr. AK



Stone Service Corporation
PO Box 49293
Cookeville, Tennessee 38506
931-526-5023

BILL TO

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

INVOICE
186337902

INVOICE DATE
Jun 24, 2026

JOB ADDRESS

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

Payment Term: Net 30
Due Date: 7/24/2026

DESCRIPTION OF WORK

Contract \$99,050.00
Work completed to date: \$99,050.00
Less 5% Retainage: \$4,952.50
Less previous billing: \$82,790.60 = \$11,306.90

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Imported Default Service	Contingency	1.00	\$11,902.00	\$11,902.00
RTNG	Retained for the performance of work	1.00	-\$595.10	-\$595.10

SUB-TOTAL \$11,306.90

TOTAL DUE \$11,306.90

BALANCE DUE \$11,306.90

CUSTOMER AUTHORIZATION

I authorize the work above to be completed and I agree to pay \$11,306.90.

Sign here

Date

CUSTOMER ACKNOWLEDGEMENT

I agree that the above work was completed to my satisfaction and I agree to pay \$11,306.90.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

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

PROJECT:

Frontier building HVAC Upgrades

VIA ARCHITECT:

APPLICATION NO: Six (6)

Distribution to:

☒	OWNER
☒	ARCHITECT
☒	CONTRACTOR
☐	
☐	

PERIOD TO: 6/30/26

PROJECT NOS:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM \$ 99,050.00
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 99,050.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 99,050.00
5. RETAINAGE:
- a. 5% of Completed Work \$ 4,952.50
(Column D + E on G703)
- b. of Stored Material \$
(Column F on G703)
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 4,952.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 94,097.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 82,790.60
8. CURRENT PAYMENT DUE \$ 11,306.90
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 4,952.50

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

CONTRACTOR:

By: Rebecca Phillippe Date: 6/25/26

State of: Tennessee County of: Putnam Overton
Subscribed and sworn to before me this 25th day of June, 2026
Notary Public: Rebecca Phillippe
My Commission expires: 8/18/29

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 11,306.90

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

ARCHITECT: Maffett Loftis Engineering, LLC

By: Justin Jewell Date: 07/28/2026

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

AIA DOCUMENT G703

APPLICATION NO: Six (6)

APPLICATION DATE: 6/25/2026

PERIOD TO: 6/30/2026

ARCHITECT'S PROJECT NO:

[illegible]



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

Date_____ 8/6/2026

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 to pay Larseneer, LLC in the amount of \$71,279.80 for pay application #5 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.

received
7-28-26 MT *CK*

APPLICATION FOR PAYMENT

Owner Putnam County Board of Education 1400 East Spring St Cookeville, TN 38501	Project CHS Softball - New Hitting Facility 1 Cavalier Drive Cookeville, TN 38501	Payment Application No: 5	For Distribution Architect Contractor Owner File
Contractor Larseneer, LLC 4100 Rolling Hills Rd Cookeville, TN 38506	Architect AEI, PC 57 West Broad St, Suite 200 Cookeville, TN 38501	Payment Application Date: July 25, 2026 Period To: August 1, 2026 Project No: 1388 Contract Description: Lump Sum Contract Executed: 2/3/2026	

PAYMENT APPLICATION - SUMMARY

See attached Continuation Sheet for greater breakdown

1. Original Contract Sum	\$	403,281.00
2. Net Change by Change Orders	\$	-
3. Contract Sum to Date	\$	403,281.00
4. Total Completed to Date	\$	383,337.25
5. Retainage:		
a. 5% of Completed Work	\$	19,166.86
b. 5% of Stored Material	\$	-
Total Retainage:	\$	19,166.86
6. Total Less Retainage	\$	364,170.39
7. Less Paid in Previous Applications	\$	292,890.59
8. Total Payable Amount	\$	71,279.80
9. Balance to Finish, Including Retainage	\$	39,110.61

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 certify 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 now payable.

Contractor Name: Larseneer, LLC

State: Tennessee

County: Putnam County

Subscribed and sworn to before me this day: JULY 28, 2026

Name of Notary Public: THEODORE LARSEN

Expiration Date of Notary Public: NOVEMBER 28, 2027

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:

Certified Amount: \$ 71,279.80

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: 7/21/26



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

CONTINUATION SHEET

Payment Application No: 5
 Payment Application Date: July 20, 2026
 Period To: August, 1 2026
 Project No: 1388

Item No.	Description of Work	Schedule Value	Work Completed Previous App. D = Prev. (D+E)	This Period E	Presently Stored Materials F	Total Completed G = D+E+F	% H = G/C	Balance to Finish I = C-G	Retainage Value (5%) J
BASE CONTRACT									
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	\$ 4,216.00	\$ -	\$ 55,289.98	100%	\$ -	\$ 2,764.50
4	Bollards	\$ 2,320.00	\$ -	\$ 2,320.00	\$ -	\$ 2,320.00	100%	\$ -	\$ 116.00
5	Wood Framing & Materials	\$ 86,620.44	\$ 73,627.37	\$ 12,993.07	\$ -	\$ 86,620.44	100%	\$ -	\$ 4,331.02
6	Roofing	\$ 21,000.00	\$ 21,000.00	\$ -	\$ -	\$ 21,000.00	100%	\$ -	\$ 1,050.00
7	Sheet Metal Siding	\$ 18,762.75	\$ 16,009.42	\$ 2,753.33	\$ -	\$ 18,762.75	100%	\$ -	\$ 938.14
8	Closed Cell Insulation	\$ 20,230.90	\$ 20,230.90	\$ (1,500.00)	\$ -	\$ 18,730.90	93%	\$ 1,500.00	\$ 936.55
9	Exterior Doors	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 2,400.00	100%	\$ -	\$ 120.00
10	Overhead Doors	\$ 7,000.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 7,000.00	100%	\$ -	\$ 350.00
11	Awnings	\$ 5,837.00	\$ 5,837.00	\$ -	\$ -	\$ 5,837.00	100%	\$ -	\$ 291.85
12	Painting	\$ 12,724.00	\$ -	\$ 12,724.00	\$ -	\$ 12,724.00	100%	\$ -	\$ 636.20
13	HVAC	\$ 45,000.00	\$ 22,500.00	\$ 19,500.00	\$ -	\$ 42,000.00	93%	\$ 3,000.00	\$ 2,100.00
14	Electrical	\$ 51,538.00	\$ 38,659.50	\$ 12,884.50	\$ -	\$ 51,538.00	100%	\$ -	\$ 2,576.90
15	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUB-TOTAL	\$ 357,831.00	\$ 282,740.10	\$ 70,590.90	\$ -	\$ 353,331.00	99%	\$ 4,500.00	\$ 17,666.55
CONTINGENCIES & ALLOWANCES									
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	\$ -	\$ 450.00	\$ -	\$ 450.00	100%	\$ -	\$ 22.50
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	\$ 3,990.47	\$ -	\$ 18,432.25	74%	\$ 6,567.75	\$ 921.61
20	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
21	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUB-TOTAL	\$ 45,450.00	\$ 25,565.78	\$ 4,440.47	\$ -	\$ 30,006.25	66%	\$ 15,443.75	\$ 1,500.31
CHANGE ORDERS									
22	CO 001 - NA	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
23	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
24	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
25	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	SUB-TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	GRAND TOTAL	\$ 403,281.00	\$ 308,305.88	\$ 75,031.37	\$ -	\$ 383,337.25	95%	\$ 19,943.75	\$ 19,166.86

A · E · I
ARCHITECTS AND PLANNERS

July 27, 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 (#5) from Larseneer, LLC

Dear Mr. Martin,

Enclosed is Application and Certificate for Payment #5 from Larseneer, LLC, in the amount of \$71,279.80.

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



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

Date _____ 8/6/2026

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 Stone Service Corporation in the amount of \$4,952.50 for pay application #6 (FINAL PAY - RETAINAGE) related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.

received
7-28-26 *MT* *AK*



Stone Service Corporation
PO Box 49293
Cookeville, Tennessee 38506
931-526-5023

BILL TO

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

INVOICE
187141106

INVOICE DATE
Jul 09, 2026

JOB ADDRESS

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

Payment Term: Net 30
Due Date: 8/8/2026

DESCRIPTION OF WORK

Contract \$99,050.00
Work completed to date: \$99,050.00
Less Previous Billing: \$94,097.50 = \$4,952.50 (Retainage)

TASK	DESCRIPTION	QTY	PRICE	TOTAL
RTNG	Retained for the performance of work	1.00	\$4,952.50	\$4,952.50

SUB-TOTAL \$4,952.50

TOTAL DUE \$4,952.50

BALANCE DUE \$4,952.50

CUSTOMER AUTHORIZATION

I authorize the work above to be completed and I agree to pay \$4,952.50.

Sign here

Date

CUSTOMER ACKNOWLEDGEMENT

I agree that the above work was completed to my satisfaction and I agree to pay \$4,952.50.

Sign here

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

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

PROJECT: Frontier building HVAC Upgrades

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

VIA ARCHITECT:

CONTRACT FOR:

APPLICATION NO: Seven (7)

PERIOD TO: 6/30/26

PROJECT NOS:

CONTRACT DATE:

Distribution to:

☒	OWNER
☒	ARCHITECT
☒	CONTRACTOR
☐	
☐	

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 99,050.00
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 99,050.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 99,050.00
5. RETAINAGE: a. 5% of Completed Work \$ 4,952.50 (Column D + E on G703) b. of Stored Material \$ (Column F on G703) Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 4,952.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 94,097.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$
8. CURRENT PAYMENT DUE \$ 94,097.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 4,952.50

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

CONTRACTOR:

By: Courtney Phillips Date: 7/19/26

State of: Tennessee County of: Putnam Overton

Subscribed and sworn to before me this 9th day of July, 2026

Notary Public: Rebecca Phillips

My Commission expires: 8/18/29

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 4,952.50

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

ARCHITECT: Maffett Loftis Engineering, LLC

By: Justin Powell Date: 07/28/2026

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

AIA DOCUMENT G703

Seven (7)

7/19/2026

7/31/2026

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C		D		E		F	G		H	I
		SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)		
Putnam Co. Board of Education - Frontier Building HVAC Upgrades												
Contract \$99,050.00												
1	Equipment	\$46,100.76			\$46,100.76			\$46,100.76	\$46,100.76	100.00%		\$2,305.04
2	Controls	\$5,736.24			\$5,736.24			\$5,736.24	\$5,736.24	100.00%		\$286.81
3	Rigging	\$2,500.00	\$2,500.00		\$2,500.00				\$2,500.00	100.00%		\$125.00
4	Material	\$22,967.70			\$22,967.70				\$22,967.70	100.00%		\$1,148.39
5	Labor	\$9,843.30			\$9,843.30				\$9,843.30	100.00%		\$492.17
6	Contingency	\$11,902.00			\$11,902.00				\$11,902.00	100.00%		\$595.10
GRAND TOTALS		\$99,050.00	\$47,213.00		\$0.00		\$51,837.00	\$99,050.00		100.00%	\$0.00	\$4,952.50



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: Ron Chaffin

Date: July 30, 2026

Department: Transportation

RE: School Bus Purchase

Account Funding Code (if appropriate)

 X Backup included

 X Backup to follow

Agenda Item for August 6, 2026 Board Meeting

Purchase of 4 New 78 Passenger International School Buses
Total Purchase Price \$657,009.48
Sourcewell Contract #102623-ICB
To Be Paid for by Putnam County

Ron Chaffin

July 30, 2026

Date

[Signature]
Director of Schools

7-30-26
Date

received
7-30-26 MP



BUS PROPOSAL

Date: Monday, January 19, 2026

Customer Member ID: Putnam County Schools Member #30193

Sourcwell Contract #: 102623-ICB

Model: PB110 78 on an 83 Passenger Shell

Last Bus with ICS in the first 2 rows

Driver Dash AC

Quantity: 4

Price: \$164,252.37

Signature: **Ashley Scurlock**

Ashley E. Scurlock

Bus Account Manager



1901 Lebanon Pike

Nashville, TN 37210

Cell Phone 615.598.3572

AScurlock@CLTTE.com

Cancellations: No cancellations are accepted after unit(s) line set for build date by factory. If cancelled before line set there is a cancellation fee of \$1,000.00 per unit.

NASHVILLE, TN (HQ)
100 PARK BLVD
NASHVILLE, TN 37217
(615) 296-1103

ORLANDO, FL (IDEALEASE)
1000 N ORANGE BLOSSOM TRL
ORLANDO, FL 32810
(407) 235-1117

NASHVILLE, TN
1901 LEBANON PIKE
NASHVILLE, TN 37210
(615) 598-7600

JACKSONVILLE, FL
1801 PINEVIEW BLVD
JACKSONVILLE, FL 32218
(904) 771-9800

MURFREESBORO, TN
200 BUTLER DRIVE
MURFREESBORO, TN 37137
(615) 427-4600

OCALA, FL
5201 HIGHWAY 40 WEST
OCALA, FL 34432
(352) 732-5155

LEBANON, TN
400 LEEVILLE RD
LEBANON, TN 37039
(615) 944-1100

DAYTONA BEACH, FL
153 FENTRESS BLVD
DAYTONA BEACH, FL 32114
(904) 254-0700

ORLANDO, FL (SOUTH)
2111 S. DIVISION AVE
ORLANDO, FL 32805
(407) 543-5446

PALM BAY, FL
1005 ROBERTA COLEMAN BLVD
PALM BAY, FL 32909
(321) 546-2800



Department: Career & Technical Education - GP

DATE: July 4 2026

abbles'

EXHIBIT

EXHIBIT VII C1

08-06-26

Item #

Account #

Account Description

Current
Approved Amount

Approval Amount[illegible]

Explanation: To allocate PEP donation to expenditure accounts for the 2026/27 school year.

Requested by:

Supervisor

7/7/26

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: _____

Received
7-28-26 MT

7-28-26 MT

VI C2

Approval Amount

Explanation: To account for additional revenue adjustments received after final draft was presented to the commission for approval.

Official / Department Head

Chief Financial Officer

Date: _____

Date: _____

Action by County Commission:

PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
AUGUST 2026

BOARD ACTION	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	TOTAL GRANT AMOUNT	NEW, ONGOING, RENEWAL	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	COMMENTS
PERMISSION TO APPLY	SMALL OWLS INSURANCE	\$ 500.00			NEW	PRESCOTT SOUTH ELEMENTARY SCHOOL	8.6.2026		RAE'EL LAUND'S APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	\$ 500.00			NEW	UPPERMAN HIGH SCHOOL	8.6.2026		JESSICA WILLIAMS APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	\$ 2,500.00			NEW	UPPERMAN HIGH SCHOOL	8.6.2026		JESSICA WILLIAMS APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	\$ 500.00			NEW	AVERY TRACE MIDDLE SCHOOL	8.6.2026		KELSEY DALE APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	\$ 2,100.00			NEW	AVERY TRACE MIDDLE SCHOOL	8.6.2026		KELSEY DALE APPLYING
PERMISSION TO APPLY	FFA NATIONAL CONVENTION TRAVEL GRANT	\$ 2,000.00			NEW	COONEVILLE HIGH SCHOOL	8.6.2026		DANIELLE JOHNSON APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	\$ 500.00			NEW	PARK VIEW ELEMENTARY SCHOOL	8.6.2026		AMY LADOGONA APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	\$ 1,400.00			NEW	PARK VIEW ELEMENTARY SCHOOL	8.6.2026		AMY LADOGONA APPLYING
PERMISSION TO APPLY	FRIDAY NIGHT LIGHTS GRANT	\$ 100,000.00			NEW	UPPERMAN HIGH SCHOOL	8.6.2026		JIMMY MAYNARD APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	\$ 500.00			NEW	NORTHEAST ELEMENTARY SCHOOL	8.6.2026		DR. PALK APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	\$ 1,500.00			NEW	NORTHEAST ELEMENTARY SCHOOL	8.6.2026		DR. PALK APPLYING
PERMISSION TO APPLY	TWIN LAKES DIFFERENCE GRANT	\$ 5,000.00			NEW	SWANMORE ELEMENTARY SCHOOL	8.6.2026		EMILY GOANS APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	\$ 1,700.00			NEW	PRESCOTT SOUTH ELEMENTARY SCHOOL	8.6.2026		CATHERINE JONES APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	\$ 500.00			NEW	PRESCOTT SOUTH ELEMENTARY SCHOOL	8.6.2026		CATHERINE JONES APPLYING
PERMISSION TO ACCEPT	DAR GRANT			\$ 500.00	NEW	NORTHEAST ELEMENTARY SCHOOL		8.6.2026	JENNIFER WEBB ACCEPTING
TOTALS		\$ 3,722.72		\$ 9,195.44					
	JUL-26	\$ 119,200.00		\$ 500.00					
	AUG-26								
	SEP-26								
	OCT-26								
	NOV-26								
	DEC-26								
	JAN-27								
	FEB-27								
	MAR-27								
	APR-27								
	MAY-27								
	JUN-27								
	TOTAL	\$ 122,922.72		\$ 9,695.44					

GRANT REPORT PREPARED BY SHARON BYERS

Received
8-3-26 MT
V

EXHIBIT
VII E
08-06-26
tabbles



Putnam County Board Of Education
Agenda Request

Date: July 14, 2026

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Shelia Barker

Account Number (if appropriate) N/A

Check one:

☒ X Backup included

☐ Backup to follow

Statement to be included in board agenda packet:

Approval of the Memorandum of Understanding (MOU) between Centerstone and Putnam County School System (PCSS) for the 2026-2027 school year for school based Mental Health services.

Shelia Barker

Signature of Person Making Request

7/14/26

Date

[Signature]

Signature of Director of Schools

7/14/26

Date

received
7-14-26 MT

MEMORANDUM OF UNDERSTANDING

MOU Language for School Based Mental Health Services

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

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

PCSS will provide:

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

Centerstone will provide:

Coordination of Care:

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

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

Confidentiality of Records:

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

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

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

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

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

Payer Source:

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

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

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

Terms and Renewal

This agreement will take effect **July 31, 2026** and will be reviewed yearly. Centerstone and/or Putnam County Schools may cancel this agreement with a sixty day written notice. This Memorandum of Understanding will be reviewed yearly by Centerstone and the Putnam County School Board.

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

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

(signatures on next page)

Chair of the Board
Putnam County Board of Education

Date


Director of Schools
Putnam County

Date

Daniel F. Mansfield
Regional Vice President
Centerstone

06/10/2026

Date



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 serve on the Collaborative Conferencing Team for 2026-2027 representing the teachers:

PCEA
Diane Phy
Lesley Worsham
Aaron Casey

PCPET
Danielle Johnson
Stephen Simmons

Unaffiliated
Gavin Moore

Respectfully submitted,

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

Angie Knight
07/15/2026



Signature of Person Making Request

7-15-26

Date



Signature of Director of Schools

7-15-26

Date

received
7-15-26 MT



Board Agenda Request
For August 6, 2026 Meeting

Date 7/21/2026

Department CTE

Person Submitting Jaclyn Vester

Account Number (if appropriate) N/A

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the Dual Credit Conditions and Agreement between Volunteer State Community College - Gallatin, Tennessee and Putnam County School System to establish the dual credit conditions and agreement for the 2026-2027 school year. Once approved, a DocuSign will follow to Mr. Lynn McHenry and Mr. Corby King.

received
7-21-26 MT

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

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

High School Course(s)	VSCC Course(s)	Credit Hours
Criminal Justice II	CRMJ 1010, Intro to Criminal Justice	3
Criminal Justice III: Forensic Criminal Investigations	CRMJ 1360, Intro to Crime Scene Investigation	3

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

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

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

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

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

This Agreement shall be effective for the period commencing on August 1, 2026 and ending on May 31, 2027.

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

IN WITNESS WHEREOF:

Putnam County High School:

Lynn McHenry, Putnam County Schools Board Chairman

Date

Volunteer State Community College:

Dr. Wendi Tostenson, President

Date

TENNESSEE BOARD OF REGENTS:

Flory W. Tydings, Chancellor

Date



PCSS Board Agenda Request

Date: July 27, 2026

Department: Data and Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N/A

Check one:

☒ Backup included (Data Share Agreement: aimswebPlus)

☐ Backup to follow

Statement to be included in Board Agenda Packet:

Presentation and Discussion:

- Seeking approval for the attached Data Share Agreement between Putnam County Schools and Pearson (aimswebPlus) as required by TND OE.

received
7-27-26 mg CK

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

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

Date: 7-26-26

1. This data release agreement is entered into by Putnam County School System (hereinafter "District").
2. The above name District hereby grants permission to and directs Pearson to provide any and all of our District's aimswebPlus data, including, but not limited to, the student level AimswebPlus extract, to Tennessee Department of Education (hereinafter "Third Party Consumer"). The data will be provided through an export data file that includes data on multiple levels including district level, school level, class level, and individual student level.
3. This grant of permission is a grant to the Third Party Consumer of the right to access the export data file including any and all information gathered from the District by AimswebPlus and stored in the AimswebPlus System, including student names and ID numbers, demographic information, AimswebPlus scores, and outcome measure scores.
4. District will indemnify and hold Pearson, its employees, contractors, and agents, harmless from any and all loss, damage, injury, or liability arising directly out of this grant of permission, including failure to deliver any required information within the prescribed time period provided such delay is not due to AimswebPlus; or the disclosure of user personally identifiable information or data of the District to the Third Party Consumer pursuant to this permission.
5. The undersigned represents that he or she is authorized to execute this instrument on behalf of the District identified in this authorization.
6. Please provide your aimswebPlus Customer ID (CID) 54993

Sincerely,

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

Date

Signature of District Representative

DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

2353 N Washington Ave
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 x1501

Account Funding Code (if appropriate)
143 E 73100 199

 X Backup included

 Backup to follow

Requesting approval for a \$20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of cellular phones, for the School Nutrition Cafeteria managers. Please see attached list of schools and cafeteria managers.

This stipend will begin August 2026 and will go through May 2027.

Jennifer Mitchell 7/20/26
Signature of Person Making Request Date

[Signature] _____
Signature of Director of Schools Date

received
7-20-26
MJ

SCHOOL NUTRITION CAFETERIA MANAGER LIST

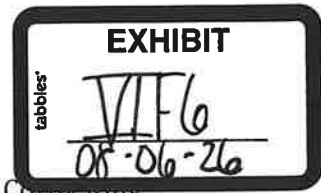
10 MONTHS
AUGUST 2026 - MAY 2027

<u>SCHOOL</u>	<u>CAFETERIA MANAGER</u>	<u>CODING</u>
Algood Elem School	Brandy Reep (interim)	143 73100 199 00005
Algood Middle School	Heather Trevathan	143 73100 199 00008
Avery Trace	Mary Light	143 73100 199 00065
Baxter Primary	Rebecca Morgan	143 73100 199 00017
Burks	Crystal Reeves	143 73100 199 00025
Cane Creek	Sarah Cantrell (interim)	143 73100 199 00030
Capshaw	Christina Johnson	143 73100 199 00035
CHS	May Ford	143 73100 199 00037
Cornerstone	Susan Marek	143 73100 199 00015
Early Learning Academy	Charlotte Conner	143 73100 199 00060
Jere Whitson	Eleisha Burton	143 73100 199 00050
MHS	Shyla Taumua	143 73100 199 00055
Northeast Elem	Lisa Broyles	143 73100 199 00057
Park View	Amy Cronk	143 73100 199 00075
Prescott Elem 50%/Middle 50%	Bethanie Holmes	143 73100 199 00095/00100
Sycamore	Loretta Gentry	143 73100 199 00070
UHS	Jennifer Haggard	143 73100 199 00090
UMS	Cindy Boles	143 73100 199 00110



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: Jason Stickler (Data and Testing)

Date: 7-9-26

RE:

 X Backup included (DSA: TNTP and Putnam County Schools)

 N/A Backup to follow

Statement to be Included:

- Data Share Agreement – Seeking approval for the following Data Share Agreement between TNTP and Putnam County Schools.

received
7-9-26 MT

DATA SHARING AGREEMENT

This **DATA SHARING AGREEMENT** (this "**Agreement**") is entered into, as of July 1, 2026 (the "**Effective Date**") by and between TNTP, INC., a not-for-profit corporation organized under the laws of the State of Delaware ("**TNTP**"), and the Putnam County Schools, a local education agency in the State of Tennessee, ("**LEA**"). TNTP and the LEA are collectively referred to herein as the "**Parties**" and individually as a "**Party**."

STATEMENT OF PURPOSE: The LEA wants to engage TNTP to provide technical assistance and partnership support through SCORE's Lead in Literacy Network, as detailed in this Agreement and Schedule A. Through this work, TNTP will support collaboration between Educator Preparation Providers (EPPs) and Local Education Agencies (LEAs) to strengthen K–5 literacy preparation, align coursework and field experiences to evidence-based literacy practices and high-quality instructional materials, and identify promising practices for supporting traditional and alternatively licensed teacher candidates.

RECITALS

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

WHEREAS, in connection with the Services Agreement, TNTP desires to collect data from the LEA.

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

DEFINITIONS

1. **Aggregated Data.** "Aggregated Data" means data that has been compiled and summarized from individual data points, ensuring that no individual can be identified from the data set.
2. **Confidential Information.** "Confidential Information" means a subset of Data disclosed under this Agreement that contains personally identifiable information about students, candidates, or employees, or other non-public information provided any Party to another Party for the purpose of supporting the Lead in Literacy Program under TNTP's services agreement with SCORE, and that includes, but is not limited to:
 - a. **Education Records:** personally identifiable information ("PII") from student education records protected under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, 34 CFR Part 99, and the Individuals with Disabilities Education Act (IDEA), 34 CFR 300.610-300.626;
 - b. **Protected Personal Information:** information relating to teachers, staff, or candidates that is protected by federal or state law;
 - c. **Legitimately Confidential Business Information:** non-public financial, proprietary, or trade secret information of a Party that is marked "Confidential" at the time of disclosure.
3. **Data.** "Data" refers to all information collected, processed, or stored under this Agreement, including, but not limited to candidate data, mentor teacher data, survey responses, and site observations. This encompasses both raw and processed data in any format.

4. **Representatives.** "Representatives" refers to the employees, agents, contractors, legal advisors, or other authorized individuals acting on behalf of a Party to this Agreement.

AGREEMENT

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

1. **Data Sharing.** In connection with the Services Agreement, the Parties will request data from one another, including but not limited to, survey responses and site observation data. Please see Schedule A for a more detailed description of anticipated data and access needs. Each Party agrees to promptly respond to data requests from the other Parties to this agreement.
2. **Maintenance of Confidentiality.** TNTP and the LEA, each individually agree that it shall maintain all confidential information in accordance with industry best practices, and that it is individually responsible for the security of the data that is shared with their organization.

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

TNTP agrees that it will not attempt to reidentify individuals from de-identified or aggregated data. If a Party inadvertently reidentifies an individual from de-identified or aggregated data, it treat such information as Confidential Information.

3. **Required Consents.** The LEA will secure any consents from teachers, staff, students, or parents that is required by all applicable federal, state, local laws, ordinances, codes, regulations, and policies, including but not limited to the Family Education Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) ("**FERPA**") to transfer the Confidential Information to the other Parties, and ensure that such

consents allow the other Parties, as the case may be, to rely on such consent when acting as an agent for the purposes of the Agreement.

4. **Limited Internal Disclosure.** TNTP and the LEA individually agree that any disclosure of Confidential Information shall be made available only to its respective employees, officers, directors, financial and legal advisors, consultants or contractors, agents or representatives who need to know in connection with the Subgrant Agreement and as required by law (collectively, "**Representatives**"). TNTP and the LEA further individually agree to inform their Representatives of the confidential nature of the Confidential Information and direct them to treat the Confidential Information in accordance with the terms of this Agreement.
5. **Use in Publication and Presentation.** The LEA agrees that TNTP may use confidential information in publications and presentations, and internally or in conjunction with other TNTP or SCORE reports and analytical projects; provided, that the Confidential Information used shall be used as general and aggregated data that does not refer to, specifically or by reasonable inference, Subgrantee or any individual student, teacher, or administrator at Subgrantee schools, and that any such use always be in compliance with FERPA. The LEA further acknowledges that TNTP will share aggregated data with SCORE to inform work being performed under the Services Agreement.

Intellectual Property. The LEA acknowledges and agree that as between TNTP and LEA, TNTP is and will remain the sole and exclusive worldwide owner of all TNTP IPR. For purposes of this Agreement, "TNTP IPR" means all patents, copyrights, trademarks, services marks, designs, logos, trade secrets, publicity, privacy or moral rights, and any other intellectual property or proprietary rights arising at any time under the applicable law of any jurisdiction anywhere in the world that subsists in, without limitation, the following: all technology, frameworks, processes, systems, methodologies, analytical tools, industry data and insights, layouts, TNTP Confidential Information, TNTP surveys, TNTP tools, TNTP's Video Library, Learning Portal, Insight, Academic Scorecard and online platforms that TNTP owns or to which TNTP has a license; and any improvements, derivatives or modifications to any of the foregoing, TNTP owns all TNTP IPR in existence prior to or developed independently of this Agreement. The District retains all right, title, and interest in and to their respective data, student and personnel records, institutional materials, and other pre-existing intellectual property. Nothing in this Agreement transfers ownership of such materials to TNTP.

6. **Secure Transmission and Storage of Data.** Each Party shall implement and maintain reasonable administrative, technical, and physical safeguards designed to protect Data from unauthorized access, disclosure, alteration, or destruction. At a minimum, such safeguards shall include:
 - a. **Secure Transmission.** All electronic transmission of Data must use encryption protocols (e.g., TLS/SSL, SFTP) or an equivalent secure method that ensures confidentiality during transfer.
 - b. **Secure Storage.** Data stored electronically must be maintained on secure servers or devices protected by firewalls, intrusion detection systems, and up-to-date security patches. Portable devices used for Data storage must be encrypted.
 - c. **Access Controls.** Access to Data must be limited to Representatives with a legitimate educational interest and shall require authentication (e.g., unique user IDs and passwords or multi-factor authentication).
 - d. **Audit and Logging.** Parties shall maintain access logs or equivalent audit trails to record who accesses Data and when, and shall review such logs as appropriate.
 - e. **Physical Safeguards.** Any paper records containing Data must be stored in locked cabinets or rooms with access limited to authorized Representatives.

- f. **Incident Response.** Each Party shall have a process to detect, investigate, and respond to any unauthorized access to or disclosure of Data, including notification to the other Parties within a reasonable period, consistent with applicable law.

7. Indemnification. Each Party shall be responsible for its own acts and omissions, and nothing in this Agreement shall be construed to create joint liability. In the event of litigation among the Parties, or involving one or more Parties and a third party, each Party shall bear its own costs, expenses, and attorney's fees, except as may be awarded by a court of competent jurisdiction in accordance with Tennessee law.

8.

9. Entire Agreement. This Agreement constitutes the entire agreement of the Parties and supersedes all prior and contemporaneous discussions between them regarding Confidential Information. No modification or waiver of this Agreement shall bind either Party, unless it is in writing and is signed and accepted by the Parties hereto.

10. Disputes. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Tennessee.

11. Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding on the Parties and their respective successors and assigns, provided that neither party may assign its rights or delegate its duties in this agreement without the written consent of the other party.

12. Duration of the Agreement. This Agreement will terminate on June 30, 2028, unless either Party provides the other party with a written termination notice prior to that date.

13. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same agreement. Signatures delivered by facsimile or .PDF file shall be deemed originals for all purposes.

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

TNTP

LEA

Name: Chris Henderson,

Vice President

Date: _____

Name: _____

Title: _____

Date: _____

Schedule A Statement of Work

TNTP will provide the following Services to the LEA as part of SCORE's Lead in Literacy Network.

Project Purpose

The Lead in Literacy Network is a partnership among Educator Preparation Providers and Local Education Agencies working together to increase access to strong early literacy instruction for all students. Through this network, EPP and LEA partners are collectively constructing a shared vision for literacy instruction, building teacher candidate knowledge and skills around the Science of Reading and high-quality instructional materials, and working together to translate best practices into stronger support for diverse learners.

In the revised scope for SY26–28, the network will continue supporting traditional undergraduate pathways while expanding the model to include non-traditional and job-embedded educator pathways. This expansion is intended to help ensure that all K–5 literacy educators in Tennessee have access to rigorous literacy coursework, aligned field experiences, and complementary induction supports in partner districts.

Outcomes

TNTP's services will support the following Lead in Literacy outcomes:

1. **Expand and replicate the model.** Support implementation of revised literacy coursework and aligned candidate field experiences for traditional pathways while extending the course revision model to non-traditional educator pathways.
2. **Understand and share results.** Engage EPP and LEA partners in identifying and advancing best practices for job-embedded candidates across Tennessee, aligned with districts' implementation of complementary induction, mentoring, and instructional supports.
3. **Codify tools and practices.** Support the development of tools, resources, case studies, and implementation guidance that can help partners strengthen foundational elementary literacy coursework and aligned field experiences across educator pathways.

TNTP Services

TNTP's services may include the following activities, as mutually agreed upon with LEA and the EPP partners:

1. **Partnership planning and coordination**
 - Coordinate with SCORE, participating EPP partners, and LEAs to support implementation of the new Lead in Literacy scope of work.
 - Schedule discussions with LEA partners regarding alternatively licensed staff needs, existing district supports, and opportunities for the Alternative Pathways Working Group to consider.
 - Support EPP–district partner strategy meetings focused on aligned coursework, field experiences, mentor resources, and induction supports.
2. **Support for coursework and field experience alignment**
 - Provide consultative support to EPP faculty as they revise and refine literacy coursework aligned to IDA standards, the Science of Reading, and high-quality instructional materials for school-based practice.
 - Support EPP and LEA partners in identifying opportunities to strengthen candidate practice, field experiences, and mentor supports.
 - Support the development and refinement of tools and resources that connect coursework expectations to district-based literacy practice.
3. **Alternative Pathways Working Group**

- Facilitate an Alternative Pathways Working Group to identify recommendations, resources, and promising practices for supporting job-embedded candidates.
 - Support EPP and LEA partners in identifying shared needs, barriers, opportunities, and practices related to alternatively licensed or job-embedded teachers.
 - Facilitate strategy calls, in-person workshops, and knowledge-sharing opportunities to support continuous learning across the network.
 - Support partners in codifying best practices and resources that can inform broader implementation across Tennessee.
4. **Site visits and observation-related learning**
- Engage in school site visits with faculty and district partners to build shared understanding of literacy practice, candidate field experiences, mentor supports, and use of shared resources.
 - Conduct observational site visits, as approved, to learn from field experiences involving candidates, mentors, and participating educators.
 - Use site visit and observation-related learning to inform technical assistance, resource development, and network-level recommendations.
 - Observation-related activities will be used for program learning, technical assistance, and continuous improvement purposes and are not intended to serve as employment evaluation.
5. **Data collection and feedback**
- Collect feedback from Lead in Literacy participants, as approved, to inform technical assistance, resource development, and continuous improvement.
 - Collect data on job-embedded candidate and mentor teacher experiences, as approved, through methods such as surveys, focus groups, interviews, observations, and/or review of relevant artifacts.
 - Gather information related to district supports, mentoring structures, field experiences, implementation conditions, and participant experiences.
 - Use findings to support partner planning, identify promising practices, and inform network-level learning and reporting.
 - TNTP does not anticipate requiring student-level personally identifiable information for routine implementation of this scope unless separately requested, approved, and permitted under applicable law and district procedures.
6. **Reporting, toolkit development, and dissemination**
- Synthesize learning from partner engagement, site visits, feedback, and approved data collection.
 - Support SCORE and network partners in identifying case studies, best practices, and resources for supporting strong elementary literacy preparation across pathways.
 - Contribute to a SCORE toolkit publication that may include case studies, best practices, and resources for supporting strong literacy instruction for elementary teachers across traditional and non-traditional pathways.
 - Use aggregated and/or de-identified information, as appropriate, to support narrative reporting, research, evaluation, publication, presentation, and continuous improvement, consistent with the Agreement.

Anticipated Timeline Summer 2026

- Schedule discussions with LEAs regarding alternatively licensed staff needs, existing supports, and opportunities for the Working Group to consider.

Fall 2026

- Consult with EPP partners to refine coursework and field experiences for Fall 2026 pilots.
- Support traditional pathway partnership engagements and pilots across participating EPP–LEA partnerships.
- Engage in LEA classroom/school site visits, as approved, to build knowledge of literacy practice and the use of shared resources for job-embedded candidates.
- Facilitate Alternative Pathways Working Group strategy calls.
- Support literacy faculty and program-level faculty in identifying coverage of IDA standards and opportunities for increased candidate practice.
- Facilitate an in-person workshop to develop shared understanding of the needs and opportunities of job-embedded teachers.

Spring 2027

- Continue support for traditional pathway partnership engagements and aligned field experience pilots.
- Facilitate Alternative Pathways Working Group strategy calls.
- Support LEA and EPP feedback on Working Group tools, resource development, and knowledge sharing across the network.
- Facilitate an in-person workshop to identify, share, and codify best practices.

Summer 2027

- Support LEAs in preparing to use newly developed resources with teachers and mentors of job-embedded candidates in SY27–28.
- Support onboarding, implementation planning, mentoring structures, and complementary induction supports.
- Establish research protocols and obtain any required approvals for surveys, focus groups, observations, or other data collection activities, as applicable.

SY27-28

- Engage in LEA classroom/school site visits, as approved, to build knowledge of literacy practice and the use of shared resources for job-embedded candidates.
- Collect data on job-embedded experiences in LEAs, including mentor teachers and job-embedded candidates, through approved methods such as focus groups, surveys, observations, and/or review of relevant artifacts.
- Use findings to inform technical assistance, shared resources, and network learning.

Anticipated Data and Access Needs

To support the services described above, TNTP may request access to or collect the following information, as approved by the Client and consistent with applicable laws, policies, and approval processes:

- Contact and role information for participating district staff, mentor teachers, job-embedded candidates, and other participating educators.
- Information about relevant schools, grade levels, educator pathways, field experiences, mentoring structures, and induction supports.
- Survey and focus group data from participating educators, mentor teachers, job-embedded candidates, EPP faculty, and/or other approved participants.
- Observation notes or artifacts related to literacy practice, candidate practice, mentor supports, implementation of shared resources, or field experience alignment.
- Relevant non-confidential program documents, tools, schedules, or artifacts that help TNTP understand implementation conditions and support technical assistance.
- Aggregated or de-identified information that supports reporting, evaluation, continuous improvement, resource development, or publication.

TNTP does not anticipate requesting student-level personally identifiable information as part of routine implementation of this scope. If any student work samples, classroom video, or student-related data are requested, such collection will occur only as approved by the Client and in accordance with applicable law and district procedures.

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: July 23, 2026

Department: Technology

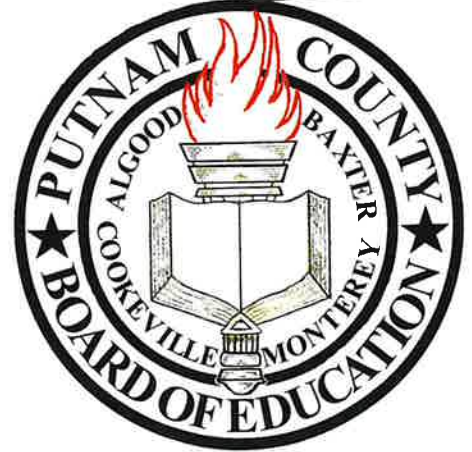
Person Submitting: Johnny Sloan

Account Number (if appropriate) note below

Check one:

☒ Backup included

Backup to follow



Statement to be included in Board Agenda Packet:

Request approval of a \$20 monthly stipend for cell phone usage for the 2025-26 school year, per Policy 3.3001, Use of Cellular Phones, to be paid from 141-72250-199 for the following Technology department employees: Scott Allen, Frankie Jerome, Michael McCarver, Angie Smith, April Hale and Brenda Hughes.

NOTES:

received
7-23-26 MT



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: July 15, 2026

RE: ELA Parking Lot

Account Funding Code (if appropriate) Bond

☒ Backup included

☐ Backup to follow

Agenda Item for August 6, 2026, Board meeting.

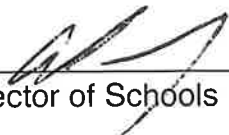
Consider accepting the lowest and best bid from Copeland DRP, LLC for the construction of a parking lot on the South Side of the Early Learning Academy in the total amount of \$173,630 to be paid from the bond issue. This amount includes base bid with bid alternate #1 and #3.



Supervisor

7/15/26

Date



Director of Schools

7/15/26

Date

received
7-15-26
mr

On Jul 15, 2026, at 9:48 AM, Scott Nicholson <scott@ces-tn.com> wrote:

Mr. King,

Copeland DRP, LLC is the low bidder for the above referenced project. I have contacted Daniel Odom with Copeland DRP and he is confident with their bid.

I would recommend the base bid of	\$131,210.00 plus
Bid Alternate #1, Asphalt topping	\$25,960.00
Bid Alternate #3, Extruded Curb and Storm Sewer	<u>\$16,460.00</u>
Total contract amount:	\$173,630.00

Please let me know if you have any questions.

Note: None of the cells are protected. Bid Tab works best if you use the un-locked space. Then clear away all shading within printing. See further instructions in the Designers Manual Chapter 5 on Procurement

FS4 Bid Tab		Page 1 of 2	Pursuant to the Invitation to Bid extended for Putnam County Schools Early Learning Center Parking Lot Addition CES Project No. 26-17										Signature required only by Presiding Official Others can be printed or typed.			
Bids opened in	How many	addenda	Contract Time	Contract Time	bids and modifications must have been received here by on or before 3:00 pm local time June 14, 2026 I, thus declare the bidding closed, and now will proceed to open and read bids and modifications which have been received.										Presiding Official	Other notations
Target	NA	45 days	Liquidated Damages	\$250 per day											Designer represented by	
MAAC															Owner represented by	
Regulated Subcontractors					Bidders (name, city, license number)	Item	Addn	Bid	Unit	Base Bid	Unit Price #1	Bid Alt #1	Bid Alt #2	Bid Alt #3		
Electrical					Copeland DRP, LLC	#1	#1	✓		\$13,210	\$50 per cubic yard	\$25,9100	\$6,000	\$16,4600		
HVAC					Cookeville, TN	#2	#2	✓								
Masonry					License Number											
Roofing					50450											
Electrical					GCE Rogers Group	#1	#1	✓		\$2,08,482	\$40	\$40,384	\$4,130	\$7,228		
Geothrm					Nashville, TN	#2	#2									
HVAC					License Number											
Masonry					710119											
Roofing					#24											
Electrical					HD Commercial											
Geothrm																
HVAC																
Masonry					Cookeville											
Roofing					License Number											
Electrical					77368											
Geothrm																
HVAC																
Masonry					KWS, Inc.											
Roofing																
Electrical					City Jamestown											
Geothrm					License Number											
HVAC					70265											
Masonry																
Roofing																
Electrical					Name											
Geothrm					T&T Earthworks					\$225,894	\$85	\$37,000	\$5,500	\$8,500		
HVAC					City Lexington											
Masonry					License Number											
Roofing					85879											
Electrical																
Geothrm					Name											
HVAC					Passons Underground UT											
Masonry					City Sparta											
Roofing					License Number											
Electrical					80622											



Putnam County Board Of Education
Agenda Request

Date: June 17, 2026

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Stephanie Brown

Account Number (if appropriate) N/A

Check one:

 X Backup included

 Backup to follow

Statement to be included in board agenda packet:

Approval of the partnership between Putnam County School Systems Coordinated School Health Program and Allergy Asthma and Sinus Center in Cookeville, TN to donate EpiPens for all Putnam County Schools. A training session will be completed in all schools to teach the administration of the EpiPens.

Stephanie Brown ^(AW) 6/17/26
Signature of Person Making Request Date

[Signature] 6-17-26
Signature of Director of Schools Date

received
6-17-26 MT

CERTIFICATION FORM:
Free EPIPEN® (epinephrine injection, USP) Auto-Injector for
EPIPEN4SCHOOLS® Program

The school and/or school district identified below (the "School") hereby acknowledges and agrees that the Free EPIPEN (epinephrine injection, USP) Auto-Injector for EPIPEN4SCHOOLS Program made available by VIATRIS™ ("Viatis") to the School is because it is a school and is conditioned upon the undersigned making this certification to Viatis.

The School represents and warrants to Viatis that:

- (i) all of the information provided in this certification is true, complete and accurate;
- (ii) the School will only receive EPIPEN (epinephrine injection, USP) 0.3mg and EPIPEN JR® (epinephrine injection, USP) 0.15mg Auto-Injectors, or authorized generic for EPIPEN (epinephrine injection, USP) 0.3mg and EPIPEN JR (epinephrine injection, USP) 0.15mg Auto-Injectors, in accordance with all applicable laws for use by the School, and the School has presented a valid prescription for the product;
- (iii) the School is an entity whose primary purpose is education for students in grades K through 12 that is licensed as an educational facility under all applicable laws;
- (iv) the School shall make best efforts to provide appropriate product training to any School personnel who may administer EPIPEN or EPIPEN JR Auto-Injectors or authorized generic for EPIPEN or EPIPEN JR Auto-Injectors;
- (v) the person signing this certification on behalf of the School has the requisite authority to make this certification on behalf of the School identified below;
- (vi) such EPIPEN Auto-Injectors or authorized generic for EPIPEN Auto-Injectors received by the School shall be for its own use and the School shall not sell or transfer any such EPIPEN Auto-Injectors or authorized generic for EPIPEN Auto-Injectors received pursuant to the Free EPIPEN Auto-Injector for EPIPEN4SCHOOLS Program to a non-school third party, unless the prior written approval of Viatis, in its sole discretion, is obtained;
- (vii) any transfer of any quantity of EPIPEN Auto-Injectors or authorized generic for EPIPEN Auto-Injectors received pursuant to the Free EPIPEN Auto-Injector for EPIPEN4SCHOOLS Program available to schools in violation of this certification will be considered a breach of this certification allowing Viatis to prohibit the School from receiving EPIPEN Auto-Injectors or authorized generic for EPIPEN Auto-Injectors pursuant to the Free EPIPEN Auto-Injector for EPIPEN4SCHOOLS Program available to schools;
- (viii) neither the School, nor any healthcare professional associated with or providing medical services on behalf of the School, will bill any patient or any third-party payer/government program for any free EPIPEN or EPIPEN JR Auto-Injector or authorized generic for EPIPEN or EPIPEN JR Auto-Injector administered to any patient; and

Please input the number of EPIPEN 2-PAK and/or EPIPEN JR 2-PAK cartons below.

Authorized Schools are eligible to receive four EPIPEN Auto-Injectors in the form of two EPIPEN 2-PAK cartons; or two EPIPEN JR 2-PAK cartons; or one of each 2-PAK cartons. Total quantity ordered must be no more than two 2-PAK cartons.

Product/Carton Type	Quantity Ordered*	Price
EPIPEN 2-PAK Cartons	21	FREE
EPIPEN JR 2-PAK Cartons	20	FREE
Total Quantity Ordered*must be no more than two 2-PAK	41	FREE

**Please note there are two auto-injectors per EPIPEN 2-PAK or EPIPEN JR 2-PAK. Example: If you wish to order two EPIPEN Auto-Injectors and two EPIPEN JR Auto-Injectors, put the number "1" in the Quantity Ordered box next to EPIPEN 2-PAK and "1" in the Quantity Ordered box next to EPIPEN JR 2-PAK. If you wish to order four EPIPEN JR Auto-Injectors, put the number "2" in the Quantity Ordered box next to EPIPEN JR 2-*

PAK® and 0 (zero) in the Quantity Ordered box next to EPIPEN 2-PAK. **Please note that Schools may receive the authorized generic versions of EPIPEN and EPIPEN JR.**

ORDERING FOR MULTIPLE SCHOOLS: If you are ordering for multiple Schools within a single school district, you may order up to two 2-PAK cartons per school. Please provide a list of all of the Schools for which you are ordering product if ordering for multiple Schools, including the name and address of each School. For example, if you are ordering two EPIPEN JR 2-PAK cartons for each of 10 Schools, you should enter 20 in the Quantity Ordered column next to EPIPEN JR 2-PAK cartons. Under this scenario, your total quantity ordered cannot exceed the number of Schools multiplied by 2.

If the terms and conditions provided in this certification are amended, modified or altered in any way, it will be considered null and void.

School/School District Name:	Putnam County School System
School Address:	1400 E. Spring St
City/State/Zip:	Cookeville, TN
School Phone:	931-526-9777
Authorized School Signatory Name:	
Authorized School Signatory Title:	
Authorized School Signatory Email:	
Signature:	Date:

Please fax the completed Certification Form and a copy of a valid EPIPEN Auto-Injector prescription to BioRidge Pharma, LLC
Attn: Kristina Paich Fax: 973-718-4328 or email scan to: info@bioridgepharma.com
Phone: 973-845-7600

Indications (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN and EPIPEN JR Auto-Injectors are indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis to stinging insects (e.g., order Hymenoptera, which include bees, wasps, hornets, yellow jackets and fire ants) and biting insects (e.g., triatoma, mosquitoes), allergen immunotherapy, foods, drugs, diagnostic testing substances (e.g., radiocontrast media) and other allergens, as well as idiopathic anaphylaxis or exercise-induced anaphylaxis. EPIPEN and EPIPEN JR Auto-Injectors are intended for immediate administration in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions.

Important Safety Information (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN (epinephrine injection, USP) 0.3 mg and EPIPEN JR (epinephrine injection, USP) 0.15 mg Auto-Injectors are intended for immediate administration as emergency supportive therapy only and are not intended as a substitute for immediate medical or hospital care. **In conjunction with the administration of epinephrine, the patient should seek immediate medical or hospital care.** More than two sequential doses of epinephrine should only be administered under direct medical supervision.

EPIPEN and EPIPEN JR should **only** be injected into the anterolateral aspect of the thigh. **Do not inject intravenously, into buttock, or into digits, hands, or feet.** Instruct caregivers to hold the leg of young children firmly in place and limit movement prior to and during injection to minimize risk of injection-related injury.

Rare cases of serious skin and soft tissue infections have been reported following epinephrine injection. Advise patients to seek medical care if they develop symptoms of infection such as persistent redness, warmth, swelling, or tenderness at the injection site.

Epinephrine should be used with caution in patients with heart disease, and in patients who are on drugs that may sensitize the heart to arrhythmias, because it may precipitate or aggravate angina pectoris and produce ventricular arrhythmias. Arrhythmias, including fatal ventricular fibrillation, have been reported, particularly in patients with underlying cardiac disease or taking cardiac glycosides, diuretics, or anti-arrhythmics.

Patients with certain medical conditions or who take certain medications for allergies, depression, thyroid disorders, diabetes, and hypertension, may be at greater risk for adverse reactions. Common adverse reactions to epinephrine include anxiety, apprehensiveness, restlessness, tremor, weakness, dizziness, sweating, palpitations, pallor, nausea and vomiting, headache, and/or respiratory difficulties.

Click here for the [Full Prescribing Information](#) for EPIPEN.

Click here for the [Full Prescribing Information](#) for the Authorized Generic for EPIPEN.

EPIPEN, EPIPEN 2-PAK, EPIPEN JR, EPIPEN JR. 2-PAK, and EPIPEN4SCHOOLS are registered trademarks of Mylan Inc., a Viatris Company. VIATRIS is a trademark of Mylan Inc., a Viatris Company.
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Epinephrine Standing Order Protocol

I, the undersigned Physician, for the purpose of facilitating the use of epinephrine in individuals in the case of anaphylaxis, a life-threatening allergic reaction, and in compliance with all applicable state laws and regulations, issue this epinephrine standing order Protocol ("Protocol") on the following terms:

Physician License: I represent that I: (a) am licensed to prescribe legend drugs in this state as set forth below; (b) am qualified to practice medicine in this state; and (c) am in good standing with the appropriate professional licensing board.

Epinephrine: This Protocol constitutes my standing order for the treatment of anaphylaxis and the use of epinephrine in emergency situations as further described below in a school setting.

Delegation: I, the undersigned Physician, delegate authority to all appropriate medical and school personnel employed by or acting on behalf of the below described school system.

Issued to:

Putnam County School System
Name of School/District
1400 E. Spring St
Street Address
Cookeville, TN 38506
City, Zip Code

Standing Order: All appropriate medical and school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis).

Emergency Treatment Procedures: The following treatment Protocol will be utilized to manage anaphylactic reactions. Anaphylaxis is a life-threatening allergic reaction that is rapid in onset.

1. **Dosage:** If conditions of anaphylaxis are developing or present themselves, administer EPIPEN® (epinephrine Injection, USP) or EPIPEN JR® (epinephrine Injection, USP) Auto-Injector, or the authorized generic for EPIPEN or EPIPEN JR Auto-Injector, intramuscularly into the anterolateral aspect of the thigh (through clothing if necessary). Selection of the appropriate dosage strength (EPIPEN 0.3 mg or EPIPEN JR 0.15 mg, or the authorized generics of these strengths) is determined according to patient body weight, as discussed in the product labeling.
 - a. For individuals 33 to 66 pounds, use one EPIPEN JR (epinephrine Injection, USP) Auto-Injector or the authorized generic for EPIPEN JR Auto-Injector to deliver 0.15 mg of epinephrine injection, USP.
 - b. For individuals approximately 66 pounds and greater, use one EPIPEN (epinephrine Injection, USP) Auto-Injector or the authorized generic for EPIPEN Auto-Injector to deliver 0.3 mg of epinephrine injection, USP.
2. **Frequency:** Up to 20% of individuals who receive epinephrine will require more than one dose before symptoms are alleviated. More than two sequential doses of epinephrine for the same episode should be administered only under direct medical supervision as discussed in the product labeling.
3. **Referral:** The individual must be referred to a physician for medical evaluation, even if symptoms resolve completely. Symptoms may recur after the epinephrine wears off, as much as 24 hours later.
4. **Documentation and Notification:** Document the details of the incident and notify the individual's parent, guardian, or caretaker and primary care physician in accordance with school policy.

In every case, emergency services must be contacted as soon as possible by calling 911 or local emergency medical services.

Please review the attached prescription:

Effective Date: 6-3-26
 Physician Signature: [Signature]
 Physician Name (printed): Erin Rohman, MD
 Physician Contact Number: 931-528-5373
 Physician Address: 100 W 4th St Suite 250 Cookeville, TN 38501
 Physician State of License: TN
 Physician State License Number: 40631

Strength	Quantity Requested*
0.3mg EPIPEN 2-PAK	<u>21</u>
0.15mg EPIPEN JR 2-PAK	<u>50</u>

*Please note there are two auto-injectors in each EPIPEN 2-PAK or EPIPEN JR 2-PAK. Example: If you wish to order 100 EPIPEN Auto-Injectors and 80 EPIPEN JR Auto-Injectors, put the number 50 in the quantity requested box next to the 0.3 mg EPIPEN 2-PAK and 40 in the quantity requested box next to the 0.15 mg EPIPEN JR 2-PAK. Please note that schools may receive the authorized generic versions of EPIPEN and EPIPEN JR.

Indications: (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN and EPIPEN JR Auto-Injectors are indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis to stinging insects (e.g., order Hymenoptera, which include bees, wasps, hornets, yellow jackets and fire ants) and biting insects (e.g., triatoma, mosquitoes), allergen immunotherapy, foods, drugs, diagnostic testing substances (e.g., radiocontrast media) and other allergens, as well as idiopathic anaphylaxis or exercise-induced anaphylaxis. EPIPEN and EPIPEN JR Auto-Injectors are intended for immediate administration in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions.

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Rare cases of serious skin and soft tissue infections have been reported following epinephrine injection. Advise patients to seek medical care if they develop symptoms of infection such as persistent redness, warmth, swelling, or tenderness at the injection site.

Epinephrine should be used with caution in patients with heart disease, and in patients who are on drugs that may sensitize the heart to arrhythmias, because it may precipitate or aggravate angina pectoris and produce ventricular arrhythmias. Arrhythmias, including fatal ventricular fibrillation, have been reported, particularly in patients with underlying cardiac disease or taking cardiac glycosides, diuretics, or anti-arrhythmics.

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Click here for the [Full Prescribing Information for EPIPEN](#)

Click here for the [Full Prescribing Information for the Authorized Generic for EPIPEN](#)

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STANDING ORDER CERTIFICATION FORM

Practitioner Name:	Erin Rohman MD
Practitioner Address:	100 W 4th St, Suite 250 Cookeville, TN 38501
Practitioner Phone:	931-528-5373
Date:	6-3-26

Shipment Information

Recipient Name:	Stephanie Brown, RN Putnam County Schools Student Services
Recipient Title:	Nurse Coordinator
Recipient Address:	251 S Franklin Avenue Cookeville, TN 38501

By signing this Certification form, I certify that, under applicable state law, I may: (1) purchase and possess quantities of EPIPEN® (epinephrine injection, USP) or EPIPEN JR® (epinephrine injection, USP) Auto-Injectors, or the authorized generic for EPIPEN (epinephrine injection, USP) or EPIPEN JR (epinephrine injection, USP) Auto-Injectors (the "Product"); (2) prescribe, furnish and administer the Product to patients; (3) issue standing orders or otherwise delegate to appropriate persons the authority to prescribe, furnish or administer the Product to a student at a school or involved in a school-related activity, and (4) ship, or direct shipment of, quantities of the Product to a school for prescribing, furnishing or administering to a student at the school or involved in a school-related activity.

Practitioner Signature: [Signature] MD
 Date: 6-3-26

Indications (the following information applies to both EPIPEN and its Authorized Generic)

EPIPEN and EPIPEN JR Auto-Injectors are indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis to stinging insects (e.g., order Hymenoptera, which include bees, wasps, hornets, yellow jackets and fire ants) and biting insects (e.g., triatoma, mosquitoes), allergen immunotherapy, foods, drugs, diagnostic testing substances (e.g., radiocontrast media) and other allergens, as well as idiopathic anaphylaxis or exercise-induced anaphylaxis. EPIPEN and EPIPEN JR Auto-Injectors are intended for immediate administration in patients who are determined to be at increased risk for anaphylaxis, including individuals with a history of anaphylactic reactions.

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Click here for the [Full Prescribing Information](#) for EPIPEN

Click here for the [Full Prescribing Information](#) for the Authorized Generic for EPIPEN

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Putnam County School List for Epi-Pens

Algood Elementary School
2525 Old Walton Rd
Cookeville, TN 38506

Northeast Elementary School
576 N. Old Kentucky Rd
Cookeville, TN 38501

Algood Middle School
540 Dry Valley Rd
Cookeville, TN 38506

Parkview Elementary
2000 Lee Seminary Rd
Cookeville, TN 38506

Avery Trace Middle School
230 Balder Dr.
Cookeville, TN 38501

Prescott South Elementary School
1115 W. Cemetery Rd.
Cookeville, TN 38506

Baxter Primary School
125 Elmore Town Rd.
Baxter, TN 38544

Prescott South Middle School
1869 S. Jefferson Ave
Cookeville, TN 38506

Burks Elementary School
300 Crossville St.
Monterey, TN 38574

Sycamore Elementary School
452 Ellis Ave.
Cookeville, TN 38501

Cane Creek Elementary School
1500 West Jackson St.
Cookeville, TN 38501

Upperman High School
6950 Nashville Hwy
Baxter, TN 38544

Capshaw Elementary School
1 Cougar Lane
Cookeville, TN 38501

Upperman Middle School
6700 Nashville Hwy
Baxter, TN 38544

Cornerstone Elementary School
371 1st Avenue South
Baxter, TN 38544

White Plains Academy
288 East Main St.
Cookeville, TN 38506

Cookeville High School
1 Cavalier Drive
Cookeville, TN 38501

Upper Cumberland Adult Education
1000 England Drive, Suite 101
Cookeville, TN 38501

Jere Whitson Elementary School
178 E. Jere Whitson Rd.
Cookeville, TN 38501

Early Learning Academy
545 Scott Ave
Cookeville, TN 38501

Monterey High School
710 Commercial Ave South
Monterey, TN 38574



Board Agenda Request
For August 6, 2026 Meeting

Date 07/27/2026

Department CTE

Person Submitting Jackie Vester

A handwritten signature in blue ink, appearing to read "J. Vester", written over the printed name.

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

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

Request to reject the purchase of a post-frame barn structure, including materials and installation to be erected at Upperman High School from original bid winner vendor STM Contracting LLC - Summertown, TN, in the amount of \$76,048.59 due to lack of communication and accept the next lowest bid which includes all site-prep work as well as materials and installation from vendor Sullivan Walter Construction - Smithville, TN, in the amount of \$138,080.00 to be paid by ISM (Innovative School Models) grant funds.

received
7-27-26 MT

UHS Barn Bid Submission
Form

1400 East Spring Street
Cookeville, TN 38506 ATTN:
Jaclyn Vester Bids Due:
Friday, August 29, 2025
10:00 A.M. Central Time

Putnam County Board of
Education

All envelopes must be sealed and clearly marked:
"UHS Barn Bid"

No faxed or electronic bids will be accepted.

The undersigned, having carefully examined the Notice to Bidders, Information to Bidders, and Specifications for the herein specified, submits a bid in the amount of:

\$ 138,080
Firm Name Sullivan Walter Construction
Address 182 N. College St.
City/State Smithville, TN 37166
Telephone (931) 261-6422
Email will@sullivanwalter.com

I hereby declare these prices to be valid and final as submitted.

The Bid must conform to the laws of the State of Tennessee. The exclusive jurisdiction and venue to resolve any disputes is in the Chancery Court of Putnam County, Tennessee. All contracts arising from this bid must incorporate these requirements, or the bid will not be accepted.

Authorized Signature: Will Frazier
Print Name & Title: Will Frazier Estimator/PM
Date Signed: 8/27/2025

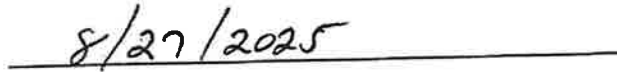
IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12- 12-106.

A handwritten signature in black ink, appearing to read "William", is written over a horizontal line.

Signature

The date "8/27/2025" is handwritten in black ink over a horizontal line.

Date

Barn Type: Post frame construction – Barn with 2 Side Sheds

Dimensions: 40'x60'x14'

Foundation: 64'x60'x4" concrete pad included

Exterior shell to include materials and installation*

*General contractor services must be included

Materials to include:

- Steel trusses (minimum 1/8" thick steel and 2x6 top and bottom chords)
- 2 - 12'x60' side sheds
- 2 - 14'x14' split sliding doors
- 2 - 36" walk-in doors
- 2 windows
- 1 - 36" cupola
- Minimum 40-year 29-gauge painted metal
- Premium grade lumber
- Minimum UL 2218 Class 4 metal roofing
- Minimum .60 CCA (copper chrome arsenate) ground-contact bottom bands
- Galvanized lag bolts & minimum 16" composite footing pads
- Insulation in main 40 x 60 ceiling
- Choice of roofing and siding color

**Putnam County School System -
CTE Upperman High School
INFORMATION TO BIDDERS**

I. Form of Bid:

All bids must be submitted on the accompanying forms or computer printouts in the same order as the bid forms. A responsible official of the bidding company must sign the bid form.

II. Prices:

All prices quoted are for delivery/installation from (see bid form-page 3). The bidder must bid a firm bid for the bid period.

III. Method of Bidding and Awarding:

Bidder shall indicate on the enclosed form the requested price by unit specified. A computer printout of bids is acceptable if in the correct order. Bidder may bid on any or all items. If the bidder finds it necessary to change the pack, size, brand, or any other specification, it must be clearly changed on the bid form before it will be considered.

IV. Payment:

The Putnam County School System cannot pay deposits or make pre-payments of any kind. Issuance of the purchase order signed by the Putnam County School System CFO is a legally binding document of assurance that the vendor shall receive payment in full upon completion of the project/work.

*****This document must be signed & included with your bid submission*****

4

Non-Boycott of Israel Certification

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature: Will Frazier

Printed Name: Will Frazier

Title: Estimator / PM

Date: 8/27/2025



Board Agenda Request
For August 6, 2026 Meeting

Date 07/29/2026

Department CTE

Person Submitting Jaclyn Vester

Account Number (if appropriate) N/A

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the receipt of the Carl Perkins Basic Grant and the Carl Perkins Reserve Grant for the 2026/27 school year. Both grants will be used to fund the CTE programs at CHS, MHS, UHS and WPA and VITAL schools.

received
7-29-26 MT

Department of Education

Project Summary View

Putnam County Schools (710) Public District - FY 2027

[Return to Project Summary](#)

Project Information									
Organization Name	Putnam County Schools								
Organization Number	710								
Fiscal Year	2027								
Funding Application	CTE Perkins Basic								
Grant	CTE Perkins Basic								
Award Type	Federal								
Project Number	27-710000								
Initial Approval Date	7/1/2026								
Most Recent Approval Date	7/1/2026								
Indirect Cost Rate	2.66%								
Revision Number	0								
CFDA Number									
Award Number	26E55EP000130								
Speedchart	ED00003001								
Project Begin Date	7/1/2026								
Project End Date	6/30/2027								
Allow Carryover	False								
Line Item Number	Account Number	71300 - Vocational Education Program	72130 - Other Student Support	99100 - Transfers Out	Total				
336 - Maintenance & Repair Services - Equipment		500.00			500.00				
399 - Other Contracted Services		1,500.00	0.00		1,500.00				
429 - Instructional Supplies & Materials		53,122.32			53,122.32				
471 - Software		1,000.00			1,000.00				
504 - Indirect Cost				4,028.14	4,028.14				
524PD - In-Service / Staff Development (PD)			47,721.69		47,721.69				
599 - Other Charges		5,000.00	100.00		5,100.00				
599C - Other Charges (CTSO)			43,990.00		43,990.00				
730 - Vocational Instruction Equipment		62,988.00			62,988.00				
Total		124,110.32	91,811.69	4,028.14	219,950.15	Adjusted Allocation			
					219,950.15	Remaining			0.00

Department of Education

Project Summary View

Putnam County Schools (710) Public District - FY 2027

[Return to Project Summary](#)

		Project Information			
Organization Name		Putnam County Schools			
Organization Number		710			
Fiscal Year		2027			
Funding Application		CTE Perkins Reserve			
Grant		Secondary Application			
Award Type		Federal			
Project Number		27-710000			
Initial Approval Date		7/1/2026			
Most Recent Approval Date		7/1/2026			
Indirect Cost Rate		0			
Revision Number					
CFDA Number		26ESSEP000130			
Award Number					
Speedchart					
Project Begin Date		7/1/2026			
Project End Date		6/30/2027			
Allow Carryover		False			
Account Number		71300 - Vocational Education Program		72130 - Other Student Support	
Line Item Number				Total	
499 - Other Supplies and Materials		45,000.00		45,000.00	
524 - In-Service / Staff Development				5,000.00	
Total		45,000.00		50,000.00	
				Adjusted Allocation	
				Remaining	
				0.00	



PCSS Board Agenda Request

Date: July 27, 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 enter into an agreement with Cookeville Heating and Cooling Services, Cookeville, TN to replace a damaged boiler with tankless water heaters at the Upperman High School football field house in the amount of \$23,575.00 to be paid for from 141-72620-399

received
7-28-26 MT *CM*



**QUOTE
Number 4146**

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

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

UPPERMAN HIGH SCHOOL
6950 NASHVILLE HWY
BAXTER, TN 38544

QUOTE DATE	FOR	PAGE
7/1/2026	Replace Boiler in Field House	1

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

Lochinvar M# CFN651PM S# D028442

Replace the boiler listed with 3 tankless water heaters
Each water heater will be 199K BTU High recovery units
One of the tankless water heaters will have a re-circulation loop installed
Each new heater will be piped together and feed the existing storage tank
New flue piping will be installed from each water heater out the side wall of the building
Once installation is completed start up and test system operations
Lead time is 2 weeks per the manufacturer

Customer is responsible for electrical circuits for new water heaters.

TOTAL AMOUNT \$23,575.00

WE SINCERELY APPRECIATE YOUR BUSINESS!

Should you have questions with regards to this proposal, please direct them to Logan Selby, (931) 319-5825. Upon acceptance of this proposal, please sign and email back to lselby@chccompanies.com.

Signature of Approval: _____ Date: _____

Name/Title (Please Print): _____

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

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



QUOTE
Number 4145

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

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

UPPERMAN HIGH SCHOOL
6950 NASHVILLE HWY
BAXTER, TN 38544

QUOTE DATE	FOR	PAGE
7/1/2026	Replace Boiler in Field House	1

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

Lochinvar M# CFN651PM S# D028442

Replace the boiler listed with a new Lochinvar boiler
The new system will be a like replacement for the existing
Remove and dispose of old equipment and install the new in place
Reconnect to existing electrical, gas piping, flue piping, and water piping
Start up and test system operations after install is completed
Lead time is 6 weeks per the manufacturer

TOTAL AMOUNT \$29,450.00

WE SINCERELY APPRECIATE YOUR BUSINESS!

Should you have questions with regards to this proposal, please direct them to Logan Selby, (931) 319-5825. Upon acceptance of this proposal, please sign and email back to lselby@chccompanies.com.

Signature of Approval: _____ Date: _____

Name/Title (Please Print): _____

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

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



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

Date: June 26, 2026

To: Putnam Co Board of Education

Attn: Tony Simmons

Re: Upperman Fieldhouse Boiler Replacement

SCOPE OF WORK:

Replace existing boiler with option below

OPTION 1

Lochinvar COPPER FIN II 650K BTU/HR with pump. Warranty: 5 year parts, 1 year labor.

Price: \$28,717.00

EVALUATIONS AND NOTES:

- **Discard old boiler**
- **Install new boiler in existing location**
- **Connect back to water, gas, and electrical supplies**
- **Connect back to existing vent**
- **Customer asked that we extend water supplies to give access to control panel**
- **This will done in normal business hours**
- **We will start and check system after installation is completed**

Richard Harris
Service Manager
Service Division



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

Date: JULY 20 , 2026

To: Putnam Co Board of Education

Attn: Tony Simmons

Re: Upperman Fieldhouse Boiler Replacement

SCOPE OF WORK:

Replace existing boiler with option below

OPTION 1

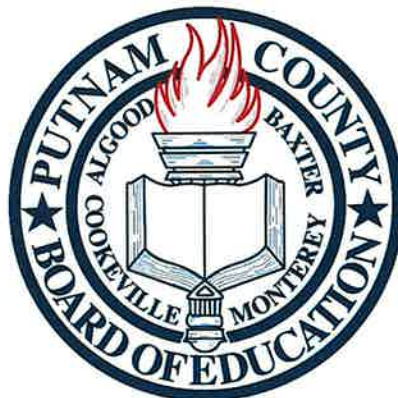
(3) Rinnai 199k Tankless water heaters. Warranty 8 year heat exchanger or 12k operation hours, parts 5 years, & 1 year labor.

Price: \$38,507.00

EVALUATIONS AND NOTES:

- **Discard old boiler**
- **Install new boiler in existing location**
- **Connect back to water, gas, and electrical supplies**
- **Connect back to existing vent**
- **Customer asked that we extend water supplies to give access to control panel**
- **This will done in normal business hours**
- **We will start and check system after installation is completed**

Richard Harris
Service Manager
Service Division



Board Agenda Request

Date 07/28/2026

Department Teaching & Learning

Person Submitting Dr. Winningham

Account Number (if appropriate) 141-71100-449-02117

Check one:

☒ Backup included

☐ Backup to follow

Statement to be included in Board Agenda Packet:

- Letter of intent to purchase ELA MyPerspectives materials for the 2027-2028 SY and 2028-2029 SY.

received
7-28-26 MJ CA



ENGAGE INSPIRE ACHIEVE

(931) 526-9777 / F: (931) 372-2368
1400 E. Spring Street
Cookeville, TN 38501
www.pcsstn.com

July 28th , 2026

Letter of Intent

To whom it may concern,

Putnam County School System agrees to pay the amount of \$327,694.50 for the quote numbers Q-239693, which includes 2026-2027, 2027-2028, 2028-2029 SY for ELA MyPerspectives 9-12 Grades. Orders to be paid in full by July 24, 2028.

Authorized Signature:

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'K' followed by a horizontal line.

Date:

7/28/26

PAYMENT TERMS FORM

We will honor any payment terms agreed upon by the publisher. The publisher will need to provide a schedule outlining the payment dates and corresponding amounts. Freight charges will be included on the first invoice. The publisher and Director of Schools must sign the form. The form must be submitted for approval to Tennessee Book Company. Once approved, submit the form with your purchase order.

Date: July 24th, 2026

District Name: Putnam Co Schools

Publisher Name: Savvas Learning Company

Program Name: ELA MyPerspectives 9-12 1550 Heil Quaker Blvd. P.O. Box 3009
La Vergne, Tennessee 37075

Order Total: \$318,150.00 (800) 456-0418 (615) 793-5040

Freight (due on 1st payment):

Due Date	Amount Due	st Payment Freight (Due @ 1 st Payment)	Total Payment
July 24, 2026	\$130,290.00	\$9,544.50	\$139,834.50
July 24, 2027	\$93,930.00		\$93,930.00
July 24, 2028	\$93,930.00		\$93,930.00
Totals	\$318,150.00	\$9,544.50	\$327,694.50

Publisher Signature:



Printed Name: Tricia Seely

Date: 7/27/2026

Director of Schools Signature:



Printed Name: CORBY R. KING

Date: _____

Approved By: _____

Approved Date: _____





Putnam County Board of Education
Agenda Request

Name of Person Making Request: Kristina Vinson

Department: School Age Care and Employee Childcare Programs

Account number: 146-73300-01800

Check one:

☐ Backup included

☐ Backup to follow

Approval of a \$20 monthly stipend for cell usage for Kristina Vinson, School Age and Employee Child Care Program Coordinator effective July 1, 2026 through June 30, 2027 per Policy 3.3001, Use of Cellular Phones, as submitted. To be paid from 146-73300-199-01800

Kristina Vinson
Supervisor

7/13/26 [Signature]
Date

[Signature]
Director of Schools

7/13/26
Date

received
7-13-26 mg



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: Mr. Justin Campbell

Date: 7/30/26

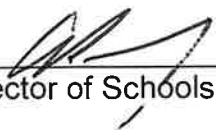
RE: Upperman High School Visitor Press Box

☒ Backup included

☐ Backup to follow

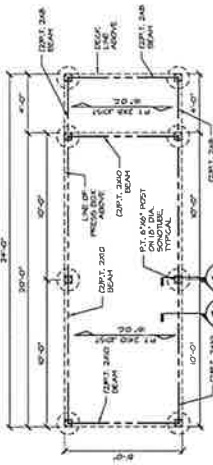
Agenda Item for 8/6/26 Board Meeting

Statement to be Included: UHS would like to add our visitor pressbox to the board agenda. Mr. Mike Mills is the licensed contractor with a total cost of \$19,500.00 to be paid for by the Quarterback Club Booster. Attached below is the blueprint stamped by Bob Vick (Structural Engineer). Our PCSS maintenance is aware and has approved its location.


Director of Schools

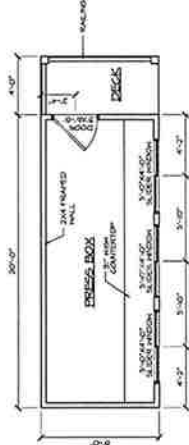
7-30-26
Date

received
7-30-26 MT

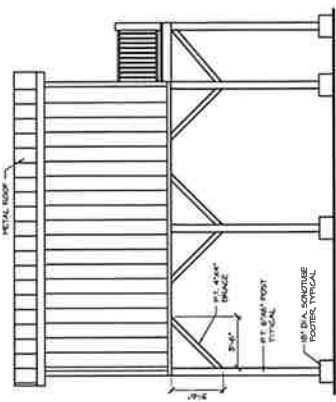


2 FOUNDATION PLAN
1/4" = 1'-0"

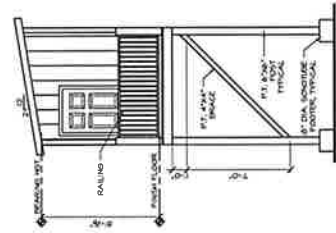
NOTES:
1. BALANCE TO VERIFY ALL DIMENSIONS.
2. ALL DIMENSIONS SHOWN TO CORNER UNLESS NOTED OTHERWISE.



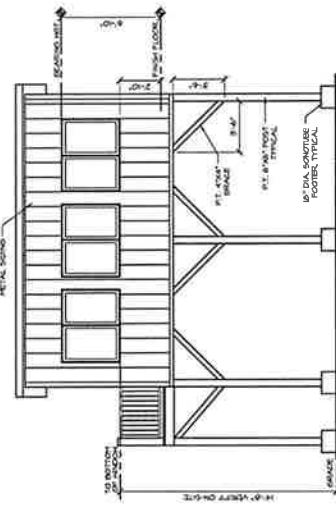
1 FLOOR PLAN
1/4" = 1'-0"



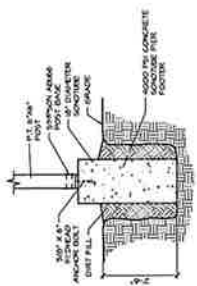
5 REAR ELEVATION
1/4" = 1'-0"



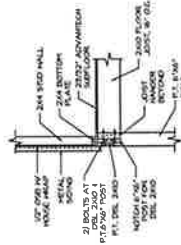
4 RIGHT ELEVATION
1/4" = 1'-0"



3 FRONT ELEVATION
1/4" = 1'-0"



6 FOOTER SECTION
1/4" = 1'-0"



7 FRAMING SECTION
1/4" = 1'-0"

DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

2353 North 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 E 73100 710

☒ Backup included

☐ Backup to follow

Request Board of Education approval for the following:

VIF 16 Award kitchen equipment bid line items 1, 5, 6, 14, 18, and 19, to lowest bidder, Mobile Fixture, and purchase with a total of \$40,914.34

VIF 17 Award kitchen equipment bid line items 3, 4, 7-13, 15, 16, 17, 20, and 21 to lowest bidder, Douglas Equipment, and purchase with total of \$27,322.50

To be paid from central cafeteria fund.

Jennifer Mitchell, SNP Supervisor 7/23/26
Signature of Person Making Request Date

[Signature] 7/23/26
Signature of Director of Schools Date



BID LOG SHEET

BID TITLE	Equipment Bid RFB #PC-25-26-01 Line Item
COMPANY	Trimark USA, LLC
DELIVERED BY	Fedex
RECEIVED BY	Elizabeth Miller
DATE/TIME	7/15/26

Non-responsive
Missing item in bid packet.

BID TITLE	RFB #PC 25-26-01 Line Item
COMPANY	Douglas Equipment
DELIVERED BY	UPS
RECEIVED BY	Lynette Ellis <i>Lynette Ellis</i>
DATE/TIME	7/15/26

BID TITLE	PC-25-26-01
COMPANY	Mobile Fixture
DELIVERED BY	Zach Corley
RECEIVED BY	Jennifer Mitchell
DATE/TIME	12:55 PM 7/16/26

BID RECAP

VENDOR	TOTAL BID
Douglas Equipment	\$ 65,042.20
Trimark USA,	\$ 92,150.61
Mobile Fixture	\$ 85,290.49

SIGNATURE: Jennifer Mitchell DATE: 7/16/26
Lynette Ellis
 SIGNATURE: [Signature] DATE: 7-16-26
7/16/26

AWARD RECOMMENDATION: line item award

0. *

1,181.40 + ✓	
477.60 + ✓	
781.44 + ✓	
1,015.68 + ✓	
354.96 + ✓	
586.56 + ✓	
240.84 + ✓	
625.92 + ✓	
281.16 + ✓	
6,912.00 + ✓	
10,944.00 + ✓	
497.04 + ✓	
1,045.50 + ✓	
2,378.40 + ✓	
27,322.50 *	
	36,860.52 +
	518.00 +
	378.72 +
	1,247.64 +
	509.50 +
	1,299.96 +
	40,914.34 *+

Mobile
Fixture

Douglas

A	B	C	D	E	F	G	H	I	J	K	L
Line Item #	Vendor	Item Name	Description	Approved Brands	School	Quantity	Brand Name	Model #	Price per Unit	Extended Price	Notes/Sections
1	Mobile Fixture	Hydrovection Oven	See attached specifications	Budgett	Northeast Elementary	1	Budgett	HV 100G DBL	36,860.52	\$ 36,860.52	Quote does not include stacking kit Quote for 2 steamers
2	Douglas Equip.	Hydrovection Oven	See attached specifications	Budgett	Northeast Elementary	1	No Bid	No Bid	No Bid	No Bid	
3	Mobile Fixture	Convection-Boilerless-Steamer-w/stacking kit	See attached specifications	Cleveland	Sycamore Elementary	1	Cleveland	22CGF6-1	\$ -15,239.54	\$ -15,239.54	
4	Mobile Fixture	Convection-Boilerless-Steamer-w/stacking kit	See attached specifications	Cleveland	Sycamore Elementary	1	Cleveland	22CGF6-1	\$ -28,499.96	\$ -28,499.96	
5	Douglas Equip.	Market Trays - 8-17 13/16" x 25 11/16" x 11/16"	See attached specifications	Cambro	All schools	5 dozen	Cambro	1826MT142	\$ 20.71	\$ 1,242.60	
6	Mobile Fixture	Market Trays - 8-17 13/16" x 25 11/16" x 11/16"	See attached specifications	Cambro	All schools	5 dozen	Cambro	1826MT142	\$ 19.69	\$ 1,181.40	
7	Douglas Equip.	Market Trays - 8 7/8" x 25 9/16" x 1"	See attached specifications	Cambro	All schools	4 dozen	Cambro	826MT110	\$ 10.47	\$ 502.56	
8	Mobile Fixture	Market Trays - 8 7/8" x 25 9/16" x 1"	See attached specifications	Cambro	All schools	4 dozen	Cambro	826MT110	\$ 9.95	\$ 477.60	
9	Douglas Equip.	Sheet Pans - 18" x 26" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	5 dozen	Advance Tabco	18-8A-26	\$ 23.43	\$ 1,405.80	
10	Mobile Fixture	Sheet Pans - 18" x 26" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	4 dozen	Winco	ALXP-1813H	\$ 7.89	\$ 376.72	
11	Douglas Equip.	Sheet Pans - 18" x 13" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	4 dozen	Advance Tabco	18-8A-13	\$ 18.54	\$ 889.92	
12	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-102	\$ 17.95	\$ 861.60	
13	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 23.33	\$ 1,119.84	
14	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-102	\$ 16.28	\$ 781.44	
15	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 21.16	\$ 1,015.68	
16	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-102	\$ 10.87	\$ 391.32	
17	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 9.86	\$ 354.96	
18	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 13.48	\$ 647.04	
19	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 12.22	\$ 586.56	
20	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 7.38	\$ 265.68	
21	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 6.69	\$ 240.84	
22	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 14.38	\$ 690.24	
23	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 13.04	\$ 625.92	
24	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 25.83	\$ 309.96	
25	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204	\$ 23.43	\$ 281.16	
26	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204			
27	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-204			

	A	B	C	D	E	F	G	H	I	J	K	L
	A	B	C	D	E	F	G	H	I	J	K	L
28	14	Mobile Fixture	Cutting Board Sets	See attached specifications	San Jamar, Winco	All schools	12 sets	CSF Brands (San Jamar CB31218C) (6)	\$	103.97	\$	1,247.64
29	14	Douglas Equip.	Cutting Board Sets	See attached specifications	San Jamar, Winco	All schools	12 sets	CSF Brands (San Jamar CB31218C) (4)	\$	87.12	\$	1,045.44
30	15	Mobile Fixture	6-compartment meal trays	See attached specifications	Cambro, Carlisle	All schools	1200 ea	BCT1014161	\$	6.06	\$	7,272.00
31	15	Douglas Equip.	6-compartment meal trays	See attached specifications	Cambro, Carlisle	All schools	1200 ea	BCT1014161	\$	5.76	\$	6,912.00
32	16	Mobile Fixture	Meal trays, no compartments	See attached specifications	Cambro, Carlisle	All schools	1200 ea	1014105	\$	9.60	\$	11,520.00
33	16	Douglas Equip.	Meal trays, no compartments	See attached specifications	Cambro, Carlisle	All schools	1200 ea	1014105	\$	9.12	\$	10,944.00
34	17	Mobile Fixture	Dishmachine thermometers	See attached specifications	Taylor	All schools	12 ea	Taylor	\$	46.45	\$	557.40
35	17	Douglas Equip.	Dishmachine thermometers	See attached specifications	Taylor	All schools	12 ea	Taylor	\$	41.42	\$	497.04
36	18	Mobile Fixture	Insulated Food Transport Bags	See attached specifications	Sterno, Cambro	Putnam Co Early Learning Academy	25 ea	GBP216110	\$	20.38	\$	509.50
37	18	Douglas Equip.	Insulated Food Transport Bags	See attached specifications	Sterno, Cambro	Putnam Co Early Learning Academy	25 ea	GBP216110	\$	21.52	\$	538.00
38	19	Mobile Fixture	Mobile, plastic shelving unit	See attached specifications	Cambro	Putnam Co Early Learning Academy	2 ea	CPMU244867V44	\$	649.98	\$	1,299.96
39	19	Douglas Equip.	Mobile, plastic shelving unit	See attached specifications	Cambro	Putnam Co Early Learning Academy	2 ea	CPMU244867V44	\$	650.39	\$	1,300.78
40	20	Mobile Fixture	Insulated milk crate carriers	See attached specifications	Cambro	Putnam Co Early Learning Academy	25 ea	Cambro	\$	43.99	\$	1,099.75
41	20	Douglas Equip.	Insulated milk crate carriers	See attached specifications	Cambro	Putnam Co Early Learning Academy	25 ea	Cambro	\$	41.82	\$	1,045.50
42	21	Mobile Fixture	Digital food scales	See attached specifications	Taylor or Winco	All schools	24 ea	Taylor	\$	111.13	\$	2,667.12
43	21	Douglas Equip.	Digital food scales	See attached specifications	Taylor or Winco	All schools	24 ea	Taylor	\$	99.10	\$	2,378.40

DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

2353 North 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 E 73100 710

☒ Backup included

☐ Backup to follow

Request Board of Education approval for the following:

VIF 16 Award kitchen equipment bid line items 1, 5, 6, 14, 18, and 19, to lowest bidder, Mobile Fixture, and purchase with a total of \$40,914.34

VIF 17 Award kitchen equipment bid line items 3, 4, 7-13, 15, 16, 17, 20, and 21 to lowest bidder, Douglas Equipment, and purchase with total of \$27,322.50

To be paid from central cafeteria fund.

Jennifer Mitchell, SNP Supervisor 7/23/26
Signature of Person Making Request Date

[Signature] 7/23/26
Signature of Director of Schools Date



BID LOG SHEET

BID TITLE	Equipment Bid RFB#PC-25-26-01 Line Item
COMPANY	Trimark USA, LLC
DELIVERED BY	Fedex
RECEIVED BY	Elizabeth Miller
DATE/TIME	7/15/26

Non-responsive
Missing item in bid packet.

BID TITLE	RFB#PC 25-26-01 Line Item
COMPANY	Douglas Equipment
DELIVERED BY	UPS
RECEIVED BY	Lynette Ellis <i>Lynette Ellis</i>
DATE/TIME	7/15/26

BID TITLE	PC-25-26-01
COMPANY	Mobile Fixture
DELIVERED BY	Zach Corley
RECEIVED BY	Jennifer Mitchell
DATE/TIME	12:55 PM 7/16/26

BID RECAP

VENDOR	TOTAL BID
Douglas Equipment	\$ 65,042.20
Trimark USA,	\$ 92,150.61
Mobile Fixture	\$ 85,290.49

SIGNATURE: Jennifer Mitchell DATE: 7/16/26
Lynette Ellis
 SIGNATURE: [Signature] DATE: 7-16-26
7/16/26

AWARD RECOMMENDATION: line item award

0. *

1,181.40 + ✓	
477.60 + ✓	
781.44 + ✓	
1,015.68 + ✓	
354.96 + ✓	
586.56 + ✓	
240.84 + ✓	
625.92 + ✓	
281.16 + ✓	
6,912.00 + ✓	
10,944.00 + ✓	
497.04 + ✓	
1,045.50 + ✓	
2,378.40 + ✓	
27,322.50 *	
	36,860.52 +
	518.00 +
	378.72 +
	1,247.64 +
	509.50 +
	1,299.96 +
	40,914.34 *+

Mobile
Fixture

Douglas

A	B	C	D	E	F	G	H	I	J	K	L
Line Item #	Vendor	Item Name	Description	Approved Brands	School	Quantity	Brand Name	Model #	Price per Unit	Extended Price	Notes/Sections
1	Mobile Fixture	Hydrovection Oven	See attached specifications	Budgett	Northeast Elementary	1	Budgett	HV 100G DBL	36,860.52	\$ 36,860.52	Quote does not include stacking kit Quote for 2 steamers
2	Douglas Equip.	Hydrovection Oven	See attached specifications	Budgett	Northeast Elementary	1	No Bid	No Bid	No Bid	No Bid	
3	Mobile Fixture	Convection-Boilerless-Steamer-w/stacking kit	See attached specifications	Cleveland	Sycamore Elementary	1	Cleveland	22CGF6-1	\$ -15,238.54	\$ -15,238.54	
4	Mobile Fixture	Convection-Boilerless-Steamer-w/stacking kit	See attached specifications	Cleveland	Sycamore Elementary	1	Cleveland	22CGF6-1	\$ -28,499.96	\$ -28,499.96	
5	Douglas Equip.	Market Trays - 8-17 13/16" x 25 11/16" x 11/16"	See attached specifications	Cambro	All schools	5 dozen	Cambro	1826MT142	\$ 20.71	\$ 1,242.60	
6	Mobile Fixture	Market Trays - 8-17 13/16" x 25 11/16" x 11/16"	See attached specifications	Cambro	All schools	5 dozen	Cambro	1826MT142	\$ 19.69	\$ 1,181.40	
7	Douglas Equip.	Market Trays - 8 7/8" x 25 9/16" x 1"	See attached specifications	Cambro	All schools	4 dozen	Cambro	826MT110	\$ 10.47	\$ 502.56	
8	Mobile Fixture	Market Trays - 8 7/8" x 25 9/16" x 1"	See attached specifications	Cambro	All schools	4 dozen	Cambro	826MT110	\$ 9.95	\$ 477.60	
9	Douglas Equip.	Sheet Pans - 18" x 26" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	5 dozen	Advance Tabco	18-8A-26	\$ 23.43	\$ 1,405.80	
10	Mobile Fixture	Sheet Pans - 18" x 26" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	4 dozen	Winco	ALXP-1813H	\$ 7.89	\$ 378.72	
11	Douglas Equip.	Sheet Pans - 18" x 13" x 1"	See attached specifications	Advance Tabco, Vollrath	All schools	4 dozen	Advance Tabco	18-8A-13	\$ 18.54	\$ 889.92	
12	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-102	\$ 17.95	\$ 861.60	
13	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-102	\$ 16.28	\$ 781.44	
14	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 23.33	\$ 1,119.84	
15	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 21.16	\$ 1,015.68	
16	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 10.87	\$ 391.32	
17	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 9.86	\$ 354.96	
18	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 12.22	\$ 586.56	
19	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 7.38	\$ 265.68	
20	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 6.69	\$ 240.84	
21	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 14.38	\$ 690.24	
22	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 13.04	\$ 625.92	
23	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 25.83	\$ 309.96	
24	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104	\$ 23.43	\$ 281.16	
25	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104			
26	Mobile Fixture	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104			
27	Douglas Equip.	Sheet Pans - 12-3/4" x 20-3/4"	See attached specifications	Advance Tabco, Winco	All schools	4 dozen	Winco	SPJH-104			

	A	B	C	D	E	F	G	H	I	J	K	L
28	14	Mobile Fixture	Cutting Board Sets	See attached specifications	San Jamar, Winco	All schools	12 sets	CSF Brands (San Jamar CB312BKC (6)		\$ 103.97	\$ 1,247.64	cheaper per board
29	14	Douglas Equip.	Cutting Board Sets	See attached specifications	San Jamar, Winco	All schools	12 sets	CSF Brands (San Jamar CB312BKC (4)		\$ 87.12	\$ 1,045.44	
30	15	Mobile Fixture	6-compartment meal trays	See attached specifications	Cambro, Carlisle	All schools	1200 ea	BCT1014161	\$	6.06	\$ 7,272.00	
31	15	Douglas Equip.	6-compartment meal trays	See attached specifications	Cambro, Carlisle	All schools	1200 ea	BCT1014161	\$	5.76	\$ 6,912.00	
32	16	Mobile Fixture	Meal trays, no compartments	See attached specifications	Cambro, Carlisle	All schools	1200 ea	1014105	\$	9.12	\$ 11,520.00	
33	16	Douglas Equip.	Meal trays, no compartments	See attached specifications	Cambro, Carlisle	All schools	1200 ea	1014105	\$	9.60	\$ 10,944.00	
34	17	Mobile Fixture	Dishmachine thermometers	See attached specifications	Taylor	All schools	12 ea	8791	\$	46.45	\$ 557.40	
35	17	Douglas Equip.	Dishmachine thermometers	See attached specifications	Taylor	All schools	12 ea	8791	\$	41.42	\$ 497.04	
36	18	Mobile Fixture	Insulated Food Transport Bags	See attached specifications	Sterno, Cambro	Putnam Co Early Learning Academy	25 ea	GBP216110	\$	20.38	\$ 509.50	
37	18	Douglas Equip.	Insulated Food Transport Bags	See attached specifications	Sterno, Cambro	Academy	25 ea	GBP216110	\$	21.52	\$ 538.00	
38	19	Mobile Fixture	Mobile, plastic shelving unit	See attached specifications	Cambro	Putnam Co Early Learning Academy	2 ea	CPMU244867V44	\$	649.98	\$ 1,299.96	
39	19	Douglas Equip.	Mobile, plastic shelving unit	See attached specifications	Cambro	Academy	2 ea	CPMU244867V44	\$	650.39	\$ 1,300.78	
40	20	Mobile Fixture	Insulated milk crate carriers	See attached specifications	Cambro	Putnam Co Early Learning Academy	25 ea	CPMU244867V44	\$	43.99	\$ 1,099.75	
41	20	Douglas Equip.	Insulated milk crate carriers	See attached specifications	Cambro	Putnam Co Early Learning Academy	25 ea	CPMU244867V44	\$	41.82	\$ 1,045.50	
42	21	Mobile Fixture	Digital food scales	See attached specifications	Taylor or Winco	All schools	24 ea	TE3305	\$	111.13	\$ 2,667.12	
43	21	Douglas Equip.	Digital food scales	See attached specifications	Taylor or Winco	All schools	24 ea	TE3305	\$	99.10	\$ 2,378.40	

VIF 19
08-06-26

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

Date _____

8/6/26

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 the Medical, Dental and Vision Insurance Rates for the 2027
calendar year as submitted.

received

7-16-26 MT

CK

PUTNAM COUNTY SCHOOLS - LOCAL EDUCATION PLAN - HEALTH INSURANCE MONTHLY PREMIUMS - 2027

		Certified and Support			EE %	PCBOE %	BOE CDHP Contribution	Total BOE Cost
Plan	Coverage	Full Monthly Premium	EE Rate	PC BOE Rate				
BCBS Network S - Premier	Employee	856.00	220.80	635.20	26%	74%	-	635.20
BCBS Network S - Premier	Employee + Child(ren)	1,411.00	363.80	1,047.20	26%	74%	-	1,047.20
BCBS Network S - Premier	Employee + Spouse	2,011.00	517.40	1,493.60	26%	74%	-	1,493.60
BCBS Network S - Premier	Employee + Child(ren) + Spouse	2,225.00	573.00	1,652.00	26%	74%	-	1,652.00
BCBS Network S - Standard	Employee	794.00	158.80	635.20	20%	80%	-	635.20
BCBS Network S - Standard	Employee + Child(ren)	1,309.00	261.80	1,047.20	20%	80%	-	1,047.20
BCBS Network S - Standard	Employee + Spouse	1,867.00	373.40	1,493.60	20%	80%	-	1,493.60
BCBS Network S - Standard	Employee + Child(ren) + Spouse	2,065.00	413.00	1,652.00	20%	80%	-	1,652.00
BCBS Network S - Limited	Employee	750.00	150.00	600.00	20%	80%	-	600.00
BCBS Network S - Limited	Employee + Child(ren)	1,236.00	247.20	988.80	20%	80%	-	988.80
BCBS Network S - Limited	Employee + Spouse	1,763.00	352.60	1,410.40	20%	80%	-	1,410.40
BCBS Network S - Limited	Employee + Child(ren) + Spouse	1,950.00	390.00	1,560.00	20%	80%	-	1,560.00
BCBS Network S - CDHP	Employee	655.00	131.00	524.00	20%	80%	111.20	635.20
BCBS Network S - CDHP	Employee + Child(ren)	1,080.00	216.00	864.00	20%	80%	183.20	1,047.20
BCBS Network S - CDHP	Employee + Spouse	1,540.00	308.00	1,232.00	20%	80%	261.60	1,493.60
BCBS Network S - CDHP	Employee + Child(ren) + Spouse	1,703.00	340.60	1,362.40	20%	80%	289.60	1,652.00
BCBS Network S - COPAY PPO	Employee	629.00	125.80	503.20	20%	80%	-	503.20
BCBS Network S - COPAY PPO	Employee + Child(ren)	1,037.00	207.40	829.60	20%	80%	-	829.60
BCBS Network S - COPAY PPO	Employee + Spouse	1,478.00	295.60	1,182.40	20%	80%	-	1,182.40
BCBS Network S - COPAY PPO	Employee + Child(ren) + Spouse	1,636.00	327.20	1,308.80	20%	80%	-	1,308.80
BCBS Network P - Premier	Employee	956.00	320.80	635.20	34%	66%	-	635.20
BCBS Network P - Premier	Employee + Child(ren)	1,521.00	473.80	1,047.20	31%	69%	-	1,047.20
BCBS Network P - Premier	Employee + Spouse	2,211.00	717.40	1,493.60	32%	68%	-	1,493.60
BCBS Network P - Premier	Employee + Child(ren) + Spouse	2,425.00	773.00	1,652.00	32%	68%	-	1,652.00
BCBS Network P - Standard	Employee	894.00	258.80	635.20	29%	71%	-	635.20
BCBS Network P - Standard	Employee + Child(ren)	1,419.00	371.80	1,047.20	26%	74%	-	1,047.20
BCBS Network P - Standard	Employee + Spouse	2,067.00	573.40	1,493.60	28%	72%	-	1,493.60
BCBS Network P - Standard	Employee + Child(ren) + Spouse	2,265.00	613.00	1,652.00	27%	73%	-	1,652.00
BCBS Network P - Limited	Employee	850.00	250.00	600.00	29%	71%	-	600.00
BCBS Network P - Limited	Employee + Child(ren)	1,346.00	357.20	988.80	27%	73%	-	988.80
BCBS Network P - Limited	Employee + Spouse	1,963.00	552.60	1,410.40	28%	72%	-	1,410.40
BCBS Network P - Limited	Employee + Child(ren) + Spouse	2,150.00	590.00	1,560.00	27%	73%	-	1,560.00
BCBS Network P - CDHP	Employee	755.00	231.00	524.00	31%	69%	111.20	635.20
BCBS Network P - CDHP	Employee + Child(ren)	1,190.00	326.00	864.00	27%	73%	183.20	1,047.20
BCBS Network P - CDHP	Employee + Spouse	1,740.00	508.00	1,232.00	29%	71%	261.60	1,493.60
BCBS Network P - CDHP	Employee + Child(ren) + Spouse	1,903.00	540.60	1,362.40	28%	72%	289.60	1,652.00
Cigna Local Plus - Premier	Employee	856.00	220.80	635.20	26%	74%	-	635.20
Cigna Local Plus - Premier	Employee + Child(ren)	1,411.00	363.80	1,047.20	26%	74%	-	1,047.20
Cigna Local Plus - Premier	Employee + Spouse	2,011.00	517.40	1,493.60	26%	74%	-	1,493.60

DENTAL INSURANCE MONTHLY PREMIUMS**2027**

Plan	Coverage	Full Monthly Premium	EE Rate	PC BOE Rate
CIGNA DHMO (Prepaid Provider Plan)	Employee	14.69	-	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Spouse	26.03	11.34	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Child(ren)	30.50	15.81	14.69
CIGNA DHMO (Prepaid Provider Plan)	Employee + Spouse + Child(ren)	35.79	21.10	14.69
METLIFE DPPO PLAN	Employee	20.32	5.63	14.69
METLIFE DPPO PLAN	Employee + Spouse	39.96	25.27	14.69
METLIFE DPPO PLAN	Employee + Child(ren)	67.54	52.85	14.69
METLIFE DPPO PLAN	Employee + Spouse + Child(ren)	99.47	84.78	14.69

VISION INSURANCE MONTHLY PREMIUMS**2027**

Plan	Coverage	Full Monthly Premium	EE Rate	PC BOE Rate
EYE MED - BASIC PLAN	Employee	3.18	3.18	-
EYE MED - BASIC PLAN	Employee + Spouse	6.03	6.03	-
EYE MED - BASIC PLAN	Employee + Child(ren)	6.35	6.35	-
EYE MED - BASIC PLAN	Employee + Spouse + Child(ren)	9.33	9.33	-
EYE MED - EXPANDED PLAN	Employee	6.30	6.30	-
EYE MED - EXPANDED PLAN	Employee + Spouse	11.98	11.98	-
EYE MED - EXPANDED PLAN	Employee + Child(ren)	12.60	12.60	-
EYE MED - EXPANDED PLAN	Employee + Spouse + Child(ren)	18.54	18.54	-

Putnam County Board of Education Agenda Request



Name of Person Making Request: Melanie Bussell

Department: RTI Supervisor

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

Account Funding Code (if appropriate)
141 E 72310 199

____ Backup included

____ Backup to follow

Cell phone stipend for Melanie Bussell. \$20.00 per month for school year 26-27. To be paid from 141 E 72310 199.

Cayle Montandon

Signature of Person Making Request

7.30.2026

Date

[Signature]

Signature of Director of Schools

7-30-26

Date

received
7-30-26

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

Date _____ 8/6/2026
 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 the following changes to Policy 2.100 – Fiscal Management Goals,
 per TSBA recommendations.

Putnam County Board of Education

Monitoring:

**Review: Annually, in
January**

Descriptor Term:

Fiscal Management Goals

Descriptor Code:

2.100

Issued Date:

01/10/08

Rescinds:

2.100

Issued:

12/03/01

General

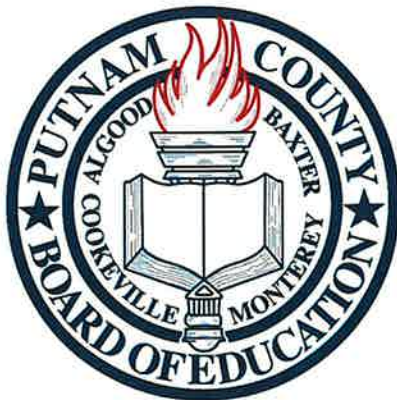
The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools under its jurisdiction.¹

In fiscal management, the Board seeks to achieve the following goals:

1. ~~To engage in advance planning with broad-based staff~~ the Director of Schools and that incorporates community involvement feedback;
2. ~~To establish levels of funding which will provide quality education for the system's~~ district's students;
3. ~~To use the available techniques for budget development and management;~~
4. ~~To provide timely and appropriate information to all staff with fiscal management responsibilities; and~~
5. ~~To establish efficient~~ Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.²

Legal Reference:

- ~~1. TCA 49-3-314(c)(1); *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19~~
1. [*Internal School Funds Manual, Section 3-1*](#)
2. [*Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)*](#)



Board Agenda Request

Date 7/23/2026

Department Teaching and Learning

Person Submitting Dr. Chris Winningham & Dr. Diana Wood

Diana Wood

Account Number (if appropriate) NA

Check one:

☒ Backup included

☐ Backup to follow

[Handwritten signature]

Statement to be included in Board Agenda Packet:

- Approval of revision of the Annual Family Life Education policy 4.213 with the addition of child trafficking prevention education as required by law.

Putnam County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/06/26
		Rescinds:	Issued:

General

A family life education program shall be implemented within the school district in compliance with state law.¹

A parent/guardian who chooses not to have a student participate in the family life education program shall submit such request in writing to the principal. A student who is excused from the program shall be assigned alternative health activities and shall not be penalized academically.

FAMILY LIFE INSTRUCTION

The curriculum for the family life education program shall, in a manner that is age-appropriate and factually and medically accurate, include the following:²

1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
2. Encourage sexual health by helping students understand how the whole person is affected by sexual activity as well as other risk behaviors;
3. Provide information about human reproduction, including conception, birth, and prenatal care, as well as the process of adoption and its benefits;
4. Provide information on the family unit and the responsibilities and consequences related to sexual activity, including the challenges of single teen parenting;
5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual activity;
6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, and internet crimes against children;
7. Provide instruction on the prevention of dating violence;
8. Encourage communication between parent(s)/guardian(s) and students;
9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.³

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse.⁴

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.⁶

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

REPORTING²

At the beginning of each school year, the Director of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, child trafficking, and internet crimes. The Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304\(a\)](#); [TCA 49-6-1601\(g\)\(2\)](#)
3. [TCA 49-6-1304\(c\)](#)
4. [TCA 49-6-1304\(d\)](#)
5. [TCA 49-6-1304\(b\)](#)
6. [Public Acts of 2026, Chapter No. 744](#)

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Use of Digital Devices	Descriptor Code: 4.215	Issued Date:
		Rescinds:	Issued:

General

In-person, teacher led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Director of Schools shall provide guidance to staff on appropriate use of technology for these grades. The **Technology Supervisor** shall create a process for ensuring that digital instruction complies with this framework and state law.

SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Director shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

Legal References

1. [Public Acts of 2026, Chapter No. 808](#)

Cross References

Use of the Internet 4.406

VIII

TSBA Model 6.318

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 STUDENT READMISSION TO DISTRICT¹

2 The district may continue a disciplinary investigation of a student who withdraws from the district
3 during the investigation. If the student later reenrolls in the district, then the disciplinary investigation
4 and/or consequences shall resume.

5 STUDENT DISCIPLINED IN ANOTHER DISTRICT

6 The Board may deny admission of any student (except those in state custody) who has been expelled
7 or suspended from another school district in Tennessee or another state even though the student has
8 established residency in the district in which he/she seeks enrollment.

9 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
10 the suspension or expulsion from the former school district. The principal may ask the
11 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
12 TCA 49-6-3051 and submit any records to the Director of Schools.² Based on the results of the
13 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
14 the request.

15 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.

16 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
17 suspended or expelled from the former school district.³

Please accept as total re-write to PCSS 6.318...
as submitted: Chris Pin 7/28/26

Legal References

1. Public Acts of 2026, Chapter No. 760
2. TCA 49-6-3051(a)
3. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Putnam County Board of Education			
	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 12/01/22
		Rescinds: 6.318	Issued: 04/03/08

The Board may deny admission of any student (except those in state custody who have not committed a zero-tolerance offense and those protected under IDEA) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which s/he seeks enrollment.

After a request for enrollment is made, the director of schools shall investigate the facts surrounding the suspension/expulsion from the former school system and make a recommendation to the Board to approve or deny the request.

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.¹

If any student is in state custody or under the protection of IDEA, he shall be enrolled pursuant to state law.

Legal Reference:

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 686; 20 USCA § 1232g(b)(4), (h)

Cross References:

School Admissions 6.203
Student Records 6.600

Putnam County Board of Education

	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 09/28/23
		Rescinds: 6.202	Issued: 12/02/21

1 General¹

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements.²

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year
8 of the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved,
10 location of the school, curriculum to be offered, proposed hours of instruction, and
11 qualifications of the parent/teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
15 as are required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State
17 Board of Education;⁴
- 18 7. ~~Cooperate in the administration to home school students of appropriate tests by the~~
19 ~~Commissioner of Education/designee or by a professional testing service in grades five (5),~~
20 ~~seven (7), and nine (9);~~

21 *(Insert lines 18-20 from TSBA model policy 6.202)*

- 22 ~~8. Take actions according to state law if home school student falls behind appropriate grade level;~~

1 ~~8.9.~~ Submit proof to the Director of Schools that other health services and examinations as required
2 by state law have been received by the home school student; and
3

4 ~~9.10.~~ In the event of illness or inadequacy of the home school parent-teacher to teach a specific
5 subject, employ a tutor having the same qualifications as required of parent-teacher.

6 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
7 formal action to bring the child into compliance with the compulsory attendance law (until the child
8 has reached age seventeen (17), either in the home school or in a public, private, or church-related
9 school).

10 FACILITIES USE

11 School facilities shall be available for home school instruction only when *all* of the following
12 conditions exist:

- 13 1. Special needs courses are being taught which require services unavailable to the home school
14 student;
- 15 2. These services cannot be provided through any means other than the schools;
- 16 3. Requests for services are made known by the home school parent when notice is given to the
17 Director of Schools of the intent to conduct a home school;
- 18 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 19 5. No overcrowding, additional expenses, including providing transportation, or other special
20 situations which interfere with the normal operation of the school district shall be incurred; and
21 6. Approval by the Board shall be on a case-by-case basis.

22 ~~STUDENT PERFORMANCE~~⁵ *Remove*

23 ~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her~~
24 ~~comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have~~
25 ~~taught the child at his/her grade level determines through appropriate means that the student is not~~
26 ~~learning disabled, the director of schools shall require the parents to enroll the child in a public, private~~
27 ~~or church-related school.~~

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter
No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

as submitted!
Cher Ri 7/28/26

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date:
		Rescinds:	Issued:

1 General

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements:²

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year of
8 the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved,
10 location of the school, curriculum to be offered, proposed hours of instruction, and qualifications
11 of the parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State
17 Board of Education;⁴
- 18 7. Ensure the administration to home school students of appropriate tests approved by the State
19 Board of Education or a standardized test selected by the parent-teacher that provides nationally
20 normed analytics in English and math in grades five (5), seven (7), and nine (9);⁵
- 21 8. Submit proof to the Director of Schools that other health services and examinations as required by
22 state law have been received by the home school student; and
- 23 9. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

25 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
26 formal action to bring the child into compliance with the compulsory attendance law (until the child
27 has reached age seventeen (17), either in the home school or in a public, private, or church-related
28 school).

1 FACILITIES USE

2 School facilities shall be available for home school instruction only when all of the following
3 conditions exist:

- 4 1. Special needs courses are being taught which require services unavailable to the home school
5 student;
- 6 2. These services cannot be provided through any means other than the schools;
- 7 3. Requests for services are made known by the home school parent when notice is given to the
8 Director of Schools of the intent to conduct a home school;
- 9 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 10 5. No overcrowding, additional expenses, including providing transportation, or other special
11 situations which interfere with the normal operation of the school district shall be incurred; and
- 12 6. Approval by the Board shall be on a case-by-case basis.

13 RECORD ACCESS

14 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the
15 home school inspected at least two (2) times each school year in order to provide assistance in
16 implementing the compulsory attendance law.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b), (c)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4)
5. TCA 49-6-3050(b)(5); Public Acts of 2026, Chapter
No. 912

Cross References

Compulsory Attendance Ages 6.201

Putnam County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 06/05/14
		Rescinds: 6.205	Issued: 02/02/12

TO SCHOOLS

Enrollment for any given school will be determined as follows with priority given in order to students as designated below:

1. Students living outside the zone who were enrolled the previous year and students of full time Putnam County Schools employees;
2. Students living in the zone;
3. Students who are siblings of students **currently** enrolled; and
4. Students living outside the zone.

Students attending a school outside of the zone may finish at that respective school to the highest grade level and within the following grade level structures: K-4 and 5-8. Students moving from one grade level structure to the next grade level structure shall enroll at their respective zoned school and will be given priority for exceptions as listed above (items 2-4).

Parents may elect to enroll their children in any school based on priority enrollment during the early enrollment period prior to the start of any school year; provided the parent provides transportation to and from that respective school¹; that such choice does not cause overcrowding in the chosen school; and the enrollment does not compromise state-mandated class size ratio compliance. Only priority 1 and 2 students will be ensured enrollment during the early enrollment period. Enrollment decisions for priority 3 and 4 students will be made by June 15 of each school year.

All students enrolling in Putnam County Schools after the first day of school must enroll at their Priority 2 zoned school.

The director of schools has the authority to close enrollment at a school based on total student enrollment. Enrollment may require that students be transported outside of their respective zoned school until space becomes available.

as submitted!
Ch. Pin 7/28/26

1 If school enrollment is closed at any school, it is the responsibility of the appropriate curriculum
2 supervisor to locate the next suitable location and placement.

3 **TO CLASSES**

4 The principal shall be responsible for assigning all students to classes.

5 Students who enter the system from another school system are to be placed by the principal in the grade
6 and/or level as indicated by records from the former school. If the student's placement is inappropriate
7 in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents
8 shall be kept advised.

Insert lines 11-22 of TSBA model policy 6.205
↳

Legal Reference:

1. TCA 49-6-3102 through 3103; OP Atty. Gen. 99-055 (March 9, 1999)

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date:
		Rescinds:	Issued:

1 TO SCHOOLS

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days
4 after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

5 TO CLASSES

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the district from another school district are to be placed by the principal in the
8 grade and/or level as indicated by records from the former school. If the student's placement is
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
10 level. Parent(s)/guardian(s) shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available
13 and appropriate, a child shall be reassigned if a request is made by the child's parent/guardian, and the
14 perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a
15 juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

16 If an order of protection is issued to protect a student from another student enrolled in the same school,
17 then the principal shall develop a student safety plan and implement it for the student who is named as
18 the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date
19 on which the school receives a copy of the order of protection. When reasonably practicable and
20 appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as
21 the petitioner shall provide input into the plan. The Director of Schools shall develop administrative
22 procedures to implement this process.⁴

Legal References

1. [TCA 49-6-3102, 3103](#)
2. [TCA 49-6-3201](#)
3. [TCA 49-6-3102\(h\), \(i\)](#)
4. [Public Acts of 2026, Chapter No. 862](#)

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Putnam County Board of Education			
	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/07/25
		Rescinds: 4.301	Issued: 12/02/21

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program
4 of the school. Equal athletic opportunities shall be provided for members of both sexes. ¹ Student
5 athletes shall only be allowed to participate in athletic activities or events that align with the student's
6 sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic Athletics. If the original birth certificate is not available or does not indicate the
9 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing
10 evidence of the student's sex at birth.

*Insert lines
5-10 4.301
pg 1*

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a
13 sport are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee
14 shall accompany an athletic team on trips. Transportation of teams to athletic games is approve by the
15 Board, provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association and/or Tennessee Middle School
17 Athletic Association shall regulate the operation and control of athletics.³ The Director of Schools shall
18 develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

19 **TRANSPORTATION**

20 Transportation needs should be requested with a minimum 5-day notice, when possible, to the
21 transportation department.

22 Vehicles designed to transport more than ten (10) passengers, including the driver are considered a bus
23 and shall meet school bus structural standards. Such vehicles, including specialty buses, vans and other
24 'non-conforming' vehicles, not meeting the FMVSS requirements for student bus transportation shall
25 not be used as student transportation to or from school related events.

26 A passenger van designed to carry more than ten (10) persons shall not be used to transport students.

27 **INSURANCE & PHYSICAL EXAMINATIONS**

28 Coaches shall ensure that each student, before participating in interscholastic athletics, either purchases
29 the insurance policy offered or presents a statement signed by the parent(s) which assures the school
30 that the parent(s) has personal insurance or is willing to accept all financial responsibilities related to

*as submitted!
Ali Pin 7/28/26*

1 participation and travel.⁵ Forms for such permission and agreement will be furnished by the
2 principal/designee and will be kept on file in the principal's office.

3 Prior to participation in interscholastic athletics, every student shall complete an annual physical
4 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of
5 the examination, and these records shall be on file in the principal's office.

6 **SCHEDULING CONFLICTS**

7 No principal or teacher shall dismiss his/her school or any group of students for the purpose of
8 attending the practice of any interscholastic sport during the school day without written permission
9 from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

10 Students shall not be required to attend a school athletic event, or event related to participation on a
11 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
12 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
13 to the event.⁸

14 **SEVERE WEATHER⁴**

15 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
16 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
17 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
18 discussed between the Athletic Director, coaches, and officials, if applicable.

19 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
20 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
21 receive training on activity modifications based on environmental conditions.

22 **PROHIBITION AGAINST HAZING**

23 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
24 tolerate hazing activities.⁹

25 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

26 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
27 guidelines. If a school is not a member with these organizations, home school students that are zoned
28 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
29 students.

30 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

31 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
32 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
33 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
34 students.

Insert lines 29-34 (pg 2) + 1-16 (pg 3) from Model TSBAA 4.301

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. Public Acts of 2025, Chapter No. 173

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.² Student athletes shall only be allowed to participate in athletic activities or events that align with the student’s sex indicated on his/her original birth certificate.³ The Director of Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student’s sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each principal’s office. The principal/designee shall accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team’s school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics. The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with the school district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal’s office.

SCHEDULING CONFLICTS

1 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
2 the practice of any interscholastic sport during the school day without written permission from the
3 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

4 Students shall not be required to attend a school athletic event, or event related to participation on a
5 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
6 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
7 to the event.⁸

8 **SEVERE WEATHER⁴**

9 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
10 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
11 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
12 discussed with all players, coaches, and officials, if applicable.

13 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
14 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
15 receive training on activity modifications based on environmental conditions.

16 **PROHIBITION AGAINST HAZING**

17 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
18 tolerate hazing activities.⁹

19 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

20 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
21 guidelines. If a school is not a member with these organizations, home school students that are zoned
22 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
23 students.

24 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

25 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
26 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
27 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
28 students.

29 **PRIVATE SCHOOL STUDENT PARTICIPATION¹²**

30 While students from private schools are permitted to try out for interscholastic athletics teams, this
31 does not guarantee that they will make the team. As with all students, those from other schools shall
32 only be admitted to the team subject to the independent decision of the coach or other relevant school
33 official.

34

Public Schools with TSSAA or TMSSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two-hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);
- Satisfy the eligibility requirements established by TSSAA or TMSAA; and
- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2026, Chapter No. 938
3. TCA 49-6-310(a)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. TCA 49-16-216
12. Public Acts of 2026, Chapter No. 893

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Putnam County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/07/25
		Rescinds: 6.200	Issued: 09/28/23

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each day school is in session.

3 The Director of Schools/designee shall ensure that this policy is posted in each school building and
4 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

5 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 6 1. All accounting and reporting procedures and their dissemination;
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
- 8 requirements;
- 9 3. Ensuring that all school age children attend school;
- 10 4. Providing documentation of enrollment status upon request for students applying for new or
- 11 reinstatement of driver's permit or license; and
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license
- 13 withdraws from school.²

14 Student attendance records shall be given the same level of confidentiality as other student records.
15 Only authorized school officials with legitimate educational purposes may have access to student
16 information without the consent of the student or parent(s)/guardian(s).³

17 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
18 designee. Excused absences shall include:⁴

- 19 1. Personal illness/injury;
- 20 2. Illness of immediate family member;
- 21 3. Death in the family;
- 22 4. Extreme weather conditions;
- 23 5. Religious observances;⁵
- 24 6. Pregnancy;
- 25 7. School endorsed activities;
- 26 8. Summons, subpoena, or court order;
- 27 9. Circumstances which in the judgment of the principal create emergencies over which the
- 28 student has no control;
- 29 10. Written excuse by parents, up to five (5) days per semester.

as submitted:

Chris Pin 7/28/26

1 The principal shall be responsible for ensuring that:⁶

- 2 1. Attendance is checked and reported daily for each class;
- 3 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 4 the majority of the day;
- 5 3. All students' absences are verified;
- 6 4. Written excuses are submitted for absences and tardiness; and
- 7 5. System-wide procedures for accounting and reporting are followed.

8 **TRUANCY**

9 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
10 attendance at school is required. Students may attend part-time days, alternating days, or for a specific
11 amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered
12 present for school attendance purposes. If a student is required to participate in a remedial instruction
13 program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the
14 school district provides transportation, unexcused absences from these programs shall be reported in
15 the same manner.⁷

16 Students who are absent five (5) days without adequate excuse shall be reported to the Director of
17 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
18 absence. If a parent/guardian does not provide documentation within adequate time excusing those
19 absences or request an attendance hearing, the Director of Schools shall implement Tier II of the
20 progressive truancy intervention plan described below prior to referral to juvenile court.

21 *Progressive Truancy Intervention Plan*⁸

22 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
23 implemented. Students with five (5) unexcused absences shall be subject to the progressive truancy
24 intervention framework outlined below.

25 **Tier I**

26 Tier I of the progressive truancy plan shall apply to all students within the district and include
27 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
28 include, but are not limited to, "Learning Supports, Transportation Service, Food Service, Enrichment
29 Opportunities, School-Emotional Supports, Family Services, and Family Engagement Supports.

30 **Tier II**

31 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
32 unexcused absences, but before referral to juvenile court, and includes the following:

- 33 1. A conference with the student and the student's parent(s)/guardian(s);
- 34 2. An attendance contract, based on the conference, signed by the student, the
35 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - 36 a. A specific description of the school's attendance expectations for the student;
 - 37 b. The period for which the contract is effective; and

c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and

4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/or his designee.

→ Insert lines 24-28 of TSBA model policy 6.200

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹¹ The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

1 The district shall not be responsible for transporting students to and from the place of instruction.

2 Upon submission of the student's transcript from the entity that provided the released time course, the
3 student may be awarded one (1) unit of elective credit. The Director of Schools shall develop
4 procedures with secular criteria for determining whether credit shall be awarded.

5 ~~**MILITARY SERVICE OF PARENT/GUARDIAN**~~

Delete (addressed in PCSS 6.506)

6 ~~School principals shall provide students with one-day excused absence prior to the deployment of and~~
7 ~~a one-day excused absence upon the return of a parent or custodian serving active military service.~~

8 ~~Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a~~
9 ~~parent or guardian during a deployment cycle. The student shall provide documentation to the school~~
10 ~~as proof of his/her parent's/guardian's deployment. Student shall be permitted to make up schoolwork~~
11 ~~missed during these absences.¹²~~

12 **MAKE-UP WORK**

13 All missed class work or tests from an excused absence may be made up.

14 All missed class work or tests from an unexcused absence may be made up at principal's discretion.

15 **STATE-MANDATED ASSESSMENT**

16 Refer to Putnam County School System Policy 4.700

17 **CREDIT/PROMOTION DENIAL**

18 Credit/promotion denial determinations may include student attendance; however, student attendance
19 may not be the sole criterion.¹³ However, if attendance is a factor, prior to credit/promotion denial, the
20 following shall occur:

- 21 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to
22 excessive absenteeism.
- 23 2. Procedures in due process are available to the student when credit or promotion is denied.

24 **DRIVER'S LICENSE REVOCATION²**

25 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
26 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

27 **ATTENDANCE HEARING¹⁴**

28 Students with excessive, more than five (5) unexcused absences or those in danger of credit/promotion
29 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
30 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
31 written or actual notice of the appeal hearing and shall be given the opportunity to address the
32 committee. The committee will conduct a hearing to determine if the student has met attendance
33 requirements that will allow him/her to pass the course or be promoted. Upon notification of the

- 1 attendance committee decision, the principal shall send written notification to the Director of
- 2 Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the
- 3 excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to
- 4 appeal such action within two (2) days to the Director of Schools/designee.
- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 6 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
- 7 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 8 Following the review, the Board may affirm or overturn the decision of the Director of
- 9 Schools/designee. The action of the Board shall be final.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [Public Acts of 2025, Chapter No. 401](#)
12. [TCA 49-2-130](#)
13. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\)](#)
14. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

School Calendar 1.800

Extracurricular Activities 4.300

Interscholastic Athletics 4.301

Field Trips/Excursions/Competitions 4.302

Reporting Student Progress 4.601

Promotion and Retention 4.603

Recognition of Religious Beliefs, Customs, & Holidays 4.803

Voluntary Pre-K Attendance 6.2011

Homeless Students 6.503

Students in Foster Care 6.505

Students from Military Families 6.506

Student Records 6.600

(TSBA Model)

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

7 1. All accounting and reporting procedures and their dissemination;

8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;

10 3. Ensuring that all school age children attend school;

11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license; and

13
14 5. Notifying the Department of Safety whenever a student with a driver's permit or license
15 withdraws from school.²

16 Student attendance records shall be given the same level of confidentiality as other student records.
17 Only authorized school officials with legitimate educational purposes may have access to student
18 information without the consent of the student or parent(s)/guardian(s).³

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
20 Excused absences shall include:⁴

21 1. Personal illness/injury;

22
23 2. Illness of immediate family member;

24
25 3. Death in the family;

26
27 4. Extreme weather conditions;

28

5. Religious observances;⁵

6. Pregnancy;

7. School-endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness; and

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement tier two of the progressive truancy plan described below prior to referral to juvenile court.

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, **[insert local practices as to these schoolwide prevention-oriented supports]**.

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: _____ [e.g., school-based community services; participation in a school-based restorative justice program; referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior]. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.⁹

MAKE-UP WORK

[Insert local practices concerning make-up work.]

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹⁰ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

ATTENDANCE HEARING¹¹

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [Public Acts of 2026, Chapter No. 844](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505

10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. TRR/MS 0520-01-02-.17(7)

Students from Military Families 6.506
Student Records 6.600

Putnam County Board of Education			
	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 10/03/19
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 *Insert lines 6-13 of model TSBA policy 6.506*

7 ~~A student who does not currently reside within the school district shall be allowed to enroll if he/she is~~
8 ~~a dependent child of a service member who is being relocated to Tennessee on military orders. To be~~
9 ~~eligible for enrollment, the student will need to provide documentation that he/she will be a resident of~~
10 ~~the school district on relocation.~~

11 ~~Within 30 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency~~
12 ~~within the school district.~~

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school-work
18 missed during these absences.³

Insert lines 21-25 of model TSBA policy 6.506

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203

*as submitted:
Chris Pin 7/26/26*

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation. This documentation must be provided to the school district within one
10 (1) calendar year from the date of enrollment.

11 If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an
12 individualized family service plan, then the district shall take the necessary steps to ensure that services
13 are in place when the student enrolls.

14 **ABSENCES**

15 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
16 one (1) day excused absence upon the return of a parent/guardian serving active military service.

17 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
18 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
19 proof of his/her parent/guardian's deployment. Students shall be permitted to make up school work
20 missed during these absences.³

21 **REMAINING IN THE DISTRICT⁴**

22 If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service
23 member who relocates on military orders resulting in the student no longer residing in the school
24 district due to relocation, the student shall have the option to remain enrolled in the same high school
25 until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101; Public Acts of 2026, Chapter No. 834
3. TCA 49-6-3019
4. Public Acts of 2026, Chapter No. 834

Cross References

Attendance 6.200
School Admissions 6.203

Putnam County Board of Education

	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 01/05/23
		Rescinds: 5.200	Issued: 04/07/22

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**
4 **minimize disruption to the educational environment. This may include, but is not limited to:**

- 5 **1. Reassignment to alternate duties;**
6 **2. Placement on administrative leave with pay; or**
7 **3. Temporary removal from the school setting.**

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

11 **SUSPENSION PENDING AN INVESTIGATION¹**

12 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
13 investigation or final disposition of a case before the board or an appeal. If the matter under
14 investigation is not the subject of an ongoing criminal investigation or a Department of Children's
15 Services investigation, and if no charges for dismissal have been made, a suspension pending
16 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director
17 of Schools suspend a teacher with pay **if there is a pending investigation**. If vindicated or reinstated,
18 the teacher shall be paid full salary for the period of suspension.

19 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

20 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
21 unprofessional conduct and insubordination. Before a teacher is suspended, he/she shall be: (1)
22 provided with written notice, including the reasons for the suspension along with an explanation of the
23 evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested
24 within five (5) days; and (3) given a written decision of suspension within ten (10) days. Both parties
25 may be represented by counsel at the conference, that shall be recorded.

26 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated,
27 the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay
28 is deemed to be appropriate penalty.

29 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴**

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 offenses 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 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 Commissioner 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 as impartial hearing officers as defined under Tennessee law.

The hearing office 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 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 prehearing 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 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.

- 1 (a)(1) No teacher shall be dismissed or suspended except as provided in this part.
- 2 (2) The causes for which a teacher may be dismissed or suspended are: incompetence, inefficiency,
3 neglect of duty, unprofessional conduct, and insubordination, as defined in 49-5-501.
- 4 (3) A director of schools may suspend a teacher at any time that may seem necessary, pending
5 investigation or final disposition of a case before the board or an appeal. If the matter under
6 investigation is not the subject of an ongoing criminal investigation or a department of children's
7 services investigation, and if no charges have been made pursuant to subdivision (a)(4), a suspension
8 pending investigation shall not exceed ninety (90) days in duration. If vindicated or reinstated, the
9 teacher shall be paid the full salary for the period during which the teacher was suspended.
- 10 (4) When charges are made to the board of education against a teacher, charging the teacher with
11 offenses that would justify dismissal of the teacher under the terms of this part, the charges shall be
12 made in writing, specifically stating the offenses that are charged, and shall be signed by the party or
13 parties making the charges.
- 14 (5) If, in the opinion of the board, charges are of such a nature as to warrant the dismissal of the
15 teacher, the director of schools shall give the teacher a written notice of this decision, together with a
16 copy of the charges and a copy of the form, which shall be provided by the commissioner of education,
17 advising the teacher as to the teacher's legal duties, rights, and recourse under the terms of this part.
- 18 (b)(1) When it becomes necessary to reduce the number of teaching positions or non-licensed positions
19 in the system because of a decrease in enrollment or for other good reasons, the board shall be
20 empowered to dismiss such teachers or non-licensed employees based on their level of effectiveness
21 determined by the evaluation pursuant to 49-1-302 for licensed employees and an evaluation of work
22 performance for non-licensed employees.
- 23 (2) The board shall give the teacher or non-licensed employee written notice of dismissal explaining
24 fully the circumstances or conditions making the dismissal necessary.
- 25 (3) A teacher rated in the three (3) highest categories based on evaluations pursuant to 49-1-302 who
26 has been dismissed because of abolition of a position shall be placed on a list for reemployment.
27 Nothing in this subsection (b) shall be construed to deprive the director of schools of the power to
28 determine the filling of such vacancy on the basis of the director of schools' evaluation of the teacher's
29 competence, compatibility, and suitability to properly discharge the duties required for the vacant
30 position considered in the light of the best interest of the students in the school where the vacancy
31 exists. A principal's school. The teacher's most recent evaluations shall be a factor in such
32 determination.
- 33 (4) The right to remain on the preferred list for employment shall remain in effect until:
- 34 (A) The teacher accepts a bona fide offer of reemployment for a comparable position within the LEA;
35 or
- 36 (B) The teacher rejects four (4) bona fide offers of reemployment for comparable positions within the
37 LEA.

- 1 (c)(1) Notwithstanding subsection (a), but subject to the appeal and review provisions of 49-5-512 and
2 49-5-513, any teacher convicted of a felony listed in 40-35-501(i)(2) or convicted of an offense listed
3 in 39-17-417 shall be immediately suspended, and dismissed subject to subdivision (c)(2).
- 4 (2) If the dismissal of the teacher is upheld in the board and court reviews provided for in 49-5-512 and
5 49-5-513, the director shall notify in writing the commissioner of education who shall begin licensure
6 revocation proceedings under applicable rules of the state board of education.
- 7 (a) A tenured teacher who receives notification of charges pursuant to 49-5-511 may, within thirty (30)
8 days after receipt of the notice, demand a full and complete hearing on the charges before an impartial
9 hearing officer selected by the board, as follows"
- 10 (1) The teacher shall give written notice to the director of schools of the teacher's request for a hearing;
- 11 (2) The director of schools shall, within five (5) days after receipt of the request, assign a hearing
12 officer from the list maintained by the Board, the Director will name an impartial. The hearing officer
13 shall direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for
14 simplification of issues and the scheduling of the hearing, which in no event shall be set later than
15 thirty (30) days following receipt of notice demanding a hearing. In the discretion of the hearing
16 officer, all or part of any prehearing conference may be conducted by telephone if each participant has
17 an opportunity to participate, to be heard and to address proof and evidentiary concerns. The hearing
18 officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings:
- 19 (3) For the purposes of this part, "impartial" means that the selected hearing officer shall have no
20 history of employment with the board or director of schools, no relationship with any board member
21 and no relationship with the teacher or representatives of the teacher;
- 22 (4) All parties shall have the right to be represented by counsel, the opportunity to call and subpoena
23 witnesses, the opportunity to examine all witnesses, the right to require that all testimony be given
24 under oath and the right to have evidence deemed relevant by the submitting party included in the
25 record of the hearing, even if objected to by the opposing party;
- 26 (5) All witnesses shall be entitled to the witness fees and mileage provided by law, which fees and
27 mileage shall be paid by the party issuing a subpoena or calling the witnesses to testify;
- 28 (6) The impartial hearing officer shall administer oaths to witnesses, who testify under oath;
- 29 (7) A record of the hearing, either by transcript, recording or as is otherwise agreed by the parties shall
30 be prepared if the decision of the hearing officer is appealed, and all decisions of the hearing officer
31 shall be reduced to writing and included in the record, together with all evidence otherwise submitted;
- 32 (8) On request of either party to the hearing, witnesses may be barred from the hearing except as they
33 are called to testify. The hearing may be private at the request of the teacher or in the discretion of the
34 hearing officer; and
- 35 (9) At appropriate stages of the hearing, the hearing officer may give the parties the full opportunity to
36 file briefs, proposed findings of fact and conclusions of law and proposed initial or final orders. The
37 hearing officer shall, within ten (10) days of closing the hearing, decide what disposition to make of

the case and shall immediately thereafter give the board and the teacher written findings of fact, conclusions of law and a concise and explicit statement of the outcome of the decision.

(b) The director of schools or other school officials shall not be held liable, personally or officially, when performing their duties in prosecuting charges against any teacher or teachers under this part.

(c)(1) If the affected teacher desires to appeal from a decision rendered in whole or in part in favor of the school system, the teacher shall first exhaust the administrative remedy of appealing the decision to the board of education within ten (10) working days of the hearing officer's delivery of the written findings of fact, conclusions and decision to the affected employee.

(2) Upon written notice of appeal, the director of schools shall prepare a copy of the proceedings, transcript, documentary and other evidence presented and transmit the copy to the board within twenty (20) working days of receipt of notice of appeal.

(3) The board shall hear the appeal on the record and no new evidence shall be introduced. The affected employee may appear in person or by counsel and argue why the decision should be modified or reversed or overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. The board may sustain the decision, send the record back if additional evidence is necessary, revise the penalty or reverse the decision. Before any findings and decision are sustained or punishment inflicted, a majority of the membership of the board shall concur in sustaining the charges and decision. The board shall render its decision on the appeal within ten (10) working days after the conclusion of the hearing.

(4) Any party dissatisfied with the decision rendered by the board shall have the right to appeal to the chancery court in the county where the school system is located within thirty (30) days after receipt of the dated notice of the decision of the board. It shall be the duty of the board to cause the entire record and other evidence in the case to be transmitted to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the board.

(5) The director of schools shall also have the right to appeal any adverse ruling by the hearing officer to the board under the same conditions as set out in this subsection.

(d) Subsections (a) and (c) shall not apply to a disciplinary suspension of a teacher by the director of schools that is for a period of three (3) days or less and that is not made in anticipation of dismissal. For such suspensions of three (3) days or less, the following shall apply:

(1) The director of schools shall provide written notice of suspension and the reasons for the suspension to the teacher, along with an explanation of the evidence supporting the decision to suspend and copies of any documents relied upon by the director in reaching that decision;

(2) Upon request made in writing within five (5) days from the date of the suspension letter or the date it was received, whichever is later, the director shall provide a conference with the director at which the teacher may offer rebuttal to the charges or any information the teacher wishes the director to consider. Both the LEA and the teacher may be represented by an attorney or other representative;

(3) The meeting shall be recorded by the director of schools, and a copy shall be provided to the teacher upon request;

(4) The director shall issue a written decision within ten (10) days from the date of the conference. The director may not impose any additional punishment beyond that described in the notice of suspension; and

(5) The teacher, if dissatisfied with the decision of the director, may pursue appeal of the director's decision pursuant to 49-5-513.

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 offenses that are charged, and shall be signed by the party or parties making the charges.⁴

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 Commissioner 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 give 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 as 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 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 prehearing 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.

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all of these paragraphs

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are, as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Boards;
2. The drafting of the teacher into military service by a selective board; or
3. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Commented [H2]: Delete

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes may file a complaint with the State Board of Education and request the suspension of the teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

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RETIREMENT

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

Central office personnel shall assist teacher in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be responsibility of the retiring 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: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	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 INVESTIGATION¹

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^{2,3}

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.

1 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴**

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.
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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

extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring 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\(a\)](#); [TCA 49-5-411\(b\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Putnam County Board of Education

Descriptor Term:

Separation Practices for Tenured Teachers

Descriptor Code:

5.200

Issued Date:

01/05/23

Rescinds:

5.200

Issued:

04/07/22

1 SUSPENSION PENDING AN INVESTIGATION¹

2 The director of schools may suspend a teacher at any time that may seem necessary, pending
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27 pending investigation shall not exceed ninety (90) days in duration. If vindicated or reinstated, the
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30 offenses that would justify dismissal of the teacher under the terms of this part, the charges shall be

made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

(5) If, in the opinion of the board, charges are of such a nature as to warrant the dismissal of the teacher, the director of schools shall give the teacher a written notice of this decision, together with a copy of the charges and a copy of the form, which shall be provided by the commissioner of education, advising the teacher as to the teacher's legal duties, rights, and recourse under the terms of this part.

(b)(1) When it becomes necessary to reduce the number of teaching positions or non-licensed positions in the system because of a decrease in enrollment or for other good reasons, the board shall be empowered to dismiss such teachers or non-licensed employees based on their level of effectiveness determined by the evaluation pursuant to 49-1-302 for licensed employees and an evaluation of work performance for non-licensed employees.

(2) The board shall give the teacher or non-licensed employee written notice of dismissal explaining fully the circumstances or conditions making the dismissal necessary.

(3) A teacher rated in the three (3) highest categories based on evaluations pursuant to 49-1-302 who has been dismissed because of abolition of a position shall be placed on a list for reemployment. Nothing in this subsection (b) shall be construed to deprive the director of schools of the power to determine the filling of such vacancy on the basis of the director of schools' evaluation of the teacher's competence, compatibility, and suitability to properly discharge the duties required for the vacant position considered in the light of the best interest of the students in the school where the vacancy exists. A principal's school. The teacher's most recent evaluations shall be a factor in such determination.

(4) The right to remain on the preferred list for employment shall remain in effect until:

(A) The teacher accepts a bona fide offer of reemployment for a comparable position within the LEA; or

(B) The teacher rejects four (4) bona fide offers of reemployment for comparable positions within the LEA.

(c)(1) Notwithstanding subsection (a), but subject to the appeal and review provisions of 49-5-512 and 49-5-513, any teacher convicted of a felony listed in 40-35-501(i)(2) or convicted of an offense listed in 39-17-417 shall be immediately suspended, and dismissed subject to subdivision (c)(2).

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(1) The teacher shall give written notice to the director of schools of the teacher's request for a hearing;

(2) The director of schools shall, within five (5) days after receipt of the request, assign a hearing officer from the list maintained by the Board, the Director will name an impartial. The hearing officer shall direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing, which in no event shall be set later than thirty (30) days following receipt of notice demanding a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, to 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:

(3) For the purposes of this part, "impartial" means that the selected hearing officer shall have no history of employment with the board or director of schools, no relationship with any board member and no relationship with the teacher or representatives of the teacher;

(4) All parties shall have the right to be represented by counsel, the opportunity to call and subpoena witnesses, the opportunity to examine all witnesses, the right to require that all testimony be given under oath and the right to have evidence deemed relevant by the submitting party included in the record of the hearing, even if objected to by the opposing party;

(5) All witnesses shall be entitled to the witness fees and mileage provided by law, which fees and mileage shall be paid by the party issuing a subpoena or calling the witnesses to testify;

(6) The impartial hearing officer shall administer oaths to witnesses, who testify under oath;

(7) A record of the hearing, either by transcript, recording or as is otherwise agreed by the parties shall be prepared if the decision of the hearing officer is appealed, and all decisions of the hearing officer shall be reduced to writing and included in the record, together with all evidence otherwise submitted;

(8) On request of either party to the hearing, witnesses may be barred from the hearing except as they are called to testify. The hearing may be private at the request of the teacher or in the discretion of the hearing officer; and

(9) At appropriate stages of the hearing, the hearing officer may give the parties the full opportunity to file briefs, proposed findings of fact and conclusions of law and proposed initial or final orders. The hearing officer shall, within ten (10) days of closing the hearing, decide what disposition to make of the case and shall immediately thereafter give the board and the teacher written findings of fact, conclusions of law and a concise and explicit statement of the outcome of the decision.

(b) The director of schools or other school officials shall not be held liable, personally or officially, when performing their duties in prosecuting charges against any teacher or teachers under this part.

(c)(1) If the affected teacher desires to appeal from a decision rendered in whole or in part in favor of the school system, the teacher shall first exhaust the administrative remedy of appealing the decision to the board of education within ten (10) working days of the hearing officer's delivery of the written findings of fact, conclusions and decision to the affected employee.

(2) Upon written notice of appeal, the director of schools shall prepare a copy of the proceedings, transcript, documentary and other evidence presented and transmit the copy to the board within twenty (20) working days of receipt of notice of appeal.

(3) The board shall hear the appeal on the record and no new evidence shall be introduced. The affected employee may appear in person or by counsel and argue why the decision should be modified or reversed or overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. The board may sustain the decision, send the record back if additional evidence is necessary, revise the penalty or reverse the decision. Before any findings and decision are sustained or punishment inflicted, a majority of the membership of the board shall concur in sustaining the charges and decision. The board shall render its decision on the appeal within ten (10) working days after the conclusion of the hearing.

(4) Any party dissatisfied with the decision rendered by the board shall have the right to appeal to the chancery court in the county where the school system is located within thirty (30) days after receipt of the dated notice of the decision of the board. It shall be the duty of the board to cause the entire record and other evidence in the case to be transmitted to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the board.

(5) The director of schools shall also have the right to appeal any adverse ruling by the hearing officer to the board under the same conditions as set out in this subsection.

(d) Subsections (a) and (c) shall not apply to a disciplinary suspension of a teacher by the director of schools that is for a period of three (3) days or less and that is not made in anticipation of dismissal. For such suspensions of three (3) days or less, the following shall apply:

(1) The director of schools shall provide written notice of suspension and the reasons for the suspension to the teacher, along with an explanation of the evidence supporting the decision to suspend and copies of any documents relied upon by the director in reaching that decision;

(2) Upon request made in writing within five (5) days from the date of the suspension letter or the date it was received, whichever is later, the director shall provide a conference with the director at which the teacher may offer rebuttal to the charges or any information the teacher wishes the director to consider. Both the LEA and the teacher may be represented by an attorney or other representative;

(3) The meeting shall be recorded by the director of schools, and a copy shall be provided to the teacher upon request;

(4) The director shall issue a written decision within ten (10) days from the date of the conference. The director may not impose any additional punishment beyond that described in the notice of suspension; and

(5) The teacher, if dissatisfied with the decision of the director, may pursue appeal of the director's decision pursuant to 49-5-513.

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 offenses that are charged, and shall be signed by the party or parties making the charges.⁴

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

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.⁵

35 The conditions under which it is permissible to break a contract with the Board are, as follows:⁶

- 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

3. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes may file a complaint with the State Board of Education and request the suspension of the teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

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

Central office personnel shall assist teacher in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be responsibility of the retiring 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

5.201

Putnam County Board of Education			
	Descriptor Term: Separation Practices for NonTenured Teachers	Descriptor Code: Enter Code	Issued Date: 01/05/23
		Rescinds: 5.200	Issued: 04/07/22

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 not limited to:

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

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

11 **SUSPENSION PENDING AN INVESTIGATION¹**

12 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
13 investigation or final disposition of a case before the board or an appeal. If the matter under
14 investigation is not the subject of an ongoing criminal investigation or a Department of Children's
15 Services investigation, and if no charges for dismissal have been made, a suspension pending
16 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director
17 of Schools suspend a non-tenured teacher with pay, if there is a pending investigation. If vindicated or
18 reinstated, the teacher shall be paid full salary for the period of suspension.

19 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

20 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
21 unprofessional conduct and insubordination. Before a teacher is suspended, he/she shall be: (1)
22 provided with written notice, including the reasons for the suspension along with an explanation of the
23 evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if
24 requested within five (5) days; and (3) given a written decision of suspension within ten (10) days.
25 Both parties may be represented by counsel at the conference, that shall be recorded.

26 Under no circumstances shall a Director of Schools suspend a non-tenured teacher with pay. If
27 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless
28 suspension without pay is deemed to be appropriate penalty.

29

DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS²

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings.

The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;
2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Factual finds and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision of the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after the receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year. If the reason for non-renewal is due only to loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.

(a)(1) No teacher shall be dismissed or suspended except as provided in this part.

(2) The causes for which a teacher may be dismissed or suspended are: incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination, as defined in 49-5-501.

(3) A director of schools may suspend a teacher at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a department of children's services investigation, and if no charges have been made pursuant to subdivision (a)(4), a suspension pending investigation shall not exceed ninety (90) days in duration. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended.

(4) When charges are made to the board of education against a teacher, charging the teacher with offenses that would justify dismissal of the teacher under the terms of this part, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

(5) If, in the opinion of the board, charges are of such a nature as to warrant the dismissal of the teacher, the director of schools shall give the teacher a written notice of this decision, together with a copy of the charges and a copy of the form, which shall be provided by the commissioner of education, advising the teacher as to the teacher's legal duties, rights, and recourse under the terms of this part.

(b)(1) When it becomes necessary to reduce the number of teaching positions or non-licensed positions in the system because of a decrease in enrollment or for other good reasons, the board shall be empowered to dismiss such teachers or non-licensed employees based on their level of effectiveness determined by the evaluation pursuant to 49-1-302 for licensed employees and an evaluation of work performance for non-licensed employees.

- 1 (2) The board shall give the teacher or non-licensed employee written notice of dismissal explaining
2 fully the circumstances or conditions making the dismissal necessary.
- 3 (3) A teacher rated in the three (3) highest categories based on evaluations pursuant to 49-1-302 who
4 has been dismissed because of abolition of a position shall be placed on a list for reemployment.
5 Nothing in this subsection (b) shall be construed to deprive the director of schools of the power to
6 determine the filling of such vacancy on the basis of the director of schools' evaluation of the teacher's
7 competence, compatibility, and suitability to properly discharge the duties required for the vacant
8 position considered in the light of the best interest of the students in the school where the vacancy
9 exists. A principal's school. The teacher's most recent evaluations shall be a factor in such
10 determination.
- 11 (4) The right to remain on the preferred list for employment shall remain in effect until:
- 12 (A) The teacher accepts a bona fide offer of reemployment for a comparable position within the LEA;
13 or
- 14 (B) The teacher rejects four (4) bona fide offers of reemployment for comparable positions within the
15 LEA.
- 16 (c)(1) Notwithstanding subsection (a), but subject to the appeal and review provisions of 49-5-512 and
17 49-5-513, any teacher convicted of a felony listed in 40-35-501(i)(2) or convicted of an offense listed
18 in 39-17-417 shall be immediately suspended, and dismissed subject to subdivision (c)(2).
- 19 (2) If the dismissal of the teacher is upheld in the board and court reviews provided for in 49-5-512 and
20 49-5-513, the director shall notify in writing the commissioner of education who shall begin licensure
21 revocation proceedings under applicable rules of the state board of education.
- 22 (a) A tenured teacher who receives notification of charges pursuant to 49-5-511 may, within thirty (30)
23 days after receipt of the notice, demand a full and complete hearing on the charges before an impartial
24 hearing officer selected by the board, as follows"
- 25 (1) The teacher shall give written notice to the director of schools of the teacher's request for a hearing;
- 26 (2) The director of schools shall, within five (5) days after receipt of the request, assign a hearing
27 officer from the list maintained by the Board, the Director will name an impartial. The hearing officer
28 shall direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for
29 simplification of issues and the scheduling of the hearing, which in no event shall be set later than
30 thirty (30) days following receipt of notice demanding a hearing. In the discretion of the hearing
31 officer, all or part of any prehearing conference may be conducted by telephone if each participant has
32 an opportunity to participate, to be heard and to address proof and evidentiary concerns. The hearing
33 officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings:
- 34 (3) For the purposes of this part, "impartial" means that the selected hearing officer shall have no
35 history of employment with the board or director of schools, no relationship with any board member
36 and no relationship with the teacher or representatives of the teacher;
- 37 (4) All parties shall have the right to be represented by counsel, the opportunity to call and subpoena
38 witnesses, the opportunity to examine all witnesses, the right to require that all testimony be given

under oath and the right to have evidence deemed relevant by the submitting party included in the record of the hearing, even if objected to by the opposing party;

(5) All witnesses shall be entitled to the witness fees and mileage provided by law, which fees and mileage shall be paid by the party issuing a subpoena or calling the witnesses to testify;

(6) The impartial hearing officer shall administer oaths to witnesses, who testify under oath;

(7) A record of the hearing, either by transcript, recording or as is otherwise agreed by the parties shall be prepared if the decision of the hearing officer is appealed, and all decisions of the hearing officer shall be reduced to writing and included in the record, together with all evidence otherwise submitted;

(8) On request of either party to the hearing, witnesses may be barred from the hearing except as they are called to testify. The hearing may be private at the request of the teacher or in the discretion of the hearing officer; and

(9) At appropriate stages of the hearing, the hearing officer may give the parties the full opportunity to file briefs, proposed findings of fact and conclusions of law and proposed initial or final orders. The hearing officer shall, within ten (10) days of closing the hearing, decide what disposition to make of the case and shall immediately thereafter give the board and the teacher written findings of fact, conclusions of law and a concise and explicit statement of the outcome of the decision.

(b) The director of schools or other school officials shall not be held liable, personally or officially, when performing their duties in prosecuting charges against any teacher or teachers under this part.

(c)(1) If the affected teacher desires to appeal from a decision rendered in whole or in part in favor of the school system, the teacher shall first exhaust the administrative remedy of appealing the decision to the board of education within ten (10) working days of the hearing officer's delivery of the written findings of fact, conclusions and decision to the affected employee.

(2) Upon written notice of appeal, the director of schools shall prepare a copy of the proceedings, transcript, documentary and other evidence presented and transmit the copy to the board within twenty (20) working days of receipt of notice of appeal.

(3) The board shall hear the appeal on the record and no new evidence shall be introduced. The affected employee may appear in person or by counsel and argue why the decision should be modified or reversed or overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. The board may sustain the decision, send the record back if additional evidence is necessary, revise the penalty or reverse the decision. Before any findings and decision are sustained or punishment inflicted, a majority of the membership of the board shall concur in sustaining the charges and decision. The board shall render its decision on the appeal within ten (10) working days after the conclusion of the hearing.

(4) Any party dissatisfied with the decision rendered by the board shall have the right to appeal to the chancery court in the county where the school system is located within thirty (30) days after receipt of the dated notice of the decision of the board. It shall be the duty of the board to cause the entire record and other evidence in the case to be transmitted to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the board.

1 (5) The director of schools shall also have the right to appeal any adverse ruling by the hearing officer
2 to the board under the same conditions as set out in this subsection.

3 (d) Subsections (a) and (c) shall not apply to a disciplinary suspension of a teacher by the director of
4 schools that is for a period of three (3) days or less and that is not made in anticipation of dismissal.
5 For such suspensions of three (3) days or less, the following shall apply:

6 (1) The director of schools shall provide written notice of suspension and the reasons for the
7 suspension to the teacher, along with an explanation of the evidence supporting the decision to suspend
8 and copies of any documents relied upon by the director in reaching that decision;

9 (2) Upon request made in writing within five (5) days from the date of the suspension letter or the date
10 it was received, whichever is later, the director shall provide a conference with the director at which
11 the teacher may offer rebuttal to the charges or any information the teacher wishes the director to
12 consider. Both the LEA and the teacher may be represented by an attorney or other representative;

13 (3) The meeting shall be recorded by the director of schools, and a copy shall be provided to the
14 teacher upon request;

15 (4) The director shall issue a written decision within ten (10) days from the date of the conference. The
16 director may not impose any additional punishment beyond that described in the notice of suspension;
17 and

18 (5) The teacher, if dissatisfied with the decision of the director, may pursue appeal of the director's
19 decision pursuant to 49-5-513.

20 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
21 three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged,
22 and shall be signed by the party or parties making the charges.⁴

23 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a
24 suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a
25 written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided
26 by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

27 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days
28 after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

29 The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer
30 from the list maintained by the Board.

31 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
32 impartial hearing officers as defined under Tennessee law.

33 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
34 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of
35 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days
36 following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part

of any prehearing 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.

Commented [H1]: Remove

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are, as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Boards;
2. The drafting of the teacher into military service by a selective board; or
3. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in its minutes may file a complaint with the State Board of Education and request the suspension of the teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

1 RETIREMENT

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

4 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of
5 the retirement system.

Commented [H2]: New Paragraph

Commented [H3]:

6 Central office personnel shall assist teacher in securing retirement benefits; however, it shall be the
7 responsibility of the retiring teacher to provide verification of eligibility in writing from Tennessee
8 Consolidated Retirement System (TCRS) to the central office. It shall be responsibility of the retiring
9 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: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date:
		Rescinds:	Issued:

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

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.

SUSPENSION PENDING AN INVESTIGATION¹

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS²

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

1 NONRENEWAL

2 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
3 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
4 or tenure protections.

5 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
6 tenured teacher and providing assistance for overcoming these deficiencies.

7 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
8 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,
9 the following action shall be taken:

- 10 1. The Board shall be notified at the next regular board meeting; and
- 11 2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or
12 by email within five (5) business days following the last instructional day for the school year.³ If
13 the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
14 include a statement listing it as the cause for nonrenewal.⁴

15 RESIGNATION

16 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
17 effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and
18 permit a teacher to resign in good standing.

19 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 20 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
21 statement of a physician approved by the Board; or
- 22 2. The release by the Board of the teacher from the contract which the teacher has entered into with
23 the Board.

25 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
26 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
27 Failure to render such notice may be considered a breach of contract.⁷

28 RETIREMENT

29 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
30 from retirement plans and/or Social Security benefits.

31 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
32 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
33 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
34 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
35 of the retiring teacher to file for benefits.

1 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

2 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
3 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
4 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

5 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
6 before an impartial hearing officer.

7 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
8 hear the case, and the teacher shall have the right to:

- 9 1. Be represented by counsel;
- 10
- 11 2. Call and subpoena witnesses;
- 12
- 13 3. Examine all witnesses; and
- 14
- 15 4. Require that all testimony be given under oath.

16 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
17 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal
18 the decision to the Board within ten (10) working days of the hearing officer rendering the written
19 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.
20 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the
21 proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the
22 Board.

23 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
24 the same manner as the non-tenured teacher.

25 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
26 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
27 The Board shall take one of the following actions:

- 28 1. Sustain the decision;
- 29
- 30 2. Send the record back if additional evidence is necessary; or
- 31
- 32 3. Revise the penalty or reverse the decision.

33 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
34 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
35 after the conclusion of the hearing.

36 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may
37 appeal to the chancery court in the county where the school district is located. The Board shall provide
38 the entire record of the hearing to the court.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
2 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
3 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#); [TCA 49-5-411\(b\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Putnam County Board of Education

	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 01/05/23
		Rescinds: 5.201	Issued: 06/02/22

1 **SUSPENSION PENDING AN INVESTIGATION¹**

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 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher
8 shall be paid full salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
12 provided a 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 recorded conference, if
14 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
15 Both parties may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
17 reinstated the non-tenured teacher shall be paid full salary for the period of suspension unless
18 suspension without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS³**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
22 of duty after giving the non-tenure teacher in writing, due notice of charge.

23 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
24 before an impartial hearing officer.

25 The Director will appoint an impartial hearing office to conduct such hearings. The hearing officer will
26 hear the case, and the teacher shall have the right to:

- 27 1. Be represented by counsel;
- 28 2. Call and subpoena witnesses;
- 29 3. Examine all witnesses; and
- 30 4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to affected teacher within ten (10) days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decisions to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of the notice a decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing.

If, in the opinion of the board, charges are of such a nature as to warrant the dismissal of the teacher, the director of schools shall give the teacher a written notice of this decision, together with a copy of the charges and a copy of a form, which shall be provided by the commissioner of education, advising the teacher as to the teacher's legal duties, rights, and recourse under the terms of this part.

When it becomes necessary to reduce the number of teaching positions or non-licensed positions in the system because of a decrease in enrollment or for other good reasons, the board shall be empowered to dismiss such teachers or non-licensed employees based on their level of effectiveness determined by the evaluation pursuant to § 49-1-302 for licensed employees and an evaluation of work performance for non-licensed employees.

The board shall give the teacher or non-licensed employee written notice of dismissal explaining fully the circumstances or conditions making the dismissal necessary.

A teacher rated in the three (3) highest categories based on evaluations pursuant to § 49-1-302 who has been dismissed because of abolition of a position shall be placed on a list for reemployment. Nothing in this subsection (b) shall be construed to deprive the director of schools of the power to determine the filling of such vacancy on the basis of the director of schools' evaluation of the teacher's competence, compatibility, and suitability to properly discharge the duties required for the vacant position considered in the light of the best interest of the students in the school where the vacancy exists. A principal may refuse to accept the placement or transfer of a teacher by the director of schools to the principal's school. The teacher's most recent evaluations shall be a factor in such determination.

- 1 The right to remain on the preferred list for employment shall remain in effect until:
- 2 The teacher accepts a bona fide offer of reemployment for a comparable position within the LEA; or
- 3 The teacher rejects four (4) bona fide offers of reemployment for comparable positions within the LEA.
- 4
- 5 Notwithstanding subsection (a), but subject to the appeal and review provisions of §§ 49-5-512 and 49-
- 6 5-513, any teacher convicted of a felony listed in § 40-35-501(i)(2) or convicted of an offense listed in
- 7 § 39-17-417 shall be immediately suspended, and dismissed subject to subdivision (c)(2).
- 8 If the dismissal of the teacher is upheld in the board and court reviews provided for in §§ 49-5-512 and
- 9 49-5-513, the director shall notify in writing the commissioner of education who shall begin licensure
- 10 revocation proceedings under applicable rules of the state board of education.
- 11 The director of schools or other school officials shall not be held liable, personally or officially, when
- 12 performing their duties in prosecuting charges against any teacher or teachers under this part.

13 **NON-RENEWAL**

- 14 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
- 15 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
- 16 or tenure protections.
- 17 The principal is responsible for discussing deficiencies as part of the evaluation process with non-
- 18 tenured teacher and providing assistance for overcoming thee deficiencies.
- 19 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
- 20 contract period. If the Director of Schools determines not to renew the contract of a non-tenured
- 21 teacher, the following action shall be taken:
- 22 1. The Board shall be notified at the next board meeting; and
- 23 2. Written notice of non-renewal shall be sent to the employee by certified mail, overnight carrier
- 24 or e-mail, so that it will be received within five (5) business days following the last
- 25 instructional day of the school year.³ If the reason for nonrenewal is due to a loss of funding for
- 26 the position, then the notice shall include a statement listing it as the cause for nonrenewal⁴

27 **RESIGNATION**

- 28 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
- 29 effective date of the resignation.⁵ The Board may waive the thirty (30) days-notice requirement and
- 30 permit a teacher to resign in good standing.
- 31 The conditions under which it is permissible to break a contract with the Board are as follows:⁶
- 32 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
- 33 statement of a physician approved by the Board.
- 34 2. The drafting of a teacher into military service by a selective service board; and
- 35 3. The release by the Board of the teacher from the contract which the teacher has entered into
- 36 with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

Upon a breach of contract, the Board, upon a motion recorded in it's minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁸

RETIREMENT

Retirement shall mean a termination of services under conditions which allow the employee to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teachers to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year following the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
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			
Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts for Certified Personnel	Descriptor Code: 5.110	Issued Date: 08/07/25
		Rescinds: 5.110	Issued: 06/06/13

The Board shall approve salary schedules for all professional personnel and the director of schools shall implement the approved salary schedules.¹

The Board shall pay the salaries of all certified employees, including substitute and supplemental pay. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board. Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic, or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.

Professional teachers shall be employed based on the school calendar adopted by the Board for the same annual term of two hundred (200) days as follows:³

1. A minimum of one hundred and eighty (180) school days;*
 2. A minimum of five (5) working days to be used for in-service education;
 3. Ten (10) vacation days;
 4. ~~Five~~ **Four (5)** days as designated by the Board **(teachers shall use one (1) day for parent-teacher conferences.**
 5. ~~One (1) day for parent-teacher conferences.~~³
- * The number of student days may fluctuate based on use of stockpile days.

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For each additional month that a professional teacher is employed, an additional nineteen (19) workdays and (1) vacation day will be added to the above term.

The director of schools shall set the work schedule for all certified administrators, supervisors and support personnel.

ACCURATED LEAVE & BENEFICIARIES

A deceased employee's estate or designated beneficiary shall be paid the value of any unused accumulated leave. Unless an employee designates differently, the beneficiary shall be the same as the beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement System.

DIFFERENTIATED PAY PLAN

In accordance with 49-5-611, the Putnam County Schools has adopted a differentiated pay plan.⁴ The differentiated pay plan is reviewed before July 1 of the next year for consideration of any modifications or changes to the staffing needs of the school district.

The differentiated pay plan will be submitted to the Tennessee Department of Education for review and approval on an annual basis July 1. The plan will be congruent with the guidelines promulgated by the Tennessee State Board of Education and will accurately reflect the needs of the Putnam County Schools as documented by the number of waivers requested by the district the previous school year or the implementation of new programs.

Legal References

1. [TCA 49-2-203\(a\)\(1\)](#); [TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date:
		Rescinds:	Issued:

General

Certified personnel shall make a written contract at a fixed salary per month before entering upon their duties.¹

The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary schedule to the Board for its approval.²

Contracts for certified personnel shall provide the following:³

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher conferences).

The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic, or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.^{1,4}

ACCRUED LEAVE & BENEFICIARIES⁵

[Include the provision below if the Board opts to compensate for accrued leave.]

A deceased employee's estate or designated beneficiary shall be paid the value of any unused accumulated leave. Unless an employee designates differently, the beneficiary shall be the same as the beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement System.

Legal References

1. [TCA 49-2-203\(a\)\(1\); TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)
4. [TCA 49-6-2006\(a\)](#)
5. [TCA 49-5-717; Public Acts of 2026, Chapter No. 909](#)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Putnam County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts for Certified Personnel	Descriptor Code: 5.110	Issued Date: 08/07/25
		Rescinds: 5.110	Issued: 06/06/13

The Board shall approve salary schedules for all professional personnel and the director of schools shall implement the approved salary schedules.¹

The Board shall pay the salaries of all certified employees, including substitute and supplemental pay. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board. Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.²

Professional teachers shall be employed based on the school calendar adopted by the Board for the same annual term of two hundred (200) days as follows:³

1. A minimum of one hundred and eighty (180) school days;*
 2. A minimum of five (5) working days to be used for in-service education;
 3. Ten (10) vacation days;
 4. Four (4) days as designated by the Board.
 5. One (1) day for parent-teacher conferences.³
- * The number of student days may fluctuate based on use of stockpile days.

For each additional month that a professional teacher is employed, an additional nineteen (19) workdays and (1) vacation day will be added to the above term.

The director of schools shall set the work schedule for all certified administrators, supervisors and support personnel.

DIFFERENTIATED PAY PLAN

In accordance with 49-5-611, the Putnam County Schools has adopted a differentiated pay plan.⁴ The differentiated pay plan is reviewed before July 1 of the next year for consideration of any modifications or changes to the staffing needs of the school district.

- 1 The differentiated pay plan will be submitted to the Tennessee Department of Education for review and
2 approval on an annual basis July 1. The plan will be congruent with the guidelines promulgated by the
3 Tennessee State Board of Education and will accurately reflect the needs of the Putnam County Schools
4 is documented by the number of waivers requested by the district the previous school year or the
5 implementation of new programs.

Legal References

1. [TCA 49-2-203\(a\)\(1\)](#); [TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Putnam County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Application and Employment	5.106	09/28/23
		Rescinds:	Issued:
		5.106	04/07/22

1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools or
 3 designee through an online process approved by the Board. The Putnam County Board of Education,
 4 in an effort to provide a safe environment for its employees and students, will conduct pre-employment
 5 criminal background checks on all prospective employees, both full-time, part-time, licensed, and non-
 6 licensed.¹ If applying for a teaching position, the Director of Schools shall check the applicant's
 7 license status in the State Board of Education's database to determine if there is a hold on the
 8 applicant's license, and if so, the reasoning behind the hold.² This also includes certified and non-
 9 certified individuals desiring to coach athletics and other extracurricular activities paid or non-paid in
 10 the district's middle and high schools who are not employed by the Putnam County School System.

11 Criminal record checks will be conducted by the Human Resources Department before an applicant is
 12 submitted for director of schools' approval.¹ The criminal record checks will include a TBI and FBI
 13 criminal background check and a search of the Department of Children's Services Tennessee Sex
 14 Offender and Child Abuse Registries. The cost of a criminal background check shall be paid by the
 15 prospective employee at the time he/she is fingerprinted. Fingerprinting must be completed within ten
 16 (10) days from the date of the acceptance of the employment offer. Hiring will be contingent upon
 17 successful completion of the background check.

18 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 19 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 20 prosecution.³ Any costs incurred to perform these background checks and fingerprints shall be paid by
 21 the applicant.⁴

22 *General Regulations:*

- 23 1. An applicant for employment, as a condition for employment will authorize in writing a
 24 criminal records' check to determine if he/she has been convicted of criminal or drug offenses.
 25 Failure on the part of an applicant to cooperate in the criminal background check process will
 26 result in denial of employment.
 27
- 28 2. The Director of Schools will not knowingly employ a person who is disqualified from
 29 employment because of a conviction for a felony, a crime involving moral turpitude or a
 30 disqualifying narcotic offense. [TCA Sec. 49-5-501, Tennessee Administrative Rules and

Regulations. The following criteria will be used to evaluate those persons whose fingerprints or criminal record checks indicate former indicate former criminal convictions:

- a. Felony convictions less than five (5) years from the date of the criminal records check will result in immediate termination and/or recession of the employment offers.
 - b. Felony convictions more than five (5) years from the date of the criminal records check will be at the discretion of the director of schools. Information required for such decision will include, but is not limited to, name and address of the court, date of the alleged offense, description of charges, explanation of the final action taken including any fines, probation, imprisonment, first offender adjudication or similar disposition.
3. Bus drivers, other CDL (Commercial Driver's Licensed) employees, and any employee who may from time to time drive a Board of Education vehicle, that are arrested for DUI while on duty, will be suspended immediately and upon conviction will be subject to termination. Employees who transport students on school and/or district-related business in a privately owned vehicle who are arrested for DUI while on duty will be suspended immediately and upon conviction will be subject to termination.
 4. Bus drivers and other CDL employees who are arrested for DUI charges will be suspended from any employment involving the driving of a vehicle until the charges are resolved.
 5. Knowingly falsifying information or not fully and accurately disclosing information about convictions and/or pending charges on the employment application shall be grounds for immediate termination of employment and shall constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.²
 6. If an employee leaves and returns to work within the same period of employment, the fingerprint and criminal records check requirement may be waived provided there is a fingerprint and criminal records report in the personnel file and the length of time does not exceed one calendar year from the date the employee left PCSS. If not, the person must be fingerprinted and have another criminal records' check to update the previous records check. The individual shall pay the cost.⁴

Professional Employees

The application must include a transcript of credits earned at the college or universities attended along with reference from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system.⁵ If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the Department of Education.⁶
2. Who does not have a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children.⁸ Employees may be required to

submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in positions requiring a CDL (Commercial Driver's License) must have a physical examination requirement. Employees working as Pre-K teachers and aides must follow the Department of Education's (Chapter 0520-12-1) physical examination requirements;

3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
5. Who does not receive a satisfactory background check;
6. ~~Who has not had their information verified using E-Verify¹~~
7. Who is listed on the state's abuse of vulnerable person registry maintained by the Department of Health;⁶ ~~or a similar registry in another jurisdiction~~
8. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.⁷

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Support Employees

No person shall be employed:

1. Who does not have a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children.⁸ Employees may be required to submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in positions requiring a CDL (Commercial Driver's License) must have a physical examination requirement. Employees working as Pre-K teachers and aides must follow the Department of Education's (Chapter 0520-12-1) physical examination requirements.
2. ~~Who has not complied with the Immigration Reform and Control Act of 1986;¹¹~~
3. ~~Who has not had their information verified using E-Verify.~~
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;
5. Who does not receive a satisfactory background check;¹⁰ or
6. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.⁷

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EMPLOYMENT

Professional Employees

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants.

Initial Employment

Upon initial employment, the Director of schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within

the timeline established by state law.¹² From the date of written acceptance, such person is considered to be under employment with the District and is subject to all rights, privileges and duties.

Support Employees

After checking references and receiving written recommendations from principals and/or supervisors, the director of schools shall hire and assign qualified applicants.

PCSS Employees Arrested or Convicted

All Putnam County School System employees, including part-time, temporary, contracted, and substitute personnel, who are arrested and/or convicted of a felony (including felonies that have been reduced to a lesser charge), or misdemeanor but not to include minor traffic offenses, are to report this information to the Director of Schools or his/her designee within five (5) days of the arrest and/or conviction.

This policy applies to all Putnam County School System employees as a condition of employment and as a condition of continued employment.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Putnam County Board of Education

	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 09/28/23
		Rescinds: 5.106	Issued: 04/07/22

1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools or
3 designee through an online process approved by the Board. The Putnam County Board of Education,
4 in an effort to provide a safe environment for its employees and students, will conduct pre-employment
5 criminal background checks on all prospective employees, both full-time, part-time, licensed, and non-
6 licensed.¹ If applying for a teaching position, the Director of Schools shall check the applicant's
7 license status in the State Board of Education's database to determine if there is a hold on the
8 applicant's license, and if so, the reasoning behind the hold.² This also includes certified and non-
9 certified individuals desiring to coach athletics and other extracurricular activities paid or non-paid in
10 the district's middle and high schools who are not employed by the Putnam County School System.

11 Criminal record checks will be conducted by the Human Resources Department before an applicant is
12 submitted for director of schools' approval.¹ The criminal record checks will include a TBI and FBI
13 criminal background check and a search of the Department of Children's Services Tennessee Sex
14 Offender and Child Abuse Registries. The cost of a criminal background check shall be paid by the
15 prospective employee at the time he/she is fingerprinted. Fingerprinting must be completed within ten
16 (10) days from the date of the acceptance of the employment offer. Hiring will be contingent upon
17 successful completion of the background check.

18 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
19 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
20 prosecution.³ Any costs incurred to perform these background checks and fingerprints shall be paid by
21 the applicant.⁴

22 *General Regulations:*

- 23 1. An applicant for employment, as a condition for employment will authorize in writing a
24 criminal records' check to determine if he/she has been convicted of criminal or drug offenses.
25 Failure on the part of an applicant to cooperate in the criminal background check process will
26 result in denial of employment.
27
- 28 2. The Director of Schools will not knowingly employ a person who is disqualified from
29 employment because of a conviction for a felony, a crime involving moral turpitude or a
30 disqualifying narcotic offense. [TCA Sec. 49-5-501, Tennessee Administrative Rules and

Regulations. The following criteria will be used to evaluate those persons whose fingerprints or criminal record checks indicate former indicate former criminal convictions:

- a. Felony convictions less than five (5) years from the date of the criminal records check will result in immediate termination and/or recession of the employment offers.
 - b. Felony convictions more than five (5) years from the date of the criminal records check will be at the discretion of the director of schools. Information required for such decision will include, but is not limited to, name and address of the court, date of the alleged offense, description of charges, explanation of the final action taken including any fines, probation, imprisonment, first offender adjudication or similar disposition.
3. Bus drivers, other CDL (Commercial Driver's Licensed) employees, and any employee who may from time to time drive a Board of Education vehicle, that are arrested for DUI while on duty, will be suspended immediately and upon conviction will be subject to termination. Employees who transport students on school and/or district-related business in a privately owned vehicle who are arrested for DUI while on duty will be suspended immediately and upon conviction will be subject to termination.
 4. Bus drivers and other CDL employees who are arrested for DUI charges will be suspended from any employment involving the driving of a vehicle until the charges are resolved.
 5. Knowingly falsifying information or not fully and accurately disclosing information about convictions and/or pending charges on the employment application shall be grounds for immediate termination of employment and shall constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.²
 6. If an employee leaves and returns to work within the same period of employment, the fingerprint and criminal records check requirement may be waived provided there is a fingerprint and criminal records report in the personnel file and the length of time does not exceed one calendar year from the date the employee left PCSS. If not, the person must be fingerprinted and have another criminal records' check to update the previous records check. The individual shall pay the cost.⁴

Professional Employees

The application must include a transcript of credits earned at the college or universities attended along with reference from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system.⁵ If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the Department of Education.⁶
2. Who does not have a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children.⁸ Employees may be required to

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date:
		Rescinds:	Issued:

APPLICATION

An individual desiring a position shall make application to the Director of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.¹ If applying for a teaching position, the Director of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.³

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

Professional Employees

The application shall include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school district.⁵ If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;⁶
2. Who has been identified by the Department of Children's Services, or on a similar registry in another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;⁷
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
6. Who has not had their information verified using E-Verify;¹⁰

submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in positions requiring a CDL (Commercial Driver's License) must have a physical examination requirement. Employees working as Pre-K teachers and aides must follow the Department of Education's (Chapter 0520-12-1) physical examination requirements;

3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
5. Who does not receive a satisfactory background check;
6. Who is listed on the state's abuse of vulnerable person registry maintained by the Department of Health;⁶ or *a similar registry in another jurisdiction.*
7. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.⁷

Support Employees

No person shall be employed:

1. Who does not have a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children.⁸ Employees may be required to submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in positions requiring a CDL (Commercial Driver's License) must have a physical examination requirement. Employees working as Pre-K teachers and aides must follow the Department of Education's (Chapter 0520-12-1) physical examination requirements.
2. ~~Who has not complied with the Immigration Reform and Control Act of 1986;¹¹~~
3. ✓ Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;
4. Who does not receive a satisfactory background check;¹⁰ or
5. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children.⁷

EMPLOYMENT

Professional Employees

After checking references and receiving written recommendations, the director of schools shall hire and assign qualified applicants.

Initial Employment

Upon initial employment, the Director of schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹² From the date of written acceptance, such person is considered to be under employment with the District and is subject to all rights, privileges and duties.

1 ***Support Employees***

2 After checking references and receiving written recommendations from principals and/or supervisors,
3 the director of schools shall hire and assign qualified applicants.

4 ***PCSS Employees Arrested or Convicted***

5 All Putnam County School System employees, including part-time, temporary, contracted, and
6 substitute personnel, who are arrested and/or convicted of a felony (including felonies that have been
7 reduced to a lesser charge), or misdemeanor but not to include minor traffic offenses, are to report this
8 information to the Director of Schools or his/her designee within five (5) days of the arrest and/or
9 conviction.

10 This policy applies to all Putnam County School System employees as a condition of employment and
11 as a condition of continued employment.

Legal References

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

Background Investigations 5.118

Recommendations and File Transfers 5.203

Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. Who does not receive a satisfactory background check.¹¹

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not had their information verified using E-Verify;¹⁰ —
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹¹

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹³ From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. [TCA 49-5-406; TCA 49-5-413](#)
2. [State Board of Education Policy 5.501](#)
3. [TCA 49-5-406\(a\)\(2\)\(A\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [TCA 49-2-131](#)
6. [TCA 49-5-403; TCA 49-5-101; TCA 49-5-106](#)
7. [TCA 49-5-413\(e\)](#)
8. [TCA 49-5-404](#)
9. [TCA 49-5-405](#)
10. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 et seq.; Public Acts of 2026, Chapter No. 772](#)
11. [TCA 49-5-413\(a\), \(f\)](#)
12. [TCA 49-5-406\(b\)](#)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Putnam County Board of Education			
	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 09/28/23
		Rescinds: 5.302	Issued: 04/04/19

1 **PROFESSIONAL PERSONNEL**

2 All full-time employees shall earn sick leave as outlined below and these days shall accumulate for an
3 unlimited number of days.

- 4 • 10-month contract = 8 sick days earned per year.
- 5 • 11-month contract = 9 sick days earned per year.
- 6 • 12-month contract = 10 sick days earned per year.

7 The time allowed for sick leave for professional personnel shall be one (1) day for each month
8 employed during the school year and shall accumulate for an unlimited number of days.

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9 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or
10 illness or death of a member of the immediate family of a teacher, including the teacher's wife or
11 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
12 daughter-in-law, son-in-law, brother-in-law, and sister-in-law or other family members with the
13 approval of the Director of Schools.²

14 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
15 by the director of schools and shall promptly be given to the immediate supervisor in support of all
16 claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent
17 for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of
18 the employee or immediate family member.

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19 Frequent use and/or suspected misuse of sick leave by an employee are sufficient rounds for requiring
20 a physician's certification stating the reason for the absence.

21

22 Documentation A certificate from the physician on forms furnished by the Board may be required in
23 support of any claim for sick leave pay.¹

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

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

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

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

12 **SUPPORT PERSONNEL**

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

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

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

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

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

28 **SICK LEAVE BANK**

29 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
30 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

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

- 1 At any time, the number of days in the sick leave bank is less than twenty (20), or one (1) per
2 employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees
3 shall assess each member one (1) or more days of accumulated sick leave. If an employee has no
4 accumulated sick leave at the time of assessment, the first earned days shall be donated as they are
5 accrued by the employee.⁷
- 6 An employee who is a member of the sick leave bank may request an allotment of days (for the
7 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
8 by the trustees. The need for these days shall be verified by a statement from a physician.⁸
- 9 By written notice to the trustees, an employee may withdraw from the bank participation on June 30th
10 of any year.⁹ Membership withdrawal results in forfeiture of all days contributed.
- 11 The sick leave bank shall be operated in accordance with state law.¹⁰

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

Putnam County Board of Education

	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 09/28/23
		Rescinds: 5.302	Issued: 04/04/19

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month
3 employed during the school year and shall accumulate for an unlimited number of days.¹

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.²

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.

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.¹

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.³

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.¹

SUPPORT PERSONNEL

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

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

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

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

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

SICK LEAVE BANK

The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

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

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

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

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

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

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: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date:
		Rescinds:	Issued:

PROFESSIONAL PERSONNEL

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days.¹

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

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

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

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

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

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

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

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

SUPPORT PERSONNEL

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

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

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

SICK LEAVE BANK (if applicable)

The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

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

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

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

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

The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. [TCA 49-5-710\(a\)\(1\); Public Acts of 2026, Chapter No. 1022](#)
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

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

Personal and professional **employees** leave shall **earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of a year shall be credit to sick leave.**be granted for all full-time employees who do not earn vacation time in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment. Employees who do not earn vacation time shall earn personal and professional leave at the rate of one (1) day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

Eligible employees may convert existing accumulated sick days into additional personal days based on total teaching experience. Support staff may convert based on years of service within the district.

Scale below is effective 7/1/2026

15 years = 1 additional day

21-25 years = 2 additional days

26 years + = 3 additional days

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

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

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

1. Except in emergency, each employee shall give the principal at least five (5) day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:³

- a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
- b. If requested during any prior established student examination period;
- c. If requested on the day immediately preceding or following a holiday or vacation period.¹
- d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or
- e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to commencement of the school year.

PROFESSIONAL LEAVE

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

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

Descriptor Term:

Personal and Professional Leave

Descriptor Code:

5.303

Issued Date:

04/07/22

Rescinds:

5.303

Issued:

11/07/19

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

7 Eligible employees may convert existing accumulated sick days into additional personal days based on
8 the following years of service to the Putnam County Board of Education effective 2009-2010 school
9 year:

10 15 – 20 years = 1 additional day

11 21-25 years = 2 additional days

12 26 years + = 3 additional days

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

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

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

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

- 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.⁴

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

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date:
		Rescinds:	Issued:

Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

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

PERSONAL LEAVE

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

1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:³

a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;

b. If requested during any prior established student examination period;

c. If requested on the day immediately preceding or following a holiday or vacation period;

d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or

e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

PROFESSIONAL LEAVE

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

Legal References

1. [TCA 49-5-711\(a\); Public Acts of 2026, Chapter No. 1022; 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

Click here to choose a school board.

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

PROFESSIONAL PERSONNEL

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days.¹

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

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

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

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

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

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

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

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

SUPPORT PERSONNEL

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

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

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

SICK LEAVE BANK (if applicable)

The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

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

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

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

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

The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. [TCA 49-5-710\(a\)\(1\); Public Acts of 2026, Chapter No. 1022](#)
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

	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 09/28/23
		Rescinds: 5.600	Issued: 09/28/17

- 1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the
- 2 educational welfare of students and ensure that no conflict exists with their actual duties.
- 3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
- 4 discrimination/harassment.¹
- 5 Educators have the right to:²
 - 6 1. Be treated with civility and respect;
 - 7 2. **Have their professional judgment and discretion respected;**
 - 8 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
 - 9 appropriate agencies;
 - 10 4. Provide students with a safe environment;
 - 11 5. Defend themselves and their students from physical violence or harm;³
 - 12 6. Share information regarding a student's educational experience, health, or safety with the
 - 13 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
 - 14 7. Review all instructional material or curriculum before being utilized by students;
 - 15 8. Not be required to use his/her personal money to appropriately equip a classroom;
 - 16 9. Report students who commit offenses of assault and battery or vandalism on school property
 - 17 endangering the life, health, or safety of others pursuant to state law;⁵
 - 18 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due
 - 19 to a physical assault or other violent criminal act committed during the course of employment.⁶
- 20 Each staff member has the responsibility to:
 - 21 1. Make themselves familiar with and abide by, the laws of the state, the policies of the board and
 - 22 the procedures designed to implement them;
 - 23 2. To adhere to the Teacher Code of Ethics;⁷
 - 24 3. **Refrain from any sexual related behavior with students, including students who have graduated**
 - 25 **or withdrawn in the immediately preceding twelve (12) months;**
 - 26 4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
 - 27 students and the students' right to know;
 - 28 5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors and
 - 29 members of the public;

- 1 6. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 2 State Board of Education rules and regulations, board policy and administrative procedures;
- 3 and
- 4 7. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804

Staff-Student Relations 5.610
Ethics 5.611

Click here to choose a school board.

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date:
		Rescinds:	Issued:

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.¹

Educators have the right to:²

1. Be treated with civility and respect;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;³
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;⁵ and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.⁶

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;
2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷

- 1 3. Refrain from any sexually related behavior with students, including students who have graduated
2 or withdrawn in the immediately preceding twelve (12) months;⁸
- 3 4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
4 students and the students' right to know;
- 5 5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
6 members of the public;
- 7 6. Keep all records and prepare and submit promptly all reports that may be required by state law,
8 State Board of Education rules and regulations, board policy, and administrative procedures; and
- 9 7. Wear appropriate dress for work according to local school rules.

Legal References

1. [42 USCA § 2000c-2\(a\), \(b\); TCA 49-6-8004](#)
2. [TCA 49-5-209](#)
3. [TCA 49-6-2802](#)
4. [20 USCA § 1232g](#)
5. [TCA 49-6-4301](#)
6. [TCA 49-5-714](#)
7. [TCA 49-5-1001](#)
8. [Public Acts of 2026, Chapter No. 898](#)

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Click here to choose a school board.

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date:
		Rescinds:	Issued:

- 1 When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.¹ The Board
2 is responsible for finding the person it believes can most effectively translate into action the policies of
3 the Board and the goals of the community and the professional staff.
- Start w/ Prior & replace remaining
- 4 The Board may employ a consultant to advise and assist the Board in the search and selection process.
5 However, final selection shall rest with the Board after a thorough consideration of qualified
6 applicants. An interim Director of Schools appointed during the time of a search shall not become a
7 candidate unless the Board expressly permits such inclusion in the selection process. A board member
8 may not apply for or in any other way be considered for the position of Director of Schools.²
- 9 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the
10 following:³
- 11 1. Job description;
 - 12
 - 13 2. Timeline;
 - 14
 - 15 3. System for accepting and reviewing applications, including a process for handling public
16 versus non-public material (Note: Per state law, records of all applicants are public unless
17 candidates request their records be made private); and
 - 18
 - 19 4. Selection process which shall include, but not be limited to, the following:
 - 20
 - 21 a. Candidates shall be interviewed by the Board in an executive session. All deliberation
22 shall occur during public meetings.
 - 23
 - 24 b. The Board shall attempt to select a Director of Schools by unanimous vote during a
25 regular meeting, but only a majority vote of the membership of the Board shall be
26 required for the appointment of a Director of Schools.
 - 27

Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\)](#); [Public Acts of 2026, Chapter No. 1048](#)

Putnam County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 05/05/22
		Rescinds: 5.801	Issued: 06/06/13

When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

* Prior to conducting a search to fill the position, the Board shall initially develop the following:³

- a job description
- a timeline
- a process for accepting and reviewing applications
- selection procedures which shall include, but not be limited to, the following:
 1. The Board shall invite the community, including board employees, to participate in the process of selecting a director of schools by suggesting selection criteria, participating in sessions with and asking questions of the candidates and by attending board interviews with the candidates. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
 2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
 3. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.
 4. The Board will attempt to select a director by unanimous vote, but a majority vote of the membership of the board shall be required for the appointment of a director of schools.

The Board of Education may appoint an advisory committee of not less than five (5) individuals, nor more than twelve (12) individuals, for the purpose of reviewing applications and conducting interviews of applicants for the position of director of schools. The committee shall contain representatives of the community and the Putnam County School System. The committee shall recommend three (3) candidates to the Board of Education as finalists for the position of director of schools. The Board of Education will schedule interviews of the three candidates recommended by the committee and the Board of Education will review the other applications and may decide to interview other applicants. The finalists to be interviewed may not exceed a total of five (5), except by affirmative vote of a majority of the Board of Education.

- 1 At the conclusion of the interview process, the Board may select a candidate to offer employment as
2 director of schools, or the Board may decide to re-post the position and accept additional applications
3 and/or conduct additional interviews.
- 4 As an alternative, the Board may choose to employ a consultant to advise the Board and assist the
5 Board in the search and selection process.
- 6 A board member may not apply for or in any other way be considered for the position of director of
7 schools.²
- 8 However, whichever method the Board chooses, the final selection of the director of schools shall rest
9 with the Board of Education after a thorough consideration of qualified applicants.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B)

Putnam County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 05/06/21
		Rescinds: 6.303	Issued: 10/04/07

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried,
3 a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal,
4 the principal's designee or, if the principal and the principal's designee are unavailable and the offense
5 was committed on school property, to the appropriate authorities.¹

6 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
7 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
8 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student
9 answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary
10 action, including suspension.

11 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
12 principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians
13 and without giving the student constitutional warnings.

14 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

15 If the principal has requested assistance by the police department to investigate a crime involving his/her
16 school, the police shall have permission to interrogate a student suspect in school during school hours.
17 The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of
18 the intended interrogation unless circumstances require otherwise. The interrogation may proceed
19 without attendance of the parent(s)/guardian(s) or legal custodians.

20 The principal or his/her designee shall be present during the interrogation. The use of police women or
21 female staff members is desirable in the interrogation of female students.

22 POLICE-INITIATED INTERROGATIONS

23 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
24 crimes committed outside of school hours, the police department shall first contact the principal
25 regarding the planned interrogation, inform him/her of the probable cause to investigate within the
26 school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal
27 custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed
28 without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee
29 shall be present during the interrogation.

1 SEARCHES BY SCHOOL PERSONNEL

2 All school personnel taking part in the search of a student must complete training approved by the state
3 of Tennessee. All searches by a designee require prior approval by the school principal.

4 Any principal, ~~or~~ assistant principal, *or designee approved by the director of schools*, having reasonable
5 suspicion may search any student, place or thing on school property or in the actual or constructive
6 possession of any student during any organized school activity off campus, including buses, vehicles of
7 students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school*
8 *property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous*
9 *weapons*), and containers or packages if he/she receives information which would cause a reasonable
10 belief that the search will lead to the discovery of:

- 11 1. Evidence of any violation of the law;
- 12 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty
13 conduct;
- 14 3. Any object or substance which, because of its presence, presents an immediate danger of harm
15 or illness to any person.

16 A student using a locker that is the property of the school system does not have the right of privacy in
17 that locker or its contents. All lockers or other storage areas provided for student use on school premises
18 remain the property of the school system and are provided for the use of students subject to inspection,
19 access for maintenance and search. *Notice shall be posted in each school that lockers and other storage*
20 *areas are school property and are subject to search.*

21 A student may be subject to physical search or a student's pocket, purse or other container may be
22 required to be emptied because of the results of a locker search, or because of information received from
23 a teacher, staff member or other student if such action is reasonable to the principal. All of the following
24 standards of reasonableness shall be met:

- 25 1. A particular student has violated policy;
- 26
- 27 2. The search could be expected to yield evidence of the violation of school policy or disclosure
28 of a dangerous weapon or drug;
- 29
- 30 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
31 safety, supervision and education of students;
- 32
- 33 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
34
- 35 5. The search shall be reasonably related to the objectives of the search and not excessively
36 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
37 to have been committed.

38 USE OF ANIMALS

1 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
2 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and
3 shall not be used to search the persons of students or visitors.

4 **USE OF METAL DETECTORS**

5 In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use
6 of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

7 School officials or law enforcement officers may conduct metal detector checks of groups of individuals
8 if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a
9 randomly selected class; or every third individual entering an athletic event). Metal detector checks of
10 groups of individuals may not be used to single out a particular individual or category of individuals.

11 If a school official or a law enforcement officer has reasonable suspicion to believe that a particular
12 student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may
13 conduct a metal detector check of the student's person and personal effects.

14 A student's failure to permit a metal detector check as provided in this policy will be considered grounds
15 for disciplinary action including possible suspension.

16 The director of schools shall develop procedures for use of metal detectors.

17 **SEARCHES BY POLICE**

18 If public health or safety is involved, upon request of the principal who shall be present, police officers
19 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
20 drugs, weapons or items of an illegal or prohibited nature.

21 If the principal has received reliable information which he/she believes to be true that evidence of a
22 crime or of stolen goods, not involving school property of members of the school staff or student body,
23 is located on school property and that any search for such evidence or goods would be unrelated to school
24 discipline or to the health and safety of a student or the student body, he/she shall request police
25 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

26 Anything found in the course of the search conducted in accordance with this policy which is evidence
27 of a violation of the law or a violation of student conduct standards may be:

- 28 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
29 should be tagged for identification at the time it is seized and kept in a secure place by the
30 principal or the principal's designee until it is presented at the hearing. At the discretion of the
31 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
32 significant value, the item may be destroyed, but only with the express written permission of
33 the director of schools.
34

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

1

Legal References

1. TCA 49-6-4202 to 4212; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

Procedural Due Process 6.302
Child Abuse and Neglect 6.409



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

Date 8/6/2026
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 to pay Energy Systems Group in the amount of \$27,595.48 and First National Bank of Tennessee (retainage) in the amount of \$1,452.39 for pay application #20 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue. (Note: payment accounts for liquidating damages from May 1st to July 24th)

received
8-3-26 MT *OK*



AIA DOCUMENT G702

APPLICATION AND CERTIFICATE FOR PAYMENT

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

PROJECT: CPBNA00578
CONTRACT DATE: 10/02/2024

VALUATION NUMBER: 20
APPLICATION DATE: 07/29/2026
PERIOD TO: 07/31/2026
ESG JOB NUMBER: CPBNA00578
DUE DATE: 08/28/2026

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 & EFT Information (inbound & outbound):
ABA: 071005486
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: The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	8,773,494.77	CONTRACTOR:	By: <i>[Signature]</i> Date: 7/29/26
2. Net change by Change Orders	441,161.00	State of:	INDIANA
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	9,214,655.77	County of:	WARRICK
4. TOTAL COMPLETED & STORED TO DATE	9,200,686.60	Subscribed and sworn to before me this 29th day of July 2026	
5. RETAINAGE:	460,034.33	Notary Public:	<i>[Signature]</i>
a. 5% of Total Completed & Stored To Date (Column 1 of G703)		My Commission expires:	February 16, 2033
6. TOTAL EARNED LESS RETAINAGE	8,740,652.27	ARCHITECT'S CERTIFICATE FOR PAYMENT	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	8,713,056.79	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.	

8. CURRENT PAYMENT DUE 27,595.48

9. BALANCE TO FINISH, INCLUDING RETAINAGE 474,003.50

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

ARCHITECT: By: _____ Date: _____

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

VALUATION NUMBER: 23
APPLICATION DATE: 07/29/2026
PERIOD TO: 07/31/2026
ESG JOB NUMBER: CPBNA00578
DUE DATE: 08/28/2026

A	B	C	D	E	F	G	H	I
			WORK COMPLETED					
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO RETAINAGE FINISH (C - G) 5%
1-1	Bard Units	450,000.00	450,000.00	0.00	0.00	450,000.00	100.00	22,500.00
1-2	MEP - Mobilization, General Conditions, Bonds	401,554.00	401,554.00	0.00	0.00	401,554.00	100.00	20,077.70
1-3	Electrical Upgrades	920,000.00	920,000.00	0.00	0.00	920,000.00	100.00	46,000.00
1-4	HVAC, Sheet Metal	1,273,683.00	1,273,683.00	0.00	0.00	1,273,683.00	100.00	63,684.15
1-5	Plumbing	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.00	50,000.00
1-6	Controls, Start up, Test/Balance	141,000.00	138,180.00	1,410.00	0.00	139,590.00	99.00	6,979.50
1-7	General Contractor-Mobilization, General Conditio	252,600.00	252,600.00	0.00	0.00	252,600.00	100.00	12,630.00
1-8	Demolition	256,900.00	256,900.00	0.00	0.00	256,900.00	100.00	12,845.00
1-9	Concrete & Masonry	394,000.00	394,000.00	0.00	0.00	394,000.00	100.00	19,700.00
1-10	Carpentry, Millwork, Framing, Doors, Hardware	1,359,393.00	1,345,799.07	13,593.93	0.00	1,359,393.00	100.00	67,969.65

CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 3 (3)

A	B	C	D	E	F	G	H	I
			WORK COMPLETED					
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO RETAINAGE FINISH (C - G) 5%
1-11	Ceilings, Floors, Windows	470,700.00	470,700.00	0.00	0.00	470,700.00	100.00	0.00 23,535.00
1-12	Paints and Coatings, Specialties	319,400.00	319,400.00	0.00	0.00	319,400.00	100.00	0.00 15,970.00
1-13	Engineering	274,652.00	274,652.00	0.00	0.00	274,652.00	100.00	0.00 13,732.60
1-14	Architecture	284,575.00	284,575.00	0.00	0.00	284,575.00	100.00	0.00 14,228.75
1-15	Project Management, Overhead	975,037.77	965,287.39	0.00	0.00	965,287.39	99.00	9,750.38 48,264.37
1-16	Change Order 1 - Floor Tile	160,282.00	160,282.00	0.00	0.00	160,282.00	100.00	0.00 8,014.10
1-17	Change Order 2 - Code Requirements	280,879.00	264,026.26	14,043.95	0.00	278,070.21	99.00	2,808.79 13,903.51
	TOTALS	9,214,655.77	9,171,638.72	29,047.88	0.00	9,200,686.60	99.85	13,969.17 460,034.33

EXHIBIT B-1
LIEN RELEASE AND WAIVER FOR PROGRESS PAYMENT

Project Description: Putnam County School System- Energy Savings Performance Contract
ESG Project Number: CPBNA00578

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

1. The undersigned affirms that there are no outstanding claims against ESG, Owner or their agents, owners, employees or sureties in connection with the Project, and that there are no outstanding claims against the undersigned in connection with the Project by any supplier, or other lower tier entity of the undersigned.
2. In consideration of this progress payment to its complete satisfaction, the undersigned waives, releases, and quitclaims in favor of ESG and the Owner, its payment bond rights and all rights that presently exist to the undersigned to assert a lien upon the land and improvements comprising the project by virtue of any law in the jurisdiction in which the land and improvements are located or an amendment of said law regarding the rights of a subcontractor, supplier, or any other party to assert a lien against the Project.
3. The undersigned has not and will not assign any claim against ESG, Owner, Subcontractor, or their agents, owners, employees, or sureties, nor any lien or right to perfect a lien against this Project, and the undersigned has the right, power, and authority to execute this Lien Release and Waiver for Progress Payment.
4. The undersigned warrants that upon receipt of \$ 27,595.48, the undersigned will pay its subcontractors and suppliers according to applicable law, and that none of such subcontractors or suppliers has any claim, demand, or lien against the Project. The undersigned further warrants that all applicable taxes, fees, and benefits relating directly or indirectly to the undersigned's work have been paid in full.
5. No security interest has been given or executed by the undersigned for or in connection with any materials, services, machinery, fixtures, or furnishings placed upon or installed on the Project.

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

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

This Lien Release and Waiver for Progress Payment has been executed as of the date below.



(Signature)

Energy Systems Group, LLC

(Company Name)

Controller

(Title)

07/29/2026

(Date)

**RESOLUTION REQUESTING A CONSTITUTIONAL AMENDMENT TO
ARTICLE 11 SECTION 5 OF THE TENNESSEE STATE CONSTITUTION**

WHEREAS, Article 11, Section 5 of the Tennessee State Constitution prohibits any lotteries or lottery-type events except as provided in said Article; and

WHEREAS, the Putnam County Board of Education feels that the Tennessee State Constitution should be amended to allow officially recognized Boards of Education in the counties and cities where they exist to hold a lottery-type event to assist in raising money for the educational program and extra-curricular activities forming a part of the program for said Boards of Education; and

WHEREAS, this additional funding will create a significant benefit for the educational programs and extra-curricular activities offered by the lawfully recognized Boards of Education in the State of Tennessee.

NOW, THEREFORE, BE IT RESOLVED, that the Putnam County Board of Education requests that the General Assembly propose and enact an amendment to Article 11 of the Tennessee Constitution to officially recognize Boards of Education throughout the counties and cities of Tennessee to conduct lottery type fundraising events to obtain funds to be solely and exclusively used to supplement the educational and extra-curricular programs officially recognized and approved by said Boards of Education as part of their educational and extra-curricular curriculum for their students.

RESOLVED unanimously by the Putnam County Board of Education this ____ day of _____, 2026.

PUTNAM COUNTY BOARD OF EDUCATION

By _____
PUTNAM COUNTY BOARD OF EDUCATION