

Putnam County Board Meeting
September 28, 2023 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Recognize Jackie Vester, CTE Supervisor, with an announcement
 - B. Director's Personnel Report
- IV. Approval of the Minutes
 - A. Minutes of the Regular September Board Meeting - Thursday, September 7, 2023, @ 5:00 PM
 - B. Minutes of the Special Called Board Meeting - Thursday, September 7, 2023, @ 4:45 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 - 1. Approval to pay Covington Flooring Company, Inc. - Birmingham, AL in the amount of \$102,821.35 (total contract of \$108,233 less \$5,411.65 of retainage) for pay application #1 related to the ATMS Gym Floor Replacement project to be paid from the 141-72620-399 (General Purpose School Fund), as submitted.
 - 2. Approval to pay Maffett-Loftis Engineering, LLC - Cookeville, Tennessee in the amount of \$7,087.50 for design work related to the HVAC Controls Upgrades at Cookeville High School from 141-73400-790, as submitted.
 - 3. Approval of the purchase of replacement stage curtains for the Cornerstone Elementary School auditorium in the amount per quote not to exceed \$23,985.00 from Kendall Stage Curtains - Lascassas, Tennessee to be paid from 141-72310-599, as submitted.
 - 4. Approval of the purchase of one (1) Reality Pro-Comm Call Talking & Radio Dispatch Computer Training Station for Monterey High School (MHS) Criminal Justice class from Professional Pride, Inc. - Sumner, WA in the amount of \$24,975.00 to be paid from CTE Perkins Reserve Regional Career Pathways Grant funds, as submitted.
 - 5. Approval of the purchase of three (3) VR welding simulators for Monterey High School (MHS) from Reality Works - Eau Claire, WI in the amount of \$24,613.20 to be paid from CTE Perkins Reserve Regional Career Pathways Grant funds, as submitted.
 - 6. Approval of the purchase of three (3) VR welding simulators for Cookeville High School (CHS) from Realityworks - Eau Claire, WI in the amount of \$24,613.20 to be paid from CTE Perkins Reserve Regional career Pathways Grant funds, as submitted.

7. Approval of the purchase from Curriculum Associates - North Billerica, MA for Curriculum Associates toolbox per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933, as submitted.
 8. Approval of the purchase of seven (7) Viewsonic Boards for Cane Creek Elementary School (CEES) from Bluum - Phoenix, AZ in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101, as submitted.
 9. Approval of the payment to Mid-State Construction, Inc. - Livingston, Tennessee for the flooring work performed in the gymnasium at Avery Trace Middle School in the amount of \$21,000.00 to be paid from 141-72620-399, Other Contracted Services, as submitted.
- B. Bids/Quotes/Sealed Bids/RFPs (None Submitted)
- C. Budget Amendments/Line Item Transfers
1. General Purpose School Budget Amendments - Fund 141
 - a. Special Education - To allocate funds awarded to PCSS for the Transition School to Work Grant
 - b. LEAPS - Established Budget for Leaps Extended Program
 2. Federal Projects Budget Amendments - Fund 142
 - a. Career & Technical Education, Carl Perkins Reserve Regional Career Pathways Budget - To allocate Carl Perkins Reserve Regional Career Pathways grant state funding to expenditure accounts for the 2023/24 school year
 - b. Career & Technical Education, Carl Perkins Basic 803 - Reduction in funding allocation for the 2023/24 school year
 - c. 21st CCLC - Establish budget for 21st Century Grant
 - d. Federal Programs - This ARP 2.0 Grant revenue amendment is required in order to allocate funds
 - e. Federal Programs - This ARP Homeless Systems Navigator Grant revenue amendment is required in order to allocate funds
 - f. Federal Programs - This McKinney Vento Homeless Grant revenue amendment is required in order to allocate funds
 - g. Federal Programs - This ARP 1.0 Homeless Grant revenue amendment is required in order to allocate funds
 - h. Federal Programs - This Title I (101) Amendment is needed in order to utilize funds more appropriately according to school level needs.
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Approval of the Student Teacher Partnership Agreement between Tennessee Tech University and Putnam County School System effective September 1, 2023 - August 31, 2024, as submitted.
 2. Approval of the following individuals to serve on the Collaborative Conferencing Team for the 2023 - 2024 school year:
 - Russell Darley, Algood Middle School Principal
 - Aaron Casey - PCEA

3. Accept the Upperman Middle School (UMS) PTO donation of a swing set and benches for one of UMS's playground areas in the amount of \$19,315.00 being purchased from Recreational Concepts - Cookeville, Tennessee, as submitted.
4. Approval for Upperman Middle School Wrestling Club to be moved from a club sport to a sport receiving a supplement, as submitted.
5. Approval to accept a donation in the amount of \$7,500 from Heart of the Cumberland - Cookeville, Tennessee to the Putnam County School System as a supplement to be used specifically for BEST Groups i.e. to pay school personnel who facilitate BEST Groups or for supplies and materials related to BEST Groups, as submitted.
6. Approval of acceptance of the donation of two (2) Lincoln Electric Power MIG 256 welders from Tennessee College of Applied Technology (TCAT) Livingston Campus to Cookeville High School's welding class, as submitted.
7. Approval of the contract between Roland Digital Media, Inc. - Cookeville, Tennessee and Putnam County Board of Education for digital gold package for Adult Education at a cost of \$895 per month to be paid from Adult Education funds effective October 1, 2023 - October 31, 2023, as submitted.
8. Approval of acceptance of the donation of one (1) Snap-on Verus Diagnostic and Information System from Judd Bullington to Cookeville High School's Automotive Maintenance and Light Repair class, as submitted.
9. Approval to enter into an agreement with Drift Net Security - Chicago, IL for security camera systems for Algood Elementary School (AES) and Algood Middle School (AMS) for an annual total amount of \$15,000 with the option to request renewal for up to three (3) additional years, as submitted.
10. Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (CER) in conjunction with the Niswonger Foundation - Greenville, Tennessee in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482.00 for the 2023 - 2024 school year, as submitted.
11. Approval of FY24 ESSER 2.0 Budget Application, as submitted.
12. Approval of FY24 ESSER 3.0 Budget Application, as submitted.
13. Approval of a contract with TransAct - Lynnwood, WA for Homeless Information Management System for Students (HIMSS) software in the amount of \$7,995.00 for the district's Homeless Liaison to aid in tracking the homeless population and resources to be paid from Homeless ARP 2.0 Grant 142-72210-399-703, as submitted.
14. Approval of a request from Baxter Primary School (BPS) to have Manuel Fuentes, artist, to paint the mural design plan on the exterior south wall of the BPS gymnasium to be paid from PTO funds and donations from ACE

hardware, Perfect Ten Power Washing, and Cass Construction, as submitted .

VII. Policy

A. Policies on second and final reading, as submitted.

1. Policy 1.102, Board Members
2. Policy 1.106, Code of Ethics
3. Policy 1.400, School Board Meetings
4. Policy 2.803, Salary Deductions
5. Policy 3.202, Emergency Preparedness Plan
6. Policy 3.204, Threat Assessment Team
7. Policy 3.205, Security
8. Policy 4.204, Summer Instructional Programs
9. Policy 4.403, Library Materials
10. Policy 4.700, Testing Programs
11. Policy 4.801, controversial Materials
12. Policy 5.106, Application and Employment
13. Policy 5.119, Employment of Retirees
14. Policy 5.302, Sick Leave
15. Policy 5.305, Family and Medical Leave
16. Policy 5.307, Physical Assault Leave
17. Policy 5.600, Staff Rights & Responsibilities
18. Policy 6.200, Attendance
19. Policy 6.202, Home Schools
20. Policy 6.300, Code of Conduct
21. Policy 6.309, Zero Tolerance Offenses
22. Policy 6.314, Corporal Punishment
23. Policy 6.319, Alternative Education
24. Policy 6.4001, Student Surveys, Analyses, and Evaluations

B. Charter School policies on second reading ONLY, as submitted.

1. Policy 1.900, Charter School Authorizing Principles
2. Policy 1.901, Charter School Applications
3. Policy 1.902, Charter School Agreements
4. Policy 1.903, Charter School Oversight
5. Policy 1.904, Charter School Intervention
6. Policy 1.905, Charter School Renewal
7. Policy 1.906, Charter School Revocation

C. Policies on first reading ONLY

1. Policy 6.404, Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS)
2. Policy 6.405, Medicines

VIII. Discussion/Presentation

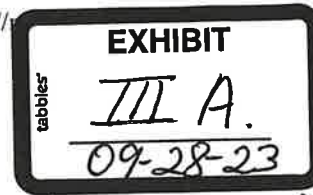
A. Discussion

- TISA (Tennessee Investment in Student Achievement) Accountability Report
- Putnam County Schools (Plans for Stakeholder Review and Comment)

B. Building Projects

1. Park View School Project Update
Speaker(s): Kim Chamberlin, Upland Design Group - Crossville, Tennessee
 - a. Park View School Project Action Items
 1. Approval to pay American Constructors, Inc. - Brentwood, Tennessee in the amount of \$1,943,581.24 and Pinnacle Bank (retainage) in the amount of \$92,283.41 for pay application #13 related to the Park View School Project to be paid from Putnam County Bond Issue, as submitted.
 2. Approval to pay Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$20,257.19 for architectural services for the Park View School Project to be paid from 141-76100-304-02504, as submitted.
 3. Approval of a payment to GEOService, LLC - Chicago, IL in the amount of \$3,574.95 for construction monitoring services for the new Park View School Project through August 20, 2023, to be paid from 141-76100-399-000-02504-000, as submitted.
2. Upperman High School Expansion Project Update
Speaker(s): Kim Chamberlin, Upland Design Group - Crossville, Tennessee
 - a. Upperman High School Expansion Project Action Items
 1. Approval to pay King Construction Group, Inc. - Cookeville, Tennessee in the amount of \$171,811.13 and First Horizon Bank (retainage) in the amount of \$9,042.69 for pay application #11 related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.
 2. Approval of a payment to Upland Design Group, Inc. - Crossville, Tennessee in the amount of \$1,801.16 to be paid from 142-76100-707-933 for architectural services for the Upperman High School Expansion Project (School Federal Program Fund - ESSER 3.0), as submitted.
 3. Approval to pay AAR of North Carolina, Inc. in the amount of \$168,156.41 and First National Bank (retainage) in the amount of \$8,850.34 for pay application #6 related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0), as submitted.

IX. Adjournment



(Oct BOE Mtg)

Announcement for Sep 28 Board Meeting

3 messages

Bos, Sarah <boss@pcsstn.com>
To: "Reid, Sharon" <reids2@pcsstn.com>
Cc: Jaclyn Vester <jvester@pcsstn.com>

Fri, Aug 25, 2023 at 2:20 PM

Hello Sharon - Jackie asked me to send this announcement to you for the September 28th Board meeting:

Jackie Vester, CTE Supervisor, with an announcement

iCEV Territory Manager, Lonnie Johnson, will present each Putnam County high school with plaques for their industry credential attainment level for the 2022/23 school year.

ANNOUNCEMENT

Sarah Bos

CTE Bookkeeper
Putnam County School System
1400 East Spring Street
Cookeville, TN 38506
phone: 931-526-9777 x1468

Sharon Reid <reids2@pcsstn.com>
To: "Bos, Sarah" <boss@pcsstn.com>

Sat, Aug 26, 2023 at 7:19 PM

Send a write up and who will be speaking

Sent from my iPhone

On Aug 25, 2023, at 3:20 PM, Bos, Sarah <boss@pcsstn.com> wrote:

[Quoted text hidden]

Reid, Sharon <reids2@pcsstn.com>
To: "Bos, Sarah" <boss@pcsstn.com>

Mon, Aug 28, 2023 at 7:57 AM

Is Jackie planning on introducing him???

[Quoted text hidden]

Sharon Reid
Ex. Admin. Asst.
Putnam County Schools
931-525-4701
reids2@pcsstn.com

received
08-28-23
1 of 1

MINUTES

Putnam County Board of Education
Cookeville, Tennessee
September 7, 2023

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, September 7, 2023. Ms. **CRAVENS** convened the meeting at 5:00 PM.

PRESENT.....6 **ABSENT.....0**
Kim Cravens, Chair
Dr. Dawn Fry, Vice-Chair
Kerry Ledbetter
David McCormick
Lynn McHenry
Jill Ramsey

Ms. **CRAVENS** stated the Board would address Agenda Item II., Approval of the Agenda noting a requested addition as Consent Agenda Item VI.A.14., Approval of the purchase of 80 Chromebooks and Google licenses for Prescott South Elementary School from Invicta PCS – Garden City, NY; the deletion of Agenda Item III., Recognize Jackie Vester, until the October Board agenda.

ACTION: (II.) Mr. **McHENRY** made a motion to approve the Agenda as recommended and submitted by Corby R. King, Director of Schools, and as amended to include the requested addition of Consent Agenda Item VI.A.14.; and the deletion of Agenda Item III., Recognize Jackie Vester.
Mr. **McCORMICK** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address the Election of Officers.

ACTION: (I.A.) Dr. **FRY** made a motion to nominate Kim Cravens as Board Chair effective September 2023 – August 2024. Mr. **McHENRY** seconded the motion. Motion carried.

ACTION: (I.A.) Ms. **CRAVENS** made a motion to nominate Dawn Fry as Board Vice-Chair effective September 2023 – August 2024. Ms. **RAMSEY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item III., Announcements, and recognized Corby King, Director of Schools.

Mr. **King** recognized Dr. Bubba Winningham, 5-12 Instructional Supervisor, and Dr. Diana Wood, PreK-4 Instructional Supervisor.

Dr. **Winningham** stated the following:

“It is with great honor that Dr. Wood and I come before you tonight to honor a certain group of leaders within our district who have made and continue to make a huge impact on Putnam County teachers, administrators and students. This group of leaders are unsung heroes who continuously pour into our teachers and administrators and do so knowing their rewards are seen in the success of our PCSS teachers and students, not through individual accolades. It is with great honor and admiration that Dr. Wood and I recommend our academic instructional coaches to receive the “I Make A Difference Award” for their invaluable contributions and unwavering dedication.”

- Recognized, congratulated and presented the *I Make A Difference Award* to the following 2023 Instructional Specialists:

Allison Painter
Kayla Satterfield
Kevin Moss
Ashley Reeves
Katy Zamer
Rebecca Rezny
Deloris Fowler
Carissa Comer
Nicole Delaney
Jessica Childers
Lura Hawkins
Vicky Brummitt

- Recognized Allison Painter with an announcement.

Ms. **Painter** stated the following:

“Many people contribute on a daily basis to schools to make our school system a wonderful place to be. I, along with Cane Creek Elementary School faculty and staff, would like to recognize one of those people and nominate Mr. Ron Stanford as a recipient of the “I Make A Difference Award”. Mr. Stanford works in the Putnam County School System Maintenance Department and is an exceptional individual with a tremendous work ethic. His is diligent, has integrity and dedication, and is very kind and compassionate.”

- Recognized, congratulated and presented the *I Make A Difference Award* to Ron Stanford, *Cane Creek Elementary School custodian*.
- Noted the Director's Personnel Report

Ms. **CRAVENS** stated the Board would address Agenda Item IV., Approval of the Minutes.

ACTION: (IV.) Mr. **McCORMICK** made a motion to approve the Minutes of the Regular August Board Meeting held on Thursday, August 3, 2023, @ 5:00 PM, as submitted. Dr. **FRY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item V., Public Comment, and stated there were no requests to address the Board.

Ms. **CRAVENS** stated the Board would address Agenda Item VI., Approval of the Consent Agenda, and asked if anyone had an item they would like removed for discussion noting she requested the removal for discussion of Consent Agenda VI.A.13.

ACTION: (V.A.1. – V.F.24.) Ms. **RAMSEY** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of School, with the removal for discussion of Consent Agenda Item VI.A.13.:

V. Approval of the Consent Agenda

A. Payments/Purchases

1. Approval to purchase a 2023 International Dry Van model CV515SFA from Cumberland International Trucks, Inc. – Nashville, Tennessee (State of Tennessee contract 72311) in the amount of \$97,166.88 from 141-72710-729 (General Purpose School Fund, Transportation Equipment), as submitted.
2. Approval of the payment to IB, International Baccalaureate Organization – NY, for the 2023 – 2024 Annual School Fees for Avery Trace Middle School in the amount of \$10,553.00 to be paid from 141-72210-599-02103, as submitted.
3. Approval of the purchase carpet for the Putnam County School System's District Office's Teaching and Learning Department from Cavendar's LLC The Interior Company – Cookeville,

Tennessee, in the total amount of \$12,772.00 to be paid from 141-72210-599-02103, as submitted.

4. Approval of payment to Tennessee Tech University – Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between April 1, 2023, and June 30, 2023, in the amount of \$16,599.15 to be paid from 141-73400-399-01604, Other Contracted Service, as submitted.
5. Approval of the purchase of CERT (College Equip Readiness Tool) from Next Generation Education Consulting, LLC – Durango, CO in the amount of \$12,000 with \$6,000 to be paid from 142-72210-524-932 and \$6,000 to be paid from 142-72210-524-201, as submitted.
6. Approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services from May 12, 2023 to August 18, 2023, in the amount of \$15,587.49 to be paid from 141-72310-331, Legal Services (General Purpose Schools), as submitted.
7. Approval to purchase a new scoreboard from Electro-Mech Scoreboards – Wrightsville, GA for the Upperman High School (UHS) Baseball Field in the amount of \$22,009 with \$5,000.00 to be paid from the UHS Athletic Trainer allotment funds and the balance to be paid from UHS Baseball Restricted funds, as submitted.
8. Approval to pay Turf Master Landscape Management – Cookeville, Tennessee in the amount of \$13,400 for continued work on the Upperman High School Baseball Field to be paid from 141-72620-399, as submitted.
9. Approval of the purchase of iReady from Curriculum Associates – North Billerica, MA in the amount of \$10,857.25 to be paid from 142-71100-471-101, as submitted.
10. Approval of the purchase of Qualtrics from CarahSoft – Reston, Virginia per RFP in the amount of \$47,848.42 to be paid from 142-71100-471-933, as submitted.
11. Approval to purchase four (4) 83-passenger buses from Cumberland International Trucks – Nashville, Tennessee in the amount of \$497,255.52 from the Sourcewell Purchasing Cooperative (Contract #063020-ICB) to be paid from 141-

72710-729 (General Purpose School Fund, Transportation Equipment), as submitted.

12. Approval to purchase software licenses for Microsoft Office for new teacher lease laptops, per attached quote with pricing on the BuyBoard #661-22 contract from Howard Technology Solutions – Laurel, MS in the amount of \$61,000.00 to be paid from 141-71100-722-01607, as submitted.

13. (Consent Agenda Item VI.A.13. was removed for discussion.)

14. Approval to purchase 80 Chromebooks with 80 Google licenses for Prescott South Elementary School from Invicta PCS – Garden City, NY per quote #3204 with pricing on the TIPS-USA contract #230105 & 230504 in the amount of \$20,240.00 to be paid from 142-71100-722-101, Prescott South Elementary School Title 1 funds, as submitted.

B. Bids/Quotes/Sealed bids/RFPs

1. Approval to bid kitchen equipment for the School Nutrition Program, as submitted.

C. Budget Amendments/Line Item Transfers

1. General Purpose School Budget Amendments – Fund 141

- a. Adult Education to budget for revenue received for Adult Education general services
- b. Finance – To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and Fund 141 paying for benefits
- c. Finance – Establish budget for donations for student services
- d. Career & Technical Education – GP To move monies to pay for board installation, CTE banquet rentals and supplies and to pay for work based learning local travel claims throughout entire year
- e. Finance – To amend the budget for TISA increase and salary adjustment to match the budget to salary scale

2. General Purpose School Line Item Transfer – Fund 141
 - a. Special Education – To reallocate funds to pay for staff development
3. Federal Projects Budget Amendments – Fund 142
 - a. Special Education – To budget IDEA ARP carry over funds of \$7,064.63 for the 2023 – 2024 school year
 - b. Teaching and Learning – Budget for TDOE Math Implementation Support Grant
 - c. Federal Programs – This ESSER 2.0 revenue amendment is required in order to allocate carryover funds for the 2023 – 2024 school year
 - d. Finance – To budget for the Literacy Training Teacher Stipend grant with Fund 142 paying for salary and 141 paying for benefits
 - e. Special Education – To budget IDEA Partnership for Systemic Change (Pre-K) Sustainability Grant for SWD awarded to PCS for the 2023 – 2024 school year
 - f. Special Education – To budget IDEA Partnership for Systemic Change (K-12) Sustainability Grant for SWD awarded to PCS for the 2023 – 2024 school year
 - g. Federal Programs – This ESSER 3.0 (933) revenue amendment is required in order to allocate funds

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

E. Approval of the Grant Report

F. Other

1. Approval of an agreement between Putnam County School System and Tennessee Technological University regarding a VPK Funded PreK Classroom for the 2023 – 2024 school year, as submitted.

2. Approval of the Lease Agreement between Fentress County Schools and Putnam County School System's use of space for Adult Education at \$1 per month to be paid from Adult Education funds effective July 1, 2023 – December 30, 2023, as submitted.
3. Approval to allow an Archery Club at Monterey High School, as submitted.
4. Approval of the contract between Putnam County School System for Family Resources and Cookeville Communication for advertising in the amount of \$5,400.00 (\$450.00 per month) to be paid from ARP 2.0 (sub fund 703) effective the 2023 – 2024 school year, as submitted.
5. Approval of a Partnership Agreement between Classroom Alternative Teacher Certification Program and the Putnam County School System effective January 1, 2024 – June 30, 2024 with the option to request renewal for an additional three (3) years, as submitted.
6. Approval for Putnam County School System to enter into an agreement with Music City Environmental – Nashville, Tennessee for the School Nutrition Program for removal of both the used cooking oil from grease barrels (at no charge) and the cooking oil from the grease traps in the amount of \$0.28/gallon to be paid from 143-73100-399, as submitted.
7. Approval for the request to apply for the Ford Trucks 96th National FFA Convention Travel Chapter Assistance Program, as submitted.
8. Approval of Prescott South Middle, Upperman Middle and Algood Middle School's Academic Teams to be moved to a supplemental position, as all three (3) schools mentioned have had Academic Teams for three (3) or more years, indicating a good-faith effort to follow Putnam County School System's protocol in seeking to obtain a supplement, as submitted.
9. Approval of a request from Upperman High School, which has made a good-faith effort to follow in seeking and obtaining qualified coaches for all positions, for approval for the following Upperman staff members to receive additional supplements: Renee Craig (Yearbook, Newspaper Advisor, Drama) and

Austyn McWilliams (Boys Head Golf Coach, Girls Assistant Golf Coach, Boys Assistant Basketball Coach), as submitted.

10. Approval of the Memorandum of Agreement (MOA) between Volunteer Behavioral Health Care Systems and Putnam County School System (PCSS) for the 2023 – 2024 school year to provide the Positive Action Prevention Program to grade levels 4-12 within the PCSS, as submitted.
11. Approval to enter into an agreement with Upper Cumberland Human Resource Agency (UCHRA) in the provision of afterschool meals and snacks for Putnam County School System students per At-Risk Food Service Program regulations, as submitted.
12. Approval of the Out-of-State Partnership Agreement between Western Governor's University and Putnam County School System effective September 1, 2023, to June 30, 2024, with the option to request renewal for an additional three (3) years, as submitted.
13. Approval of the request from Cookeville High School to grant Scott Cook to receive a third supplement for the 2023 – 2024 school year for coaching Wrestling, Boys Track and Girls Track, as submitted.
14. Approval of the request from Cookeville High School to grant Nicki Goins to receive a third supplement for the 2023 – 2024 school year for coaching Basketball Cheer, Football Cheer, and Competition Cheer, as submitted.
15. Approval of the agreement between Putnam County Board of Education and Nashville State Community College – Nashville, Tennessee for the Occupational Therapist Assistant Program students, as submitted.
16. Approval of the following resolution to enter into a 4-year contract with Apple, Inc. to lease 1000 MacBook Air Laptops in the amount of \$1,672,950 to be paid from 141-72250-330 (General Purpose School Fund, Lease Expense), as submitted.
17. Approval of the request from Cookeville High School (CHS) to grant Brian Rohr to receive a third supplement for the 2023 – 2024 school year for coaching boys tennis and girls tennis at

CHS and also coaching tennis at Prescott South Middle School, as submitted.

18. Approval for the Board Chair and Director of Schools to sign the Public School Security Grant's Assurances page to help satisfy the grant submission process requirements, as submitted.
19. Approval to enter into an agreement with Johnson Controls – Franklin, Tennessee for a service agreement at Cookeville High School in the amount of \$19,158.00 for Year One and the option to request for renewal for two (2) additional years in the amount of \$20,500.00 for Year Two and \$21,935.00 for Year Three to be paid from 141-72620-399, Other Contracted Services, as submitted.
20. Approval of the renewal (Year #2) of the Student Teaching Affiliation Agreement between Roane State Community College and the Putnam County School System effective July 1, 2023 through June 30, 2024, leaving an option to request renewal for an additional three (3) years, as submitted.
21. Approval to enter into an agreement with Mid-State – Livingston Tennessee for floor prep and vinyl composite tile installation at Avery Trace Middle School in the amount of \$21,000.00 to be paid from 141-72620-399, Other Contracted Services, as submitted.
22. Approval to enter into an agreement with Charles Stone Heating & Cooling – Cookeville, Tennessee for the replacement of RTU #2 at Sycamore Elementary in the amount of \$17,306.00 to be paid from 141-72620-399, Other Contracted Services, as submitted.
23. Approval of the Memorandum of Understanding, Gift Agreements and Data Sharing Agreement related to a partnership between the Putnam County School System (at Burks Elementary School) and the Advanced Education Research and Development Fund, as follows:
 - a. Approval of the Memorandum of Understanding (MOU) requested by Burks Elementary School to begin a partnership between Advanced Education Research and Development Fund and Development Fund and Putnam County School System (Burks Elementary School) to work

towards the collective goals of the Reading Reimagined Program.

- b. Approval of the Gift Agreement requested by Burks Elementary School to receive technology needed to implement digital tools in a partnership between Advanced Education Research and Development Fund and Putnam County School System (Burks Elementary School) to be utilized towards the collective goals of Reading Reimagined.
- c. Approval of the Data Sharing Agreement requested by Burks Elementary School to collect data based on the digital tools utilized for the project in the partnership between Advanced Education Research and Development Fund and Putnam County School System (Burks Elementary School) to work towards the collective goals of the Reading Reimagined Program.

24. Approval of the Family Life Curriculum as presented at the Special Called Board Meeting on September 7, 2023, at 4:45 PM.

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

Ms. **CRAVENS** stated the Board would address the removal for discussion of Consent Agenda Item VI.A.13., Approval to pay Covington Flooring Company, Inc. – Birmingham, AL.

ACTION: (VI.A.13.) Dr. **FRY** made a motion to approve to pay Covington Flooring Company, Inc. – Birmingham, AL in the amount of \$102,821.35 (total contract of \$108,233 less \$5,411.65 of retainage) for pay application #1 related to the ATMS Gym Floor Replacement project to be paid from 141-72620-399 (General Purpose School Fund), as submitted. Mr. **McHENRY** seconded the motion.

Ms. **CRAVENS** stated it was her personal practice not to pay for work until it was completed and she was satisfied with the finished product.

Mr. **Magura** stated the project was 95% complete.

Mr. **McHENRY** stated the payment could be placed on the September 28, 2023, Board agenda for approval; and if everything was completed, it could be approved at that time.

ACTION (VI.F.13.) After board discussion, the vote was taken. Motion failed.

Ms. **CRAVENS** stated the Board would address Agenda Item VII.A., Policies on first reading **ONLY**.

ACTION: (VII.A.1. – VII.A.25) Dr. **FRY** made a motion to approve the following policies on first reading **ONLY**:

- VII.A.1. Policy 1.102, Board Members
- VII.A.2. Policy 1.106, Code of Ethics
- VII.A.3. Policy 1.400, School Board Meetings
- VII.A.4. Policy 2.803, Salary Deductions
- VII.A.5. Policy 3.202, Emergency Preparedness Plan
- VII.A.6. Policy 3.204, Threat Assessment Team
- VII.A.7. Policy 3.205, Security
- VII.A.8. Policy 4.204, Summer Instructional Programs
- VII.A.9. Policy 4.403, Library Materials
- VII.A.10. Policy 4.700, Testing Programs
- VII.A.11. Policy 4.801, Controversial Materials
- VII.A.12. Policy 5.106, Applications and Employment
- VII.A.13. Policy 5.119, Employment of Retirees
- VII.A.14. Policy 5.302, Sick Leave
- VII.A.15. Policy 5.305, Family and Medical Leave
- VII.A.16. Policy 5.307, Physical Assault Leave
- VII.A.17. Policy 5.600, Staff Rights & Responsibilities
- VII.A.18. Policy 6.200, Attendance
- VII.A.19. Policy 6.202, Home Schools
- VII.A.20. Policy 6.300, Code of Conduct
- VII.A.21. Policy 6.309, Zero Tolerance Offenses
- VII.A.22. Policy 6.314, Corporal Punishment
- VII.A.23. Policy 6.319, Alternative Education
- VII.A.24. Policy 6.4001, Student Surveys, Analyses, and Evaluations
- VII.A.25. Charter School Policies, as follows:
 - a. Policy 1.900, Charter School Authorizing Principles
 - b. Policy 1.901, Charter School Applications
 - c. Policy 1.902, Charter School Agreements
 - d. Policy 1.903, Charter School Oversight
 - e. Policy 1.904, Charter School Intervention
 - f. Policy 1.905, Charter School Renewal
 - g. Policy 1.906, Charter School Revocation

Ms. **RAMSEY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.A., 2023 – 2024 Beginning of the Year Enrollment Update; and recognized Chris Pierce, Attendance & Enrollment Supervisor.

Mr. **Pierce** stated the following regarding the 2023 – 2024 Beginning of the Year Enrollment Update:

- As of September 6, 2023 Putnam County School System (PCSS) had 11,826 PreK-12 students enrolled. Total enrollment number is down compared to last year at this time by about 248 students or an approximate 2% decrease. District usually sees an increase of about 1-2% yearly (150-200 students).
- One difference in this year's enrollment number from last year is in "virtual" enrollments through our VITAL program. As of September 6, 2023, VITAL's enrollment was down by about 195 students from the same point last year. Generally speaking, these students are characterized by elementary homeschool families who utilize the District's chosen online curriculum and are not in a regular classroom in a building. Some of these families have chosen to go another way with their enrollments this year.
- This year we have enrolled 496 Pre-K students thus far. This is about 10 students less than this time last year. However, we ended the 22/23 school year with 616 Pre-K students so we expect the current program numbers to rise throughout this year.
- Total number of kindergarten enrollments are slightly less than last year's by about 24 students which equates to little more than the size of a classroom.
- Enrollments in middle schools and high schools are down overall, also contributing to the overall decrease.
- Numbers should stabilize somewhat as we are now past the Labor Day holiday; however, the overall enrollment number has historically slowly climbed until the Christmas Break. Our highest enrollment figures have always been in December for the past several years.
- We are monitoring the capacities and the student-teacher ratios in the buildings for compliance. Overall, those numbers look good and are spread out more evenly in elementary schools than in years past. As of now, all grade bands in the schools are within student-teacher ratio mandates.
- Capshaw (90.3), Jere Whitson (90.9), and Prescott South (91.3) are three elementary schools that have a current student capacity of above 90% capacity. However, this does not mean there are vast amounts of empty seats in classrooms. For example, the average class size in the K-3

classrooms is 19.2 students. The state ratio we have to stay under for that range is 20.49. We do have the capacity for new elementary students moving into the area to have a seat in their zoned school, but not extra capacity.

- As we go through this fall, we will continue to monitor enrollment numbers and address any capacity or ratio issues as needed.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.1., Park View School Project Update; and recognized Kim Chamberlin, Upland Design Group – Crossville, Tennessee.

Mr. **Chamberlin** stated the following regarding the Park View School Project Update:

- Good progress
- Weather good
- Good amount of block work being completed
- Mechanical System
- Part of project under roof
- Site work being done
- No issues
- Recommended payment of invoices submitted by American Constructors, Inc. and Upland Design Group.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.1.a.(1.) and VIII.B.1.(2.), Park View School Action Items.

ACTION: [VIII.B.1.a.(1.) - VIII.B.1.a.(2)] Dr. **FRY** made a motion to approve the following Park View Action Items, as submitted and recommended by Kim Chamberlin:

- VIII.B.1.a.(1.) – Approval to pay American Constructors, Inc. – Brentwood, Tennessee in the amount of \$1,874,166.27 and Pinnacle Bank (retainage) in the amount of \$87,378.23 for pay application #12 related to the Park View School Project to be paid from the Putnam County Bond Issue.
- VIII.B.1.a.(2.) – Approval to pay Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$19,801.97 for architectural services for the Park View School Project to be paid from 141-76100-304-02504.

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

Ms. **CRAVENS** ask what the opening date goal was for the Park View School Project; and Mr. **Chamberlin** stated at this time, the target date to open is about May or June 2024.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.2., Upperman High School Expansion Update; and recognized Kim Chamberlin, Upland Design Group – Crossville, Tennessee.

Mr. **Chamberlin** stated the following regarding the Upperman High School Expansion Update:

- Project slowed down
- Brick delivery delayed and due the middle of next month
- Looking for completion on this project toward the end of the year
- Presently under roof
- Working inside on mechanical systems and piping
- Will keep Board updated
- Recommend payment of invoices submitted by King Construction Group, Inc. and Upland Design Group, Inc.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII.B.2.a.(1.) – VIII.B.2.a.(4.), UHS Expansion Project Action Items.

ACTION: [VIII.B.2.a.(1.) - VIII.B.2.a.(2.)] Mr. **McHENRY** made a motion to approve the following UHS Expansion Project Action Items, as recommended by Kim Chamberlin, Upland Design Group – Crossville, Tennessee:

- VIII.A.2.a.(1.) – Approval to pay King Construction Group, Inc. – Cookeville, Tennessee in the amount of \$245,410.46 and First Horizon Bank (retainage) in the amount of \$12,916.34 for pay application #10 related to the Upperman High School Expansion Project to be paid from 142-76100-707-933 (ESSER 3.0).
- VIII.A.2.a.(2.) – Approval of a payment to Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$2,583.25 to be paid from 142-76100-707-933 for architectural services for the Upperman Expansion Project (School Federal Program Fund – ESSER 3.0).

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

Mr. **Magura** recommended approval of payments to AAR of North Carolina Inc. – Kernersville, NC and Richard C. Rinks & Associates, Inc. – Cookeville, Tennessee.

ACTION: (VIII.B.2.a.(3.) and VIII.B.2.a.(4.) Mr. **McHENRY** made a motion to approve the following UHS Expansion Project Action Items, as recommended by John Magura, Maintenance Supervisor:

- VII.A.2.a.(3.) – Approval to pay AAR of North Carolina, Inc. – Kernersville, NC in the amount of \$255,037.00 and First National Bank (retainage) in the amount of \$13,423.00 for pay application #5 related to the Upperman High School Expansion to be paid from 142-76100-707-913 (ESSER 3.0).
- VII.A.2.a.(4.) – Approval to pay Richard C. Rinks & Associates, Inc. – Cookeville, Tennessee in the amount of \$10,932.25 for design services for the Upperman High School Roof Project to be paid from 142-76100-707-933 (ESSER 3.0).

Ms. **RAMSEY** seconded the motion. Motion carried.

Ms. **CRAVENS** stated the Board would address Agenda Item VIII., Adjournment.

ACTION: (VIII.) Mr. **McHENRY** made a motion to adjourn. Dr. **FRY** seconded the motion. Motion carried.

The Board adjourned at 5:45 PM.

09-28-23
Date

Kim Gravens
Vice-Chair

Daphn Fry

Corby King
Director of School

MINUTES
Special Called Meeting
Putnam County Board of Education
Cookeville, Tennessee
September 7, 2023

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, September 7, 2023. Ms. **CRAVENS** convened the meeting at 4:45 PM.

PRESENT.....1
Kim Cravens, Chair

ABSENT.....5
Dawn Fry, Vice-Chair
Kerry Ledbetter
David McCormick
Lynn McHenry
Jill Ramsey

Ms. **CRAVENS** stated the Board would address Agenda Item I., Annual Family Life Curriculum Hearing, and recognized Dr. Bubba Winningham, 5-12 Instructional Supervisor.

Dr. **Winningham** made the following statement:

“The purpose of this hearing is to comply with the Family Curriculum requirements of Tennessee Code Annotated, which are found in Tennessee Code Annotated S49-6-1301-1304. The State Legislature enacted this statute. The legislature required that the “program of family life education shall emphasize abstinence from sexual relations outside of marriage, the right and responsibility of a person to refuse to engage in sexual relations, basic moral values as well as obligations and consequences which arise from intimacy.” The State also requires that the program include a component, which specifically addresses the nature and prevention of AIDS and other sexually transmitted diseases. It also creates a set of standards to ensure content provided to students is age-appropriate.

The State Board of Education has approved materials to teach the curriculum and those materials are in use in our school system. Each Board Member has a brief explanation of the program that has been implemented in our school system for grades K-12 in your materials.”

Ms. **CRAVENS** made the following statement:

“Members of the public will be allowed to address this panel. This meeting will conclude no later than 5:00 PM. In an effort to allow as much input as

possible, each speaker will be limited to no more than three to five minutes. We will listen to the views of each of the speakers and those views will be taken into consideration. This will not be a question and answer session, nor will it be a discussion. If any parent or student has any specific questions regarding the curriculum, they should make an appointment to discuss this privately with their teacher.

State law allows that if the parents or guardians confer directly with the student's instructor, guidance counselor or principal, and the parent or guardian finds all or any portion of the Family Life instruction objectionable, they may file a written request to have the student excused from this instruction. The student will be excused and an alternate health or social studies lesson will be provided.


If there are any questions about your child's program, we encourage you to schedule a meeting with your child's teacher, principal or guidance counselor so that your privacy and that of your child can be protected.

Copies of the Family Life Curriculum Law are available upon request. Textbooks and other teaching materials will be available for inspection, as requested."


Ms. **CRAVENS** asked if any individual was present from the public to address the Board regarding the Family Life Curriculum and having no response from the public, Ms.**CRAVENS** adjourned the meeting.

The Board adjourned at 4:50 PM


09-28-23
Date



Kim Gravens
Vice-Chair



Daigh Fry



Corby King
Director of School



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

(Oct BOE mtg)

Moved to Oct mtg. J Reed

Date _____ 9/7/2023
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 Covington Flooring Company, Inc. in the amount of \$102,821.35 (Total contract of \$108,233 less \$5,411.65 of retainage) for pay application #1 related to the ATMS Gym Floor Replacement project to be paid from the 141 72620 399 (General Purpose School Fund).

received
08-31-23
JR

TO: PUTNAM COUNTY SCHOOLS
1400 E SPRING STREET
COOKEVILLE TN 38506

PROJECT:

AVERY TRACE MIDDLE SCHOOL
230 RAIDER DRIVE
COOKEVILLE, TN 38501

APPLICATION NO: 001
PERIOD TO: 8/15/23
DISTRIBUTION TO
OWNER
ARCHITECT
CONTRACTOR

FROM: Covington Flooring Company Inc
PO Box 19968
Birmingham, AL 35219

VIA ARCHITECT:

PROJECT NO: 008587-000
CONTRACT DATE: 3/07/23
INVOICE NO: 09687

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM.....\$	80,018.00
2. Net change by Change Orders.....\$	28,215.00
3. CONTRACT SUM TO DATE (Line 1+2).....\$	108,233.00
4. TOTAL COMPLETED & STORED TO DATE.....\$ (Column G on G703)	108,233.00

5. RETAINAGE:	
a. 5.00% of Completed Work....\$	5,411.65
b. 5.00% of Stored Material....\$ (Column F on G703)	.00
Total Retainage (Line 5a+5b or Total in Column I of G703)	5,411.65

6. TOTAL EARNED LESS RETAINAGE.....\$ (Line 4 less Line 5 Total)	102,821.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$.00
8. CURRENT PAYMENT DUE.....\$	102,821.35
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6).....\$	5,411.65

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	.00	.00
Total approved this month	28,215.00	.00
TOTALS	28,215.00	.00
NET CHANGES by Change Order	28,215.00	.00

CONTRACTOR: COVINGTON FLOORING COMPANY

By: *Richard Johnson*
State Of: Alabama
County Of: Jefferson

Date: 8/17/23

day of _____, 20__

Subscribed and sworn to before me this _____ day of _____, 20__
Notary Public: Angela Barr
My Commission expires: 01/18/24

AMM



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

ARCHITECT: _____
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.

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

APPLICATION NO: 001
 APPLICATION DATE: 8/15/23
 PERIOD TO: 8/15/23
 ARCHITECT'S PROJECT NO: 008587-000

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUES	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE IF VARIABLE RATE
			PREVIOUS APPLICATION (D + E)						
10	DEMOEMO MATERIAL DEMOLITION SUB LABOR WITH BOBCAT AND PROTECT FLOOR OUTSIDE	.00 4,195.00	.00 .00	.00 .00	.00 4,195.00	.00 .00	.00 4,195.00	.00 .00	.00 209.75
20	DEMOEMO LABOR DEMOLITION SUB LABOR WITH BOBCAT AND PROTECT FLOOR OUTSIDE	6,035.00	.00	.00	6,035.00	.00	6,035.00	.00	301.75
30	AIR CHANNE MATERIAL AIR CHANNEL 16" OC 2ND, 7/16" BIOSPORT WITH PLYWOOD H2O 2+3, 1 MBB, 1 MVB, 2 SBB FT, 12" AVERY TRACE LETTERS,	51,572.00	.00	.00	51,572.00	.00	51,572.00	.00	2,578.60
40	AIR CHANNE LABOR AIR CHANNEL 16" OC 2ND, 7/16" BIOSPORT WITH PLYWOOD H2O 2+3, 1 MBB, 1 MVB, 2 SBB FT, 12" AVERY TRACE LETTERS,	17,641.00	.00	.00	17,641.00	.00	17,641.00	.00	882.05
50	VBS MATERIAL BRASS COVER PLATES 1 PAIR	62.00	.00	.00	62.00	.00	62.00	.00	3.10
60	VBS LABOR BRASS COVER PLATES 1 PAIR SUBFLOOR CHANGES	513.00 28,215.00	.00 .00	.00 .00	513.00 28,215.00	.00 .00	513.00 28,215.00	.00 .00	25.65 1,410.75
	BASE CONTRACT CHANGE ORDERS	80,018.00 28,215.00	.00 .00	.00 .00	80,018.00 28,215.00	.00 .00	80,018.00 28,215.00	.00 .00	4,000.90 1,410.75
	TOTALS	108,233.00	.00	.00	108,233.00	.00	108,233.00	.00	5,411.65



205-328-2330

www.covington.com

BILL TO: PUTNAM COUNTY SCHOOLS
1400 E SPRING STREET
COOKEVILLE TN 38506

AVERY TRACE MIDDLE SCHOOL
230 RAIDER DRIVE
COOKEVILLE, TN 38501

CUST# 71147

JOB NO.	CUST ORDER#	TERMS	INVOICE NUMBER	DATE
23089 -000		NET DUE	09687	8/15/23

REQUISITION# 001

AMOUNT THIS REQUISITION	108,233.00
ORIGINAL CONTRACT SUM	80,018.00
NET CHANGE BY CHANGE ORDERS	28,215.00
CONTRACT SUM TO DATE	108,233.00
TOTAL COMPLETED & STORED TO DATE	108,233.00
RETAINAGE	5,411.65
LESS PREVIOUS CERTIFICATES FOR PAYMENT	.00
CURRENT PAYMENT DUE	102,821.35

Mailing Address:
P. O. Box 19968
Birmingham, Alabama 35219

Shipping Address:
709 1st Avenue North
Birmingham, Alabama 35203



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

Date _____ 9/28/2023
Department Finance
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Maffett-Loftis Engineering, LLC in the amount of \$7,087.50 for design work related to the HVAC Controls Upgrades at Cookeville High School from account 141-73400-790.

received
09-18-23
SH CK



Maffett Loftis Engineering, LLC

1 South Jefferson Avenue, Suite 101

Cookeville, TN 38501

Tel: (931) 526-5143

www.maffett-loftis.com

Invoice #
19-39A-02

Date
9/13/2023

Bill To
John Magura Putnam County School Board 1400 East Spring Street Cookeville, Tennessee 38506

Description	Amount
19-39A HVAC Controls Upgrades at Cookeville High School	
Consulting Services - Mechanical - Electrical Design Fixed Design Fee: \$26,250.00 - 100% now due Less previously billed and paid: \$19,162.50	\$7,087.50
TOTAL Due this Invoice	\$7,087.50

Please note the Invoice # on the Payment Check - Thank you

Thank you for the work.

Mark,

I HAVE REVIEWED THIS INVOICE AND
RECOMMEND ITS PAYMENT.

JOHN MAGURA
9-13-23

EXHIBIT
VI A.3.
09-28-23
(Oct BOE mtg)



Board Agenda Request

Date _ Sep 12, 2023

Department _____ Teaching and Learning _____

Person Submitting _____ Dr. Sharon K. Anderson SKA _____

Account Number (if appropriate) _____

Check one:

___X_ Backup included

_____ Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the purchase of replacement stage curtains for the Cornerstone Elementary School auditorium, not to exceed \$23,985.00 from Kendall Stage Curtains (quote attached). *to be paid from,*

141-72310-599

received
09-12-23
SKA

September 12, 2023

Two quotes were obtained for Cornerstone Elementary School's stage curtains replacement.

Backstage curtains were originally installed in 1977 when Upperman High School opened. They are dry-rotted.

When the school colors were briefly changed from black and gold to blue and gold, the curtain and valance were replaced and bear the branding of CMS (Cornerstone Middle School). They are also in poor condition.

Kendall Stage Curtains (Lascassas, TN) provided us with the first quote on August 8, 2023, for \$23,985.00 to replace the front and rear curtains, as well as the door track system, ropes, and pulleys.

Georgia Stage (Atlanta, GA), the next geographically closest vendor, provided a second quote on September 1, 2023, for \$30,307.37 to replace front and rear curtains and the door track system, ropes, and pulleys.

I recommend accepting the quote from Kendall Stage Curtains in the amount of \$23,985.00.

Respectfully submitted,

Sharon K. Anderson

Sharon K. Anderson, Ed. D.

KENDALL STAGE CURTAINS COMPANY

QUOTATION #: 23-0808-12

DATE: 08-08-23

Project Name: CORNERSTONE ELEMENTARY SCHOOL, BAXTER, TN

FOB: SCHOOL

To: TAMMY HOOVER

Terms: NET 30 WITH SCHOOL PO

**Prices Good for 30 days
Please Allow 8-10 weeks delivery
ALL CURTAINS MEET THE NFPA 701 FIRE CODES**

REPLACEMENT STAGE CURTAINS

FRONT SETTING: UNLINED IFR MEDIUM WEIGHT VELOUR FABRIC

- 1 EA FRONT VALANCE
 - 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
 - 2) TO INCLUDE FOUR (4) 20" LETTERS
 - 3) TO BE INSTALLED ON EXISTING PIPE

- 2 EA FRONT CURTAIN PANELS
 - 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
 - 2) TO HAVE JACK CHAIN IN BOTTOM HEM
 - 3) TO HAVE 12" TURNBACKS ON ALL SIDES
 - 4) TO BE INSTALLED ON EXISTING TRACK

- 1 LOT REPLACE ROPE AND FLOOR PULLEY ON FRONT TRACK

- 1 LOT REPLACE LIVE AND DEADEND PULLEYS ON FRONT TRACK FOR PROPER OPERATION

- 2 EA SIDE DOOR CURTAIN PANELS
 - 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
 - 2) TO HAVE JACK CHAIN IN BOTTM HEM
 - 3) TO BE INSTALLED ON NEW TRACK

- 1 LOT REPLACE DOOR TRACK SYSTEM – WALKDRAW

TOTAL DELIVERED AND INSTALLED \$ 12,600.00

REAR SETTING: UNLINED IFR MEDIUM WEIGHT POLYESTER VELOUR

2 EA REAR CURTAIN PANELS

4 EA SIDE LEG CURTAIN PANELS

REAR AND SIDE CURTAINS TO HAVE:

- 1) 50 % ADDED FULLNESS WITH BOX PLEATS
- 2) JACK CHAIN IN BOTTOM HEMS
- 3) TO BE INSTALLED ON EXISTING TRACK
- 4) TO ADD ADDITIONAL CARRIERS TO REAR AND SIDE TRACK FOR PROPER COVERAGE

3 EA CEILING BORDER PANELS

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS

TOTAL DELIVERED AND INSTALLED \$ 11,385.00

TOTAL DELIVERED AND INSTALLED FRONT AND REAR SETTING: \$ 23,985.00

NOTES:

- 1) PRICE INCLUDES REMOVING OF ALL EXISTING CURTAINS AND DISPOSING OF OFF CAMPUS
- 2) LIFT WILL BE USED ON THE STAGE



**GEORGIA
STAGE**

ESTIMATE

Georgia Stage
3765 PEACHTREE CREST DRIVE
DULUTH GA 30097 US
770-931-1600 | georgiastage.com

DATE 9/1/2023
ESTIMATE 090123-1SES
SALES REP SES

BILL TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

SHIP TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

CONTACT INFO
SHARON ANDERSON
andersons17@pcsstn.com
931-303-2954

DESCRIPTION	QTY	RATE	AMOUNT
VALDOSTA 22/23 OZ 50% 22/23 OZ IFR VALDOSTA POLY VELOUR, UNLINED, COLOR GOLD SEWN AT 50% FULLNESS	1.00	0.00	0.00
DRAPES:MAIN MAIN CURTAIN MAIN CURTAIN PAIR 13'-10" H x 48'-0" W = 2 PANELS 13'-10" H x 24'-0" W EA WEBBING, GROMMETS, & S-HOOKS 12" OC 12" ON-STG HEM - 2" OFF-STG HEM 6" BOTTOM HEM W/ WEIGHT TAPE	1.00	3,330.00	3,330.00
DRAPES:PANEL SR & SL DOOR PORTALS DRAPE PANEL 8'-2" H X 7'-0" W EA. WEBBING, GROMMETS, S-HOOKS 12" OC AT TOP 2" SIDE HEMS 6" BOTTOM HEM W/ WEIGHT TAPE	2.00	430.75	861.50
DRAPES:VALANCE VALANCE PANEL 4'-0"H X 46'-0"W EA. WEBBING, GROMMETS, TIES, 12" OC AT TOP 2" SIDE HEMS 3" BOTTOM HEM W/ WEIGHT TAPE	1.00	1,555.00	1,555.00
INCLUDES LETTERING (SEE BELOW)			
LETTERS LETTERS AS FOLLOWS... LETTERS: CSES LETTER STYLE: TBD LETTER SIZE: 20" CHENILLE COLOR: TBD FELT COLOR: TBD	1.00	0.00	0.00
VALDOSTA 14/15OZ 50% 14/15OZ IFR VALDOSTA POLY VELOUR, UNLINED, COLOR BLACK SEWN AT 50% FULLNESS	1.00	0.00	0.00



GEORGIA
STAGE

Georgia Stage
3765 PEACHTREE CREST DRIVE
DULUTH GA 30097 US
770-931-1600 | georgiastage.com

ESTIMATE

DATE 9/1/2023
ESTIMATE 090123-1SES
SALES REP SES

BILL TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

SHIP TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

CONTACT INFO
SHARON ANDERSON
andersons17@pcsstn.com
931-303-2954

DESCRIPTION	QTY	RATE	AMOUNT
DRAPES:BORDER DS BORDER			
BORDER 6'-0"H X 47'-0"W EA. WEBBING, GROMMETS, & TIES 12" OC AT TOP 2" SIDE HEMS 3" BOTTOM HEM W/ WEIGHT TAPE	1.00	991.25	991.25
DRAPES:BORDER MS BORDER			
BORDER 6'-0"H X 44'-0"W EA. WEBBING, GROMMETS, & TIES 12" OC AT TOP 2" SIDE HEMS 3" BOTTOM HEM W/ WEIGHT TAPE	1.00	940.00	940.00
DRAPES:BORDER US BORDER			
BORDER 6'-0"H X 41'-0"W EA. WEBBING, GROMMETS, & TIES 12" OC AT TOP 2" SIDE HEMS 3" BOTTOM HEM W/ WEIGHT TAPE	1.00	872.00	872.00
DRAPES:PANEL SIDE PANELS			
DRAPE PANEL 17'-8" H X 9'-0" W EA. WEBBING, GROMMETS, S-HOOKS 12" OC AT TOP 2" SIDE HEMS 6" BOTTOM HEM W/ WEIGHT TAPE	4.00	540.00	2,160.00
DRAPES:TRAVELER REAR TRAVELER			
TRAVELER PAIR 17'-6"H x 42'-0"W = (2) PANELS 17'-6"H X 21'-0"W EA. WEBBING, GROMMETS, & S-HOOKS 12" OC AT TOP 12" ON-STG HEM, 2" OFF-STG HEM 6" BOTTOM HEM W/ WEIGHT TAPE	1.00	2,323.75	2,323.75



GEORGIA
STAGE

Georgia Stage
3765 PEACHTREE CREST DRIVE
DULUTH GA 30097 US
770-931-1600 | georgiastage.com

ESTIMATE

DATE 9/1/2023
ESTIMATE 090123-1SES
SALES REP SES

BILL TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

SHIP TO
CORNERSTONE
ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

CONTACT INFO
SHARON ANDERSON
andersons17@pcsstn.com
931-303-2954

DESCRIPTION	QTY	RATE	AMOUNT
TC:ADC:2803 MAIN CURTAIN HARDWARE			
LIVE END PULLEY 2803	1.00	119.60	119.60
TC:ADC:2804 MAIN CURTAIN HARDWARE			
DEAD END PULLEY 2804	1.00	66.45	66.45
TC:ADC:2805 MAIN CURTAIN HARDWARE			
ADJUSTABLE FLOOR PULLEY 2805	1.00	103.02	103.02
3/8 SASH 100 MAIN CURTAIN OPERATING LINE			
3/8" SASH CORD 100' HANK BLACK (200' CONTINUOUS RUN)	2.00	63.45	126.90
TC:170 CWANA SL & SR DOOR PORTALS			
COMPLETE CURTAIN TRACK PACKAGE 170 CWANA (PER FT) CEILING MOUNT / ONE WAY DRAW			
TWO 7'W SINGLE PANEL RUNS			
02 - 7' SECTIONS 1700A CHANNEL	14.00	42.35	592.90
14 - 1701			
02 - 1702			
02 - 1703			
02 - 1704			
04 - 1709			
02 - 2865			
100' - 1728 CORD			



**GEORGIA
STAGE**

ESTIMATE

Georgia Stage
3765 PEACHTREE CREST DRIVE
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DATE 9/1/2023
ESTIMATE 090123-1SES
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BILL TO
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371 1ST AVE S
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ELEMENTARY
371 1ST AVE S
BAXTER TN 38544

CONTACT INFO
SHARON ANDERSON
andersons17@pcsstn.com
931-303-2954

DESCRIPTION	QTY	RATE	AMOUNT
HARDWARE			
STANDARD HANGING ASSEMBLY			
47 POINTS (SUSPENDED)	47.00	95.00	4,465.00
NOTES			
	1.00	0.00	0.00
INSTALLATION			
INSTALLATION INCLUDES (BUT IS NOT LIMITED TO):			
- DROP EXISTING DRAPES			
- RE-RIG & LEVEL ALL EXISTING TRACK AND/OR BATTENS FOR SAFETY / MEET UPDATED STANDARDS			
- INSTALL NEW LIVE & DEAD ENDS ON MAIN			
- INSTALL NEW ADJUSTABLE FLOOR PULLEY ON MAIN	1.00	11,800.00	11,800.00
- RE-ROPE MAIN			
- INSTALL SL & SR PORTAL TRACK SYSTEMS			
- TEST RUN ALL TRACK SYSTEMS			
- HANG NEW DRAPES			
- DRAPE DISPOSAL			
- TRAVEL/LODGING/LABOR			



ESTIMATE

Georgia Stage
 3765 PEACHTREE CREST DRIVE
 DULUTH GA 30097 US
 770-931-1600 | georgiastage.com

DATE 9/1/2023
 ESTIMATE 090123-1SES
 SALES REP SES

BILL TO	SHIP TO	CONTACT INFO
CORNERSTONE ELEMENTARY 371 1ST AVE S BAXTER TN 38544	CORNERSTONE ELEMENTARY 371 1ST AVE S BAXTER TN 38544	SHARON ANDERSON andersons17@pcsstn.com 931-303-2954

DESCRIPTION	QTY	RATE	AMOUNT
NOTES			
ESTIMATE VALID FOR 30 DAYS			
PRICING SUBJECT TO CHANGE			
SALES TAX NOT INCLUDED ON ESTIMATE, BUT MAY BE APPLIED AT TIME OF PURCHASE (UNLESS OTHERWISE PROVEN EXEMPT)			
ADDITIONAL HARDWARE & EQUIPMENT, RIGGING-RELATED AND/OR INSTALLATION COSTS MAY BE INCURRED BASED ON INSTALLATION NEEDS AND/OR JOB SCOPE DETERMINED BY THE GEORGIA STAGE INSTALLATION TEAM WHILE WORKING ON-SITE IN ORDER TO SAFELY AND EFFECTIVELY COMPLETELY THE PROJECT			
	1.00	0.00	0.00
ESTIMATE IS BASED SOLELY ON GEORGIA STAGE'S INTERPRETATION OF THE PROJECT AS DESCRIBED BY CUSTOMER, IN CONJUNCTION WITH A SITE SURVEY CONDUCTED BY A GEORGIA STAGE REPRESENTATIVE			
CUSTOMER ASSUMES FULL RESPONSIBILITY FOR THE ACCURACY OF INFORMATION FURNISHED TO GEORGIA STAGE			
CUSTOMER ASSUMES FULL RESPONSIBILITY FOR BOTH THE ACCURACY AND UNDERSTANDING OF THIS ESTIMATE			

Quote is valid for 30 days. Freight is not included unless specifically quoted. All freight quotes are estimates only and do not include residential delivery, limited access or liftgate service. Redelivery fee surcharges are the responsibility of the recipient should they occur.

SUBTOTAL	30,307.37
TAX	0.00

30,307.37

Approval Signature _____ Date _____

EXHIBIT
VI A.4.
09-28-23
(Oct BDE mtg)



Board Agenda Request
For September 28, 2023 Meeting

Date 09/14/2023

Department CTE

Person Submitting Jackie Vester *JV*

Account Number (if appropriate) 142-71300-730-852

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of one (1) Reality Pro-Comm Call Taking & Radio Dispatch Computer Training Station for MHS Criminal Justice class from vendor Professional Pride, Inc. - Sumner, WA, in the amount of \$24, 975.00 to be paid by CTE Perkins Reserve Regional Career Pathways Grant funds.

received
09-19-23 *JV*

Professional Pride, Inc
PO Box 1090
Sumner, WA 98390
253-435-0911

Quote

Date	Estimate #
9/19/2023	6380

Name / Address
Monterey High School Tommy Johnson 1400 E. Spring St Cookeville, TN 38506

Quote Expires
Valid 15 Days

Item	Description	Qty	Price Each	Total
9-1-1 Reality Pro...	9-1-1 Reality Pro-Comm Simulator- Call Taking & Radio Dispatch Computer Training Station. 1 Instructor to 1 Student. EQUIPMENT DELIVERED PLUG AND TEACH (2) Lenovo Mini Desktop (5) Lenovo 27" Monitor (2) Keyboard and Mouse (2) Noise Canceling Headset (2) Foot Pedal (4) DP Cords (1) HDMI (2) CAT 7 CORD (1) Foot Pedal (1) adapter (1) Programmed Router (1) 9-1-1 Emergency Communications Manual textbook. Stations connect to Internet for mapping only. SIMULATION TRAINING SOFTWARE Simulation software for multi-tasking call taking and radio dispatching. Features customizable CAD, multiple phone and radio channels, audio recording, sound effects, instructor notes, student session logs for documentation. Text to 9-1-1 and mapping for custom addressing, call types and units and more. Critical thinking scripted call sets, police, fire, ems. Customized ali, call types, units, ring down lines, radio calls, ring down lines	1	24,975.00	24,975.00

Subtotal	\$24,975.00
Sales Tax (0.0%)	\$0.00
Total	\$24,975.00

Phone #	Fax #	E-mail	Web Site
2534350911	253-435-6031	CHRISTINE@911TRAINER.COM	911trainer.com,911careertraining.com



Board Agenda Request
For September 28, 2023 Meeting

Date 09/14/2023

Department CTE

Person Submitting Jackie Vester *JMV*

Account Number (if appropriate) 142-71300-730-852

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of three (3) VR welding simulators for MHS from
vendor Realityworks - Eau Claire, WI, in the amount of \$24,613.20 to be paid
by CTE Perkins Reserve Regional Career Pathways Grant funds.

from

received
09-14-23 *JMV*



September 13, 2023

Product	Price	Quantity	Total
guideWELD® VR welding simulator - MIG and Stick	\$8,799.00	2	\$17,598.00
guideWELD® VR welding simulator - Stick only	\$6,649.00	1	\$6,649.00
		Subtotal	\$24,247.00
		Shipping	\$366.20
		Tax	\$0.00
		Total	\$24,613.20

If you have any questions, please contact us at information@realityworks.com or call us at 800-262-3806.

EXHIBIT
tabbles
VI A 6.
09-28-23
(Oct BOE mtg)



Board Agenda Request
For September 28, 2023 Meeting

Date 09/14/2023

Department CTE

Person Submitting Jackie Vester *JV*

Account Number (if appropriate) 142-71300-730-852

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of three (3) VR welding simulators for CHS from ~~vendor~~ Realityworks - Eau Claire, WI, in the amount of \$24,613.20 to be paid by CTE Perkins Reserve Regional Career Pathways Grant funds.

from

received
09-14-23
CR



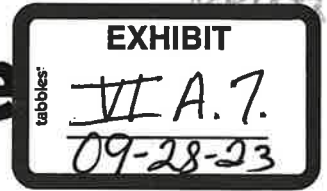
September 13, 2023

Product	Price	Quantity	Total
guideWELD® VR welding simulator - MIG and Stick	\$8,799.00	2	\$17,598.00
guideWELD® VR welding simulator - Stick only	\$6,649.00	1	\$6,649.00
		Subtotal	\$24,247.00
		Shipping	\$366.20
		Tax	\$0.00
		Total	\$24,613.20

If you have any questions, please contact us at information@realityworks.com or call us at 800-262-3806.

On Sept. 28, 2023 Board Meeting

Curriculum Associates



(Oct BOE mtg)

Prepared For:

Melanie Bussell
Putnam Co SD
1400 E Spring St,
Cookeville, TN 38506

8/23/2023

Dear Melanie Bussell,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2023-2024 Quote ID: 322375.3 Valid through: 12/31/2023

Product	List Price	Net Price
Toolbox	\$42,870.00	\$36,439.50
	List Total:	\$42,870.00
	Savings:	\$6,430.50
	Shipping/Tax/Other:	\$0.00
	Total:	\$36,439.50

Thank you again for your interest in Curriculum Associates.

Sincerely

James Pincley

jpincley@cainc.com

Please submit this quote with your purchase order

Curriculum Associates®

Quote ID: 322375.3 Date: 8/23/2023 Valid through: 12/31/2023

Prepared For:
Melanie Bussell
 Putnam Co SD
 1400 E Spring St,
 Cookeville, TN 38506
 bussellm@pcsstn.com

Your Representative:
 James Pinckley

 jpinckley@cainc.com

Algood ES 2525 Old Walton Rd, Cookeville, TN 38506

Total Building Enrollment: 480, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 351-500 students 1 Year	Multiple	28269.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Subtotal:						\$3,017.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,017.50

Algood MS 540 Dry Valley Rd, Cookeville, TN 38506

Total Building Enrollment: 750, Grade Range: 5 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 501-800 students 1 Year	Multiple	28270.0	1	\$4,080.00	\$3,468.00	\$3,468.00
Subtotal:						\$3,468.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,468.00

Avery Trace MS 230 Raider Dr, Cookeville, TN 38501

Total Building Enrollment: 757, Grade Range: 5 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 501-800 students 1 Year	Multiple	28270.0	1	\$4,080.00	\$3,468.00	\$3,468.00
Subtotal:						\$3,468.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,468.00

Burks ES 300 Crossville St, Monterey, TN 38574

Total Building Enrollment: 455, Grade Range: PK - 6

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 351-500 students 1 Year	Multiple	28269.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Subtotal:						\$3,017.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,017.50

Cane Creek ES 1500 W Jackson St, Cookeville, TN 38501

Total Building Enrollment: 400, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 351-500 students 1 Year	Multiple	28269.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Subtotal:						\$3,017.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,017.50

Capshaw ES 1 Cougar Ln, Cookeville, TN 38501

Total Building Enrollment: 445, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 351-500 students 1 Year	Multiple	28269.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Subtotal:						\$3,017.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,017.50

Cornerstone ES 371 1st Ave S, Baxter, TN 38544

Total Building Enrollment: 363, Grade Range: 2 - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 351-500 students 1 Year	Multiple	28269.0	1	\$3,550.00	\$3,017.50	\$3,017.50
Subtotal:						\$3,017.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,017.50

Jere Whitson ES 178 E Jerry Woodson Rd, Cookeville, TN 38501

Total Building Enrollment: 315, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 201-350 students 1 Year	Multiple	28268.0	1	\$2,360.00	\$2,006.00	\$2,006.00
Subtotal:						\$2,006.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$2,006.00

Prescott South ES 115 W Cemetery Rd, Cookeville, TN 38506

Total Building Enrollment: 505, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 501-800 students 1 Year	Multiple	28270.0	1	\$4,080.00	\$3,468.00	\$3,468.00
Subtotal:						\$3,468.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,468.00

Prescott South MS 1859 S Jefferson Ave, Cookeville, TN 38506

Total Building Enrollment: 779, Grade Range: 5 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 501-800 students 1 Year	Multiple	28270.0	1	\$4,080.00	\$3,468.00	\$3,468.00
Subtotal:						\$3,468.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,468.00

Sycamore ES 452 Ellis Ave, Cookeville, TN 38501

Total Building Enrollment: 280, Grade Range: PK - 4

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 201-350 students 1 Year	Multiple	28268.0	1	\$2,360.00	\$2,006.00	\$2,006.00
Subtotal:						\$2,006.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$2,006.00

Upperman MS 6700 Nashville Hwy, Baxter, TN 38544

Total Building Enrollment: 796, Grade Range: 5 - 8

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
i-Ready Learning Teacher Toolbox Access Math Per Site 501-800 students 1 Year	Multiple	28270.0	1	\$4,080.00	\$3,468.00	\$3,468.00
Subtotal:						\$3,468.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$3,468.00

Total

List Total:	\$42,870.00
Savings:	\$6,430.50
Merchandise Total:	\$36,439.50
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
Total:	\$36,439.50

Special Notes

5% discount applied to i-Ready based on scope of quote.
All i-Ready purchases require professional development.

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

Fed. ID: #26-3954988

Please submit this quote with your purchase order

Y12

Curriculum Associates®

Notice for Usage of Teacher Toolbox Materials

Thank you for your interest in Teacher Toolbox! Teacher Toolbox is a digital collection of instructional materials, designed to support teachers in delivering research-based instruction, remediation, and enrichment to students in Grades K–8.

Your Teacher Toolbox subscription provides access to Teacher Toolbox content for Grades K–8. During this time, educators may use Teacher Toolbox materials during whole class and small group instruction, for individual assignments, and may post student-facing Teacher Toolbox PDFs on a password-protected learning management system (LMS). Please be aware that files expire on June 30 of each year for purposes of Teacher Toolbox maintenance and updates. If you add files to an LMS, this expiration date may require that you re-load these files after this date.

Curriculum Associates®

Placing an Order

Email: Orders@cainc.com

Fax: 1-800-366-1158

Mail:

ATTN: CUSTOMER SERVICE DEPT.

Curriculum Associates LLC

153 Rangeway Rd

North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to exempt@cainc.com.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing AR@cainc.com.

Please send any payment notifications to payments@cainc.com. Credit card payments are only accepted for purchases under \$50,000.

Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at invoices@cainc.com or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at i-ready.com/support. Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at <https://www.curriculumassociates.com/PDTOS>.

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

2023 / 2024

Curriculum Associates®, LLC is pleased to confirm that we are the sole publisher and vendor of materials as shown in our current catalog and website www.curriculumassociates.com with the following exception:

- Curriculum Associates®, LLC is the exclusive distributor of the configuration shown for the Ready Common Core grades K & 1 Reading Teacher Support Package.
- i-Ready® Classroom may include manipulatives for which Curriculum Associates' supplier, hand2mind, Inc. ("H2M"), is not the sole purveyor. However, H2M is the exclusive distributor of the i-Ready® Classroom manipulative kits package configuration, which was designed and created as a result of a joint collaboration between Curriculum Associates and H2M.

Our materials are not sold to resellers in the United States and are available for purchase only through Curriculum Associates, LLC. If you need additional information, please contact our Customer Service Department at 1-800-225-0248.

Thank you for your interest and support of our materials.

Sincerely,



Woody Paik

Executive Vice President, Sales



Carwile, Bridgett

to me ▾

This needs to go with the Curriculum Associates order and piggybacking from Shelby County. The funding Source will be ESSER 3.0 142-71100-471 line
Bridgett Carwile

Federal Programs Supervisor
Putnam County Schools
1400 E. Spring Street
Cookeville, TN 38506

Office: 931-526-9777
Direct: 931-525-4709
Fax: 931-528-3790
Email: bridgett.carwile@pcssstn.com





EXHIBIT
tabbles: VIA 7, VIAS
VIF10, 11, 12
09/28/23
(Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. Mc Reynolds - shared document*

VIA 7.
☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

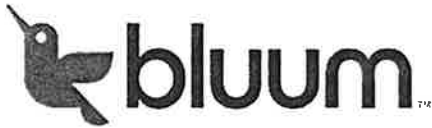
VIF 10
☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

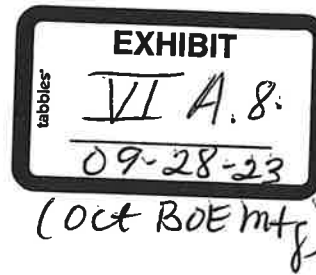
VIF 11
☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF 12
☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
09-14-23
[Signature]



Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
 4675 E. Cotton Center Blvd
 Suite 155
 Phoenix AZ 85040
 www.bluum.com



Quote

#280798

07/05/2023

Bill To
 Putnam Co School District
 1400 E Spring St
 Cookeville TN 38506

Ship To
 PUTNAM COUNTY CENTRAL RECEIVING
 240 RAIDER DRIVE
 COOKEVILLE TN 38501

Memo:

Expires	Sales Rep	Contract	Terms
10/03/2023	807 Dan Boshers	NCPA01-150	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E1 Viewsonic IFP7550-E1 - 75" ViewBoard 4K Ultra HD Interactive Flat Panel Bundle - 75" LCD - ARM Cortex A53 1.20 GHz - 2 GB - Infrared (IrDA) - Touchscreen - 16:9 Aspect Ratio - 3840 x 2160 - LED - 350 Nit - 1,200:1 Contrast Ratio - 2160p - USB - HDMI - VGA - Android 5.1 Lollipop AC ADAP & WMK-047-2 WALL MNT	Viewsonic	\$1,875.00	\$1,875.00
1	IFP-EW-70-04 Viewsonic Warranty/Support - 5 Year Extended Warranty - Warranty - On-site - Maintenance - Labor - Physical Service REPAIR FOR 70-79IN DISP BOARD	Viewsonic	\$0.01	\$0.01

Subtotal	\$1,875.01
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$1,875.01

To accept this quotation, sign here : _____

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions
 If accepting this quote via purchase order please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.
 Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.
 Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.
 Returns require an authorization number and must be made within 30 days.
 Custom orders and "Consumables", such as projector lamps, may not be returned.
 Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.
 Restocking fees varying depending on the product line, expect a minimum charge of 25%.





EXHIBIT
tabbles: VIA 7, VIAS
VIF10, 11, 12
09/28/23
(Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. McReynolds - shared document*

VIA 7.
☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

VIF 10
☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

VIF 11
☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF 12
☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
09-14-23
[Signature]



COct BOE mtg

PCSS Board Agenda Request

Date: September 21, 2023

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval of the payment to Mid-State Construction, Inc. Livingston, TN for the flooring work performed in the gymnasium at Avery Trace Middle School in the amount of \$21,000.00 to be paid from 141-72620-399, other Contracted Services.

received
09-21-23
[Signature]

APPENDIX

Mid State Construction Co Inc

9190 Bradord Hicks Drive
Livingston, TN 38570
Phone: (931) 823-7345
Fax: (931) 823-7646

Invoice

Invoice Number
1927
Invoice Date
9/21/2023

Bill To: Putnam County Board of Ed.
1400 East Spring Street

Cookeville, TN 38501

Re: C & I Misc 2024

CI2786 Avery Tract VCT Floor

Job No	Customer Job No	Customer PO	Payment Terms	Due Date
CMISC2024	CI2786	CI2786	Net 30 Days	10/21/2023
Quantity	U/M	Description	Rate/Unit	Price
1.00	ls	Furnish & Install VCT Flooring around Perimeter of Avery Trace Gym Floor	21,000.00	21,000.00

Subtotal \$ 21,000.00

Total Due \$ 21,000.00

Thank you for your business!



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

Department: Special Education

DATE: Oct-23 (Oct BOE Mtg)

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount		
				Increase	Decrease	
1	141	47143-02141	Revenue	107,780.00	-	107,780.00
				Decrease	Increase	
1	141	72210-163-02141	Educational Assistant		34,750.00	34,750.00
2	141	72210-189-02141	Other Salaries and Wages		51,700.00	51,700.00
3	141	72210-201-02141	Social Security		5,400.00	5,400.00
4	141	72210-204-02141	State Retirement		6,900.00	6,900.00
5	141	72210-206-02141	Life Insurance		48.00	48.00
6	141	72210-207-02141	Medical Insurance		7,128.00	7,128.00
7	141	72210-212-02141	Employer Medicare		1,264.00	1,264.00
8	141	72210-217-02141	Ret Hybrid Stabilization	-	590.00	590.00

Explanation: To allocate funds awarded to PCS for the Transition School to Work Grant

Jeri Roberson
Requested by:
Supervisor

Recommended for Approval:

Assistant Director

Mark McQuinn
Reviewed by:
Chief Financial Officer

[Signature]
Official / Department Head

Action by Fiscal Review Committee: Recommended for Approval No Recommendation

Date:

Action by County Commission: Approval Non-Approval

Date:

received
09-15-23
B1



(Oct BOE mtg)

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: LEAPS

DATE: 7-Sep-23

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount
			Increase	Decrease	
Revenue					
1	141 R 46590 000 000 02003 000	OTHER STATE EDUCATION FUNDS	-	760,000.00	760,000.00
Total Revenue			-	760,000.00	760,000.00
Expenditures					
2	141 E 73300 105 000 02003 000	SUPERVISOR/DIRECTOR		68,000.00	68,000.00
3	141 E 73300 116 000 02003 000	TEACHERS		312,840.00	312,840.00
4	141 E 73300 146 000 02003 000	BUS DRIVERS		-	-
5	141 E 73300 162 000 02003 000	CLERICAL PERSONNEL		36,200.00	36,200.00
6	141 E 73300 163 000 02003 000	EDUCATIONAL ASSISTANTS		55,080.00	55,080.00
7	141 E 73300 189 000 02003 000	OTHER SALARIES AND WAGES		147,780.00	147,780.00
8	141 E 73300 199 000 02003 000	OTHER PER DIEM & FEES		240.00	240.00
9	141 E 73300 201 000 02003 000	SOCIAL SECURITY		37,186.36	37,186.36
10	141 E 73300 204 000 02003 000	STATE RETIREMENT		53,980.20	53,980.20
11	141 E 73300 206 000 02003 000	LIFE INSURANCE		43.56	43.56
12	141 E 73300 207 000 02003 000	MEDICAL INSURANCE		25,328.64	25,328.64
13	141 E 73300 208 000 02003 000	DENTAL INSURANCE		265.92	265.92
14	141 E 73300 212 000 02003 000	MEDICARE		8,696.81	8,696.81
15	141 E 73300 217 000 02003 000	RETIR HYBRID STABILIZATION		2,400.00	2,400.00
16	141 E 73300 355 000 02003 000	TRAVEL		2,000.00	2,000.00
17	141 E 73300 399 000 02003 000	OTHER CONTRACTED SERVICES		-	-
18	141 E 73300 499 000 02003 000	OTHER SUPPLIES & MATERIALS		5,294.95	5,294.95
19	141 E 73300 524 000 02003 000	INSERVICE/STAFF DEV		-	-
20	141 E 73300 599 000 02003 000	OTHER CHARGES		4,163.56	4,163.56
21	141 E 73300 790 000 02003 000	OTHER EQUIPMENT		500.00	500.00
Total Expenditures			-	760,000.00	760,000.00
Total Revenue less Total Expenditures			-	760,000.00	-

Explanation Established Budget for Leaps Extended Program

Requested by: Drends J. Muzhelt Recommended for Approval
 Supervisor
 Reviewed by: Mara Muzhelt
 Chief Financial Officer

[Signature]
 Official / Department Head

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____
 Action by County Commission: Approval Non-Approval Date: _____

received
 09-15-23
 [Signature]



Department: Career & Technical Education - Carl Perkins Reserve Regional Career Pathways Budget

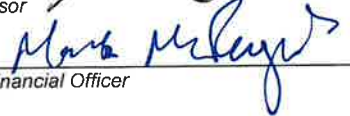
DATE: September 14,

EXHIBIT
 tabbles VIC 2.a
 09-28-23
 Requested
 Approval Amount
 (COE BOE Mtg)

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	
Revenue						
1	142 R 47131 000 852 00000 000	State Reveune		\$140,000.00	\$0.00	\$140,000.00
		Total Revenue		\$140,000.00	\$0.00	\$140,000.00
Expenditures						
				<u>Decrease</u>	<u>Increase</u>	
1	142-71300-429-852	Instructional Supplies & Materials		\$0.00	\$12,300.00	\$12,300.00
2	142-72130-524-852	Inservice/Staff Development (PD)		\$0.00	\$12,500.00	\$12,500.00
3	142-71300-730-852	Vocational Instruction Equipment		\$0.00	\$115,200.00	\$115,200.00
4						
5						
6						
7						
8						
9						
10						
		Total Expenditures		\$0.00	\$140,000.00	\$140,000.00
		Total Revenue less Total Expenditures		140,000.00	140,000.00	\$0.00

Explanation: To allocate Carl Perkins Reserve Regional Career Pathways grant state funding to expenditure accounts for the 2023/24 school year.

Requested by:  9/14/23 Recommended for Approval: 
 Supervisor 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
 09-15-23
 SM

EXHIBIT
 VI C2.b.
 09-28-23

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Career & Technical Education - Carl Perkins Basic 803

(Oct BOE mtg)

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	142-71300-336-803	Maintenance or Equipment Repair	2,000.00			\$2,000.00
2	142	142-72130-355C-803	Travel (CTSO)	33,000.00			\$33,000.00
3	142	142-71300-399-803	Other Contracted Services	1,500.00			\$1,500.00
4	142	142-72130-399PD-803	Other Contracted Services (PD)	2,000.00			\$2,000.00
5	142	142-71300-429-803	Instructional Supplies & Materials	55,752.70		\$9,967.61	\$45,785.09
6	142	142-71300-499-803	Other Supplies and Materials	0.00			\$0.00
7	142	142-99100-504-803	In-Direct Cost (4.14%)	5,137.74		\$570.74	\$4,567.00
8	142	142-72130-524PD-803	Inservice/Staff Development (PD)	34,000.00		\$4,000.00	\$30,000.00
9	142	142-72130-599-803	Other Charges	100.00			\$100.00
10	142	142-71300-730-803	Instructional Equipment	100,000.00		\$13,000.00	\$87,000.00
11							\$0.00
12							\$0.00
13							\$0.00
14							\$0.00
15							\$0.00
16							\$0.00
17							\$0.00
18							\$0.00
19							\$0.00
20							\$0.00
21							\$0.00
22							\$0.00
23							\$0.00
24							\$0.00
25							\$0.00
26							\$0.00
27							\$0.00
TOTALS:				\$233,490.44	\$0.00	\$27,538.35	\$205,952.09

Explanation: Reduction in funding allocation for the 2023/24 school year.

Requested by: _____
 Supervisor
 Reviewed by: *Mark McLaughlin*
 Chief Financial Officer

Recommended for Approval: *[Signature]* 9/1/23
 Official / Department Head
[Signature]

Action by Fiscal Review Committee: *None Required*

Action by County Commission: *None Required*

received
 09-15-23
[Signature]

EXHIBIT
VIC 2.c.
09-28-23
(Oct BOE Mtg)

Pulnam County Budget Amendment / Line Item Transfer Authorization Form

Department 21st CCLC

DATE 7-Sep-23

Item #	Account #	Account Description	Current Approved Amount		Requested Approval Amount
			Increase	Decrease	
Revenue					
1	142 R 47590 000 431 00000 000	OTHER FEDERAL THROUGH STATE	280,000.00		280,000.00
Total Revenue			280,000.00		280,000.00
Expenditures					
2	142 E 73300 105 000 431 000	SUPERVISOR/DIRECTOR		17,355.75	17,355.75
3	142 E 73300 116 000 431 000	TEACHERS		145,440.00	145,440.00
4	142 E 73300 146 000 431 000	DRIVERS			
5	142 E 73300 162 000 431 000	CLERICAL PERSONNEL		9,049.40	9,049.40
6	142 E 73300 163 000 431 000	AIDES		45,360.00	45,360.00
7	142 E 73300 189 000 431 000	OTHER SALARIES AND WAGES		10,800.00	10,800.00
8	142 E 73300 199 000 431 000	OTHER FEES AND PER DIEM		240.00	240.00
9	142 E 73300 201 000 431 000	SOCIAL SECURITY		14,448.92	14,448.92
10	142 E 73300 204 000 431 000	STATE RETIREMENT		19,892.86	19,892.86
11	142 E 73300 206 000 431 000	LIFE INSURANCE		12.00	12.00
12	142 E 73300 207 000 431 000	MEDICAL INSURANCE		6,608.64	6,608.64
13	142 E 73300 208 000 431 000	DENTAL INSURANCE		70.00	70.00
14	142 E 73300 212 000 431 000	MEDICARE		3,544.17	3,544.17
15	142 E 73300 217 000 431 000	HYBRID STABILIZATION			
16	142 E 73300 355 000 431 000	TRAVEL		1,500.00	1,500.00
17	142 E 73300 429 000 431 000	INSTRUCTIONAL SUPPLIES			
18	142 E 73300 499 000 431 000	OTHER SUPPLIES AND MATERIALS		2,560.00	2,560.00
19	142 E 73300 524 000 431 000	OTHER SUPPLIES AND MATERIALS		2,618.26	2,618.26
20	142 E 73300 589 000 431 000	OTHER CHARGES		500.00	500.00
21	142 E 73300 790 000 431 000	OTHER EQUIPMENT			
22	142 E 99100 504 000 431 000	INDIRECT COSTS			
Total Expenditures				280,000.00	280,000.00
Total Revenue less Total Expenditures				280,000.00	

Explanation ESTABLISH BUDGET FOR 21ST CENTURY GRANT

Requested by: *Strende J. Hughett* Supervisor
 Recommended for Approval
 Reviewed by: *Mark McKeown* Chief Financial Officer

[Signature] Official / Department Head

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

Action by County Commission: Approval Non-Approval Date

received
09-15-23
[Signature]

Budget



DATE: September 14, 2023

EXHIBIT
VI C.2.d
09-28-23

Loct BOEmtg

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Requested Approval Amount
1				REVENUE		87,331.13
					Decrease	Increase
					Increase	Decrease
142	71100-116-	703	Teachers			-
142	71100-163-	703	Assistants			-
142	71100-189-	703	Other Salaries and Wages			-
142	71100-198-	703	Non-Certified Substitutes			-
142	71100-201-	703	Social Security			-
142	71100-204-	703	State Retirement			-
142	71100-206-	703	Life Insurance			-
142	71100-207-	703	Medical Insurance			-
142	71100-208-	703	Dental			-
142	71100-210-	703	Unemployment Compensation			-
142	71100-212-	703	Medicare			-
142	71100-429-	703	Instructional Supplies		500.00	500.00
142	71100-722-	703	Instructional Equipment			-
142	71100-499-	703	Other Supplies and Materials		1,000.00	
142	72130-599-	703	Other Charges		25,920.00	25,920.00
142	72210-189-	703	Other Salaries and Wages		25,200.00	25,200.00
142	72210-201-	703	Social Security		1,565.00	1,565.00
142	72210-204-	703	State Retirement		1,805.00	1,805.00
142	72210-206-	703	Life Insurance		40.00	40.00
142	72210-207-	703	Medical Insurance			-
142	72210-208-	703	Dental			-
142	72210-210-	703	Unemployment Compensation			-
142	72210-212-	703	Medicare		370.00	370.00
142	72210-355-	703	Travel		500.00	500.00
142	72210-399-	703	Contracted Services		7,995.00	7,995.00
142	72210-499-	703	Other Supplies and Materials			-
142	72210-524-	703	Professional Development		2,000.00	2,000.00
142	72210-599-	703	Other Charges		20,681.13	20,681.13
142	72210-790-	703	Other Equipment			-
142	99100-504-	703	Indirect Costs			-
					87,576.13	87,331.13

Explanation: This ARP 2.0 Grant revenue amendment is required in order to allocate funds.

Requested by: *Oscar L. Updegraff*
 Supervisor

Recommended for Approval: *[Signature]*
 Official / Department Head

Reviewed by: *[Signature]*
 Chief Financial Officer

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

Action by County Commission: *[Signature]* Approval Non-Approval Date: _____

09-19-23



DATE: September 14, 2023

EXHIBIT
VIC. 2.e
09-28-23

(Oct BOE Mtg)

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Requested Approval Amount
1				REVENUE		112,104.38
					Decrease	Increase
						112,104.38
					Increase	Decrease
142	71100-116-	704	Teachers			-
142	71100-163-	704	Assistants			-
142	71100-189-	704	Other Salaries and Wages			-
142	71100-198-	704	Non-Certified Substitutes			-
142	71100-201-	704	Social Security			-
142	71100-204-	704	State Retirement			-
142	71100-206-	704	Life Insurance			-
142	71100-207-	704	Medical Insurance			-
142	71100-208-	704	Dental			-
142	71100-210-	704	Unemployment Compensation			-
142	71100-212-	704	Medicare			-
142	71100-429-	704	Instructional Supplies			-
142	71100-722-	704	Instructional Equipment			-
142	72130-599-	704	Other Charges			-
142	72210-189-	704	Other Salaries and Wages		89,888.00	89,888.00
142	72210-201-	704	Social Security		5,535.00	5,535.00
142	72210-204-	704	State Retirement		6,428.00	6,428.00
142	72210-206-	704	Life Insurance		60.00	60.00
142	72210-207-	704	Medical Insurance			-
142	72210-208-	704	Dental		240.00	240.00
142	72210-210-	704	Unemployment Compensation			-
142	72210-212-	704	Medicare		1,305.00	1,305.00
142	72210-355-	704	Travel		3,148.38	3,148.38
142	72210-399-	704	Contracted Services			-
142	72210-499-	704	Other Supplies and Materials			-
142	72210-524-	704	Professional Development		5,500.00	5,500.00
142	72210-599-	704	Other Charges			-
142	72210-790-	704	Other Equipment			-
142	99100-504-	704	Indirect Costs			-
					112,104.38	112,104.38

Explanation: This ARP Homeless Systems Navigator Grant revenue amendment is required in order to allocate funds.

Requested by: *Oscar R. Upchurch*
 Supervisor

Recommended for Approval:

[Signature]
 Official / Department Head

Reviewed by: *Mark McLaughlin*
 Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date: _____

Action by County Commission: Approval

Non-Approval

Date: _____

RECEIVED
09-19-23



19-Sep-23

EXHIBIT
VI C. 2f.
09-28-23
(Oct BOE mtg)

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Requested Approval Amount
1				REVENUE		85,000.00
					Decrease	Increase
					Increase	Decrease
142	71100-116-	701	701	Teachers		-
142	71100-163-	701	701	Assistants		-
142	71100-189-	701	701	Other Salaries and Wages		-
142	71100-198-	701	701	Non-Certified Substitutes		-
142	71100-201-	701	701	Social Security		-
142	71100-204-	701	701	State Retirement		-
142	71100-206-	701	701	Life Insurance		-
142	71100-207-	701	701	Medical Insurance		-
142	71100-208-	701	701	Dental		-
142	71100-210-	701	701	Unemployment Compensation		-
142	71100-212-	701	701	Medicare		-
142	71100-429-	701	701	Instructional Supplies	1,000.00	1,000.00
142	71100-599-	701	701	Other Charges	1,800.00	1,800.00
142	72120-599-	701	701	Other Charges	2,000.00	2,000.00
142	72130-499-	701	701	Other Supplies and Materials		-
142	72130-599-	701	701	Other Charges		-
142	72210-189-	701	701	Other Salaries and Wages	50,566.00	50,566.00
142	72210-201-	701	701	Social Security	3,136.00	3,136.00
142	72210-204-	701	701	State Retirement	4,850.00	4,850.00
142	72210-206-	701	701	Life Insurance	45.00	45.00
142	72210-207-	701	701	Medical Insurance	11,000.00	11,000.00
142	72210-208-	701	701	Dental	150.00	150.00
142	72210-210-	701	701	Unemployment Compensation	55.00	55.00
142	72210-212-	701	701	Medicare	735.00	735.00
142	72210-355-	701	701	Travel	1,000.00	1,000.00
142	72210-399-	701	701	Contracted Services		-
142	72210-499-	701	701	Other Supplies and Materials		-
142	72210-524-	701	701	Professional Development	7,463.00	7,463.00
142	72210-599-	701	701	Other Charges		-
142	72210-790-	701	701	Other Equipment		-
142	99100-504-	701	701	Indirect Costs	1,200.00	1,200.00
					85,000.00	85,000.00

Explanation: This McKinney Vento Homeless Grant revenue amendment is required in order to allocate funds.

Requested by: *Oscar L. Upchurch* Supervisor
 Recommended for Approval: *[Signature]* Official / Department Head
 Reviewed by: *Max McGehee* Chief Financial Officer
 Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: 09/19/2023
 Action by County Commission: Approval Non-Approval Date: 09-19-23

RECEIVED
 09-19-23
SM



19-Sep-23

EXHIBIT
VI C.2.g
09-28-23

(Occ BOEmt)

Item #	Fund	Account #	Subfund	Account Description	Current Approved Amount	Requested Approval Amount
1				REVENUE		88,790.13
					Decrease	Increase
					Increase	Decrease
142	71100-116-	702	Teachers			-
142	71100-163-	702	Assistants			-
142	71100-189-	702	Other Salaries and Wages			-
142	71100-198-	702	Non-Certified Substitutes			-
142	71100-201-	702	Social Security			-
142	71100-204-	702	State Retirement			-
142	71100-206-	702	Life Insurance			-
142	71100-207-	702	Medical Insurance			-
142	71100-208-	702	Dental			-
142	71100-210-	702	Unemployment Compensation			-
142	71100-212-	702	Medicare			-
142	71100-429-	702	Instructional Supplies		17,378.13	17,378.13
142	71100-599-	702	Other Charges			-
142	72130-499-	702	Other Supplies and Materials		5,000.00	5,000.00
142	72130-599-	702	Other Charges		37,500.00	37,500.00
142	72210-189-	702	Other Salaries and Wages		4,332.00	4,332.00
142	72210-201-	702	Social Security		270.00	270.00
142	72210-204-	702	State Retirement		320.00	320.00
142	72210-206-	702	Life Insurance		4.00	4.00
142	72210-207-	702	Medical Insurance		2,900.00	2,900.00
142	72210-208-	702	Dental		16.00	16.00
142	72210-210-	702	Unemployment Compensation			-
142	72210-212-	702	Medicare		70.00	70.00
142	72210-355-	702	Travel			-
142	72210-399-	702	Contracted Services			-
142	72210-499-	702	Other Supplies and Materials		7,000.00	7,000.00
142	72210-524-	702	Professional Development		8,000.00	8,000.00
142	72210-599-	702	Other Charges		6,000.00	6,000.00
142	72210-790-	702	Other Equipment			-
142	99100-504-	702	Indirect Costs			-
					88,790.13	88,790.13

Explanation: This ARP1.0 Homeless Grant revenue amendment is required in order to allocate funds.

Requested by: *Oscar L. Upchurch*
 Supervisor

Recommended for Approval: *[Signature]*
 Official / Department Head

Reviewed by: *Man [Signature]*
 Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date: 09/19/2023

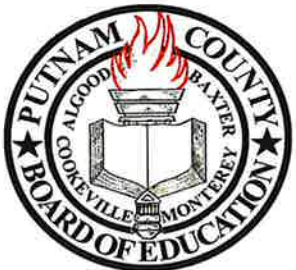
RECEIVED
 09-19-23
 Action by County Commission: *[Signature]*

Approval

Non-Approval

Date:

EXHIBIT
VFC.2h.
 09-28-23
 tabbles



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

Department: **Federal Programs**

Date: September 27, 2023 *(Oct BOE mtg)*

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-116	101 Teachers	1,067,797.00		16,930.00	1,050,867.00
2	142	71100-163	101 Assistants	365,375.00		8,465.00	356,910.00
3	142	71100-198	101 Non Certified Substitutes	22,046.00		1,733.00	20,313.00
4	142	71100-201	101 Social Security	88,944.00		1,575.00	87,369.00
5	142	71100-204	101 State Retirement	89,004.00		1,794.00	87,210.00
6	142	71100-206	101 Life	1,640.00		60.00	1,580.00
7	142	71100-207	101 Medical	637,191.00		23,850.00	613,341.00
8	142	71100-208	101 Dental	6,560.00		227.00	6,333.00
9	142	71100-210	101 Unemployment Comp.	2,430.00		60.00	2,370.00
10	142	71100-212	101 Medicare	21,738.00		250.00	21,488.00
11	142	71100-429	101 Instructional Supplies	22,253.00	1,311.00		23,564.00
12	142	71100-471	101 Software	12,760.00	9,515.00		22,275.00
13	142	71100-722	101 Instructional Equipment	267,451.00	22,320.00		289,771.00
14	142	72130-599	101 Other Charges	35,832.00		500.00	35,332.00
15	142	72210-499	101 Other Supplies	21,198.00	2,027.00		23,225.00
16	142	72210-790	101 Other Equipment	109,797.00	20,271.00		130,068.00
					55,444.00	55,444.00	

Explanation: This Title I (101) Amendment is needed in order to utilize funds more appropriately according to school level needs.

Requested by: *Bridget Conrath* Recommended for Approval: *[Signature]*
 Supervisor Official / Department Head

Reviewed by: *Mark Meyer*
 Chief Financial Officer

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

Action by County Commission: Approved Not Approved Date: _____

received
 09-26-23 *SK*



EXHIBIT
 VIA 7, VIAS
 VIF10, 11, 12
 09/28/23
 (Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. Mc Reynolds - shared document*

VIA 7.
 ☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

VIF 10
 ☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
 ☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

VIF 11
 ☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF 12
 ☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
 09-14-23
[Signature]

(Oct BOEing)

EXHIBIT VI D. 09-28-23

Out of State/ Overnight BOARD APPROVAL Month: October, 2023

Table with 8 columns: Date Submitted, Destination/City, School, Sponsors/ Chaperones, Subject/ Grade/ Group, Date(s) of Event, No. of Students, Event Name. It contains 7 rows of event data.

Signature of Corby King, Director of Schools, and a line for Date.

received 09-14-23

UHS Choir & Dance Trip

Universal 2023 - Detailed Itinerary

Sunday, November 12, 2023 - Travel Day

- 1:30 pm CST - Arrive at UHS
- 2:00 pm CST - Depart UHS back parking lot
- 7:00 pm EST - Dinner at Exit 218
 - Arbys, Zaxby's, Burger King, KFC, or Rock N Roll Sushi
- 2:00 am EST (Approximately) - Arrive at hotel and settle in to sleep

IMPORTANT when you get your hotel key, tickets, & Dining/Gift Card - **TAKE A PICTURE OF THE BACK/BAR CODE!!!!** Every year someone loses their card, ticket, or hotel key. Universal can **NOT** help you unless you have the barcode photo! Should you lose it, go to guest services and let them know what happened - show them the photo of the barcode.

*All the rest of the times will be in Florida Time (Eastern Standard) until we're back in Tennessee

Monday, November 13, 2023 - Universal Studios & Islands of Adventure

- Group 1 (early risers) - Go with Mrs. Maynard to the Parks
- Group 2 (sleep-in) - Go with Mrs. Phillips to the Parks
- Breakfast, Lunch, And Dinner - on your schedule
- 8:30 pm - Meet at the Lagoon Stage (grassy stairs) to return to hotel
- 11:00 pm - **IN YOUR OWN ROOM** and reasonably quiet
- 12:00 am - lights out ASAP - we have our performance in the morning

Tuesday, November 14, 2023 - Performance Day & Pirates Adventure Dinner Show that night

- You can eat a breakfast/snack at hotel if you want
- 7:30 am - Meet in the Hotel Lobby, dressed for the performance!!
- 8:00 am - Breakfast or Snack at the City Walk (if you want).
- 9:00 am - Meet up with the STARS Coordinator, they will walk us to the WarmUp location.
- 9:50 am - We will be escorted to the stage
- 10:00 am - Performance
- 10:40 am - Return any equipment to the bus - Enjoy City Walk or Return to the hotel
 - Swimming, resting, games, etc...
 - LUNCH - light lunch snack (big meal tonight)
- 3:00 pm - Mall At Millenia (STAY IN GROUPS OF 5 OR MORE AND DO NOT GO OUTSIDE THE MALL UNTIL WE LOAD BUS)
 - 5:45 pm - load bus for the dinner show
- 7:30 pm - Pirates Dinner Adventure

Wednesday, November 15 AND Thursday, November 16, 2023 - Universal Studios & Islands of Adventure

- Meet in Lobby and take shuttle to Universal Parks
 - Breakfast, Lunch, And Dinner on your own
- 8:30 pm - Meet at the Lagoon Stage (grassy stairs) to return to hotel
- 11:00 pm - **IN YOUR OWN ROOM** and reasonably quiet
- **MAKE SURE YOU PACK ALL OF YOUR STUFF ON THURSDAY NIGHT!!!**

Friday, November 17, 2023 - Drive Home

- 6:45 am - Meet in lobby with ALL your luggage
- 7:00 am - Depart from our hotel (We'll stop for breakfast at the World's Largest McDonalds)
- Noonish - stop for lunch - TBD
- 7:00ish pm - arrive at UHS
 - (Call your rides along the way to meet us when we get there)

Upperman High School Choir - DETAILED BUS ITINERARY

Director: Emily Phillips 615-483-1006

Sunday, November 12, 2023

Upperman High School - 6950 Nashville Highway, Baxter, TN (Back Parking Lot)

- 1:30 pm CST - Begin Loading Bus
- 2:00 pm - Depart UHS
- 7:30 pm EST - approximately - Stop for Dinner at Exit 218
 - Arbys, Zaxby's, Burger King, KFC, or Rock N Roll Sushi
- 2:00 am EST - Arrive at our hotel
 - Dockside Inn and Suites
 - 7125 Universal Blvd, Orlando, FL 32819

Monday, November 13, 2023 - No bus services needed (enjoy your day)

Tuesday, November 14, 2023

- 8:00 am - depart hotel and drop off at bus loop Universal Studios
- 10:00 - our performance (we'll come back to the bus and load instruments)
- 11:00 - Once we load the instruments back on the bus you're welcome to do whatever you need to do
 - some students may wish to return with the bus, but the rest will take the hotel shuttle
- 2:45 pm - Take students to the Mall
 - The Mall at Millenia, 4200 Conroy Rd, Orlando, FL 32839
 - 3.9 miles away from hotel
- 5:45 pm - load up from mall
- 6:00 pm - Arrive at Pirate Dinner Adventure
 - Pirates Dinner Adventure, 6400 Carrier Dr, Orlando, FL 32819
 - 4.3 miles away from mall
 - Our show is at 7:30
 - I got a comp ticket for the driver so he/she is welcome to stay and enjoy the show and a meal
- After show we return to the hotel (it's nearly across the street from our hotel)
 - .6 miles from our hotel

Wednesday & Thursday, November 15 & 16, 2023 - No bus services needed (enjoy your days)

Friday, November 17, 2023

- 7:00 am - Depart Hotel
 - Stop at the world's largest McDonalds for breakfast
- Noonish - stop for lunch (TBD)
- Driver Swap (Driver's discretion)
- 7:00 pm ish - Arrive at Upperman



UHS Dane/ Choir Trip

Phillips, Emily <emily.phillips@pcsstn.com>
To: "Deason, Meghan" <meghan.deason@pcsstn.com>

Tue, Aug 29, 2023 at 12:09 PM

Yes, sorry I didn't have the room list done at the time. It is done as of today because I also had to submit it to the Hotel for the reservation.

Room 1	Room 2	Room 3	Room 3	18 - BUS DRIVER
Emily Phillips	Becky Maynard	Dee Bean		
Fisher Phillips	Isaac Maynard	Todd Bean		
Robin Phillips	MK Maynard			
ROOM 4	ROOM 5	ROOM 6	ROOM 7	
*Charlee Bean	*Caylee Smallwood	*Alexis Bennett	*Patience Emerton	
Shelby Jones	Jordan Scoles	Chloe Webb	Elyse Daugherty	
Bella Jacobs	Charity Morgan	Mackenzie Stebok	Reese Foster	
Femke Perry	Mykie Dull	Maggie Dunlap	Alexis Perry	
ROOM 8	ROOM 9	ROOM 10	ROOM 11	
*Kyla Ligon	*Freyja Klein	*Lily Herd	*Sophie Jacobs	
Brieanna Flatt	Tembreanna Mahan	Izzy Uhles	Anna Stiriz	
Hannah Swafford	Alexis Bendross	Payton Watson	Mim Strahan	
Abigail Davis	Mackenzie NASH	Maddie Denson	Luz Padilla	
ROOM 12	ROOM 13	ROOM 14		
*Wyatt Childers	*Chris Jones	*Isaiah Scoles		
Liam Murray	Bryson Alley	Bradley Chaney		
Rance Buckler	David Greene	Gage Franklin		
Wade Stephens	Tommy Jacobs	Gauge Weber		

The kids marked with * are the room leaders. The girl marked in Yellow is going to stay in the room with her grandmother, but in the same hotel with us.

Here is the itinerary. Small things may change, but the bigger things will not.

 **Emily Phillips**
emily.phillips@pcsstn.com

Choir Director / Commercial Music
Upperman High School

CHS FCCLA National Fall Convention

Rooming List and Itinerary TBD

UHS FFA National Convention

Rooming List

Advisor Room A

Wes Shanks (Baxter FFA)

Advisor Room B

Whitney Slatten (Baxter FFA)

Student Room A (Girls)

Addison Farris

Alison York

Carlee Cumby

Student Room B (Boys)

Jared Stafford

Jace Moore

Dennis Colt Randolph

Chaperones

Tyler Vester (Monterey FFA)

Danielle Johnson (Cookeville FFA)

Elizabeth Wick (Cookeville FFA)

Aaron Walls (Monterey FFA)

Hotel

SpringHill Suites

Indianapolis Downtown

601 W. Washington St.

Indianapolis, IN 4204

CHS FFA National Convention

**FFA National Convention Roster, Rooming List, and Agenda
Cookeville High School
October 31, 2023 - November 4, 2023**

ROOMING LIST

Advisor Room 1

Danielle Johnson (CHS Advisor)
Elizabeth Wick (CHS Advisor)
Whitney Slatten (UHS Advisor)

Advisor Room 2

Tyler Vester
Aaron Walls

Student Room 1 (CHS)

Conner Bartlett
Cole Bartlett
Cade Morgan
Blake Johnson

Student Room 2 (CHS)

Lyndsie Knox
Mallory Johnson
Brachae Young
Savannah Peterson

Student Room 3 (CHS)

Lillian Upchurch
Ryelee Deweese
Honey Wilson
Ciara Oldham

Student Room 4

Student Room 5

AGENDA

Tuesday 10/29

2:30 pm - Leave School traveling to Indy

6:00 pm - Dinner

Wednesday 10/30

Breakfast at hotel

11:00 am lunch as a group

12:00 Career/College Fair

3:30 pm Opening Session

6:00 pm Dinner

Thursday 10/31

2:00 pm Session (Accept National Chapter Award)

6:00 pm Dinner

Friday 11/1

6:00- Ready to leave the hotel in OD

7:00 am TN Breakfast

1:00 pm Career Fair/FFA Mall

5:00 pm Hypnotist Show

7:00 Dinner

Saturday

7:00 American Degree Session

Final Session

Depart for Home - Time TBD based on American Degree Session

Lunch

MHS FFA National Convention

FFA National Convention Roster, Rooming List, and Agenda
Cookeville High School
October 31, 2023 - November 4, 2023

ROOMING LIST

Advisor Room 1

Danielle Johnson (CHS Advisor)
Elizabeth Wick (CHS Advisor)
Whitney Slatten (UHS Advisor)

Advisor Room 2

Tyler Vester
Aaron Walls

Suite Student Room 1 (CHS)

Conner Bartlett
Cole Bartlett
Cade Morgan
Blake Johnson

Suite Student Room 2 (CHS)

Lyndsie Knox
Mallory Johnson
Brachae Young
Savannah Peterson

Suite Student Room 3 (CHS)

Lillian Upchurch
Ryelee Deweese
Honey Wilson
Ciara Oldham

Suite Student Room 4 (MHS)

Henry Francisco
Greyson Key
Jackson Randolph
Dennis Cardona
Jackson (Mekkah) Henry
Cade Frizzell

Suite Student Room 5 (MHS)

Mya Janiak

Angelina Sebastian
Allison Clark
Anilli Ordonez
Emily Wright
Madison Phillips

Suite Parent Room 1 (MHS)

Jerrod Wright
Heather Wright
Garrett Wright(Child)

AGENDA

Tuesday 10/29

2:30 pm - Leave School traveling to Indy

6:00 pm - Dinner

Wednesday 10/30

Breakfast at hotel

11:00 am lunch as a group

12:00 Career/College Fair

3:30 pm Opening Session

6:00 pm Dinner

Thursday 10/31

2:00 pm Session (Accept National Chapter Award)

6:00 pm Dinner

Friday 11/1

6:00- Ready to leave the hotel in OD

7:00 am TN Breakfast

1:00 pm Career Fair/FFA Mall

5:00 pm Hypnotist Show

7:00 Dinner

Saturday

7:00 American Degree Session

Final Session

Depart for Home - Time TBD based on American Degree Session

Lunch

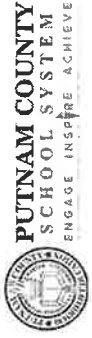
PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
OCTOBER 2023

EXHIBIT
VI E
09-28-23
tabbles

(Oct BOEMT)

Board Action	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	GRANT AMOUNT ACCEPTANCE	PREVIOUS GRANTS ONGOING	New, Ongoing, Renewal	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	APPROVAL FOR ONGOING	COMMENT
PERMISSION TO APPLY	VECUSTOMERS SHARE GRANT	\$ 2,990.00				NEW	MHS	9/28/2023			CHRISTINA URIBE APPLYING
PERMISSION TO APPLY	VECUSTOMERS SHARE GRANT	\$ 2,500.00				NEW	BURKS	9/28/2023			SUZANNE GOOLSBY APPLYING
PERMISSION TO APPLY	TSIN / STEM CLASSROOM GRANT	\$ 5,000.00				NEW	BURKS	9/28/2023			SUZANNE GOOLSBY APPLYING
PERMISSION TO APPLY	WALMART COMMUNITY GRANT	\$ 5,000.00				NEW	BURKS	9/28/2023			SUZANNE GOOLSBY APPLYING
PERMISSION TO APPLY	TVA STEM CLASSROOM GRANT	\$ 5,000.00				NEW	PSMS	9/28/2023			MICHAEL CHAFFIN APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION GRANT	\$ 460.00				NEW	PSMS	9/28/2023			AMY SCOTT APPLYING
PERMISSION TO APPLY	SWALLOWS SCHOLARS GRANT	\$ 500.00				NEW	PSMS	9/28/2023			MARK TYLKA APPLYING
PERMISSION TO APPLY	MIDDLE TN NATURAL GAS GRANT	\$ 3,500.00				NEW	PSMS	9/28/2023			MARK TYLKA APPLYING
PERMISSION TO APPLY	TVA STEM CLASSROOM GRANT	\$ 3,000.00				NEW	CES	9/28/2023			TIMOTHY CAVENDER APPLYING
PERMISSION TO APPLY	BUILDING ENERGY UPGRADES GRANT - TVA ENERGY RIGHT	\$ 400,000.00				NEW	WPA	9/28/2023			KAROLYN THACKER FOR WHITE PLAINS ACADEMY IS APPLYING
PERMISSION TO ACCEPT	UTRUST MINI GRANT			\$ 250.00		NEW	PSMS		9/28/2023		BROOKS ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00		NEW	AES		9/28/2023		BETH GAW ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00		NEW	PVES		9/28/2023		PRESLEY ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 2,928.00		NEW	CORNERSTONE		9/28/2023		HOOVER ACCEPTING
PERMISSION TO ACCEPT	TN ARTS COMMISSION GRANT			\$ 3,000.00		NEW	SES		9/28/2023		NABORS ACCEPTING
PERMISSION TO ACCEPT	TRANSITION SCHOOL TO WORK GRANT				\$ 107,780.00	ONGOING	SYSTEMWIDE			9/28/2023	SHERI ROBERSON/ SHEREE BERNARD (GRANT WAS APPLIED FOR IN 2021-2022) AMT. IS TO BE EXPENDED FROM OCT 1, 2023- SEPTEMBER 30, 2024
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 500,000.00	ONGOING	AMS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 500,000.00	ONGOING	ATMS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 500,000.00	ONGOING	PSMS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 500,000.00	ONGOING	UMS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 1,000,000.00	ONGOING	CHS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 1,000,000.00	ONGOING	MHS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
PERMISSION TO ACCEPT	INNOVATIVE SCHOOL MODELS GRANT				\$ 1,000,000.00	ONGOING	UHS			9/28/2023	THIS GRANT WAS APPLIED FOR BY LESLIE ELDRIDGE IN OCTOBER 2022 (AMOUNT IS TO BE EXPENDED OVER THE NEXT 4 YEARS) JACKIE VESTER IS NOW OVERSEEING THIS GRANT
TOTALS		Jul-23 \$ 4,490.00									
		Aug-23 \$ 8,991.00		\$ 1,455,491.40	\$ 26,524.96						
		Sep-23 \$ 691,922.72		\$ 7,930.00							
		Oct-23 \$ 429,950.00		\$ 12,178.00	\$ 5,107,780.00						
		Nov-23									
		Dec-23									
		Jan-24									
		Feb-24									
		Mar-24									
		Apr-24									
		May-24									
		Jun-24									
		Jul-24									
	TOTAL	\$ 1,135,353.72	\$ -	\$ 1,475,599.40	\$ 5,134,304.96						GRANT REPORT PREPARED BY SHARON BYERS

received
09-19-23
ROK



Reid, Sharon <reids2@pcsstn.com>

Revision

1 message

Byers, Sharon <sbyers@pcsstn.com>

Tue, Sep 19, 2023 at 8:58 AM

To: Sharon Reid <reids2@pcsstn.com>

Sharon,

I have attached the new revision grant report for October 2023, this includes Jackie Vester's information and another request for WPA. Thank you and hopefully this is it.

Sharon Byers

Accounts Payable / Finance Department

Putnam County Board of Education

1400 E. Spring Street Cookeville, Tn. 38501

sbyers@pcsstn.com

931-526-9777 Ext. 1424

It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow.

Robert H. Goddard



GRANT REPORT OCTOBER 2023.pdf

154K

EXHIBIT
09-28-23
tabbles

(Oct BOE Mtg)

Orig. Grant or
ISM Report for
CRPT should be
update
update



Request
2023 Meeting

Date 09/14/2023

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 updates to the ISM grant years 2 - 4. The grant funds CTE grades 6 - 12 at AMS, ATMS, ATMS, PSMS, UMS, CHS, MHS, and UHS schools.

received
09-14-23
JVK



Putnam County Board of Education (Oct BOE mtg) Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

Backup included

Backup to follow

Consider approval of the following for the September 28, 2023 BOE meeting:

Student Teacher Partnership Agreement between the Tennessee Tech University and the Putnam County School System effective 9/1/23 - 8/31/24.



Signature of Person Making Request

9-18-23

Date

Signature of Director of Schools

Date

received
09-18-23
JH

Educator Preparation Provider/Local Education Agency Primary Partnership Agreement

Educator Preparation Provider (EPP)	Tennessee Tech University
Local Education Agency (LEA)	Putnam County Schools
Academic Year of Agreement	Fall 2023-Spring 2024

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

LEA Contact/Designee	
Name: Corby King	Title: Director, Superintendent
Email: kingc11@pcsstn.com	Phone Number: 931.526.9777

Certification (signatures verify partnership)	
EPP Head Administrator: Dr. Matt Smith	Title: Associate Dean, College of Education
Signature:	Date: 09/18/2023

LEA Head Administrator:	Title:
Signature:	Date:



Prompt
1

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

Recruitment goals and strategies:

- Conduct face to face communication with stakeholders:
- Collaborate to create dual credit and enrollment opportunities – to assist with new state requirement of EPSO (early post-secondary opportunities) units at the secondary level
- Collaborate on Education Fair – recruitment targeting 200+ candidates
- CoED Recruitment and Marketing Coordinator – recruits within P-12 school partnership districts
- EPP presenting to P-12 faculty and students - professional development for current P-12 teachers, host education-specific campus visits for P-12 students (i.e. TAP student groups)
- EPP facilitates a Teacher Education Committee (TEC) that collaborates monthly on curriculum, selection criteria, requirements for clinical educators, partnership agreements, etc. Members of the TEC include EPP and district-level personnel (principals, teachers).
- Faculty presentations/visits to community colleges
- Flyers and posters disseminated at community colleges and P-12 schools targeting diverse populations
- Email messages/print materials delivered to P-12 schools
- Use of digital signage and social media
- EPP advisors meet with prospective students weekly and send handwritten notes to all prospective students after campus visits
- Teacher Education staff attend Upper Cumberland Director’s Study Council monthly.

Evidence of recruitment in high-needs areas:

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

Instructional Leadership (INSL):

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

**Prompt
2**

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

Actions:

-EPP facilitates a Teacher Education Committee (TEC) that collaborates monthly on curriculum, selection criteria, criteria for clinical educators, partnership agreements, etc. Members of the TEC include EPP and district-level personnel (principals, teachers).

INSL:

-Uses the Lead and Literacy Future Growth Plan (LLFGP) to develop strategies, criteria, and protocols – plan requires INSL candidates and EPP faculty, to engage in a meaningful and sustaining conversation with current P-12 school administrators to align, develop, and integrate literacy strategies, as well as bolster existing and/or initial literacy implementations.

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

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

*For field experience/practicum candidates, clinical mentors:

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

*For student teachers/residents, clinical mentors:

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

INSL

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

**Prompt
3**

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

Design and Implementation of Clinical Experiences:

- 50+ P-12 partners to secure placements for clinical experiences. Experiences consist of ethnically/racially and economically diverse students, students with disabilities, and English language learners.
- Clinical experiences align with InTASC and State standards. Clinical experiences provide training and practice directly aligned to categories such as: learner and learning, content knowledge and application, instructional practice, and/or professional responsibility. Candidates are evaluated using the following assessments: 1) Praxis content exams; 2) edTPA; 3) TEAM Rubric/Aspiring Teacher Rubric (ATR), began 2023; 4) disposition assessments; and 5) summative evaluations.
- Residency/Student teaching candidates complete supplemental placements during the clinical experience. Candidates transition to classroom settings different from the initial placement. Supplemental placements must be completed in candidates' initial licensure or add-on endorsement area. Coordination of supplemental placements is based on collaboration between the candidate and P-12 partner/clinical mentor.

Alignment of Clinical Experiences:

- Candidates pursuing initial licensure at the undergraduate level, including GYO complete a year-long clinical experience, known as Residency I (senior year, first semester), Residency II (senior year, second semester).
- Candidates pursuing initial license at the graduate level (post-bacc) complete one-semester clinical experience, student teaching.
- Job-embedded candidates - P-12 partners and prospective candidates contact EPP to fill positions via job-embedded contracts. Proof of content knowledge, intent to hire letter from the P-12 partners, etc. are required.

INSL

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

Expectations and Implementation of Clinical Experiences:

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

NOTE: Expectations are communicated to candidates via course syllabi, course descriptions, general information seminars, information packets, and Teacher Education newsletters.

- Field/Practica experiences - EPP faculty place candidates in early field experiences, identified as practicum placements. Candidates are evaluated by both EPP faculty and P-12 mentors based on the TEAM rubric. Field experience hours range from 10-70 hours (varies by course).

INSL

- Candidates are evaluated by clinical mentor (1 time per semester via mentor assessment and 1 time per semester via collaboration related to the CARE document) and clinical supervisor (minimum of 1 time per semester via face-to-face meeting/visit with clinical mentor and candidate). This evaluation allows discussion regarding program progression, including but not limited to leadership and literacy outcomes.

Prompt
4

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

- Literacy block (7 credit–hours): candidates learn literacy theory/pedagogy and apply learning in the co–requisite early field experience/practicum course.
- EPP partnered with P-12 schools to create the VISION Lab where candidates use cutting-edge immersive virtual reality to plan, deliver, and assess instruction.
- P-12 partners shared candidates/completers needed more knowledge and experience with the interpretation of assessment data. This led to the EPP creating an Educational Data and Assessment course (4700). The course prepares teacher candidates to interpret data and apply effective assessment and evaluation in the Pre K-12 classroom.
- Field Experience/Practicum (FOED 3810): EPP faculty collaborate with P-12 partners to select appropriate early field experiences where candidates apply theory to practice.
- Professional Seminar I (4872) course requires candidates to provide evidence of discipline specific methods of communicating content through planning, instructing, and assessing.
- Residency I (4871) and Residency II (4881) allow additional opportunities for mentor collaboration to link theory and practice. Candidates learn and collaborate with mentors (i.e. classroom management strategies, plan, instruct, assess lessons, edTPA, etc.).

INSL

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

Evaluation actions and decision-making for continuous improvement:

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

INSL

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

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

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

INSL

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

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



(out BOE mtg)

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

Approval of the following individual to serve on the Collaborative Conferencing Team for 2023-2024:

Russell Darley

Aaron Casey-PCEA

Respectfully submitted,

Angie Knight
Angie Knight

09/26/2023

Angie Knight _____ *9-26-23*
Signature of Person Making Request Date

[Signature] _____
Signature of Director of Schools Date

received
09-26-23
SK



Upperman Middle

6700 Nashville Hwy. Baxter, Tennessee

Phone (931) 858-6601 Fax (931) 858-6651

EXHIBIT
tabbles
VTF.3
09-28-23

Jessica Etheredge, Principal

Lesley Herron, Assistant Principal

Kyle Childress, Assistant Principal

(Oct BDEmt)

September 14, 2023

Dear Mr. King and Putnam County Board of Education:

Our PTO would like to donate a swing set and benches to one of our playground areas. Our current playground is not age-appropriate. After surveying students it was found that they want an area to play various sports and swings. We will be having the current equipment moved to Sycamore Elementary School. The PTO will be covering the cost of all the equipment.

Thank you,
Jessica Etheredge
Principal



received
09-14-23
SL



Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee 38544

Phone (931) 858-6601 Fax (931) 858-6637

Jessica Etheredge, Principal

Lesley Herron, Assistant Principal Kyle Childress, Assistant Principal



PROPOSAL

Created: June 19, 2023

Modified:

Quote Name: Baxter UMS 61623-01-01

Prepared By: Adam Walton
(931) 303-0227
adam@rec-concepts.com

Prepared For: Jessica Etheredge
931-801-5964
jessica.etheredge@pcsstn.com

Bill To: Jessica Etheredge
Upperman Middle School
6700 Nashville Hwy Baxter TN 38544

Ship To: Upperman Middle School
6700 Nashville hwy
Baxter, TN 38544

Please make out purchase orders, contracts, and checks to:

Invoice Address Recreational Concepts
1151 S Willow Ave Ste D
Cookeville TN 38506

Lead Time: **6-10 Weeks**
Payment Terms: 50% down at PO, 25% upon delivery,
Balance upon completion

We are pleased to submit this proposal to supply the following items:
Baxter UMS Playground

QTY	Model No	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
3	278557A	Hedra Swing Frame DB Only		\$ 11,565.00	1,038.0	\$ 11,565.00
2	281067A	Hedra Swing Frame Spacer Set		\$ -	20.0	\$ -
6	174018A	Belt Seat ProGuard Chains for 8' Beam Ht		\$ 900.00	48.0	\$ 900.00
5	141683A	72" TenderTuff Bench w/Back No Armrests DB		\$ 3,750.00	605.0	\$ 3,750.00
1	182503C	Welcome Sign		\$ -		\$ -
<i>*No Installation Included in Price</i>						

Subtotal	\$ 16,215.00
Freight	\$ 3,100.00
Tax Rate	
Project Tax	\$ -
Equipment Installation	
Project Total	\$ 19,315.00

"The quality will remain long after the price is forgotten."

~Henry Royce



Reid, Sharon <reids2@pcsstn.com>

board proposal

1 message

Etheredge, Jessica <jessica.etheredge@pcsstn.com>
To: Sharon Reid <reids2@pcsstn.com>

Thu, Sep 14, 2023 at 3:38 PM

Ms. Reid,

My PTO just informed me they wanted to purchase the more expensive swingset. I am updating the proposal for the board below.

THANK YOU!

Jessica Etheredge
Upperman Middle School
Principal
Jessica.etheredge@pcsstn.com
(931) 858-6601
6700 Nashville Hwy
Baxter, TN 38544

*"Culture eats instruction for breakfast!"
~Dr. Kevin Armstrong*

9-13-23 UMS Playground Board Proposal.pdf
1075K

CM



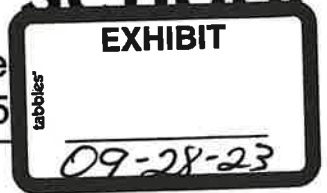
Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee

Phone (931) 858-6601 Fax (931) 85

Jessica Etheredge, Principal

Lesley Herron, Assistant Principal Kyle Childress, Assistant Principal



09-28-23
(Oct BOE mt)

September 14, 2023

Dear Mr. King and Putnam County Board of Education:

Our PTO would like to donate a swing set and benches to one of our playground areas. Our current playground is not age-appropriate. After surveying students it was found that they want an area to play various sports and swings. We will be having the current equipment moved to Sycamore Elementary School. The PTO will be covering the cost of all the equipment.

Thank you,
Jessica Etheredge
Principal



received
09-14-23
[Signature]



Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee 38544

Phone (931) 858-6601 Fax (931) 858-6637

Jessica Etheredge, Principal

Lesley Herron, Assistant Principal Kyle Childress, Assistant Principal



PROPOSAL

Created: June 19, 2023

Modified:

Quote Name: Baxter UMS 61623-02-01

Prepared By: Adam Waltom
(931) 303-0227
adam@rec-concepts.com

Prepared For: Jessica Etheredge
931-801-5964
jessica.etheredge@pcsstn.com

Bill To: Customer Name
Upperman Middle School
6700 Nashville Hwy Baxter TN 38544

Ship To: Upperman Middle School
6700 Nashville hwy
Baxter, TN 38544

Please make out purchase orders, contracts, and checks to:

Invoice Address Recreational Concepts
1151 S Willow Ave Ste D
Cookeville TN 38506

Lead Time: **6-10 Weeks**
Payment Terms: 50% down at PO, 25% upon delivery,
Balance upon completion

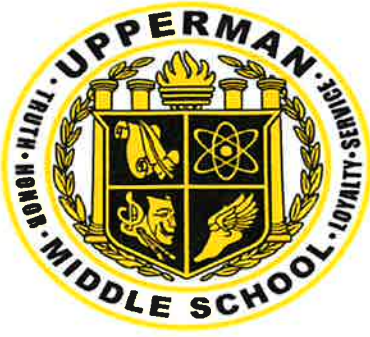
We are pleased to submit this proposal to supply the following items:
Baxter UMS Playground

QTY	Model No	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
1	177344A	Single Post Swing Frame 52' Bury 8' Beam Height		\$ 1,725.00	251.0	\$ 1,725.00
2	177345A	Single Post Swing Frame 52' Bury Additional bay 8' Height		\$ 2,460.00	296.0	\$ 2,460.00
6	174018A	Belt Seat with Proguard Chains for 8' Ht		\$ 900.00	48.0	\$ 900.00
5	141683A	72" TenderTuff Bench w/Back No Armrests DB		\$ 3,750.00	605.0	\$ 3,750.00
1	182503C	Welcome Sign		\$ -		\$ -
<i>*No Installation Included in Price</i>						

Subtotal	\$ 8,835.00
Freight	\$ 2,200.00
Tax Rate	
Project Tax	\$ -
Equipment Installation	
Project Total	\$ 11,035.00

"The quality will remain long after the price is forgotten."

~Henry Royce



Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee
Phone (931) 858-6601 Fax (931) 858-6602

Jessica Etheredge, Principal

Lesley Herron, Assistant Principal Kyle Childress, Assistant Principal

EXHIBIT
VI F. 4.
09-28-23

(Oct BOE mtg)

September 14, 2023

Dear Mr. King and Putnam County Board of Education:

Upperman Middle School has made a good-faith effort to follow protocol in seeking and obtaining sports teams. Per recommendations of the Putnam County School Board, we are seeking approval for the following ^{wing} Upperman club (wrestling) to be moved to a supplemental sport. This club has been in place at Upperman ~~for more than~~ ^{for more than} three years.

Thank you,

Jessica Etheredge
Principal

I Approve. All other middle schools have this position.

[Signature] 9/18/23

received
09-14-23
[Signature]



Reid, Sharon <reids2@pcsstn.com>

2 items for the board

2 messages

Etheredge, Jessica <jessica.etheredge@pcsstn.com>
To: Sharon Reid <reids2@pcsstn.com>

Thu, Sep 14, 2023 at 6:11 AM

Good Morning,

Can I please have these 2 items added to the board agenda.

Thank you!

Jessica Etheredge
Upperman Middle School
Principal
Jessica.etheredge@pcsstn.com
(931) 858-6601
6700 Nashville Hwy
Baxter, TN 38544

*"Culture eats instruction for breakfast!"
-Dr. Kevin Armstrong*

2 attachments

9-13-23 Wrestling Supplement Board Proposal.pdf
156K

9-13-23 UMS Playground Board Proposal.pdf
1041K

Reid, Sharon <reids2@pcsstn.com>
To: "Etheredge, Jessica" <jessica.etheredge@pcsstn.com>

Thu, Sep 14, 2023 at 7:32 AM

Will submit to Mr. King.
[Quoted text hidden]

--
Sharon Reid
Ex. Admin. Asst.
Putnam County Schools
931-525-4701
reids2@pcsstn.com

**Upperman Middle school
2020
Wrestling Schedule
Practice Begins Oct. 19st
3:15-4:45
Upperman High School Cafeteria**

DATE	OPPONENT	VENUE	TIME
Nov. 5th	Blackman	Blackman	5:30pm
Nov. 12th	Algood	Algood	4:00pm
Nov. 20th	Prescott	Prescott	4:00pm
Dec. 5th	Conference Ind.	TBA	TBA
TBA	City Championships	TBA	TBA
Dec. 6th	Conference Duals	TBA	TBA

Upperman Middle School Wrestling:

Sign-ups:

In UMS Office. See Mr. Cadle

Meeting with wrestlers and parents:

Upperman High media center (library).

Friday Oct. 2 @ 5:30

Wrestling dues: \$16.00: This will pay for AAU Card. The Amateur Athletic Union (AAU)

Wrestlers will Need:

- **Short sleeve black compression shirt**
- **Black shorts/ NO Pockets**
- **Wrestling shoes**
- **Headgear**

Upperman Middle School Wrestling Sign Up Sheet

Student's Name _____
Birthdate _____
Parents' Name _____
Address _____
Email _____
Phone Number _____

Day	Date	Event
Sunday	Oct 31	
Monday	Nov 1	4:30pm Backyard Brawl Prescott
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	8:00am Prescott Duels

Day	Date	Event
Sunday	7	
Monday	8	
Tuesday	9	5 Warren County, Tulahoma, Whitwell at Warren County
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	Tulahoma CTWC Individual

Day	Date	Event
Sunday	14	
Monday	15	
Tuesday	16	
Wednesday	17	
Thursday	18	
Friday	19	
Saturday	20	Warren County CTWC Individual

Day	Date	Event
Sunday	21	
Monday	22	
Tuesday	23	Backyard Brawl II
Wednesday	24	
Thursday	25	
Friday	26	
Saturday	27	

Day	Date	Event
Sunday	28	
Monday	29	
Tuesday	30	
Wednesday	Dec 1	
Thursday	2	5:00pm Backman at Backman
Friday	3	
Saturday	4	Middle School Individual



2022 UPPERMAN MIDDLE SCHOOL WRESTLING SCHEDULE



Date	Opponent / Teams	Location	Address	Weigh-In Time
Nov 1st	Warren County / Tullahoma / Coffee Co	Away	199 Pioneer Ln, McMinnville, TN 37110	5:00pm
Nov 10th	Central Magnet (Murfreesboro) / Avery Tra	Home	Upperman Middle School	5:00pm
Nov 12th	War at Warren (Individual)	Away	199 Pioneer Ln, McMinnville, TN 37110	8:00am
Nov 17th	Oakland / Algood	Home	Upperman Middle School	5:00pm
Nov 19th	District Duals Overton Co / Algood / Avery Trace / Prescott / Warren Co	Home	Upperman Middle School	8:00am
Nov 21st	Station Camp / Stewarts Creek / Algood	Home	Upperman Middle School	5:00pm
Nov 28th	Wrestle Fest Black and Gold Night	Home	Upperman Middle School	5:00pm
Dec 3rd	CTWC Individual Tournament	Away	199 Pioneer Ln, McMinnville, TN 37110	8:00am
Dec 4th	CTWC Duals Championship (Must Qualify)	Away	199 Pioneer Ln, McMinnville, TN 37110	8:00am



UPPERMAN MIDDLE SCHOOL WRESTLING

2020



Weight	1 Wrestler		2 Wrestler		3 Wrestler		4 Wrestler	
	First	Last	First	Last	First	Last	First	Last
72	Jake	Stinnett						
78	Trevor	Palk	Ty	Tippett				
86	Colt	Randolph						
94	Adryn	Stephens						
100	Perry	Stewart						
108	Keynan	Durham	Avery	Jernigan				
115								
123								
130	Ethan	Palk						
140	Colton	Johnson						
150	Gavin	Hale	Kenny	Edwards				
165	Cole	Meadows						
185	Andrew	Crawford						
215	Zac	Maynard						
265	Kayden	Durham						



UPPERMAN MIDDLE SCHOOL WRESTLING

2021



Weight	VARSITY		JUNIOR VARSITY		JV 2 Wrestler		JV 3 Wrestler	
	First	Last	First	Last	First	Last	First	Last
72	Jake	Stinnett	Sophia	Davidson				
78								
86	Jaxon	Waller						
94	Trevor	Palk						
100	Kenyon	Johnson						
108	Alissa	Davidson	Kyden	Mann				
115	Jacob	Parris	Liliana	Mason				
123	Zachary	Touton	Sawyer	Brown				
130	Keynan	Durham	Jack	Fox	Deanna	Hurt		
140	Marshall	Youngblood						
150	Jude	Fitzpatrick	Carson	Palk				
165	Jackson	Collins	Cooper	Rickles	Kenny	Edwards		
185	Zachary	Flatt	Cole	Meadows				
215	Andrew	Crawford	Steven	Clark	Joseph	Thomas		
265	T.J.	Golding						



UPPERMAN MIDDLE SCHOOL WRESTLING

2022



Weight	VARSITY		JUNIOR VARSITY		JV 2 Wrestler		JV 3 Wrestler	
	First	Last	First	Last	First	Last	First	Last
72								
78	Jake	Stinnett						
86	Cooper	Burton						
94	Tommy	Jacobs						
100	Kenyon	Johnson						
108	Jaxon	Waller	Jace	Shanks				
115	Dennis	Apacelli						
123	Kayleigh	Briggs	James	Hurt				
130	Marshall	Youngblood						
140	Keynan	Durham	Nathanyel	Rowlett				
150	Luke	Williams	Deanna	Hurt				
165	Jude	Fitzpatrick						
185	Kevin	Willman	Cooper	Rickles	Tamara	Sparkman		
215	Steve	Clark	Cole	Meadows				
265	Peyton	Jared						



HEART of the CUMBERLAND
Hope and healing for the grieving



September 7, 2023

To the Putnam County Board of Education:

Heart of the Cumberland currently partners with the Putnam County school system to provide all the curricula, supplies, and materials for BEST Groups students. Last year we served over 500 students in BEST Groups. We also provide trained co-facilitators to help the lead facilitators employed by the school system. We have a wonderful partnership that is helping so many students navigate their grief and loss situations.

Because of a grant we recently received, Heart of the Cumberland would like to donate \$7,500 to the school system as a supplement to be used specifically for BEST Groups. The funds can be used to pay school personnel who facilitate BEST Groups or for supplies and materials related to BEST Groups.

Thank you for considering this request to supplement the BEST Groups program.

Sincerely,

Tammy Wilson
Executive Director

received
09-12-23
[Signature]



Reid, Sharon <reids2@pcsstn.com>

Agenda item for September 28 meeting

2 messages

Tammy Wilson <twilson@heartofthecumberland.org>

Thu, Sep 7, 2023 at 3:25 PM

To: "reids2@pcsstn.com" <reids2@pcsstn.com>

Cc: "Putman, Cynthia" <putmanc@pcsstn.com>

Hello Sharon.

With some guidance from Mark McReynolds, Trey Upchurch, and Cindy Putman, I have composed a letter to the school board to be presented at the September 28 meeting. We want to supplement the funding of BEST Groups for the current year given that we are adding more elementary school groups in the fall and spring. We received some of the county opioid settlement money, the purpose of which was to use some of those funds to expand BEST Groups. I think all the pertinent information is included in the letter, but please let me know if I need to revise it.

Thank you,

Tammy Wilson

Executive Director

HEART of the CUMBERLAND

PO Box 2474

Cookeville, TN 38502

(931) 525-2600 Office

(931) 525-2601 Fax

EXHIBIT
VI F.6.
09-28-23

(Oct. BOE mtg)



Board Agenda Request
For September 28, 2023 Meeting

Date 9/14/23

Department CTE

Person Submitting Jaclyn Vester *JV*

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of acceptance of the donation of two (2) Lincoln Electric Power MIG 256 welders from Tennessee College of Applied Technology (TCAT) Livingston campus to Cookeville High School's welding class.

received
09-14-23 *AK*



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

LIVINGSTON

740 Hi-Tech Drive, Livingston, TN 38570

Phone (931) 823-5525 FAX (931) 823-7484 <http://www.tcatlivingston.edu>

TO: K-12 Partners
FROM: Jeffrey Slagle, Vice President
Tennessee College of Applied Technology Livingston
DATE: September 06, 2023
SUBJECT: SURPLUS PROPERTY

The below items have been declared surplus property by the Tennessee College of Applied Technology Livingston and are being made available to other interested K-12 partners. These items are being offered on an "as is" basis with no guarantee regarding condition or operability. Any cost connected with the transfer will be the responsibility of the acquiring institution.

Any surplus property claimed must be removed from the TCAT Livingston campus within 10 business days of notification of intent to acquire the item(s).

Please contact me by close of business September 13, 2023, if interested in any items.

Phone: (931)823-5525 Ext. 1049

Email: jeffrey.slagle@tcatlivingston.edu

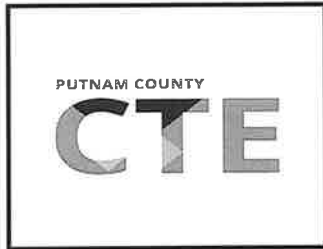
Description	Qty	Disposition
Powermatic Bandsaw Model #81	1	Fair
Agri-Fab 8 hp Pull Vacuum Mulcher/Lawn Leaf Vacuum	1	Good
Delta 24" Wood Planer (220 volt 7.5 hp)	1	Fair
Powermatic Table Saw Model #72	1	Fair
Lincoln Invertec Welder V275-S	4	Poor
Powermatic Drill Press Model #1200	1	Fair
Hydraulic/Pneumatic Trainer Festo	1	Fair
Powermatic Bandsaw Model 141	1	Poor
Lab-Volt Trainer EMS 8341	1	Fair
Lincoln Power Mig Welder Model 256	2	Fair
NorthTech Radial Arm Saw Model NT-RS900-HD (3 phase)	1	Poor
Delta Invicta Wood Lathe DL 40	1	Fair

Fwd: Surplus items offered to TCAT Livingston/K-12 Partners

1 message

Vester, Jaclyn <jvester@pcsstn.com>
To: Sarah Bos <boss@pcsstn.com>

Thu, Sep 14, 2023 at 8:53 AM



Jackie Vester

CTE Supervisor
Putnam County School System
Email: jvester@pcsstn.com
931-526-9777 Ext. 1448

"If you can dream it, you can do it." -Walt Disney

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

From: **Martin, Tim** <martint3@pcsstn.com>
Date: Thu, Sep 7, 2023 at 8:17 AM
Subject: Re: Surplus items offered to TCAT Livingston/K-12 Partners
To: Vester, Jaclyn <jvester@pcsstn.com>

Yes:)

Tim Martin
Deputy Director of Schools
Putnam County, Tennessee
931-526-9777

If you're in the people business, the way you make people feel profoundly impacts your success. - Elizabeth Dampf

The information contained in this message may be privileged, confidential, and protected from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to the message and deleting it from your computer.

On Wed, Sep 6, 2023 at 4:19 PM Vester, Jaclyn <jvester@pcsstn.com> wrote:
Should I also put the equipment transfer on the September 28th board agenda?



Jackie Vester

CTE Supervisor
Putnam County School System
Email: jvester@pcsstn.com
931-526-9777 Ext. 1448

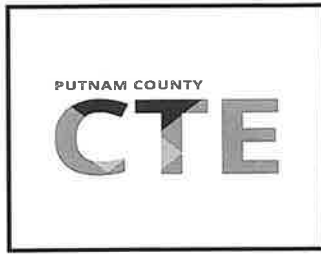
"If you can dream it, you can do it." -Walt Disney



Sender notified by
Mailtrack

On Wed, Sep 6, 2023 at 4:17 PM Vester, Jaclyn <jvester@pcsstn.com> wrote:

Yes I will reach out to him and line up.



Jackie Vester

CTE Supervisor

Putnam County School System

Email: jvester@pcsstn.com

931-526-9777 Ext. 1448

"If you can dream it, you can do it." -Walt Disney



Sender notified by
Mailtrack

On Wed, Sep 6, 2023 at 4:05 PM Martin, Tim <martint3@pcsstn.com> wrote:

Jackie,

Are you OK to reach out to Jeff to arrange the transfer of the welders?

Thanks,
Tim

Tim Martin
Deputy Director of Schools
Putnam County, Tennessee
931-526-9777

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

From: **Jeffrey Slagle** <Jeffrey.Slagle@tcatlivingston.edu>
Date: Wed, Sep 6, 2023 at 4:04 PM
Subject: RE: Surplus items offered to TCAT Livingston/K-12 Partners
To: Martin, Tim <martint3@pcsstn.com>

I'll reserve those for Putnam. Thanks for the response.

Jeff

Jeffrey M. Slagle
Vice President of Operations and Facilities
Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
www.tcatlivingston.edu

Work: 931-823-5525



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From: Martin, Tim <martint3@pcsstn.com>
Sent: Wednesday, September 6, 2023 3:17 PM
To: Jeffrey Slagle <Jeffrey.Slagle@TCATLivingston.edu>
Subject: Re: Surplus items offered to TCAT Livingston/K-12 Partners

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Putnam County is interested in both of the Lincoln Power MiG welders model 256 for the welding program at CHS if you still have them.

Tim

Tim Martin
Deputy Director of Schools
Putnam County, Tennessee
931-526-9777

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On Wed, Sep 6, 2023 at 11:33AM Jeffrey Slagle <Jeffrey.Slagle@tcatlivingston.edu> wrote:

TCAT Livingston TBR surplus list K12 partners Sept 2023 - Copy.docx

Good morning to all,

TCAT Livingston has declared several items as surplus, and we would like to offer our K-12 partners the opportunity to review the list (attached). Please reach out to me via email to notify me of any items your district might be interested in.

Please let me know prior to close of business next Wednesday (9/13/2023). If your district is interested in items, we can arrange for pickup and complete transfer documentation.

Thanks,

Jeff

Jeffrey M. Slagle

Vice President of Operations and Facilities

Tennessee College of Applied Technology Livingston

740 Hi Tech Drive


Livingston, TN 38570

www.tcatlivingston.edu

Work: 931-823-5525



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your computer system. Your assistance and cooperation in this regard to this are greatly appreciated. www.tcatlivingston.edu



Sender notified by
Mailtrack



UPPER CUMBERLAND ADULT ED

EXHIBIT
VI F.7.
09-28-23

(Oct BOE mtg)

Date: September 13, 2023

To: Sharon Reid

From: Lynda Huddleston

RE: Roland Contract for Board Approval

Please add the following item to the BOE Agenda for the October 2023 board meeting:

Approval of the contract between Roland Digital Media, Inc. and Putnam County Board of Education for digital gold package for Adult Education at a cost of \$895 per month to be paid from Adult Education funds effective October 1, 2023-October 31, 2023.

Received
09-13-23
shck



(t) 931-528-8100
 (f) 931-854-9505
 2300 W. Jackson St.
 Cookeville, TN 38501
 info@rolandadvertising.com

Agreement Start Date:
 10 / 01 / 2023

ADVERTISING AGREEMENT

This agreement made this the 13th day of September, 2023, by and between Roland Digital Media, Inc., hereinafter referred to as "Company", and Kim Cravens of Putnam Co. Schools/UC Adult Ed, hereinafter referred to as "Advertiser".

AGREEMENT

Company agrees to erect, paint/print, and maintain One(1) billboard advertisement(s), face size 10'6" x 24' on the location(s) below set out, or as near as possible thereto, for the term of One(1) month(s) from the agreement start date as listed in the top right corner of this agreement at a rental rate listed below for each advertisement in service. The advertisement shall be painted/printed/displayed in the design furnished by the Advertiser. Monthly rental payments shall be due and payable in advance on the first day of each month for the term of the agreement. Company will provide initial paint/print and copy changes as priced below. If special artwork or embellishments are required, an additional charge for initial painting/printing or copy changes may be required. Advertiser shall furnish artwork design within (15) fifteen days after signing agreement or within (3) three business days of the start date agreed to by both parties. In the event that Advertiser does not furnish said artwork design within the time provided then the term of this agreement and billing shall begin even if billboard artwork is not posted. If necessary Company shall have up to twenty-four days a year, normally two days per month, for advertisements to be out of service for repairs and maintenance to tri-vision signs and light fixtures or digital units. Company has right to reject any advertising copy or photographs for any reason at company's sole discretion. All artwork/creative/designs/ads created by Company are owned by Company and remain so indefinitely unless Company releases such with a written and signed agreement stating otherwise.

DELINQUENCIES:

Any payment that is received more than (15) fifteen days beyond the due date shall incur a (5%) percent per month late charge. If two or more consecutive payments shall become past due and delinquent, Company shall have the right, at its option, to cancel this agreement, and the Advertiser agrees to pay immediately to Company a lump sum amount equal to all amounts due and which otherwise would become due through the term of this agreement, which sum is agreed by both parties to be the actual liquidated damages of Company. Advertiser agrees to pay all collection expenses, including attorney's fees and court costs, incurred by Company for the collection of any amounts becoming past due hereunder and/or awarded by any court. Advertiser also agrees to pay interest at the maximum lawful rate on all amounts outstanding until paid in full. In addition company may continue this agreement on a month to month basis until all amounts due are paid in full. Payments returned for insufficient funds will be assessed a \$50 fee, or maximum allowed by law, for each attempt to process the payment. Returned checks or declined bank cards will result in a penalty of \$50 per occurrence. Additional 3% convenience fee will be added for credit card payments.

CUSTOMER DISSATISFACTION:

In the event Advertiser is dissatisfied with the service and maintenance of said billboard advertising, then it shall become the duty of the Advertiser to notify Company in writing of the dissatisfaction in the manner that the billboard advertising is serviced and maintained, and should the Advertiser fail to notify Company in writing of dissatisfaction, then this shall become a bar to any defense that Advertiser may interpose in suit for collection of rents by Company.

UNCONTROLLABLE ACTS:

Company shall not be responsible for any failure or delay in performance of its undertaking hereunder when due to fire, governmental restriction or any other act or thing beyond Company's control. In the event of damage to or destruction of sign, Company shall have the right, at its option, either to repair or rebuild the same, extending the term of this agreement for such period of time as the sign may be unavailable for use by Advertiser, or may terminate this agreement, in which event, Advertiser shall not be obligated to make any further rental payments hereunder.

COMPLETED AGREEMENT:

It is mutually agreed between the parties that this is the complete agreement between them and that said agreement cannot be altered unless by mutual consent of all parties to this agreement and placed in writing signed by both parties, and any agreement heretofore made is superseded by this agreement. It is agreed and understood by the parties that this contract shall be construed as though made and performed in the State of Tennessee, and they further agree that jurisdiction and venue for any enforcement of or violation of this contract shall lie with the courts of Putnam County, Tennessee.

Company shall have the right to assign all or part of its interest in this agreement. Advertiser shall have the right to sublease under this agreement with written approval of Company. However Advertiser and any one personally liable shall remain liable for the rents as agreed herein. It is understood that this advertisement and billboard shall remain the exclusive property of the Company and that the Advertiser may not enter onto, subcontract work to be done, or remove Company property.

Description: One Face Each at Location(s) Listed Below: Digital Platinum Package: Jefferson Avenue (Side of El Tap Building) Digital Billboard / Facing South Unit ID: 111031-R1 Cookeville, TN	Per Month Rental: \$ <u>895.00</u> Artwork/Design: \$ <u>Included</u> Initial Production Cost: \$ <u>Included</u> Copy Changes \$ <u>Reasonably Unlimited</u>	Illumination: <input type="checkbox"/> Dusk to 12:00 a.m. \$ _____ <input checked="" type="checkbox"/> Other: <u>24 Hrs</u> \$ <u>Included</u> <input type="checkbox"/> Non Illuminated
---	--	---

THE UNDERSIGNED REPRESENTATIVE OF ADVERTISER HEREBY WARRANTS TO COMPANY THAT HE/SHE IS AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF ADVERTISER. FURTHER, THE ADVERTISER'S SIGNATURE ON THE LINE MARKED "INDIVIDUALLY" SHALL CAUSE THE ADVERTISER ALSO TO BE PERSONALLY LIABLE FOR ANY AMOUNTS OWED HEREUNDER. AGREEMENT NOT VALID UNTIL APPROVED BY OFFICER OF ROLAND ADVERTISING BY SIGNING BELOW. ADVERTISER AGREES TO TERMS & CONDITIONS LISTED AT WWW.ROLANDDIGITALMEDIA.COM/TERMS

By: Putnam County BOE- Kim Cravens, BOE Chair

Sales Agent: Mark Draughon Digitally signed by Mark Draughon
 Date: 2023.09.13 11:07:27 -05'00'

Advertiser Name (Corp., LLC, Partnership, etc.)

X Authorized Signature and Title / Individually

1400 East Spring St. Cookeville, TN 38506

Billing Address

Phone: 931-537-2516 Cell: _____ Fax: _____ Email: breeden11@pcsstn.com

Internal Use Only: TYC MIN LUN OTH | NC RWL RET ECA



(t) 931-528-8100
 (f) 931-854-9505
 2300 W. Jackson St.
 Cookeville, TN 38501
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---	--	---

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Mark Draughon Digitally signed by Mark Draughon
 Date: 2023.09.13 11:07:27 -05'00'

By: Putnam County BOE- Kim Cravens, BOE Chair Sales Agent: _____

X Advertiser Name (Corp., LLC., Partnership, etc.) _____

Authorized Signature and Title / Individually
1400 East Spring St. Cookeville, TN 38506

Billing Address

Approved by Company: _____

Phone: 931-537-2516 Cell: _____ Fax: _____ Email: breeden1@pcsstn.com

Internal Use Only: TYC MIN LUN OTH | NC RWL RET ECA



(Oct BOE mtg)

**Board Agenda Request
For September 28, 2023 Meeting**

Date 9/14/23

Department CTE

Person Submitting Jaclyn Vester *JMV*

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of acceptance of the donation of one (1) Snap-on Verus Diagnostic and Information System from Mr. Judd Bullington to Cookeville High School's Automotive Maintenance and Light Repair class.

received
09-14-23 *SK*

DISPLAY UNIT / MODEL: EEHD301-0 / RATING 10-32VDC --- 4.8A



WARNING
READ INSTRUCTIONS AND SAFETY
MESSAGES IN MANUAL PRIOR TO USE.



Snap-on

©2012 SNAP-ON INCORPORATED.
ALL RIGHTS RESERVED.
Patents listed under Help Menu.

ASSEMBLED IN TAINAN



323DDG214809





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 INSP RE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request:

Date: September 7, 2023

RE: Security Camera System at Algood Elementary and Middle School

Account Funding Code (if appropriate) 141-72130 399 2118 School Security Grant

Backup included

Backup to follow

Agenda Item for September 28, 2023, Board meeting.

Request permission to enter an agreement with Drift Net Security for security camera systems for Algood Elementary School and Algood Middle School for an annual ^{total} amount of \$15,000 *with the* ~~renewable for up to 3 years.~~

Chicago, IL
option to request + renewal for up to three (3) additional years as submitted.



Supervisor

9/7/23

Date



Director of Schools

Date

received
09-07-23



Putnam County School System KnowWhere CSS Quote

Putnam County School System

1400 East Spring Street
Cookeville, TN 38506
United States

Drift Net

70 West Madison Street, Suite 1400

Chicago, IL 60602
United States

Tim Martin

martint3@pcsstn.com
931-526-9777

Prepared by: Josh Elderfield

Sales Executive
joshuae@driftnet.net

Reference: 20230814-091309083

Quote created: August 14, 2023

Quote expires: October 9, 2023

Total \$15,000.00

PRODUCTS & SERVICES	QUANTITY	PRICE
Algood Middle School - KnowWhere Campus Safety System	1	\$9,000.00 / year for 3 years
Algood Elementary School - KnowWhere School Safety System	1	\$6,000.00 / year for 3 years
SUMMARY		
Annual subtotal		\$15,000.00

Total	\$15,000.00
--------------	--------------------

Niswonger Foundation

IN **EXHIBIT**
tabbles VI F.10
09-28-23
 (Oct BOE Mtg)

Remit to:
 Niswonger Foundation
 P.O. Box 1508
 Greeneville, TN 37744

DATE: September 1, 2023
 INVOICE # 2324-023

Bill To:
 Putnam County Schools
 1400 East Spring Street
 Cookeville, TN 38506
 Attn: Bridgett Carwile

DESCRIPTION	AMOUNT
Comprehensive Educational Resources (CER) Partnership dues 2023-2024 (11482 Students at \$2 per student)	\$ 22,964.00
TOTAL	\$ 22,964.00

Make all checks payable to Niswonger Foundation

Bridgett Carwile
 ESSER 3.0
 ESSER 2.0 partial
 11,482⁰⁰ 142-72210-399-
 : 932

08-28-23 *[Signature]*



EXHIBIT
 VIA 7, VIAS
 VIF10, 11, 12
 09/28/23
 (Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. McReynolds - shared document*

VIA 7.
 ☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

VIF10
 ☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
 ☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

VIF11
 ☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF12
 ☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
 09-14-23
[Signature]



EXHIBIT
 VIA 7, VIAS
 VIF10, 11, 12
 09/28/23
 (Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. Mc Reynolds - shared document*

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 ☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

VIF 10
 ☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
 ☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

VIF 11
 ☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF 12
 ☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
 09-14-23
[Signature]



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Carwile, Bridgett

Production
 Session Timeout
 00:29:58

Budget Overview

Putnam County (710) Public District - FY 2024 - Elementary and Secondary School Emergency Relief (ESSER) 2.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 2.0

Go To

Indirect Cost Guide

Total Allocation	\$145,154.01
Existing Budget In Categories Not Eligible for Indirect Cost	\$9,268.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$135,886.01
Indirect Cost Rate	8.72%
Max Available Budget In Categories Eligible for Indirect Cost	\$124,987.14
Max Indirect Cost	\$10,898.87

Filter by Location: **All - \$145,154.01**

Show Unbudgeted Categories

Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	99100 - Transfers Out	Total
Line Item Number					
322 - Evaluation & Testing		22,901.00			22,901.00
399 - Other Contracted Services	0.00	0.00	11,482.00		11,482.00
429 - Instructional Supplies & Materials	5,886.00				5,886.00
471 - Software	74,964.00	0.00	0.00		74,964.00
499 - Other Supplies and Materials	0.00	0.00	1,350.00		1,350.00
504 - Indirect Cost				5,613.01	5,613.01
524 - In-Service / Staff Development		0.00	13,690.00		13,690.00
790 - Other Equipment		0.00	9,268.00		9,268.00
Total	80,850.00	22,901.00	35,790.00	5,613.01	145,154.01
				Adjusted Allocation	145,154.01
				Remaining	0.00

Go To

received
 09-21-23



EXHIBIT
 VIA 7, VIAS
 VIF10, 11, 12
 09/28/23
 (Oct BOE mtg)

PCSS Board Agenda Request

Date: September 28, 2023

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

VIC. 2h.

☆ Title I (101) amendments *Checked w/ m. McReynolds - shared document*

VIA 7.
 ☆ Purchase of **Curriculum Associates** for **toolbox** per quote 322375.3 and by piggy backing off of Shelby County Schools in the amount of \$36,439.50 to be paid from 142-71100-471-933.

VIF10
 ☆ Approval for Putnam County School System to join the Comprehensive Educational Resources Consortium (**CER**) in conjunction with the **Niswonger Foundation** in the amount of \$22,964.00 to be paid from 142-72210-399-933 in the amount of \$11,482.00 and 142-72210-932 in the amount of \$11,482 for the 2023 - 2024 school year.

VIA 8
 ☆ Purchase of Seven (7) **Viewsonic Boards** for Cane Creek Elementary from **Bluum** in the amount of \$13,125.07 per quote to be paid from 142-72210-790-101.

VIF11
 ☆ Approval of FY24 ESSER 2.0 Application as submitted *Budget*

VIF12
 ☆ Approval of FY24 ESSER 3.0 Application as submitted. *Budget*

received
 09-14-23
[Signature]



EXHIBIT
VI F. 12
09-28-23
LOCA BOE Mtg

- [ePlan Home](#)
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Budget Overview

Putnam County (710) Public District - FY 2024 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Go To

Indirect Cost Guide

Total Allocation	\$8,440,390.90
Existing Budget In Categories Not Eligible for Indirect Cost	\$5,645,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$2,795,390.90
Indirect Cost Rate	8.72%
Max Available Budget In Categories Eligible for Indirect Cost	\$2,571,183.69
Max Indirect Cost	\$224,207.21

Filter by Location: **All - \$8,440,390.90**

Show Unbudgeted Categories

Carwile, Bridgett

Production

Session Timeout

00:29:55

Account Number	71100 - Regular Instruction Program	72210 - Support Services/Regular Instruction Program	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
Line Item Number					
105 - Supervisor / Director		96,170.00			96,170.00
116 - Teachers	556,000.00				556,000.00
163 - Educational Assistants	453,500.00	0.00			453,500.00
189 - Other Salaries & Wages	62,901.00	77,271.00			140,172.00
201 - Social Security	66,500.00	5,963.00			72,463.00
204 - Pensions	74,755.00	8,360.00			83,115.00
206 - Life Insurance	1,249.00	39.00			1,288.00
207 - Medical Insurance	209,007.12	16,525.00			225,532.12
208 - Dental Insurance	5,120.00	160.00			5,280.00
210 - Unemployment Compensation	1,960.00	100.00			2,060.00
212 - Employer Medicare	15,490.00	2,490.00			17,980.00
355 - Travel		4,200.00			4,200.00
399 - Other Contracted Services	0.00	80,000.00	0.00		80,000.00
429 - Instructional Supplies & Materials	38,640.00				38,640.00
471 - Software	923,616.57	1,347.50			924,964.07
499 - Other Supplies and Materials	0.00	2,975.00			2,975.00
504 - Indirect Cost				52,051.71	52,051.71
524 - In-Service / Staff Development		39,000.00			39,000.00
707 - Building Improvements			5,645,000.00		5,645,000.00
Total	2,408,738.69	334,600.50	5,645,000.00	52,051.71	8,440,390.90
				Adjusted Allocation	8,440,390.90
				Remaining	0.00

Go To

received
09-21-23
[Signature]

EXHIBIT
VI F.13.
09-28-23
tabbles
(Oct BOE mtg)

Putnam County Board Of Education
Agenda Request

Date: September 14, 2023

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Kristy Hunt

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in board agenda packet:

Approval of a contract with TransAct for Homeless Information Management System for Students (HIMSS) software in the amount of \$7,995.00 for the district's Homeless Liaison to aid in tracking the homeless population and resources to be paid from Homeless ARP 2.0 Grant 142-72210-399-703.

Kristy Hunt
Signature of Person Making Request

9/14/23
Date

[Signature]
Signature of Director of Schools

Date

received
09-19-23
sa

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

TransACT Communications, LLC
DBA Cayen Systems
5105 200th Street SW, Suite 200
Lynnwood, WA 98036
Tax ID#47-5313048

Contact Name: Kristy Hunt
Client Name: Putnam County School District
Client Address: 1400 E Spring St, Cookeville, Tennessee, 38506

Quote #:
Date: 08 / 25 / 2023

Name	Price	QTY	Subtotal
2023-24 HIMSS Software License Nov 1 2023 - Oct 31 2024	\$6,495.00	1	\$6,495.00
Data Sync	\$1,500.00	1	\$1,500.00

Discount **\$0.00**

Total \$7,995.00

Plus Sales Tax As Applicable	TBD
2023-2024 Software Renewal Total	\$7,995.00

Please note this quote is good through 10 / 31 / 2023, and TransACT reserves the right to change this quote for any material typographical errors.

If this estimate is correct, please sign the associated contract and have a Purchase Order generated for this amount and send it to emily@transact.com.

Please refer all questions regarding this quote to Emily Nevitt at emily@transact.com or (425) 697-1150. Tax ID#47-5313048

This Software Subscription Service (SaaS) Agreement (the "Agreement") sets forth the obligations and conditions between Putnam County School District ("Client") and TransACT Communications, LLC DBA Cayen Systems ("Provider"), relating to Client's use of the Serviced defined herein.



SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

Recitals

A. Provider is the owner of certain proprietary computer software known as HIMSS that is used to manage data of those being served by an organization (the "Software").

B. Provider provides and sells subscriptions for subscribers to access and use the Software via any website notified to the subscribers from time to time (the "Services").

C. Client desires to use the Services for Client's internal business purposes to manage the services offered by the organization pursuant to the terms and conditions set forth herein.

D. Provider is willing to provide access to the Services for Client's internal business use pursuant to the terms and conditions set forth herein.

E. Provider and Client acknowledge and agree that this Agreement shall be effective and in force immediately upon the date below (the "Effective Date")

NOW THEREFORE, in consideration for the mutual promises contained herein and other good and valuable consideration, the parties agree as follows:

1. Software Subscription.

a. Provider grants to Client and Client accepts from Provider, a limited, non-exclusive, non-transferable right to access and use and permit Authorized Users to access and use the Services solely for Client's internal business use. The Services shall not be used by Client or by Authorized Users for, or on behalf of, third parties that are not authorized under this Agreement.

Client shall use its best efforts to ensure that the Authorized Users use the Services in accordance with the terms and conditions of this Agreement. Client acknowledges that its right to use the Services will be web-based only pursuant to the terms of this Agreement and the Software will not be installed on any servers or other computer equipment owned or controlled by Client or otherwise provided to Client.

b. The use of the Services by Client or any Authorized User pursuant to this Agreement shall be subject to any end user agreement, terms of use, and/or privacy policy applicable to Property or any other applicable website used to access the Services.

2. Intellectual Property Rights.

a. Client acknowledges that all right, title, and interest in and to the Services and the Software, together with its codes, sequences, derivative works, organization, structure, interfaces, any documentation, data, trade names, trademarks, or other related materials (collectively, the "Provider IP"), is, and at all times shall remain, the sole and exclusive property of Provider.

The Provider IP contains trade secrets and proprietary information owned by Provider and is protected by United States copyright laws (and other laws relating to intellectual property). Except the right to use the Services, as expressly provided herein, this Agreement does not grant to Client any rights to, or in, patents, copyrights, database

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

rights, trade secrets, trade names, trademarks (whether registered or unregistered) or any other rights or licenses with respect to the Services or the Software.

b. Client shall not attempt, or directly or indirectly allow any third party to attempt to copy, modify, duplicate, create derivative works from, frame, mirror, republish, reverse compile, disassemble, reverse engineer, download, transmit or distribute all or any portion of the Services and/or Software in any form or media or by any means.

c. The provisions of this paragraph 2 shall survive termination of this Agreement.

3. Fees.

a. The Subscription Fee for the first Subscription Period of the term of this Agreement shall be paid on the Effective Date. The Subscription Fee for all subsequent Subscription Periods of the term of this Agreement shall be paid to Provider no later than the first day of each subsequent Subscription Period. The Subscription Fee is subject to change if the number of Organizations using Software changes.

b. The amount of the Subscription Fee does not include any applicable taxes. Client is responsible for any and all applicable taxes.

c. Any additional payment terms between Provider and Client shall be agreed to in writing and set forth in an invoice, purchase order, billing agreement, or other written document.

4. Accessibility/Performance.

Provider shall use commercially reasonable efforts to make the Services available on a 24x7 basis (twenty-four hours per day, seven days per week) during the Term, except for: (i) scheduled system back-up or other on-going maintenance as required and scheduled in advance by Provider, or (ii) for any unforeseen cause beyond Provider's reasonable control, including but not limited to internet service provider or communications network failures, denial of service attacks or similar attacks, or any force majeure events set forth in this Agreement. Provider will monitor performance indicators on the systems and network infrastructure (its own and that of third-party suppliers) in order to gauge the overall performance of its hosting services, and will take reasonable steps to address systems and network infrastructure as required to maintain satisfactory performance of the Software. Provider further reserves the right to monitor and reasonably restrict Client's ability to use the Services if Client is using excessive computing resources which are impacting the performance of the Services for other subscribers. Provider agrees to notify Client in cases where it restricts such use and use good faith efforts to determine an appropriate alternative or workaround solution.

5. Maintenance and Support.

Provider shall maintain the Software and/or Services and provide all patches and fixes to the Software and/or Services at no additional cost. Provided, however, said maintenance shall not include any major releases of new versions of the Software, additional functionality, or custom programming, which Provider, at its discretion, may provide at an additional cost as otherwise agreed between the parties.

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

6. Term.

The Term of this Agreement shall commence on the Effective Date and shall continue for one year ("Subscription Period"). Upon the end of the Subscription Period, a new Subscription Period will commence unless terminated as provided herein. If Client elects to terminate this Agreement, for any reason, Provider must receive official signed, written notice no later than thirty (30) days prior to the end of the Subscription Period. Provider shall contact Client 45-60 days before the end of the Subscription Period to discuss renewal including any pricing changes (subscription price increases, change in number of users, etc.) for the new Subscription Period. Payment will be required in full by the beginning of the new Subscription Period to ensure continued access to Software. Late payments incur a late payment fee at the rate of 1.5% per month on any outstanding balance.

Upon termination of this Agreement for any reason, all rights and subscriptions granted to Client shall immediately terminate and the Client shall cease using the Services. Upon termination, except in the case of failure to pay without notice or intentional failure by Client to protect the intellectual property of Provider, Provider shall assist Client in extracting data from Software by providing a duplicate of the database tables in MS SQL Server format.

7. Default.

Client shall be in default of this Agreement if Client fails to make any payment when due and fails to cure said default within five (5) business days after receipt of written notice thereof from Provider. In addition to the monetary breach described in the previous sentence, either party will be in default of this Agreement if the party is in material breach of this Agreement and fails to cure such breach within fifteen (15) business days after receipt of written notice thereof from the non-breaching party. If a party is in default, the nonbreaching party may terminate this Agreement or seek any other remedies available at law or in equity, except as otherwise provided in this Agreement. In the event Client breaches or attempts to breach any of the provisions of this Agreement, Provider shall have the right, in addition to such other remedies that may be available, to injunctive relief enjoining such breach or attempt to breach, Client hereby acknowledging the inadequacy of any remedy at law.

8. Confidentiality.

a. In addition to, and in no way limiting the requirements relating to the Provider intellectual property as set forth in Section 2 of this Agreement, Client shall use its reasonable efforts (but in no case less than the efforts used to protect its own proprietary information of a similar nature) to protect all proprietary, confidential, and/or non-public information pertaining to or in any way connected to the Software, the Services, the Provider's financial, professional and/or other business affairs, and this Agreement (the "Confidential Information").

b. Client shall not disclose or publicize the Confidential Information without the Provider's prior written consent.

c. Client shall use their reasonable efforts (but in no case less than the efforts used to protect its own proprietary information of a similar nature) not to disclose and not to use the Confidential Information for their own benefit or for the benefit of any other person, third-party, firm or corporation in a manner inconsistent with the purpose of this Agreement.

d. The terms of confidentiality and non-disclosure contained herein shall expire five (5) years from the date of the termination of this Agreement.

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

e. The restrictions on disclosure shall not apply to information which was: (i) generally available to the public at the time of disclosure, or later available to the public other than through fault of the Client; (ii) already known to the Client prior to disclosure pursuant to this Agreement; (iii) obtained at any time lawfully from a third-party under circumstances permitting its use or disclosure to others; or (iv) required by law or court order to be disclosed.

9. Limited Warranty.

Provider warrants that it has the power and authority to grant the subscription for the Services granted to Client hereunder. EXCEPT FOR THE WARRANTY SET FORTH HEREIN, THE SERVICES ARE PROVIDED "AS IS," AND PROVIDER DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Limitation of Remedy and Liability. Client represents that it accepts sole and complete responsibility for: (a) the selection of the Services to achieve Client's intended results; (b) use of the Services; (c) the results obtained from Services; and (d) the terms of any contracts between Client and Authorized Users. Provider does not warrant that the Client's use of the Services will be uninterrupted or error-free. Client shall not assert any claims against Provider based upon theories of negligence, gross negligence, strict liability, fraud, or misrepresentation, and Client shall defend Provider from any demand or claim, and indemnify and hold Provider harmless from any and all losses, costs, expenses, or damages, including reasonable attorneys' fees, directly or indirectly resulting from Client's use of the Services, an Authorized User's use of the Services, and/or any agreement between the Client and an Authorize User based on or in any way related to the Services. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL PROVIDER BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SERVICES, WHETHER BASED UPON CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In any event, under no circumstances shall Provider be liable for any loss, costs, expenses, or damages to Client in an amount exceeding the Subscription Fee actually paid to Provider by Client for the previous twelve (12) months.

10. Miscellaneous.

a. Notice and Demands. Notice, demand, or other communication mandated to be given by this Agreement by either party to the other shall be sufficiently given or delivered if it is sent by registered or certified mail, postage prepaid, return receipt requested or delivered personally. Unless Provider is otherwise notified in writing, the Client's address for notice purposes shall be Client's address provided as part of Client's billing information.

b. Governing Law; Forum Selection. This Agreement shall be governed exclusively by the laws of the State of Wisconsin, without regard to its conflicts of laws principles. Any action under or concerning this Agreement shall be brought exclusively in the Circuit Court of Milwaukee County, Wisconsin. The parties irrevocably agree and consent that said forum is convenient and has jurisdiction to hear and decide any such action.

c. Compliance with Laws. Client shall use the Services in accordance with any and all applicable local, state, and federal laws.

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

d. Headings. The paragraph headings in this Agreement are for convenience only and they form no part of the Agreement and shall not affect the interpretation thereof.

e. Severability. If any provision of this Agreement shall be held illegal, void, or unenforceable, the remaining portions shall remain in full force and effect.

f. No Waiver. The delay or failure of either party to exercise any right under this Agreement or to take action against the other party in the event of any breach of this Agreement shall constitute a waiver of such right, or any other right, or of such breach, or any future breaches, under this Agreement.

g. Assignment. Client shall not assign or transfer this Agreement.

h. No Partnership or Agency. Nothing in this Agreement is intended to or shall operate to create a partnership between the parties, or authorize either party to act as an agent for the other, and neither party shall have the authority to act in the name or on behalf of or otherwise bind the other in any way.

i. Force Majeure. Provider will not be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the Provider's reasonable control, including but not limited to fire, flood, storm, act of God, war, malicious damage, failure of a utility service or transport or telecommunications network.

j. Complete Agreement. This Agreement constitutes the entire agreement between the parties with respect to the Services, and supersedes any and all prior or contemporaneous understandings or agreements whether written or oral. No amendment or modification of this Agreement will be binding unless reduced to a writing signed by duly authorized representatives of the parties and such writing makes specific reference to this Agreement and its intention as an amendment hereto.

Name: Kristy Hunt Title: Family Resource Coordinator
District/Company: Putnam County School District
Address: 1400 E Spring St
City: Cookeville State: Tennessee Zip: 38506
Email: kristy.hunt@pcsstn.com

Signature: _____

Date: _____

Tax Exempt Number: _____

Name: Jim Chamberlin Title: Chief Operating Officer
TRANSACT COMMUNICATIONS, LLC DBA Cayen Systems (PROVIDER)

Signature: _____

Date: _____

SOFTWARE SUBSCRIPTION SERVICE (SaaS) AGREEMENT

EIN: 47-5313048

EXHIBIT
VI F. 14
09-28-23
tabbles

BAXTER PRIMARY SCHOOL

125 Elmore Town Road • Baxter, Tennessee 38544

MARSHA WYATT
Principal

Telephone 931-858-5110
Fax 931-858-4644



(Occ BOE Mtg)

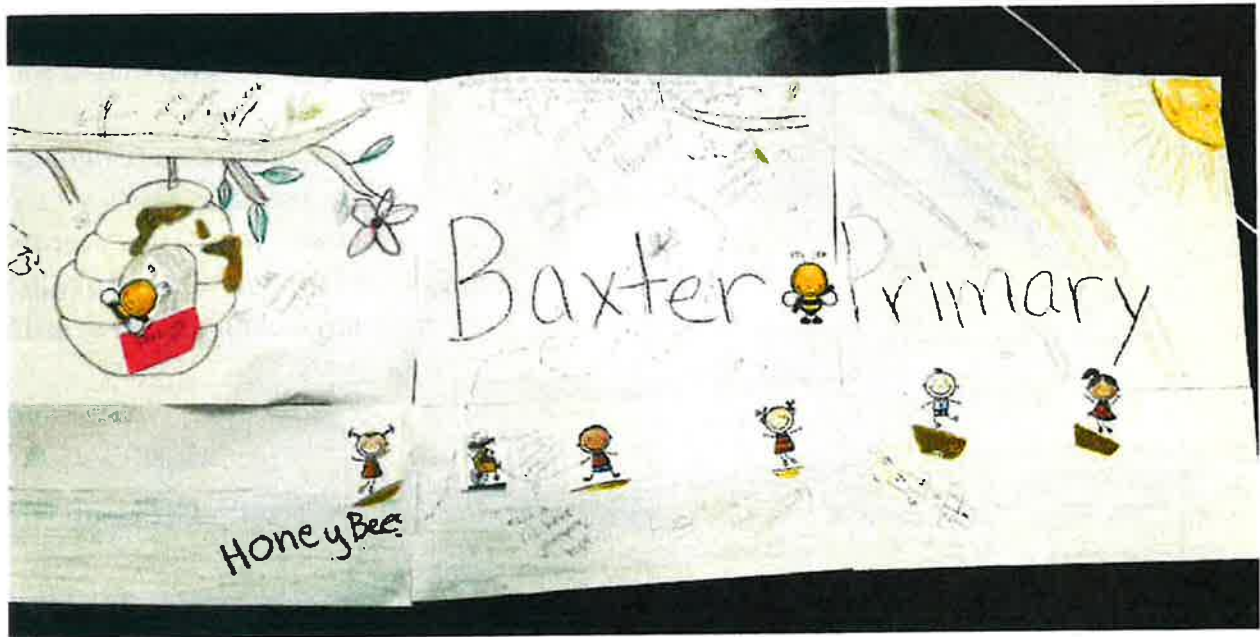
Putnam County School Board Members,

Baxter Primary School would like to ask permission to proceed with painting a mural on the exterior south wall of the gymnasium. The PTO, donations from ACE hardware, Perfect Ten Power Washing, Cass Construction and will fund this project. Manuel Fuentes will be the artist on this project. Please see the below mural design plan for approval.

Sincerely,

Marsha Wyatt

Marsha Wyatt, Principal



received
09-22-23 *smk*



Reid, Sharon <reids2@pcsstn.com>

Fwd: Attached Image

2 messages

Wyatt, Marsha <mwyatt@pcsstn.com>
To: Sharon Reid <reids2@pcsstn.com>


Fri, Sep 22, 2023 at 12:43 PM

Sharon,
Good afternoon ! Please find attached the updated mural approval request.
Thank you so much
Marsha

----- Forwarded message -----
From: <OfficeCopier@pcsstn.com>
Date: Fri, Sep 22, 2023 at 12:42 PM
Subject: Attached Image
To: marsha wyatt <mwyatt@pcsstn.com>

--
Marsha Wyatt
Baxter Primary School-Principal
mwyatt@pcsstn.com



 **2450_001.pdf**
80K

Reid, Sharon <reids2@pcsstn.com>
To: "Wyatt, Marsha" <mwyatt@pcsstn.com>

Fri, Sep 22, 2023 at 12:50 PM

Received and thank you for prompt response. Have a great weekend.
[Quoted text hidden]

--
Sharon Reid
Ex. Admin. Asst.
Putnam County Schools
931-525-4701
reids2@pcsstn.com

EXHIBIT
 VIIA.1
 09-29-23
 (Oct BOE Mtg)

Putnam County Board of Education			
Monitoring: Click here to enter text.	Descriptor Term: Board Members	Descriptor Code: 1.102	Issued Date: 09/07/23
		Rescinds: 1.102	Issued: 12/01/22

1 The legal status of board members shall be, as follows:

2 **NUMBER OF MEMBERS¹**

3 The Board is composed of six (6) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be residents of and elected ~~on a non-partisan basis~~ from districts of
 6 substantially equal population¹, and shall be citizens of recognized integrity, intelligence, and ability to
 7 administer the duties of the office.^{1,2} To qualify as a candidate, an individual must show proof of:

- 8 1. Graduation from high school or receipt of a **high school equivalency credential approved by the**
 9 **State Board of Education; ~~GED or HiSET~~**³; and
- 10 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying
 11 deadline for running as a candidate.⁴

12 Members of the county legislative body and other local governmental officials shall not be eligible for
 13 election as a member of the Board of Education.⁵

14 **TERMS OF OFFICE**

15 Members of the Board shall serve four (4) year terms.¹

16 **VACANCIES**

17 Vacancies shall be declared to exist on account of death, resignation, removal or through due process
 18 proceedings.⁶

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
 20 local legislative body.⁷ Such appointment shall continue until the next regular election.

received
 08-29-23

Corrected per BOE Work Session 09-27-23

Legal References

Cross References

1.

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10 Bo

(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <h2 style="text-align: center;">Code of Ethics</h2>	Descriptor Code: 1.106	Issued Date: 09/07/23
		Rescinds: 1.106	Issued: 10/07/10

CODE OF ETHICS

PUTNAM COUNTY SCHOOL DISTRICT

Section 1. Definitions.

- ~~(1) "School district" means Putnam County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.~~
- ~~(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.~~
- ~~(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.~~

Section 2-1. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3-2. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

received
09-28-23

corrected per BOE Work Session 09-27-23

1 **Section 4 3. Acceptance of gifts and other things of value.** An official or employee, or an official’s
2 or employee’s spouse or child living in the same household, may not accept, directly or indirectly, any
3 gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school
4 district that a reasonable person would understand was intended to influence the vote, official action or
5 judgement of the official or employee in executing decision-making authority affecting the school
6 district.

7 It shall not be considered a violation of this policy for an official or employee to receive entertainment,
8 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in
9 connection with a conference sponsored by an established or recognized statewide association of
10 school board officials or by an umbrella or affiliate organization of such statewide association of
11 school board officials.

12 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee (the
13 “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the
14 Chairman of the Board of Education with confirmation by the board of education. The Ethics
15 Committee shall convene as soon as practicable after its appointment and elect a chair and a secretary.
16 The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the
17 office of the director of schools, where they shall be open to public inspection.

18 ~~Questions and complaints regarding violations of this Code of Ethics or any violation of state law~~
19 ~~governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be~~
20 ~~in writing and signed by the person making the complaint, and shall set forth in reasonable detail the~~
21 ~~facts upon which the complaint is based.~~

22 ~~Questions and complaints regarding the violations of this Code of Ethics shall be directed to the Board~~
23 ~~Chair. of the Ethics Committee. Complaints shall be in writing, signed by the person making the~~
24 ~~complaint, and include details as to the facts surrounding the complaint.~~

25 ~~The School District Ethics Committee may investigate any credible complaint against an official or~~
26 ~~employee charging any violation of this Code of Ethics, or may undertake an investigation on its own~~
27 ~~initiative when it acquires information indicating a possible violation, and make recommendations for~~
28 ~~action to end or seek retribution for any activity that, in the Committee’s judgement, constitutes a~~
29 ~~violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such~~
30 ~~member shall recuse himself or herself from all proceedings involving such complaint.~~

31 ~~The Ethics Committee may investigate an ethical complaint received against a board member or~~
32 ~~employee and make recommendations to cease any activity that, in the Ethics Committee’s judgment,~~
33 ~~constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a~~
34 ~~complaint, the member shall recuse himself/herself from all proceedings involving the complaint.~~

35 The **Ethics** Committee may:

- 36 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for
37 action;
- 38 (2) in the case of ~~an official~~ **a board member**, refer the matter to the school board body for
39 possible public censure if the board body finds such action warranted;

- (3) ~~in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted; in case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action if warranted; or~~
- (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

~~The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel or civil service provisions rather than as a violation of this Code of Ethics.~~

POINT OF CONTACT²

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director of Schools shall provide the contact information to the Commission and ensure that any changes are submitted within thirty (30) calendar days.

Legal References

Cross References

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EXHIBIT
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VII A.3.
09-28-23

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(Oct BOEMT)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 09/28/23 09/07/23
		Rescinds: 1.400	Issued: 09/27/12

- The Board will transact all business at official meetings which may be either regular or special.
- Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public.¹ Open meetings will be physically accessible to all students, employees, and interested citizens.³
- The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.³

8 REGULAR MEETINGS

- Regular meetings of the Board shall be held on the first Thursday of each month.
- In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chairman.
- All changes of regular meetings from normal dates shall be advertised in the media at least two (2) days prior to the date of the meeting.

14 SPECIAL MEETINGS

- The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.²
- Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

20 ELECTRONIC ATTENDANCE⁴

- Absent board members may attend a regular or special meeting by electronic means ~~if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for~~

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Recommended as submitted.

Please Note Line 6, p. 2 *

[Signature]

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8/29/23

1 ~~absences due to work and/or family emergencies~~ for certain qualifying reasons. The following
2 requirements apply to all electronic attendance, regardless of the reason for the absence:

3 *~~General Requirements~~*

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology ~~which that~~
7 allows the Chair to visually identify the ~~board member~~; and
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
10 additional attempts.

11 *Work Related Absence*

12 ~~The following requirements apply to electronic attendance due to a work related absence:~~

- 13 ~~1. The Board member must be absent from the county due to work.~~
- 14 ~~2. The member wishing to participate must give the Chair and Director at least five (5) days~~
15 ~~notice prior to the meeting of the member's desire to participate electronically.~~

16 A board member may attend a meeting by electronic means if out of the county due to work; however,
17 he/she may only participate electronically two (2) times per year for this reason. The board member
18 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
19 board member's intention to participate electronically.

20 *Sickness or Period of Convalescence*

21 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
22 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
23 times per year for this reason.

24 *Inclement Weather or Natural Disaster*

25 A board member may attend a meeting by electronic means due to inclement weather or natural
26 disaster if the schools in the school district are closed; however, he/she may only participate
27 electronically three (3) times per year for this reason.

28 *Family Emergency*

29 ~~The following requirement applies to electronic attendance due to a family emergency:~~

- 30 ~~1. The member must be absent due to the hospitalization of the member or the death or~~
31 ~~hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son in-~~
32 ~~law, daughter in law, step son, step daughter, father in law, mother in law, brother in law, or~~
33 ~~sister in law.~~

1 A board member may attend a meeting by electronic means if there is a family emergency that
2 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
3 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
4 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
5 or sister-in-law. The board member may only participate electronically two (2) times per year for this
6 reason.

7 *Military Service*

8 A board member may attend a meeting by electronic means if out of the county due to military service.
9 The board member may participate electronically as often as he/she is able to do so.

Legal References

Cross References

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EXHIBIT
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09-28-23

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(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 09/07/23 09/28/23
		Rescinds: 2.803	Issued: 01/10/08

1 *Central Office*

2 Upon appropriate written authorization, the payroll department of the Board shall make deductions
3 approved by the Board from the salary of the employee. Authorization must be made on forms
4 provided by the Board and filed in the office of the director of schools.

5 An employee may change or terminate any salary deduction upon written notification to the Board.
6 ~~Except salary deductions required by contract between the employee and PCEA.~~

Legal References

Cross References

Insurance Management 3.600

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*Recommend as submitted by
Mara McLaughlin 8/4/23*

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08-04-23
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09-28-23

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VII A.5
09/07/23

(Oct BOE Mtg.)

Putnam County Board of Education			
Monitoring: Click here to enter text.	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 09/28/23 09/07/23
		Rescinds: 3.202	Issued: 12/01/22

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
2 approval of the district Emergency Preparedness Plan,¹ which shall include procedures for
3 bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe
4 weather, and medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills
6 which shall be approved by the Director of Schools. When appropriate, such drills shall be
7 held in conjunction with emergency response agencies.

8 **FIRE AND SAFETY DRILLS**

9 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30)
10 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school
11 year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are
12 conducted throughout the year.²

13 The principal shall ensure that three (3) additional safety drills are given during the school
14 year.³ These drills may cover inclement weather, earthquakes, armed intruders, or other
15 emergency drills that do not require full evacuation. A record of all fire or safety drills,
16 including the time and date, shall be kept in each school's office.³

17 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers
18 and shall give all school personnel instructions on how to properly use fire extinguishers.

19 ~~ARMED INTRUDER DRILLS~~

20 ~~The principal shall ensure that each school safety team conducts at least one (1) armed intruder~~
21 ~~drill annually in coordination with local law enforcement.⁴~~

22 **ANNUAL DRILLS⁴**

23 The principal shall ensure that the school safety team conducts each of the following type of
24 drills annually:

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08-18-23

Reviewed as submitted
Dr. K. 8/18/23

- 1 1. An armed intruder drill in coordination with local law enforcement;
- 2 2. An incident command drill; and
- 3 3. An emergency safety bus drill.

4 **AED DRILLS**

5 ~~Any school~~ All schools shall conduct a CPR and AED drill to ensure students are aware of the
6 steps that must be taken in the event of a medical emergency. The principal shall ensure that
7 the drill occurs.⁵

8 The Director of Schools shall develop the necessary administrative procedures on AED and
9 CPR training, planning, notification, and maintenance to comply with state law.

10 **MEDICAL EMERGENCIES/PANDEMIC FLU**

11 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall
12 cooperate and consult with the local and state health departments and other emergency or
13 healthcare providers in protecting students and the community from further infection. The
14 director of schools shall develop procedures for health emergencies in accordance with state
15 law and regulations.⁶

16 **REMOTE LEARNING DRILLS⁷**

17 At least once each year, a remote learning drill shall be conducted. The drill shall accurately
18 reflect how students will transition to remote learning in the event of a disruption to school
19 operations. Students shall not be asked or required to transition to remote learning at any time
20 during the drill.

21

Legal References

Cross References

- 1. TRR/MS 0520-1-3-.03(18)
- 2. Public Acts of 2017, Chp. No. 451
- 3. TCA 68-102-137(b), (f)
- 4. Public Acts of 2017, Chp. No. 313
- 5. TCA 49-2-122(b)(2)(A)
- 6. Tennessee Department of Health Pandemic Influenza Response Plan,
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

- Emergency Closings 1.8011
- Community Use of School Facilities 3.206

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EXHIBIT
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(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 09/28/23 09/07/23
		Rescinds: 3.204	Issued

1 *General*

2 A threat assessment team shall be created within the school district to develop intervention-
3 based approaches to prevent violence, manage reports of potential threats, and create a system
4 that fosters a safe, supportive, and effective school environment. The Director of Schools shall
5 appoint the members of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and
7 operations of the team to comply with state law and State Board of Education rules and
8 regulations.

9 **TEAM MEETINGS**

10 All threat assessment team meetings shall be closed to the public.²

11 **RECORDKEEPING³**

12 The team shall document all behaviors and incidents deemed to pose a risk to school safety or
13 that resulted in intervention and shall provide the information to the Director of Schools and
14 Coordinated School Health (CSH).

15 A report of the activities of the threat assessment team will be compiled and shared with the
16 Board before each regular meeting.

17 Documents produced or obtained regarding these assessment activities will not be open for
18 public inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205

*Recommended as submitted
Ch. Dir. 8/18/23*

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08-18-23

Student Record 6.600

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09-28-23

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VII A.7
09/07/23

(OG BDE Mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 09/07/23 09/28/23
		Rescinds: 3.205	Issued: 12/02/21

- 1 The director of schools shall establish procedures to protect school property which shall include, but
2 not be limited to:
- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
 - 4
 - 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
6 facilities or equipment without appropriate faculty supervision;
 - 7
 - 8 3. Controlling the issuance of keys;
 - 9
 - 10 4. Developing programs which contribute to the proper care and use of school facilities and
11 equipment; and
 - 12
 - 13 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²
- 14 All exterior doors leading in to a school building shall be locked at all times and access to school
15 buildings is limited to the school's primary entrance during the school day as well as when students are
16 present outside of regular school hours.³

17 The principal shall call law enforcement officials in cases involving illegal entry, building damage,
18 theft, or vandalism. The principal shall notify the Director of Schools as soon as practical, but no
19 longer than twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal
20 entry. The Director of Schools/designee is authorized to sign a criminal complaint and press charges
21 against perpetrators of vandalism against school property, and is further authorized to delegate
22 authority to sign such complaints and press charges. The Director of Schools shall report all signing of
23 such complaints to the Board.

24 AFTER SCHOOL HOURS

25 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
26 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

27 LAW ENFORCEMENT SERVICES¹ (if applicable)

received
08-18-23

Received & submitted
C. P. 8/18/23

1 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
2 Partnerships may include, but not be limited to, education and recreational programs, delinquency
3 prevention, and mentoring initiatives.

4 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
5 enforcement agency to provide school policing. The MOU shall address, at a minimum, the following
6 issues:

- 7 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all
8 laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
9 time of assignment and remain compliant throughout his/her assignment.
10
- 11 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
12 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
13 participate in a minimum of sixteen (16) hours of training specific to school policing. All
14 training programs shall be approved by the Peace Officers Standards and Training
15 Commission.
16
- 17 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
18 subject to that agency’s direction, control, supervision, and discipline.
19
- 20 4. No-SRO shall be assigned to a school, or continue in such an assignment, without the consent
21 of the Director of Schools.
22
- 23 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
24 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO
25 shall include, but not be limited to, the following:
26
 - 27 a. Representing and carrying out the policies of the law enforcement agency assigning the
28 SROs;
 - 29 b. Supervising the SROs in the performance of their duties;
 - 30 c. Consulting with the Director of Schools regarding the best use of the available
31 resources for school policing; and
 - 32 d. Resolving disputes between the SROs and students or staff members.
33
- 34 6. The MOU may be effective for any length of time, including continuing until terminated by the
35 parties, and may contain any reasonable notice requirement for the termination of the MOU.
36 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
37 active participation of any SROs in the event that the Director of Schools believes that such
38 suspension is best for the health, safety, or wellbeing of the student or staff members.

39 **CYBERSECURITY⁴**

40 The Director of Schools/designee shall develop an administrative procedure regarding the district’s
41 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
42 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

1

Legal References

1. TCA 49-6-805(3)
2. 2 CFR 200.313
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

Cross References

Visitors to the Schools, 1.501

Inventories 2.702

Care of School Property 6.311

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Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 09/29/23 09/07/23
		Rescinds: 4.204	Issued: 06/25/15

1 Summer schools shall be organized and operated as a part of the public school program, shall be under
2 the control and management of the Board, and shall comply with rules and regulations of the State
3 Board of Education¹, and shall be for those students enrolled the previous school year in Putnam
4 County Schools.

5 The summer school program, subject to annual approval by the Board, shall provide opportunities for
6 instruction at the elementary level, middle level, and secondary level.

7 All summer school classes shall meet on school property, and any exceptions must be approved by the
8 Board. The library, laboratories, and other facilities shall be made available to all students enrolled in
9 the summer school program as funding permits on an annual basis.

10 The director shall annually determine the tuition rates for summer classes, credit recovery, and on-line
11 virtual courses and make them known and available by the beginning of each school year.²

12 A student may enroll in summer school, grade 7 – 12, provided absences do not exceed fifteen (15) per
13 semester, the semester grade average is fifty (50) or above, and enrollment for the previous year was in
14 Putnam County Schools.

15 No more than two (2) credits at the high school level or two (2) terms at the middle school level shall
16 be earned during any summer school session without prior written approval of the principal.

17 One hundred percent attendance is required in summer school, except in extenuating circumstances
18 (i.e., illness verified by a physician excuse or death in the immediate family.)

19 A passing summer school grade can replace a failing semester grade.

20 **THIRD-GRADE SUMMER SCHOOL**

21 ~~Beginning with the 2011-2012 school year, a student in the third grade shall not be promoted to the~~
22 ~~next grade level unless the student has shown a basic understanding of the curriculum and ability~~
23 ~~to perform skills required in the subject of reading as demonstrated by the student's grades or~~
24 ~~standardized test results. However, such student may be promoted if the student participates in an~~
25 ~~EA approved research-based intervention prior to the beginning of the next school year. This~~
26 ~~section shall not apply to students who have IEPs pursuant to 20 U.S.C. 1400 et seq. PCSS will~~
27 ~~use state assessment results to determine summer school eligibility.~~

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08-17-23

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VII A.9.
09-28-23

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VII A.9.
09/07/23

(Oct BOE Mtg)

Putnam County Board of Education

<p>Monitoring</p> <p>Click here to enter text.</p>	<p>Descriptor Term</p> <p>Library Materials</p> <p>Reconsideration of Instructional Materials and Textbooks</p>	<p>4.403</p>	<p>Issued Date</p> <p>09/07/23 09/28/23</p>
		<p>Rescinds:</p> <p>4.403</p>	<p>Issued:</p> <p>09/04/08</p>

1 *General*

2 The School media Specialist shall be responsible for library collection development. Library materials
3 shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 6 2. Materials shall be appropriate for the age and maturity levels of the students who may access
7 them. The determining factor will be based on an assessment of any mature themes or content
8 (i.e., violence, sexual content vulgar language, substance abuse);
- 9 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 10 4. The collection as a whole shall offer a variety of viewpoints.

11 Each School Media Specialist shall be responsible for periodically reviewing their school's library
12 collection in line with these established standards.

13 The definition of library collection is broad and is not limited to materials physically located in the
14 school's library. The definition applies to any materials, regardless of form, made available to students,
15 including materials maintained in a teacher's classroom.

16 **COMPLAINTS**

17 If a complaint is made by an employee, student, or parent/guardian, please refer to Policy 4.801.

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(Oct BOE Mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 09/28/23 09/07/23
		Rescinds: 4.700	Issued: 12/02/21

1 The Board shall provide for a system wide testing program, which shall be periodically reviewed and
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in each instructional area;
- 8 6. Assist in the screening of students with learning difficulties;¹
- 9 7. Assist in placing student in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.²

12 The director of schools shall be responsible for planning and implementing the program, which
13 includes:

- 14 1. Determining specific purpose of each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provisions for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that the results are obtained as quickly as possible, especially when placement in a
20 special learning program might be necessary.

21 State-mandated student testing programs shall be undertaken in accordance with procedures published
22 by the State Department of Education.³

23 The Director of Schools may exclude these scores from students' final grades if results are not received
24 by the district at least five (5) instructional days before the end of the course.^{4,5}

25 WEIGHTING TCAP SCORES

26 TNReady⁴ and EOC⁵ scores shall be included in students' final grades, as follows:

- 27 1. Grades 3-5 – 15% of the second semester average
- 28 2. Grades 6-8 – 15% of the second semester average



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[Signature]

1 3. Grades 9-12 – 15% of the second semester average

2 The Putnam County School System shall use the following methodology: cube root.

3 ~~The Director of Schools may exclude these scores from students’ final grades if results are not received~~
4 ~~by the district at least five (5) instructional days before the end of the course.^{4,5}~~

5 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

6 Interest inventories shall be made available to middle and high schoolers. These may include
7 assessments ~~such as the Kuder assessment, Myers Briggs Type Indicator, the ASVAB, the College~~
8 ~~Board Career Finder, Virtual Job Shadow, and Major Clarity of a state-approved program and the~~
9 ~~ASVAB.~~

10 Career aptitude assessments shall be administered to 7th and/or 8th graders in order to inform the
11 student’s high school plan of study.

12 **TESTING INFORMATION AND PARENTAL CONSENT**

13 Any test directly concerned with measuring student ability or achievement through individual or group
14 psychological or social metric tests shall not be administered by or with the knowledge of any
15 employee of the system without first obtaining written consent of the parents or guardians.²

16 Results of all group tests shall be recorded on students’ permanent records and shall be made available
17 to appropriate personnel in accordance with established board policies.⁷

18 No later than July 31st of each year, the Board shall publish on its website information related to state
19 and board mandated tests that will be administered during the school year. The information shall
20 include:⁸

- 21 1. The name of the test;
- 22 2. The purpose and use of the test;
- 23 3. The grade or class in which the test will be administered;
- 24 4. The tentative date or dates that the test will be administered;
- 25 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
26 of the test’
- 27 6. How parent(s)/guardian(s) can access the questions and answers on their student’s state-
28 required tests; and
- 29 7. If a board mandated test, how the test complements and enhances students’ instruction and
30 learning and how it serves a purpose distinct from state-required tests.

31 Testing information shall also be placed in student handbooks or other school publications that are
32 provided to parent(s)/guardian(s) on an annual basis.

33 **TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDED CREDIT⁹**

34 ~~Students transferring from a Category IV church-related school, Category V private school, or home~~
35 ~~school shall be awarded credit upon completion of a written exam. These exams shall be approved,~~

1 administered, and graded by the school's principal/designee. Upon request from a parent/guardian,
2 student scores from a nationally standardized achievement test in the relevant subject shall be accepted
3 as a substitute for these exams.

4 For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For
5 students in grades nine through twelve (9-12), the exam shall only cover the last course completed by
6 the student (for example, if a student has completed English I, II, and III, the examination shall only
7 cover English III).

8 The Director of Schools shall provide notice to parent(s)/guardian(s) of these exams

9 **HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰**

10 A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the
11 student is not enrolled but attains a qualifying score on the eligible course's credit exam. The
12 qualifying scores for these exams shall be presented to the Board at the July board meeting.

13 The Director of Schools/designee shall be responsible for determining which eligible courses will have
14 a credit exam and shall provide high school students each semester the opportunity to take a credit
15 exam for an eligible course offered. Each eligible course's credit exam shall be administered to any
16 student seeking course credit conducted by VITAL during the testing window before *Spring*
17 *Registration*. Before taking a credit exam, the student shall be notified of the qualifying score needed
18 to receive credit for the eligible course and the grade that will be included in his/her overall grade point
19 average if the student achieves a qualifying score on the credit exam. A student may only take a credit
20 exam once.

21 A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to
22 the student's graduation requirements and be included in the student's overall grade point average.

23 The Director of Schools/designee shall provide information on these exams to the Department of
24 Education at the end of the school year per state law.

25

Legal References

- 1.

Cross References

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EXHIBIT
VII A. 11
09-28-23

EXHIBIT
VII A. 11
09/01/23

(OCT BOE Mtg)
Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Controversial Materials	Descriptor Code: 4.801	Issued Date: 09/07/23 09/28/23
		Rescinds: 4.801	Issued: 09/29/22

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
 2 in an activity¹, provided that written request is submitted on the appropriate form to the director of
 3 schools.

4 The director of schools shall present the written request to the Board. The final decision concerning the
 5 use of controversial materials shall rest with the Board.

6 No student who is granted such a request by the Board shall be penalized academically for his/her
 7 failure to participate in an activity, read a book or use certain materials. Rather, the student shall be
 8 given a similar book, activity or materials and graded accordingly.

9 The Board supports principles of intellectual freedom inherent in the First Amendment of the
 10 Constitution of the United States¹ and expressed in the *Library Bill of Rights* of the American Library
 11 Association.

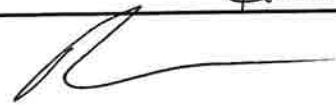
12 Because opinions differ, there may be questions concerning some instructional and library materials
 13 despite the quality of the selection process. Therefore, a materials review committee shall be appointed
 14 at each school by the principal and the committee list filed with the director of schools and supervisor
 15 of materials at the beginning of the school year. In addition to the principal, the review committee is to
 16 include certificated library media personnel representatives from classroom teachers, one or more
 17 parents, and may include one or more students.

18 If a complaint is made, the following procedure is to be followed:

- 19 1. Inform the complainant of the selection procedures and make no commitments.
- 20 2. Request the complainant to submit a formal *"Request for Reconsideration of Instructional*
 21 *Materials"*.
- 22 3. Inform the principal (and other appropriate personnel).
- 23 4. Keep challenged materials available for use during the reconsideration process.
- 24 5. Upon receipt of the completed form, the principal requests review of the challenged materials
 25 by an ad hoc materials review committee within fifteen (15) working days, and notifies the
 26 appropriate supervisor and the director of schools that such review is being done.
 27 The review committee is appointed by the principal, and includes certified library media
 28 personnel, representatives from classroom teachers, one or more parents, and may include one
 29 or more students.
- 30 6. The review committee shall take the following steps after receiving the challenged materials:

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- 1 a. Read, view or listen to the material in its entirety;
- 2 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 3 c. Determine the extent to which the material supports the curriculum;
- 4 d. Complete the appropriate *“Checklist for Reconsideration of Instructional Materials”*,
- 5 judging the material for its strength and value; and
- 6 e. Present recommendation to principal for further action and to the director of schools for
- 7 purposes of information.
- 8 7. The committee’s recommendation may be to:
- 9 a. take no removal action;
- 10 b. remove the challenged material from the local school. Action to remove shall be based
- 11 on evidence that the material is pervasively vulgar and/or lacking in educational value;
- 12 c. restrict the use by students; or
- 13 d. place the material at another school level.
- 14 8. Within five (5) working days of the materials review committees’ meeting, the principal shall:
- 15 a. Officially notify the complainant in writing of the decision reached, and advise of the
- 16 right to appeal; and
- 17 b. File a copy of the *“Citizen’s Request for Reconsideration of Instructional Materials”*
- 18 form and all communications including the committee decision with the superintendent
- 19 and supervisor of materials.
- 20 9. If the complainant desires further action after receiving the recommendation of the committee
- 21 and the decision of the principal, an appeal may be made to the **Board Director of Schools.**
- 22 **Then the complainant can appeal the decision of the Director of Schools to the Board.**

Legal References

- 1. *Island Trees/Union Free School District v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
- 2. TCA 49-6-1001

Cross References

- Textbook Selection, Distribution and Care 4.401
- Selection of Instructional Materials 4.402
- Reconsideration of Instructional Materials 4.403
- Use of the Internet 4.406
- Web Pages 4.407

EXHIBIT
VII A.12
09-28-23

EXHIBIT
VII A.12
09/07/23

(Oct BOE Mtg)
Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 04/07/22 09/28/23
		Rescinds: 5.106	Issued: 04/04/19

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. If applying for a teaching position, the Director of Schools shall check the applicant's license
 7 status in the State Board of Education's database to determine if there is a hold on the applicant's
 8 license, and if so, the reasoning behind the hold.² This also includes certified and non-certified
 9 individuals desiring to coach athletics and other extracurricular activities paid or non-paid in the
 10 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.

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

Recommended by Angie Knight

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1 Regulations. The following criteria will be used to evaluate those persons whose fingerprints or
2 criminal record checks indicate former indicate former criminal convictions:
3

- 4 a. Felony convictions less than five (5) years from the date of the criminal records check
5 will result in immediate termination and/or recession of the employment offers.
- 6 b. Felony convictions more than five (5) years from the date of the criminal records check
7 will be at the discretion of the director of schools. Information required for such
8 decision will include, but is not limited to, name and address of the court, date of the
9 alleged offense, description of charges, explanation of the final action taken including
10 any fines, probation, imprisonment, first offender adjudication or similar disposition.
11

- 12 3. Bus drivers, other CDL (Commercial Driver’s Licensed) employees, and any employee who
13 may from time to time drive a Board of Education vehicle, that are arrested for DUI while on
14 duty, will be suspended immediately and upon conviction will be subject to termination.
15 Employees who transport students on school and/or district-related business in a privately
16 owned vehicle who are arrested for DUI while on duty will be suspended immediately and
17 upon conviction will be subject to termination.
18
- 19 4. Bus drivers and other CDL employees who are arrested for DUI charges will be suspended
20 from any employment involving the driving of a vehicle until the charges are resolved.
21
- 22 5. Knowingly falsifying information or not fully and accurately disclosing information about
23 convictions and/or pending charges on the employment application shall be grounds for
24 immediate termination of employment and shall constitute a Class A misdemeanor which must
25 be reported to the District Attorney General for prosecution.²
26
- 27 6. If an employee leaves and returns to work within the same period of employment, the
28 fingerprint and criminal records check requirement may be waived provided there is a
29 fingerprint and criminal records report in the personnel file and the length of time does not
30 exceed one calendar year from the date the employee left PCSS. If not, the person must be
31 fingerprinted and have another criminal records’ check to update the previous records check.
32 The individual shall pay the cost.³

33 *Professional Employees*

34 The application must include a transcript of credits earned at the college or universities attended along
35 with reference from persons such as previous employers, college professors and supervisors of student
36 teachers. Other information shall include whether such applicant has been dismissed for cause from a
37 school system. If previously employed by a local board of education, the applicant shall provide
38 evidence of acceptable resignation.

39 No person shall be employed:

- 40 1. Who does not hold a valid license to teach or a temporary permit to teach from the ~~State Board~~
41 ~~Department of Education.~~

- 1 2. Who does not have a satisfactory health record or has any contagious or communicable disease
- 2 in such form that might endanger the health of school children.⁵ Employees may be required to
- 3 submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in
- 4 positions requiring a CDL (Commercial Driver’s License) must have a physical examination
- 5 requirement. Employees working as Pre-K teachers and aides must follow the **Department** of
- 6 Education’s (Chapter 0520-12-1) physical examination requirements;
- 7 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
- 8 Tennessee and of the United States of America;⁶
- 9 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 10 employment for cause; or
- 11 5. Who does not receive a satisfactory background check;
- 12 6. Who is listed on the state’s abuse of vulnerable person registry maintained by the Department
- 13 of Health;⁶ or
- 14 7. Who has been identified by the Department of Children’s Services as a perpetrator of child
- 15 abuse, sever child abuse, child sexual abuse, or child neglect, or who poses an immediate threat
- 16 to the health, safety, or welfare of children.⁶

17 ***Support Employees***

18 No person shall be employed:

- 19 1. Who does not have a satisfactory health record or has any contagious or communicable disease
- 20 in such form that might endanger the health of school children.⁷ Employees may be required to
- 21 submit to a physical examination by a physician, if deemed necessary by PCSS. Employees in
- 22 positions requiring a CDL (Commercial Driver’s License) must have a physical examination
- 23 requirement. Employees working as Pre-K teachers and aides must follow the **State Board**
- 24 **Department** of Education’s (Chapter 0520-12-1) physical examination requirements.
- 25 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁷
- 26 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 27 employment for cause;
- 28 4. Who does not receive a satisfactory background check. or
- 29 5. Who has been identified by the Department of Children’s Services as a perpetrator of child
- 30 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
- 31 threat to the health, safety, or welfare of children.

32
33 **EMPLOYMENT**

34
35 ***Professional Employees***

36 After checking references and receiving written recommendations, the director of schools shall hire

37 and assign qualified applicants.

38 ***Initial Employment***

39 Upon initial employment, the Director of schools shall notify such person, in writing, of the offer and

40 conditions of employment. Upon receipt of employment notification, such person shall respond within

41 the timeline established by state law.¹² From the date of **hire written acceptance**, such person is

1 considered to be under employment with the Board District and is subject to all rights, privileges and
2 duties.

3 *Support Employees*

4 After checking references and receiving written recommendations from principals and/or supervisors,
5 the director of schools shall hire and assign qualified applicants.

6 *PCSS Employees Arrested or Convicted*

7 All Putnam County School System employees, including part-time, temporary, contracted, and
8 substitute personnel, who are arrested and/or convicted of a felony (including felonies that have been
9 reduced to a lesser charge), or misdemeanor but not to include minor traffic offenses, are to report this
10 information to the Director of Schools or his/her designee within five (5) days of the arrest and/or
11 conviction.

12 This policy applies to all Putnam County School System employees as a condition of employment and
13 as a condition of continued employment.

14

Legal References

- 15 1. TCA 49-5-406
- 16 2. TCA 49-5-413©
- 17 3. TCA 19-5-406(a)(2)(A)
- 18 4. Public Acts of 2018, Chapter No. 938
- 19 5. TCA 49-5-403; TCA 49-5-101
- 20
- 21 6. TCA 49-5-413€, (f)
- 22 7. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
- 23 8. TCA 49-5-405
- 24 9. Public Acts of 2018, Chapter No. 1006
- 25 10. Immigration Reform and Control Act of 1986; Pub.
- 26 L.No.99-603, 100 Stat. 3359

Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Qualifications and Duties of the Director of
Schools 5.802

27

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EXHIBIT
 VII A.13.
 09-28-23

EXHIBIT
 VII A.13.
 09/07/23

(OCT BOE Mtg.)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 09/07/23 09/28/23
		Rescinds: 5.119	Issued: 01/05/23

General

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days. ~~if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.~~¹

EMPLOYMENT CONTRACTS FOR ONE YEAR

The Director of Schools may employ retired teachers. ~~retired for at least one (1) year for full-time employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis.~~ Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:²

- ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified individuals are available to fill the position;~~
 - ~~2. The Commissioner of Education shall certify that the employing school district serves an area that lacks qualified teachers to serve in the position to be filled;~~
 - ~~3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~
 - ~~4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and~~
 - ~~5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~
1. The retired teacher shall hold a valid license and shall not be entitled to tenure status.
 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and

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3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³

Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:

1. The retired member has been retired for at least sixty (60) calendar days.
2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;
- ~~3. The retired member's employment can't be longer than a one (1) year period; however, the retired member can be reemployed for additional one (1) year periods;~~
- 3.4. The retired member is not drawing disability retirement benefits; and
- 4.5. The retired member can't accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member's reemployment. ~~Once the retired member is hired by the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate. and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position.~~

~~Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.~~

EXHIBIT
VII A.14.
09-28-23

EXHIBIT
VII A.14.
09/07/23

(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 09/28/23 09/07/23
		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.¹

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

Recommended by - *Argie Knight*
8-21-23

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08-27-23

1 **SUPPORT PERSONNEL**

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

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

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

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

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

17 **SICK LEAVE BANK**

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

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

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

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

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

1 The sick leave bank shall be operated in accordance with state law.

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References

- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

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EXHIBIT
VII A.15.
09-28-23

EXHIBIT
VII A.15.
09/07/23

(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 09/28/23 09/07/23
		Rescinds: 5.305	Issued: 10/03/19

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school system or anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve month period shall be eligible to
5 use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a
8 fixed calendar year for the following reasons:

- 9 1. The birth of a child;
- 10 2. The placement of a child with the employee for adoption or foster care;
- 11 3. A serious health condition of the employee that makes the employee unable to perform the
12 essential functions of his or her job position;
- 13 4. The care of a spouse, child, parent or next of kin of the employee who has a serious health
14 condition; and
- 15 5. Any qualifying circumstances arising out of the fact that a spouse, child or parent of the
16 employee is on covered active duty or has been notified of an impending call or order to
17 covered active duty in the Armed Forces.

18 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
19 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
20 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
21 FMLA leave.

22 MATERNITY/PATERNITY LEAVE

- 23 1. *Relationship between FMLA leave and Tennessee Maternity Act leave* – FMLA leave shall run
24 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
25 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
26 childbirth and nursing of a newborn child.³
- 27 2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity sick leave
28 shall be allowed to use all or a portion of the teacher's accumulated sick leave or annual leave
29

Recommended by *Carrie Knight*
8-21-23

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1 for maternity leave purposes. In order to be eligible to use sick leave, a written request of the
 2 teacher accompanied by a statement from the teacher’s physician verifying pregnancy shall be
 3 submitted. Upon verification by a written statement from an adoption agency or other entity
 4 handling an adoption, a teacher may also be allowed to use accumulated sick leave for adoption
 5 of a child. If both adoptive parents are teachers employed by the district, however, only one (1)
 6 parent is entitled to use such leave.⁴

7
 8 3. Spouses who are both eligible employees of the school district are limited to a combined total
 9 of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is
 10 taken for birth and care of a newborn child, for placement of a child for adoption or foster care,
 11 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
 12 who share leave for the birth or adoption of a child may be eligible for limited amounts of
 13 additional leave for other qualifying FMLA reasons.⁵

14
 15 4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is
 16 available t eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.
 17 An eligible employee taking leave under this provision shall not be required to utilize any other
 18 type of accrued leave during this period. Eligible employees include teachers, principals,
 19 supervisors, or other individuals required by law to hold a valid license of qualification for
 20 employment who have been with a school district full time for a least twelve (12) consecutive
 21 months.

22
 23 Employees shall provide notice to the school district thirty (30) days prior to the intended use
 24 of the leave. If the employee learns about the need for a leave less than thirty (30) days in
 25 advance the employee shall give notice as soon as reasonably possible in order to be eligible for
 26 the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave
 27 shall be used within twelve (12) months of the qualifying event. The leave shall run
 28 concurrently with FMLA leave.

29 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

30 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when
 31 he/she is unable to work because of a serious health condition or to care for an immediate family
 32 member with a serious health condition. Granting of such leave shall be subject to the provisions of
 33 applicable federal and state laws. Employees shall contact Human Resources to determine if the reason
 34 for the leave qualifies as Family and Medical Leave. If the leave is foreseeable, the employee shall
 35 give thirty (30) days’ notice. If the leave is not foreseeable, the employee shall notify Human
 36 Resources as soon as practicable – generally, either the same or next business day.

37 **LEAVE FOR MILITARY FAMILY MEMBERS**

38 1. *Qualifying Exigency Leave⁷* – Eligible employees are entitled to up to twelve (12) workweeks
 39 of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,
 40 daughter or parent of the employee, as defined under the FMLA, is on active duty or has been

- 1 notified of an impending call to active duty, or has been notified of an impended call to active
 2 duty status, in the Armed Forces. Qualifying exigencies may include:
 3 a. issues arising from the service member’s short notice deployment;
 4 b. military events and related activities (e.g. official ceremonies, support programs);
 5 c. making or updating financial and legal arrangements attending counseling;
 6 d. attending counseling;
 7 e. taking up to fifteen (15) days leave to spend time with a covered service member who is
 8 on short-term rest and recuperation leave during deployment; or
 9 f. attending post-deployment activities.

10
 11 2. *Military Caregiver Leave*⁸ – An eligible employee who is the spouse, son, daughter, parent or
 12 next of kin of a covered service member or covered veteran with a serious injury or illness is
 13 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period”. A
 14 covered service member is a current member of the Armed Forces, including a member of the
 15 National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is
 16 otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a
 17 serious injury or illness.

18 A covered veteran is an individual who was a member of the Armed Forces at any time during the
 19 period of five (5) years preceding the date of the medical treatment, recuperation or therapy that
 20 has a serious injury or illness who is currently receiving medical treatment, recuperation or therapy.
 21 The calculation of this 5-year period shall not include the interval of October 28, 2009, through
 22 March 8, 2013.

23 The “single twelve (12) month period” for leave to military caregiver leave begins on the first day
 24 the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
 25 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
 26 service member. The maximum of twenty-six (26) workweeks may include no more than twelve
 27 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement
 28 of a child for adoption or foster care, for care of a parent who has a serious health condition or for
 29 the employee’s own serious health condition.

30 **INTERMITTENT LEAVE⁹**

31 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
 32 seriously ill family member or because of the employee’s own serious health condition or for the care
 33 for a newborn, a newly adopted child or a newly placed foster care child. When a licensed employee
 34 requests foreseeable leave for planned medical treatment and the employee would be on leave for
 35 greater than 20% of the total number of working days in the period during which the leave would
 36 extend, the school district may require that such employee elect either to take the leave for periods of a
 37 particular duration, not to exceed the duration of the planned medical treatment or to transfer
 38 temporarily to an available alternative position offered by the school district for which the employee is
 39 qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

40 **RESTRICTIONS**

1 1. Notice Requirements

- 2
- 3 • *Employee Notice*¹⁰ – For foreseeable leave, the employee shall provide the Director of
4 Schools with at least thirty (30) days written notice before the beginning of the
5 anticipated leave.

 - 6
 - 7 • *District Notice* – Once it has been established that the leave requested qualifies for
8 FMLA, the Director of Schools/designee shall notify the employee within three (3)
9 business days (absent extenuating circumstances) that any leave taken pursuant to state
10 leave statutes (paid vacation leave, personal leave, sick leave, or workers’
11 compensation) shall run concurrently with FMLA leave. The notice may be given orally
12 or in writing. If the notice is oral, it shall be confirmed in writing, no later than the
13 following pay day.¹²

14

15 2. Certification Requirement¹³

- 16 • The Director of Schools may require that a request for leave be supported by
17 certification issued by a health care provider with the following information:
 - 18 ▪ The date on which the serious health condition commenced;
 - 19 ▪ The probable duration of the condition;
 - 20 ▪ The appropriate medical facts within the knowledge of the health care
21 provider regarding the condition; and
 - 22 ▪ A statement that the eligible employee is needed to care for the son,
23 daughter, spouse or parent and an estimate of the amount of time that such
24 employee is needed.
- 25 • If there is any reason to doubt the validity of the certification provided, the Director of
26 Schools may require, at the expense of the school district, an opinion of a second health
27 care provider.

28 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- 29 • If leave is taken more than five (5) weeks prior to the end of the term, the Director of
30 Schools may require the employee to continue taking leave until the end of the term if
31 the leave is at least three (3) weeks of duration and the return of employment would
32 occur during the three (3) week period before the end of the term.
- 33 • If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
34 may require the employee to continue taking leave until the end of the term if the leave
35 is greater than two (2) weeks duration and the return to employment would occur during
36 the two (2) week period before the end of the term.

37 REQUIREMENTS OF THE BOARD¹⁵

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1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired; and
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.



Legal References

Cross References

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EXHIBIT
tabbies
VII A.16.
09-28-23

EXHIBIT
tabbies
VII A.16.
09/07/23

(Oct BDE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 09/28/23 09/07/23
		Rescinds: 5.307	Issued: 06/06/13

- 1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
- 2 or other violent criminal acts committed in the course of the teacher's employment ~~activities~~ **duties**
- 3 ~~Receive workers' compensation or comparable benefits without loss of accumulated or granted sick,~~
- 4 ~~personal or professional leave.¹~~
- 5 ~~A signed statement listing the cause of the absence shall be provided by the employee on forms~~
- 6 ~~furnished by the director of schools and shall promptly be given to the immediate supervisor in support~~
- 7 ~~of all claims. A certificate from the physician on forms furnished by the director of schools may also~~
- 8 ~~be required to verify the extent of the injury.² shall receive his/her full salary and full benefits until the~~
- 9 ~~teacher is released by his/her physician to return to work or his/her physician determines the teacher is~~
- 10 ~~permanently unable to return to work. If the teacher receives worker's compensation or other similar~~
- 11 ~~benefits, the Board shall pay the difference between that amount and the teacher's full salary.~~
- 12 A signed statement listing the cause of the absence shall be provided by the employee on forms
- 13 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
- 14 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
- 15 may also be required to verify the extent of the injury²

Legal References

Cross References

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Angie Knight 8/18/23

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EXHIBIT
VII A.17
09/07/23

(Oct BOE Mtg)
Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 09/28/23 09/28/17
		Rescinds: 5.600	Issued: 09/28/17

- 1 In fulfilling any **citizenship** rights and responsibilities, employees shall give proper consideration to
2 the 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.^{1,2}
- 5 Educators have the right to:
- 6 1. Be treated with civility and respect as well as having his/her professional judgment and
7 discretion respected;
 - 8 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
9 appropriate agencies;
 - 10 3. Provide students with a safe environment;
 - 11 4. Defend themselves and their students from physical violence or harm;³
 - 12 5. 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 6. Review all instructional material or curriculum before being utilized by students;
 - 15 ~~7. Not be required to use his/her personal money to appropriately equip a classroom; and~~
 - 16 ~~8. Academic freedom within the confines of state law and board policy in order to create an~~
17 ~~atmosphere of freedom in the classroom.~~
 - 18 ~~9. Report students who commit offenses of assault and battery or vandalism on school property~~
19 ~~endangering the life, health, or safety of others pursuant to state law;⁵~~
 - 20 ~~10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due~~
21 ~~to a physical assault or other violent criminal act committed during the course of employment.⁶~~

- 23 Each staff member has the responsibility to:
- 24 1. Make themselves familiar with and abide by, the laws of the state ~~as these affect their work~~, the
25 policies of the board and the procedures designed to implement them;⁵
 - 26 2. To adhere to the Teacher Code of Ethics;⁶
 - 27 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
28 students and the students' right to know;
 - 29 4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors and
30 members of the public;

Recommended as submitted.

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[Signature] 8/19/23

- 1 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
2 ~~state board regulations~~ State Board of Education rules and regulations, board policy and
3 administrative procedures; and
- 4 6. Wear appropriate dress for work according to ~~board guidelines and~~ local school rules.

Legal References

Cross References

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Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <h3 style="text-align: center;">Attendance</h3>	Descriptor Code: 6.200	Issued Date: 09/07/23
		Rescinds: 6.200	Issued: 12/01/22

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.

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Corrected per BOE Work Session 09-27-23

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 Plan⁸*

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

- 1 c. Penalties for additional absences and alleged school offenses, including additional
- 2 disciplinary action and potential referral to juvenile court.
- 3 3. Regularly scheduled follow-up meetings to discuss the student’s progress; and
- 4 4. A school employee shall conduct an individualized assessment detailing the reasons a student
- 5 has been absent from school. The employee may refer the student to counseling, community-
- 6 based services, or other services to address the student’s attendance problems.

7 **Tier III**

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

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

12 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

- 19 1. Student’s name and personal identification number;
- 20 2. Student’s grade;
- 21 3. The dates of the student’s absence;
- 22 4. The reason for the student’s absence; and
- 23 5. The signatures of the student and parent/guardian.

24 **RELEASED TIME COURSE¹⁰**

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

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

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

33 ~~[Include the following language if the Board wants to allow students to receive credit for these~~
34 ~~courses: Upon submission of the student’s transcript from the entity that provided the released time~~
35 ~~course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall~~
36 ~~develop procedures with secular criteria for determining whether credit shall be awarded.]~~

1 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

8 **MAKE-UP WORK**

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

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

11 **STATE-MANDATED ASSESSMENT**

12 Refer to Putnam County School System Policy 4.7001

13 **CREDIT/PROMOTION DENIAL**

14 Credit/promotion denial determinations may include student attendance; however, student attendance
15 may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the
16 following shall occur:

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

20 **DRIVER'S LICENSE REVOCATION²**

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

23 **ATTENDANCE HEARING¹²**

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

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 4 Following the review, the Board may affirm or overturn the decision of the Director of
- 5 Schools/designee. The action of the Board shall be final.

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Legal References

Cross References

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(OCC BOE MLG)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <h2 style="text-align: center;">Home Schools</h2>	Descriptor Code: 6.202	Issued Date: 09/07/23
		Rescinds: 6.202	Issued: 12/02/21

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
 8 of the intent to conduct a home school;
- 9
- 10 2. Submit to the Director of Schools the name, number, age, grade level of children involved,
 11 location of the school, curriculum to be offered, proposed hours of instruction, and
 12 qualifications of the parent/teacher;
- 13
- 14 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 15
- 16 4. Submit attendance records to the Director of Schools at the end of each school year;
- 17
- 18 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
 19 as are required by state law;³
- 20
- 21 6. Possess a high school diploma or a high school equivalency credential approved by the State
 22 Board of Education;⁴ GED, or HiSET;⁴
- 23
- 24 7. Cooperate in the administration to home school students of appropriate tests by the
 25 Commissioner of Education/designee or by a professional testing service in grades five (5),
 26 seven (7), and nine (9);
- 27
- 28 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 29
- 30 ~~9. Submit proof to the Director of Schools that the home school student has been vaccinated as~~
 31 ~~required by state law;⁵~~

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Corrected per BOE Work Session 09-27-23

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- 10. Submit proof to the Director of Schools that other health services and examinations as required by state law have been received by the home school student; and
- 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

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

12 **FACILITIES USE**

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

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

24 **STUDENT PERFORMANCE⁶**

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

Legal References

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Cross References

EXHIBIT
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09-28-23

EXHIBIT
VII A.20
09/07/23

COA BOE Mtg

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: <i>09/28/23</i> 12/02/21
		Rescinds: 6.300	Issued: 12/02/21

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

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 9 protect all members of the educational community in the exercise of their rights and duties and to
 10 maintain a safe learning environment where orderly learning is possible and encouraged.² These
 11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 12 school sponsored outings. Staff members have the authority to enforce the code of conduct and shall
 13 ensure that disciplinary measures are implemented in a manner that:

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

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

29 **MISBEHAVIORS: LEVEL I**

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*Reviewed as submitted,
 Chris Pi 8/18/23*

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

4 *Examples (not an exclusive listing)*

- 5 • Classroom disturbances
- 6 • Classroom tardiness
- 7 • Cheating and lying
- 8 • Abusive language
- 9 • **Non-defiant** Failure to do assignments or carry out directions
- 10 • Wearing, while on the grounds of a public school during the regular school day, clothing that
11 exposes underwear or body parts in an indecent manner that disrupts the learning environment³
- 12 • Victimization of any student [Harassment (Sexual, Racial, Ethnic, Religious) Bullying, Cyber-
13 bullying, and/or Hazing]

14 *Disciplinary Procedures*

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

21 *Disciplinary Options*

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

34 **MISBEHAVIORS: LEVEL II**

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

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

3 *Examples (not an exclusive listing)*

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

8 *Disciplinary Procedures*

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

16 *Disciplinary Options*

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

30 **MISBEHAVIORS: LEVEL III**

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

33 *Examples (not an exclusive listing)*

- 34 • Continuation of unmodified Level I and II behaviors
- 35 • Fighting

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

8 *Disciplinary Procedures*

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

21 *Disciplinary Options*

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

31 **MISBEHAVIORS: LEVEL IV**

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

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

1 *Examples (not an exclusive listing)*

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

19 *Disciplinary Procedures*

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

30 *Disciplinary Options*

- 31 ● Expulsion
- 32 ● Alternative schools
- 33 ● Other hearing authority or Board action which results in appropriate placement
- 34 ● **Trauma-informed practices**

35 *Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA 7114, 7118
3. TCA 49-6-4009

Cross References

- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Detention 6.315
- Suspension/Expulsion/Remand 6.316
- Safe Relocation of Students 6.4081

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EXHIBIT
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09-28-23

EXHIBIT
VII A.21
09/07/23

(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 09/28/23 09/07/23
		Rescinds: 6.309	Issued: 11/05/20

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance
5 analogue, or legend drug on school grounds or at a school-sponsored event;³
- 6 3. Aggravated assault;⁴ or
- 7 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
8 employee of the school, or school resource officer.
- 9 5. Threats of mass violence on school property or at a school-related activity.⁶

10 Committing any of these offenses shall result in a student being expelled from the regular school
11 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
12 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
13 offenses may be assigned to an alternative school or program at the discretion of the Director of
14 Schools.⁶

15 WEAPONS & DANGEROUS INSTRUMENTS

16 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school
17 buildings or on school grounds at any time or in school vehicles and/or buses or off the school grounds
18 at a school-sponsored activity, function, or event.¹

19 Dangerous weapons for the purpose of this policy shall include but are not limited to a firearm or
20 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily
21 injury or anything that in the manner of its use or intended use is capable of causing death or serious
22 bodily injury.²

23 Violators of this section shall be subject to suspension and/or expulsion from school.

24 NOTIFICATION

25 When it is determined that a student has violated this policy, the principal shall notify the student's
26 parent(s)/guardians(s) and the criminal justice or juvenile delinquency system as required by law.⁷

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08-18-23

Reviewed & submitted,
C. D. S. 8/18/23

Legal References

Cross References

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Putnam County Board of Education			
Monitoring: Click here to enter text.	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 09/07/23 09/28/23
		Rescinds: 6.314	Issued: 01/03/19

1 Any principal, assistant principal, or any teacher with the approval of the principal may use corporal
 2 punishment in a reasonable manner against a student for good cause in order to maintain discipline and
 3 order within the public schools in accordance with the following guidelines:¹

4 ~~1. Corporal punishment shall be administered only after other less stringent measures have failed~~
 5 ~~or if the conduct of a student is of such nature that corporal punishment is the only reasonable~~
 6 ~~form of punishment under the circumstances;~~

7 Corporal punishment shall be administered only after other less stringent measures have failed
 8 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 9 form of punishment under the circumstances. Prior to administering the punishment, the
 10 student's teacher or principal shall document that he/she has:

- 11 a. Acted to address the student's behavior;
- 12 b. Provided consequences to the student to address the behavior;
- 13 c. Consulted with the student's parent/guardian; and
- 14 d. Considered the need to conduct an evaluation to determine whether the student has a
 15 disability per federal law.²

- 16 2. The instrument to be used shall be approved by the principal;
- 17 3. ~~Only principals, assistant principals, or teachers with the approval of the principal are~~
 18 ~~authorized to administer corporal punishment;~~
- 19 4. Corporal punishment shall be administered in the presence of another professional employee;
- 20 5. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
 21 the apparent motive and disposition of the student, and the influence of the student's example
 22 and conduct on others;
- 23 6. If a student has a disability, corporal punishment shall be administered only when the school
 24 has received written parental permission. The parental permission must include the type of
 25 corporal punishment that is allowed and the circumstances under which it is permitted. This
 26 information will be kept on file at the school. It may be revoked at any time; and
- 27 7. The principal shall notify the parent(s)/guardian(s) any time corporal punishment is used.

28 A disciplinary record shall be maintained and shall contain the name of the student, the type of
 29 misconduct, the type of corporal punishment administered, the name of the person administering the
 30 punishment, the name of the witness present, and the date and time of punishment.

31 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
 32 students, whichever is appropriate.

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09-28-23

Corrected per BOE Work Session 09-27-23

LOCAL BOARD MEETING

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 09/07/23 09/28/23
		Rescinds: 6.319	Issued: 12/03/20 12/02/21

1 *General*

2 The Board shall operate an alternative school which may serve students in grades one through twelve
 3 (1-12) as an alternative to being suspended or expelled from the regular school program or as a
 4 placement determined by school officials as a best appropriate program for an individual educational
 5 need. An alternative school is a short-term intervention program designed to provide educational
 6 services outside the regular school program for students who have been suspended or expelled. The
 7 alternative school is located in a separate facility from the regular school program. The alternative
 8 school shall be the White Plains Academy, which is located at 288 East Main Street in Algood. The
 9 alternative program is designed to be a program for students with, but not limited to, behavioral,
 10 adjustment, attendance or academic problems.

11 The alternative school shall be operated in accordance with state laws and the rules of the State Board
 12 of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional
 13 programs at the student's home school.

14 The director of schools shall develop procedures that provide appropriate educational opportunities for
 15 all students assigned to an alternative education program. These educational opportunities shall utilize
 16 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
 17 instructional techniques, and provide the resources necessary to foster student learning and
 18 achievement.²

19 **ASSIGNMENT**

20 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
 21 alternative school or program if there is staff and space available.³ Availability of staff and space shall
 22 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
 23 make this determination by evaluating factors including, but not limited to, the following:

- 24 1. Level of supervision available;
- 25 2. Safety considerations; and
- 26 3. Type of infraction.

27 The Director of Schools/designee is not required to assign a student to the alternative school or
 28 program if the student committed one of the following:

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Received & submitted
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- 1 1. A zero tolerance offense;⁴ or
- 2 ~~2. An offense of violence or threatened violence, or an offense that threatened the safety of other~~
- 3 ~~students at the school, if the location of the alternative school or program is on the same~~
- 4 ~~grounds as the school from which the student was disciplined.⁵~~
- 5 2 An offense of violence or threatened violence, or an offense that threatened the safety of other
- 6 students at the school if the location of the alternative school or program is on the same
- 7 grounds as the school from which the student was disciplined or assigning the student to that
- 8 location would endanger the safety of the students or staff.⁵

9 Consideration to assign these students to the alternative school program will be determined by the
10 Director of Schools/designee on a case-by-case basis.

11 Prior to the assignment of the student to the alternative school or program, the Director of
12 Schools/designee shall provide written notice to the student’s parent/guardian stating the reason for the
13 student’s placement.⁶

14 Placement in an alternative education setting shall be reserved for students who significantly disrupt
15 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
16 suspected of having a disability, all state and federal laws and rules and regulations related to special
17 education shall be followed. The Director of Schools/designee shall develop procedures regarding
18 placement of students in the program, taking into consideration the impact of exclusionary discipline
19 practices.⁷

20 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
21 student enrolled in the alternative school.

22 REMOVAL⁸

23 A student may be removed from the alternative school or program if:

- 24 1. He/she violates the rules of the alternative school or program; or
- 25 2. He/she is not benefitting from the assignment and all interventions have been exhausted
- 26 unsuccessfully.

27 ADDITIONAL OFFENSES⁹

28 Any new disciplinary offense committed during a student’s original suspension or expulsion period
29 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
30 original suspension or expulsion.

31 TRANSITION PLAN¹⁰

32 The Director of Schools/designee shall develop procedures regarding the implementation of transition
33 plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402©(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402©(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

- Special Education 4.202
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

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EXHIBIT
VII A.24
09-28-23

EXHIBIT
VII A.24
09/07/23

(Oct BOE mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 09/07/23 09/28/23
		Rescinds: 6.4001	Issued: 02/01/18

1 Surveys, analyses and evaluations for research purposes shall be allowed by the Board when the
 2 project is viewed as contributory to a greater understanding of the teaching-learning process, the
 3 project does not violate the goals of the Board and the disruption of the regular school program is
 4 minimal. The director of schools shall develop administrative procedures for approving requests for
 5 conducting surveys, analyses and evaluations by agencies, organizations or individuals. The requests
 6 shall outline what is to be done, who is to be involved and how the results will be used and distributed.¹

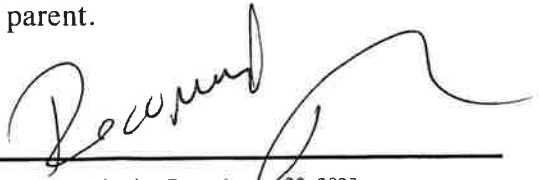
7 ~~Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be~~
 8 ~~notified of their ability to review the materials.~~ Prior to the dissemination of a survey, analysis, or
 9 evaluation to students, a school must obtain the written, informed, and voluntarily signed consent of a
 10 student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older,
 11 before the student participates in a survey, analysis, or evaluation and a student's parent or legal
 12 guardian shall be notified of their ability to review the materials. Such notification shall include
 13 information indicating the purpose of the survey, analysis, or evaluation as well as who will have
 14 access to the results. Following such notification and prior to the administration of the survey, analysis
 15 or evaluation, parents/guardians may opt their child out of participation. The director of schools shall
 16 develop procedures for granting such parental requests and to implement the other provisions of this
 17 policy.¹


18 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
 19 reveals information concerning:^{2,5-1,2}

- 20 1. mental or psychological problems of the student or the student's family;
- 21 2. sexual behavior or attitudes;
- 22 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 23 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 24 5. legally privileged relationships;
- 25 6. income; or
- 26 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
- 27 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
- 28 volume, posture, or eye-tracking.³

29 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
 30 of an unemancipated minor, without the prior written consent of the parent.

31 The collection of the following student data is strictly prohibited:⁴



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- 1 1. political affiliation or voting history;
- 2 2. religious practices; and
- 3 3. firearm ownership.

4 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵**

5 In general, the district will not collect, disclose or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that
7 purpose.

8 If any collected information is to be marketed or sold, parents will be directly notified at least annually
9 at the beginning of the school year of the specific or approximate dates when such information will be
10 collected. Parents, upon request, may inspect any instrument used to collect personal information for
11 the purpose of marketing or selling that information before the instrument is administered or
12 distributed to the student. All parents and students of appropriate age may decline to provide the
13 information requested.

14 This portion of the policy does not apply to the collection, disclosure or use of personal information
15 collected from students for the exclusive purpose of developing, evaluating or providing educational
16 products or services for or to students or educational institutions to the extent allowed by law, such as
17 the following:⁴

- 18 1. College or other postsecondary education recruitment or military recruitment.
- 19 2. Book clubs, magazines and programs providing access to low-cost literacy products.
- 20 3. Test and assessments used by elementary schools and secondary schools to provide cognitive,
21 evaluative, diagnostic, clinical, aptitude or achievement information about students (or to
22 generate other statistically useful data for the purpose of securing such tests and assessments)
23 and the subsequent analysis and public release of the aggregate data from such tests and
24 assessments.
- 25 4. The sale by students of products or services to raise funds for school-related or education
26 related activities.
- 27 5. Student recognition programs.

28

Legal References

Cross References

- 1.

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EXHIBIT
VII B 1
09-28-23

EXHIBIT
VII A 25a
09-07-23

Click here to choose a school board. (Oct BOE mtg)

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date: 09-28-23
		Rescinds:	Issued:

Putnam County

1 The [insert name of Board] Board of Education shall ensure that only high-quality charter schools are
2 authorized to operate within the district and adhere to the State Board of Education's quality charter
3 authorizing standards. To accomplish this, the Board shall adopt the following authorizing principles
4 that require charter schools to maintain high standards, while upholding school autonomy and
5 protecting student and public interests.¹

6 **MAINTAINING HIGH STANDARDS**

7 Charter schools shall be held accountable for meeting the performance standards and targets set forth
8 in their charter agreement. The Board shall maintain high standards for the charter school(s) it oversees
9 and close any charter school that fails to meet the standards and targets established in the charter
10 agreement or set by state law.²

11 **UPHOLDING SCHOOL AUTONOMY**

12 Charter school governing boards shall be independent of the Board and have the authority to make
13 instructional programming, financial, personnel, school culture, and scheduling decisions. The Board
14 shall assume responsibility not for the success or failure of individual schools but for holding schools
15 accountable for their performance.

16 The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis
17 or compelling reason to do so.

18 **PROTECTING STUDENT AND PUBLIC INTERESTS**

19 The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices,
20 and decisions regarding any charter school. The Board shall hold charter school governing boards
21 accountable for being fiscally responsible and transparent.

22 Charter schools are part of the public education program and shall adhere to non-selective,
23 nondiscriminatory practices and ensure the fair treatment of all students. They shall provide
24 appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school
25 governing boards shall ensure fiscal responsibility and transparency.

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Legal References

1. TCA 49-13-108(f); State Board of Education Policy 6.111; TRR/MS 0520-14-01-.01
2. TCA 49-13-111, TCA 49-13-120, TCA 49-13-122
3. TCA 49-13-111

EXHIBIT
VII B. 2
09-28-23

EXHIBIT
VII A.25.b
09-07-23

(Oct BOE Mtg)

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to 09-28-23 date.
		Rescinds:	Issued:

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 **APPLICATION PROCESS**

7 A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Director of Schools/designee shall
10 determine whether the sponsor has selected the correct application category within ten (10) business
11 days of receiving the letter of intent and notify the sponsor within five (5) business days of a
12 determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 provided by the Department of Education. The application shall provide all the information required by
15 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
16 by state law for the formation of a charter school, and the proposed charter school will be able to
17 implement a viable program of quality education for its students.

18 Electronic copies of applications shall be submitted to the Board and the Tennessee Department of
19 Education on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in
20 which the proposed charter school plans to begin operation as a charter school. If the 1st of February
21 falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will
22 be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted,
23 without exception. The sponsor shall pay an application fee of \$2,500.00.²

24 The Board shall determine whether an application is complete within ten (10) business days of
25 receiving the application and shall notify the sponsor within five (5) business days of the determination
26 if the application is determined to be incomplete.³

27
28 **REVIEW TEAM¹**

29 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and
30 evaluating charter school applications. The team shall be comprised of members of the administrative
31 staff for the district, community members with relevant educational, organizational, financial, and legal

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1 experience. At the board meeting in December of each year, the Director of Schools/designee shall
2 make a recommendation to the Board on which members of his/her administrative staff should be
3 appointed to the team. The Board shall name the members of the team at its meeting in January of each
4 year. The Board shall designate a Chair of the review team as the contact person for answering
5 questions about the application process and receiving applications. The Director of Schools/designee
6 shall develop an orientation for the team to ensure consistent evaluation standards and the elimination
7 of real or perceived conflicts of interest.

8 The Board shall require the Director of Schools/designee to develop a procedure for receiving,
9 reviewing, and ruling on applications for the establishment of charter schools by the review team. The
10 procedure shall include a timeline for the application and review process. A copy of the procedure,
11 including the review criteria, shall be available on the district's website.

12 The review team shall:

- 13 1. Evaluate all charter school applications based on the review criteria established by state law;
14 and
15
- 16 2. Recommend one of the following options to the Board for each application: approve, reject, or
17 reject with stipulations for reconsideration.⁴
18

19 **APPROVAL/DENIAL OF APPLICATION⁵**

20 The Board shall rule by resolution on the approval or denial of an initial charter school application
21 within ninety (90) calendar days of receipt of the completed application, or the application shall be
22 deemed approved by state law. The Director of Schools/designee shall report the action taken by the
23 Board to the Department of Education.

24 *Approval*

25 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
26 the Board which shall be binding on the charter school's governing body. The charter school agreement
27 shall be in writing and signed by the sponsor and the Board.

28 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
29 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

30 Charter schools approved by the Board are expected to implement the application as submitted and
31 approved. Material variations in operations from the approved application require amendment pursuant
32 to state law and the charter school agreement.⁷

33 The Board shall not provide services to charter schools that are not requested during the application
34 process except for those services that are required under state or federal law. Services agreed to be
35 provided to the charter school by the Board shall be provided at board actual cost. The Board and
36 charter school shall execute a service contract for any additional services.

1 New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke or
2 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹

3 *Denial*

4 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
5 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
6 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
7 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
8 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
9 amended application, or the application shall be deemed approved by state law.⁵

10 If the amended charter school application is denied, the Board shall notify the sponsor in writing
11 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
12 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
13 Charter School Commission.¹⁰

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01(1)(b),(e)
3. TRR/MS 0520-14-01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

EXHIBIT
VII B.3.

EXHIBIT
VII A 25.C
09-07-23

COA BOEING

Click here to choose a school board.

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Agreements	Descriptor Code: 1.902	Issued Date: 09-28-23
		Rescinds:	Issued:

1 *General*

2 Charter agreements shall articulate the rights and responsibilities of each party regarding school
3 autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure,
4 performance consequences, and other material terms. These agreements shall be separate from the
5 application and contain terms and performance standards under which the school shall operate.¹

6 All charter agreements shall:¹

- 7 1. Clearly state the rights and responsibilities of the school and the authorizer;
- 8
- 9 2. Define the material terms of the agreement as being those relevant to renewal;
- 10
- 11 3. Allow amendments subject to the approval of both parties;
- 12
- 13 4. State and respect the autonomies to which schools are entitled (e.g. programming, staffing,
- 14 budgeting, and scheduling);
- 15
- 16 5. Define performance standards, criteria, and conditions for renewal, intervention, revocation,
- 17 and non-renewal;
- 18
- 19 6. State the amount of the authorizer fee and when it will be collected;
- 20
- 21 7. Establish the consequences for meeting or not meeting standards as outlined by the Board;
- 22
- 23 8. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
- 24
- 25 9. State reasonable pre-opening requirements or conditions for new schools to ensure that they
- 26 meet all health, safety, and other legal requirements prior to opening;
- 27
- 28 10. State the responsibility and commitment of the school to adhere to essential public education
- 29 obligations, including admitting and serving all eligible students so long as space is available,
- 30 and not expelling or counseling out students except pursuant to a legal discipline policy
- 31 approved by the Board; and
- 32
- 33 11. State the responsibilities of the school and the authorizer in the event of school closures.

34 **PERFORMANCE STANDARDS**

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1 Charter agreements shall include clear academic, financial, and organizational performance standards.
2 Sources for obtaining this information shall be outlined in the agreement. At a minimum, these
3 agreements shall include the following:

- 4 1. Academic performance standards that set expectations for student achievement and growth,
5 incorporate state and federal accountability systems, and set expectations for postsecondary
6 readiness (for high schools);
7
- 8 2. Financial performance standards that enable the Board to evaluate the charter's financial
9 stability; and
10
- 11 3. Organizational performance standards that define the vital components of the educational
12 program, the financial management standards, state and federal legal requirements, and school
13 environment expectations for which the Board shall hold the charter accountable.

14 The performance standards included in the charter agreement shall establish specific expectations
15 using objective measures of student achievement. This shall be the primary measure of school quality.

16 **FEE-BASED SERVICES**

17 Any fee-based services shall be outlined in a separate agreement. The provision of any such fee-based
18 services shall not be a condition of charter approval, continuation, or renewal.²

Legal References

1. TCA 49-13-110; State Board of Education Policy 6.111
2. State Board of Education Policy 6.111

EXHIBIT
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VII B.4
09-28-23

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VII A.25d
09-07-23

Click here to choose a school board. (Oct BOE Mtg)

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: Click here to enter a date. 09-28-23
		Rescinds:	Issued:

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
3 standards and targets set forth in the charter school agreement.¹ The Board shall create a
4 comprehensive performance, accountability, and compliance monitoring system based on the charter
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
6 system shall address academic, financial, and organizational performance standards as outlined in the
7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions. Reports on charter school
9 oversight shall be compiled by insert title of staff member and published on the district's webpage
10 at least annually.

11 The Board shall communicate with the charter schools in its portfolio as needed, including both the
12 charter school leader and governing board, and provide timely notice of any material charter school
13 agreement violations and performance deficiencies.

14 The Board shall articulate and enforce stated consequences for failing to meet performance
15 expectations or compliance requirements.

16 **MONITORING SYSTEM**

17 The Director of Schools/designee shall implement a performance and compliance monitoring system
18 per the terms of the charter agreement. This information will be provided to the Board on an ongoing
19 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid
20 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when
21 information required by state law shall be provided by the charter school.

22 **SITE VISITS**

23 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
24 other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall
25 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after
26 the site visit, including review of the documents and data, classroom observations, and interviews.
27 These visits shall minimize administrative burdens and avoid operational interference.

28 The Board shall provide the charter school with a report that summarizes the outcome of the visit. The
29 report shall provide an analysis of relevant data and include general recommendations, if applicable.²

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1 CHARTER SCHOOL REPORTING

2 Charter schools shall provide the information required by the charter school agreement and state law to
3 the Board. The Director of Schools/designee shall develop a reporting calendar that defines and
4 communicates the process, methods, and timing of gathering and reporting data to the Board.²

5 By September 1st, the governing body of an approved charter school shall make a written report to the
6 Board.³ The annual report shall include:

- 7 1. A report on the progress of the charter school in achieving the goals outlined in the charter
8 school agreement;
- 9
10 2. A financial statement disclosing the financial health of the charter school, including the costs of
11 the administration, instruction, and other spending categories of the charter school; and
12
- 13 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
14 school, other than the funds received per state law.⁴

15 This reporting requirement shall begin in the year after the year in which the charter school begins
16 operation.

17 Multiple charter schools overseen by a single governing board shall report their performance as
18 separate, individual charter schools. Each charter school shall be independently accountable for its
19 performance.

20 Each charter school governing body shall submit an annual audit of all accounts and records, to include
21 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

22 AUTHORIZER REPORTING AND REVIEW

23 By December 1st, the Board shall report to the Department of Education detailing the authorizer fees
24 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
25 January 1st, the Board shall submit an annual authorizer report to the Department of Education and the
26 State Board of Education.⁷ The Director of Schools/designee shall prepare the reports and provide the
27 information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f)
7. TCA 49-13-120(c)

EXHIBIT
VII B.5.
09-28-23

EXHIBIT
VII A 25e.
09-07-23

Click here to choose a school board. (Oct Board)

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date: 09-28-23
		Rescinds:	Issued:

1 *General*¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in the academics, finances, or operations of the charter
4 school, the Director of Schools/designee shall communicate the problem to the charter school. Any
5 intervention shall be proportionate to the identified problem and adhere to the provisions of the charter
6 agreement, and intervention strategies shall preserve the school autonomy and responsibility while
7 clearly stating consequences for noncompliance.¹

8 The Director of Schools/designee shall give the charter school timely notice of any charter agreement
9 violations or performance deficiencies requiring intervention. Notices shall state the:

- 10 1. Deficiency;
- 11
- 12 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
- 13
- 14 3. Expected remedy; and
- 15
- 16 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
- 17 plan to be submitted.

18 The Director of Schools shall provide charter schools with reasonable time and opportunity to remedy
19 the deficiency or to submit a corrective action plan.

20 **PROGRESSIVE INTEVENTIONS²**

21 The Board shall assign a level of intervention for the charter school as defined by the charter
22 agreement if deficiencies are identified. Depending on the severity of the deficiency, the Board
23 reserves the right to revoke the charter agreement in accordance with state law.

24 *Tier I – Notice of Deficiency*

25 The Board shall provide the charter school with notice of the specific deficiency with supporting
26 documentation as well as information on possible consequences.

27 Possible Deficiency: [insert specific information on possible triggers (e.g., failure to comply with
28 the terms of the charter agreement, violation of state law)]

09-01-23
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1 Possible Consequence: **[insert specific information on possible consequences (e.g., sending a letter**
2 **to the charter’s governing board, sending terms of a corrective action plan]**

3 *Tier II – Notice of Probationary Status*

4 Tier II shall be implemented if the interventions in Tier I are unsuccessful. These interventions shall
5 consist of **[insert specific options (e.g., letter to the charter’s governing board as notice of**
6 **probationary status, outlining the terms of the probation and the timeline for correction).]**

7 *Tier III – Review of Status*

8 Tier III shall be implemented if the interventions in Tier II are unsuccessful. These interventions shall
9 consist of **[insert specific options (e.g., recommendation to revoke the charter contract or other**
10 **sanctions)].**

11 **REMEDIES¹**

12 Charter schools shall be responsible for notifying the Board:

- 13 1. When a deficiency has been remedied;
14
15 2. If the charter school requires an extension of time to remedy a deficiency; or
16
17 3. If the charter school requests a modification to its corrective action plan.

Legal References

1. State Board of Education Policy 6.111
2. TCA 49-13-122; Public Acts of 2023, Chapter No. 206

Maury County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date: 09/05/23
		Rescinds:	Issued:

1 *General*¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in the academics, finances, or operations of the charter
4 school, the Director of Schools/designee shall communicate the problem to the charter school. Any
5 intervention shall be proportionate to the identified problem and adhere to the provisions of the charter
6 agreement, and intervention strategies shall preserve the school autonomy and responsibility while
7 clearly stating consequences for noncompliance.¹

8 The Director of Schools/designee shall give the charter school timely notice of any charter agreement
9 violations or performance deficiencies requiring intervention. Notices shall state the:

- 10 1. Deficiency;
- 11 12 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
- 13 14 3. Expected remedy; and
- 15 16 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
17 plan to be submitted.

18 The Director of Schools shall provide charter schools with reasonable time and opportunity to remedy
19 the deficiency or to submit a corrective action plan.

20 **PROGRESSIVE INTEVENTIONS**²

21 The Board shall assign a level of intervention for the charter school as defined by the charter
22 agreement if deficiencies are identified. Depending on the severity of the deficiency, the Board
23 reserves the right to revoke the charter agreement in accordance with state law.

24 *Tier I – Notice of Deficiency*

25 The Board shall provide the charter school with notice of the specific deficiency with supporting
26 documentation as well as information on possible consequences.

27 Possible Deficiency: violation or failure to comply with the terms of the Charter MOU with Maury
28 County Board of Education and Maury County Public Schools; fiscal instability; violations of state or
29 federal law.

1 Possible Consequence: A letter will be sent to the Charter’s governing board detailing the deficiencies
2 and will be posted on the MCPS website.

3 *Tier II – Notice of Probationary Status*

4 Tier II shall be implemented if the interventions in Tier I are unsuccessful. These interventions shall
5 consist of The Charter School will receive a letter of “probationary status.” MCPS will provide a
6 detailed corrective action plan outlining deficiencies and detailing the terms of the probation.

7 *Tier III – Review of Status*

8 Tier III shall be implemented if the interventions in Tier II are unsuccessful. These interventions shall
9 consist of Maury County Public Schools will make a recommendation to revoke the Charter School.

10 **REMEDIES¹**

11 Charter schools shall be responsible for notifying the Board:

- 12 1. When a deficiency has been remedied;
13
14 2. If the charter school requires an extension of time to remedy a deficiency; or
15
16 3. If the charter school requests a modification to its corrective action plan.

Legal References

1. State Board of Education Policy 6.111
2. TCA 49-13-122; Public Acts of 2023, Chapter No. 206



Reid, Sharon <reids2@pcsstn.com>

CHARTER SCHOOL POLICIES

3 messages

Reid, Sharon <reids2@pcsstn.com>
To: Jennifer White <jwhite@tsba.net>

Fri, Sep 15, 2023 at 4:02 PM

Jennifer,

Putnam County is reviewing the Charter School Policies at this time. Could you send me a copy of what another large county has already put in place on Policy 1.904, Charter School Intervention. We have a scheduled work session on policies next Wednesday evening and would appreciate being able to see what another county included in the yellow highlighted sections.

Thank you.

--

Sharon Reid
Ex. Admin. Asst.
Putnam County Schools
931-525-4701
reids2@pcsstn.com

Jennifer White <jwhite@tsba.net>
To: Sharon Reid <reids2@pcsstn.com>

Mon, Sep 18, 2023 at 7:39 AM

Good morning,

So far, the only larger county I have this information from is Maury County (see attached).

Please let me know if I can help with anything else.

Thank you.

Jennifer White
Director of Policy & Staff Attorney
Tennessee School Boards Association

EXHIBIT
VII B.6.
09-28-23
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EXHIBIT
VIII A 25f.
09-07-23
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Click here to choose a school board. (Oct BOEMg)

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 09-28-23
		Rescinds:	Issued:

1 **INTERIM REVIEW**

2 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
3 of a charter term in accordance with guidelines developed by the Department of Education. As part of
4 this process, the charter school shall submit a report on the progress of the school in achieving the
5 goals and objectives set forth in the charter agreement.¹

6 **CUMULATIVE PERFORMANCE REPORT**

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
8 application, the Director of Schools/designee shall submit a performance report to the charter school
9 that summarizes the school's performance record over the charter term and states the summative
10 findings concerning the school's performance and prospects for renewal.²

11 **APPLICATION AND EVALUATION**

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
13 governing body of a charter school shall submit a renewal application to the Board.³

14 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
15 that submits a charter school renewal application.

16 The Board will make renewal decisions by February 1st in the year the charter school agreement
17 expires.

18 **RENEWAL CRITERIA⁴**

19 The Board shall define and communicate with schools the criteria for renewal that is consistent with
20 the charter agreement. The Board shall make its renewal decision based on the renewal application,
21 annual progress reports, and renewal performance report.

22 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of
23 Schools/designee shall promptly notify a school of its renewal recommendation and decision,
24 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee
25 shall promptly communicate renewal decisions to the school community and public.

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Legal References

1. TCA 49-13-121(k)
2. State Board of Education Policy 6.111
3. TCA 49-13-121(a)
4. TCA 49-13-121; State Board of Education Policy 6.111



Click here to choose a school board. *COCA BOEMING*

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date: 09-28-23
		Rescinds:	Issued:

1 *General*

- 2 The Board shall revoke a charter school agreement if the charter school:¹
- 3 1. Failed to meet or make sufficient progress toward the performance expectations set forth in the
 - 4 charter school agreement;
 - 5
 - 6 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
 - 7 the charter school agreement;
 - 8
 - 9 3. Failed to meet generally accepted standards of fiscal management; or
 - 10
 - 11 4. Performed any of the acts that are conditions for non-approval of charter schools under state
 - 12 law.

13 **NOTICE**

14 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the

15 charter school agreement in writing at least thirty (30) days prior to the revocation.²

16 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,

17 the Director of Schools/designee shall report the Board's decision to the Department of Education. The

18 Director of Schools/designee shall also provide the charter school a copy of the Board's resolution

19 setting forth the decision and the reasons for the decisions, and an explanation of the right to appeal.³

20 **REVOCAION DUE TO PRIORITY STATUS**

21 The Board may revoke a charter school agreement if the charter school is identified as a priority school

22 under state law. Revocation shall take effect immediately following the close of the school year in

23 which the charter school is identified as a priority school.⁴

24 The Board shall revoke a charter school agreement if the charter school is identified as a priority

25 school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the

26 close of the school year in which the charter school is identified as a priority school for the second

27 consecutive cycle.

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1 PROCEDURES FOR CLOSURE

2 The Director of Schools/designee shall develop administrative procedures regarding charter school
3 closures prior to the Board denying renewal or revoking a charter school agreement.⁵ These procedures
4 shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of
5 students and student records, and disposition of school funds, property, and assets in accordance with
6 state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(e)
3. State Board of Education Policy 6.111
4. TCA 49-13-122(a)
5. TCA 49-13-130

EXHIBIT
 VII C. 1
 09-28-23
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(Oct BDE Mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS)	Descriptor Code: 6.404	Issued Date: 09/28/23
		Rescinds: 6.404	Issued: 02/01/18

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school; have the same rights to attend
 3 school and receive services; and shall be subject to the same rules and policies as other students. ~~The~~
 4 ~~board shall not prevent an HIV infected student from participating in the continuation of his/her~~
 5 ~~education on the sole basis of HIV infection. To the extent practical with medical and educational~~
 6 ~~needs, the student shall be subject to the same rules for class assignment, privileges, and participation~~
 7 ~~in any school sponsored activities as all other students.~~ The board shall strive to maintain a respectful
 8 school climate for HIV infected students.

9 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
 10 infection, shall not be a condition for school entry or attendance.¹

11 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

12 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that
 13 student shall be directed by procedures initiated by the director of schools.

14 ~~The director of schools shall convene an evaluation team composed of the student's parents/guardian,~~
 15 ~~the student's physician if she/he elects to attend, a physician or nurse from the Public Health~~
 16 ~~Department as designated by the regional health officer and a representative of the local education~~
 17 ~~agency as designated by the director of schools. The evaluation team shall evaluate and review the~~
 18 ~~student's health status relative to attending school.~~

19 The director of schools shall be responsible for requesting medical records from the parent/guardian
 20 and a statement from the student's physician regarding the health status of the student reported to have
 21 HIV/AIDS. In addition, the director of schools will gather information regarding the student's
 22 cumulative school record. ~~These records will be reviewed by the evaluation team.~~

23 ~~The evaluation team shall assume responsibility for determining when a student's medical condition~~
 24 ~~warrants the student's removal from the classroom. For any child determined as warranting removal~~
 25 ~~from the classroom due to medical reasons, the school shall be responsible for determining the~~
 26 ~~appropriate educational program for the child. The parent/guardian shall be included as part of the~~
 27 ~~local decision-making process.~~

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 09-19-23
 [Signature]

~~Because HIV/AIDS infection is a progressive disease, semi-annual medical and educational monitoring will be conducted by the evaluation team using the latest public health information.¹~~

CONFIDENTIALITY

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the director of schools ~~or designee~~, in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file shall be granted only to those persons who have the written consent of the infected student's parents/guardians. ~~Individuals will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team, with the written consent of the parent/guardian.²~~

Under no circumstances shall information identifying a student with AIDS be released to the public.³

APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

~~If a change in an HIV infected student's educational program becomes necessary (due to a secondary infection that constitutes a medically recognized risk of HIV transmission in the school setting or deteriorating health of the student) the director of schools, parent/guardian, and the treating physician will develop an appropriate educational program in the least restrictive environment which is legally and educationally sound. If the HIV infected student is receiving special education services, these services will be in agreement with established policies.~~

~~Reassessment of educational placement will be conducted semi-annually.~~

~~HIV or AIDS status shall not factor into decisions concerning class assignment, privileges, or participation in any school-sponsored activity. In determining the educational placement of a student living with HIV, school authorities shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.⁵~~

CURRICULUM

The director of schools shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the board's HIV prevention education program.

The state AIDS curriculum and related instructional objectives will be used in grades K-12 ~~and be available for parent/guardian review pursuant to T.C.A. 49-6-1305.⁷~~

INFECTION CONTROL

1 The director of schools shall develop an Occupational Safety and Health Administration (OSHA)-
2 based infection control plan in which each school will provide for: 1) well-maintained and easily
3 accessible materials necessary to follow universal precautions and 2) designate first responders
4 responsible for implementing infection control guidelines, including investigating, correcting, and
5 reporting on instances of exposure. All schools shall further follow the most current Centers for
6 Disease control and Prevention (CDC) Universal Precautions for Prevention of Transmission of
7 Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health Care
8 Settings and the OSHA blood-borne pathogens standard.⁴

9 The director of schools shall develop procedures to implement this policy as well as the State Board of
10 Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.⁵

11

12

Legal References

Cross References

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(Oct BOE Mtg)

Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <h2 style="text-align: center;">Medications</h2>	Descriptor Code: 6.405	Issued Date: 09/28/23
		Rescinds: 6.405	Issued: 01/03/19

1 If under exceptional circumstances, a child is required to take non-prescription or prescription
 2 medication during school hours and the parent/legal guardian cannot be at school to administer the
 3 medication only the school nurse, principal, or the principals' designee will assist in self-
 4 administration of the medication if the student is competent to self-administer medicine.¹

5 *A Medication Form* shall be filled out, signed by the parent/legal guardian, and brought to school with
 6 the medication.

7 Information included on the form is:

- 8 1. Student's name;
- 9 2. Name of medication'
- 10 3. Name and phone number of physician;
- 11 4. Time of administration;
- 12 5. Dosage and instructions for administration;
- 13 6. Possible side effects, if know;
- 14 7. Termination date of the medication; and
- 15 8. Pharmacy name and phone number for prescription medications.

16 All medications must be locked in the office unless the student must retain a medication for immediate
 17 self-administering (inhalers/Epi-Pens/**Diabetic kits**). All medications require a medication form signed
 18 and on file.

19 If a student has been instructed to take a medication twice daily, it should be administered before and
 20 after school hours at home.

21 All prescription medicine brought to school must be in the original labeled container from the
 22 pharmacy and must include the name of the student, name of the medication, dosage, administration
 23 route and/or other directions, the date filled, **the date of expiration**, pharmacy name, address and phone
 24 number.

25 All non-prescription medication brought to school must be in the original manufacturer's labeled
 26 container with the student's name affixed to the container.

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1 An initial pill count shall be completed and documented on the *Medication Administration Record*
2 with both the parent/legal guardian and nurse or medication designee signature verifying the
3 information.

4 Half doses must be cut in precise measurements by the parent or pharmacy.

5 If medication is brought in elixir form, the amount will be documented on the *Medication*
6 *Administration Record* with both the parent/legal guardian and the nurse or medication designee's
7 signature verifying the information.

8 ~~All medication will be kept in a locked cabinet except medication retained by a student per physician's~~
9 ~~order.~~

10 If a medication is self-administered by a student in a continuous manner, the parent/legal guardian will
11 be notified verbally or in writing when there are three (3) doses remaining.

12 If a medication's date has expired, the school will notify the parent/legal guardian.

13 All designated staff will document their signature and initials on the *Medication Administration*
14 *Record* prior to the assistance of self-administration of medicine.

15 All designated staff, at the time of medication administration, will annotate the time and initial the date
16 box on the *Medication Administration Record* when assisting in self-administration of medicine.

17 Parent/legal guardians will be contacted immediately if the student has any adverse reaction to the
18 medication prescribed.

19 The school nurse or medication designee will not assist in administering a medication if a student has
20 had a previous adverse reaction unless a doctor provides an order stating the medication should be
21 resumed.

22 The parent/legal guardian is responsible for informing the designated staff of any change in the
23 student's health or change in medication.

24 ~~In the event a dosage is not administered as ordered or any other medication error occurs, a *Medication*~~
25 ~~*Error Form* must be completed and submitted to the appropriate administrative person in the school~~
26 ~~district. The school nurse and parent or legal guardian must be notified in the event of a medication~~
27 ~~error. Each school shall establish a procedure for providing communication with the parent or legal~~
28 ~~guardian regarding any problems with administration of the medication.²~~

29 At the end of the school year, a note will be sent home to remind the parent/legal guardian to pick up
30 unused medication. All medication left after the last day of school will be disposed of according to
31 legal guidelines.

32 A copy of this policy and medication form shall be provided to the parent/legal guardian upon request
33 for long-term administration of medications.

34 **BLOOD GLUCOSE SELF CHECKS²**

1 Upon written request of a parent/legal guardian, and if included in the student's medical management
2 plan and the IHP, a student with diabetes shall be permitted to perform a blood glucose check or
3 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.
4 The student shall be permitted to perform the testing in any area of the school or school grounds at any
5 time necessary.

6 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
7 such sharps is appropriate.

8 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
9 Occupational Safety and Health Administration (TOSHA).

10 EMERGENCY MEDICATIONS

11 It is the parent/legal guardian's responsibility to notify the principal, school nurse, or designee
12 regarding the need for all emergency medications necessary for their student.

13 Each student requiring an emergency medication must have an Individualized Education Plan (IP) or
14 Individualized Health Plan (IHP) listing the emergency medication. It must follow the physician's
15 recommendations.

16 The school nurse, working with school administration, shall be responsible for updating and
17 maintaining each Individualized Health Plan (IHP). The Individualized Health Plan (IHP) must be
18 signed-off by the physician. There must be a parent/legal guardian signature on file giving permission
19 to administer emergency medication.

20 In case of an emergency, the school system shall act in the best interest of the student and shall follow
21 the Individualized Health Plan (IHP) or Individualized Education Plan (IEP) in accordance with the
22 physician's recommendations. Should there be a disagreement between the student's parent/legal
23 guardian and the physician's recommendation the student will be transported to the Emergency Room.

24 It shall be the responsibility of the parent/legal guardian to supply emergency medication to the school.

25 Inhalers/Epi-pens:

- 26 1. May be carried by the student, kept by the teacher in the classroom or stored in the office or
27 clinic with other medication.
- 28 2. If the physician's ordered-medication is carried by the student, the student, parent and
29 designated staff shall complete a *Self-carry Contract* to be kept on file with the *Medication*
30 *Administration Record and Medication Form*.
- 31 3. The permission for self-carry medication shall be effective for the school year in which it is
32 granted and must be renewed each following school year.
- 33 4. If the student misuses the emergency medication or shares the medication with other students
34 the school system may suspend or revoke the self-carry privileges.
- 35 5. May be taken on school-related trips at the parent/legal guardian's discretion and as outlined in
36 the Individualized Education Plan (IEP) or Individualized Health Plan (IHP).

37 Glucagon or any other medication permitted by law:

- 1 1. Will be handled on a case-by-case basis in order to provide services as indicated on the
- 2 Individualized Health Plan (IHP) or Individualized Education Plan (IEP).
- 3 2. Will be administered by the school nurse if one is available. If not, may be administered in
- 4 emergency situations by a “properly trained volunteer”. (See definition under *Guidelines for*
- 5 *Training* outlined below).
- 6 3. Parent/legal guardian’s approval of the plan of action for glucagon administration will be
- 7 obtained and indicated by signature on the Individualized Health Plan (IHP) or Individualized
- 8 Education Plan (IEP).
- 9 4. Upon development of an Individualized Health Plan (IHP) or Individualized Education Plan
- 10 (IEP) indicating a need for glucagon administration a “call for volunteers” at the student’s
- 11 school will be made.
- 12 5. Volunteers for Glucagon administration
- 13 a. Must be employed by the school system.
- 14 b. Must volunteer under no duress.
- 15 c. Must be trained annually by a registered nurse.
- 16 d. Glucagon will be taken on school-sponsored trips only if there is a properly trained
- 17 volunteer or the parent/legal guardian is available to accompany the student. Standard
- 18 universal precautions and guidelines for proper medication
- 19 storage/administration/disposal will be followed.
- 20 e. Glucagon will be stored in a secure locked box, cabinet or drawer in the office or clinic.
- 21 f. See *Administration of Glucagon* policy for further information.

22 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

23 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
24 their prescribed medication in a manner directed by a licensed healthcare provider without additional
25 assistance or direction. The director of schools shall develop procedures for the development of a
26 health plan for every student that wishes to self-administer such medication.

27 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

28 The parent/legal guardian of a student diagnosed with adrenal insufficiency shall notify the school
29 district of the student’s diagnosis. Once notified, the school district shall observe the following
30 procedures:

- 31 1. The district shall train school personnel who will be responsible for administering the
- 32 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
- 33 medication.
- 34 2. The district shall maintain a record of all school personnel who have completed this training.
- 35 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
- 36 professional should administer the prescribed medication to the student. If a school nurse or
- 37 other licensed health care professional is not immediately available, trained school personnel
- 38 may administer the prescribed medication.

39 The director of school shall develop procedures on the administration of medications that treat adrenal
40 insufficiency and recordkeeping per rules set forth by the State Board.

1 **GUIDELINES FOR TRAINING**

- 2 1. Unlicensed personnel assisting with medication self-administration shall receive training from a
3 registered nurse to help assure safety.
- 4 2. Training will be provided until competency is demonstrated and retraining shall be completed
5 on a yearly basis. Training will be documented and include a skills checklist, instructor's name,
6 trainee's name, date of training and documentation of competency of trainee to administer
7 medication. A copy of the trainee's competency training form will be kept in the Coordinated
8 School Health office.

Legal References

Cross References

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EXHIBIT
VIII A.
09-28-23
tabbles

(OG BOEMT)



Putnam County Board of Education Agenda Request

(6th Month ESSER Addendums)

Date 9/28/23
Department Data and Testing
Person Submitting Jason Stickler

Account Number (if appropriate): N/A

Check one:

Backup included: ESSER Remaining Funds Addendum / ESSER Return to School Plan (September, 2023)

Backup to follow

Statement for Approval:

~~Submitted to the Board for approval are the 6th month addendums to the PCSS ESSER plans.~~

- Putnam County Schools ESSER Remaining Funds (6th Month Addendum)
- Putnam County Schools ESSER Continuity of Services Plan (6th Month Addendum).

Approval of the 6th month addendums to the Putnam County School System's (PCSS) ESSER 3.0 Public Plan for Remaining Addendum Guidance 2023 and the Safe Return to in-person instruction and Continuity of Service Plan Addendum Guidance 2023, as submitted.

received
09-20-23

ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance

2023

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (**March 1 and Sept. 15**). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY24 for each relief fund: ESSER 2.0 and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

General Information

LEA Name: Putnam County

Director of Schools (Name): Corby King

ESSER Director (Name): Jason Stickler

Address: 1400 East Spring Street

Phone #: 931-526-9777 District Website: www.pcsstn.com

Addendum Date: September 15, 2023

Total Student Enrollment:	11,835 (PreK-12)
Grades Served:	K -12
Number of Schools:	19 (+ VITAL: Virtual Instruction to Accentuate Learning)

Funding

ESSER 2.0 Remaining Funds:	\$452,248.00
ESSER 3.0 Remaining Funds:	\$8,292,343.40
Total Remaining Funds:	\$8,744,591.40

Budget Summary

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring		\$82,295.00
	Summer Programming		
	Early Reading		
	Interventionists		\$1,367,687.12
	Other	\$299,294.00	\$74,341.00
	Sub-Total	\$299,294.00	\$1,524,323.12
Student Readiness	AP and Dual Credit/ Enrollment Courses		
	High School Innovation		
	Academic Advising		
	Special Populations		\$8,640.00
	Mental Health		
	Other		
	Sub-Total		\$8,640.00
Educators	Strategic Teacher Retention		
	Grow Your Own		
	Class Size Reduction		
	Other		\$930,616.57
	Sub-Total		\$930,616.57
Foundations	Technology		
	High-Speed Internet		
	Academic Space (facilities)	\$138,919.00	\$5,645,000.00
	Auditing and Reporting		\$131,712.00
	Other	\$14,035.00	\$52,051.71
	Sub-Total	\$152,954.00	\$5,828,763.71
Total		\$452,248.00	\$8,292,343.40

Academics

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

Amplify Textbook Adoption: ESSER funds have been allocated to assist in the purchase of ELA textbooks.
 Interventionists / Educational Assistants: The addition of interventionists and educational assistants allows the Putnam County School System to address Tier 2 and Tier 3 instruction effectively. Additional small group instruction can be provided in the areas of Reading and Mathematics.

2. Describe initiatives included in the "other" category.

PCSS partial subscription to Discovery Education will continue to be funded through ESSER 2. ESSER 3 = Instructional supplies and materials for interventions (to aid in the effective delivery of curriculum designed for learning loss), various software subscriptions (for products such as HMH: Read180, System44 (CODE), Math180, Amplify). PCSS partial subscription to Discovery Education will continue to be funded through ESSER 2: Partial funding for Instructure (Mastery Connect) benchmark assessments.

Student Readiness

1. Describe strategic allocations to support Student Readiness and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

ESSER 3 = Supplies and materials to enhance the ELA curriculum for EL students (to ensure the continuation of Language Studio).

2. Describe initiatives included in the "other" category.

N/A

Educators

1. Describe strategic allocations to Recruit, Retain and Support Educators and School Personnel, including how allocations support the investments identified in the district's needs assessment.

Strategic allocations included in Putnam County School System's original ESSER Public Spending plan include...

Hiring of a District Learning Loss Professional Development Facilitator: The facilitator will train teachers in the science of reading and partner with Amplify and ELA coaches to deliver professional development training to teachers on using the curriculum with fidelity.

2. Describe initiatives included in the "other" category.

ESSER 3: PCSS employs a Leadership Coach for building and district leaders (the PCSS Leadership Coach mentors and provides suggestions for improvement). The PCSS Leadership Coach will continue to be funded through ESSER 3. ESSER 3 will also continue to fund a Learning Loss Professional Development Facilitator (which will provide professional

development and guidance to serve students who have experienced learning loss). PCSS will also continue its subscription to Qualtrics (electronic survey platform). Professional Development will continue to be funded from ESSER 3 (which will help to ensure that faculty and applicable staff are able to deliver high- quality instruction using the curriculum / resources purchased with ESSER funds).

Foundations

1. Describe strategic allocations to Strengthen Structural Expectations, including how allocations support the investments identified in the district's needs assessment.

To improve academic space PCSS has completed its Boiler project, HVAC systems improvement / replacement projects, other mechanical unit upgrades (including Baxter Primary School's gymnasium unit), multiple facility window replacement, new gym floor and bleachers at White Plains Academy. DAOS controls (multiple campuses), Walk-in cooler and freezer boxes for school nutrition (at multiple campuses), renovation of the student serving line (Upperman High School) have been completed. The expansion project at Upperman High School will continue throughout this – school year with an anticipated completion date of 2024.

2. Describe initiatives included in the "other" category.

ESSER 3 = PCSS has partnered with "Comprehensive Educational Resources" CER Consortium (to provide benchmark assessment reviews, peer networking opportunities, student achievement data analytics (aimed to improve student outcomes as measured by State of Tennessee assessments). The consortium will help ensure that teachers and students have equal access to a variety of reviewed materials that are aligned to Tennessee state standards.

Monitoring, Auditing, and Reporting

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

The Putnam County Schools leadership team will meet regularly (two times per month) to assess the implementation progress of ESSER 3.0 funds and (or) the impact on student achievement and district operations. District leadership will analyze and discuss the effectiveness of supports purchased through ESSER 3.0 funding. Monthly reporting will be necessary to ensure that the Putnam County School System is using allocated funds correctly.

New to the 2023 – 2024 school year PCSS will begin implementing PLCs (transforming our current leadership structure to a more authentic professional learning community).

Data will be monitored using various reporting tools (such as PCG Identify and Intervene). The Putnam County ESSER Supervisor will work closely with data collection companies to ensure needed data is readily available for analysis and review.

Building level leadership will help ensure proper implementation of ESSER 3.0 purchases. Data team meetings will be held approximately every 4 1/2 weeks to analyze student intervention progress (in Tier 2 and Tier 3). Universal Screener data will be reviewed after each screener term (Fall, Winter, Spring).

School Principals will meet regularly with the Director of Schools to discuss implementation and data results from programs used to drive instruction.

The Putnam County ESSER Supervisor and Communications Supervisor will continue to update the Putnam County Schools "ESSER Website" with applicable data and progress of ESSER implementation.

The Putnam County Federal Programs Supervisor, ESSER Supervisor, Facilities Supervisor and CFO will work together to actively monitor ESSER grant allocations and prepare program budgets, schedules, and budget amendments to ensure compliance with statutory requirements. The ESSER Supervisor will collect and manage all required data elements by developing systems of collaboration with relevant personnel and Supervisors. The Facilities Supervisor will oversee ESSER-funded facilities projects and collect the documentation necessary for fiscal management to ensure federal compliance including the Davis-Bacon Act on all facilities projects. The Federal Programs Supervisor and the Facilities Supervisor will audit all purchases prior to the obligation of funds to ensure funds are expended as approved in the ESSER grant applications, and prior to requesting grant reimbursements. The Federal Programs Supervisor, the ESSER Supervisor and the Facilities Supervisor will work together to maintain documentation necessary for year-end audit reporting. The ESSER Supervisor will develop systems for assuring compliance with program requirements, monitoring program activities for progress and compliance, and evaluating program results against stated objectives. Upon clarification of required monitoring, auditing, and reporting elements at the state and federal levels, Putnam County Schools will update the procedures for ensuring compliance if necessary.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

The Putnam County School System is continuing to meet the requirements to spend 20 percent of ESSER 3.0 funds on addressing Learning Loss by...

Hiring...

- 120 Day Learning Loss Professional Development Facilitator
- Social / Emotional Teacher
- TN All Corps facilitator
- Various Intervention software (Math and ELA)
- ELA and Math Interventionists (along with additional Educational Assistants)

The Putnam County School System has participated in TN All Corp since January 2022. The overall goal of this initiative will be to provide tutoring to students in order to close academic gaps (within the content areas of reading and math).

Tutoring sessions will be conducted by certified teachers who are working no more than 10 hours per week. TN ALL Corps tutoring sessions will be used to satisfy the Tennessee 3rd Grade Retention Law tutoring requirements (by providing tutoring to 4th grade students). TN ALL Corps will also serve students in 3rd grade (dependent upon budget and staffing resources)

The Putnam County School System has purchased Tier 2 and Tier 3 interventions, as well as supplies and materials to assist in closing skill deficits (in Math and Reading). The purchased interventions will target all sub-groups (K – 12). Purchases include reading and math intervention programs from HMH (Read180, Math180, Do the Math, and System44 (CODE) and Wilson Reading System.

Family and Community Engagement

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

No significant revisions have been made to the Putnam County ESSER Public Spending Plan.

Stakeholders will continue to be informed of ESSER funding progress by methods including (but not limited to): ESSER Stakeholder team updates, PCSS ESSER website updates, PCSS Director's "Weekly Wrap Up" emails, various electronic media outlets, and Board of Education Meetings and Work Sessions. Final addendum drafts are sent to the Stakeholder team for review prior to placement on Board of Education agendas.

The PCSS launched an input opportunity August 2023. Input was solicited from the Putnam County community.

Department supervisors representing various stakeholder groups assisted in the distribution of the input form (including representation from "Students with Disabilities", English Language Learners, and PCSS "Student Services").

The input opportunity was publicly posted on Twitter, Facebook, and the PCSS web-site. The input form and referenced addendums were available in English and Spanish.

High School administrators assisted with stakeholder consultation by ensuring that high school history and government students were informed of the input opportunity.

Radio interviews are routinely conducted to discuss ESSER progress, history of funding, and what has been (and is planning on being funded through ESSER).

The PCSS ESSER web-site continues to be updated with addendums and opportunity for public feedback. District ESSER contact information is publically posted.

The PCSS Director's "Weekly Wrap Up" was also used to advertise and distribute input opportunity (see below)...

August 4th (2023), August 11th (2023), August 25th (2023),

ESSER 3.0 Input Requested

PCSS continues to utilize ESSER 3.0 funds to ensure that we provide safe learning environments and that our students are equipped with high-quality learning materials. Please take a moment to review our Federal Relief Spending Plan and our Return to In-Person Instruction Continuity of Services Plan. For Feedback and information on how ESSER 1, 2, and 3 funds have been spent, go to <https://sites.google.com/pcsstn.com/esser>.

September 1st, 2023

Three days left for ESSER 3.0 Input

PCSS continues to utilize ESSER 3.0 funds to ensure that we provide safe learning environments and that our students are equipped with high-quality learning materials. Please take a moment to review our Federal Relief Spending Plan and our Return to In-Person Instruction Continuity of Services Plan. For Feedback and information on how ESSER 1, 2, and 3 funds have been spent, go to <https://sites.google.com/pcsstn.com/esser>.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

No significant revisions have been made to the Putnam County ESSER Public Spending Plan.

Stakeholders will continue to be informed of ESSER funding progress by methods including (but not limited to): ESSER Stakeholder team updates, PCSS ESSER website updates, PCSS Director's "Weekly Wrap Up" emails, various electronic media outlets, and Board of Education Meetings and Work Sessions.

Department supervisors representing various stakeholder groups assisted in the distribution of the input form (including representation from "Students with Disabilities", English Language Learners, and PCSS "Student Services").

The input opportunity was publicly posted on Twitter, Facebook, and the PCSS web-site. The input form and referenced addendums were available in English and Spanish.

High School administrators assisted with stakeholder consultation by ensuring that high school history and government students were informed of the input opportunity.

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

No significant revisions have been made to the Putnam County ESSER Public Spending Plan.

Stakeholders will continue to be informed of ESSER funding progress by methods including (but not limited to): ESSER Stakeholder team updates, PCSS ESSER website updates, PCSS Director's "Weekly Wrap Up" emails, various electronic media outlets, and Board of Education Meetings and Work Sessions.

Department supervisors representing various stakeholder groups assisted in the distribution of the input form (including representation from "Students with Disabilities", English Language Learners, and PCSS "Student Services").

The input opportunity was publicly posted on Twitter, Facebook, and the PCSS web-site. The input form and referenced addendums were available in English and Spanish.

High School administrators assisted with stakeholder consultation by ensuring that high school history and government students were informed of the input opportunity.

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

No significant revisions have been made to the Putnam County ESSER Public Spending Plan.

Stakeholders will continue to be informed of ESSER funding progress by methods including (but not limited to): ESSER Stakeholder team updates, PCSS ESSER website updates, PCSS Director's "Weekly Wrap Up" emails, various electronic media outlets, and Board of Education Meetings and Work Sessions.

Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (**March 1 and Sept. 15**). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name: Putnam County Schools

Date: 9-15-2023

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

No significant revisions have been made to the Putnam County In-Person Instruction and Continuity of Services Plan.

Stakeholders will continue to be informed of our annual Return to School Plan by methods including (but not limited to): ESSER Stakeholder team updates, PCSS ESSER website updates, PCSS Director's "Weekly Wrap Up" emails, various electronic media outlets, and Board of Education Meetings and Work Sessions. Final addendum drafts are sent to the Stakeholder team for review prior to placement on Board of Education agendas.

The PCSS launched an input opportunity August 2023. Input was solicited from the Putnam County community.

Department supervisors representing various stakeholder groups assisted in the distribution of the input form (including representation from "Students with Disabilities", English Language Learners, and PCSS "Student Services").

The input opportunity was publicly posted on Twitter, Facebook, and the PCSS web-site. The input form and referenced addendums were available in English and Spanish.

High School administrators assisted with stakeholder consultation by ensuring that high school history and government students were informed of the input opportunity.

Radio interviews are routinely conducted to discuss ESSER progress, history of funding, and what has been (and is planning on being funded through ESSER).

The PCSS ESSER web-site continues to be updated with addendums and opportunity for public feedback. District ESSER contact information is publically posted.

The PCSS Director's "Weekly Wrap Up" was also used to advertise and distribute input opportunity (see below)...

August 4th (2023), August 11th (2023), August 25th (2023),

ESSER 3.0 Input Requested

PCSS continues to utilize ESSER 3.0 funds to ensure that we provide safe learning environments and that our students are equipped with high-quality learning materials. Please take a moment to review our Federal Relief Spending Plan and our Return to In-Person Instruction Continuity of Services Plan. For Feedback and information on how ESSER 1, 2, and 3 funds have been spent, go to <https://sites.google.com/pcsstn.com/esser>.

September 1st, 2023

Three days left for ESSER 3.0 Input

PCSS continues to utilize ESSER 3.0 funds to ensure that we provide safe learning environments and that our students are equipped with high-quality learning materials. Please take a moment to review our Federal Relief Spending Plan and our Return to In-Person Instruction Continuity of Services Plan. For Feedback and information on how ESSER 1, 2, and 3 funds have been spent, go to <https://sites.google.com/pcsstn.com/esser>.

2. Describe how the LEA engaged the health department in the development of the revised plan.

In addition to the input opportunities mentioned above, the Putnam County School System engaged department of health officials (and various medical organization representatives)...

- PCSS Coordinated School Health Supervisor continues to serve on the Upper Cumberland Health Council, a group composed of members of the healthcare community, including local doctors, the health department, and community leaders. The council acts as a sounding board for ongoing concerns and updates related to COVID-19 (and other health related topics).
- PCSS engaged the Upper Cumberland Health Council Coordinator (at the Upper Cumberland Regional Health Office) for input concerning the PCSS Return to School Plan.
- Representation from the Upper Cumberland Human Resource Agency was contacted to provide input on the ongoing PCSS Return to School Plan.
- The PCSS Return to School Plan and ESSER Remaining Funds Plan (input opportunity form) was sent to the Cookeville Regional Medical Center Communications Director for distribution to applicable medical profession staff members.

3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.

<i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i>		
PPE (personal protective equipment) is available for staff working with students. PCSS staff ensures the sanitization of work stations, changing tables, bathrooms, various equipment used to meet students IEP needs (OTPT related services). Medically fragile students are distanced to reduce the spread of germs (related to flu and COVID-19)...teachers mask if needed when working in a one-on-one environment (to minimize risk to medically fragile students). Parents are notified when COVID exposure has occurred (policy and practices are guided by recommendations made by the CDC).		
<i>Physical distancing (e.g., use of cohorts/podding)</i>		
The Putnam County School System encourages the practice of social distancing, staying approximately 6 feet away from others and eliminating contact with others when possible.		
<i>Hand washing and respiratory etiquette</i>		
Hand sanitizer (or sanitizer stations) are available at entrances to each campus, in classrooms, in the cafeteria, and in common areas. PCSS employees are expected to regularly wash or sanitize their hands. Periodic teacher reminders during the instructional day and thorough hand washing upon return from outdoors, before eating, following restroom breaks/specials is expected across the Putnam County School System.		
<i>Cleaning and maintaining healthy facilities including improving ventilation</i>		
The cleaning steps outlined below are taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.		
Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At the end of use/day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas, Playground Equipment	At the end of each use/day; between groups
Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Eliminate high-touch surfaces and remove toys/materials that cannot be easily sanitized.		

Employees are encouraged to disinfect shared workspaces multiple times throughout the day, giving special attention to commonly touched surfaces. PCSS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning products are available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The PCSS Custodial Team will clean all workspaces at their designated cleaning time.

COVID 19 disinfection protocol is triggered when an employee or student is identified as positive for COVID 19 based on testing. COVID 19 disinfection protocol will require that a custodial employee will spray and wipe down all surfaces with a disinfectant listed on the EPA N-List for use against SARS-CoV-2. After all surfaces are sprayed and wiped down, the room will be either fogged or sprayed with an electrostatic mister with an additional SARS-CoV-2 disinfectant.

Teachers are encouraged to arrange classrooms for optimal learning while maintaining social distancing to the extent possible. PCSS will follow the TSSAA locker room protocols.

Contact tracing in combination with isolation and quarantine

Students with symptoms of COVID-19 within the last documented week do not report to school or are immediately sent home from school if COVID-19 symptoms start while at school. Contact is made by the parent to the Putnam County Health Department or their medical provider for guidelines regarding testing of students or further recommendations.

Students testing positive will quarantine based on guidance from their primary care provider OR the Tennessee Department of Health. They may return to school once they have met the requirements set by their primary care provider or the Tennessee Department of Health and exhibit no symptoms. Absences will be excused based on proof of a positive test. Beginning on September 12, 2022 PCSS will no longer accept at-home/rapid tests as proof of COVID positive.

Students not experiencing symptoms may remain at school unless contacted by the Tennessee Department of Health. Parents whose students show symptoms, should contact their primary care provider and quarantine based on their provider's recommendations.

Those students who have exposure in the home should follow the guidance of the healthcare provider that tested the family/household member. If no guidance was provided, students remain at school if they are symptom-free. Parents should monitor the student for symptoms.

Based on CDC guidance, contact tracing will no longer occur.

Employees testing positive are required to quarantine based on guidance from their primary care provider OR the Tennessee Department of Health. Employees may return to work with a release from the Health Department/or medical provider.

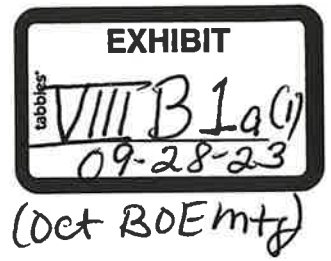
If exposed to a student testing positive, the faculty or staff member should monitor for symptoms (if no symptoms are present, employees are not required to isolate or quarantine. If a faculty or staff member exhibits symptoms, they must be tested by a physician or administer an at-home test, and quarantine for 5 days if positive.

<i>Diagnostic and screening testing</i>
PCSS no longer offers in-house antigen testing.
<i>Efforts to provide vaccinations to educators, other staff, and students, if eligible</i>
Putnam County Schools directs all staff and students to the Putnam County Health Department or their primary health care provider for guidance related to vaccinations.
<i>Universal and correct wearing of masks</i>
The use of face masks is optional for the 2023-2024 school year. All masks MUST follow dress codes (Board Policy 6.310) - no pictures and/or writing referring to sexual references; profanity; illegal drugs or the promotion of alcoholic beverages and/or tobacco products; death and destruction; racist or hate themes; violent or aggressive themes; or other suggestive or offensive sayings or graphics in the school building during the school day). PPE will be made available for all students and visitors.

4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.

<p>The Putnam County School District Leadership team meets biweekly to assess academic needs and address any changes needed in the District School Improvement Plan.</p> <p>The Student Services Department organizes and works with schools to address Social Emotional Learning and other applicable services for students, families, faculty and staff.</p> <p>The PCSS Student Services department will continue to organize and work with families to provide resources and support schools (such as: food donations, clothing, housing attainment, and student school supplies).</p>
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Putnam County Board of Education Agenda Requests
(See attached calendar for deadlines)



Date _____ 9/28/2023
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay American Constructors, Inc. in the amount of \$1,943,581.24 and Pinnacle Bank (retainage) in the amount of \$92,283.41 for pay application #13 related to the Parkview School project to be paid from the Putnam County Bond Issue.

received
09-20-23
SM

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

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

PROJECT: Park View Elementary
 Attn: Mark McReynolds, Finance Director
 mmcreynolds@pcsstn.com

APPLICATION NO: 750-13
PERIOD TO: September 19, 2023

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

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

kchamberlin@uplanddesigngroup.com
PROJECT NO:
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.

1. ORIGINAL CONTRACT SUM	45,521,772.00
2. Net change by Change Orders	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	45,521,772.00
4. TOTAL COMPLETED & STORED TO DATE	24,584,364.07
(Column G on G703)	
5. RETAINAGE:	
a. Retainage Added this Month	92,283.41
Retainage Previous Balance	1,002,900.60
b. % of Stored Material	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703)	1,095,184.01
6. TOTAL EARNED LESS RETAINAGE	23,489,180.06
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT	21,545,598.82 **
8. CURRENT PAYMENT DUE	1,943,581.24
9. BALANCE TO FINISH, INCLUDING RETAINAGE	22,032,591.94
(Line 3 less Line 6)	
** Unpaid Balance	1,874,166.27

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

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

CONTRACTOR: AMERICAN CONSTRUCTORS, INC.

By: 
 Matthew T. McCall, CFO
 State of: Tennessee
 County of: Davidson
 Subscribed and sworn to before me this 24th day of August, 2023.
 Notary Public: *Margie A. Eblen*
 My Commission expires: March 3, 2026

Date: September 19, 2023



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$1,943,581.24

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

By:  Pres. Date: 9/20/23

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

Application for Payment, Continued

Project Park View Elementary School, Cookeville, TN

Application No. _____
Date: 09/19/23

13

Description of Work	C		D		E		F	G		H	I
	Scheduled Value		Previous Applications	Work Completed This Period	Stored Material	Total Completed To Date		%	Balance to Finish		
02.35 Cap Grouting Allowance	1,150,750.00		1,150,750.00	-	-	-	-	1,150,750.00	100.00%	-	57,537.50
03.00 Cast In Place Concrete	2,359,381.00		2,309,344.08	18,601.74	-	-	-	2,327,945.82	98.67%	31,435.18	116,397.29
03.30 Hollow Core Concrete Planks	424,000.00		424,000.00	-	-	-	-	424,000.00	100.00%	-	21,200.00
04.00 Masonry	6,242,868.00		4,349,091.12	495,722.00	-	-	-	4,844,813.12	77.61%	1,398,054.88	242,240.66
05.00 Steel and Metals	3,346,013.00		2,988,847.70	97,693.00	-	-	-	3,086,540.70	92.25%	259,472.30	154,327.04
06.05 Rough Carpentry / Blocking	174,396.00		43,336.60	25,982.00	-	-	-	69,318.60	39.75%	105,077.40	3,465.93
07.00 Caulk / Waterproof / Dampproof	402,954.00		-	-	-	-	-	-	0.00%	402,954.00	-
07.04 ACM Panels	145,000.00		-	-	-	-	-	-	0.00%	145,000.00	-
07.08 Horizontal Wall Panels	250,400.00		-	-	-	-	-	-	0.00%	250,400.00	-
07.20 Roofing	1,473,000.00		15,000.00	884,063.20	-	-	-	899,063.20	61.04%	573,936.80	44,953.16
08.00 Overhead Doors	84,287.00		-	-	-	-	-	-	0.00%	84,287.00	-
08.10 Glass and Glazing	1,552,377.00		-	-	-	-	-	-	0.00%	1,552,377.00	-
08.15 Doors / Frames / Hardware	761,222.00		105,310.00	4,268.00	-	-	-	109,578.00	14.40%	651,644.00	5,478.90
09.00 LG Framing & Gypsum Board	947,205.00		110,659.00	140,118.40	-	-	-	250,777.40	26.48%	696,427.60	12,538.87
09.20 Resilient Flooring	347,000.00		-	-	-	-	-	-	0.00%	347,000.00	-
09.25 Resinous Flooring	132,560.00		-	-	-	-	-	-	0.00%	132,560.00	-
09.30 Wood Flooring	164,854.00		-	-	-	-	-	-	0.00%	164,854.00	-
09.40 Acoustical Ceilings	331,000.00		-	-	-	-	-	-	0.00%	331,000.00	-
09.45 Acoustical Panels	97,000.00		-	-	-	-	-	-	0.00%	97,000.00	-
09.90 Painting	346,526.00		-	-	-	-	-	-	0.00%	346,526.00	-
10.00 Accordion Partitions	18,952.00		-	-	-	-	-	-	0.00%	18,952.00	-
10.10 Lockers	83,176.00		-	-	-	-	-	-	0.00%	83,176.00	-
10.20 Display Boards	53,400.00		-	-	-	-	-	-	0.00%	53,400.00	-
10.30 Signage	55,150.00		-	-	-	-	-	-	0.00%	55,150.00	-
10.40 Toilet Partitions	90,910.00		-	-	-	-	-	-	0.00%	90,910.00	-
10.50 Toilet Accessories	32,400.00		-	-	-	-	-	-	0.00%	32,400.00	-
10.60 Fire Protection Specialties	4,850.00		-	-	-	-	-	-	0.00%	4,850.00	-
10.70 Flagpole	4,900.00		-	-	-	-	-	-	0.00%	4,900.00	-
10.80 Display Cases	31,100.00		-	-	-	-	-	-	0.00%	31,100.00	-
11.00 Food Service	1,149,713.00		-	-	-	-	-	-	0.00%	1,149,713.00	-
11.11 Building Athletic Equipment	153,588.00		-	-	-	-	-	-	0.00%	153,588.00	-
12.00 Casework	600,785.00		66,863.00	-	-	-	-	66,863.00	11.13%	533,922.00	3,343.15

Application for Payment, Continued

Application No. 13
Date: 09/19/23

Project Park View Elementary School, Cookeville, TN

Description of Work	C		D		E		F	G		H	I
	Scheduled Value	Work Completed	Previous Applications	This Period	Stored Material	Total Completed To Date		%	Balance to Finish		
12.10 Telescoping Bleachers	235,000.00	-	-	-	-	-	-	0.00%	235,000.00	-	-
12.30 Window Coverings	53,515.00	-	-	-	-	-	-	0.00%	53,515.00	-	-
14.00 Elevators	95,890.00	-	-	-	-	-	-	0.00%	95,890.00	-	-
21.00 Fire Protection	595,285.00	-	-	-	-	-	-	0.00%	595,285.00	-	-
22.00 Plumbing	1,558,015.00	829,456.00	123,751.00	-	-	953,207.00	61.18%	604,808.00	47,660.35	-	
23.00 Mechanical / HVAC	4,161,432.00	1,910,910.90	270,350.00	-	-	2,181,260.90	52.42%	1,980,171.10	109,063.05	-	
23.10 Test and Balance	47,370.00	-	-	-	-	-	0.00%	47,370.00	-	-	
26.00 Electrical	4,232,000.00	1,296,922.64	355,481.00	-	-	1,652,403.64	39.05%	2,579,596.36	82,620.18	-	
27.00 Low Voltage Systems	342,848.00	-	-	-	-	-	0.00%	342,848.00	-	-	
31.00 Earthwork	3,369,279.00	3,071,056.73	73,989.00	-	-	3,145,045.73	93.34%	224,233.27	157,252.29	-	
32.00 Exterior Improvements	1,512,932.00	89,090.00	-	-	-	89,090.00	5.89%	1,423,842.00	4,454.50	-	
33.00 Utilities	866,777.00	565,605.00	81,052.00	-	-	646,657.00	74.60%	220,120.00	32,332.85	-	
96.00 Contingency Allowances	750,000.00	6,366.00	-	-	-	6,366.00	0.85%	743,634.00	318.30	-	
97.00 General Conditions	2,304,285.00	1,090,401.00	112,483.00	-	-	1,202,884.00	52.20%	1,101,401.00	-	-	
97.60 Taxes and Insurance	634,620.00	532,860.10	(671.00)	-	-	532,189.10	83.86%	102,430.90	-	-	
99.99 Fee	1,750,807.00	867,226.35	78,384.51	-	-	945,610.86	54.01%	805,196.14	-	-	
	45,521,772.00	21,823,096.22	2,761,267.85	-	-	24,584,364.07	54.01%	20,937,407.93	1,095,184.01	-	

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



(Oct BDE mtg)

Date _____ 9/28/2023
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$20,257.19 for architectural services for the Park View School project, to be paid from 141-76100-304-02504.

received
09-20-23
[Signature]

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 1921 Inv. 23
 Invoice Date: Sep 20, 2023
 Page: 1

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

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

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

Customer ID	Customer PO	Payment Terms	
1921	New Putnam Co.	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Elem. School		10/20/23

Quantity	Item	Description	Unit Price	Amount
		Const. Cost - \$45,521,772.00 x 5% (A/E Fee)= \$2,276,088.60 x 88.8% (thru 54.01% CA)= \$2,021,166.68 - less previously billed \$2,000,909.49= \$20,257.19		20,257.19
Subtotal				20,257.19
Sales Tax				
Total Invoice Amount				20,257.19
Payment/Credit Applied				
TOTAL				20,257.19

Check/Credit Memo No:



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

Date _____ 9/28/2023

Department _____ Finance

Person Submitting _____ Mark McReynolds

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of a payment to GEOService, LLC in the amount of \$3,574.95 for construction monitoring services for the new Parkview School through August 20, 2023 to be paid from 141 76100 399 000 02504 000.

received
09-08-23 *OK*



INVOICE

642558N

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

Remit To: PLEASE REMIT TO LOCKBOX
 GEOServices, LLC
 P.O. Box 735407
 Chicago, IL 60673-5407

Payment Terms: NET 30 Days
 Please include invoice number on payment.
 For questions regarding this invoice please call 865-539-8242

JOB NAME OR SERVICE RENDERED	INDIVIDUAL AUTHORIZING WORK	CLIENT P.O.#	DATE
Parkview Elementary School Putnam County, Tennessee	Mr. John Magura maguraj@pcsstn.com		08/28/2023

GEOS PROJECT NO.	SCOPE OF WORK	GEOS PROJECT MANAGER
32-221926	Construction Monitoring Services	John Foster, III

For Professional Services from July 23, 2023 through August 20, 2023

Personnel

Engineering Technician	15.00 hours	at	\$65.00 hour	\$975.00
Principal Engineer	1.00 hours	at	\$180.00 hour	\$180.00
Staff Professional	6.00 hours	at	\$95.00 hour	\$570.00

Laboratory

Concrete Cylinder Cure & Compression Test	10Cylinders	at	\$20.00 each	\$200.00
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Other

Report Review	5Reports	at	\$20.00 Report	\$100.00
Trip	5Trips	at	\$100.00 Trip	\$500.00
Subconsultant Other				\$1,049.95

Invoiced to Date: \$176,203.70

TOTAL AMOUNT DUE THIS INVOICE \$3,574.95

*MARK,
 I HAVE REVIEWED THIS INVOICE AND
 RECOMMEND ITS PAYMENT*

JOHN MAGURA

9.6.23

EXHIBIT
VIII B2a(1)
09-28-23
tabbles
(Oct BOE mtg)

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

Date _____ 9/28/2023
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 King Construction Group, Inc. in the amount of \$171,811.13 and First Horizon Bank (retainage) in the amount of \$9,042.69 for pay application #11 related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received
09-20-23
SM

TO OWNER/CLIENT:

Putnam County (TN) Schools
1400 East Spring St.
Cookeville, Tennessee 38506

PROJECT:

Upperman High School Addition
6950 Nashville Hwy.
Baxter, Tennessee 38544

APPLICATION NO: 11

INVOICE NO: 11

PERIOD: 08/24/23 - 09/19/23

PROJECT NO: C011-22

FROM CONTRACTOR:

King Construction Group, Inc.
3307 Burgess Falls rd
Cookeville, Tennessee 38506

VIA ARCHITECT/ENGINEER:

Kim Chamberlin (Upland Design Group, Inc.)
362 Industrial Blvd
Cookeville, Tennessee 38555

CONTRACT DATE: 9/1/2022

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1.	Original Contract Sum	\$4,739,900.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$4,739,900.00
4.	Total completed and stored to date (Column G on detail sheet)	\$3,505,333.78
5.	Retainage:	
	a. 5.00% of completed work	\$175,266.73
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$175,266.73
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$3,330,067.05
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$3,158,255.92
8.	Current payment due:	\$171,811.13
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$1,409,832.95

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$0.00	\$0.00
Total approved this month:		\$0.00	\$0.00
Net change by change orders:		\$0.00	\$0.00

The undersigned 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 which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: King Construction Group, Inc.

B

By:

Date:

9-19-23

State of: Tennessee

County of: Putnam

Subscribed and sworn to before

me this

19

day of

September 2023

Notary Public:

Jelicia Lack

My commission expires:

September 25, 2024



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED:

\$171,811.13

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

ARCHITECT/ENGINEER: UDG, Inc.

By: *K. All Chamberlin*

Pres.

Date: *9/20/23*

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 the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 11
APPLICATION DATE: 9/19/2023
PERIOD: 08/24/23 - 09/19/23

Contract Lines

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
				D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
1		General Conditions	\$268,043.00	\$187,630.10	\$10,721.72	\$0.00	\$0.00	\$198,361.82	74.00%	\$69,691.18	\$9,917.59
2		Permits & Startup Costs	\$96,765.00	\$96,765.00	\$0.00	\$0.00	\$0.00	\$96,765.00	100.00%	\$0.00	\$4,637.75
3		Mobilization	\$34,135.00	\$34,135.00	\$0.00	\$0.00	\$0.00	\$34,135.00	100.00%	\$0.00	\$1,706.75
4		Allowance: Contingency	\$175,000.00	\$123,444.00	\$0.00	\$0.00	\$0.00	\$123,444.00	70.54%	\$51,566.00	\$6,172.20
5		Allowance: Unsuitable Soils	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	100.00%	\$0.00	\$5,250.00
6		Sitework	\$78,053.00	\$50,734.45	\$0.00	\$0.00	\$0.00	\$50,734.45	65.00%	\$27,318.55	\$2,536.73
7		Site Utilities & Storm Drainage	\$194,964.00	\$175,467.60	\$0.00	\$0.00	\$0.00	\$175,467.60	90.00%	\$19,496.40	\$8,773.38
8		Asphalt/Paving	\$57,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,300.00	\$0.00
9		Concrete: Foundations	\$121,672.00	\$121,672.00	\$0.00	\$0.00	\$0.00	\$121,672.00	100.00%	\$0.00	\$6,083.60
10		Concrete: Interior	\$141,803.00	\$141,803.00	\$0.00	\$0.00	\$0.00	\$141,803.00	100.00%	\$0.00	\$7,090.15
11		Concrete: Exterior	\$28,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,800.00	\$0.00
12		Rebar Material Only	\$72,995.00	\$72,995.00	\$0.00	\$0.00	\$0.00	\$72,995.00	100.00%	\$0.00	\$3,649.75
13		Masonry	\$916,618.00	\$595,801.70	\$18,332.36	\$0.00	\$0.00	\$614,134.06	67.00%	\$302,483.94	\$30,706.71
14		Structural Steel	\$481,036.00	\$481,036.00	\$0.00	\$0.00	\$0.00	\$481,036.00	100.00%	\$0.00	\$24,051.80
15		Light Gauge Metal Framing	\$98,184.00	\$93,274.80	\$0.00	\$0.00	\$0.00	\$93,274.80	95.00%	\$4,909.20	\$4,663.74
16		Rough Carpentry	\$20,031.00	\$20,031.00	\$0.00	\$0.00	\$0.00	\$20,031.00	100.00%	\$0.00	\$1,001.56
17		Dampproofing	\$16,286.00	\$16,286.00	\$0.00	\$0.00	\$0.00	\$16,286.00	100.00%	\$0.00	\$814.30
18		Insulation	\$6,226.00	\$0.00	\$6,226.00	\$0.00	\$0.00	\$6,226.00	100.00%	\$0.00	\$311.30
19		Roofing	\$426,066.00	\$353,459.40	\$30,000.00	\$0.00	\$0.00	\$383,459.40	90.00%	\$42,606.60	\$19,172.98
20		Joint Sealants	\$15,500.00	\$1,550.00	\$8,525.00	\$0.00	\$0.00	\$10,075.00	65.00%	\$5,425.00	\$503.75
21		Doors, Frames & Hardware	\$104,465.00	\$10,300.00	\$0.00	\$0.00	\$0.00	\$10,300.00	9.86%	\$94,165.00	\$515.00
22		Storefront & Glazing	\$62,000.00	\$0.00	\$65,600.00	\$0.00	\$0.00	\$65,600.00	80.00%	\$16,400.00	\$3,280.00
23		Sheetrock	\$20,500.00	\$0.00	\$18,450.00	\$0.00	\$0.00	\$18,450.00	90.00%	\$2,050.00	\$922.50
24		Flooring	\$62,610.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62,610.00	\$0.00
25		Acoustical Ceilings	\$88,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$88,000.00	\$0.00
26		Painting	\$40,351.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,351.00	\$0.00
27		Display Surfaces, Signage, FE's	\$15,099.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,099.00	\$0.00
28		Operable Partition	\$21,618.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,618.00	\$0.00
29		Casework	\$17,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,540.00	\$0.00
30		Mechanical: Rough-In	\$230,265.00	\$79,313.50	\$144,043.55	\$0.00	\$0.00	\$223,357.05	97.00%	\$6,907.95	\$11,167.86
31		Mechanical: Trim-Out	\$25,585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,585.00	\$0.00
32		Fire Sprinkler	\$62,000.00	\$40,760.00	\$4,500.00	\$0.00	\$0.00	\$45,260.00	73.00%	\$16,740.00	\$2,263.00
33		Electrical: Rough-In	\$409,780.00	\$360,606.40	\$36,880.20	\$0.00	\$0.00	\$397,486.60	97.00%	\$12,293.40	\$19,874.33
34		Electrical: Trim-Out	\$175,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$175,620.00	\$0.00

DOCUMENT DETAIL SHEET

A ITEM NO.	B BUDGET CODE	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		TOTALS:	\$4,739,900.00	\$3,162,054.95	\$343,278.83	\$0.00	\$3,505,333.78	\$1,234,566.22	\$175,266.73

Grand Totals

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		GRAND TOTALS:	\$4,739,900.00	\$3,162,054.95	\$343,278.83	\$0.00	\$3,505,333.78	\$1,234,566.22	\$175,266.73

EXHIBIT
tabbies
VIII-B.2a(2)
09-28-23
(Oct BOE mtg)

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

Date _____ 9/28/2023

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of a payment to Upland Design Group, Inc. – Crossville, Tennessee in the amount of \$1,801.16 to be paid from 142-76100-707-933 for architectural services for the Upperman High School Expansion project (School Federal Program Fund-ESSER 3.0).

received
09-20-23
MCM

Upland Design Group Inc

PO Box 1026
 Crossville, TN 38557

INVOICE

Invoice Number: 2195 Inv. 9
 Invoice Date: Sep 20, 2023
 Page: 1

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

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

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

Customer ID	Customer PO	Payment Terms	
2195	Upperman HS	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Expansion		10/20/23

Quantity	Item	Description	Unit Price	Amount
		Const. Cost \$4,739,900.00 x 5% (A/E Fee) = \$236,995.00 x 94.79% complete = \$224,647.56 - less previously billed \$222,846.40= \$1,801.16		1,801.16

Subtotal	1,801.16
Sales Tax	
Total Invoice Amount	1,801.16
Payment/Credit Applied	
TOTAL	1,801.16

Check/Credit Memo No:

EXHIBIT
tabbles VIII B2a(3)
09-18-23
(Oct BOE mtg)

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

Date _____ 9/28/2023
Department Finance
Person Submitting Mark McReynolds
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay AAR of North Carolina, Inc. in the amount of \$168,156.41 and First National Bank (retainage) in the amount of \$8,850.34 for pay application #6 related to the Upperman High School Addition project to be paid from the 142 76100 707 933 (ESSER 3.0).

received
09-14-23
[Signature]

RCR&A

RICHARD C. RINKS & ASSOCIATES, INC.

Engineering and Architectural Services

Building Enclosure Consultants

ASCE - NSPE - TSPE - IIBEC - EDI

30 North Jefferson Avenue - P.O. Box 691 - Cookeville, Tennessee 38503-0691

Telephone 931-528-5543 Rinks-Consulting.com Facsimile 931-528-5544

September 14, 2023

Mr. John Magura
Facilities Maintenance Supervisor
Putnam County Schools
240 Raider Drive
Cookeville, Tennessee 38506
maguraj@pcsstn.com

Re: Roof Replacement
Upperman High School
Baxter, Tennessee

Dear Mr. Magura:

Attached for further processing is an electronic copy of Pay Request No. 6 in the amount of \$177,006.75 from AAR of North Carolina, Inc. (AAR) for the above captioned project. I have signed and dated the Pay Request recommending payment.

Please pay AAR \$168,156.41 and deposit \$8,850.34 into the retainage escrow account.

Should you have any questions concerning this project, please contact me.

Sincerely yours,

Patrick Rinks

Patrick Rinks, PE

c: AAR of North Carolina, Inc.

via email

Application and Certificate for Payment

TO OWNER: Putman Cty Board of Education
1400 E Spring St
Cookeville, TN 38506

PROJECT: 222301 Upperman High School
6950 Nashville Hwy
Baxter, TN

APPLICATION NO: 006
PERIOD TO: September 30, 2023
CONTRACT FOR: General Construction
CONTRACT DATE: December 02, 2022
PROJECT NOS: / /

FROM CONTRACTOR: Richard C. Rinks & Associates Inc.
30 North Jefferson Ave.
Cookeville, TN 38501

VIA ARCHITECT:

Distribution to:
OWNER: ARCHITECT:
CONTRACTOR: FIELD:
OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

- 1. ORIGINAL CONTRACT SUM \$3,804,085.00
- 2. NET CHANGE BY CHANGE ORDERS \$0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$3,804,085.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$3,389,064.65
- 5. RETAINAGE:
 - a. 5.00 % of Completed Work (Column D + E on G703) \$169,453.23
 - b. 0 % of Stored Material (Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$169,453.23

6. TOTAL EARNED LESS RETAINAGE \$3,219,611.42
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$3,051,455.01
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$168,156.41

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$584,473.58
(Line 3 less Line 6)

AMOUNT CERTIFIED \$168,156.41
(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.)

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

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: Rhonda Sigmon
By: Manuel Lopez
State of: North Carolina
County of: Forsyth
Subscribed and sworn to before me this 12th day of September 2023
Notary Public: Rhonda Sigmon
My Commission expires: September 02, 2028

Rhonda Sigmon
Notary Public
Gulford County, NC

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$168,156.41
(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: [Signature]
By: [Signature]
Date: 9-14-23

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[®] - 1992

Continuation Sheet

AIA Document G702[®], Application and Certification for Payment, or G732[™], Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

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

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

006
September 12, 2023
September 30, 2023

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Steep Slope	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.001	Membrane & Accessories	1,016,104.00	1,016,104.00	0.00	0.00	0.00	1,016,104.00	0.00	0.00
1.002	Insulation	344,521.00	344,521.00	0.00	0.00	0.00	344,521.00	0.00	0.00
1.003	Lumber	10,801.00	10,801.00	0.00	0.00	0.00	10,801.00	0.00	0.00
1.004	Dump	16,950.00	11,865.00	1,695.00	0.00	0.00	13,560.00	3,390.00	0.00
1.005	Equipment Rental	44,280.00	26,568.00	6,642.00	0.00	0.00	33,210.00	11,070.00	0.00
1.006	Roofing Labor	269,386.00	188,570.20	26,938.60	0.00	0.00	215,508.80	53,877.20	0.00
1.007	Sheet Metal Material	67,067.00	40,240.20	13,413.40	0.00	0.00	53,653.60	13,413.40	0.00
1.008	Sheet Metal Shop Labor	25,933.00	15,559.80	5,186.60	0.00	0.00	20,746.40	5,186.60	0.00
1.009	Sheet Metal Field Labor	40,803.00	24,481.80	8,160.60	0.00	0.00	32,642.40	8,160.60	0.00
1.010	Ice Guards	21,040.00	0.00	0.00	0.00	0.00	0.00	21,040.00	0.00
1.011	Bond	32,165.00	32,165.00	0.00	0.00	0.00	32,165.00	0.00	0.00
1.012	Travel Pay	115,004.00	86,253.00	11,500.40	0.00	0.00	97,753.40	17,250.60	0.00
1.013	Warranty	15,034.00	0.00	0.00	0.00	0.00	0.00	15,034.00	0.00
1.014	Mobilization	25,000.00	18,750.00	2,500.00	0.00	0.00	21,250.00	3,750.00	0.00
1.015	Contingency	80,000.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00
	Low Slope	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.001	Membrane & Accessories	511,927.00	511,927.00	0.00	0.00	0.00	511,927.00	0.00	0.00
2.002	Insulation	203,855.00	203,855.00	0.00	0.00	0.00	203,855.00	0.00	0.00
2.003	Lumber	12,167.00	12,167.00	0.00	0.00	0.00	12,167.00	0.00	0.00
2.004	Dump	25,075.00	22,567.50	1,253.75	0.00	0.00	23,821.25	1,253.75	0.00
2.005	Equipment Rental	26,140.00	23,526.00	1,307.00	0.00	0.00	24,833.00	1,307.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
2.006	Roofing Labor	221,308.00	199,177.20	0.00	0.00	0.00	199,177.20	90.00%	22,130.80	0.00
2.007	Sheet Metal Material	65,246.00	39,147.60	13,049.20	0.00	0.00	52,196.80	80.00%	13,049.20	0.00
2.008	Sheet Metal Shop Labor	23,451.00	14,070.60	4,690.20	0.00	0.00	18,760.80	80.00%	4,690.20	0.00
2.009	Sheet Metal Field Labor	38,705.00	23,223.00	7,741.00	0.00	0.00	30,964.00	80.00%	7,741.00	0.00
2.010	Bond	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%	0.00	0.00
2.011	Masonry Subcontractor	259,781.00	207,824.80	51,956.20	0.00	0.00	259,781.00	100.00%	0.00	0.00
2.012	Plumbing/Gas Subcontractor	52,432.00	31,459.20	20,972.80	0.00	0.00	52,432.00	100.00%	0.00	0.00
2.013	Travel Pay	80,260.00	72,234.00	0.00	0.00	0.00	72,234.00	90.00%	8,026.00	0.00
2.014	Warranty	44,650.00	0.00	0.00	0.00	0.00	0.00	0.00%	44,650.00	0.00
2.015	Mobilization	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%	0.00	0.00
2.016	Contingency	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	80,000.00	0.00
	GRAND TOTAL	\$3,804,085.00	\$3,212,057.90	\$177,006.75	\$0.00	\$0.00	\$3,389,064.65	89.09%	\$415,020.35	\$0.00