

Putnam County Board Meeting
November 14, 2024 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
 - A. Putnam County School Board announced as the 2024 TSBA School Board of the Year.
 - B. Director's Personnel Report
- IV. Approval of Minutes
 - A. Minutes of the Regular October Board Meeting - October 3, 2024, @ 5:00 PM
- V. Public Comment
- VI. Approval of Consent Agenda
 - A. Payments/Purchases
 1. Approval to pay Maffett Loftis Engineering, LLC \$23,650.00 for the design work related to the CHS Auditorium Lighting replacement project from 141-72620-399, General Purpose School Fund.
 2. Approval of the purchase of a Clear Touch interactive table and digital signage/activity boards with portable audio system for the CTE career exploration bus from vendor Central Technologies - Knoxville, TN, in the amount of \$12,848.90 to be paid by ISM (Innovative School Models) grant.
 3. Approval of a payment to Toadvine and Enterprises in the amount of \$94,452.00 for 80% of the completion of the removal and replacement of old bleachers at ATMS. Note, this purchase was Board approved on 12/7/2023 (IV.F.3.).
 4. Approval of purchase of playground equipment for Park View School from Blue Grass Recreation Sales and Installation, based on Sourcewell contract 010521-LTS-4, in the amount of \$104,735.90.
 5. Permission to purchase 1,800 ft² of turf for the play area, to be paid from school funds.
 6. Approval of the purchase of (238) Asus Chromebooks and Chrome OS Management, item #CR1104CGA-YZ84 for Putnam County Schools from Bluum in the amount of \$73,200.34 per quote #343723, contract #01-150 Omnia (NCPA) to be paid from 142-71100-722-101 for the following schools:
 - Jere Whitson (25) Chromebooks/licensure \$7,654.50
 - Algood Middle School (28) Chromebooks/licensure \$8,573.04
 - Sycamore Elementary School (16) Chromebooks/licensure \$4,898.88
 - Cane Creek Elementary School (32) Chromebooks/licensure \$9,797.76
 - Upperman Middle School (12) Chromebooks/licensure \$3,674.16

- Avery Trace Middle School (65) Chromebooks/licensure \$19,901.70
 - BURKS Elementary School (50) Chromebooks/licensure \$15,638.50
 - Prescott South Middle School (10) Chromebooks/licensure \$3,061.80
7. Approval of the purchase of (11) Viewsonic Touch Screen Boards in the amount of \$22,161.04 IFP7550-E2 (with cart) and IFPEW-7507 (wall mounted) from Quotes 346923, 336409, and 343474 from account number 142-72210-790-101 for the following schools:
 - Algood Elementary School (2) Viewsonic boards with cart and (6) wall mounted Viewsonic boards \$15,768.02
 - Avery Trace Middle School (1) Viewsonic board with cart \$2,259.01
 - Cane Creek Elementary School (1) Viewsonic wall mounted board \$1,875.00
 - Prescott South Middle School (1) Viewsonic board with cart \$2,259.01
 8. Approval to purchase from Stages Learning Materials Vista, California for Language Builder ARIS Stage 2 Resource Hub Annual Subscription (for PreK students with disabilities) in the amount of \$12,987.00 to be paid from 141-71200-429-02152, as submitted.
 9. Approval to purchase from AimswebPlus in the amount of \$26,250.00 from 141-72130-322-02103.
 10. Consider approval to purchase Aruba network switches and wireless network equipment for the "Frontier Building" from Central Technologies, Inc., Knoxville, TN, per quote # 024843 on the TIPS-USA contract #240101 pricing, in the amount of \$54,898.80, to be paid from: 141-E-76100-599-000-02528-000.
 11. Consider approval to purchase low voltage network data cabling materials and installation services for the "Frontier Building" renovation from Advanced Communication Services, Sparta, TN, in the amount of \$24,000.00, to be paid from: 141-E-76100-599-000-02528-000.
 12. Consider approval to purchase MITEL VoIP phone system and installation services for the "Frontier Building" renovation from IT Voice, Nashville, TN, in the amount of \$19,704.75 with pricing from the Sourcewell Contract #120122-MBS, to be paid from: 141-E-76100-599-000-02528-000.
- B. Bids/Quotes/Sealed Bids/RFPs (None Submitted)
- C. Budget Amendments/Line Item Transfers
1. General Purpose School Budget Amendments - Fund 141
 - a. Career and Technical Education - To establish budget for the FY25 Innovative School Models (ISM) Grant
 - b. Student Services - Budget for donations received for student services
 - c. Finance - To budget for the State of Tennessee School Security Grant

- d. Finance - To adjust Student Services budget to account for additional unforeseen purchases
 - e. Finance - To budget for additional purchases for the new Parkview School
 - f. Career and Technical Education - To budget for Tennessee School Nutrition state matching funds
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board/Workforce Connections Upper Cumberland and Putnam County BOE with local provision acknowledging the maximum liability of \$23,000.00 for infrastructure costs and \$7,000.00 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2024 to June 30, 2025.
 2. Approval to enter into an agreement with Tennessee Tech, Cookeville, Tennessee to provide dual enrollment courses and teachers for the Fall 2024-Spring 2025 school year, per district needs.
 3. Permission for Monterey High School to start a men's soccer team beginning Spring 2025. This will be a club sport for three (3) years with stipend after the third year.
 4. Approval of the attached research request for Cassie Brown, a doctoral candidate at Tennessee Technological University.
 5. Approval of the 2024 LEA Compliance Report, as submitted.
 6. Approval of the attached research request for Jennifer Fox, a doctoral candidate at the University of the Cumberland.
 7. Renewal of the Patient and Family-Centered Care Services Agreement by and between Vanderbilt University Medical Center and Putnam County Schools. This contract allows VUMC to provide education to students who are placed in their care at a rate of \$30.00 per hour. This partnership has been ongoing and is a continuance of that agreement.
 8. Approval to enter into an agreement with Maffett Loftis Engineering, LLC, Cookeville, TN for design of bid documents to upgrade the mechanical system at the former "Frontier Building" in the amount of \$9,800.00 to be paid for from 141-72620-399 and to also bid the project upon completion of the bidding documents.
 9. Approval to enter into an agreement with Richard C. Rinks and Associates, Cookeville, TN for design of bid documents to replace the roof at the former "Frontier Building" in the amount of \$10,000.00 to be paid from 141-72620-399 and to also bid the project upon completion of the bidding documents.
 10. Approval to enter into an agreement with Pioneer Communications, Cookeville, TN for the installation of a controlled access system at the former "Frontier Building" in the amount of \$18,012.79 to be paid from 141-72620-399.

11. Approval to enter into an agreement with Covington Flooring Company, Birmingham, Alabama for the refinish of the gym floor at Jere Whitson Elementary School in the amount of \$19,350.00 to be paid from 141-72620-399 with the pricing to be reflective of TIPS Buying Group (TIPS # 23010401)
12. Approval to enter into an agreement with A+ Painting, Cookeville, Tennessee, for the interior painting (labor only) of the "Frontier Building" in the amount of \$16,500.00 to be paid for from 141-76100-599.
13. Approval of the Quarterly Reports for the quarter ending 9/30/24 for the following funds:
 - 141 General Purpose Schools
 - 142 Federal Projects
 - 143 Central Cafeteria
 - 146 Extended School Program
14. Approval of the four contracts between Roland Digital Media, Inc., Cookeville, Tennessee and Putnam County Board of Education for digital gold package for Adult Education in the amount of \$895.00 per month to be paid from Adult Education funds effective December 1, 2024 to January 31, 2025.
15. Approval of the contract between Flynn Sign Company, Inc. of Crossville, Tennessee and Putnam County Board of Education for digital silver package for Adult Education in the amount of \$425.00 per month to be paid from Adult Education funds effective December 1, 2024, to January 31, 2025.
16. Approval of the proposal from US Imaging, Inc. for scanning of employee files paid from account # 141-72310-599 in the amount not to exceed \$80,000.00.
17. Approval to enter into an agreement with S&S Flooring Experts, Inc., Cookeville, Tennessee, for floor prep and vinyl composite tile installation at the former "Frontier Building" in the amount of \$10,130.00 to be paid for from 141-76100-599.
18. Approval to enter into an agreement with Upper Cumberland Decorating, Cookeville, Tennessee, for vinyl composite tile and adhesive (materials only) to be used at the former "Frontier Building" in the amount of \$15,221.00 to be paid from 141-76100-599.
19. Approval to enter into an agreement with AE Fire Protection, Cookeville, Tennessee, for fire sprinkler work at the former "Frontier Building" in the amount of \$18,885.00 to be paid for from 141-76100-599.
20. Approval and final reading of Putnam County School's TISA Accountability Report for the 2024-2025 school year.
21. Approval to enter into an agreement with Mid-State Construction for work associated with security upgrades at the student entrance of Cookeville High School in the amount of \$80,700.00 to be paid from 141-72620-399.

VII. Policy

- A. Board Policy 2.804 be updated to include nominal sales tax expense reimbursement for School Personnel, as submitted.

VIII. Discussion/Presentation

A. Building Projects

1. Park View School Project Update
 - a. Park View School Action Items (None submitted)
2. Avery Trace Middle School Softball Field Project
 - a. Avery Trace Middle School Softball Field Action Items
 1. Approval to enter into an agreement with Musco Sports Lighting, LLC, Oskaloosa, IA for work associated with lighting the softball field at Avery Trace Middle School in the amount of \$179,995.00 to be paid for from 141-72620-399. The quote is based on using Sourcewell purchasing cooperative - Contract # 041123-MSL.
3. Existing Park View Elementary School Update
 - a. Existing Park View Elementary School Action Items (None submitted)

IX. Adjournment



FOR IMMEDIATE RELEASE:

For Additional Information, Contact:

Gwen Merrill, Member Services Coordinator

Phone: 615/815-3910

E-mail: gmerrill@tsba.net

Putnam County Board of Education Recognized as School Board of the Year

Nashville, Tennessee - The Tennessee School Boards Association annually honors a school board for excellent service. To be considered for this award, school boards must be a TSBA Board of Distinction; develop, apply and monitor policy; be involved in long-range planning; promote quality education including use of social media; involved with the legislature, city/county commission, State Board of Education, community and staff; participate in board development activities, including boardsmanship award levels for each member; and exhibit a positive relationship with the media.

This year's School Board of the Year recipient is the Putnam County Board of Education. Members of the Putnam County School Board are:

- Kim Cravens, Chairman and TSBA Upper Cumberland District Director
- Dr. Dawn Fry
- Kerry Ledbetter
- David McCormick
- Lynn McHenry
- Jill Ramsey
- Corby King, Superintendent

Some of the many accomplishments by the 2024 School Board of the Year include:

- The board ensures the consistent and equitable application of policies across the district.
- The Board utilizes many resources to promote quality education in the system. One significant way, is by investing in a communications and marketing supervisor who can communicate the mission and vision of the school system.
- They take the initiative to share the successes of students, teachers, and administrators through a podcast.
- The Board has prioritized building a strong relationship with the County Commission.

- They can agree to disagree and continue to work together for the good of the students and the school system. No grudges are carried forward, and they all strive to respect each other in making difficult decisions.

--end--

A statewide, nonprofit organization, the Tennessee School Boards Association is a federation of all the state's school boards. TSBA's mission is to assist school boards in effectively governing school districts. Through the years, TSBA has helped school boards and their members reach their highest potential through Association programs, meetings and services. TSBA also provides school board members a collective voice in matters of legislation and public education concerns. For more information about TSBA, visit our website at: www.tsba.net.

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PUTNAM COUNTY
SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

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TSBA
2024
School Board
of the Year Award
Presented to the
Putnam County
Board of Education
Kim Carver, Chairman
Dr. Dawn Fry
Kory Lehman
David McCormick
Lynn McHenry
Jill Ranney
Cathy King, Director of Schools



MINUTES

Putnam County Board of Education
Cookeville, Tennessee
October 3, 2024

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, October 3, 2024. Mr. **McHENRY** convened the meeting at 5:00 PM.

PRESENT.....6

ABSENT.....0

- Lynn McHenry, Chair
- Dr. Dawn Fry, Vice-Chair
- Kim Cravens
- David McCormick
- Jill Ramsey
- Kerry Ledbetter

Mr. **McHENRY** stated the Board would address Agenda Item II., Approval of the Agenda noting the following requested addition as VI.F.20.:

“Approval for administration of the bi-annual Tennessee Together Student Survey, during the 2024-2025 school year, in paper form for classroom students and online for remote students. The survey is to be administered to grades 8, 10 and 12 utilizing an active parental consent prior to administration.”

ACTION: (II.) Dr. **FRY** made a motion to approve the agenda to include the addition of Agenda Item VI.F.20., Tennessee Together Student Survey with Power of Putnam, as recommended by Director Corby R. King, Director of Schools, and as submitted. Mrs. **CRAVENS** seconded the motion. Motion carried.

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

Mr. **King** made the following announcements:

- Recognized Catherine Jones with a recommendation for an *I Make A Difference Award*.

Ms. **Jones**, Prescott South Elementary School principal, stated the following regarding her recommendations for the *I Make A Difference Award*:

“I am honored to recommend Krista Hamilton, Kristina Vinson, and Emilee Rector for the You Make a Difference Award. These individuals have demonstrated outstanding dedication and teamwork throughout the years and during the Summer SAC (School-Age Care) program.

Throughout the summer, while campus facilities were being cleaned and waxed, Krista, Kristina, and Emilee went above and beyond in their roles, ensuring that children were well cared for and that SAC services continued without interruption. They worked seamlessly as a team, consistently exceeding expectations with their commitment to creating a safe and engaging environment for the children.

In addition to their exemplary teamwork, they display remarkable kindness and professionalism in their interactions with families and fellow employees. Their ability to handle challenges that arise with grace and a positive attitude have a significant impact that supports children, caregivers, and others involved.

Their efforts do not go unnoticed, and I believe they are truly deserving of this recognition.”

- Recognized Addison Bray for the TSBA Student Recognition Award
- Noted the Director’s Personnel Report

Mr. **McHENRY** stated the Board would address Agenda Item IV., Approval of the Minutes.

ACTION: (IV.A.) Mrs. **RAMSEY** made a motion to approve the Minutes of the Regular April Board Meeting held on Thursday, October 3, @ 5:00 PM, as submitted. Dr. **FRY** seconded the motion. Motion carried.

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

Mr. **McHENRY** 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.

ACTION: (VI.A.1. – VI.F.20.) Ms. **CRAVENS** made a motion to approve the following Consent Agenda, as recommended and submitted by Corby R. King, Director of School including the addition of VI.F.20.:

VI. Approval of Consent Agenda

A. Payments/Purchases

1. Approval of the purchase of 300 Math licenses and assessments for CHS, MHS and UHS from vendor Pathway 2 Careers - Maryville, TN, in the amount of \$11,200.00 to be paid by ISM (Innovative School Models) grant.
2. Approval of payment to Frontline Education in the amount of \$17,927.70 for our continued use of their zoning software package to be paid from 141-72310-599.

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 establish State of Tennessee Special Education PreK grant
 - b. Finance - To budget for purchase of South Franklin Avenue land and building purchase from Fund Balance

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

E. Approval of Grant Report

F. Other

1. Approval of Title I (101) Amendments of FY25 ESSER 3.0.
2. Approval of the Student Teacher Partnership Agreement between the University of Phoenix and the Putnam County School System effective 8/1/24 - 6/30/25 with an option to request renewal for an additional 4 years.
3. Approval of acceptance of the donation of new power and hand tools from Milwaukee Tool to be used in Construction, Welding, Agriculture and Automotive classes at CHS, MHS, UHS and WPA.
4. Approval of the renewal of Coolant Collection Agreement between the Putnam County School System and Atmus Filtration Technologies.
5. Approval of the Student Teacher Partnership Agreement between Nashville State Community College and the Putnam County School System effective from 10/01/24 - 9/30/25.
6. Approval of the amendment to the current Dual Enrollment Agreement between Tennessee College of Applied Technology (TCAT) - Livingston, Tennessee and Putnam County School System to increase the stipend paid per enrolled student for the 2024-2025 school year. Once approved, a DocuSign will follow to Mr. Lynn McHenry and Mr. Corby King.
7. Approval of the request to rescind the September 5, 2024, approval of the purchase of one Scholar Series Greenhouse Structure due to vendor quote calculation error and approve amended quote for the purchase of one Scholar Series Greenhouse Structure for the Avery Trace Middle School from vendor Atlas Greenhouse - Alapaha, GA, in the amount of \$38,009.80 to be paid by ISM (Innovation School Models) grant funds. Atlas Greenhouse is a Sourcewell member, contract number 071223-AGR.
8. Approval of the Student Teacher Partnership Agreement between University of

Tennessee Martin and the Putnam County School System effective between 8/28/24 - 6/30/25.

9. Approval to design and bid on the construction of a secure vestibule at the student entrance at Cookeville High School.

10. Approval of updates to the Innovative School Models (ISM) grant years 3-4. The grant funds CTE grades 6-12 at AMS, ATMS, PSMS, UMS, CHS, MHS and UHS schools.

11. Approval of the media AV teacher stipend for digital signage at Cookeville High School.

12. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between East Tennessee State University and the Putnam County School System effective 8/01/24 - 6/30/25.

13. Approval of the Educator Preparation Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between Tennessee Tech University and the Putnam County School System effective 8/01/24 - 6/30/25.

14. Approval of the Education Provider (EPP) / Local Education Agency (LEA) State Recognized Partnership Agreement between University of Tennessee Martin and the Putnam County School System effective 8/28/24 - 6/30/25.

15. Approval of the amended Putnam County Schools Purchasing Procedure Manual.

16. Approval and notification to the board of the following coaches receiving three (3) stipends:

- Jensen Rohr (year 1)
 - o Tennis Assistant Coach, Girls - CHS
 - o Tennis Assistant Coach, Boys - CHS
 - o Volleyball - PSMS
- Allen Richardson
 - o Track Assistant Boys Coach - CHS
 - o Wrestling Assistant Coach - CHS
 - o Wrestling Coach - PSMS

17. Approval to enter into an agreement with Southeast Sound, Nashville, Tennessee for additional upgrade of the fire alarm system at Cookeville High School in the amount of \$9,695.00 to be paid from 141-72620-399.

18. Approval to accept a donation from Cookeville Heating and Cooling for tools and equipment to be used in a portion of the Cookeville High School carpentry lab.

19. Approval to enter into a service agreement with LINQ Connect for the transition to the new LINQ online payment processing system, LINQ pay. LINQ Pay will

replace LINQ's existing payment processing system. The transition will not affect families who currently use the online payment option.

20. Approval for administration of the bi-annual Tennessee Together Student Survey, during the 2024-2025 school year, in paper form for classroom students and online for remote students. The survey is to be administered to grades 8, 10 and 12 utilizing an active parental consent prior to administration.

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

Mr. **McHENRY** stated under Agenda Item VII., Policy; no policies were submitted.

Mr. **McHENRY** stated the Board would address Agenda Item VIII.A., TISA Accountability.

Mr. Jason **Stickler**, Data and Testing Supervisor stated the following:

- One of the goals must include the district's plan to pursue the goal of seventy percent (70%) or more of the district's third grade students to score "met expectations" or "exceeded expectations" on the English Language Arts (ELA) portion of the TCAP tests. This goal must also detail the district's goal to increase 3rd grade ELA proficiency rates by 15% of the gap over the next three years (starting with the 2022-23 TCAP results) to achieve the district's stated goal of at least 70% of 3rd grade students proficient in ELA.
- Putnam County Schools met both its "Yearly Annual Outcome Target" for Year 1 and Year 2. Putnam County Schools has also worked (and is on target) to close its 15% achievement gap with 52.7% of students reaching proficiency during Year 1. Based upon gains in achievement in Year 1, Putnam County Schools will continue its action plan (outlined within the 2023 - 2024 TISA Accountability Report).

Mr. **McHENRY** stated the Board would address Agenda Item VIII.B., Building Projects.

Mr. Kim Chamberlin provided an update stating:

- A few warranty items came up and American Constructors were working to complete those items.

Mr. **McHENRY** recognized Mr. John Magura, Maintenance Supervisor to speak about the Avery Trace Middle School Softball Field Project.

- Mr. **Magura** stated the following regarding the Avery Trace Softball Field Project Update:
 - Project is going well and the change order had to be corrected due to the collapsed pipe mentioned previously

ACTION: [VIII.B.2.a.(1.) – VIII.B.2.a.(2.)] Dr. **FRY** made a motion to approve the following action items for the Avery Trace Middle School Softball Field Project, as submitted:

1. Approval to pay King Construction, Inc. in the amount of \$311,201.95 and First Horizon Bank (retainage) in the amount of \$16,379.05 for pay application #2 related to the Avery Trace Middle School Softball Field project to be paid from the Putnam County Bond Issue.
2. Approval of Change Order #1 to the ATMS Athletic Fields contract with King Construction Group, Inc. to increase the contract in the amount of \$50,405.00.

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

Mr. **Magura** stated the following regarding the Existing Park View Project Update:

- Final inspection took place with Richard Rinks & Associates.
- Should be finished in the next month.
- A few warranty leaks to be dealt with.

ACTION: [VIII.B.3.a.(1.)- VIII.B.3.a.(2.)] Mr. **McCORMICK** made a motion to approve the following payments for the Existing Park View Project Update, as submitted:

1. Approval to Change Order #1 to the Park View Roof Replacement contract with Southern Roofing to reduce the contract in the amount of \$30,882.00.
2. Approval to pay Southern Roofing of Tennessee in the amount of \$45,712.10 and First National Bank (retainage) in the amount of \$2,405.90 for pay application #12 related to the existing Park View Elementary School Roof Replacement project to be paid from 142 76100 707 933 (ESSER 3.0).

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

Mr. **McHENRY** introduced Mr. Bobby Cox from Energy Systems Group.

Mr. **Cox** provided an update on the existing Park View project stating the following:

- ESG supplied contract information and attachments to Director King to review.
- Putnam County Schools supplied questions back with answers provided back.
- Stamped drawings were sent to Mr. Magura and Mr. King.
- The fire marshal approved all of the provided plans and the code requirements were met.

Mr. **McHENRY** stated the Board would address Agenda Item IX., Adjournment.

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

The Board adjourned at 5:23 PM.

Date

Lynn McHenry
Chair

Corby King
Director of Schools



Putnam County Board of Education Agenda Requests

Date _____ 11/14/2024

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 \$23,650.00 for the design work related to the CHS Auditorium Lighting replacement project from 141-72620-399, General Purpose School Fund.

received
10-15-24 MT 



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

Bill To Putnam County (TN) Board of Education 1400 E Spring St Cookeville, TN 38506 Attn: John Magura jmagura@pcastn.com
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Invoice # 24044-01
Date 9/5/2024

Project		Description			Amount
CHS Auditorium Lighting Replacement		Electrical Engineering			
	Current Service	Fee	Complete	Previously Billed	
	Preliminary Document Phase	\$7,400.00	100%	\$0.00	\$7,400.00
	Construction Document Phase	\$16,250.00	100%	\$0.00	\$16,250.00
	Construction Administration Phase	\$7,600.00	0%	\$0.00	\$0.00
Total Due the Invoice					\$23,650.00

Thanks for the opportunity to provide this service.
 **Payment is due within 30 days of invoice.
 Please include invoice number on payment



Board Agenda Request
For Nov 14, 2024 Meeting

Date 10/21/2024

Department CTE

Person Submitting Jackie Vester *JMV*

Account Number (if appropriate) 141 E 71300 730 000 02518 037
141 E 71300 730 000 02518 055
141 E 71300 730 000 02518 090

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approval of the purchase of a Clear Touch interactive table and digital signage/activity boards with portable audio system for the CTE career exploration bus from vendor Central Technologies - Knoxville, TN, in the amount of \$12,848.90 to be paid by ISM (Innovative School Models) grant.

received
10/21/24 *MT*



We have prepared a quote for you

**Clear Touch / Audio Enhancement XD Solo -
Cookeville HS CTE**

Quote # 024303
Version 1

Prepared for:

Putnam County School System

Jaclyn Vester
Jvester@pcsstn.com

Clear Touch

Description	Price	Qty	Ext. Price
CTI-STAND-MINC Mini Convertible Mobile Stand - Curve-Shaped Open Base with Motorized Height / Tilt Adjustment, Anti- Collision (for use with 7043XE & 7043XT)	\$1,832.50	1	\$1,832.50
CTI-7043XT-UH20 43" 7000XT Series Interactive Panel with low latency, points of touch 40 Windows; 32 Android, PCAP Technology - Ultra HD. Wall mount, WIFI module and 2 passive capacitive pens included.	\$2,284.44	1	\$2,284.44
CTI-PCOPS-PC15-SMW OPS PC Module - Intel i5 Six Core, 10th Gen / 16GB DDR4 / 256GB SSD / Ultra HD (with Microsoft Windows 10 Professional) compatible with A+ and XT panels. 1 yr limited warranty	\$1,249.17	1	\$1,249.17
CDS-MBLDS-EVOH Evo Roll Pro 43" Portrait Display, HD 1920X1080 Resolution IP65 Rated Auto-Adjusting 2000 Nits Brightness Mobile Digital Signage System with Android OS, 12+ Hour Quick Charge Batter and 1-Year Warranty	\$3,568.89	1	\$3,568.89
CTI-EXWTY-7043-2Y Extended Limited Warranty for 7000 Series 43" Interactive Panels; Total of 5 Years	\$0.00	1	\$0.00
CDS-SHODS-CMSD-5YR Sho Cloud Content Management System - Single License - 5 Year Subscription. *Subject to the terms of the End User License Agreement.	\$465.89	1	\$465.89
CDS-MUV27-INDS-S27 Müv 27 - 27" Interactive Digital Signage - UHD - Android 11.0, 4+64G, EDLA. 1 yr limited warranty	\$1,166.67	1	\$1,166.67
Shipping Shipping	\$195.00	1	\$195.00

Subtotal: **\$10,762.56**

Audio Enhancement

Description	Price	Qty	Ext. Price
XD-1100 XD Solo Portable System (XD Mic Not Included)	\$1,357.13	1	\$1,357.13
ST-XD-9026 XD Teacher Box with Teacher Pendant Microphone	\$230.21	1	\$230.21
Shipping Shipping	\$49.00	1	\$49.00

Subtotal: **\$1,636.34**

Equipment Install

Description	Price	Qty	Ext. Price
LABORCB Central Tech labor	\$450.00	1	\$450.00

Subtotal: **\$450.00**

Purchasing Vehicle

Description	Qty
TIPS-USA TIPS-USA CONTRACT - 240101 - Technology Solutions CONTRACT - 240101	1

Clear Touch / Audio Enhancement XD Solo - Cookeville HS CTE

Prepared by:

Knoxville HQ

Mark Smith
615-445-9057
mark@centralinc.com

Prepared for:

Putnam County School System

1 Cavalier Drive
Cookeville, TN 38501
Jaclyn Vester
(931) 520-2287
jvester@pcsstn.com

Quote Information:

Quote #: 024303

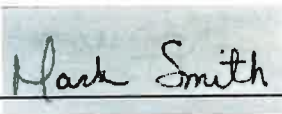
Version: 1
Delivery Date: 10/04/2024
Expiration Date: 10/18/2024

Quote Summary

Description	Amount
Clear Touch	\$10,762.56
Audio Enhancement	\$1,636.34
Equipment Install	\$450.00
Total:	\$12,848.90

Knoxville HQ

Signature: _____



Name: Mark Smith

Title: Strategic Account Manager

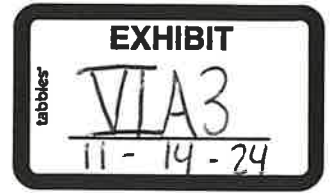
Date: 10/04/2024

Putnam County School System

Signature: _____

Name: Jaclyn Vester

Date: _____



Putnam County Board of Education Agenda Requests

Date _____ 11/14/2024

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 Toadvine Enterprises in the amount of \$194,452.00 for 80% of the completion of the removal and replacement of old bleachers at ATMS. Note, this purchase was Board approved on 12/7/2023 (IV.F.3.).

received
10-21-24 MT 

TOADVINE ENTERPRISES

Seating • Scoreboards • Gymnasium Equipment

INVOICE

Invoice Number: 11019
Invoice Date: 10/16/2024

P.O. Box 190
Fisherville, KY 40023
Phone: 502-241-6010
Fax: 502-241-2288

Bill To:
Putnam County School System 1400 East Spring Street Cookville TN 38506

Ship To:
Avery Trace MS 2300 Raider Drive Cookville TN 38501

Customer Order/PO Number	Payment Terms	TE Job Number	Due Date
4442400315	Net 30 Days	24-008	11/15/2024

Quantity	Description	Unit Price	Extended Price
1.00	80% Invoice - Removal of old bleachers and replace with new	194,452.00	194,452.00

Thank You For Your Business!

Gross Amount Due	194,452.00
Less Retainage	0.00
TOTAL AMOUNT DUE	194,452.00



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: October 23, 2024

RE: Park View School Playground


Account Funding Code (if appropriate): 141-76100-799-02504

Backup included


Backup to follow

Agenda Item for November 14, 2024, Board meeting:

Request permission to purchase playground equipment for Park View School from Blue Grass Recreation Sales and Installation, based on Sourcewell contract 010521-LTS-4, in the amount of \$104,735.90



Supervisor 10/23/24
Date



Director of Schools 10/23/24
Date

received
10/23/24

SAMPLE PROPOSAL



Prepared by:

Bluegrass Recreation Sales
and Installation, LLC
434 Quirks Run Rd
Danville KY 40422
PH: 423-329-7735

10.21.24

This proposal is valid for 30 days

Proposal number:

TS102124PUT

Proposal prepared for:

Putnum School district
1400 East Spring Street
Cookeville, TN 38506

Tim Martin martint3@pcsstn.com

Terms:

net 30

Please provide site name: Putnam USD New school opt 4

Little Tikes Commercial Playgrounds	Unit Price:	Qty.:	Ext. Price:
Promo structure NRG24-73932	\$44,291.00	1	\$44,291.00
Promo Structure PB22-73263	\$17,048.00	1	\$17,048.00
Swings 4 bays 8- belt seats LT0930-LT0932	\$8,735.00	1	\$8,735.00
6' freestanding slide 200203667	\$5,496.00	2	\$10,992.00
1 Revolution Inclusive Spinner 200203413	\$ 6,315.00	1	\$ 6,315.00
6' kid timbers 100001231 black or red	\$104.00	21	\$2,184.00
16x16' shade	\$4,182.00	1	\$4,182.00
Discounting on product includes Sourcewell contract 010521-LTS-4 maturity date 2.17.26. Additional promotion product discount from 2024 LT promo	-\$29,362.10	1	-\$29,362.10
	-\$174.00	1	-\$174.00
will reuse existing border and transition in remaining border pieces above			
Installation of all items above	\$33,139.00		\$33,139.00
Does not include site work, demo or disposal of any items			
Freight on Little Tikes border, slide, and swings & Shade	\$5,550.00		\$5,550.00
Free freight on items sold with promo pricing	-\$4,800.00		-\$4,800.00
Permitting for shade not provided - engineered drawings for permitting	\$675.00		\$675.00
shade installation does not include permitting by others	\$5,961.00		\$5,961.00
Total:			\$104,735.90

THIS QUOTE GOOD THRU 11.30.24

Payment is due within 30 days after receipt of product. Past due amounts will incur finance charges.

Your Eastern Tennessee

Playground Consultant is: Tracy Stypa 423-329-7735

Representative Signature:

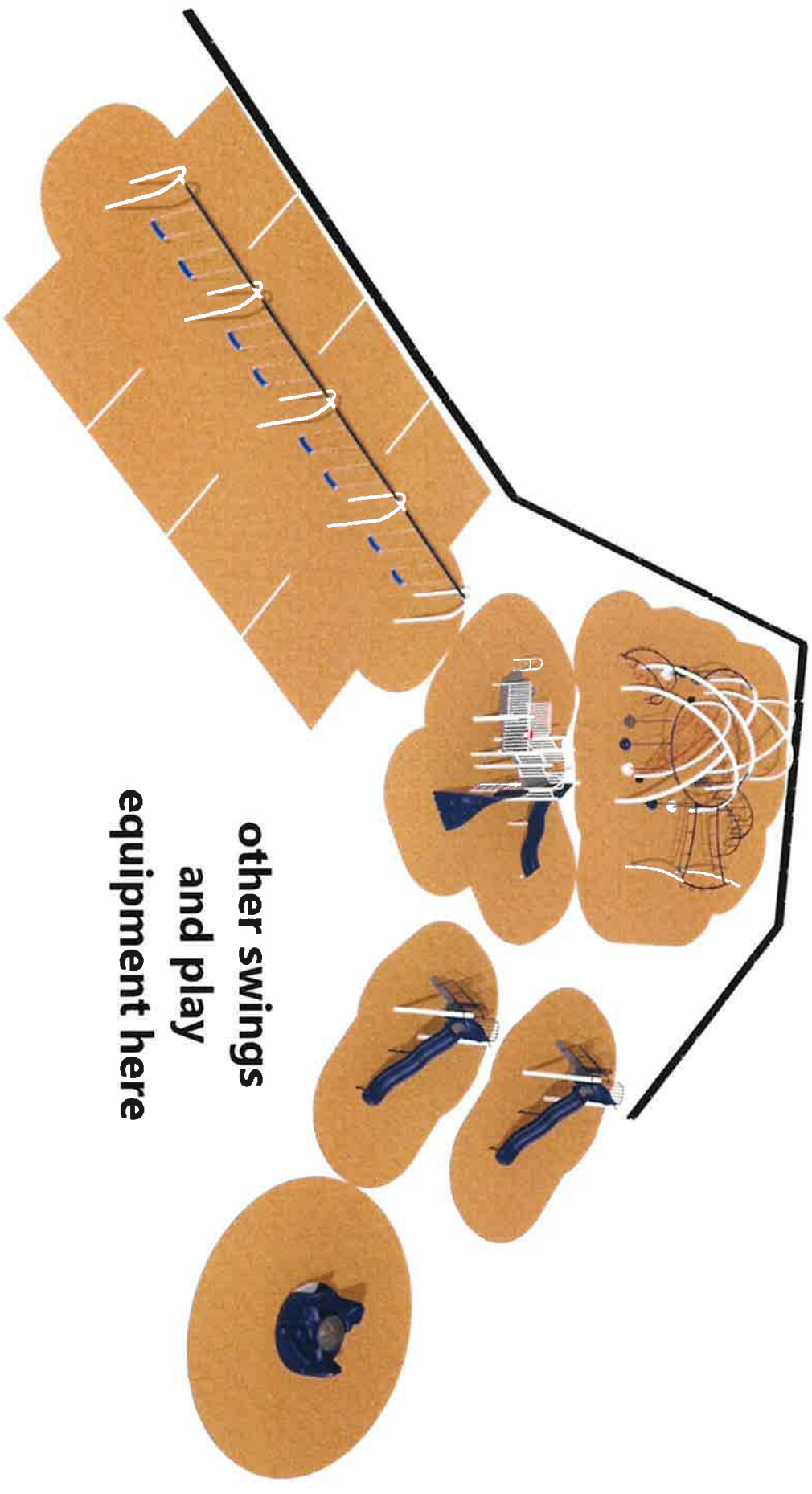
Customer

Acceptance: _____

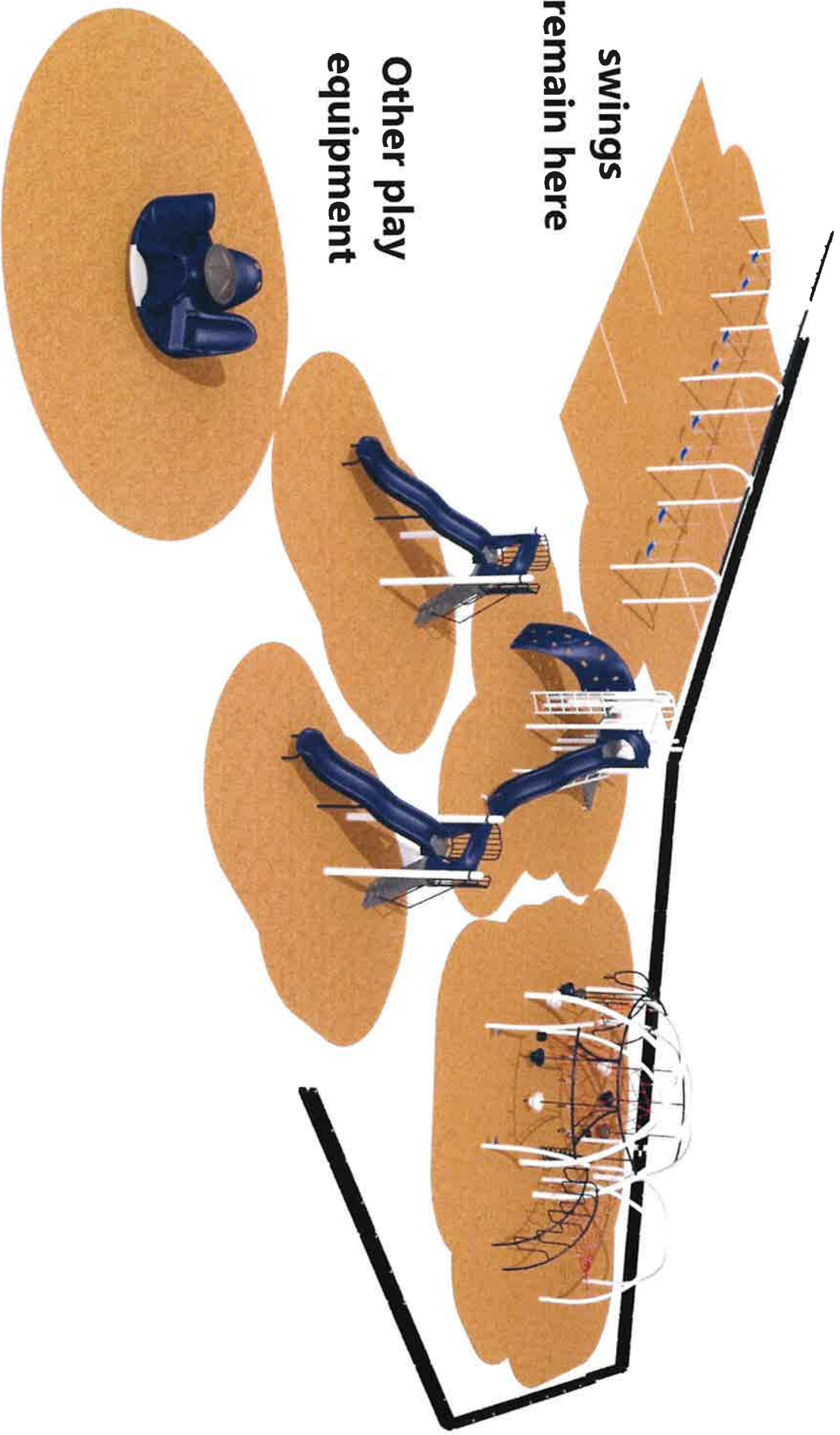
Date: _____

Credit card payments will incur a 3% processing fee on the total of the order

Installation charges assume no rock that cannot be reasonably removed with common hand tools. If heavy rock is encountered, additional charges may apply. Deposit may be required.



**other swings
and play
equipment here**



**swings
remain here**

**Other play
equipment**

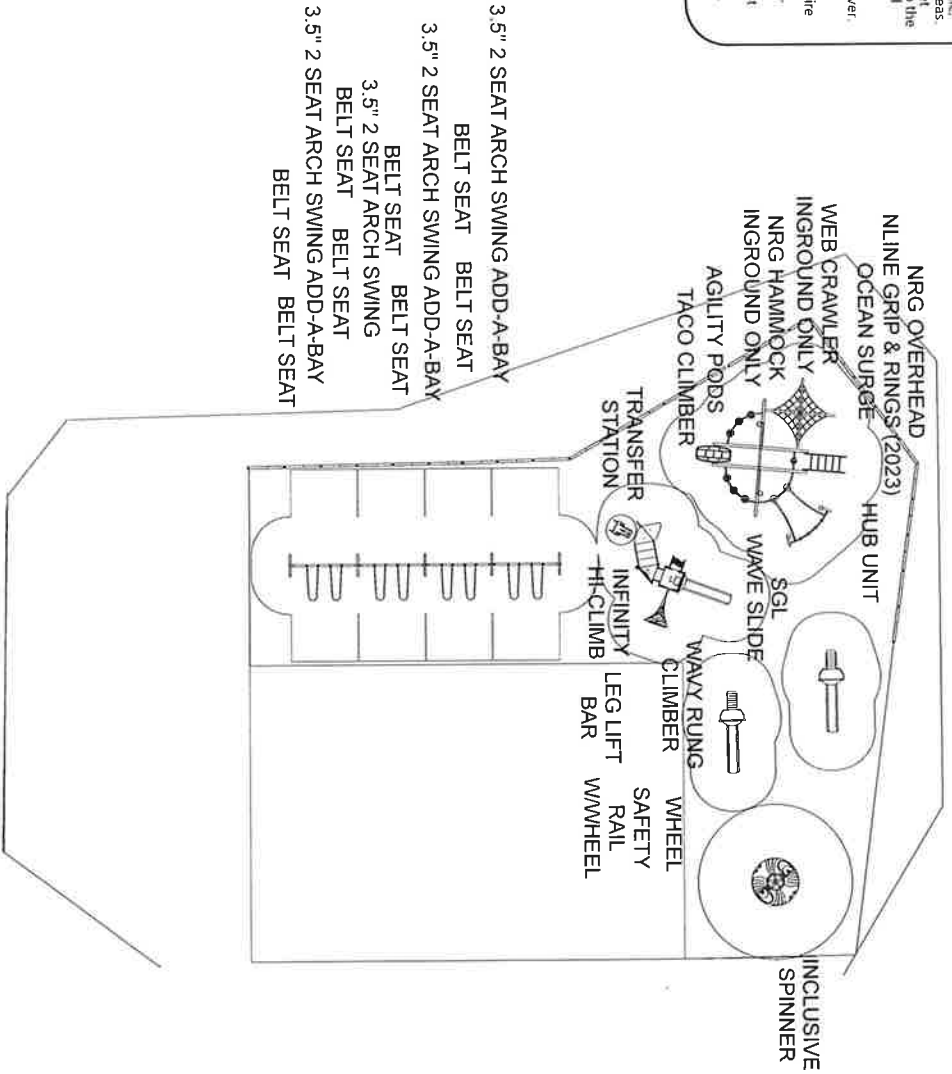
General Notes:

Age Group

- 2-5 YRS 5-12 YRS 2-12 YRS 3+ YRS

1. The Americans with Disabilities Act (ADA) may require that you make your park and/or playground accessible when viewed in its entirety. Please consult your legal counsel to determine if the ADA applies to you.
2. For playground equipment to be considered accessible, accessible surfacing must be utilized in applicable areas.
3. Although a particular playground design may not meet the proposed access Board requirements, the appropriate number of ground clearance components, the actual height of ground clearance when considering existing play components.
4. All deck heights are measured from top of ground cover.
5. Fall absorbing ground cover is required under and around all play equipment.
6. The minimum recommended fall zone around the entire playstructure is shown. This zone is to be free of all tripping or collision hazards (i.e. roots, rocks, border material, etc.).
7. All posts, if any, are identified by text showing the post height. 1.596 represents a 96 inch post.
8. Not all equipment may be appropriate for all children. Supervision is required.

SLIDE FREESTANDING 6' WAVE STRAIGHT
SLIDE FREESTANDING 6' WAVE STRAIGHT



- 3.5" 2 SEAT ARCH SWING ADD-A-BAY
BELT SEAT BELT SEAT
- 3.5" 2 SEAT ARCH SWING ADD-A-BAY
BELT SEAT BELT SEAT
- 3.5" 2 SEAT ARCH SWING
BELT SEAT BELT SEAT
- 3.5" 2 SEAT ARCH SWING ADD-A-BAY
BELT SEAT BELT SEAT



Project: New Putnam Elementary Option 3 Putnam, TN
LTCPS rep: Tracy Styga Bluegrass Recreation 423-329-7735
Ground Space: 88'-6" x 93'-6" Protective Area: 103'-0" x 106'-0"
Drawn by: Tracy Styga Date: 9/30/2024 DWG Name: R0335_45568425283
LTCPS - Farmington 878 East Highway 60 Monett, Missouri 65708 Voice: 1-800-325-8828 Fax: 417-354-2273

Playground Layout Compliance:



LEED points for this structure
1



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: October 28, 2024

RE: Upperman Middle School Playground


Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for November 14, 2024, Board meeting.

Request permission to purchase 1800 ft² of turf for the play area, to be paid from school funds.



Supervisor 10/28/24

Date



Director of Schools _____
Date

received
10-28-24
MAT



Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee 38544

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

Jessica Etheredge, Principal

Larissa Rector, Assistant Principal Dustin Williams, Assistant Principal

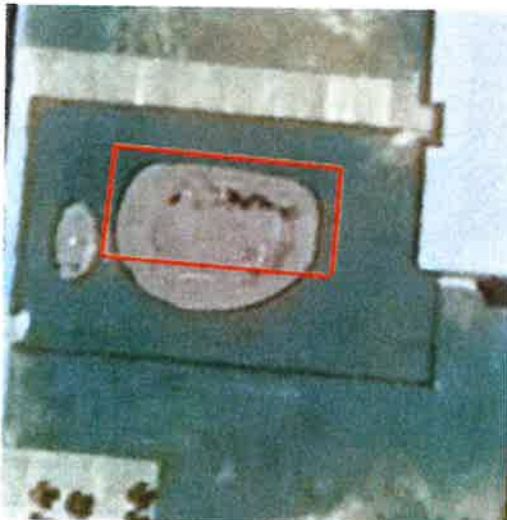
October 24, 2024

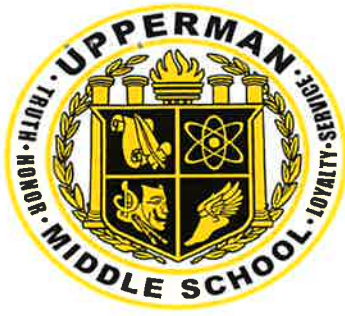
Dear Mr. King and Putnam County Board of Education:

Upperman Middle School participated in the UpLift energy program last year and was awarded \$10,000 in prize money, which was stipulated to be spent on something the students wanted, and that could be enjoyed by all students. Students voted to continue upgrading their recess areas. We would like to spend our money on turfing the playground near the cafeteria. We received two quotes for the work. We would like to accept the one from Recreational Concepts.

Thank you,
Jessica Etheredge
Principal

The red box is where the turf would go:





Upperman Middle School

6700 Nashville Hwy. Baxter, Tennessee 38544

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

Jessica Etheredge, Principal

Larissa Rector, Assistant Principal

Dustin Williams, Assistant Principal



PROPOSAL

Created: 10/10/2024

Modified:

Quote Name: Upperman Middle Turf

Prepared By: Chris Hedrick
 (931) 303-0227
chris@rec-concepts.com

Prepared For: Jessica Etheredge
 931-858-6601
jessica.etheredge@pcsstn.com

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

Ship To: TBD

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

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

Lead Time: **1-2 Months**
 Payment Terms: 50% down at PO, 25% upon delivery,
 Balance upon completion

We are pleased to submit this proposal to supply the following items:
 Upperman Middle School Turf

QTY	Model No	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
1		1800 sq. ft. of ForeverLawn Playground Grass Discovery - Second Run Includes Tear Out and Removal of Dirt, Rock, Rubber Curbs, Perimeter Board, and Installation Materials <i>*Assumes We Can Leave Dirt On Site</i> <i>*See attached equipment breakdown, color renderings specifications and warranties</i>		\$ 10,000.00		\$ 10,000.00

Subtotal	\$	10,000.00
Freight	\$	-
Tax Rate		
Project Tax	\$	-
Equipment Installation		
Project Total	\$	10,000.00

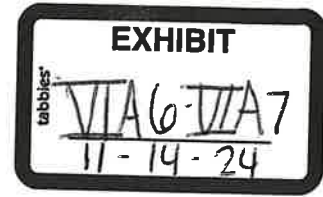
Turf Masters Landscape Management
PO Box 2129
Cookeville, TN 38502

Estimate

Name/Address
Upperman Middle School 6700 Nashville Highway Baxter, TN 38544

Date	Estimate No.	Project
10/23/24	2083	

Item	Description	Quantity	Cost	Total
Landscape	Playground renovation (Turf) 30 x 60 area	1	12,220.00	12,220.00
			Total	\$12,220.00



PCSS Board Agenda Request For 2024 Meeting

Date: November 14, 2024

Department Federal Programs

Person Submitting Bridgett Carwile *YBC*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

☆ Title I (101) amendments

VIAG

- Purchase of (238) **Asus Chromebooks and Chrome OS Management, item #CR1104CGA-YZ84 for Putnam County Schools from Bluum** in the amount of **\$73,200.34** per quote #343723, contract #01-150 Omnia (NCPA) to be paid from 142-71100-722-101 for the following schools:
 - Jere Whitson (25) Chromebooks/licensure \$7654.50
 - Algood Middle School (28) Chromebooks/licensure \$8573.04
 - Sycamore Elementary School (16) Chromebooks/licensure \$4898.88
 - Cane Creek Elementary School (32) Chromebooks/licensure \$9797.76
 - Upperman Middle School (12) Chromebooks/licensure \$3674.16
 - Avery Trace Middle School (65) Chromebooks/licensure \$19,901.70
 - BURKS Elementary School (50) Chromebooks/licensure \$15,638.50
 - Prescott South Middle School (10) Chromebooks/licensure \$3061.80

received
10-30-24 *mf* *CK*

- **Purchase of (11) Viewsonic Touch Screen Boards** in the amount of **\$22,161.04** IFP7550-E2 (with cart) and IFPEW-7507 (wall mounted) from **Quotes 346923, 336409, & 343474** from account number 142-72210-790-101 for the following schools:

- Allgood Elementary School (2) Viewsonic boards with cart and (6) wall mounted Viewsonic Boards \$15,768.02
- Avery Trace Middle School (1) Viewsonic board with cart \$2259.01
- Cane Creek Elementary School (1) Viewsonic wall mounted Board \$1875.00
- Prescott South Middle School (1) Viewsonic board with cart \$2259.01

VIA 1



Quote

#343723

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

09/25/2024

Bill To
Accounts Payable
Putnam County School District
1400 E Spring Street
Cookeville TN 38506

Ship To
9332500047
PUTNAM COUNTY CENTRAL RECEIVING
240 RAIDER DRIVE
COOKEVILLE TN 38501

Memo:

Expires	Sales Rep	Contract	Terms
12/24/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext Price
1	CROSSWDISEDUNEW Google Chrome OS Management Console License, Education	Google	\$33.00	\$33.00
1	CR1104CGA-YZ84 11.6" Intel N100 8G 64G CRM ASUS Chromebook Mineral Grey 11.6 HD 1366X768 16:9 220nits Anti-Glare NTSC: 45% Intel Processor N100 0.8 GHz (6M Cache, up to 3.4 GHz, 4 cores) ALDER LAKE LPDDR5 8GB (8GB LPDDR5 on board) Intel U	ASUS	\$273.18	\$273.18

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$306.18
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$306.18

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com



343723



Quote

#346923

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

10/23/2024

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
12/31/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E2 Viewsonic IFP7550-E2 - 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 & VB-STND-001 MOBILE CART	Viewsonic	\$2,259.01	\$2,259.01
1	IFP-EW-75-07 ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal \$2,259.01

Tax Total \$0.00

Shipping Cost \$0.00

Total \$2,259.01

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, 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. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



346923



Quote

#336409

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

08/01/2024

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
10/30/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E2 Viewsonic IFP7550-E2 - 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 & VB-STND-001 MOBILE CART	Viewsonic	\$2,259.01	\$2,259.01
1	IFP-EW-75-07 ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal	\$2,259.01
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$2,259.01

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com

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336409



Quote

#343474

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

09/24/2024

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
12/23/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E1 <i>Contract Reference: 01-150 Omnia (NCPA)</i> 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-75-07 <i>Contract Reference: 01-150 Omnia (NCPA)</i> ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal	\$1,875.00
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$1,875.00

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

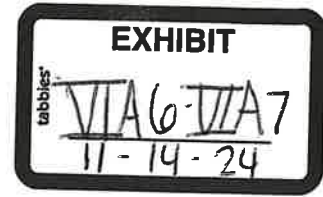
bluum.com

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Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



343474



PCSS Board Agenda Request For 2024 Meeting

Date: November 14, 2024

Department Federal Programs

Person Submitting Bridgett Carwile *YBC*

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of:

☆ Title I (101) amendments

VIAG

- Purchase of (238) **Asus Chromebooks and Chrome OS Management, item #CR1104CGA-YZ84 for Putnam County Schools from Bluum** in the amount of **\$73,200.34** per quote #343723, contract #01-150 Omnia (NCPA) to be paid from 142-71100-722-101 for the following schools:
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 - Algood Middle School (28) Chromebooks/licensure \$8573.04
 - Sycamore Elementary School (16) Chromebooks/licensure \$4898.88
 - Cane Creek Elementary School (32) Chromebooks/licensure \$9797.76
 - Upperman Middle School (12) Chromebooks/licensure \$3674.16
 - Avery Trace Middle School (65) Chromebooks/licensure \$19,901.70
 - BURKS Elementary School (50) Chromebooks/licensure \$15,638.50
 - Prescott South Middle School (10) Chromebooks/licensure \$3061.80

received
10-30-24 *mf* *CK*

- **Purchase of (11) Viewsonic Touch Screen Boards** in the amount of **\$22,161.04** IFP7550-E2 (with cart) and IFPEW-7507 (wall mounted) from **Quotes 346923, 336409, & 343474** from account number 142-72210-790-101 for the following schools:

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VIA 1



Quote

#343723

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

09/25/2024

Bill To
Accounts Payable
Putnam County School District
1400 E Spring Street
Cookeville TN 38506

Ship To
9332500047
PUTNAM COUNTY CENTRAL RECEIVING
240 RAIDER DRIVE
COOKEVILLE TN 38501

Memo:

Expires	Sales Rep	Contract	Terms
12/24/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext Price
1	CROSSWDISEDUNEW Google Chrome OS Management Console License, Education	Google	\$33.00	\$33.00
1	CR1104CGA-YZ84 11.6" Intel N100 8G 64G CRM ASUS Chromebook Mineral Grey 11.6 HD 1366X768 16:9 220nits Anti-Glare NTSC: 45% Intel Processor N100 0.8 GHz (6M Cache, up to 3.4 GHz, 4 cores) ALDER LAKE LPDDR5 8GB (8GB LPDDR5 on board) Intel U	ASUS	\$273.18	\$273.18

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Subtotal	\$306.18
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$306.18

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com



343723



Quote

#346923

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

10/23/2024

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
12/31/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E2 Viewsonic IFP7550-E2 - 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 & VB-STND-001 MOBILE CART	Viewsonic	\$2,259.01	\$2,259.01
1	IFP-EW-75-07 ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal \$2,259.01

Tax Total \$0.00

Shipping Cost \$0.00

Total \$2,259.01

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, 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. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



346923



Quote

#336409

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

08/01/2024

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
10/30/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E2 Viewsonic IFP7550-E2 - 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 & VB-STND-001 MOBILE CART	Viewsonic	\$2,259.01	\$2,259.01
1	IFP-EW-75-07 ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal	\$2,259.01
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$2,259.01

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, 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. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



336409



Quote

#343474

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

09/24/2024

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
12/23/2024	807 Dan Boshers	01-150 Omnia (NCPA)	Net 30

Qty	Item	MFG	Price	Ext. Price
1	IFP7550-E1 <i>Contract Reference: 01-150 Omnia (NCPA)</i> 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-75-07 <i>Contract Reference: 01-150 Omnia (NCPA)</i> ViewSonic 70 - 79 Interactive Display Extended On-Site Warranty for 4th, 5th, 6th, and 7th Year	Viewsonic	\$0.00	\$0.00

Subtotal	\$1,875.00
Tax Total	\$0.00
Shipping Cost	\$0.00
Total	\$1,875.00

Thank you,

Dan Boshers

E: dan.boshers@bluum.com

bluum.com

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions. For quotes over \$25,000 a Purchase Order is required, 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. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



343474



Putnam County Board of Education Agenda Request

Name of Person Making Request: Sheri Roberson

Department: Special Education

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


 X Backup Included

 Backup to follow

Approval to purchase from Stages Learning Materials Vista, California for Language Builder ARIS Stage 2 Resource Hub Annual Subscription (for PreK students with disabilities) in the amount of \$12,987.00 to be paid from 141-71200-429-02152 as submitted.



Sheri Roberson, Special Education Supervisor 11/5/24
Date



Corby King, Director of Schools 11/5/24
Date



141-71200-429-02152



Putnam County School System - Resource Hub Renewal

Putnam County School System

1400 East Spring Street
Cookeville, TN 38506
United States

Sheree bernard

bernards@pcsstn.com
931- 526 - 9777

Reference: 20240610-151604285

Quote created: June 10, 2024

Quote expires: June 30, 2025

Quote created by: Kelly Bratcher

Director of District Partnerships

kelly.bratcher@stageslearning.com

8654103955

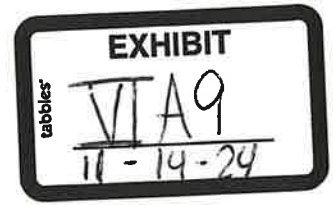
Comments from Kelly Bratcher

Please send purchase orders to orders@stageslearning.com

Products & Services

Item & Description	Quantity	Unit Price	Total
ARIS Resource Hub Annual Subscription Annual subscription to our comprehensive online ecosystem with interactive guides, assessment tools, and support for enhancing your ARIS programming.	13	\$999.00	\$12,987.00
	One-time subtotal		\$12,987.00
	Total		\$12,987.00

Purchase terms



PCSS Board Agenda Request

Date: November 14th, 2024

Department: Data / Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N / A

Check one:

Backup included (Pearson Quote, Knox County Procurement Documents)

Backup to follow

Statement to be included in Board Agenda Packet:

Requesting approval to purchase AimswebPlus in the amount of \$26,250 from 141 – 72130 – 322 - 02103.

Putnam County Schools would like to "Piggyback" off of Knox County Schools procurement contract renewal for 2024 – 2025 (to satisfy PCSS procurement requirements).





Pearson

QUOTE / PROFORMA

Customer Bill-to:

PUTNAM COUNTY BOE
1400 E SPRING ST
COOKEVILLE TN, 38506-4313

Attention:

Customer Ship-to:

PUTNAM COUNTY BOE
1400 E SPRING ST
COOKEVILLE TN, 38506-4313

Attention:

NCS Pearson, Inc.

P.O Box 599700,
San Antonio, TX 78259
Tel: 800-627-7271
Tax ID No:
41-0850527

Quote/Proforma Number : 296900

Date : 07-OCT-2024

Customer Account# : 3879763

Sales Order Number : 296900

Customer PO# : :

Currency : USD

Shipment Terms : Paid

Customer Tax Number : :

Number of Pages : Page 1 of 2

Prices will be honored for 60 days from price quote date.
This price quote does not guarantee stock availability and shipping amount is estimated, standard shipping charges apply.

Total Ordered Quantity (No. Of Items)	:	4506
Other Charges	:	USD \$0.00
Net Amount	:	USD \$26,250.00
Tax Total	:	USD \$0.00
Quote/Proforma Total	:	USD \$26,250.00
Amount Due	:	USD \$26,250.00

REMITTANCE INFORMATION	
Make Checks Payable to: 13036 COLLECTION CENTER DRIVE CHICAGO 60693 NCS Pearson, Inc.	Bank Wire to: Bank of America N A 071000039 A/C No: 8188105388 SWIFT: 071000039



Pearson

Quote/Proforma Number: 296900

Page 2 of 2

Item Number	Item Description	Quantity	Unit Price	Discount	Tax	Line Total
AIMPLSCSUB	AIMSWEBPLUS COMPLETE NEW QTY 1 (DIGITAL)	4500	4.50	NET	0.00	\$20,250.00
A103000371851	TRAINING CUSTOMIZATION PILLAR 2 ADMINISTRATIVE FEE - CAP	6	1000.00	NET	0.00	\$6,000.00

*** IMPORTANT CUSTOMER MESSAGES ***

AW+ RENEWAL SY 24-25

QUOTE/PROFORMA TOTALS		Subtotal	Total Other Charges	Total Tax	Total Due
		USD	USD	USD	USD
		\$26,250.00	\$0.00	\$0.00	\$26,250.00

By placing your order, you hereby agree to the Terms and Conditions which govern your purchase:

<https://www.pearsonassessments.com/footer/terms-of-sale---use.html>

For questions, please visit our support site at

<https://www.pearsonassessments.com/contact-us.html>



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

**Knox County Procurement Division
Extension of Purchase Contract**

Knox County Government desires the extension of the following described Contract with your company.

Vendor: NCS Pearson **Date:** June 12, 2024

Email: karen.quist@pearson.com

Contact: Karen Quist

Name of Bid: Web-Based Assessment and Monitoring Management (RTI)

Munis Contract Number: 2686 **Bid Number:** 3220 **Contract Number:** 22-389

Buyer: Christina Beeler **Phone Number:** 865-215-5772

Length of Contract Extension: August 1, 2024 through July 31, 2025

Additional Options to Renew: Yes (after current)

Number of renewals remaining: Two (2) remaining

NOTE: Please sign and email back to the Procurement Division indicating your intent to renew or not to renew as indicated below immediately. Please return original signature to the address listed above. Please include your updated Certificate of Insurance with endorsement pages listing Knox County as additional insured referencing RFP# 3220.

Yes, I agree to extend the Contract specified above.

Yes, with Amendment. I agree to extend the Contract specified above with amendment. Please attach amendment to this extension.

Note: All contract amendments must be approved by the Purchasing Division, the user department and the Knox County Law Department (if required).

No, I do not wish to extend the Contract specified above.

Print Name: Craig Bushman **Title:** General Manager

Signature:   **Date:** 06/14/2024



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division
Departmental Approval of Term-Contract Renewal

To: Paula Sarver

Date: May 6, 2024

From: Christina Beeler, Knox County Procurement Division

Name of Contract: Web-Based Assessment and Monitoring Management (RTI)

Vendor (S): NCS Pearson

Initiation Date: August 1, 2024

Expiration Date: July 31, 2025

Available Renewals: Yes (after current)

Renewals: Two (2) Remaining

1. The Department Head **DOES** want the bid renewed.

Confirmed by: Paula Sarver

2. The Department Head **DOES NOT** want the bid renewed.

Confirmed by: _____

****This Section is to be completed by a Procurement Division Representative.****

3. A Price Change is:

A. Permissible under the terms of the Bid/Proposal/Contract
(if renewal is desired, price negotiations will be forthcoming)

B. Not permissible under the terms of the Bid/Proposal/Contract

4. Other Notes: _

5. Buyer: Christina Beeler



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

**Knox County Procurement Division
Addendum I to Request for Proposals #3220
Web-Based Assessment and Monitoring/ Management Response to
Intervention (RTI) Technical Tool**

Addendum Date: March 23, 2022

Buyer: Christina Beeler

Opening Date: April 6, 2022 at 2:00 pm EST

Total Page(s): One (1) Page

The following is for Clarification:

- Question 1:** Is the District seeking proposals to implement an instructional tool in addition to (or tied to) the screener and progress monitoring assessments?
- Answer 1:** We are looking for a tool that functions as a screener and for progress monitoring, not an instructional tool tied to the screener/progress monitoring assessment.
- Question 2:** Will the District accept proposals for only a subset of the general specifications on page 12, Section 4.3 ? For example, could vendors bid for only a universal screening assessment, rather than both a screener and progress monitoring tool?
- Answer 2:** We are looking for a tool that is both a screener with the ability to also use for progress monitoring.
- Question 3:** In 2019, the bid was canceled per the following communication, "We cancelled as no vendor provided universal screening and progress monitoring in the academic area of written expression." Are there non-negotiable, mandatory specifications the district requires in order to award contract(s) for this RFP?
- Answer 3:** The technical specifications listed in the RFP are mandatory. Although a tool that consists of all required assessed areas would be preferable, this is not a non-negotiable component in this RFP.

End of Addendum #1.

Addendum must be acknowledged in TAB II of your submittal.

A handwritten signature in black ink that reads "Christina Beeler".

Christina Beeler
Senior Buyer, Knox County Procurement

Evaluation of RFP #3220

Web-Based Assessment and Monitoring Management Response to Intervention (RTI) Technical Tool

Evaluator Christina Beeler

Date May 11, 2022

	Proposed Methodology, Approach, and Timeline out of 25 Points	Experience, Capabilities, and Qualifications out of 25 Points	Technical Specifications out of 20 Points	Cost out of 15 Points	Partnership Strength out of 10 Points	References out of 5 Points	Total Points out of 100
Curriculum Associates	19.40	24.00	17.00	8.23	9.20	5.00	82.83
Illuminate Education	16.20	21.20	18.20	11.41	8.80	4.17	79.98
NCS Pearson	23.00	23.80	18.60	15.00	9.40	0.00	89.80

An award will be extended to NCS Pearson.

The Procurement Division of Knox County, Tennessee will receive sealed proposals for the provision of **Web-Based Assessment and Monitoring/ Management Response to Intervention (RTI) Technical Tool** as specified herein. Proposals must be received by **2:00 p.m. on April 6, 2022**. Late proposals will neither be considered nor returned.

Deliver Proposals To:

**Proposal Number 3220
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Proposal Envelope must show the Company Name, Proposal Number, Proposal Name & Proposal Closing Date.

SECTION I PROPOSAL PREPARATION AND SUBMISSION

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Christina Beeler, Senior Buyer, CPPB, at 865.215.5769. Questions may be faxed to 865.215.5778 or emailed to christina.beeler@knoxcounty.org. Information about the Knox County Procurement Division and current solicitations may be obtained on the Internet at www.knoxcounty.org/procurement.
- 1.2 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the proposal closing, unless otherwise indicated in their proposal.
- 1.3 ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals (those not equal to specifications) unless authorized by the Request for Proposals.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

- 1.5 AWARD:** Award will be made to the most responsive, responsible proposer(s) meeting specifications and presenting the product(s) and/or service(s) that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis or by multiple awards. Knox County reserves the right to not award this proposal. Award will be made in accordance with the evaluation criteria specified herein.
- 1.6 BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Vendors who wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Diane Woods, CPPB, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
Email: diane.woods@knoxcounty.org

- 1.7 CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regards to solicitations and closures:

- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

- 1.8 CONFLICT OF INTEREST:** Vendors must have read and complied with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the closing of this solicitation. Knox County's Non-Conflict of Interest Policy is available for review at https://www.knoxcounty.org/purchasing/conflict_policy.php.
- 1.9 COOPERATIVE PURCHASING:** Proposers must indicate whether or not it is permissible for other governments in Tennessee to purchase these items or services at the same price. Indicate any additional delivery charges or minimum orders for purchases by other entities as applicable.
- 1.10 COPIES:** Knox County requires that proposals be submitted as one (1) marked as original and one (1) exact copy. Proposers must also scan their entire response into one (1) .pdf file and submit on a flash drive.
- 1.11 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition will result in the proposal being considered non-responsive and disqualified.
- 1.12 ELECTRONIC TRANSMISSION OF PROPOSALS:** Knox County's Procurement Division **will not** accept electronically transmitted proposals. Facsimile submission is strictly prohibited. Due to the nature of the information requested, all submissions shall be in written format.
- 1.13 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the proposer in the preparation of their proposal.
- 1.14 MULTIPLE PROPOSALS:** Knox County will consider multiple proposals that meet specifications.
- 1.15 NON-COLLUSION:** Proposers, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.16 PAYMENT METHOD:** Knox County utilizes two (2) methods of placing order for products and/or services. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County Credit Card (VISA). Orders placed with the card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction by the requesting department. Vendors must indicate in their proposal response if the vendor will accept Knox County's Credit Card (VISA) as a form of payment. Proposers are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.
- 1.17 POSSESSION OF WEAPONS:** All vendors, their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose Contract requires possession of firearms or other weapons to successfully complete their Contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.18 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.19 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.20 PROPOSAL DELIVERY:** Knox County requires proposers, when hand delivering proposals, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for proposals delivered to addresses other than the delivery address specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.

- 1.21 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals being submitted on paper shall:
- Be submitted on recycled paper;
 - Not include pages of unnecessary advertising;
 - Be made on both sides of each sheet of paper.
- 1.22 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective proposer to review the entire Request for Proposals (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposing procedures must be received in the Procurement Division by **12:00 p.m. local time on March 21, 2022**. These requirements also apply to specifications that are ambiguous.
- 1.23 **SIGNING OF PROPOSALS:** In order to be considered, all proposals must be signed. Please sign the original in blue ink. By signing the proposal document, the vendor acknowledges and accepts the Terms and Conditions stated in the proposal document.
- 1.24 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.25 **TERM AGREEMENT:** If this proposal results in a term contract with the vendor, Knox County must receive all general price decreases that other customers receive.
- 1.26 **TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND TITLE IX OF THE EDUCATIONAL AMENDMENT OF 1972:** “Nondiscrimination in Federally Assisted Programs”—“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. Section 2000. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI and Title IX.
- 1.27 **VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.
- Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidder's list for twenty-four (24) months.
- 1.28 **VENDOR REGISTRATION:** Prior to the opening of this proposal, ALL PROPOSERS MUST be registered with the Procurement Division. If you are not already a registered vendor with Knox County, a vendor application must be completed and submitted via email to lindsay.stout@knoxcounty.org. Vendors must be registered with the Procurement Division prior to submitting their bid. Knox County shall not be responsible for difficulties experienced by vendors trying to register less than twenty-four (24) hours prior to the proposal closing time.
- 1.29 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year, or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

- 2.3 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 BOOKS AND RECORDS:** Vendor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and Local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 CRIMINAL HISTORY RECORDS CHECK:** Any and all successful vendors, vendor employees, and any vendor subcontractor and its employees must submit to a criminal history records check, at vendor's expense, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413.
- 2.8 DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive solicitation.
- 2.9 GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any dispute which arises hereunder.
- 2.10 INCORPORATION:** All specifications, drawings, technical information, Request for Proposals, Proposal, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 INDEMNIFICATION—HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.14 IRAN DIVESTMENT ACT:** By submission of this RFP response, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other Federal and State employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.17 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Request for Proposal, (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to, rejection of goods, rescission, and right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.19 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied and warehoused.
- 2.20 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.21 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its proposal or proposal and signature, it is current in its respective Federal, State, County, and City taxes of whatever kind or nature, and is not delinquent in any way. Delinquent status must be disclosed at risk of debarment by the Knox County Procurement Division.
- 2.22 TERMINATION:** County may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.23 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, solicitation and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County upon request. Return of merchandise not meeting warranties shall be at Contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of these specifications is to set forth and convey to prospective proposers the general type, character and quality of a web-based application to provide benchmark assessment, progress monitoring assessment and a data management system to be used in a Response to Intervention (RTI) Program in which struggling students are identified, interventions are initiated, and the effects of the interventions are assessed
- 3.2 ACCEPTANCE:** Vendors are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3 ADDITIONS OR DELETIONS:** Knox County reserves the right to add services as the need arises or to delete services that have become obsolete in demand. If services are to be added, Knox County and the Contractor will

arrive at a mutually agreed price. Any additions or deletions must be approved in writing by Knox County Procurement prior to any changes in service.

- 3.4 AGENCY CONTACTS:** The Contractor will be given a list of key personnel directly associated with the services to be performed for contact information. Only the Knox County Procurement Division will have the authority to make changes during the term of this agreement and in compliance with any resulting Contract.
- 3.5 CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.6 COMMUNICATIONS:** Upon completion of executing any resulting contract(s) from this RFP, it will be essential to the success of the Contract that the vendor have reliable communication information and quick responses to inquiries. KCS will communicate continually and extensively with the awarded vendor(s). While information may occasionally be transmitted via telephone, it should always be followed-up with an email confirmation. Due to the volume of information that must be transmitted, it is essential that the vendor(s) have a current email on file with the County at all times.
- 3.7 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this contract. If the vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the vendor shall bear all costs arising from such work.
- 3.8 CONTRACT EXECUTION:** The award of this proposal may result in a Contract and/or Software Agreement between Knox County and the successful Vendor(s). The Contract and/or Software Agreement may be voted on by the Knox County Board of Education and must receive a majority vote. The successful Vendor(s) may be required to be present at the Knox County Board of Education and County Commission meetings to answer questions relating to the product to be provided and/or service to be performed. Adequate notification will be given by Knox County Procurement Division if the awarded vendor(s) will need to attend meetings. There shall be no cost to Knox County for attendance of the Vendor(s).

Knox County will draft the Contract. The Knox County Procurement Division will not accept any vendor's contract. If Master Agreements, Service Agreements, Terms and Conditions or other contract agreements are submitted they will not be accepted.

- 3.9 CONTACT PERSONNEL:** Essential to the success of this Contract is the development of a good working relationship between the Vendor and Knox County. It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Vendor contacts to handle billing inquiries and service related issues. In the event on or both contacts leave the Knox County account, the Vendor shall formally introduce the new contact(s) to Knox County personnel. Any newly assigned contacts must possess a prior knowledge of the County's account to avoid an interruption of service.
- 3.10 CONTRACTOR DUTIES:** At the Contractor's own expense, the Contractor shall:
- 3.10.1** Provide competent supervision;
 - 3.10.2** Provide competent personnel;
 - 3.10.3** Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage or injury that occurs as a result of their fault or negligence.
- 3.11 DESTINATION AND DELIVERY:** Proposers must include all destination and delivery charges in their price. **There will be no additional hidden charges.**
- 3.12 EVALUATION CRITERIA:** This proposal will be evaluated using the following criteria:

- Proposed Methodology, Approach, and Timeline 25 points
- Experience, Capabilities, and Qualifications 25 points
- Technical Specifications 20 points
- Proposed Cost 15 points
- Partnership Strength 10 points
- References 5 points

Knox County may select an Evaluation Committee for this solicitation to thoroughly review and score all submitted responsive and responsible proposals. Each evaluator will have the ability to award up to 100 points, based on the Evaluation Criteria, per submission.

- 3.13 EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated Vendor(s). This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the proposal closing. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.
- 3.14 EXCEPTIONS TO SPECIFICATIONS:** Vendors taking exception to any part or section of these specifications shall indicate such exceptions on their submittal. A failure to indicate any exception(s) shall be interpreted as the Vendor's intent to fully comply with the specifications as written. Conditional or qualified offer are subject to rejection in whole or in part. Any exceptions shall be included in Section V, Tab XI of the submittal. Do not strike through or in any other way alter the RFP. Exceptions listed within other sections of the submittal shall not be reviewed or considered.
- 3.15 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under Knox County contracts.
- 3.16 IDENTIFICATION:** Employees of the Contractor shall have proper photo identification displayed at all times while on property belonging to Knox County or the Knox County Schools.
- 3.17 INSURANCE:** The successful Vendor(s) must carry the insurance as indicated on the Insurance Checklist Attachment hereto. As proof of the Vendor's willingness to obtain and maintain the insurance, the Vendor must complete, sign and have their insurance agent sign the attachment and submit it with the proposal.

Upon the Notification of Intent to Award, any successful Vendor(s) will be required to submit a Certificate of Insurance (COI) including any corresponding Endorsement Page(s) with the specified coverage and listing Knox County as an Additional Insured. It shall be the successful Vendor's responsibility to keep a current COI and Endorsement Page(s) on file with Knox County Procurement for as long as the contract is in effect.

- 3.18 INTERPRETATION:** No oral interpretation will be made to any proposer regarding the meaning of specifications. All questions are to be submitted in writing or electronically (email) and will be answered in the form of an amendment to the solicitation by the Knox County Procurement Division.
- 3.19 INVOICE DETAIL:** Knox County requires that invoices show the following detail to help expedite review and payment. The Contractor(s) may be required to modify invoicing procedures to show the detail. All potential Contractors are hereby cautioned that Knox County will only pay from original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the Contractor for correction.
- 3.19.1** Summary page listing the total charges for the services rendered for the month;
- 3.19.2** An itemized list of charges reflecting pricing as per Contract.
- 3.20 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency to this Contract may be required to use different invoicing information and procedures. This information and procedures shall be provided to the contractor(s) prior to Contract execution. There shall be no additional charge for this information and procedures to be included.

Each invoice shall include a breakdown for each service provided and shall list the contracted unit price. Supporting documentation shall be included with invoices as applicable. Invoices without this information will be returned to the Contractor for correction.

Invoices shall be sent to the billing address indicated on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department. Therefore, it is critical that the successful Contractor's invoices specify the correct department. Do not credit payments to another department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing. Mail invoices for the Knox County Schools to:

3.20.1 Knox County Schools
Attention: Ms. Paula Sarver
801 Tipton Avenue, Room 103
Knoxville, Tennessee 37920
Inquiries: 865-579-8264 ext. 50205

3.21 **INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variance found on the invoice will result in rejection of that invoice. Rejected invoices will be returned to the Contractor(s) for correction. Repeated variations may result in the termination of the Contract with that particular Contractor.

3.22 **LICENSES AND CERTIFICATIONS:** Proposers must maintain the proper licenses and certifications as required by Federal, State and Local law. Proposers must provide copies of the licenses and certifications upon request by the users of this Contract.

3.23 **MINIMUM QUALIFICATION EXPECTATIONS:**

3.23.1 Respondent must address all submittal requirements as defined under Section V.

3.23.3 Respondent must have the experience and capabilities to carry out the work contemplated and equipment and personnel available for the work.

3.23.3 If the respondent has a permanent office in Knox County, respondent must have a current business license issued by Knox County. This requirement also applies to any of the Respondent's proposed sub-contractors or sub-consultants with a permanent office in Knox County. A Knox County business license is not required of any Respondent or proposed sub-contractor or sub-consultant who does not have a permanent office in Knox County. For more information, contact the Knox County Clerk's office at 865.215.2392.

3.24 **NEGOTIATION:** Knox County may select a successful proposer on the basis of initial offers received without discussions. Therefore, each proposal shall contain the proposer's best terms from a cost or price and service standpoint. Knox County reserves the right to enter into Contract negotiations, including, but not limited to, rates and term, with the highest-rated proposer. If Knox County and the selected proposer cannot negotiate a successful agreement, Knox County may terminate said negotiations and begin negotiations with the next highest-rated proposer. Knox County retains the right to negotiate with multiple proposers simultaneously. This process will continue until an agreement has been reached or all proposers have been rejected. No proposer shall have any rights against Knox County arising from such negotiations.

3.25 **NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant contract from this solicitation without the prior written approval of Knox County.

3.26 **NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any proposer with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Request for Proposals, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the proposer from this procurement transaction.

3.27 **OFFER WITHDRAWAL:** No proposal can be withdrawn after it is filed unless the proposer makes a request in writing to the Knox County Procurement Division prior to the time set for the closing of proposals or unless the County fails to accept within ninety (90) business days after the date fixed for the closing the RFP.

3.28 **PAYMENT SCHEDULE:** Knox County will use progress billing. A percentage of twenty-five percent (25%) will be paid incrementally as the Knox County School System is presented with proof that the designated number of deliverables has been collected.

Collection periods shall not exceed twelve (12) weeks. Deliverables are to be reported to the Knox County School System within thirty (30) days of the end of each collection period. The remaining payment of twenty-five percent (25%) will be paid after the full collection period ends and results are delivered, analyzed, and accepted by Knox County's School System.

Payment Schedule:

1. 25% of Contract Price upon Contract Execution;
2. 25% of Contract Price upon Implementation;
3. 25% of Contract Price upon Initial System Acceptance;
4. 25% of Contract Price upon Final Acceptance.

3.29 PRICING: The proposer(s) warrants that the unit price stated shall remain firm for a period of twelve (12) months from the first day of the Contract period. If the Contractor's price is increased after the first contract period, Knox County must be given a written notice to consider. Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at the renewal period(s). If the price increase is rejected the contractor may:

- Continue with the existing prices;
- Request a lower price increase;
- Not accept the renewal offer.

If a price increase is approved by Knox County, the approval notification will be done in writing and the Contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the proposal file. No approvals will be authorized verbally.

3.30 PROPOSAL EVALUATION: In evaluation of submitted proposals, Knox County reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes property of Knox County.

3.31 PROPOSAL FORMAT: This solicitation is in the Request for Proposal (RFP) format. As the specified date and time, each proposer's name will be publicly read aloud. No further information will be given at that time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.

3.32 PROPOSER INTERVIEWS/PRESENTATIONS: Knox County reserves the right to request proposers to demonstrate their capabilities from those displaying a thorough knowledge of the intent of this RFP. The purpose of these interviews is to gain additional insight into the capabilities and feature of the proposed services and to ask questions regarding aspect of the same.

A tentative date of Tuesday, April 19, 2022 has been set aside for proposer presentations. Administrative Staff from Knox County Schools will be in attendance. The time and location will be announced at a later date. Neither Knox County nor KCS will be billed for any costs associated with providing a demonstration. Knox County reserves the right to request oral presentations and/or interviews during the initial evaluation phase. The County also reserves the right to complete the initial evaluation phase and then request oral presentations and/or interviews from all proposers or the highest rated proposers. In this case, the evaluations may be revised based on additional information received.

3.33 PROPOSER OBLIGATION: Proposers shall become fully acquainted with conditions relating to the scope of the work detailed in this RFP. Failure to become acquainted with the existing conditions shall in no way absolve the proposer of any obligations with respect to this RFP or any resulting Contract.

3.34 PUBLIC RECORDS ACT: Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposals shall be open to the public for viewing and inspection.

3.35 QUANTITIES: Knox County does not guarantee any quantity of services will be utilized under this Contract. Services will be utilized on an as needed basis.

- 3.36** **REFERENCES:** Vendor must provide with their submittal three (3) relevant references of similar sized or larger K-12 (60,264 students) school districts completed in the last three (3) years. Each vendor is responsible for obtaining approval to submit and confirming the contact information provided for each reference. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. Reference checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly. Do not use Knox County Government or Knox County Schools as a reference. Local academic references are preferred.
- 3.37** **REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as a result of this solicitation and to waive any informality, technical defect or clerical error in any proposal, as the interests of Knox County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal acceptable or that another proposal was deemed more advantageous to Knox County for the particular products and/or services proposed.
- 3.38** **REMOVAL OF CONTRACTOR'S EMPLOYEES:** Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County may require that the Contractor remove from the job covered by this Contract, employees who endanger persons or property or whose continued employment under this Contract is inconsistent with the interest of Knox County.
- 3.39** **RESTRICTIONS ON USE OF CONFIDENTIAL INFORMATION:** Proposers must adhere to the following:
- 3.39.1** Any and all personally identifiable student or employee information including but not limited to name, address, telephone number, teachers, classes, grades, digital media and any other student or employee information of any kind is deemed confidential and shall not be released or disclosed in any form or manner unless authorized by District in writing. This restriction against release or disclosure also precludes sharing of data by Independent Contractor with any affiliate of Independent Contractor unless such sharing is expressly permitted under the contract or is expressly granted in writing by District. In addition, all information the release of which is prohibited by state or federal law or regulation, including but not limited to the protections of the Family Educational Rights and Privacy Act (referred to herein as "FERPA") and all applicable laws of the State of Tennessee which is obtained by Independent Contractor from District, its students, faculty, or staff in the performance of this Agreement constitutes Confidential Information. Independent Contractor agrees to hold the Confidential Information in strictest confidence. Independent Contractor shall not use or disclose Confidential Information received from or on behalf of District or any of its students, faculty, or staff except as permitted or required by this Agreement, or otherwise as agreed in writing by District.
- 3.39.2** Independent Contractor agrees that any personally identifiable student data it obtains from the District shall only be used for the purpose of providing the contracted product or service to the District according to the terms of the contract. Independent Contractor may not sell student data. (This does not prevent transfer of student data by purchase or merger of the Independent Contractor, so long as the successor entity remains bound by and in compliance with the terms of this agreement.)
- 3.39.3** Independent Contractor may not use personally identified student data for any secondary purpose including targeted advertising. Independent Contractor may (a) use student data for adaptive learning or customized student learning processes; (b) market an educational application to a student's parent or guardian if Independent Contractor did not use student data shared by or collected on behalf of the District to do so; (c) use a recommendation engine within Independent Contractor's internal application to recommend learning or employment related content or services to the student, but only if the recommendation is not motivated by consideration from another party; (d) respond to a student request for information or feedback, but only if the response is not motivated by consideration from another party; (e) use student data to allow or improve functionality of Independent Contractors' internal application; and (f) identify for the student nonprofit institutions of higher education or scholarship providers that are seeking students who meet specific criteria, but only if Independent Contractor obtains, through the District, the written consent of the student's parent or guardian (or the student if age 18 or older or emancipated). (Written consent may not be required in certain instances for an Independent Contractor which is a national assessment provider.)
- 3.40.4** Contractor agrees that it will protect the Confidential Information it receives according to commercially acceptable standards and no less rigorously than it protects its own Confidential Information. Specifically, Independent Contractor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Confidential Information. Any data that is transmitted to/from District will be secure. Any electronic data stored by the vendor must be secure and backed up with a tested data recovery strategy in place as approved by District.

- 3.39.5 Within 30 days of termination, cancellation, expiration, or other conclusion of the contract, or within 30 days of a request by District with regard to any portion of the data, Independent Contractor shall return to District or if return is not feasible, destroy and not retain any copies of any and all Confidential Information that is in possession of Independent Contractor and certify in writing that all copies of the confidential information in its possession have been destroyed. This requirement shall not apply, and Independent Contractor may retain, personally identifiable student data if Independent Contractor has obtained written consent of the student's parent or guardian (or from the student if 18 or older or emancipated) and provides documentation of that consent to the District.
- 3.39.6 These obligations shall not apply to any information which (a) is already in the public domain through no breach of this Agreement, including but not limited to information available through schools' web site(s); (b) was lawfully in Independent Contractor's possession prior to receipt from an District school, its faculty staff or students; or (c) is received by Independent Contractor independently from a person or entity free to lawfully disclose such information other than an District school, its faculty, staff, or students.
- 3.39.7 Contractor warrants and represents that it shall, at all times, comply with the terms of this Agreement and with FERPA, COPPA, and all applicable laws of the state of Tennessee and further agrees not to disclose or re-disclose to any person or entity for any purpose whatsoever any personally identifiable student information as that term is defined by this agreement, FERPA, COPPA, or applicable laws of the state of Tennessee.
- 3.39.8 Independent Contractor agrees that District or its designee may, upon request, audit Independent Contractor to verify compliance with the applicable requirements of law.

3.40 **SAFETY:** Vendor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, vehicles, appurtenances and furnishings shall be protected by the vendor from damage, which might be done or caused by works performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the vendor.

3.41 **SUB-CONTRACTING:** Any sub-contracting must be approved in writing, in advance, by both Knox County and Knox County Schools. Knox County may terminate the contract if sub-contracting is done without approval.

3.42 **SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **March 21, 2022 at 4:30 p.m. local time.** Submit questions as noted in Section 1.1.

SECTION IV SCOPE OF SERVICES

4.1 **SCOPE OF WORK:** Knox County Schools is seeking Proposals for a Web-Based Assessment Monitoring/ Management Response to Instruction and Intervention Technical Tool hereafter refereed as (RTI). The RFP will be based on the following current information:

- The Tennessee Department of Education has developed a Response to Instruction and Intervention (RTI) initiative for all students enrolled in Kindergarten through Grade Twelve, based on the belief that all students should have every opportunity to be successful.
- The Tennessee State Board of Education and Special Education Guidelines and Standards regarding Evaluations for Specific Learning Disabilities (SLD) uses the Response to Instruction and Intervention (RTI) Framework for eligibility.
- This requires all districts and schools to use (RTI) to determine eligibility of students to receive Special Education services in the category of Specific Learning Disability.
- RTI is a path to providing instructional opportunity to any student struggling to succeed and should not be viewed as a path to special education eligibility.
- Further information on KCS is available at its website at <http://www.knoxschools.org>.

4.2 **BACKGROUND INFORMATION:** Knox County Schools is a diverse school system serving approximately 60,264 students in rural, urban and suburban communities. The district includes fifty-one (51) elementary schools, sixteen (16) middle schools, fifteen (15) high schools and ten (10) special schools for a total of ninety-two (92) schools. Total enrollment approximations are:

<u>Student Enrollment</u>		<u>Total Staff Numbers:</u>	8,424
Pre-K	1,8333		
Elementary School (K-5)	26,712		
Middle Schools (6-8)	13,388		
High Schools (9-12)	18,331		
TOTAL Number of Students	<u>60,264</u>		

Total Number Students with Disabilities	8,514 (14.1%)
Free and Reduced Lunch	12,477 (20.7%)

4.3 CONTRACTOR RESPONSIBILITIES: Proposers must thoroughly address each requirement listed below in detail narrative including any deviations to each specification requirement and submit in Section V Proposal Format, TAB III.

GENERAL SPECIFICATIONS

- 4.3.1** The system should provide nationally-normed, skills-based universal screening and progress monitoring assessments that are brief and include the following academic skills: basic reading skills, reading fluency, reading comprehension, math calculation, math problem solving, and written expression based on and compliant with the Tennessee Response to Instruction and Intervention Manual (available online at: https://www.tn.gov/content/dam/tn/education/special-education/rti/rti2_manual.pdf).
- 4.3.2** Provide skill-based progress monitoring that objectively determines a rate of improvement. The results of the monitoring will be used to determine academic growth of individual students and/or eligibility for Special Education Services.
- 4.3.3** Assessments will be conducted for students three (3) times per year.
- 4.3.4** The system must provide required reading skills including early literacy skills (such as phonemic awareness, letter sound association, letter name association) fluency, and comprehension
- 4.3.5** Reading and math assessments must be easily administered on-line with real-time access to data reports. Disaggregated data for district, school, grade, class, and individual student reports need to be concise and easy to read, showing norms at the national with comparisons to district and school levels.
- 4.3.6** The system must have a bank of probes allowing for progress monitoring on a weekly basis for all grade levels without repetition of probes in all subject areas noted in the RFP.
- 4.3.7** The system must provide a minimum of fifteen (15) short monitoring assessments for each skill area, to provide sensitivity data to demonstrate changes for individual students (weekly, biweekly, or monthly) to skill level goals. On-line monitoring reports must include trend lines that specify the rate of improvement.
- 4.3.8** Both Assessment and Monitoring reports must be downloadable to standard formats (i.e. Excel, pdf, Word and etc.) for ease of analysis and transfer.
- 4.3.9** The system screener and progress monitoring should be standardized in measures and scoring based on national norms.

TRAINING FEATURES OF PROPOSED SOLUTION

- 4.3.10** Train-the-trainer training for approximately three-hundred (300) KCS staff members. Recipients of the training will be capable of training KCS teachers and staff members in the use of Contractor's assessment tools, reports, etc.
- 4.3.11** Professional development session should be provided for district and school level personnel to include the use and administration of the assessments, use and interpret reports, and effective implementation practices.
- 4.3.12** Train and assist KCS staff in troubleshooting connectivity or any other technology issue.
- 4.3.13** State if training is to be on-site or online
- 4.3.14** Estimated implementation schedule including software set-up and trainings
- 4.3.15** Detailed outline and/or overview of training methodology
- 4.3.16** Train-the-trainer training must be completed by July 31, 2022.

4.4 EXPERIENCE: Proposers are to provide their company's experience and qualifications in Web-Based Assessment and Monitoring/Management Response to Instruction and Intervention (RTI) Technical Tool, specifically discussing experience with school districts of similar size. KCS will consider only Proposals for Web-Based Assessment and Monitoring/Management Response to Instruction and Intervention (RTI2) Technical Tool which are currently functioning successfully in other K-12 public school district(s).

4.5 TECHNICAL SPECIFICATIONS: Proposers must thoroughly address each requirement listed below in detail narrative including any deviations to each specification requirement and submit in Section V Proposal Format, TAB V.

- 4.5.1** Application should only utilize native browser-based technologies such as HTML and HTML5. No application utilizing third-party plugins will be considered (Examples of plugins include, but not limited to, Flash, Java, Silverlight, etc.).
- 4.5.2** No local caching server or software required or recommended. The vendor's application should scale as needed to support client demand.
- 4.5.3** Will support any modern OS, defined as the current publicly available version minus three versions. At the time of this writing, we will support the following operating systems at a minimum: Windows 10 1903+, Apple Mac OS X 10.13. +, Chrome OS 48+, and Apple IOS 10+.

- As system updates become available, vendor to give KCS adequate notice of any foreseeable disruptions due to updates. **Vendor is to also list any and/or all required plugins for full product functionality.
- 4.5.4** Will support current browser versions, defined as the current publicly available version minus three versions, for the following web browsers: Google Chrome, Safari, Microsoft Edge, Mobile Safari, Mobile Chrome. As browser updates become available, vendor to give KCS adequate notice of any foreseeable disruptions due to updates.
 - 4.5.5** System must have user authentication using SAML, preferably Microsoft 365 SAML.
 - 4.5.6** Data exchange from our SIS to vendor should be automated. Vendor will be responsible for processing any differencing (changes, updates) to vendor data based on the automated exchange.
 - 4.5.7** KCS options for data exchange include Classlink OneRoster (preferred) or secure exchange of .csv files directly with vendor via SFTP transfer. KCS will not use Clever for data exchange.
 - 4.5.8** Vendor must be in full compliance with FERPA, COPPA, and all applicable federal/state laws pertaining to student data privacy and governance.
 - 4.5.9** The system should have the capacity to service a district population of 60,264 student grades K-12.
 - 4.5.10** The system must have the capacity to handle ninety-five (95) schools with additional growth for new schools.
 - 4.5.11** The system must have the ability to connect supervisor to groupings of students. Also any group built with staff membership should be able to be associated with any group or individual students across multiple schools. Example an academic coach working with students in multiple schools.
 - 4.5.12** The system must store all (RTI) probe and progress monitoring information in a database. What database will be proposed?
 - 4.5.13** Classroom teacher must only be able to access their students from their teacher login. In order to access any other groups of students, teachers must be included with privileges for that group.
 - 4.5.14** All user names must be defined by Knox County Schools.
 - 4.5.15** The system must allow for daily imports of student and staff data from Knox County's Student Information System: ASPEN.
 - 4.5.16** The system must allow for a user to export student information by individual or groups of students to a csv or Excel format. Reports only will not suffice.
 - 4.5.17** The system must be available 99.9% of the time. Provide evidence of this performance. Please show evidence and describe your data hosting center in detail.
 - 4.5.18** The system must have redundancy built into the system should a hosting site fail. Please discuss how this is handled within your hosting environment.
 - 4.5.19** Where is your hosting center located? What is security level of the hosting center?
 - 4.5.20** The system must provide technical support between the hours of 7:00 a.m. -7:00 p.m. Eastern Time.
 - 4.5.21** The system must have a hierarchy of user roles and permissions.
 - 4.5.22** The system must define the current software refresh and update schedule anticipate in an annual cycle. Please provide the last three (3) years historical update and refreshes for your system.
 - 4.5.23** The system must be able to restrict users from updating any imported fields of data in your proposed system.
 - 4.5.24** The system should maintain data records for students that become inactive and are no longer enrolled in Knox County in case they were to return to the district and be reactivated.
 - 4.5.25** A pricing schedule should be included for startup, annual maintenance and a schedule of fee for any customization needs for Knox County Schools.
 - 4.5.26** Please provide a listing of benchmarks as to when payment of services is required.
 - 4.5.27** The system must allow an import of student data from the current system of up to five (5) prior year's history for Knox County students so historical data is maintained. Please explain data mapping process from current system to proposed solution.
 - 4.5.28** The system must provide raw scores, graphical representation, student's improvement and additional statistical analysis of by students and by student groups. Discuss tools provided for the statistical analysis.
 - 4.5.29** The system must provide a scale of performance for Knox County School students normed from the Knox County Schools population.
 - 4.5.30** The system must provide a detailed training schedule for training users.
 - 4.5.31** The system training should provide an on-line video training site.
 - 4.5.32** The system must have alternate data gathering for collecting responses with mobile devices and wireless connections.
 - 4.5.33** Does your system store video or audio performance of student's responses?

SECTION V PROPOSAL FORMAT

PROPOSAL INFORMATION: The following guidelines should be followed when responding to the Request for Proposals. Negligence in adhering to the criteria listed below will be considered when reviewing the responses and evaluating the Proposers. Knox County reserves the right to reject any submittal for failure to comply with the requested response specifications. We reserve the right to amend the Request for Proposals by addendum prior to the final date of Proposal submission.

- Proposals must be submitted in a three-ring binder containing sections separated by tabs. Please submit one (1) marked as original and one (1) exact copy. Do not submit spiral bound or glued notebooks.
- Proposers must submit with their written response an exact electronic version of their proposal in a single file on a flash drive. Page numbers should be placed on bottom center of pages.

TAB I **COVER LETTER:**
Include cover letter authorizing the submission of the proposal signed by the principal of the company.

TAB II **COMPANY PROFILE:**

- Company Name, Address Telephone/Fax numbers
- Contact name(s) and information
- Proposer's Vendor Number as assigned by Knox County
- Knox County Business License (if applicable)
- Employer Identification Number (EIN)
- Brief History of Organization
- Will you accept E-commerce for payment?
- Will you allow Cooperative Procurement?
- Acknowledgement of the receipt of any Addendum issued

TAB III **PROPOSED METHODOLOGY, APPROACH, AND TIMELINE (25 POINTS):**
Proposers are thoroughly detail the how the features of their proposed solution meet the requirements outlined in Section 4.3. Please address each subsection thoroughly:

- Does the System include skills-based universal screening and progress monitoring assessments that are brief and include the following academic skills: basic reading skills, reading fluency, reading comprehension, math calculation, math problem solving, and written expression based on and compliant with the Tennessee Response to Instruction and Intervention Manual (available online at: https://www.tn.gov/content/dam/tn/education/special-education/rti/rti2_manual.pdf)?
- Verifiable evidence-based past performance indicators for the elements of your proposed approach (How do you know that approach will work)?
- Performance metrics and measurement plan to be used for your approach.
- Potential risks associated with the execution of this Contract and how vendor proposes mitigating those risks.
- Specific examples of the requirements shown in the Contractor's Responsibilities in Section 4.3.
- Detailed description of the on-line architecture and methodology proposed to meet the specifications, including any explanations.
- Detailed Timeline for Training and Implementation Plan to begin approximately June 2022 for the 2022-2023 school year.
- Vendor is to provide detailed information regarding the services to be rendered.
- Describe features that will be included within product(s).

TAB IV **EXPERIENCE, CAPABILITIES, AND QUALIFICATIONS (25 POINTS):**

- Provide a brief overview of your company including number of years in business and number of years designing and/or implementing assessment management tools.
- Provide Qualifications/Experience of the Project Team to be assigned to Knox County.
 - Title
 - Resume
 - Narrative description of the work the project team/member will perform
 - Include all Licenses and/or Certifications for all Project Team members assigned to KCS.
- Document experience in implementing Web-based assessment and Monitoring/ Management Response to Intervention (RTI) Technical Tool for school districts of similar size to KCS.
- How long has your company been selling/supporting the proposed product?

- What percentage of your customer base is K-12?
- Provide Audited Financial Statements for the last two (2) years.

TAB V **TECHNICAL SPECIFICATIONS (20 POINTS):**

Proposers are thoroughly detail the how the features of their proposed solution meet the requirements outlined in Section 4.5. Please address the below:

Detail information regarding technical support including average service time, KCS responsibilities in reporting service issues and/or inquiries and service contact information.

TAB VI **PROPOSED COSTS (15 POINTS):**

• **Please Attach the completed Cost form (Attachment A)**

- Provide the proposed cost for a turnkey solution detailed in Section 4.3
 - Cost for training approximately 300 school level leaders to in turn train staff in individual schools.
 - Start-up/implementation costs
 - Annual life cycle/ maintenance costs
 - Hourly rate for customized services
- Vendor is to present a total cost including any services and/or products. No additional or hidden costs will be paid.
- Any annual maintenance fees shall be listed separately. Cost of yearly maintenance must include all upgrades.
- Proposer must include the methodology used to determine the proposed cost, including an itemized detail of any applicable training costs.
- Include cost of service vendor hosted and/or district hosted.
- Include individual cost per child for the universal screening and progress monitoring instruments as well as a combined price per child for both instruments.
- Include optional costs for additional value-add features/products.

TAB VII **PARTNERSHIP STRENGTH (10 POINTS):**

Provide a specific description or list of the exceptional value-added features or capabilities beneficial to the district.

TAB VIII **REFERENCES (5 POINTS):**

• **Please Attach the completed References Form (Attachment B)**

- Please attach the provided reference form and provide three (3) references of similarly sized or larger K-12 (60,264 students) school districts for the last three (3) years.

TAB IX **OTHER INFORMATION:**

Proposers may include any other information deemed pertinent to this solicitation.

TAB X **ATTACHMENTS:**

Insurance Checklist (Attachment C)
 Iran Divestment Act (Attachment D)
 Non-Collusion Affidavit (Attachment E)
 Criminal History Check (Attachment F)

TAB XI **EXCEPTIONS:**

Please note any and all exceptions taken to any part this Request for Proposals. If none are taken, please clearly state so. Do not mark through or otherwise alter the language of this RFP in your response.

Failure to provide any of the above information may result in the provider being disqualified from this process.

Knox County requests that all submittals be concise and not include additional advertisement or other information not relative to the requirements of this Request for Proposals.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 1166 Avenue of the Americas New York, NY 10036	CONTACT NAME: PHONE (A/C, No., Ext): E-MAIL ADDRESS:	FAX (A/C, No.):
	INSURER(S) AFFORDING COVERAGE	
INSURED NCS PEARSON, INC 5601 GREEN VALLEY DRIVE #220 MINNEAPOLIS, MN 55437	INSURER A: Federal Insurance Company 20281	
	INSURER B: Safety National Casualty Corp. 15105	
	INSURER C: Chubb European Group SE	
	INSURER D: Chubb Insurance Company of New Jersey 41386	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** NYC-011973515-01 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
D	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			9950-8220	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA6675B31	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							PHYSICAL DAMAGE	\$ SELF INSURED
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			7818-9702	11/01/2023	11/01/2024	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			LDS4044084 (AOS)	11/01/2023	11/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
B	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	PS4044085 (WI)	11/01/2023	11/01/2024	E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Global Umbrella Liability			UKCAND18170	11/01/2023	11/01/2024	Each Occurrence:	2,000,000
							Aggregate:	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Knox County Schools RFP#3220 is Included as Additional Insureds (except for Workers' Compensation) as required by written contract or lease agreement.

CERTIFICATE HOLDER Knox County Schools RFP#3220 1000 N. Central Street, Suite 100 Knoxville, TN 37917	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>

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AGENCY CUSTOMER ID: CN101443684

LOC #: New York



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, LLC.		NAMED INSURED NCS PEARSON, INC 5601 GREEN VALLEY DRIVE #220 MINNEAPOLIS, MN 55437	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The General and Excess Liability placement was brokered by Marsh Limited (London, UK). Marsh USA Inc. has only acted in the role as consultant to the client with respect to this placement, which is indicated here for your convenience.



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
06/17/2024

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY MARSH USA, LLC. 1166 Avenue of the Americas New York, NY 10036		PHONE (A/C, No, Ext):	COMPANY Zurich American Insurance Company	
CN101443684-ALL-PropA-23-24				
FAX (A/C, No):		E-MAIL ADDRESS:		
CODE:		SUB CODE:		
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER MCP276781803
INSURED Pearson Education, Inc. 5601 Green Valley Drive Bloomington, MN 55437		EFFECTIVE DATE 11/01/2023	EXPIRATION DATE 11/01/2024	CONTINUED UNTIL TERMINATED IF CHECKED <input type="checkbox"/>
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	<input checked="" type="checkbox"/> SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
COVERAGE / PERILS / FORMS Direct physical loss or damage to real property on a replacement cost basis, subject to policy terms, conditions and exclusions. Coverage includes, but is not limited to fire, extended perils such as vandalism, malicious mischief, flood, earthquake and boiler & machinery. Other sublimits and deductibles may apply as per policy terms and conditions.					131,961,500	1,899,450

REMARKS (Including Special Conditions)

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST	NYC-911973542-01
NAME AND ADDRESS Knox County Schools RFP#3220 1000 N. Central Street, Suite 100 Knoxville, TX 37917	<input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> LENDER'S LOSS PAYABLE <input type="checkbox"/> LOSS PAYEE
	LOAN #
	AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK


TENNESSEE CODE ANNOTATED, SECTION 49-5-413

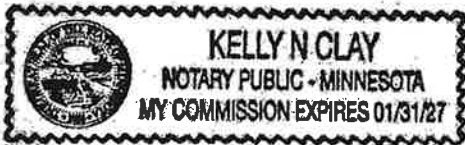
(To be submitted with bid by contractor)

I, Sean Peterson, president or other principal

Officer of NCS Pearson, Inc., swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified a Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.


President or Principal Officer



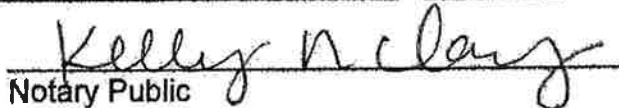
For: NCS Pearson, Inc.
Name of Company

STATE OF MINNESOTA }
COUNTY OF SCOTT COUNTY }

Subscribed and sworn before me by Sean Peterson

President or principal officer of
NCS Pearson, Inc.

On this 14th day of June 2024.


Notary Public

My Commission expires: 1/31/2027

**ATTACHMENT B
KNOX COUNTY PROCUREMENT DIVISION
REFERENCES
REQUEST FOR PROPOSAL NUMBER 3220**

Vendor Name: _____

Proposers must provide three (3) relevant references of similar sized or larger K-12 (60,264 students) school districts completed in the last three (3) years. Each vendor is responsible for obtaining approval to submit and confirming that the contact information provided for each reference is accurate. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. Reference checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly. Do not list Knox County Government or Knox County Schools as a reference. Please attach in **TAB VIII**.

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address (required): _____	Fax: _____
Contract start date: _____	Contract end date: _____
Nature of Contract: _____	
Dollar Amount: \$ _____ (over life of contract) Students serviced under Contract: _____	

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address (required): _____	Fax: _____
Contract start date: _____	Contract end date: _____
Nature of Contract: _____	
Dollar Amount: \$ _____ (over life of contract) Students serviced under Contract: _____	

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address (required): _____	Fax: _____
Contract start date: _____	Contract end date: _____
Nature of Contract: _____	
Dollar Amount: \$ _____ (over life of contract) Students serviced under Contract: _____	

**ATTACHMENT A
KNOX COUNTY PROCUREMENT DIVISION
COST
REQUEST FOR PROPOSALS NUMBER 3220**

Vendor Name: _____

Knox County School System	
Cost for Training:	\$
Cost for Complete System:	\$
Any Additional Cost not listed above:	\$
	\$
	\$
	\$
Total Cost for Year 1	\$
Total Cost for Year 2 annual maintenance, and all upgrades	\$
Total Cost for Year 3 annual maintenance, and all upgrades	\$
Total Cost for Year 4 annual maintenance, and all upgrades	\$
Total Cost for Year 5 annual maintenance, and all upgrades	\$
Total Cost For Year 1-5	\$

Cost per Child	
Universal Screening	\$
Progress Monitoring Instruments	\$
Universal Screening & Progress Monitoring Instruments	\$

Add additional items as-needed.

**ATTACHMENT C
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
REQUEST FOR PROPOSAL NUMBER 3220**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 23.

REQUIRED:	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																																
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																																
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																
NO	3.	AUTOMOBILE LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px; text-align: center;">X</td> <td style="width: 100px;">ANY AUTO-SYMBOL (1)</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	X	ANY AUTO-SYMBOL (1)																							<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">COMBINE SINGLE LIMIT (Per-Accident)</td> <td style="width: 40%; text-align: center;">\$1,000,000</td> </tr> <tr> <td>BODY INJURY (Per-Person)</td> <td> </td> </tr> <tr> <td>BODY INJURY (Per-Accident)</td> <td> </td> </tr> <tr> <td>PROPERTY DAMAGE (Per-Accident)</td> <td> </td> </tr> </table>	COMBINE SINGLE LIMIT (Per-Accident)	\$1,000,000	BODY INJURY (Per-Person)		BODY INJURY (Per-Accident)		PROPERTY DAMAGE (Per-Accident)	
X	ANY AUTO-SYMBOL (1)																																		
COMBINE SINGLE LIMIT (Per-Accident)	\$1,000,000																																		
BODY INJURY (Per-Person)																																			
BODY INJURY (Per-Accident)																																			
PROPERTY DAMAGE (Per-Accident)																																			
YES	4.	COMMERCIAL GENERAL LIABILITY	LIMITS																																
		<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">CLAIM MADE</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">OCC</td> <td style="width: 30%;"></td> </tr> </table>	CLAIM MADE	X	OCC		EACH OCCURRENCE \$ 1,000,000																												
CLAIM MADE	X	OCC																																	
			FIRE LEGAL LIABILITY \$ 100,000																																
			MED EXP (Per person) \$ 5,000																																
		GEN'L AGGREGATE LIMITS APPLIES PER	PERSONAL & ADV INJURY \$ 1,000,000																																
		<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">POLICY</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 30%;">PROJECT</td> <td style="width: 10%; text-align: center;">LO</td> <td style="width: 20%;"></td> </tr> </table>	POLICY	X	PROJECT	LO		GENERAL AGGREGATE \$ 2,000,000																											
POLICY	X	PROJECT	LO																																
			PRODUCTS-COMPLETED OPERATIONS/AG GREGATE \$ 2,000,000																																
NO	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																
NO	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																																
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000																																
NO		PROFESSIONAL LIABILITY																																	
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																																
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																																
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																																
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																																
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																																
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																
NO	13.	MOTOR CARGO INSURANCE																																	
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE \$500,000 COLLISION																																
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																																
NO	17.	DISHONESTY BOND	\$																																
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																																

- 20. Carrier rating shall be Best's Rating of A-VII or better or its equivalent.
- 21. The County shall be named as an additional insured on all policies except Workers' Compensation and Auto. Endorsement Page(s) shall be submitted with each COI as long as the Contract is in effect.
- 22. Certificate of Insurance shall show the RFP number and title.
- 23. Other insurance required _____.

Insurance Agent's Statement and certification: I have reviewed the above requirements with the Proposer named below and have advised the Proposer of required coverage.

Agency Name: _____ Authorizing Signature: _____

Proposer's Statement and Certification: If awarded the Contract, I will comply with the Contract insurance requirements.

Proposer's Name: _____ Authorizing Signature: _____

**ATTACHMENT D
KNOX COUNTY PROCUREMENT DIVISION
IRAN DIVESTMENT ACT
REQUEST FOR PROPOSAL NUMBER 3220**

Vendor Name: _____

By submission of a response to RFP #3220, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature:

(sign in blue ink)

Title: _____ **Date:** _____

**ATTACHMENT E
KNOX COUNTY PROCUREMENT DIVISION
NON-COLLUSION AFFIDAVIT
REQUEST FOR PROPOSAL NUMBER 3220**

Vendor Name: _____

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/she is the _____ of _____, the firm that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Knox County or any person interested in the proposed contract or agreement; and

(5) The proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(6) Signed _____

Title _____

Subscribed and sworn to before me this _____ day of _____, 2016.

Title

My Commission expires _____

ATTACHMENT F
AFFIDAVIT OF COMPLIANCE
WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK
TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with proposal by proposer)

I, _____, president or other principal

Officer of _____, swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this proposal submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or principal officer of _____,

On this _____ day of _____, 2_____.

Notary Public

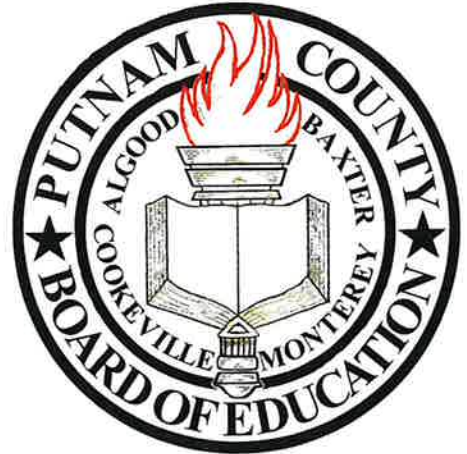
My Commission expires: _____

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: November 8, 2024
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note below

141-E-76100-599-000-02528-000.



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase Aruba network switches and wireless network equipment for the "Frontier Building" from Central Technologies, Inc., Knoxville, TN, per quote # 024843 on the TIPS-USA contract #240101 pricing, in the amount of \$54,898.80, to be paid from: 141-E-76100-599-000-02528-000.

NOTES:

[Empty box for notes]

received
11-12-24 MT *OK*



We have prepared a quote for you

Aruba - network gear

Quote # 024843
Version 1

Prepared for:

Putnam County School System

Johnny Sloan
sloanj2@pcsstn.com



Products

Description	Price	Qty	Ext. Price
R8S90A HPE Aruba Networking CX 6300M 48p HPE Smart Rate 1/2.5/5G Cl	\$9,472.76	1	\$9,472.76
R8Q71A Aruba 6200M 36G 12SR5 Class6 PoE 4SFP+ Switch	\$6,819.56	3	\$20,458.68
JL087A Aruba X372 54VDC 1050W 110-240VAC Power Supply	\$650.76	8	\$5,206.08
R7J28A Aruba AP-635 (US) Campus AP	\$743.16	12	\$8,917.92
R7J39A Aruba AP-655 (US) Campus AP	\$965.80	3	\$2,897.40
Q9G69A AP-MNT-MP10-B AP mount bracket 10-pack B	\$106.04	2	\$212.08
J9150D Aruba 10G SFP+ LC SR 300m OM3 MMF Transceiver	\$581.68	6	\$3,490.08
Q9Y79AAE Aruba Central 63xx/38xx Switch Foundation 3y Sub E-STU	\$653.40	1	\$653.40
Q9Y74AAE Aruba Central 62xx/29xx Switch Foundation 3y Sub E-STU	\$415.80	3	\$1,247.40
Q9Y59AAE Aruba Central AP Foundation 3y Sub E-STU	\$156.20	15	\$2,343.00

Subtotal: \$54,898.80

Purchasing Vehicle

Description	Qty
TIPS-USA CONTRACT - 240101 TIPS-USA CONTRACT - 240101 - Technology Solutions	1

Aruba - network gear

Prepared by:

Knoxville HQ

Mark Smith
615-445-9057
mark@centralinc.com

Prepared for:

Putnam County School System

3860 Phifer Mountain Road
Cookeville, TN 38506
Johnny Sloan
(931) 520-2100
sloanj2@pcsstn.com

Quote Information:

Quote #: 024843

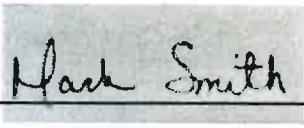
Version: 1
Delivery Date: 11/08/2024
Expiration Date: 02/06/2025

Quote Summary

Description	Amount
Products	\$54,898.80
Total: \$54,898.80	

Knoxville HQ

Signature: _____



Name: Mark Smith

Title: Strategic Account Manager

Date: 11/08/2024

Putnam County School System

Signature: _____

Name: Johnny Sloan

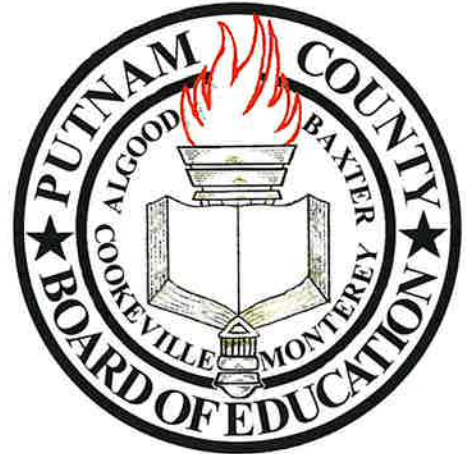
Date: _____

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST



Date: November 11, 2024
Department: Technology
Person Submitting: Johnny Sloan
Account Number (if appropriate) note below _____

141-E-76100-599-000-02528-000.



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase low voltage network data cabling materials and installation services for the "Frontier Building" renovation from Advanced Communication Services, Sparta, TN, in the amount of \$24,000.00, to be paid from: 141-E-76100-599-000-02528-000.

NOTES:

[Empty rectangular box for notes]

received
11-12-24 *mm7* *OK*

Advanced Communication Services

**365 Swift Rd.
Sparta TN 38583
931-319-9277**

November 11, 2024

**Putnam County School System
1400 E. Spring St.
Cookeville, TN 38506
Attn: Johnny Sloan**

Proposal: Install 160 Network Drops @ New Admin Bldg

160 Cat 6 Network Drop \$150.00 ea.

Total Cost: \$24000.00

Total cost includes all necessary labor and materials for complete installation of 160 network drops at new admin building.

Thank you for the opportunity to provide your communication needs. Should you have any questions or concerns, please feel free to contact me directly at 931-319-9277.

This quote is valid for a period of 120 days.

**Bill McMurry
Advanced Communication Services**

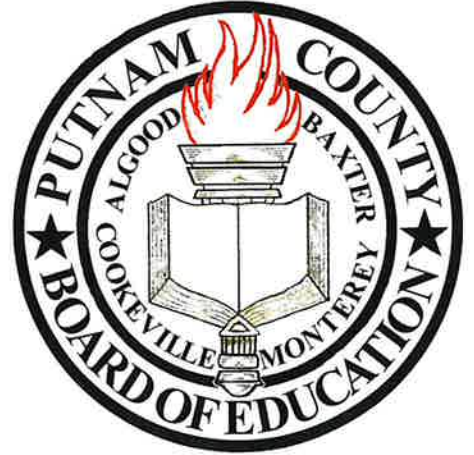


PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

EXHIBIT
tabbles
VIA 12
11-14-24

Date: November 11, 2024
Department: Technology
Person Submitting: Johnny Sloan

141-E-76100-599-000-02528-000.



Check one:

- Backup included
- Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase MITEL VoIP phone system and installation services for the "Frontier Building" renovation from IT Voice, Nashville, TN, in the amount of \$19,704.75 with pricing from the Sourcewell Contract #120122-MBS, to be paid from: 141-E-76100-599-000-02528-000.

NOTES:

received
11-12-24 MTJ *AK*



The New IDEACOM Networks Nashville
 319 Plus Park Blvd. Suite 202
 Nashville, TN 37217
 (615) 248-5724
 Michael B. Climer
 Billy Johnston



PUTNAM COUNTY
SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

Mitel Budgetary Pricing Worksheet-Frontier Building-Sourcewell Contract# 120122-MBS

11/12/2024

Qty	Itemized Description	Mitel		Sourcewell		Price	
		Price Unit	SKU Numbers	Price Unit	Extended	Price Unit	Extended
1	Mitel Switches						
1	Mitel ST100A (Dialtone to come from an existing PRI within the school system network.) Rack Mount Kit	2,615.00 140.00	10581 10223	\$1,752.05 \$93.80		\$1,752.05 \$93.80	
20	Mitel Telephones						
5	Mitel 69201	350.00	50008385	\$227.50		\$4,550.00	
25	Mitel 6930t	450.00	50008352	\$292.50		\$1,462.50	
	Total IP Stations						
4	Mitel Application Server						
25	Courtesy Licenses (Extension Only) (3 Fax Machines/1 Analog Phone)	120.00	30145	\$72.00		\$288.00	
29	Essentials Licenses (Ext+Mbx, Connect Desktop Client with IM, Collaboration Softphone, Mobility, Peer to Peer Video, Web & App Dialer) ****	250.00	30147	\$150.00		\$3,750.00	
1	Mitel Additional Site License	0.00	30044	\$0.00		\$0.00	
	Detail Design, Project Mgmt, Programming, Site Impl., Training Mitel MiCare Partner Hardware/Software Support-1 Year						
	Shipping					\$120.00	
	Sub-total					\$19,704.75	
	GRAND TOTAL						\$19,704.75
	Taxes					not included	

PO# _____
 Signature _____
 No deposit requirement for this account.
 Process order ASAP and bill for final payment ONLY.
 Any questions please contact Alison Guthrie.

* Pricing is based on a Sourcewell Purchasing Agreement with Mitel.
 ** Sourcewell Contract #120122-MBS
 *** Prices are subject to change after 90 days of this proposal.
 Visit <https://www.itvoice.com/hubfs/Terms%20and%20Conditions.pdf> for complete terms.

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

Item #	Account #	Account Description	Current	Approved Amount	Increase	Decrease	Requested Approval Amount
141 R 46790 000 000 02518 000		Other State Education Funds	851,916.54		2,211,854.43		3,063,770.97
		Total Amendment Revenue	851,916.54				3,063,770.97
		Expenditures/Equity			Decrease	Increase	
141 E 71100 429 000 02518 000		Instructional Supplies and Materials				13,998.00	13,998.00
141 E 71100 722 000 02518 000		Regular Instruction Equipment				7,242.00	7,242.00
141 E 71300 116 000 02518 000		Teachers	608,642.27			560,642.06	1,169,284.33
141 E 71300 162 000 02518 000		Clerical Personnel	24,534.97		24,534.97		
141 E 71300 189 000 02518 000		Other Salaries and Wages	11,451.60			121,048.40	132,500.00
141 E 71300 201 000 02518 000		Social Security	39,966.99			10,979.69	50,946.68
141 E 71300 204 000 02518 000		Pensions	21,306.72			37,556.53	58,863.25
141 E 71300 206 000 02518 000		Life Insurance	352.63			544.34	896.97
141 E 71300 207 000 02518 000		Medical Insurance	106,368.43			73,415.75	179,784.18
141 E 71300 208 000 02518 000		Dental Insurance	1,787.09			712.93	2,500.02
141 E 71300 210 000 02518 000		Employer Medicare	1,049.50		1,049.50		
141 E 71300 212 000 02518 000		Retirement - Hybrid Stabilization	9,347.12			3,820.63	13,167.75
141 E 71300 217 000 02518 000		Instructional Supplies and Materials	27,109.22		22,962.03		4,147.19
141 E 71300 428 000 02518 000		Software				117,923.84	117,923.84
141 E 71300 471 000 02518 000		Other Supplies and Materials				1,534.00	1,534.00
141 E 71300 499 000 02518 000		Vocational Instruction Equipment				11,066.77	11,066.77
141 E 71300 730 000 02518 000		In Service/Staff Development				819,450.88	819,450.88
141 E 72230 162 000 02518 000		Clerical Personnel				46,512.92	46,512.92
141 E 72230 201 000 02518 000		Social Security				37,267.43	37,267.43
141 E 72230 204 000 02518 000		Pensions				2,552.88	2,552.88
141 E 72230 206 000 02518 000		Life Insurance				3,206.96	3,206.96
141 E 72230 207 000 02518 000		Medical Insurance				27.28	27.28
141 E 72230 208 000 02518 000		Dental Insurance				15,144.80	15,144.80
141 E 72230 212 000 02518 000		Employer Medicare				155.32	155.32
141 E 72710 729 000 02518 000		Transportation Equipment				597.52	597.52
141 E 76100 399 000 02518 000		Other Contracted Services				140,000.00	140,000.00
141 E 76100 706 000 02518 000		Building Construction				25,000.00	25,000.00
		Total Amendment Expenditures				851,916.54	3,063,770.97
		Total Amendment Revenue less Expenditures					

Explanation: To establish budget for the FY25 Innovative School Models (ISM) Grant

Requested by: *[Signature]* 10/21/24 Recommended for Approval

Reviewed by: *[Signature]* 10/13/24

Chief Financial Officer

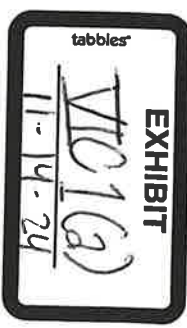
Action by Fiscal Review Committee: Recommended for Approval

Action by County Commission: Approval

Official / Department Head *[Signature]*

Date

Date



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Student Services

DATE: 7-Nov-24



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	141 R 48610 000 000 02521 000	DONATIONS	-	1,520.00		1,520.00
2	141 Q 39000 000 000 00000 000	FUND BALANCE	-	3,549.87		3,549.87
		Total Revenue	-	5,069.87		5,069.87
		Expenditures				
3	141 E 72130 599 000 02521 000	OTHER CHARGES	-		5,069.87	5,069.87
		Total Expenditures	-		5,069.87	5,069.87
		Total Revenue less Total Expenditures	-	5,069.87	5,069.87	-

Explanation: Budget for donations received for student services.

Requested by: 
 Supervisor
 Reviewed by: 
 Chief Financial Officer

Recommended for Approval: 
 Official / Department Head

Action by Fiscal Review Committee: Recommended for Approval
 Date: 10/11/24

Action by County Commission: Approval
 Date: 11-1-24



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance Department

DATE:



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

		<u>Revenue</u>				<u>Increase</u>	<u>Decrease</u>	
	141 R 46980 000 000 02525 000	OTHER STATE GRANTS	-		275,397.94			275,397.94
		<u>Total Amendment Revenue</u>						275,397.94
		<u>Expenditures</u>			<u>Decrease</u>	<u>Increase</u>		
	141 E 72130 399 000 02525 000	OTHER CONTRACTED SERVICES	-			275,397.94		275,397.94
		<u>Total Amendment Expenditures</u>						275,397.94
		<u>Total Amendment Revenue less Expenditures</u>						-

Explanation: To budget for the State of Tennessee School Security Grant

Requested by: _____ Recommended for Approval: _____

Supervisor _____
 Reviewed by: *Mark McElroy*
 Chief Financial Officer

Official / Department Head _____

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

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



Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance Department

Item # Account # Account Description

Current Approved Amount

Requested Approval Amount

DATE:



Item #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
		Expenditures & Equity				
141 E	76100 399 000 02504 000	OTHER CONTRACTED SERVICES	-	-	15,000.00	15,000.00
141 E	76100 799 000 02504 000	OTHER CAPITAL OUTLAY	-	-	150,000.00	150,000.00
141 Q	39000 000 000 00000 000	UNDESIGNATED FUND BALANCE	16,562,823.00	165,000.00	-	16,397,823.00
		Total Amendment Expenditures & Equity	16,562,823.00			16,562,823.00

Explanation: To budget for additional purchases for the new Parkview School

Requested by: Supervisor

Recommended for Approval:

Official / Department Head

Reviewed by: *Marcus McHenry*
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

Date:

Action by County Commission: Approval

Non-Approval

Date:



Department: Career and Technical Education

DATE: _____



Item # _____ Account # _____ Account Description _____

Current Approved Amount

Requested Approval Amount

	Revenue		Increase	Decrease	
	141 R 49800 000 000 00000 000	TRANSFERS IN	1,000,000.00	57,119.99	1,057,119.99
		<u>Total Amendment Revenue</u>	1,000,000.00		1,057,119.99
		<u>Expenditures/Equity</u>		Decrease	
	141 E 99100 590 000 00000 000	TRANSFERS TO OTHER FUNDS			57,119.99
		<u>Total Amendment Expenditures</u>			57,119.99
		<u>Total Amendment Revenue less Expenditures</u>	1,000,000.00		1,000,000.00

Explanation: To budget for Tennessee School Nutrition state matching funds.

Requested by: _____

Supervisor

Recommended for Approval: _____

Official / Department Head

Reviewed by: *Blake Helgeson*

Chief Financial Officer

Action by Fiscal Review Committee:

Recommended for Approval

No Recommendation

Date: _____

Action by County Commission:

Approval

Non-Approval

Date: _____



VID
11-14-24

Out of State/ Overnight BOARD APPROVAL Month: November, 2024

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
11/04/24	Rosen Center Hotel 9840 International Dr., Orlando, FL 32819 / Orange County Convention Center, Orlando, FL	PSMS	Ella Grace Clopton-931-881-8038 / Laura Burgin / Amy Scott / Presley Nester / Leah Honeycutt / Lynsey Jones-Harris	Athletics / 5th-8th / Dance Team	February 12-16, 2025	12	Dance Team Union Nationals
11/04/24	Springhill Suites Fort Lauderdale Airport 151 SW 18th Ct, Dania Beach, FL 33004 / Nova Southeastern University, Ft. Lauderdale, FL	CHS	Judith Henry & Joe Henry	CTE / 10th - 12th / Virtual Enterprise	February 5-8, 2025	8	Virtual Enterprise Leadership Conference and Competition
11/04/24	Majestic Towers Resorts, Panama City Beach, FL	CHS	Matt Hill- 9312676215 Bailey Gilliam Scott Gilliam	Athletics / 9th - 12th / Boys Basketball	December 26-31, 2024	14	Holiday Basketball Tournament
11/04/24	Indianapolis Convention Center / Sleep Inn 1244 W. 16th Street, Indianapolis, IN 46202	CHS	Amanda Williams Joseph Williams Luke Ramey	Fine Arts / 9th - 12th / Band	November 13-17, 2024	10	International Percussion Convention
11/04/24	Kentucky State Fairgrounds Louisville, KY	UHS	Whitney Statten 9316071763/Veronica Minnear	CTE / 10th / FFA	November 18-21, 2024	1	Livestock Show
11/04/24	Western Kentucky University Bowling Green Kentucky	CHS	Shane Cunningham 931-529-1243 Holly Wilmoth 931-808-0548	Fine Arts / 9th-12th / Speech Team	November 22-23, 2024	30	Speech Tournament

11/4/24



Corby King, Director of Schools

Date

received
11-04-24 MAT

PSMS

Dance Team Union Nationals

National s Plans

UNIVERSAL TICKETS (NOT INCLUDING DANCER)

NAME	NIGHTS	STAY PLANS	TRAVEL
Kiara	Tuesday-Sunday		3 Fly on own
Leah Honeycutt	Tuesday-Sunday		4 Fly on own
Lynsey Jones Harris	Tuesday-Monday	Personal	4 Car
Laurin Wheaton	Tuesday-Sunday		1 Fly on own
Jennifer Goolsby	Tuesday-Monday		1 Fly on own
Rachel Lowery	Wednesday-Sunday		3

Ginny and i at the hyer comp days only, family somewhere else

Layla Hotel Friday + Saturday

Kalesta at hotel Friday and Saturday

If dancers are all staying together I will let Genevieve do that but if people are staying in random places, we have a condo to stay in already.

Totals

Comp Hotels	8
On Own Hotels	4
On own travel	13

Competition Hotel Rooming List

THE ROSEN

DAYS:

ROOM #	Room 1	Room 2	Room 3	Room 4	Room 5	DAYS
ROOM 1	Ella Grace	Erika	Kennedy	Whitson	Whitson	Wednesday-Monday
ROOM 2	Harman Davis	Erin Davis	Laurin Wheaton	Whitson	Whitson	Wednesday-Sunday
ROOM 3	Layla Rose	Erika Burpee	Kalesta	Lowery	Layla Buckner	Thursday-Saturday
ROOM 4	Layla Buckner	Layla Buckner	Lowery	Lowery	Lowery	Thursday-Saturday
ROOM 5	Pauley Nester	Erin Davis	Erin Davis	Erin Davis	Erin Davis	Thursday-Saturday

NOT AT HOTEL

Kali Kennedy	\$335
Oakley Harris	\$335

CHS

Virtual Enterprise Leadership
Conference & Competition

Rooming list will be provided closer to event departure.

Thank you.

CHS

Holiday Basketball Tournament

Cookeville Boys Basketball Room List -Majestic Towers Panama City Beach

Room 1
Joseph Owens
Jaren Davis
Jalen Denk

Room 2
Brody Parsons
Lane Garrett
Walker Redding

Room 3
Bryce Herren
Bo Maxwell
Maddux Copeland
Austin Teeters

Room 4
Noah Longmire
Brady Casal
Landon McCarter
Jace Mitchell

CHS

International Percussion Convention

Percussive Arts Society International Convention

Sleep Inn

Indianapolis, IN

November 13-17

Room 1

Amanda Williams – Chaperone

Joseph Williams Chaperone

Room 2

Luke Ramey – Chaperone

Room 3

Carlee Webb

Adda Pittman

Room 4

Piper LaCommare

Sydney Peterson

Leeton Norris

Room 5

Andrew Ramey

Roman Williams

Mario Porras

Room 6

Koen Sells

Blaze Ballinger

Trey Richmond

Levi Hall

Room 7

Bus Driver

UHS

Livestock Show

Baxter FFA

Upperman High School

Livestock Rooming List

Parent/Guardian Chaperone is responsible for booking all housing for overnight Livestock Events.

Student

Chaperone

Veronica Minnear/Woody Minnear

Madison Minnear

CHS

Speech Tournament

CHS Speech Team Rooming List 11/22-23/24

Room #1	Alberson, Carlee Marie Baker, Luna Annabelle Brown, Lillian Grace Bryant, Mercy Lee
Room #2	Butler, Carly Beth Campbell, Kylee Diane Cooper, Bella Noelle
Room #3	Cookson, Jacob Parker Cornwell, John David Davis, Navada Kyle Elias, Matthew Nicholas
Room #4	Franklin, Amelia Jane Harville, Kallie Jayden Lynn Hoffert, Kallie Grace Lykins, Olivia Pufufen
Room #5	Kim, Taeseo Gonsalves, Christopher Peder Jerome McMasters, Gabriel Evan
Room #6	Madewell, Lily Grace McBroom Stockwell, Daisy Jane Miguel Lucas, Araceli Moseley, Izabell Delaney
Room #7	Oldham, Clara Laine Puckett, Hannah Dawn Marie Register, Emily Ann Smith, Maggie Rhea
Room #8	Paredes, Giovanni Reynaldo Sasser, Joshua William Sharma, Arnav Smith, Grant Tucker
Room #9	Smith, Shiloh Asena White, Alexandra Claire Wilmoth, Kaylee Jo
Room #10	Spears, Brayden William Wright, David Matthew Leo Wiggins, Travis Jay
Room #11	Shane Cunningham (coach)

PUTNAM COUNTY BOARD OF EDUCATION
DISCRETIONARY GRANT REPORT
NOVEMBER 2024

Board Action	Grant Title	GRANT AMOUNT REQUESTING	LEA Match	Total Grant Amount	New, Ongoing, Renewal	Location	Approval to Apply	Approval to Accept	Comments
PERMISSION TO APPLY	PROJECT HOMETOWN HELP GRANT (MIDDLE TN. NATURAL GAS)	\$ 600.00			NEW	BURKS ELEMENTARY	11.14.2024		SAMANTHA PHILLIPS APPLYING
PERMISSION TO APPLY	VECUSTOMERS GRANT	\$ 600.00			NEW	BURKS ELEMENTARY	11.14.2024		SAMANTHA PHILLIPS APPLYING
PERMISSION TO APPLY	ARBOR DAY FOUNDATION GROWING ROOTS GRANT	\$ 50,000.00			NEW	AMS	11.14.2024		WREN GOEDKEN APPLYING
PERMISSION TO APPLY	PROJECT HOMETOWN HELP GRANT (MIDDLE TN. NATURAL GAS)	\$ 1,000.00			NEW	MHS	11.14.2024		RACHEL GOODWIN APPLYING
PERMISSION TO APPLY	VECUSTOMERS GRANT	\$ 3,000.00			NEW	MHS	11.14.2024		RACHEL GOODWIN APPLYING
PERMISSION TO APPLY	RURAL TECHNOLOGY EDUCATION GRANT (TWIN LAKES)	\$ 2,000.00			NEW	UHS	11.14.2024		JESSICA BIGGS APPLYING
PERMISSION TO APPLY	UCEMC CARES GRANT	\$ 3,000.00			NEW	UHS	11.14.2024		JESSICA BIGGS APPLYING
PERMISSION TO APPLY	2024 FRS COMMUNITY GRANT	\$ 5,000.00			NEW	UHS	11.14.2024		JESSICA BIGGS APPLYING
PERMISSION TO APPLY	VECUSTOMERS GRANT	\$ 500.00			NEW	BURKS ELEMENTARY	11.14.2024		SAMANTHA PHILLIPS APPLYING
PERMISSION TO APPLY	PROJECT HOMETOWN HELP GRANT (MIDDLE TN. NATURAL GAS)	\$ 500.00			NEW	BURKS ELEMENTARY	11.14.2024		SAMANTHA PHILLIPS APPLYING
PERMISSION TO ACCEPT	VECUSTOMERS GRANT		\$	\$ 1,100.00	NEW	MHS	11.14.2024	11.14.2024	CHRISTINA URIBE ACCEPTING
TOTALS	JULY	\$ 25,400.00							
	AUGUST	\$ 5,000.00							
	SEPTEMBER	\$ 6,237,231.15							
	OCTOBER	\$ 545,350.00		\$ 513,500.00					
	NOVEMBER	\$ 66,200.00		\$ 1,100.00					
	DECEMBER								
	JANUARY								
	FEBRUARY								
	MARCH								
	APRIL								
	MAY								
	JUNE								
	TOTAL	\$ 6,879,181.15		\$ 514,600.00					

GRANT REPORT PREPARED BY SHARON BYERS

Received
10-31-24
MT
[Signature]

tabbles
EXHIBIT
11-14-24



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Lynda Huddleston

Date: October 2, 2024

RE: Adult Education MOU with WIOA Upper Cumberland Local Workforce Development Board, Inc./Workforce Connections Upper Cumberland

Backup included

Backup to follow

Agenda Item for November 7, 2024 Board meeting.

Statement to be Included:

Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board/Workforce Connections Upper Cumberland and Putnam County BOE with local provision acknowledging the maximum liability of \$23,000 for infrastructure costs and \$7,000 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2024-June 30, 2025.



Director of Schools

10/02/24

Date

received
10-02-24 MT



ATTACHMENT I – TENNESSEE WIOA MOU TEMPLATE



MEMORANDUM OF UNDERSTANDING

BETWEEN

Upper Cumberland Local Workforce Development Board

AND

Upper Cumberland Workforce Development WIOA Partners

Becky Hull, Executive Director

Individual designated by the Local Workforce Board Chair to lead MOU negotiations

bhull@ucworkforce.org

Email address

Zachary Davidson, Fiscal Administrator

Impartial individual designated by the Local Workforce Board Chair to lead annual budget negotiations

z davidson@ucworkforce.org

Email address

1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(c)(1)(Tennessee MOU/IFA Instructions Page 4)	
<ul style="list-style-type: none"> List the required partner providing services in the local area List the partner agency providing services of each required partner 	
REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM (TYPED NAME)
Title I: Adult, Dislocated Worker, Youth	Career TEAM, LLC
Title II: Adult Education and Family Literacy	Putnam County Board of Education Southern Middle TN Adult Education Volunteer State Community College Workforce Essentials Adult Education
Title III: Employment Programs under Wagner-Peyser	TN Dept of Labor & Workforce Development
Title IV: Rehabilitation Services	TN Dept of Human Services Vocational Rehabilitation
Community Services Block Grant	Upper Cumberland Human Resource Agency
Job Counseling, Training, Placement Services for Veterans	TN Dept of Labor & Workforce Development
Migrant & Seasonal Farmworkers	Tennessee Opportunity Programs, Inc.
National Farmworker Jobs Program	TN Dept of Labor Office of Workforce Investment
Second Chance	TN Dept of Labor & Workforce Development Office of Reentry
Senior Community Services Employment Program	Career TEAM National Council on Aging Upper Cumberland Human Resource Agency Workforce Essentials
Temporary Assistance for Needy Families	TN Department of Human Services
Trade Readjustment Assistance	TN Dept of Labor & Workforce Development
Unemployment Insurance	TN Dept of Labor & Workforce Development
PARTIES TO THE MOU	NAME
Local Workforce Development Board Chair	Bob Young
LWDA Chief Local Elected Official	Randy Porter, Putnam County Mayor
AJC Regional Director	Georgena P. Wilson (WP, UI, TRA, TAA and Veterans)
Title I Career Services	Luke Eldridge, David Shurfin - Career Team
Title II Adult Education	Lynda Huddleston, PCS Kathryn Breeding, Vol State Marla Rye, Workforce Essentials Linda Maddox, SMTAE
Upper Cumberland HRA CSBG	LaNelle Godsey
Migrant & Seasonal Workers	Leecia Walker
National Farmworker Jobs Program	Leecia Walker
One Stop Operator	James Starnes, George Phillips, Mid-Cumberland HRA
SCSEP	Luke Eldridge/David Shurfin, Career TEAM Brenda Head, NCOA Marla Rye, Workforce Essentials LaNelle Godsey, Upper Cumberland HRA
TANF	Lakecia Peterson
OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	IF MARKED YES, ENTITY ADMINISTERING PROGRAM
Department of Human Services <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Putnam County Dept. of Human Services
Housing and Urban Development	
Employment and Training Activities <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Perkins/Post-Secondary Career & Technical Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TCAT Upper Cumberland TCAT McMinnville
TCAT/Tennessee Reconnect	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emily Hill Middle Region Reconnect
YouthBuild	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM
Supplemental Nutrition Assistance Program (SNAP)		Putnam County Dept of Human Services
Reemployment Services and Eligibility (RESEA)		Luke Eldridge/David Shurfin, Career TEAM
2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA instructions Page 5) If additional space is needed, please include and attachment referencing this section.		
<ul style="list-style-type: none"> Describe the general purpose of the "umbrella" MOU <p>The purpose of this Memorandum of Understanding (MOU) between the Upper Cumberland Labor Workforce Development Board (UCLWDB) and its Workforce Innovation and Opportunity Act (WIOA) workforce partners is to define the parameters within which local education, workforce, economic development, and other partner programs and entities operating within the Upper Cumberland will create a seamless, customer-focused network that aligns service delivery and enhances access to services. This MOU will define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the American Job Center (AJC) service delivery system in the Upper Cumberland Local Workforce Development (UCLWD) area, as required under the WIOA.</p> <p>The scope of this MOU will streamline workforce activities, prevent duplication of services and eliminate inefficient practices by outlining service integration and functional alignment. Each partner to this MOU presents a commitment to a single functional organization, customer flow and service delivery. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. Methods of referrals will be established, along with data and information sharing procedures in order to facilitate co-enrollment and case management between programs.</p> <p>To this end, all partners under this MOU will:</p> <ol style="list-style-type: none"> Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in this MOU; Endorse a single customer flow model based upon customer need; Refer customers between partners according to methods listed in this MOU; Fulfill all data collection, information gathering and reporting needs in order to facilitate co-enrollment and case management across programs and funding streams; and Participate in the One-Stop Service Delivery System through the following means: <ol style="list-style-type: none"> Accessibility of their respective services through the One-Stop Service Delivery System; Participation in the operation of the One-Stop Service Delivery system consistent with the terms of this MOU; Ensure all partners and staff are adequately cross-trained to produce efficient co-enrollments; Sustained involvement for the continuous improvement of the area One-Stop Service Delivery System; Responsiveness to local employer needs and economic conditions; Co-branding through the dominant use of the AJC identifier on any joint products, programs, activities, services, facilities, and materials used under the combined partnership. Actively assist in the achievement of Key Performance Indicator (KPI) targets negotiated between the UCLWDB and Tennessee Department of Labor and Workforce Development (TDWLD). Partners are responsible for meeting their individual program targets. Partners will also take reasonable measures to encourage and facilitate target achievement for all partners under the UCLWDB one-stop network. 		
3. VISION FOR THE SYSTEM (Tennessee Combined Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.		
<ul style="list-style-type: none"> Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines) Describe which aspects of the vision are currently in place Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place <p>The UCLWDB and its partners align themselves under this MOU to empower individuals, employers, and communities to grow the Upper Cumberland's economy through a local AJC network that is inherently customer-centered, seamless, and effective. The Parties share a vision to establish a WIOA workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.</p> <p>Parties to this MOU will work together to achieve this vision by developing and operating a high-quality workforce development system that aligns with the UCLWDB 2024-2027 Local Plan and 2022-2024 Local Plan Modifications, contributes to the goals of the 2024-2027 Middle Tennessee Regional Plan and supports the TN Combined Plan. To this intent, the UCLWDB and required partners under this MOU shall:</p> <ol style="list-style-type: none"> Focus education, workforce, and economic development priorities within the identified in-demand sectors of Healthcare, Advanced Manufacturing, Information Technology, Construction, Transportation/Logistics, and Education where possible within the constraints of customer choice. Prepare economically disadvantaged residents for self-sustaining careers by creating programs to meet the needs of residents within rural areas. Build educational, workforce, and economic development partnerships to provide early exposure to in-demand fields through Pathways coordination, Career & Technical Education (CTE) courses, stackable credentials, and work-based learning opportunities. Increase workforce preparation for priority populations and individuals with barriers by providing programs for justice-involved individuals, Veterans, and those with disabilities. 		

- 5) Capitalize on technological advances to expand virtual services, create efficiencies, and assist businesses by growing digital skills of job-seekers and creating new virtual trainings as an alternate means of trainings.
- 6) Connect employers to the Upper Cumberland talent pool through job fairs, apprenticeships, and work-based learning programs.
- 7) Maintain cross-agency collaboration and alignment to offer one-stop access and opportunities to all populations, particularly those with barriers.
- 8) Braid program resources to maximize impact and provide a wrap-around approach to serving individuals.
- 9) Increase the Labor Force participation rate in the UCLWD area.
- 10) Pilot the Zendesk platform.
- 11) Enroll 120 youth in the Tennessee Youth Employment Program (TYEP).
- 12) Meet with Local Elected Officials (LEOs) and other stakeholders to review service model delivery in their county to best serve their citizens.

While all aspects of this shared vision are currently in place or in progress, ongoing advancement is our united goal. Parties to this MOU hereby commit to building a one-stop culture focused on continuous improvement and innovation through a cohesive network of services. Recognizing that fulfilling the above-stated vision will require maximum efficiency of wrap-around services from a multitude of agencies with minimal duplication, partners make the following commitments to each other:

- 1) Core partner staff (located both inside and outside the AJC) shall participate in cross-training events to familiarize themselves with basic eligibility and participation requirements, as well as the available services and benefits offered, for each of the partner programs represented in the UCLWDB network. Cross-trainings shall occur quarterly at a minimum, with additional trainings provided as needed.
- 2) Develop materials summarizing their program requirements and make available to partner programs and their customers.
- 3) Utilize the UCLWDB Common Intake Form and provide substantive referrals to customers who may be eligible or benefit from supplemental and complementary services under partner programs.
- 4) Commit to robust and ongoing communications required for an effective referral process. Partners will actively follow up on the results of referrals and assure that partner resources are being leveraged at an optimal level.
- 5) Participate in the UCLWDB shared referral tracking database designed to provide referral accountability and updates on co-enrollment and/or participant progress. This shared tracking system is managed by the OSO and is a supplement to, not a replacement for, VOS tracking measures.
- 6) Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- 7) Provide support to the local one-stop network through serving on cross-partner teams, sharing events and planned outreach, and attending partner orientations and events (as staff schedules allow). Partners will seek to provide first-hand program representation at these events/opportunities where possible.
- 8) Commit to active support of tracking, meeting and exceeding UCLWDB performance standards.

4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU
- Confirm whether all required partners participated in negotiations
- Explain the process to be used if consensus on the MOU is not reached by partners
- Please provide dates of partner meetings that specifically discussed the MOU

The UCLWDB intentionally fosters an environment where every partner's input is valued and included. All required partners displayed good-faith participation in the development and negotiation of this Agreement. The MOU process included negotiations on service coordination and collaboration, as well as how to fiscally maintain the system through a joint Infrastructure Agreement (IFA) for shared costs and resources.

All partners were included in a MOU technical assistance event on September 4, 2024. This event was hosted by UCLWDB Staff and presented information on MOU purpose, elements, and preparation for negotiation. Also highlighted during this event were specific areas of focus that Staff asked the representatives to discuss beforehand within their agency. The goal of this event was to educate all partner representatives to effectuate quality and productive discussion at the upcoming negotiation.

A draft proposal was made available to all partners one week prior to the negotiation. This was designed to be a starting point for discussion only and gave partners a chance to consider edits.

Formal MOU and IFA negotiations were held on September 23, 2024 with all required partners present. Any disputes were either resolved informally or according to the grievance procedures outlined in this MOU.

5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system
- Where applicable list the designated affiliate sites or specialized centers
- Define any other operating titles that the local area assigns to each center
- Describe how outreach will be conducted in towns in the local area without an AJC
- Describe the local area's plan for the Mobile American Job Center

Note: the information provided in this section must match the Tennessee Department of Labor and Workforce Development listings

Upper Cumberland Comprehensive Centers

Putnam County AJC 620 S Jefferson Avenue, STE 202 Cookeville, TN 38501	Cumberland County AJC 60 Ridley Street, STE 101 Crossville, TN 38555
--	--

Upper Cumberland Affiliate Centers

Fentress County AJC 209 N Main Street South Jamestown, TN 38556

The Upper Cumberland operates two Comprehensive Centers and one Affiliate Center, each servicing the counties in which they are located. In order to effectively serve all Upper Cumberland residents, Affiliate Centers provide support to residents of neighboring counties where no brick-and-mortar AJC is located. These service assignments are listed on the UCLWDB website under "Our Centers" so that residents are aware of how they may access in-person services. In addition, there are Specialized Centers in the following counties:

- Dekalb County
- Macon County
- Overton County
- Smith County
- Warren County
- White County

While brick-and-mortar AJCs are valued for the full-time in-person services they provide, the UCLWDB also recognizes that technological advances are creating exciting opportunities to serve residents in a more accessible and cost-efficient manner. Additionally, these methods greatly increase one-stop services access for ALL Upper Cumberland residents, particularly those located within our rural areas. The UCLWDB has invested resources to create a new website, "www.ucwork.org" where information and initial services can be accessed seven days a week, twenty-four hours a day. Individuals can also make an appointment through the website to meet with an AJC representative in-person if desired. Our website also includes a direct link to the TDLWD Virtual AJC (VAJC), which provides a wide and expanding array of virtual service options.

The TDLWD Mobile AJC is also utilized to bring AJC services to the Upper Cumberland. The mobile unit is typically booked for specific events and job fairs to provide additional AJC support. Services offered and customer flow are determined by the event and vary depending upon the needs communicated when booking the mobile unit.

Outreach is also conducted through the use of virtual and social media platforms. UCLWDB social media outlets reach thousands of individuals throughout our service area and provide real-time information on AJC services, job fairs, and activities. Additionally, the UCLWDB Google My Business platform is an effective tool to provide awareness of, and access to, the AJC system. Providing information, location services, and direct links to AJC social media and the UCLWDB website permeates through any location barriers rural areas may have. Partners agree to supply outreach information (as far in advance as possible) to the UCLWDB Marketing Team. The Marketing Team will be responsible for utilizing this information for inclusion on virtual and social media platforms, as well as sharing with county representatives to further extend outreach impact.

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (WIOA Sec 121(c) (2)(A)(i)) (Final Rules § 678.500(b)(1)). (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- Complete a local service matrix (Attachment II) Illustration local methods of service delivery which includes:
 - Career services to be provided by each required partner in each comprehensive one stop center
 - Other programs and activities to be provided by each required partner
 - Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)
- In the spaces provided below:
 - In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§678.500(b)(1))
 - In the spaces below designated for each required partner, describe each partners commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment
 - For each required partner below, describe the location(s) at which services of each required partner will be accessible

Upper Cumberland AJCs strive to provide integrated service delivery by aligning staff by functional teams and providing cross-training on all programs. Service delivery begins with the Welcome Function, which is coordinated by the One-Stop Operator (OSO). The Welcome Function is provided by a combination of OSO hired staff and partner representatives coordinated to fulfill the duties. All those serving in the Welcome Function warmly greet customers upon entrance to the AJC and offer an immediate needs assessment. At this point, the UCLWDB Common Intake Form is used to identify service needs and possible referrals in order to best meet the needs of the customer. Each customer is encouraged to register an account with the Jobs4TN website. If the customer needs other basic services (such as labor exchange services, provision of labor market information) or other self-directed or minimally staff-involved services, they are typically served by the staff person assigned to the Welcome Function. Customers identified through the Common Intake Form as needing eligibility determinations or individualized career services are referred to on-site partners via a warm hand-off. For partners not located full-time within the AJC, the completed Common Intake Form is forwarded via email to the appropriate partner as a referral. A contact spreadsheet is maintained by the OSO with contact information for all partner programs offering services to easily connect and communicate referrals. For off-site referrals, staff make every effort to connect with the off-site partner while the customer is at the AJC to ensure receipt of the referral.

Staff serving in the Welcome Function coordinate with staff in the Skills Development and Business Services Teams in order to seamlessly deliver individualized career services. All core partners have staff who serve as members of the Skills Development or Business Services Teams, either on-site or by electronic connection. Skills Development Teams members focus on performing individualized career services, while the Business Services Team focuses on developing positive relationships with employers in order to serve their business needs. All staff members are cross-trained to be aware of tasks other teams perform in order to create streamlined services and reduce duplication. Additionally, staff within the AJC have as-needed meetings to discuss shared resources and services that might benefit current and prospective customers. These collaborations encourage more co-enrollment of participants between programs, further reduce duplication, and maximize individual services and funding options. The Business Services Team is led by and operates under the direction of UCLWDB Staff to the Board, as the UCLWDB has voted to maintain Business Outreach responsibilities as a function of Staff to the Board.

All required partners commit to active representation on functional teams. Whether through in-person or virtual method, active representation includes but is not limited to the following: meeting attendance, cross-training participation, and substantive input for robust team

engagement. Partners also commit to active engagement towards continuous improvement through regular analyzation of service delivery and integration methods as a one-stop network team.

Title I (Adult, Dislocated Worker and Youth)

Title I provides a variety of educational and training activities to eligible individuals based on their individual needs and coordinated with partner programs to prepare participants for employment within in-demand occupations. Title I services are available on-site at all Upper Cumberland AJCs and are accessible to off-site partners through electronic methods. Additionally, Title I services can be initially accessed through the UCLWDB website, as well as the TDLWD VAJC platform. Title I commits to integrated service delivery through the use of the Common Intake Form and UCLWDB referral tracking methods, as well as cross-training of other programs.

Title II Adult Education and Family Literacy Act (AEFLA)

Adult Education (AE) provides free instruction related to improving basic and secondary skills in math, reading, writing, social studies, and science, along with High School Equivalency diploma and English as a Second Language throughout the Upper Cumberland. In-person and virtual class options are available to assist students in achieving their academic and career goals through an innovative and personalized approach. Customers are often identified through the Common Intake Form and are connected via warm hand-off or timely electronic connection. AE and other core partners communicate referral progress through a shared tracking method.

Title III (Employment Services under Wager-Peyser)

Title III offers job services, outreach and labor exchange activities for individuals and employers. Job seekers register at the Welcome Desk or Jobs4TN to begin the process of job search activities such as entering a resume and skills into Jobs4TN so they may be identified by companies who are hiring. Staff are available on-site at Comprehensive Centers and by direct linkage, electronic connection or appointment at Affiliate Centers. Partner staff at Affiliate Centers are cross-trained to provide job seekers and employers assistance in accessing and utilizing Title III services. Title III commits to integrated service delivery through the use of the Common Intake Form and UCLWDB referral tracking methods, as well as cross-training of other programs.

Title IV (Rehabilitation Services)

The Vocational Rehabilitation (VR) program provides a variety of services to eligible individuals with disabilities in accordance with their aptitudes, capabilities and interests. Individual needs are identified through an Individualized Plan for Employment to prepare individuals for competitive integrated employment. VR collaborates with other AJC partners, community rehabilitation service providers, educational institutions and employers to ensure that eligible persons with disabilities receive the services necessary to obtain employment within their communities. VR services are directly accessible through in-person referrals and direct linkages within all AJCs.

Title V Senior Community Services Employment Program (SCSEP)

Under Older Americans Act of 1965, SCSEP provides job training skills for low-income, unemployed Americans age 55 and older in order to prepare them for unsubsidized employment. Participants learn job skills while providing community service activities along with basic computer and job search skills. SCSEP services are provided by Career Team in Cumberland, Putnam, Fentress, Jackson and Macon; SCSEP is provided by the National Council on Aging in Cannon, DeKalb, Smith, Van Buren and Warren; SCSEP is provided by UCHRA in Clay, Cumberland, Overton, Pickett, Putnam, and White counties.

Community Services Block Grant (CSBG)

CSBG services are available via direct linkages by phone or email.

Housing and Urban Development (HUD) Employment and Training Activities

HUD Employment and Training Activities provide financial assistance for employment and training opportunities. Services are provided by the Department of Human Services and are accessible through electronic connection.

Job Corps

Job Corps provides career technical training and education for low-income youth ages 16-24. Referrals are through a direct linkage via phone or email. Marketing material for the Job Corps program is kept in AJC Resource Rooms, (Part of Title I)

Job Counseling, Training and Placement Services for Veterans

Services for Veterans and their spouses include individual assessment, labor market information, job search assistance, and training opportunities. State Veterans staff, along with Title I staff, provide priority services for Veterans and their spouses on all job opportunities and qualified training programs available through the AJC. Veterans staff work to promote the hiring of Veterans through Jobs4TN, business outreach, job developments, and marketing tools. Veterans staff is available on-site at Comprehensive Centers and by direct linkage, email, or by appointment at Affiliate Centers. Title I staff assigned to Affiliate Centers are cross-trained in Veterans programs and follow Veterans' priority of service guidelines.

Migrant & Seasonal Farmworkers (MSFW)

The MSFW program conducts outreach and assessment to low income farmworkers in order to assist those who qualify for job training and placement services. Services are accessible at Upper Cumberland AJCs through direct linkages and cross-training of partner staff. For instance, Title I staff are equipped to screen individuals for a farmworker background to determine if a referral is appropriate. (Part of Title I)

National Farmworker Jobs Program (NFJP)

Every customer who contacts the NFJP, whether qualified or not, is always referred to the AJC for services they may be able to receive. Contact is made with customers referred by the AJC and efforts are made to determine if they may be served by other one-stop programs.

Perkins/Post-Secondary CTE

Tennessee's Community and Technical Colleges play an integral role in the economic growth of the Upper Cumberland. From providing short-term training programs to long-term customized initiatives, these colleges have developed strategies to meet the workforce training

needs of local, regional and state employers. As recipients under the Carl D. Perkins Career and Technical Education Act, these institutions strive to develop more fully the academic, career, and technical skills of students who enroll in career and technical education programs. These events are conducted in partnership with local education institutions and businesses to assist students in understanding all aspects of an industry, provide them with career guidance, and prepare them for high skill, high wage, or high demand occupations leading to self-sufficiency. The UCLWDB and its one-stop partners work closely with the Tennessee Board of Regents (TBR) Pathways Director and local CTE Directors to develop CTE opportunities.

Second Chance (Reentry)

The Second Chance (Reentry) program provides quality community re-entry services that will reduce recidivism, empower clients to enter gainful employment, lead a more productive life, and return to safer communities. The One-Stop Service Delivery System supports this program by providing on-site counseling and workshops through the Mobile Career Coach, Adult Education activities, and job services through Jobs4TN. Referrals are made through electronic means for tracking participant progress.

Trade Adjustment Assistance (TAA)

TAA services are accessible in all Upper Cumberland AJCs through in-person referrals and/or direct linkages via phone or email. AJC staff provide job search assistance to individuals whose employers have either relocated operations or who have been impacted by foreign trade. TAA claimants will contact the TAA representative at the AJC for an appointment to discuss the following services: re-employment services, job search allowance, relocation allowance, and training. Claimants are co-enrolled in Title I and referred to Adult Education for assessment and training.

Temporary Assistance for Needy Families (TANF)

The Tennessee DHS is committed to addressing poverty and creating cycles of success within the Upper Cumberland One-Stop Service Delivery System, with a focus on empowering families eligible for Families First/TANF on a course to achieve economic stability based upon the four core component activities of the Two-Generation Approach: (1) Education, (2) Economic Support, (3) Health and Well-Being, and (4) Social Capital. DHS/TANF services are accessible through direct linkages.

Tennessee College of Applied Technology (TCAT)/Tennessee Reconnect

TCAT/TN Reconnect services are available via direct linkages by phone, email, and at each institution's website. Services are also offered through cross-training of AJC staff, who may assist customers in going online to complete an admissions application or other required paperwork. Marketing materials are made available at Upper Cumberland AJCs.

Trade Readjustment Assistance (TRA)

TRA services are accessible in all Upper Cumberland AJCs through in-person referrals and/or direct linkages via phone or email. AJC staff serve as the link between individuals determined to be TRA eligible and the TDLWD offices handling the TRA benefits payments. AJC staff aids in resolving issues pertaining to weekly certification forms.

Unemployment Insurance (UI)

UI provides unemployment benefits to eligible workers who are unemployed and meet the requirements of Tennessee law. Title III and partner staff at all Upper Cumberland AJCs are cross-trained to provide meaningful basic assistance to UI. This includes assisting customers in utilizing Jobs4TN to complete claims, weekly certifications, accessing the live chat feature, or using ZenDesk to submit and track help desk tickets. Fax machines are also available at the AJCs to allow customers to submit needed information to the TDLWD office if necessary. The Upper Cumberland provides Rapid Response services and coordinates with partners to provide UI and workforce assistance to employers and affected employees. Title I and Title III record these services in Jobs4TN for service integration.

YouthBuild

YouthBuild provides education, counseling and job skills training to unemployed youth who are typically high school drop-outs. YouthBuild services are provided through the TDLWD and are accessible through electronic connection. (Part of Title I)

7. PROCUREMENT OF THE ONE-STOP OPERATOR (Tennessee Memorandum Guidelines for One-Stop Operator Procurement) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

- Name the procured one-stop operator. The following bullet points should be explained in this section
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process
- Assure the one-stop operator will not perform any of the proscribed functions (§ 678.620(b) to avoid conflict of interest.

Note: One-stop operator designation took effect July 1, 2017 (§678.635)

The UCLWDB, in conjunction with Northern Middle LWDB consortium and after a competitive Request for Proposal (RFP) process, has selected Mid Cumberland Human Resource Agency as the entity providing OSO services. The OSO's primary role is to coordinate multiple AJC partners and service providers throughout the Upper Cumberland. The OSO must assure functional alignment of services and management of operational resources, conduct quality reviews of partner and service provider activities, and facilitate the Welcome Function. To avoid a conflict of interest and in accordance with WIOA Section 678.620(b)(1), the functions and scope of work of the OSO do not include the following functions, which continue to be performed by the UCLWDB: Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans; be responsible for oversight of itself; manage or significantly participate in the competitive selection process for the OSOs; select or terminate OSOs, career services, and youth providers; negotiate local performance accountability measures; or develop and submit a budget for the activities of the UCLWDB.

The functions and scope of the UCLWDB OSO include:

- A) Overseeing one-stop property, including buildings and equipment, and the reporting of any maintenance or other issues. Items that are shared costs under the IFA will be inventoried and maintained by the OSO.
- B) Observing and addressing any concerns to assure staff present as professional.

- C) Providing functional supervision of AJC partner staff located in the AJC, including coordinating with direct supervisors/team leaders to schedule staff for appropriate coverage during regular, holiday, and extended hours, as needed. Includes acknowledging vacation and leave requests and ensuring shared responsibilities are fair and equitable for sufficient coverage of the AJC.
- D) Providing leadership and guidance to encourage AJC partner staff to function as a team, including appropriate AJC partner staff development and team building.
- E) Evaluate services to ensure required WIOA services are being provided.
- G) Coordinating the continuing good standing of AJC Certification status as directed by the UCLWDB.
- H) Coordinating services with Affiliate and/or Access Points to assure that partners are apprised of Comprehensive Center services for referral of customers.
- I) Ensuring that all services are being provided in a manner consistent with the Local Plan, Regional Plan, and TN State Combined Plan.
- J) Ensuring meaningful access to all customers by incorporating principles of universal design and adaptative technologies.
- K) Developing safety plans for AJCs and educating all partner staff on a regular basis.
- L) Evaluating performance of AJCs by developing a working knowledge of WIOA Performance Measures for all AJC partners, including how they correlate to Local and Regional goals; Developing a working knowledge of the VOS data management system; Preparing and analyzing reports, at regular intervals defined by the UCLWDB, to include VOS Greeter, Customer Sign-In reasons, and Employer utilization of AJC services; Coordinating with Board Staff for Data Validation and Performance standards.
- M) Developing and initiating an UCLWDB approved evaluation process to determine customer experiences and share results with all partners. Evaluation methods may include on-site or online assessments, maintaining confidentiality, and being timely to the customer experience. The UCLWDB will utilize results to access services of the OSO.
- N) Coordination of core and required partners, both on and off-site, to include: Maintaining and updating a digital copy of all partner programs, including a brief description of service and contact information; Reporting changes in the MOU/IFA to the Executive Director; Scheduling monthly staff meetings with on-site partners and quarterly meetings with off-site partners. Additional functional meetings will be on an as-needed basis under the coordination of the OSO; Maintaining and updating information such as policies, procedures, updates, schedules, etc. for access by all partner staff.
- O) Serving as a liaison between the Executive Director or designated staff and AJC partners, including resolution of customers service complaints or partner issues, proposal of promising practices and dissemination of general communication of UCLWDB policy and procedures.
- P) Providing any reports as deemed necessary by the UCLWDB including reports such as performance data for all on-site partners, IFA expenditure reports, referral reports, etc.
- Q) Meeting common operational needs of the AJC by means that may include: Developing training manuals and instructional activities to promote excellence in customer service.
- R) Providing technical assistance to staff and partner agencies to understand the vision, mission, goals, and objectives of the UCLWDB and One-Stop Service Delivery System.
- S) Ensuring functional teams (Welcome Function, Skills Development, and Business Services) are meeting monthly and include meaningful representation from required partners. The OSO provides support to these teams and assists with team development and strategies.

The OSO shall incorporate these and all contractually obligated functions when managing daily operations, assisting the UCLWDB in maintaining the AJC network structure, integrating systems and coordinating services, overseeing network performance, and managing fiscal responsibilities through cost allocations.

All parties to this MOU present a commitment to support the OSO as the functional leader of the one-stop network. Partners will work with the OSO to promote system integration through (1) Effective communication, information sharing, and collaboration with the OSO; (2) Joint planning, policy development, and system design processes; (3) Commitment to the joint mission, vision, goals, performance measures, and strategies introduced by the OSO; (4) Design and use of integrated processes used by the OSO to include common intake, assessment, referral, and case management processes.

8. REFERRAL PROCESS (WIOA SEC 121 (c)(2)(A)(iii)) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

- *In the spaces below, address all of the following:*
 - *In the introductory paragraph of this section, describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
 - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
 - *Identify the method of tracking referrals*

Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs.

Title I (Adult, Dislocated Worker and Youth)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title I staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. Additionally, Title I will refer to Title III for assistance with the employment services aspect of case management. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title II (Adult Education and Family Literacy)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title II staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are

also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title III (Employment Services under Wager-Peyser)

The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title III staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. Additionally, Title I will refer to Title III for assistance with the employment services aspect of case management. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

Title IV (Rehabilitation Services)

VR participants are referred to available partner programs to assist with the rehabilitation needs of eligible individuals. UCLWDB VR referrals are made in-person by appointment and via electronic connection. Referrals to and from VR are tracked through a common data spreadsheet, shared and viewable by all core partners, where referrals are documented, updated and progress/outcomes are listed. This spreadsheet is managed by the OSO with all core partners contributing.

Title V SCSEP

SCSEP clients are referred through the Referral Form, county referrals, partner programs and community partners such as Area Agency on Aging and Disability (AAAD), DHS, and local senior centers and organizations. UCLWDB partners providing SCSEP services (Career Team, LLC, National Council on Aging, UCHRA) will refer SCSEP clients between agencies based upon appropriate county served, and for placements beyond what the individual agency can fill. Referrals are processed through direct linkages and virtual communication methods.

Community Service Block Grant

Partner services will be referred via electronic connections.

HUD Employment and Training Activities

Reverse referrals and partner services will be referred via electronic connection.

Job Corps

Customer referrals are made via Jobs4TN to include partners located both inside and outside the AJC. Participant tracking is conducted through Jobs4TN.

Job Counseling, Training and Placement Services for Veterans

Due to the nature of the Veteran status, it is the responsibility of partner programs to identify and make appropriate referrals to this program. A Veteran's checklist is completed by Veterans who visit the AJC for services. If significant barriers to employment are identified, referrals are made by other AJC staff to the Disabled Veterans Outreach Placement Specialists (DVOP) Specialists. The DVOP Staff perform case management, which requires specific tracking of participants.

MSFW

For the MSFW referral, all Career Advisors and Veteran Staff use the Referral Form to determine program needs and refer to all internal programs (WIOA, Adult Ed, etc.). The referral is delivered to the recipients if in the building or emailed if out in the counties. For external referrals (TN Reconnect, etc.) email is utilized.

NFJP

Every customer who contacts the NFJP, whether qualified or not, is always referred to the AJC for services they may be able to receive. Contact is made with customers referred by the AJC and efforts are made to determine if they may be served by other one-stop programs.

Perkins/Post-Secondary CTE

Customer referrals are made to Post-Secondary Education Institutes and TCAT Centers located throughout the Upper Cumberland via phone call, email, or by referral form. The referral process includes providing information and contact details for referral programs to all students who enroll. The on-site Financial Aid Coordinator provides handouts to students with this information.

Second Chance (Reentry)

Customer referrals are made via Jobs4TN to include partners located both inside and outside the AJC. Participant tracking is conducted through Jobs4TN.

TAA

Federal guidance mandates a qualifying TAA participant be co-enrolled in both Title I and Title III. Therefore, both programs are responsible to identify and make appropriate referrals to the corresponding programs using the Referral Form. A warm hand-off is encouraged, and partners should seek to contact referrals within 24 hours. Progress of these referrals are then tracked based on the enrollment of the client and communicated to the referring partner via email and logged into VOS.

TANF

DHS will make referrals to Title I, Title II, Title III, Title IV, and other core partners through a single point of contact for partnering agencies and AJC to ensure service coordination and collaboration. DHS utilizes an electronic referral system via an internal database known as

Salesforce that generates the client referral to the designated partner. If the internal system does not generate a referral, partner contact is made directly via email, phone or in person.

TCAT/Tennessee Reconnect

Tennessee Reconnect referrals are received phone call, email, or referral form. The referral process includes providing information and contact details for referral programs to all students who enroll. The on-site Financial Aid Coordinator provides handouts to students with this information.

TRA

Trade referrals utilize a specific form for WIOA referrals during training. The referral is hand delivered where possible and emailed to outer counties. If a supportive service needs exist and the participant hasn't already been referred to WIOA, the same form and process are used. Through this process all current Trade students are co-enrolled and most receive WIOA funds.

UI

Clients who desire to file a UI claim are provided access to computers and Jobs4TN in the AJC Resource Room. AJC staff are cross-trained to provide meaningful UI assistance through basic website navigation and claims filing processes. This includes helping customers complete claims, weekly certifications, and utilizing the live chat feature. During the process of this assistance, AJC staff seek to identify any additional needs claimants may have, as well as provide information on partner programs to suggest referrals. When claimants express a desire for additional services, the Initial Assessment and Common Intake process is followed.

YouthBuild

YouthBuild referrals will be sent to the TDLWD via electronic connection.

9. PHYSICAL ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)(WIOA Final Rules §678.500 (b)(4) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.

Describe how – through specific examples and commitments – required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- *The comprehensive one-stop center's layout supports a culture of inclusiveness*
- *Access to public transportation is available with reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

UCLWDB one-stop centers support a culture of inclusiveness by being physically accessible to all customers. AJC parking lots include universally-accessible marked spaces next to the entrance, along with ample parking for all customers. Centers are physically accessible with ground-level double-wide doors that open automatically for entry, wide hallways to accommodate wheelchairs, elevators where second floors are present, and accessible bathroom facilities. Braille is used on the doors for the visually impaired. Compliance with the Americans with Disabilities Act (ADA) requirements is ensured when locating to a new building or when repairs are needed. An Equality Employment Opportunity (EEO) poster is displayed at each AJC and a Grievance brochure outlining steps to file a complaint is made available. Center Resource Rooms are equipped with assistive technology such as large-print screens and an adaptive mouse. CapTel phones are available when requested. Signage regarding the availability of Avanza Language Lines for interpretation services are also posted in each AJC. Additionally, staff participate in an annual nondiscrimination/EO/disability awareness training to ensure our Centers support a culture of inclusiveness.

Recognizing that transportation is a substantial barrier for many individuals, UCLWDB Comprehensive Centers are included on public transportation lines. All Centers are located in buildings that are centrally-located to the Counties they serve in a convenient, high-traffic area. Additionally, the UCLWDB website has been substantially updated to provide seven days a week, twenty-four hours a day access to AJC services. The website gives virtual access to all required partner services through explanation of services, links to Jobs4TN and the TDLWD VAJC, and the ability to directly schedule an appointment with a local one-stop representative.

Parties to this MOU agree to assure the continued physical accessibility of the comprehensive one-stop centers by:

- 1) Ensuring compliance with ADA requirements;
- 2) Maintaining the above named or similar accommodations on an as-needed basis;
- 3) Offering referrals to provide customers with a full array of accommodations and services;
- 4) Maintaining an Equal Opportunity (EO) Officer for the UCLWDB to ensure compliance with all appropriate regulations;
- 5) Provide or participate in nondiscrimination/EO/disability awareness training on an annual basis.

Parties to this MOU acknowledge that ensuring physical accessibility begins with customers being able to physically locate AJCs. Parties further recognize the value of appropriate signage and basic marketing materials to ensure customers can locate and identify the AJC brand. Required Partners agree to periodically review physical accessibility in terms of appropriate signage and consider shared costs of purchases under this category.

10. PROGRAMMATIC ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b)(4) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual/participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services and how outreach will be conducted to these groups (§678.500(b)(4). Include Mobile American Job Center information*
- *Explain how services will be provided using technology that is actually available and in accordance with the "direct linkage" requirement under WIOA*

Note: Provide as much specificity as possible for each partner program

All Partners agree they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures

have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with applicable state and federal laws and regulations regarding these issues. All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or educational level. Interpretation services will be provided within a reasonable time frame to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices must be available to ensure both physical and programmatic accessibility within the UCLWDB AJCs.

The comprehensive one-stop center serves as the hub for access to services for customers as well as local businesses. In order to ensure non-discriminatory practices, all customers are assessed using the same process and referred based on their individual circumstances to the appropriate program. When significant barriers are found, partnerships with VR are utilized to ensure that processes are in line with the needs of the individual with disabilities.

Programmatic accessibility is facilitated within the UCLWDB through utilization of several key tools. The Mobile Career Coach has proved to be an effective outreach tool in areas of high need but limited accessibility. Also utilized are tools such as Direct Linkage, used when needed for affiliate site counties via phone calls, ZOOM meetings, and email. This is especially necessary when partner programs are not co-located in affiliate sites. Title I staff coordinate service delivery and access to partners in their Welcome Function, as well as throughout a client's enrollment in Title I. Title I is the only staff located in Affiliate Sites, therefore the remaining partners are available via direct linkage whenever needed.

All UCLWDB customers have access to accessible devices for hearing, reading, typing and computer use. Our AJCs are equipped with highly trained staff that are able to assist individuals with disabilities and the additional services available to them within the AJC and their communities. All AJC locations have passed ADA compliance through DHS VR. Outreach to this population is conducted through regional partners such as DHS, DHS programs, VR, and community action groups.

When UCLWDB partners are not physically located within the AJC, they are available for contact through direct linkage such as phone calls, video conferencing, email and text messaging (preference of direct linkage is utilized in that order.) Direct connection is made whenever possible, and all partners are accessible from each AJC location.

The UCLWDB, in collaboration with AJCs, AE, and VR, will be providing a process for virtual access for all participants to access services start-to-finish via virtual platforms.

11. DATA SHARING AND COLLECTION (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core partners in the local area will be collectively achieved
- Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential
- In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area
- Describe the collection of data across programs
- Describe how Jobs4TN will be utilized and incorporated

NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff

All program partners will work to share information to better serve participants. Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected at intake to be captured once. The management information system used to case manage participants for the programs listed below is Jobs4TN or VOS system:

- Title I: Adult, Dislocated Worker, Youth
- Title II: Adult Education and Family Literacy
- Title III: Wagner-Peyser
- Title IV: Rehabilitation Services
- Title V: SCSEP
- CSBG
- Job Counseling, Training and Placement for Veterans
- MSFW
- Second Chance (Reentry)
- TAA
- TANF
- TRA
- UI

Each AJC also utilizes the Virtual One-Stop (VOS) Greeter feature to track the number of customers using the AJC. Utilizing this system for the majority of WIOA programs will allow programs to share information and reduce duplication of data entry. Information needed to calculate all common indicators of performance reside in this system. Reports can be generated and shared with program staff to ensure that performance targets will be met. The TDLWD has established performance groups that will routinely report out all core partner performance. This approach will allow all partners to share concerns and monitor performance metrics. TANF and VR will use other case management systems but all WIOA partners will work to share information across these systems in order to better serve participants.

Each employee is required to sign a user agreement stating that PII is to be kept confidential and only used for the purpose of job duties. In addition, the TDLWD has a MOU with core partners in which participant information is shared. The TDLWD also provides Wage Record Interchange System (WRIS) and Federal Employment Data Exchange System (FEDES) agreements which govern participant wage records

and their use. Each partner will ensure that the collection and use of information or records that include PII will be limited to purposes that support the programs and activities described in the MOU part of the AJC service delivery system. Partners will ensure that access to software systems and files under his/her control that include PII will be limited to authorized staff. Those staff members are assigned responsibilities in support of the services and activities provided as part of AJC services delivery system and must access the information to perform these responsibilities. Each employee is required to sign a user agreement stating that PII is to be kept confidential and only used for the purpose of job duties. Parties to the MOU agree that customer PII will be properly secured in accordance with the agency's policies and procedures regarding the safe keeping of PII. Customer data may be shared with other programs, for those programs' purposes, within the AJC network only after the informed consent of the individual has been obtained.

Partners further agree that the collection, use and disclosure of customer's PII is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used and disclosed by partners will be subject to the following:

- 1) Customer PII will be properly secured in accordance with the UCLWDB policies and procedures safeguarding PII.
- 2) The collection use and disclosure of customer education records, and the PII contained therein, as defined under Family Educational Rights and Privacy Act (FERPA), shall comply with FERPA and applicable State privacy laws
- 3) All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- 4) All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- 5) Customer data may be shared with other programs, for those program's purposes, within the AJC network only after the informed consent of the individual has been obtained, where required.
- 6) Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- 7) All data exchange activity will be conducted in machine readable format, such as HTML, or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794(d)).

12. COST SHARING OF SERVICES (WIOA Sec. 121 (c)(2)(A)(ii) (WIOA Final Rules § 678.755 and §678.760) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.

- *To complete this section, see the Individual AJC Budget Template instruction sheet – Attachment II and the infrastructure Funding Agreement - Attachment III*
- *For the purposes of this section (12), only provide a narrative explanation of cost sharing services*
- *In the event that an agreement cannot be reached among partners, 20 CFR 678.750 will apply:*
 - (a) *The Governor must establish a process, described under sec. 121(h)(2)(c) of WIOA, for a one-stop partner administering a program described in §§ 678.400 through 678.410 to appeal the Governor's determination regarding the one-stop partner's portion of funds to be provided for one-stop infrastructure costs. This appeal process must be described in the Unified State Plan.*
 - (b) *The appeal may be made on the ground that the Governor's determination is inconsistent with proportionate share requirements in § 678.735(a), the cost contribution limitations in § 678.735(b), the cost contribution caps in § 678.738, consistent with the process described in the State Plan.*
 - (c) *The process must ensure prompt resolution of the appeal in order to ensure the funds are distributed in a timely manner, consistent with the requirements of § 683.630 of this chapter.*
 - (d) *The one-stop partner must submit an appeal in accordance with State's deadlines for appeals specified in the guidance issued under § 678.705(b)(3), or if the State has not set a deadline, within 21 days from the Governor's determination.*

The operating budget of the One-Stop Services Delivery System is the financial plan to which the one-stop partners, Chief Local Elected Official (CLEO), and UCLWDB have agreed to in this MOU and that will be used to achieve the goals of delivering services throughout the Upper Cumberland. To achieve this, each partner completed a budget for each AJC where their staff are physically present per the TDLWD Workforce Services MOU/IFA Guidance. These individual budgets were then consolidated into a master budget that consists of costs that are specifically identified by statute.

Infrastructure costs, defined in WIOA Sec. 121(h)(4), include non-personnel costs such as:

- 1) Rental of facilities
- 2) Utilities and maintenance
- 3) Equipment (including assessment-related and assistive technology)
- 4) Technology to facilitate access to the one-stop planning and outreach activities
- 5) Costs of the use of the common AJC identifier, such as signage and supplies.

Additional costs include:

- 1) Applicable career services as described in WIOA Sec. 1349(c)(2)
- 2) Shared operating costs and shared services, described in WIOA Sec. 121(i), that are related to the operation of the One-Stop Service Delivery System, but do not constitute infrastructure costs, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to partners, and business services. These costs may include personnel expenses for shared Welcome Function staff.
- 3) Direct costs, as described in 2 CFR 200.413, including costs identified specifically with a particular final objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

In accordance with WIOA Sec. 121(h), the following programs, being physically located in an AJC in the UCLWA, are required to contribute to infrastructure costs per the TDLWD Workforce Services MOU/IFA Guidance:

- 1) Title I Adult, Dislocated Worker, Youth
- 2) Title II Adult Education and Literacy
- 3) Title III Wagner Peysner
- 4) Title IV Vocational Rehabilitation

- 5) Chapter 2 of Title II of the Trade Act of 1974
- 6) Chapter 41 of Title 38, United States Code
- 7) Part A of Title IV of the Social Security Act

Actual costs will be billed, rather than estimates or budgeted amounts. The one-stop operating budget will be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation will ensure that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to the partner's use of the one-stop center and relative benefit received.

The IFA contains the infrastructure costs budget that is an integral component of the overall one-stop operating budget. The other component of the one-stop operating budget consists of "additional costs." While both components cover different cost categories, the operating budget is incomplete without the other; both are necessary to maintain the ULCWDB one-stop delivery system. Therefore, the one-stop operating budget must be presented with the MOU and the IFA negotiated as a mandatory step in the process. Changes in the one-stop required partners or an appeal by a one-stop partner's infrastructure cost contributions will require a renewal of the MOU.

Allocation refers to the process of assigning a cost, or group of costs, to one or more cost objectives in reasonable proportion to the benefit provided or equitable relationship. Partners have agreed to use the "square footage" cost allocation methodology for the Cumberland County Comprehensive AJC and the (Full Time Equivalent (FTE)) cost allocation methodology for the Putnam County Comprehensive AJC.

All parties to this MOU and IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the AJC or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

The partners agree that Putnam County Schools AE maximum cash contribution to allowable IFA costs is \$23,000.00 for infrastructure costs and \$7,000.00 for additional costs for 2024-2025. In addition, AE will provide 2 hours per week, as directed by the Putnam County AE District Director, for the Welcome Function at both the Cookeville AJC and Crossville AJC. Putnam County Schools will not be liable for any other costs that exceed these amounts. Required partners agree that once AE maximum funds have been exhausted, the remaining budget costs allocated to AE for the program year will be prorated among the other required partners.

Pursuant to the TDLWD Workforce Services Guidance - Outreach and Marketing, issued April 22, 2021, the required partners agree to allocate outreach and informational materials costs as a line-item within the IFA. Costs shall be reasonable and allowable under this guidance and approved by the contributing partners prior to purchase.

13. DURATION/AMENDMENT/APPEAL PROCEDURES (WIOA Sec. 121 (c)(2)(A)(v)) (WIOA Final Rules §678.500(b) (5)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Describe the duration of the MOU

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*
- *The appeals process for any disputes that evolve after the agreement is reached*
- *Process must follow the directives in WIOA 678.500(b)(5)*

NOTE: Ensure the MOU reflects the most recent date as amendments are approved

The duration of this MOU is one year, with the option for up to two one-year renewals. A single partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the UCLWDB. In such event, the UCLWDB will provide written notice to all remaining partners and will amend this MOU. A termination does not affect the MOU unless the number or contribution of the terminating partners is so substantial that it necessitates the negotiation of a new MOU.

The UCLWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed time frame will be deemed that party's approval of the proposed changes.

The MOU may be amended upon mutual agreement of the parties provided it is consistent with federal, state or local laws, regulations, rules, plans, or policies or for one or more of the following reasons:

- 1) The addition or removal of a partner from this MOU.
- 2) Removal or addition of program responsibilities for any partner that administers more than one federal programs.
- 3) An extension of the effective ending date.
- 4) A change in AJC operator or fiscal agent or a change in the physical location of an AJC.
- 5) A change in the services, service delivering methods currently utilized, referral methods, methods to determine fair share, or methods to allocate cost.

All modifications must be in writing and approved by the UCLWDB. When a partner wishes to modify the MOU, the partner must first provide written notification thirty (30) days in advance of the proposed change to the UCLWDB Chair and outline the proposed modification(s). Upon notification, the LWDB Chair must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. The UCLWDB Chair may call a special meeting to discuss the proposed modification(s).

Upon agreement of all parties, a modification will be processed. If determined that a Partner is unwilling to agree to the MOU modification, the UCLWDB Chair must ensure that the dispute resolution process is followed.

Updates to the AJC budget will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. An amendment for this purpose will be signed by an authorized representative of UCLWDB, and all partners. The UCLWDB will ensure that all partners receive a copy of the amendment and revised budget once the amendment is fully executed.

If there are disputes that evolve after the agreement is reached, in the event the remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit to the UCLWDB. The amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the UCLWDB, and the affected parties must be executed no later than forty-five (45) days from the end of the current state fiscal year. However, should a 678.500 (8)(5) dispute arise among any parties to this MOU in negotiations to amend or renew the MOU or pertinent to AJC operations or activities not addressed in this MOU, the parties shall first attempt to resolve all disputes informally. Any partner may call a meeting of all parties to this MOU to discuss and resolve disputes by contacting the WIOA Executive Director in writing.

For formal disputes, all parties are advised to actively participate in local negotiations in a good faith effort to reach an agreement. Any disputes shall first be attempted to be resolved informally. If the informal dispute fails, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to UCLWDB chair and all parties to the MOU regarding the conflict within sixty (60) business days. The UCLWDB Chair will place the dispute on the agenda of a special meeting of the UCLWDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. The decision of the Executive Committee shall be final and binding unless there is a contradiction of state and federal laws governing the partner agencies. The Executive Committee must provide a written response and dated summary of the proposed resolution to all parties to MOU.

14. RENEWAL PROVISIONS (WIOA Sec. 121(c)(2)(A)(v)) (WIOA Final Rules §678.500(b)(6)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Provide the process and timeline in which MOU will be reviewed, including:

- Explain the renewal process, which must occur at a minimum of every three years
- Describe the required renewal process if substantial changes occur before the MOU's three- year expiration date

NOTE: Ensure the MOU reflects the most recent date as renewals are approved

This MOU must be reviewed and renewed on an annual basis by action of the UCLWB.

To renew the MOU, either on an annual basis or if substantial changes occur before the annual review, the parties to this MOU agree to the following process:

- 1) Notification of partners: The UCLWDB Executive Director will notify all parties in writing that it is necessary to renew and execute the MOU and will provide all applicable policies and preceding MOU documents, as applicable, including a timeline for the renewal process.
- 2) Preliminary Review: All parties will be provided sufficient time to review the existing MOU to identify potential changes and submit them to the UCLWDB Executive Director prior to the negotiations meeting.
- 3) Negotiations Meeting: The UCLWDB Executive Director will arrange for all parties to meet to review the draft MOU and proposed changes within thirty (30) days of the notification.
- 4) Revised Draft MOU: The UCLWDB Executive Director will submit a revised draft MOU based on discussions at the negotiations meeting, and additional formal or informal meetings as needed, to all parties for review and final comments within thirty (30) days following the negotiations meeting.
- 5) Final Review and Comment: All parties will review the revised draft MOU and submit comments to the UCLWDB Executive Director within fourteen (14) days.
- 6) Signatures Obtained: The final draft MOU will be rotated to all parties for signatures by the UCLWDB Executive Director within forty-five (45) days of the release of the revised draft MOU.
- 7) The UCLWDB Chair will ensure that the MOU reflects the most recent date as renewals are approved.

15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (WIOA Sec. 121(c)(2)(B)) (WIOA Final Rules §678.500(c)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Partners will actively assist in the achievement of KPI targets negotiated between the UCLWDB and TDWLD. Partners are responsible for meeting their individual program targets assigned by the TDLWD and will work with the UCLWDB Performance Team to set and reach periodic goals in furtherance of those targets. Partners will also take reasonable measures to encourage and facilitate target achievement for all partners under the UCLWDB one-stop network. Partners further agree to consult with the Performance Team on service delivery adjustments based upon performance tracking. As TDLWD funding allotments are based upon LWDA performance attainment, any partner not meeting TDLWD negotiated performance targets will be required to submit a Corrective Action Plan (CAP) to the Performance Team and UCLWDB Executive Director for meeting future targets.

16. ADDITIONAL PARTNERS (WIOA Sec. 121 (b)(2)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

Not Applicable

17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.

- Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity
- Document third party in-kind contributions made to supplement the operation of the American Job Center

Not Applicable

18. NON-DISCRIMINATION & EQUAL OPPORTUNITY (WIOA Section 188) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section.

- Describe how all partner staff will comply fully with all non-discrimination requirements

All parties to this MOU agree that they will comply fully with the non-discrimination and equal opportunity provisions of (1) Workforce Innovation and Opportunity Act Section 188, (2) Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), (3) Nontraditional Employment for Women Act of 1991, (4) Civil Rights of 1964 Title VI (as amended), (5) Rehabilitation Act of 1973 Section 504 (as amended), (6) Age Discrimination Act of 1967 (as amended), and (7) Education Amendments of 1972 Title IX (as amended). Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing these laws-including but not limited to 29 CFR 37-38.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. All partners will also cooperate with compliance monitoring that is conducted to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. In accordance with WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility to the One-Stop Service Delivery system is ultimately the LWDB's to make.

19. PRIORITY of SERVICE (TDLWD Veteran Priority of Service Policy) (WIOA Section 134 (c)(3)(E) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section.

- Describe how each partner staff will comply with the priority of service requirements set forth in the *Veteran Priority of Service Policy* as well as priority of service outlined in *WIOA section (c)(3)(E)*

All UCLWDB partners agree that they will adhere to all statutes, regulations, policies, and plans regarding priority of services including but not limited to priority of services for Veterans and their spouses and priority of services from WIOA Title I Adult Program, as required by 38 U.S.C. sec 4215. WIOA sec 134 (c)(3)(e) regulations. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

The UCLWDB's priority of service policy is posted within the AJCs and on the system's website. Veterans or their eligible spouses are identified at the point of entry into the AJC through the VOS Greeter or in registering on Jobs4TN/VOS. Individuals identifying as a veteran or eligible spouse are asked to complete the Military Service Form LB-1118. In accordance with the TDLWD Veteran Priority of Service Policy, any individual self-identifying as a veteran or eligible spouse is provided immediate priority in the delivery of TDLWD-funded employment, training, and placement services, excluding those that require a commitment, such as a classroom training, by the partner staff administering the service.

20. AUTHORITY AND SIGNATURES (WIOA Final Rules §678.500(d)) (Tennessee MOU/IFA Instructions Page 10) If additional space is needed, please include an attachment referencing this section.

- Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under *WIOA*

All individuals signing the MOU have the authority to represent and sign on behalf of their respective program under WIOA. The parties agree that the provisions contained herein are subject to all applicable federal, state, and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants and maintenance of data and other confidential information relating to the AJC customers.

All signatories certify the information contained within has been read and all questions have been asked and answered satisfactorily. Additionally, parties agree that signing this document certifies the signatory's understanding of the terms outlined herein and agreement with the MOU, Operating Budget, and IFA.

21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)

- Services Matrix - Attachment II
- Individual AJC Budget Template – Attachment III
- Individual AJC Budget Instructions – Attachment IV

WORKFORCE LOCAL DEVELOPMENT BOARD CHAIR

DocuSigned by:

Bob Young

BD2C383D8BAE4B8...

Signature

Board Chairman

Title

Upper Cumberland Local Workforce Development Board

Organization

Bob Young

Printed Name

10/1/2024

Date

CHIEF LOCAL ELECTED OFFICIAL

Signed by:

DBC82743C6684D8

Signature
CLEO

Title
UC workforce

Organization

Randy Porter

Printed Name
10/1/2024


Date

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signed by:

 <small>44E3C481E073445</small> _____ Signature	_____ Printed Name
Executive Director	10/1/2024
_____ Title	_____ Date
_____ Career Team/American Job Center	
_____ Organization	

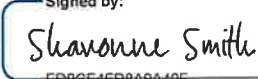
TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	<u>Lynn McHenry</u>	Printed Name	<u>Lynn McHenry</u>
Title	<u>Chairman</u>	Date	<u></u>
Organization	<u>Putnam County School System</u>		

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signed by:	<u>Lynda Huddleston</u>	Printed Name	<u>Lynda Huddleston</u>
Signature	<u>CS31ASBPFAA6448</u>	Date	<u>10/2/2024</u>
Coordinator	<u></u>	Date	<u></u>
Title	<u>Putnam County Schools</u>	Date	<u></u>
Organization	<u></u>		

TITLE III- EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER

Signed by:	
	Shavonne Smith
<small>FDB8CF4FDB8A9A40F</small> Signature	Printed Name
Regional Director	10/1/2024
Title	Date
TNDLW	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

TITLE IV – REHABILITATION SERVICES

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV- REHABILITATION SERVICES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

UNEMPLOYMENT INSURANCE

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS

Signed by:

Shavonne Smith

Shavonne Smith

Signature

Printed Name

Regional Director

10/1/2024

Title

Date

TNDLW

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization


TRADE READJUSTMENT ALLOWANCE (TRA)

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

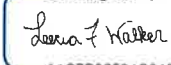
TRADE ADJUSTMENT ASSISTANCE (TAA)

Signed by:	
 ED0CE4ED8A9A40E	Shavonne Smith
Signature	Printed Name
Regional Director	10/1/2024
Title	Date
TNDLW	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE ADJUSTMENT ASSISTANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

MIGRANT AND SEASONAL FARMWORKER PROGRAM

DocuSigned by:

A1E7B96534E840F...
Signature

Leecia walker
Printed Name

Executive Director
Title

10/1/2024
Date

Tennessee Opportunity Programs
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

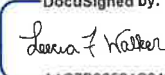
Printed Name

Title

Date

Organization


NATIONAL FARMWORKER JOBS PROGRAM

DocuSigned by:  A1C7B36534C840F	Leecia walker
Signature	Printed Name
Executive Director	10/1/2024
Title	Date
Tennessee Opportunity Programs	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKERS JOBS PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

COOMMUNITY SERVICES BLOCK GRANT (CBSG) PROGRAM

Signed by:	
 <small>DAB6FBC8A7E6E455</small>	Lanelle Godsey
Signature	Printed Name
Deputy/CS Director	10/1/2024
Title	Date
UCHRA	
Organization	


**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CBSG PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE VI - SCSEP
IF DIFFERENT THAN THE SIGNATORY ABOVE**

<small>Signed By:</small>  <small>44F3C481E073445</small>	Luke Eldridge
_____ Signature	_____ Printed Name
Executive Director	10/1/2024
_____ Title	_____ Date
_____ Career Team/American Job Center	
_____ Organization	

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Signature	Printed Name
Title	Date
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature	Printed Name
Title	Date
Organization	

SECOND CHANCE PROGRAM

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SECOND CHANCE PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

JOB CORPS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR JOB CORPS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

YOUTHBUILD

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

Attachment II -- CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

Required Partners	BASIC CAREER SERVICES										
	Eligibility for Title IB	Outreach, Intake, Orientation	Initial Skills Assessment	Labor Exchange Services Including Job Search and Placement Assistance	Referral and Coordination with Other Programs	Workforce and Labor Market Info & Stats	Performance and Cost Info on Providers of Education and Training and workforce Services	Performance Info for Local Area as a Whole	Info on Availability of Supportive Services	Info and Meaningful Assistance with UI Claims	Assistance Establishing Eligibility for Financial Aid for Non-WIOA Training and Education
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Family Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs Under Wagner Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title V: SCSEP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSBG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IIUD Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSFW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NIJP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Post-Secondary CTE under Perkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BASIC CAREER SERVICES											
Required Partners	Eligibility for Title IB	Outreach, Intake, Orientation	Initial Skills Assessment	Labor Exchange Services Including Job Search and Placement Assistance	Referral and Coordination with Other Programs	Workforce and Labor Market Info and Stats	Performance and Cost Info on Providers of Education, Training and Workforce Services	Performance Info for the Local Area as a Whole	Info on Availability of Supportive Services	Info and Meaningful Assistance with UI Claims	Assistance Establishing Eligibility for Financial aid for Non-WIOA Training and Education
TAA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): TCSEpp*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
Required Partners	Comprehensive and Specialized Assessment	Development of Individual Employment Plan	Group Counseling	Individualized Counseling	Career Planning	Short-Term Pre-Vocational Services	Internships and Work Experience	Workforce Preparation Activities	Financial Literacy Services	Out of Area Job Search Assistance	English Language Acquisition	Follow up Services for Participant in Adult and Dislocated Worker
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Family Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title V: SCSEP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSBG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUD Employment and Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MSFW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NFJP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-Secondary CTE under Perkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TAA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): ICSEPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)	
Required Partners	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I: Adult, Dislocated Worker, Youth	
Title II: Adult Education and Family Literacy	
Title III: Employment Programs under Wagner Peyser	
Title IV: Rehabilitation Services	
Title V: SCSEP	
CSBG	
HUD Employment and Training	
Job Corps	
Job Counseling, Training and Placement Services for Veterans	
MSFW	
Post-Secondary CTE under Perkins	
Second Chance	
TAA	
TANF	
TRA	
UI	
YouthBuild	

SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
Title I: Adult, Dislocated Worker, Youth	All	Services: Partner:	Services: Partner: Services:	Services: Partner: Services:
Title II: Adult Education and Family Literacy	All	Partner: Services:	Partner: Services:	Partner: Services:
Title III: Employment Programs under Wagner Peyser	All	Partner: Services:	Partner: Services:	Partner: Services:
Title IV: Rehabilitation Services	All	Partner: Services:	Partner: Services:	Partner: Services:
Title V: SCSFP		Partner: Services:	Partner: Services:	Partner: Services:
CSBG		Partner: Services:	Partner: Services:	Partner: Services:
HUD Employment and Training Activities		Partner: Services:	Partner: Services:	Partner: Services:
Job Corps		Partner: Services:	Partner: Services:	Partner: Services:
Job Counseling, Training and Placement Services for Veterans		Partner: Services:	Partner: Services:	Partner: Services:
MSFW		Partner: Services:	Partner: Services:	Partner: Services:
NFJP		Partner: Services:	Partner: Services:	Partner: Services:
Post-Secondary CTE under Perkins		Partner: Services:	Partner: Services:	Partner: Services:
Second Chance		Partner: Services:	Partner: Services:	Partner: Services:
TAA		Partner: Services:	Partner: Services:	Partner: Services:

PROGRAM	SERVICES PROVIDED THROUGH OWN STAFF	SERVICES PROVIDED THROUGH CROSS-TRAINED STAFF	SERVICES PROVIDED THROUGH CONTRACTOR PROVIDER	SERVICES PROVIDED THROUGH DIRECT LINKAGE
TANF	Services: Partner: Services:	Services: Partner: Services:	Services: Partner: Services:	Services: Partner: Services:
TRA	Partner: Services:	Partner: Services:	Partner: Services:	Partner: Services:
UI	Partner: Services:	Partner: Services:	Partner: Services:	Partner: Services:
YouthBuild	Partner: Services:	Partner: Services:	Partner: Services:	Partner: Services:
Other (specify):	Partner: Services:	Partner: Services:	Partner: Services:	Partner: Services:

SECTION A – BUDGET SUMMARY	
Line Items	Instructions
Office (site) Location	Enter name of the AJC (i.e., AJC Nashville)
Total Infrastructure Costs	Sum of all line item Infrastructure Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 Infrastructure costs of AJCs are defined as non-personnel costs that are necessary for the general operation of the one-stop center, including; rental of the facilities, utilities and maintenance, equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology for the center’s planning and outreach activities (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) This list is not exhaustive.
Total Additional Costs	Sum of all line item Additional Cost indicated in Section B-Budget Categories. As provided in TEGL 17-16 One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center. Career Services. One-stop partners must ensure that at least some career services described in WIOA sec. 134©(2), are provided at the one-stop center. Shared Operating Costs and Shared Services. One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760).
Total Direct Costs	Sum of all line item Direct Cost indicated in Section B-Budget Categories. Direct Costs are attributable to a single grant program partner (i.e., WIOA staff providing ITA assistance only). These are non-shared costs.
SECTION B – BUDGET CATEGORIES	
Line Items	Instructions
a. Personnel	This amount will be the combined total of Administrative and Program wages. As infrastructure costs are non-personnel costs. This line item for infrastructure should be blank
o Administrative	Enter the amount of wages for Administrative staff only
o Program	Enter the amount of wages of Program staff only
b. Fringe Benefits	This amount will be the combined total of Administrative and Program fringe benefits. As infrastructure cost are non-personnel costs, this line item for infrastructure should be blank
o Administrative	Enter the amount of fringe benefits for Administrative staff only
o Program	Enter the amount of wages of Program staff only
c. Travel	Enter the amount for staff related to travel
d. Equipment	Enter the amount of funds expended on equipment. Expenditures must meet the prescribed threshold outlined in 2 CFR 200.33
e. Supplies	Enter the amount of funds expended on equipment. Expenditures must meet the prescribed threshold outline in 2 CFR 200.33
f. Contractual	Enter the amount of contractual obligations. For example, OSO costs would be an Additional Costs contractual item.
g. Other	Subrecipients are required to submit supporting documentation detailing the amount reflected here as Other Costs.
h. Sub-Total	This amount is the total of line items a. through g.
i. Indirect Charges	Provide Indirect Costs. Indirect Costs are attributable to an organization or entity and would not be reflected as shared costs, nor would they be allocated.
j. TOTALS	Amount reflects the total line item costs by cost category
SECTION C – BUDGET NARRATIVE	
Budget Narrative	Provide brief narrative in support of the one-stop operating budget

Note: Each AJC Partner will be required, for each site they have a present in, to complete an individual budget. These budgets will be consolidated into a master budget indicative of the one-stop operating budget and costs (TEGL 17-16).

Partner Program	Partner Organization	Authorization / Category	Physically Co-located Cookeville AIC	Direct Linkage - Cookeville AIC	Physically Co-located Cumberland County AIC	Direct Linkage - Cumberland County AIC	Physically Co-located Dekalb County Affiliate Site	Direct Linkage - Fentress County Affiliate Site	Physically Co-located Macon County Affiliate Site	Direct Linkage - Macon County Affiliate Site	Physically Co-located Overton County Affiliate Site	Direct Linkage - Overton County Affiliate Site
Adult, Dislocated Workers, and Youth Programs - WIOA Title I	UCLWDB	WIOA title I Adult, Dislocated Workers, and Youth Programs	Yes	No	Yes	No	No	Yes	No	No	No	No
Adult Education - (WIOA Title II)	Adult Education	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Yes	No	Yes	No	Yes	No	No	No	No	No
SEA (Re-employment Services Eligibility and Assessment) - Local	UCLWDB	Re-employment Services Eligibility and Assessment	No	Yes	No	Yes	No	No	No	No	No	No
SEA (Re-employment Services Eligibility and Assessment) - WIOA Title III	UCLWDB	WIOA title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange	Yes	No	Yes	No	Yes	No	No	No	No	No
SEP - WIOA Title V	UCLWDB	SCSEP	Yes	No	No	Yes	No	No	No	No	No	No
VAP (Supplemental Nutrition Assistance program)	TN Department of Labor and Workforce Development	Supplemental Nutrition Assistance Program	Yes	No	Yes	No	Yes	No	No	No	No	No
TAA (Trade Adjustment Assistance)	TN Department of Labor and Workforce Development	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Yes	No	Yes	No	Yes	No	No	No	No	No
Veterans Services - WIOA Title III	TN Department of Labor and Workforce Development	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Yes	No	Yes	No	Yes	No	No	No	No	No
Vocational Rehabilitation - WIOA Title IV	TNDHS Vocational Rehabilitation Program	WIOA title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.)	Yes	No	Yes	No	Yes	No	No	No	No	No
Wagner-Peyser Employment Services	TN Department of Labor and Workforce Development	WIOA title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange	Yes	No	Yes	No	Yes	No	No	No	No	No
Unemployment Insurance	TN Department of Labor and Workforce Development	UI	Yes	No	Yes	No	No	No	No	No	No	No
SNF	DHS	TANF	No	Yes	No	Yes	No	Yes	No	No	No	No

Row Labels	Cost	
Customers Served	\$ 680,312.00	
Career Services	\$ 347,496.00	51%
Infrastructure Costs	\$ 126,862.00	19%
Shared Services	\$ 205,954.00	30%
FTE	\$ 203,254.00	
Infrastructure Costs	\$ 84,254.00	
Shared Services	\$ 119,000.00	
Number of Internet Connections	\$ 3,693.00	
Infrastructure Costs	\$ 3,693.00	
Number of Telephone Lines	\$ 7,037.00	
Infrastructure Costs	\$ 7,037.00	
Square Footage	\$ 355,910.00	
Infrastructure Costs	\$ 283,377.00	
Shared Services	\$ 72,533.00	
Grand Total	\$ 1,250,206.00	

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Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Non-Shared Direct	Salaries	Adult Ed Staff	\$ 49,698.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Non-Shared Direct	Benefits	Adult Ed Staff	\$ 17,394.14
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Non-Shared Direct	Travel	Adult Ed Staff	\$ 2,500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Infrastructure Costs	Maintenance	Adult Ed Staff	\$ 2,500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Infrastructure Costs	Rentals and Insurance	Adult Ed Staff	\$ 2,500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Additional Costs	Other Expenses	Adult Ed Staff	\$ 6,750.00
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Salaries	RESEA - State	\$ 51,764.56
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Benefits	RESEA - State	\$ 31,728.89
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Data Processing	RESEA - State	\$ 442.39
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Travel	RESEA - State	\$ 979.99
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Additional Costs	Indirect Costs	RESEA - State	\$ 11,246.61
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Infrastructure Costs	Maintenance	RESEA - State	\$ 2,000.00
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Professional Services	RESEA - State	\$ 6,811.23
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Additional Costs	Supplies	RESEA - State	\$ 205.08
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Non-Shared Direct	Third Party Professional	RESEA - State	\$ 1,537.39
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Infrastructure Costs	Rentals and Insurance	RESEA - State	\$ 6,500.00
Upper Cumberland	Cookeville	Comprehensive	RESEA - State Infrastructure Costs	Utilities	RESEA - State	\$ 1,500.00
Upper Cumberland	Cookeville	Comprehensive	SCSEP Non-Shared Direct	Salaries	SCSEP	\$ 13,473.34
Upper Cumberland	Cookeville	Comprehensive	SCSEP Non-Shared Direct	Benefits	SCSEP	\$ 3,164.40
Upper Cumberland	Cookeville	Comprehensive	SCSEP Non-Shared Direct	Travel	SCSEP	\$ 1,097.34
Upper Cumberland	Cookeville	Comprehensive	SCSEP Non-Shared Direct	Third Party Professional	SCSEP	\$ 142.24
Upper Cumberland	Cookeville	Comprehensive	SCSEP Additional Costs	Supplies	SCSEP	\$ 135.00
Upper Cumberland	Cookeville	Comprehensive	SCSEP Additional Costs	Indirect Costs	SCSEP	\$ 1,665.00
Upper Cumberland	Cookeville	Comprehensive	SCSEP Additional Costs	Other Expenses	SCSEP	\$ 125.00
Upper Cumberland	Cookeville	Comprehensive	JVSG - DVOP Additional Costs	Other Expenses	JVSG - DVOP	\$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER Additional Costs	Other Expenses	JVSG - LVER	\$ 4,500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Additional Costs	Other Expenses	Adult Ed Staff	\$ 250.00

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Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Additional Costs	RESEA - State	250.00
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Additional Costs	SNAP Staff	250.00
Upper Cumberland	Cookeville	Comprehensive	TAA	Additional Costs	TAA Staff	250.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - V	Additional Costs	Wagner Peyser Staff	15,000.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V	Additional Costs	WIOA Title IV - Vocational Rehabilitation Staff	250.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Ad	Additional Costs	WIOA Staff	500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Dis	Additional Costs	WIOA Staff	500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo	Additional Costs	WIOA Staff	500.00
Upper Cumberland	Cookeville	Comprehensive	RESEA - Local	Additional Costs	WIOA Staff	500.00
Upper Cumberland	Crossville	Comprehensive	SCSEP	Non-Shared Direct	Benefits	1,240.34
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac	Non-Shared Direct	Benefits	28,010.85
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	23,634.68
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	13,676.20
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Non-Shared Direct	Benefits	
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Non-Shared Direct	Benefits	15,375.66
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - V	Non-Shared Direct	Benefits	76,876.91
Upper Cumberland	Jamestown	Affiliate	SCSEP	Non-Shared Direct	Salaries	9,113.86
Upper Cumberland	Jamestown	Affiliate	SCSEP	Non-Shared Direct	Benefits	2,235.47
Upper Cumberland	Jamestown	Affiliate	SCSEP	Non-Shared Direct	Travel	85.37
Upper Cumberland	Jamestown	Affiliate	SCSEP	Non-Shared Direct	Third Party Professional	81.40
Upper Cumberland	Jamestown	Affiliate	SCSEP	Additional Costs	Supplies	185.56
Upper Cumberland	Jamestown	Affiliate	SCSEP	Additional Costs	Indirect Costs	2,300.00
Upper Cumberland	Jamestown	Affiliate	SCSEP	Additional Costs	Other Expenses	293.18
Upper Cumberland	Lafayette	Affiliate	SCSEP	Non-Shared Direct	Salaries	
Upper Cumberland	Lafayette	Affiliate	SCSEP	Non-Shared Direct	Benefits	
Upper Cumberland	Lafayette	Affiliate	SCSEP	Non-Shared Direct	Travel	
Upper Cumberland	Lafayette	Affiliate	SCSEP	Non-Shared	Third Party	

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pper Cumberlandland	Lafayette	Affiliate	SCSEP	Additional Costs	Supplies	SCSEP	Base Square Footage	\$ -
pper Cumberlandland	Lafayette	Affiliate	SCSEP	Additional Costs	Indirect Costs	SCSEP	Base Square Footage	\$ -
pper Cumberlandland	Lafayette	Affiliate	SCSEP	Additional Costs	Other Expenses	SCSEP	Base Square Footage	\$ -
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Salaries	SNAP Staff	Direct	\$ 17,310.92
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Benefits	SNAP Staff	Direct	\$ 10,692.67
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Travel	SNAP Staff	Direct	\$ 411.99
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Infrastructure	Maintenance	SNAP Staff	FTE	\$ 2,000.00
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Infrastructure	Rentals and Insurance	SNAP Staff	FTE	\$ 5,148.77
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Additional Costs	Indirect Costs	SNAP Staff	FTE	\$ 3,772.16
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Professional Services	SNAP Staff	Direct	\$ 4,637.49
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Data Processing	SNAP Staff	Direct	\$ 239.41
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Additional Costs	Supplies	SNAP Staff	FTE	\$ 500.00
pper Cumberlandland	Cookeville	Comprehensive	SNAP - State	Non-Shared	Third Party	SNAP Staff	Direct	\$ 828.36
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Salaries	TAA Staff	Direct	\$ 4,140.56
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Benefits	TAA Staff	Direct	\$ 1,728.43
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Travel	TAA Staff	Direct	\$ 99.63
pper Cumberlandland	Cookeville	Comprehensive	TAA	Infrastructure	Maintenance	TAA Staff	FTE	\$ 2,000.00
pper Cumberlandland	Cookeville	Comprehensive	TAA	Infrastructure	Rentals and Insurance	TAA Staff	FTE	\$ 822.73
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Data Processing	TAA Staff	Direct	\$ 66.25
pper Cumberlandland	Cookeville	Comprehensive	TAA	Additional Costs	Indirect Costs	TAA Staff	FTE	\$ 782.03
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Professional Services	TAA Staff	Direct	\$ 931.27
pper Cumberlandland	Cookeville	Comprehensive	TAA	Additional Costs	Supplies	TAA Staff	FTE	\$ 500.00
pper Cumberlandland	Cookeville	Comprehensive	TAA	Non-Shared	Third Party	TAA Staff	Direct	\$ 198.57
pper Cumberlandland	Cookeville	Comprehensive	JVSG - DVOP	Non-Shared	Salaries	JVSG - DVOP	Direct	\$ 46,954.63
pper Cumberlandland	Cookeville	Comprehensive	JVSG - DVOP	Non-Shared	Benefits	JVSG - DVOP	Direct	\$ 9,320.88
pper Cumberlandland	Cookeville	Comprehensive	JVSG - DVOP	Non-Shared	Travel	JVSG - DVOP	Direct	\$ 2,677.00
pper Cumberlandland	Cookeville	Comprehensive	JVSG - DVOP	Non-Shared	Data Processing	JVSG - DVOP	Direct	\$ 5,965.15

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Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER	Additional Costs	Indirect Costs	JVSG - LVER	\$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Maintenance	JVSG - CONS	\$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Rentals and Insurance	JVSG - CONS	\$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Professional Ser	JVSG - DVOP	\$ 13,758.90
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Additional Costs	Supplies	JVSG - DVOP	\$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Third Party Prof	JVSG - DVOP	\$ 6,563.97
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	JVSG - LVER	\$ 1,929.99
Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER	Non-Shared Direct	Benefits	JVSG - LVER	\$ 412.88
Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER	Non-Shared Direct	Travel	JVSG - LVER	\$ 211.87
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Maintenance	JVSG - CONS	\$ 2,000.00
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Rentals and Insurance	JVSG - CONS	\$ 8,281.32
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Additional Costs	Supplies	JVSG - LVER	\$ 1,250.00
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Data Processing	JVSG - LVER	\$ 373.02
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Additional Costs	Indirect Costs	JVSG - LVER	\$ 15,980.60
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Professional Ser	JVSG - LVER	\$ 968.88
Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER	Non-Shared Direct	Third Party Prof	JVSG - LVER	\$ 725.11
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Non-Shared Direct	Salaries	WIOA Title IV - Vocational Rehabilitation	Direct	\$ 46,508.62
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Non-Shared Direct	Benefits	WIOA Title IV - Vocational Rehabilitation	Direct	\$ 16,277.09
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Non-Shared Direct	Travel	WIOA Title IV - Vocational Rehabilitation	Direct	\$ 1,545.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Infrastructure Costs	Maintenance	WIOA Title IV - Vocational Rehabilitation	FTE	\$ 2,000.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Infrastructure Costs	Rentals and Insurance	WIOA Title IV - Vocational Rehabilitation	FTE	\$ 6,695.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title IV - V Additional Costs	Other Expenses	WIOA Title IV - Vocational Rehabilitation	FTE	\$ 2,500.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - V Non-Shared Direct	Salaries	WIOA Title III - Wagner Peyser	Direct	\$ 145,197.19
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - V Non-Shared Direct	Benefits	WIOA Title III - Wagner Peyser	Direct	\$ 74,385.87

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Non-Shared Direct	Travel	Wagner Peyser Staff	Direct	\$ 4,965.32
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Infrastructure Costs	Maintenance	Wagner Peyser Staff	FTE	\$ 3,500.00
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Infrastructure Costs	Rentals and Insurance	Wagner Peyser Staff	FTE	\$ 29,643.47
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Non-Shared Direct	Communication	Wagner Peyser Staff	Direct	\$ 500.00
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Non-Shared Direct	Data Processing	Wagner Peyser Staff	Direct	\$ 1,575.19
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Additional Costs	Indirect Costs	Wagner Peyser Staff	FTE	\$ 36,565.88
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Non-Shared Direct	Professional Services	Wagner Peyser Staff	Direct	\$ 27,339.71
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Additional Costs	Supplies	Wagner Peyser Staff	FTE	\$ 692.16
ppper Cumberland	Cookeville	Comprehensive WIOA Title III - V Non-Shared Direct	Third Party Professional	Wagner Peyser Staff	Direct	\$ 5,945.53
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ 51,762.80
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ 53,701.22
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Travel	WIOA Staff	Direct	\$ 2,869.40
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ 554.52
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ 744.10
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ 4,285.58
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Non-Shared Direct	Communication	WIOA Staff	Direct	\$ 859.68
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Infrastructure Costs	Rentals and Insurance	WIOA Staff	FTE	\$ 8,380.67
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Infrastructure Costs	Maintenance	WIOA Staff	FTE	\$ 7,530.04
ppper Cumberland	Cookeville	Comprehensive WIOA Title I - Ad Infrastructure Costs	Utilities	WIOA Staff	FTE	\$ 2,526.32
ppper Cumberland	Cookeville	Comprehensive RESEA - Local Infrastructure Costs	Utilities	WIOA Staff	FTE	\$ 842.11
ppper Cumberland	Cookeville	Comprehensive SNAP - State Infrastructure Costs	Utilities	SNAP Staff	FTE	\$ 1,684.22
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	JVSG - CONS	FTE	\$ -
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	Wagner Peyser Staff	FTE	\$ 1,684.22
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	JVSG - CONS	FTE	\$ 2,700.00
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	TAA Staff	FTE	\$ 842.11
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	RESEA - State	FTE	\$ 842.11
ppper Cumberland	Cookeville	Comprehensive JVSG - CONS Infrastructure Costs	Utilities	WIOA Title IV - Vocational	FTE	\$ 842.11

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	FTE	Base	Cost
Upper Cumberland	Cookeville	Comprehensive	WIOA Title II - Ac Infrastructure	Utilities	Adult Ed Staff		\$ 1,684.22
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Ad Non-Shared	Other Expenses	WIOA Staff	Direct	\$ 2,986.88
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad Non-Shared	Benefits	WIOA Staff	Direct	\$ 2,428.41
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis Non-Shared	Benefits	WIOA Staff	Direct	\$ 5,096.35
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Yo Non-Shared	Benefits	WIOA Staff	Direct	\$ 3,388.49
Upper Cumberland	Crossville	Comprehensive	RESEA - Local	Benefits	WIOA Staff	Direct	\$ 1,661.51
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Communication	SNAP Staff	FTE	\$ 15.00
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Communication	JVSG - CONS	FTE	\$ 15.00
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Communication	JVSG - CONS	Direct	\$ 1,336.46
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Communication	JVSG - CONS	Direct	\$ 903.35
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Communication	JVSG - CONS	Direct	\$ 483.12
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Communication	JVSG - CONS	Direct	\$ 35.28
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Data Processing	JVSG - CONS	Direct	\$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Data Processing	SNAP Staff	Direct	\$ -
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Data Processing	JVSG - DVOP	Direct	\$ -
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Data Processing	JVSG - LVER	Direct	\$ -
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - W Non-Shared	Data Processing	Wagner Peyser Staff	Direct	\$ 1,456.36
Upper Cumberland	Crossville	Comprehensive	SCSEP	Indirect Costs	SCSEP	FTE	\$ 1,251.74
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Indirect Costs	RESEA - State	FTE	\$ 8,830.21
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Indirect Costs	SNAP Staff	FTE	\$ 4,789.71
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Indirect Costs	JVSG - DVOP	FTE	\$ -
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Indirect Costs	JVSG - LVER	FTE	\$ 15,000.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - W Additional Costs	Indirect Costs	Wagner Peyser Staff	FTE	\$ 32,671.03
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad Non-Shared	Indirect Costs	WIOA Staff	Direct	\$ 6,306.76
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis Non-Shared	Indirect Costs	WIOA Staff	Direct	\$ 6,255.07
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Yo Non-Shared	Indirect Costs	WIOA Staff	Direct	\$ 4,649.58
Upper Cumberland	Crossville	Comprehensive	RESEA - Local	Indirect Costs	WIOA Staff	Direct	\$ 2,470.49

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Unit	Base	Cost
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac Infrastructure Costs	Maintenance	Adult Ed Staff	FTE	\$ 2,000.00
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Maintenance	RESEA - State	FTE	\$ 1,158.95
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Maintenance	SNAP Staff	FTE	\$ 502.79
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 2,062.48
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 1,033.31
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 3,509.08
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 2,489.89
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 734.20
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Maintenance	JVSG - CONS	FTE	\$ 463.79
Upper Cumberland	Crossville	Comprehensive	SCSEP	Additional Costs	SCSEP	FTE	\$ 83.35
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac Additional Costs	Other Expenses	Adult Ed Staff	FTE	\$ 6,500.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ 4,339.48
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ 3,581.79
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ 5,960.11
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Professional Services	RESEA - State	Direct	\$ 3,044.93
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Professional Services	SNAP Staff	Direct	\$ 2,098.81
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Professional Services	JVSG - DVOP	Direct	\$ 2,933.84
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Professional Services	JVSG - LVER	Direct	\$ 272.12
Upper Cumberland	Crossville	Comprehensive	TAA	Salaries	TAA Staff	Direct	\$ 1,168.29
Upper Cumberland	Crossville	Comprehensive	TAA	Benefits	TAA Staff	Direct	\$ 914.97
Upper Cumberland	Crossville	Comprehensive	TAA	Professional Services	TAA Staff	Direct	\$ 9.27
Upper Cumberland	Crossville	Comprehensive	TAA	Indirect Costs	TAA Staff	FTE	\$ 305.85
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - W Non-Shared Direct	Professional Services	Wagner Peyser Staff	Direct	\$ 11,560.36
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac Infrastructure Costs	Rentals and Insurance	Adult Ed Staff	FTE	\$ 4,120.00
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Rentals and Insurance	RESEA - State	FTE	\$ 9,480.46
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Rentals and Insurance	SNAP Staff	FTE	\$ 9,751.64
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Rentals and Insurance	JVSG - CONS	FTE	\$ 14,038.52

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB871F1C5ED		Category	Cost Pool	Cost Item	Measurement Base	Cost		
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure	Rentals and Insurance	JVSG - CONS	FTE	\$ 23,649.48
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure	Rentals and Insurance	JVSG - CONS	FTE	\$ 26,449.02
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure	Rentals and Insurance	JVSG - CONS	FTE	\$ 24,035.64
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure	Rentals and Insurance	JVSG - CONS	FTE	\$ 12,189.66
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure	Rentals and Insurance	JVSG - CONS	FTE	\$ 3,457.10
Upper Cumberland	Crossville	Comprehensive	SCSEP	Non-Shared	Salaries	SCSEP	Direct	\$ 5,025.74
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac	Non-Shared	Salaries	Adult Ed Staff	Direct	\$ 80,051.00
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared	Salaries	RESEA - State	Direct	\$ 41,918.72
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared	Salaries	SNAP Staff	Direct	\$ 21,882.33
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Non-Shared	Salaries	JVSG - DVOP	Direct	\$ 44,409.53
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Non-Shared	Salaries	JVSG - LVER	Direct	\$ 3,311.41
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - V	Non-Shared	Salaries	Wagner Peyser Staff	Direct	\$ 169,136.55
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad	Non-Shared	Salaries	WIOA Staff	Direct	\$ 24,859.74
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis	Non-Shared	Salaries	WIOA Staff	Direct	\$ 22,713.03
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Yo	Non-Shared	Salaries	WIOA Staff	Direct	\$ 14,285.89
Upper Cumberland	Crossville	Comprehensive	RESEA - Local	Non-Shared	Salaries	WIOA Staff	Direct	\$ 11,067.24
Upper Cumberland	Crossville	Comprehensive	SCSEP	Additional Costs	Supplies	SCSEP	FTE	\$ 93.81
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Additional Costs	Supplies	RESEA - State	FTE	\$ 59.52
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Additional Costs	Supplies	SNAP Staff	FTE	\$ 23.97
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Additional Costs	Supplies	JVSG - DVOP	FTE	\$ -
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Additional Costs	Supplies	JVSG - LVER	FTE	\$ 1,250.00
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Additional Costs	Other Expenses	JVSG - LVER	FTE	\$ 4,500.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - V	Additional Costs	Other Expenses	Wagner Peyser Staff	FTE	\$ 5,000.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - V	Additional Costs	Supplies	Wagner Peyser Staff	FTE	\$ 1,680.39
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad	Non-Shared	Supplies	WIOA Staff	Direct	\$ 2,500.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis	Non-Shared	Supplies	WIOA Staff	Direct	\$ 2,500.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Yo	Non-Shared	Supplies	WIOA Staff	Direct	\$ 2,500.00

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED										Category	Cost Pool	Cost Item	Base	Cost
Location	Comprehensive	RESEA - Local	Non-Shared	Direct	Supplies	WIOA Staff	Direct	Direct	Cost					
ppper Cumberland	Crossville	Comprehensive	RESEA - Local	Non-Shared	Supplies	WIOA Staff	Direct	Direct	\$ 2,500.00					
ppper Cumberland	Crossville	Comprehensive	SCSEP	Non-Shared	Third Party	SCSEP	Direct	Direct	\$ 43.68					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Non-Shared	Salaries	WIOA Title IV - Vocational Rehabilitation	Direct	Direct	\$ 50,134.53					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Non-Shared	Benefits	WIOA Title IV - Vocational Rehabilitation	Direct	Direct	\$ 22,160.98					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Non-Shared	Travel	WIOA Title IV - Vocational Rehabilitation	Direct	Direct	\$ 1,750.00					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Infrastructure Costs	Maintenance	WIOA Title IV - Vocational Rehabilitation	FTE	FTE	\$ 1,500.00					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Infrastructure Costs	Rentals and Insurance	WIOA Title IV - Vocational Rehabilitation	FTE	FTE	\$ 8,500.00					
ppper Cumberland	Crossville	Comprehensive	WIOA Title IV - V	Additional Costs	Other Expenses	WIOA Title IV - Vocational Rehabilitation	FTE	FTE	\$ 2,884.00					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Salaries	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Benefits	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Travel	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Third Party Professional	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Supplies	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Indirect Costs	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Communications	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	Square Footage	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	Square Footage	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Infrastructure Costs	Utilities	WIOA Staff	Square Footage	Square Footage	\$ -					
ppper Cumberland	Smithville	Affiliate	WIOA Title I - Ad	Non-Shared	Other Expenses	WIOA Staff	Direct	Direct	\$ -					
ppper Cumberland	Jamestown	Affiliate	WIOA Title I - Ad	Non-Shared	Salaries	WIOA Staff	Direct	Direct	\$ 25,977.31					
ppper Cumberland	Jamestown	Affiliate	WIOA Title I - Ad	Non-Shared	Benefits	WIOA Staff	Direct	Direct	\$ 2,284.47					
ppper Cumberland	Jamestown	Affiliate	WIOA Title I - Ad	Non-Shared	Travel	WIOA Staff	Direct	Direct	\$ 72.02					
ppper Cumberland	Jamestown	Affiliate	WIOA Title I - Ad	Non-Shared	Third Party Professional	WIOA Staff	Direct	Direct	\$ 303.27					
ppper Cumberland	Jamestown	Affiliate	WIOA Title I - Ad	Non-Shared	Supplies	WIOA Staff	Direct	Direct	\$ 700.65					

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Non-Shared	Indirect Costs	WIOA Staff	\$ 6,552.79
			Direct			
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Non-Shared	Communication	WIOA Staff	\$ 842.17
			Direct			
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Infrastructure	Rentals and Insurance	WIOA Staff	\$ 3,422.94
			Costs			
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Infrastructure	Maintenance	WIOA Staff	\$ 250.00
			Costs			
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Infrastructure	Utilities	WIOA Staff	\$ 250.00
			Costs			
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Ad Non-Shared	Other Expenses	WIOA Staff	\$ 4,636.25
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Salaries	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Benefits	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Travel	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Third Party Professional	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Supplies	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Indirect Costs	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Communication	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Infrastructure	Rentals and Insurance	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Infrastructure	Maintenance	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Infrastructure	Utilities	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Ad Non-Shared	Other Expenses	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Salaries	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Benefits	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Travel	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Third Party Professional	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Supplies	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Indirect Costs	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Non-Shared	Communication	WIOA Staff	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Infrastructure	Rentals and Insurance	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Infrastructure	Maintenance	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Infrastructure	Utilities	WIOA Staff	\$ -
			Costs			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Ad Infrastructure	Other Expenses	WIOA Staff	\$ -
			Costs			

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	Livingston	WIOA Title I - Ad Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Travel	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Communication	WIOA Staff	Direct	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
Upper Cumberland	Carthage	WIOA Title I - Ad Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Travel	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Communication	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Ad Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
Upper Cumberland	Sparta	WIOA Title I - Ad Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ 8,437.96
Upper Cumberland	Sparta	WIOA Title I - Ad Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ 849.82
Upper Cumberland	Sparta	WIOA Title I - Ad Non-Shared Direct	Travel	WIOA Staff	Direct	\$ 108.08
Upper Cumberland	Sparta	WIOA Title I - Ad Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ 103.37

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED									
Upper Cumberland	Affiliate	WIOA Title I - Ad Non-Shared	Category	Cost Pool	Cost Item	Base	Cost		
Upper Cumberland	Sparta	WIOA Title I - Ad Non-Shared	Direct	Supplies	WIOA Staff	Direct	\$ 231.80		
Upper Cumberland	Affiliate	WIOA Title I - Ad Non-Shared	Direct	Indirect Costs	WIOA Staff	Direct	\$ 2,143.27		
Upper Cumberland	Affiliate	WIOA Title I - Ad Non-Shared	Direct	Communication	WIOA Staff	Direct	\$ 148.20		
Upper Cumberland	Affiliate	WIOA Title I - Ad Infrastructure	Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ 1,200.00		
Upper Cumberland	Affiliate	WIOA Title I - Ad Infrastructure	Costs	Maintenance	WIOA Staff	Square Footage	\$ 250.00		
Upper Cumberland	Affiliate	WIOA Title I - Ad Infrastructure	Costs	Utilities	WIOA Staff	Square Footage	\$ -		
Upper Cumberland	Affiliate	WIOA Title I - Ad Non-Shared	Direct	Other Expenses	WIOA Staff	Direct	\$ 1,461.69		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Salaries	WIOA Staff	Direct	\$ 50,631.38		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Benefits	WIOA Staff	Direct	\$ 6,825.70		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Travel	WIOA Staff	Direct	\$ 3,543.04		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$ 350.99		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Supplies	WIOA Staff	Direct	\$ 784.97		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Indirect Costs	WIOA Staff	Direct	\$ 3,770.34		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Communication	WIOA Staff	Direct	\$ 813.96		
Upper Cumberland	Cookeville	WIOA Title I - Dis Infrastructure	Costs	Rentals and Insurance	WIOA Staff	FTE	\$ 9,908.20		
Upper Cumberland	Cookeville	WIOA Title I - Dis Infrastructure	Costs	Maintenance	WIOA Staff	FTE	\$ 8,381.11		
Upper Cumberland	Cookeville	WIOA Title I - Dis Infrastructure	Costs	Utilities	WIOA Staff	FTE	\$ 1,684.22		
Upper Cumberland	Cookeville	WIOA Title I - Dis Non-Shared	Direct	Other Expenses	WIOA Staff	Direct	\$ 2,090.32		
Upper Cumberland	Crossville	RESEA - State	Non-Shared	Third Party Professional	RESEA - State	Direct	\$ 1,787.08		
Upper Cumberland	Crossville	SNAP - State	Non-Shared	Third Party Professional	SNAP Staff	Direct	\$ 765.44		
Upper Cumberland	Crossville	JVSG - DVOP	Non-Shared	Third Party Professional	JVSG - DVOP	Direct	\$ 3,321.09		
Upper Cumberland	Crossville	JVSG - LVER	Non-Shared	Third Party Professional	JVSG - LVER	Direct	\$ 791.48		
Upper Cumberland	Crossville	WIOA Title III - V Non-Shared	Direct	Third Party Professional	Wagner Peyser Staff	Direct	\$ 5,522.63		
Upper Cumberland	Crossville	WIOA Title I - Ad Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$ 306.95		
Upper Cumberland	Crossville	WIOA Title I - Dis Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$ 133.52		
Upper Cumberland	Crossville	WIOA Title I - Yo Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$ 166.61		
Upper Cumberland	Crossville	RESEA - Local	Non-Shared	Third Party Professional	WIOA Staff	Direct	\$ 75.64		

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Training for Employees	FTE	\$ -
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Travel	Direct	\$ 96.25
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party Professional	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Rentals and Insurance	Square Footage	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Maintenance	Square Footage	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Utilities	Square Footage	\$ -
Upper Cumberland	Smithville	Affiliate	WIOA Title 1 - Dis Non-Shared	Other Expenses	Direct	\$ -
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ 22,429.20
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ 5,164.49
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ 20.63
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party Professional	Direct	\$ 160.42
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ 571.85
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ 6,179.17
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ 637.94
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Rentals and Insurance	Square Footage	\$ 1,781.32
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Maintenance	Square Footage	\$ -
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Infrastructure Costs	Utilities	Square Footage	\$ -
Upper Cumberland	Jamestown	Affiliate	WIOA Title 1 - Dis Non-Shared	Other Expenses	Direct	\$ 3,439.18
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ -
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ -
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ -

DocuSign Envelope ID: 29F87FBFB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Allocation Base	Cost
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party	Direct	\$ -
			Direct	Professional		
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ -
			Direct			
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ -
			Direct	WIOA Staff		
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Infrastructure	Rentals and	Square	\$ -
			Costs	Insurance	Footage	
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Infrastructure	Maintenance	Square	\$ -
			Costs		Footage	
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Infrastructure	Utilities	Square	\$ -
			Costs		Footage	
Upper Cumberland	Lafayette	Affiliate	WIOA Title 1 - Dis Non-Shared	Other Expenses	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party	Direct	\$ -
			Direct	Professional		
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ -
			Direct			
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ -
			Direct	WIOA Staff		
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Infrastructure	Rentals and	Square	\$ -
			Costs	Insurance	Footage	
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Infrastructure	Maintenance	Square	\$ -
			Costs		Footage	
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Infrastructure	Utilities	Square	\$ -
			Costs		Footage	
Upper Cumberland	Livingston	Affiliate	WIOA Title 1 - Dis Non-Shared	Other Expenses	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party	Direct	\$ -
			Direct	Professional		
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ -
			Direct	WIOA Staff		
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Infrastructure	Rentals and	Square	\$ -
			Costs	Insurance	Footage	
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Infrastructure	Maintenance	Square	\$ -
			Costs		Footage	
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Infrastructure	Utilities	Square	\$ -
			Costs		Footage	
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Other Expenses	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Salaries	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Benefits	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Travel	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Third Party	Direct	\$ -
			Direct	Professional		
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Supplies	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Indirect Costs	Direct	\$ -
			Direct			
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Non-Shared	Communication	Direct	\$ -
			Direct	WIOA Staff		
Upper Cumberland	Carthage	Affiliate	WIOA Title 1 - Dis Infrastructure	Rentals and	Square	\$ -
			Costs	Insurance	Footage	

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
pper Cumberland	Carthage	WIOA Title I - Dis Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ -
pper Cumberland	Carthage	WIOA Title I - Dis Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
pper Cumberland	Carthage	WIOA Title I - Dis Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Travel	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Communication	WIOA Staff	Direct	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
pper Cumberland	McMinnville	WIOA Title I - Dis Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ 15,824.55
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ 3,680.82
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Travel	WIOA Staff	Direct	\$ 144.31
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ 143.94
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ 408.70
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ 4,345.24
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Communication	WIOA Staff	Direct	\$ 365.44
pper Cumberland	Sparta	WIOA Title I - Dis Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ 1,200.00
pper Cumberland	Sparta	WIOA Title I - Dis Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ 250.00
pper Cumberland	Sparta	WIOA Title I - Dis Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
pper Cumberland	Sparta	WIOA Title I - Dis Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ 2,328.79
pper Cumberland	Cookeville	WIOA Title I - Yo Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ 71,609.24
pper Cumberland	Cookeville	WIOA Title I - Yo Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ 12,884.30

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED										Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Travel	WIOA Staff	Direct	\$	2,532.49					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$	690.64					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Supplies	WIOA Staff	Direct	\$	1,750.59					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Indirect Costs	WIOA Staff	Direct	\$	13,111.28					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Communication	WIOA Staff	Direct	\$	2,088.02					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Infrastructure Costs	Direct	Rentals and Insurance	WIOA Staff	FTE	\$	25,469.97					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Infrastructure Costs	Direct	Maintenance	WIOA Staff	FTE	\$	9,258.16					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Infrastructure Costs	Direct	Utilities	WIOA Staff	FTE	\$	1,684.22					
Upper Cumberland	Cookeville	Comprehensive	WIOA Title I - Yo Non-Shared	Direct	Other Expenses	WIOA Staff	Direct	\$	16,683.31					
Upper Cumberland	Crossville	Comprehensive	WIOA Title II - Ac Non-Shared	Direct	Travel	Adult Ed Staff	Direct	\$	2,575.00					
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Direct	Travel	RESEA - State	Direct	\$	1,271.40					
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Direct	Travel	SNAP Staff	Direct	\$	709.61					
Upper Cumberland	Crossville	Comprehensive	JVSG - DVOP	Direct	Travel	JVSG - DVOP	Direct	\$	2,722.22					
Upper Cumberland	Crossville	Comprehensive	JVSG - LVER	Direct	Travel	JVSG - LVER	Direct	\$	2.52					
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - V Non-Shared	Direct	Travel	Wagner Peyser Staff	Direct	\$	7,847.39					
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Ad Non-Shared	Direct	Travel	WIOA Staff	Direct	\$	139.01					
Upper Cumberland	Crossville	Comprehensive	WIOA Title I - Dis Non-Shared	Direct	Travel	WIOA Staff	Direct	\$	48.40					
Upper Cumberland	Crossville	Comprehensive	RESEA - Local	Direct	Travel	WIOA Staff	Direct	\$	25.00					
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Direct	Utilities	RESEA - State	FTE	\$	787.52					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Salaries	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Benefits	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Travel	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Third Party Professional	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Supplies	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Indirect Costs	WIOA Staff	Direct	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared	Direct	Communication	WIOA Staff	Direct	\$	-					

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED										Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Smithville	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$	-					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	20,876.55					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	5,020.92					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Travel	WIOA Staff	Direct	\$	77.13					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$	222.74					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Supplies	WIOA Staff	Direct	\$	626.52					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$	6,842.37					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Communication	WIOA Staff	Direct	\$	586.76					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$	1,489.30					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$	250.00					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$	250.00					
Upper Cumberland	Jamestown	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$	8,722.01					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Travel	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Supplies	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Communication	WIOA Staff	Direct	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Infrastructure Costs	WIOA Title I - Yo Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$	-					
Upper Cumberland	Lafayette	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$	-					
Upper Cumberland	Livingston	Affiliate	WIOA Title I - Yo Non-Shared Direct	WIOA Title I - Yo Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	-					

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost
Upper Cumberland	McMinnville	WIOA Title I - Yo Non-Shared Direct	Communication	WIOA Staff	Direct	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Yo Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Yo Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Yo Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
Upper Cumberland	McMinnville	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ -
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Salaries	WIOA Staff	Direct	\$ 10,929.66
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Benefits	WIOA Staff	Direct	\$ 2,590.29
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Travel	WIOA Staff	Direct	\$ 117.12
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$ 112.23
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Supplies	WIOA Staff	Direct	\$ 324.16
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$ 36,551.65
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Communication	WIOA Staff	Direct	\$ 227.62
Upper Cumberland	Sparta	WIOA Title I - Yo Infrastructure Costs	Rentals and Insurance	WIOA Staff	Square Footage	\$ 1,200.00
Upper Cumberland	Sparta	WIOA Title I - Yo Infrastructure Costs	Maintenance	WIOA Staff	Square Footage	\$ 250.00
Upper Cumberland	Sparta	WIOA Title I - Yo Infrastructure Costs	Utilities	WIOA Staff	Square Footage	\$ -
Upper Cumberland	Sparta	WIOA Title I - Yo Non-Shared Direct	Other Expenses	WIOA Staff	Direct	\$ 4,453.35
Upper Cumberland	Cookeville	RESEA - Local	Salaries	WIOA Staff	Direct	\$ 11,067.24
Upper Cumberland	Cookeville	RESEA - Local	Benefits	WIOA Staff	Direct	\$ 1,661.51
Upper Cumberland	Cookeville	RESEA - Local	Travel	WIOA Staff	Direct	\$ 1,008.92
Upper Cumberland	Cookeville	RESEA - Local	Third Party Professional	WIOA Staff	Direct	\$ 75.64
Upper Cumberland	Cookeville	RESEA - Local	Supplies	WIOA Staff	Direct	\$ 133.07
Upper Cumberland	Cookeville	RESEA - Local	Indirect Costs	WIOA Staff	Direct	\$ 2,470.49
Upper Cumberland	Cookeville	RESEA - Local	Communication	WIOA Staff	Direct	\$ 35.28
Upper Cumberland	Crossville	SNAP - State	Utilities	SNAP Staff	FTE	\$ 341.41
Upper Cumberland	Crossville	JVSG - CONS	Utilities	JVSG - CONS	FTE	\$ 1,355.84
Upper Cumberland	Crossville	JVSG - CONS	Utilities	JVSG - CONS	FTE	\$ 695.13
Upper Cumberland	Crossville	JVSG - CONS	Utilities	JVSG - CONS	FTE	\$ 2,381.37

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	FTE	Base	Cost
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Utilities	JVSG - CONS	\$	1,171.11
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Utilities	JVSG - CONS	\$	573.17
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Utilities	JVSG - CONS	\$	248.56
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Salaries	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Benefits	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Travel	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Third Party Professional	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Supplies	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Indirect Costs	WIOA Staff	\$	-
Upper Cumberland	Lafayette	Affiliate	RESEA - Local	Communications	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Salaries	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Benefits	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Travel	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Third Party Professional	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Supplies	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Indirect Costs	WIOA Staff	\$	-
Upper Cumberland	Livingston	Affiliate	RESEA - Local	Communications	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Salaries	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Benefits	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Travel	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Third Party Professional	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Supplies	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Indirect Costs	WIOA Staff	\$	-
Upper Cumberland	Carthage	Affiliate	RESEA - Local	Communications	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Salaries	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Benefits	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Travel	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Third Party Professional	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Supplies	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Indirect Costs	WIOA Staff	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Communications	WIOA Staff	\$	-

DocuSign Envelope ID: 29F87FBB-FF11-460F-B11C-1DB671F1C5ED		Category	Cost Pool	Cost Item	Base	Cost			
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Non-Shared Direct	Third Party Professional	WIOA Staff	Direct	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Non-Shared Direct	Supplies	WIOA Staff	Direct	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Non-Shared Direct	Indirect Costs	WIOA Staff	Direct	\$	-
Upper Cumberland	McMinnville	Affiliate	RESEA - Local	Non-Shared Direct	Communication	WIOA Staff	Direct	\$	-

Cost Allocation and Partner Contributions - A County

Row Labels	Cost
Direct	\$ 1,973,610.90
Non-Shared Direct	\$ 1,973,610.90
Cookeville	\$ 960,498.16
Crossville	\$ 782,617.77
Jamestown	\$ 134,462.91
Lafayette	\$ -
Smithville	\$ -
Livingston	\$ -
Carthage	\$ -
McMinnville	\$ -
Sparta	\$ 96,032.06
FTE	\$ 512,088.52
Infrastructure Costs	\$ 322,051.27
Cookeville	\$ 163,035.30
Crossville	\$ 159,015.97
Additional Costs	\$ 190,037.25
Cookeville	\$ 105,419.52
Crossville	\$ 84,617.73
Square Footage	\$ 14,822.30
Infrastructure Costs	\$ 12,043.56
Jamestown	\$ 7,693.56
Lafayette	\$ -
Smithville	\$ -
Livingston	\$ -
Carthage	\$ -
McMinnville	\$ -
Sparta	\$ 4,350.00
Additional Costs	\$ 2,778.74
Jamestown	\$ 2,778.74
Lafayette	\$ -
Grand Total	\$ 2,500,521.72

Partner Program	Location	# of Staff	Weekly Staff Hours	FTEs	% of Total FTEs	FTE Cost	FTE Cost Breakdown by Cost Category		
							Infrastructure Costs	Additional Costs	
WIOA Title II - Adult Education	Cookeville	2	75	2.0	11.76%	\$ 31,582.92	\$ 19,180.62	\$ 12,402.30	
RESEA - State	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
SCSEP	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
SNAP - State	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
TAA	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
IVSG - CONS	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
WIOA Title III - Wagner Peyser	Cookeville	2	75	2.0	11.76%	\$ 31,582.92	\$ 19,180.62	\$ 12,402.30	
WIOA Title IV - Vocational Rehabilitation	Cookeville	1	38	1.0	5.88%	\$ 15,791.46	\$ 9,590.31	\$ 6,201.15	
WIOA Title I - Adult	Cookeville	3	113	3.0	17.65%	\$ 47,374.38	\$ 28,770.94	\$ 18,603.44	
WIOA Title I - Dislocated Worker	Cookeville	2	75	2.0	11.76%	\$ 31,582.92	\$ 19,180.62	\$ 12,402.30	
WIOA Title I - Youth	Cookeville	2	75	2.0	11.76%	\$ 31,582.92	\$ 19,180.62	\$ 12,402.30	
RESEA - Local	Cookeville	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
SCSEP	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
WIOA Title II - Adult Education	Grossville	2	75	2.0	18.18%	\$ 44,297.04	\$ 28,911.99	\$ 15,385.04	
RESEA - State	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
SNAP - State	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
IVSG - CONS	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
TAA	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
WIOA Title IV - Vocational Rehabilitation	Grossville	1	38	1.0	9.09%	\$ 22,148.52	\$ 14,456.00	\$ 7,692.52	
WIOA Title III - Wagner Peyser	Grossville	2	75	2.0	18.18%	\$ 44,297.04	\$ 28,911.99	\$ 15,385.04	
WIOA Title I - Adult	Grossville	1	13	0.3	3.03%	\$ 7,382.84	\$ 4,818.67	\$ 2,564.17	
WIOA Title I - Dislocated Worker	Grossville	1	13	0.3	3.03%	\$ 7,382.84	\$ 4,818.67	\$ 2,564.17	
WIOA Title I - Youth	Grossville	1	13	0.3	3.03%	\$ 7,382.84	\$ 4,818.67	\$ 2,564.17	
WIOA Title I - Adult	Smithville	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Dislocated Worker	Smithville	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Youth	Smithville	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Adult	Jamestown	1	13	0.3	33.33%	\$ 3,490.77	\$ 2,564.52	\$ 926.25	
WIOA Title I - Dislocated Worker	Jamestown	1	13	0.3	33.33%	\$ 3,490.77	\$ 2,564.52	\$ 926.25	
WIOA Title I - Youth	Jamestown	1	13	0.3	33.33%	\$ 5,129.04	\$ 2,564.52	\$ 2,564.52	
WIOA Title I - Adult	Lafayette	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Dislocated Worker	Lafayette	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Youth	Lafayette	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Adult	Livingston	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Dislocated Worker	Livingston	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Youth	Livingston	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
RESEA - Local	Livingston	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Adult	Carthage	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Dislocated Worker	Carthage	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Youth	Carthage	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
RESEA - Local	Carthage	0	0	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Adult	McMinnville	0	9	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Dislocated Worker	McMinnville	0	9	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Youth	McMinnville	0	9	0.0	0.00%	\$ -	\$ -	\$ -	
RESEA - Local	McMinnville	0	9	0.0	0.00%	\$ -	\$ -	\$ -	
WIOA Title I - Adult	Sparta	1	13	0.3	33.33%	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00	
WIOA Title I - Dislocated Worker	Sparta	1	13	0.3	33.33%	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00	
WIOA Title I - Youth	Sparta	1	13	0.3	33.33%	\$ 1,450.00	\$ 1,450.00	\$ 1,450.00	

Partner Program	Location	Assigned Office Space / Square Footage	% of Total Square Footage	Square Footage Cost	Square Footage Cost Breakdown by Cost Category	
					Infrastructure Costs	Additional Costs
VIOA Title II - Adult Education	Cookeville	814	21.06%	\$ -	\$ -	\$ -
ESEA - State	Cookeville	89	2.30%	\$ -	\$ -	\$ -
CSEP	Cookeville	193	4.99%	\$ -	\$ -	\$ -
NAP - State	Cookeville	380	9.83%	\$ -	\$ -	\$ -
AA	Cookeville	118	3.05%	\$ -	\$ -	\$ -
VSG - DVOP	Cookeville	133	3.44%	\$ -	\$ -	\$ -
VSG - LVER	Cookeville	212	5.48%	\$ -	\$ -	\$ -
VIOA Title IV - Vocational Rehabilitation	Cookeville	118	3.05%	\$ -	\$ -	\$ -
VIOA Title III - Wagner Peyser	Cookeville	117	3.03%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Cookeville	490	12.67%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Cookeville	436	11.28%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Cookeville	436	11.28%	\$ -	\$ -	\$ -
ESEA - Local	Cookeville	330	8.54%	\$ -	\$ -	\$ -
CSEP	Crossville	120	5.08%	\$ -	\$ -	\$ -
VIOA Title II - Adult Education	Crossville	120	5.08%	\$ -	\$ -	\$ -
ESEA - State	Crossville	264	11.19%	\$ -	\$ -	\$ -
NAP - State	Crossville	144	6.10%	\$ -	\$ -	\$ -
VSG - DVOP	Crossville	120	5.08%	\$ -	\$ -	\$ -
VSG - LVER	Crossville	147	6.23%	\$ -	\$ -	\$ -
AA	Crossville	282	11.95%	\$ -	\$ -	\$ -
VIOA Title IV - Vocational Rehabilitation	Crossville	120	5.08%	\$ -	\$ -	\$ -
VIOA Title III - Wagner Peyser	Crossville	319	13.52%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Crossville	87	3.69%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Crossville	40	1.69%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Crossville	597	25.30%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Smithville	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Smithville	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Smithville	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Jamestown	94	33.33%	\$ 3,490.77	\$ 2,564.52	\$ 926.25
VIOA Title I - Dislocated Worker	Jamestown	94	33.33%	\$ 3,490.77	\$ 2,564.52	\$ 926.25
VIOA Title I - Youth	Jamestown	94	33.33%	\$ 3,490.77	\$ 2,564.52	\$ 926.25
VIOA Title I - Adult	Lafayette	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Lafayette	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Lafayette	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Livingston	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Livingston	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Livingston	0	0.00%	\$ -	\$ -	\$ -
ESEA - Local	Livingston	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Adult	Carthage	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	Carthage	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Youth	Carthage	0	0.00%	\$ -	\$ -	\$ -
ESEA - Local	Carthage	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Adult	McMinnville	0	0.00%	\$ -	\$ -	\$ -
VIOA Title I - Dislocated Worker	McMinnville	0	0.00%	\$ -	\$ -	\$ -

Partner Program	Location	Assigned Office Space / Square Footage	% of Total Square Footage	Square Footage Cost	Square Footage Cost Breakdown by Cost Category	
					Infrastructure Costs	Additional Costs
WIA Title I - Youth	McMinnville	0	0.00%	\$ -	\$ -	-
ESEA - Local	McMinnville	0	0.00%	\$ -	\$ -	-
WIA Title I - Adult	Sparta	139	33.33%	\$ 1,450.00	\$ 1,450.00	
WIA Title I - Dislocated Worker	Sparta	139	33.33%	\$ 1,450.00	\$ 1,450.00	
WIA Title I - Youth	Sparta	139	33.33%	\$ 1,450.00	\$ 1,450.00	

Direct Costs		
Cost	Column Labels	
Row Labels	Direct	Grand Total
Cookeville	\$ 960,498.16	\$ 960,498.16
TAA	\$ 7,164.71	\$ 7,164.71
WIOA Title IV - Vocational Rehabilitation	\$ 64,330.71	\$ 64,330.71
WIOA Title III - Wagner Peyser	\$ 259,908.81	\$ 259,908.81
WIOA Title II - Adult Education	\$ 69,592.14	\$ 69,592.14
WIOA Title I - Youth	\$ 121,349.87	\$ 121,349.87
WIOA Title I - Dislocated Worker	\$ 68,810.70	\$ 68,810.70
WIOA Title I - Adult	\$ 117,764.18	\$ 117,764.18
SNAP - State	\$ 34,120.84	\$ 34,120.84
RESEA - State	\$ 93,264.45	\$ 93,264.45
SCSEP	\$ 17,877.32	\$ 17,877.32
JVSG - DVOP	\$ 64,917.66	\$ 64,917.66
JVSG - LVER	\$ 1,349.86	\$ 1,349.86
RESEA - Local	\$ 16,452.15	\$ 16,452.15
JVSG - CONS	\$ 23,594.76	\$ 23,594.76
Crossville	\$ 782,617.77	\$ 782,617.77
TAA	\$ 2,092.53	\$ 2,092.53
WIOA Title IV - Vocational Rehabilitation	\$ 74,045.51	\$ 74,045.51
WIOA Title III - Wagner Peyser	\$ 272,400.20	\$ 272,400.20
WIOA Title II - Adult Education	\$ 110,616.85	\$ 110,616.85
WIOA Title I - Youth	\$ 31,381.00	\$ 31,381.00
WIOA Title I - Dislocated Worker	\$ 40,328.16	\$ 40,328.16
WIOA Title I - Adult	\$ 40,860.35	\$ 40,860.35
SNAP - State	\$ 39,132.39	\$ 39,132.39
RESEA - State	\$ 71,656.81	\$ 71,656.81
SCSEP	\$ 6,406.01	\$ 6,406.01
JVSG - DVOP	\$ 53,386.68	\$ 53,386.68
JVSG - LVER	\$ 19,753.19	\$ 19,753.19
RESEA - Local	\$ 17,799.88	\$ 17,799.88
JVSG - CONS	\$ 2,758.21	\$ 2,758.21
Jamestown	\$ 134,462.91	\$ 134,462.91
WIOA Title I - Youth	\$ 42,975.00	\$ 42,975.00
WIOA Title I - Dislocated Worker	\$ 38,602.88	\$ 38,602.88
WIOA Title I - Adult	\$ 41,368.93	\$ 41,368.93
SCSEP	\$ 11,516.10	\$ 11,516.10
Lafayette	\$ -	\$ -
WIOA Title I - Youth	\$ -	\$ -
WIOA Title I - Dislocated Worker	\$ -	\$ -
WIOA Title I - Adult	\$ -	\$ -
SCSEP	\$ -	\$ -
RESEA - Local	\$ -	\$ -
Smithville	\$ -	\$ -
WIOA Title I - Youth	\$ -	\$ -
WIOA Title I - Dislocated Worker	\$ -	\$ -

Direct Costs			
Cost	Column Labels		
Row Labels	Direct	Grand Total	
WIOA Title I - Adult	\$ -	\$ -	\$ -
Livingston	\$ -	\$ -	\$ -
WIOA Title I - Youth	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	\$ -	\$ -	\$ -
WIOA Title I - Adult	\$ -	\$ -	\$ -
RESEA - Local	\$ -	\$ -	\$ -
Carthage	\$ -	\$ -	\$ -
WIOA Title I - Youth	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	\$ -	\$ -	\$ -
WIOA Title I - Adult	\$ -	\$ -	\$ -
RESEA - Local	\$ -	\$ -	\$ -
McMinnville	\$ -	\$ -	\$ -
WIOA Title I - Youth	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	\$ -	\$ -	\$ -
WIOA Title I - Adult	\$ -	\$ -	\$ -
RESEA - Local	\$ -	\$ -	\$ -
Sparta	\$ 96,032.06	\$ 96,032.06	\$ 96,032.06
WIOA Title I - Youth	\$ 55,306.08	\$ 55,306.08	\$ 55,306.08
WIOA Title I - Dislocated Worker	\$ 27,241.79	\$ 27,241.79	\$ 27,241.79
WIOA Title I - Adult	\$ 13,484.19	\$ 13,484.19	\$ 13,484.19
Grand Total	\$ 1,973,610.90	\$ 1,973,610.90	\$ 1,973,610.90

Total Partner Contributions - By Cost Category						
Partner Program	Location	Infrastructure Costs	Additional Costs	Non-Shared	Total	Billed Amount
WIOA Title II - Adult Education	Cookeville	\$ 19,180.62	\$ 12,402.30	\$ 69,592.14	\$101,175.06	\$ 27,884.89
RESEA - State	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 93,264.45	\$109,055.91	\$ 13,942.44
SNAP - State	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 34,120.84	\$ 49,912.30	\$ 13,942.44
TAA	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 7,164.71	\$ 22,956.17	\$ 13,942.44
IVSG - CONS	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 1,349.86	\$ 17,141.32	\$ 13,942.44
SCSEP	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 17,877.32	\$ 33,668.78	\$ 13,942.44
WIOA Title III - Wagner Peypser	Cookeville	\$ 19,180.62	\$ 12,402.30	\$259,908.81	\$291,491.73	\$ 27,884.89
WIOA Title IV - Vocational Rehabilitation	Cookeville	\$ 9,590.31	\$ 6,201.15	\$ 64,330.71	\$ 80,122.17	\$ 13,942.44
WIOA Title I - Adult	Cookeville	\$ 28,770.94	\$ 18,603.44	\$117,764.18	\$165,138.56	\$ 41,827.33
WIOA Title I - Dislocated Worker	Cookeville	\$ 19,180.62	\$ 12,402.30	\$ 68,810.70	\$100,393.62	\$ 27,884.89
WIOA Title I - Youth	Cookeville	\$ 19,180.62	\$ 12,402.30	\$121,349.87	\$152,932.79	\$ 27,884.89
RESEA - Local	Cookeville	\$ -	\$ -	\$ 16,452.15	\$ 16,452.15	\$ 13,942.44
SCSEP	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 6,406.01	\$ 28,554.53	\$ 16,180.88
WIOA Title II - Adult Education	Crossville	\$ 28,911.99	\$ 15,385.04	\$110,616.85	\$154,913.89	\$ 32,361.75
RESEA - State	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 71,656.81	\$ 93,805.33	\$ 16,180.88
SNAP - State	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 39,132.39	\$ 61,280.91	\$ 16,180.88
IVSG - CONS	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 19,753.19	\$ 41,901.71	\$ 16,180.88
TAA	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 2,092.53	\$ 24,241.05	\$ 16,180.88
WIOA Title IV - Vocational Rehabilitation	Crossville	\$ 14,456.00	\$ 7,692.52	\$ 74,045.51	\$ 96,194.03	\$ 16,180.88
WIOA Title III - Wagner Peypser	Crossville	\$ 28,911.99	\$ 15,385.04	\$272,400.20	\$316,697.24	\$ 32,361.75
WIOA Title I - Adult	Crossville	\$ 4,818.67	\$ 2,564.17	\$ 40,860.35	\$ 48,243.19	\$ 16,180.88
WIOA Title I - Dislocated Worker	Crossville	\$ 4,818.67	\$ 2,564.17	\$ 40,328.16	\$ 47,711.00	\$ 16,180.88
WIOA Title I - Youth	Crossville	\$ 4,818.67	\$ 2,564.17	\$ 31,381.00	\$ 38,763.84	\$ 16,180.88
RESEA - Local	Crossville	\$ -	\$ -	\$ 17,799.88	\$ 17,799.88	\$ -
WIOA Title I - Adult	Smithville	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	Smithville	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Youth	Smithville	\$ -	\$ -	\$ -	\$ -	\$ -
SCSEP	Jamestown	\$ -	\$ -	\$ 11,516.10	\$ 11,516.10	\$ -
WIOA Title I - Adult	Jamestown	\$ 2,564.52	\$ 926.25	\$ 41,368.93	\$ 44,859.70	\$ 3,490.77
WIOA Title I - Dislocated Worker	Jamestown	\$ 2,564.52	\$ 926.25	\$ 38,602.88	\$ 42,095.65	\$ 3,490.77
WIOA Title I - Youth	Jamestown	\$ 2,564.52	\$ 926.25	\$ 42,975.00	\$ 46,465.77	\$ 3,490.77
SCSEP	Lafayette	\$ -	\$ -	\$ -	\$ -	\$ -
RESEA - Local	Lafayette	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Adult	Lafayette	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	Lafayette	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Youth	Lafayette	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Adult	Livingston	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	Livingston	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Youth	Livingston	\$ -	\$ -	\$ -	\$ -	\$ -
RESEA - Local	Livingston	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Adult	Carthage	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	Carthage	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Youth	Carthage	\$ -	\$ -	\$ -	\$ -	\$ -
RESEA - Local	Carthage	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Adult	McMinnville	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Dislocated Worker	McMinnville	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Youth	McMinnville	\$ -	\$ -	\$ -	\$ -	\$ -
RESEA - Local	McMinnville	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Title I - Adult	Sparta	\$ 1,450.00	\$ -	\$ 13,484.19	\$ 14,934.19	\$ 1,450.00
WIOA Title I - Dislocated Worker	Sparta	\$ 1,450.00	\$ -	\$ 27,241.79	\$ 28,691.79	\$ 1,450.00
WIOA Title I - Youth	Sparta	\$ 1,450.00	\$ -	\$ 55,306.08	\$ 56,756.08	\$ 1,450.00
TOTAL						\$ 476,137.69



PCSS Board Agenda Request

Date: September 30, 2024

Department: Future Ready VITAL-Teaching and Learning

Person Submitting: Sam Brooks

Account Number (if appropriate)

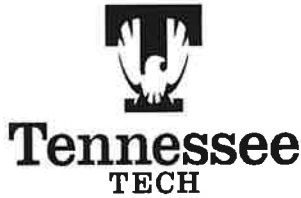
Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to enter into an agreement with Tennessee Tech, Cookeville, TN to provide dual enrollment courses and teachers for the Fall 2024-Spring 2025 school year, per district needs.

received
10-03-24 MT 



PERSONAL, PROFESSIONAL, AND CONSULTANT SERVICES
(GRANT FUNDED)

This Contract is dated June 6, 2024, by and between TENNESSEE TECHNOLOGICAL UNIVERSITY, hereinafter referred to as "Tennessee Tech," and Cookeville High School, hereinafter referred to as "Contractor." Tennessee Tech and Contractor are collectively referred to as the "Parties." Contractor's address is 1 Cavalier Drive, Cookeville, TN 38501.

The Parties agree as follows:

A. SCOPE. Contractor agrees to perform the following services: funds will be used to establish cybersecurity student clubs and/or programs in support of future student-facing cybersecurity activities such as competition participation, encore engagements, and general cybersecurity activities.

B. COMPENSATION. Tennessee Tech agrees to compensate Contractor as follows:

1. A sum of \$500 will be distributed to the district/school representative for use by the district in accordance with the scope of work.
2. Payments to Contractor shall be made as agreed, and upon submittal of invoices and performance of the services which the invoiced amount represents. Invoices may be emailed to apinvoice@tntech.edu or mailed to Tennessee Tech Business Office, Campus Box 5037, Cookeville, TN 38505. The final payment shall be made only after Contractor has completely performed its duties under this Contract.
3. If Contractor is a non-resident alien, payment will not be made until verification of tax status and determination of appropriate withholding, if any.
4. In no event shall Tennessee Tech's liability for services rendered under this Contract exceed \$ 500.

C. TERM AND TERMINATION.

1. The term of this Contract shall be from date of final execution through December 13, 2024. Thereafter this Contract may not be renewed for additional term(s), not to exceed a total Contract term of sixty (60) months.
2. This Contract may be terminated by either party by giving written notice to the other at least 60 days before the effective date of termination. In that event, Contractor shall be entitled to receive just and equitable compensation from any satisfactory authorized services completed as of the termination date.

In witness whereof, the Parties have by their duly authorized representatives set their signatures.

CONTRACTOR:

TENNESSEE TECHNOLOGICAL UNIVERSITY:

By: _____

By: _____

Name (Printed): Sam Brooks

Name: _____

Title: Future Ready Supervisor

Title: _____

Date: _____

Date: _____

TERMS AND CONDITIONS

1. Tennessee Tech is not bound by this contract until it is executed by Tennessee Tech's authorized official. If applicable, the person signing on behalf of the Contractor represents s/he is authorized to enter into this Contract on behalf of the entity named in this Contract. The Parties agree that this Contract may be executed in counterparts, executed electronically, and transmitted electronically.
2. Boiler plate agreements such as click-wrap, browse-wrap or shrink-wrap agreements are not binding on Tennessee Tech. Pursuant to T.C.A. § 9-8-307(a)(1)(L), no contract is binding on Tennessee Tech unless it is a written contract executed by one (1) or more state officers or employees with authority to execute the contract.
3. Contractor certifies its compliance with applicable Federal and State laws, rules and regulations and Tennessee Tech policies with respect to Conflict of Interest, including, but not limited to the following:
 - a. Pursuant to T.C.A. § 12-4-103, Contractor acknowledges that it is unlawful for any state official or employee to bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee during the tenure of such official's or employee's office or employment, or for six (6) months thereafter, or to have any interest in the selling of the same to the state;
 - b. Pursuant to TTU Policy 132, Conflict of Interest, Tennessee Tech prohibits purchases of merchandise, equipment, materials or similar commodities from a Tennessee Tech employee's business or from a family member's business. Family member, as defined by the policy, means a spouse or child dependent or non-dependent of Tennessee Tech employee, unless otherwise defined by statute.
 - c. Pursuant to TTU Policy 132, Conflict of Interest, Tennessee Tech prohibits service contracts with an individual who is, or within the past six months has been a state employee. Contracts with the employee's spouse, a company or corporation in which a controlling interest is held by any state employee or the employee's spouse shall be considered, for the purpose of applying this rule, to be a contract with said individual.
4. No person on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by federal or Tennessee constitutional or state laws shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract. The Contractor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places, available to all employees and applicants, notice of nondiscrimination.
5. Contractor agrees to complete an annual Title VI Survey or cooperate with a Title VI compliance audit if it receives federal funds under this Contract.
6. Contractor is an independent contractor and is not an agent of the State whatsoever.
7. Contractor agrees to carry adequate public liability and other appropriate forms of insurance and to pay all applicable taxes incident to this Contract. Tennessee Tech reserves the right to establish appropriate insurance requirements as it sees fit.
8. Contractor agrees to indemnify and hold harmless Tennessee Tech as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, causes of action, and attorney fees which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of Contractor, its employees, or any person acting for or on its behalf.
9. If Contractor fails to timely or properly perform its obligations, or violates any term of this Contract, Tennessee Tech may immediately terminate this Contract and withhold payments in excess of fair compensation for completed services. Contractor is liable to Tennessee Tech for damages sustained by virtue of Contractor's breach and agrees to pay Tennessee Tech's attorney fees to enforce the Contract terms. Tennessee Tech may, in its sole discretion, allow Contractor a period to cure a breach within a time specified by Tennessee Tech and on terms solely determined by Tennessee Tech.
10. If applicable to this Contract, Contractor must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").
11. If applicable to this Contract, Contractor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").
12. If applicable to this Contract, Contractor shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) and its associated regulations.
13. If applicable to this Contract, Contractor must comply with the requirements of the "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" (37 CFR Part 401), and any implementing regulations issued by the federal awarding agency.
14. If applicable to this Contract, Contractor and any of its subcontractors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Contractor further agrees to report any violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
15. The Contractor certifies that Contractor is not on the list of excluded parties in the System for Award Management, in accordance with OMB Guidelines 2 CFR 180.
16. If applicable to this Contract, Contractor attests that it has filed the required certification(s) and disclosure(s) as required under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
17. This Contract may be amended only by written amendment signed by the Parties' authorized officials.
18. Contractor shall not assign or subcontract any portion of this Contract without Tennessee Tech's prior written consent.
19. Should an event, including but not limited to, war, act of God, riot, or natural disaster, beyond a party's reasonable control occur, that party will be excused from performing its obligations under the contract, provided the following provisions are met: (1) The affected party

must promptly notify the other party of the occurrence of the event, its effect on performance, and how long that party expects it to last, and (2) the affected party shall update that information as reasonably necessary and use reasonable efforts to limit damage to the other party and to resume its performance under the Contract. In addition, Tennessee Tech may, in its sole discretion, cancel the contract due to reasons including, but not limited to, health concerns, pandemic, or other similar condition.

20. This Contract is subject to the appropriation and availability of state and/or federal funds. Pursuant to T.C.A. § 12-3-305(c)(2), Tennessee Tech may, upon written notice to Contractor, terminate this Contract at the end of any fiscal year in the event that funds are not appropriated or are otherwise unavailable for the Contract's continuance.
21. Pursuant to T.C.A. § 12-3-309(b), Contractor attests that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract, and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of this Contract.
22. Contractor shall submit periodic progress reports to Tennessee Tech if requested.
23. Audit. The State of Tennessee ("State") and Tennessee Tech shall be entitled to monitor this Contract to the extent allowed by Tennessee Code Annotated (T.C.A.) § 12-3-602, and Contractor shall maintain books and records related to this Contract for three (3) years from the date of final payment. In addition, the Contractor agrees to comply with any federal audit requirements applicable to this Contract.
24. Audit.
 - a. Grant not involving federal money: Contractor shall cause to be performed, in accordance with auditing standards prescribed by the Comptroller of the Treasury of the State of Tennessee, an audit of all its program(s) funded by this Contract; provided, however, that any contract for such audit shall be subject to prior approval of the Comptroller of the Treasury of the State of Tennessee, and must be submitted on the standard contract to audits accounts published by the Comptroller of the Treasury. The audit may include and be combined with an audit of other programs of Contractor, and the existence of more than one contract between Contractor and any agency of the State of Tennessee shall not necessitate more than one contract between Contractor and any agency of the State of Tennessee shall not necessitate more than one (1) audit of Contractor's programs to be performed every two (2) years.
 - b. Grant involving federal money:
 - i. Within thirty (30) days following Tennessee Tech's written request, Contractor shall make available for inspection and/or audit any and all records related to its performance under this Contract, which shall include any exceptions noted on the audit. Said records are subject to inspection and audit by representatives of Tennessee Tech and the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representatives during reasonable business hours throughout the term of this Contract and for the three (3) years immediately following Tennessee Tech's final payment to Contractor under this Contract. In the event an audit is initiated by Tennessee Tech during the three (3) years following Tennessee Tech's final payment, Contractor agrees to retain any and all records associated with this Contract until such time as any disputes arising therefrom are resolved. All audit disallowances under this Contract shall be the responsibility of Contractor.
 - ii. Contractor acknowledges that it is aware of and agrees to comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200. Contractor agrees to provide Tennessee Tech with audit information attesting to the fact that Contractor's records covering the period of this Contract have been audited in accordance with 2 CFR 200 Subpart F.
 - iii. Contractor further agrees to notify Tennessee Tech in writing if at any time during the period of this Contract it is no longer in compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200, or if there are audit findings that relate specifically to this Contract. In cases of such non-compliance or audit findings, Contractor will promptly provide Tennessee Tech with its written plan for corrective action. Audit reports and notifications should be sent to:

Tennessee Tech University
Office of Research
P. O. Box 5164
Cookeville, TN 38505
25. If the terms of this Contract allow reimbursement for the cost of procuring goods, materials, supplies, equipment or services, such procurement shall be made on a competitive basis (including the use of competitive bidding procedures), when practicable.
26. Reimbursement for the cost of procuring goods, materials or services shall be subject to Contractor's compliance with applicable federal procurement requirements, if funds for such reimbursement are derived wholly or partially from federal sources.
27. This Contract shall be governed by the laws of the State of Tennessee without regard to its choice of law principles. Contractor shall comply with all applicable federal, state and local laws and regulations and applicable Tennessee Tech policies and procedures.
28. The State of Tennessee is self-funded and does not carry or maintain commercial general liability insurance or medical, professional or hospital insurance. Contractor agrees that the Tennessee Claims Commission shall have exclusive jurisdiction to resolve complaints related to this Contract.
29. Compensation to Contractor, if any, for travel, meals or lodging shall be in the amount of actual cost to Contractor, subject to maximum amounts and limitations specified in Tennessee Tech travel policies.
30. Contractor agrees, as applicable, to comply with relevant National Collegiate Athletic Association (NCAA) legislation, interpretations and policies, located on the NCAA website and as amended from time to time, on the use of a student-athlete's name or likeness. This duty to comply includes, but is not limited to, the requirements found in the relevant NCAA Division Manual, such as NCAA Rule 12.5.2 "Use of Student Athlete Name or Likeness." Contractor further agrees to immediately report any real or suspected violation of the NCAA legislation, interpretations, and/or policies to Amanda Thatcher, at AMiller@tntech.edu.
31. Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief, neither it nor any of its subcontractors, if applicable, is on the Iran Divestment Act (T.C.A. §§ 12-12-101 et seq.) list of entities or persons ineligible to contract with the State of

Tennessee.

32. Contractor certifies that the Contractor has either registered with the State of Tennessee's Department of Revenue for or does not make sales of goods or services that are subject to the collection of Tennessee sales and use tax, as required by T.C.A. § 12-3-306, and will provide proof of compliance upon request.
33. Tennessee Tech collects the information Contractor provides to it for the purpose fulfilling its obligations under this Contract. Tennessee Tech will share the information Contractor provides only to the extent required by law. Tennessee Tech will store Contractor's personal data consistent with its policies on document retention, which can be accessed through this link: <https://www.tntech.edu/policies/>. If Contractor is a resident of the European Economic Area ("EEA") and has standing under the General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016, Contractor may have the right (i) to request from Tennessee Tech access to and rectification or erasure of personal data or restriction of processing; (ii) to object to processing; (iii) to data portability and (iv) to lodge a complaint with a supervisory authority in the EEA. By providing personal data to Tennessee Tech, Contractor consents to the processing of your data for the purposes described above.
34. Contractor agrees that, if applicable to this Contract, Tennessee Tech will possess all rights to any creations, inventions, other intellectual property, and materials, including copyright or patents in the same, which arise out of, are prepared by, or are developed in the course of Contractor's performance under this Contract. Contractor and Tennessee Tech acknowledge and agree that Contractor's work under this Contract shall belong to Tennessee Tech as "work made for hire" (as such term is defined in U.S. Copyright Law). To the extent Contractor's work is not deemed to constitute "work-made-for-hire," Contractor hereby assigns and transfers to Tennessee Tech all of Contractor's right, title and interest in and to any creations, inventions, other intellectual property, and materials, including copyright or patents in the same, which arise out of, are prepared by, or are developed in the course of Contractor's performance under this Contract.
35. All Informational Material and Technology (IMT) developed, purchased, upgraded or renewed by or for the use of Tennessee Tech will comply with all applicable Tennessee Tech policies, federal and state law and regulations including, but not limited to, the accessibility guidelines set forth in Web Content Accessibility Guidelines 2.0 A & AA, EPub3 Accessibility guidelines, Section 508 and all other regulations promulgated under Section 504 of the Rehabilitation Act and Title II of The Americans with Disabilities Act as amended. Further:
 - a. Compliance means that a person with a disability can acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability, in an equally effective and integrated manner, with substantially equivalent ease of use.
 - b. Contractor warrants that any IMT purchased by, developed, upgraded or renewed for Tennessee Tech will comply with the aforementioned accessibility guidelines and Contractor will provide accessibility testing results, written documentation verifying accessibility including the most recent VPAT for the product/service identified in this document.
 - c. Contractor will promptly respond to and resolve accessibility issues/complaints, and to indemnify and hold Tennessee Tech harmless in the event of claims arising from inaccessibility of the Contractor's product(s) or service(s).
36. If applicable to this Contract, [Tennessee Tech's Data Privacy and Security Terms and Conditions](#) and/or [GDPR Data Protection Addendum](#) shall by reference be included as an integral part of this Contract.
37. Either party's failure to insist in any one or more cases upon the strict performance of any term, covenant, condition, or provision of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision.
38. If any provision of this Contract is held invalid, the surviving provisions will remain enforceable.
39. This Contract sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This Contract supersedes any and all prior contracts, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this Contract.
40. Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by T.C.A. §12-4-119. This provision does not apply to a contract with a total potential value of less than two hundred fifty thousand dollars (\$250,000).

Howard, Sara

From: Cooper, Megan
Sent: Monday, June 3, 2024 4:20 PM
To: Howard, Sara
Subject: FW: Cybersecurity Funding for your District

Megan Cooper, MBA

Cyber Outreach Coordinator

Tennessee Tech University
Cybersecurity Education, Research, & Outreach Center
Campus Box 5134
Cookeville, TN 38505
P: 931-372-3519
E: mlcooper@tntech.edu
W: <https://www.tntech.edu/ceroc/>



From: Cooper, Megan
Sent: Tuesday, April 30, 2024 2:41 PM
To: jvester@pcsstn.com
Subject: Cybersecurity Funding for your District



April 30, 2024

Ms. Vester,

The Cybersecurity Education, Research, and Outreach Center (CEROC) at Tennessee Tech appreciates your collaboration with the Golden Eagle Cyber Certificate Dual Enrollment Program. This program provides cybersecurity awareness and training, assisting K12 students in finding their path in cyber. As part of this effort through funds supplied by CAE Grant H98230-21-1-0320, we wish to offer you a \$500 award to your district. These funds can be used to assist in developing a cybersecurity student club, provide support for cyber lessons in the classroom, or do other work that will contribute to increasing interest in cybersecurity as a career.

Our project management office will be able to help you with the paperwork needed to receive the funds. These funds must be distributed by May 31, 2024. Please provide the contact information so the appropriate person can receive the funds. Please reach out and I will gladly address any questions you may have.

We thank you for serving the K12 community and look forward to working together in the future.

Megan Cooper, MBA

Cyber Outreach Coordinator

Tennessee Tech University

Cybersecurity Education, Research, & Outreach Center

Campus Box 5134

Cookeville, TN 38505

P: 931-372-3519

E: mlcooper@tntech.edu

W: <https://www.tntech.edu/ceroc/>





**Tennessee
TECH**

CONTRACTOR REQUIREMENTS FORM

In order to comply with statutory requirements and/or regulations, Tennessee Tech requires contractors to provide following information prior to the issuance of the contract. Please complete all information and sign as directed.

I. Ownership Information	
<p>1. Contractor Legal Entity Name (Name used for tax filing purposes):</p> <p>_____</p>	<p>2. Is Contractor a permanent resident or citizen of the US?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (If no, state country of citizenship):</p> <p>(Note: Contractors who are individuals and are not US citizens must complete a Foreign National Data Form prior to execution of contract.)</p>
<p>3. Kind of Ownership (Check all that apply)::</p> <p><input type="checkbox"/> Government (GO)</p> <p><input type="checkbox"/> Non-Profit (NO)</p> <p><input type="checkbox"/> Majority (MJ)</p> <p><input type="checkbox"/> Minority (MO)*</p> <p><input type="checkbox"/> Woman (WO)*</p> <p><input type="checkbox"/> Small (SB)*</p> <p><input type="checkbox"/> State of TN Agency</p> <p><input type="checkbox"/> Service-Disabled Veteran (SV)*</p> <p><input type="checkbox"/> Certified Disabled (DB)*</p> <p><i>*See reverse side of form for clarification of these categories.</i></p>	<p>4. Minority / Ethnicity Code (Check one):</p> <p><input type="checkbox"/> African American (MA)</p> <p><input type="checkbox"/> Native American (MN)</p> <p><input type="checkbox"/> Hispanic American (MH)</p> <p><input type="checkbox"/> Asian American (MS)</p> <p>5. Preference for reporting purposes: (Note: If Contractor qualifies in multiple categories as small, woman-owned and/or minority, Contractor is to specify in which category he/she is to be considered for reporting and classification purposes.) Check one only</p> <p><input type="checkbox"/> Small <input type="checkbox"/> Minority-Owned</p> <p><input type="checkbox"/> Woman-Owned <input type="checkbox"/> Service-Disabled Veteran</p> <p><input type="checkbox"/> Certified Disabled</p>
<p>6. Certification: I certify that all of the information as completed above is accurate and true. (Signature required below.)</p> <p>Signed: _____ Date: _____</p> <p>Name (Printed): _____ Title: _____</p>	
II. Sales and Use Tax.	
<p>As a contractual requirement under Tennessee law, vendors who contract with the state of Tennessee must be registered to collect sales tax if they make sales that are subject to the Tennessee sales and use tax. If you are already registered to collect Tennessee sales and use tax, please provide your registration number: _____ (Note: This number is NOT your federal ID number.) If you are not registered, please go to Tennessee Taxpayer Access Point (TNTAP) and under the tile "Help", select View Additional Services. On the next page, under "Additional Assistance" select TN Vendor Contract Questions. This will open a survey designed to evaluate whether you must register for sales and use tax. Based on your responses, you will be directed to either register or will be provided with a letter of exemption from sales tax collection. Please provide a copy of the exemption letter or evidence of registration to Tennessee Tech to satisfy this contractual requirement.</p>	

Letter of Exemption attached.

Minority Owned (MO) means a business that is a continuing, independent, for profit business which performs a commercially useful function and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background. "Minority" means a person who is a citizen or lawful permanent resident of the United States and who is:

- a) African American (a person having origins in any of the black racial groups of Africa);
- b) Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- c) Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- d) Native American (a person having origins in any of the original peoples of North America).

Woman-Owned (WO) means a business that is a continuing, independent, for profit business which performs a commercially useful function and is at least fifty-one percent (51%) owned and controlled by one (1) or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women.

Small Business (SB) means a business that is independently owned and operated for profit, is not dominant in its field of operation and is not an affiliate or subsidiary of a business dominant in its field of operation. The Governor's Office of Diversity Business Enterprise establishes small business guidelines on industry size standards. The criteria guidelines are required to be met in order for a business to be considered small. The annual receipts or number of employees indicates the maximum allowed for a small business concern and its affiliates to be considered small.

TYPE OF BUSINESS	ANNUAL GROSS SALES	NO. OF EMPLOYEES
Agriculture, Forestry, Fishing	\$500,000	9
Architectural / Design / Engineering	\$2,000,000	30
Construction	\$2,000,000	30
Educational	\$1,000,000	9
Finance, Insurance & Real Estate	\$1,000,000	9
Information Systems / Technology	\$2,000,000	30
Manufacturing	\$2,000,000	99
Marketing / Communications / Public Relations	\$2,000,000	30
Medical / Healthcare	\$2,000,000	30
Mining	\$1,000,000	49
Retail Trade	\$750,000	9
Service Industry	\$500,000	9
Transportation, Commerce & Utilities	\$1,000,000	9
Wholesale Trade	\$1,000,000	19

Service-Disabled Veteran Business Enterprise (SDVBE) means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected, meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service. "Tennessee Service disabled Veteran Owned Business" means a service-disabled veteran owned business that is a continuing, independent, for-profit business located in the state of Tennessee that performs a commercially useful function, and that:

- a) Is at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled owned veterans;
- b) In the case of a business solely owned by one (1) service-disabled veteran and such person's spouse, is at least fifty percent (50%) owned and controlled by the service-disabled veteran; or
- c) In the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more service-disabled veterans and whose management and daily business operations are under the control of one (1) or more service-disabled veterans.

Certified Disabled-Owned (DB) means a business owned by a "person with a disability" that is a continuing, independent, for-profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more persons with a disability; or, in the case of any publicly-owned business, at least fifty one percent (51%) of the stock of which is owned and controlled by one (1) or more persons with a disability and whose management and daily business operations are under the control of one (1) or more persons with a disability. "Person with a disability" means an individual who meets at least one (1) of the following:

- a) Has been diagnosed as having a physical or mental disability resulting in marked and severe functional limitations that is expected to last no less than twelve (12) months;
- b) Is eligible to receive social security disability insurance (SSDI); or
- c) Is eligible to receive supplemental security income (SSI) and has a disability as defined in subdivision a).

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Putnam County Board of Education	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 1400 East Spring Street	Requester's name and address (optional)
6 City, state, and ZIP code Cookeville, TN. 38506	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: October 7, 2024

RE: Monterey High School Soccer

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for November 14, 2024, Board meeting.

Monterey High School requests permission to start a men's soccer team beginning Spring 2025. This will be a club sport for 3 years with Stipend after the 3rd year.

Supervisor

10/15/24

Date

Director of Schools

10/15/24

Date

received
10-15-24 mm



Martin, Tim <martint3@pcsstn.com>

Club Request

1 message

Novak, Ben <bnovak@pcsstn.com>
To: Tim Martin <martint3@pcsstn.com>

Thu, Oct 3, 2024 at 1:43 PM

Good afternoon, Tim.

Monterey High School requests permission to start a men's soccer team. The plan would be to have a team ready to play for the Spring season.

I appreciate your consideration,

Ben

--



Benjamin Novak, EdS
Monterey High School
Assistant Principal
Athletic Director
(931) 839-2970
BNovak@pcsstn.com



EXHIBIT
VI F 5
11-14-24



PCSS Board Agenda Request

Date 10/16/2024

Department Teaching and Learning

Person Submitting Dr. Sharon K. Anderson SKA

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Approve the 2024 LEA Compliance Report as submitted.

received
10-16-24 mjt



2024 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 29, 2024**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name: Putnam County School System - 710

Director of Schools/Superintendent Name: Corby R. King

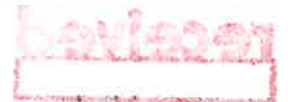
Director of Schools/Superintendent Signature:

School Board Chair Name: Lynn McHenry

School Board Chair Signature:

Date of School Board Approval: 11/7/2024

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 29, 2024
(including the corresponding corrective action plan if applicable).
Upload instructions are accessible [here](#).



Appendix A

2024 Noncompliance Corrective Action Plan

Instructions: Below is a screenshot of the corrective action plan template. The actual template, which is provided here in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	An internal audit conducted on October 1, 2024, revealed eleven (11) employees with an expired background check. E	<ul style="list-style-type: none"> Notify the thirteen (13) impacted employees and their managers of the noncompliance in writing and include next steps. Coordinate fingerprinting scheduling, results processing, and related communications. A M P Notify the TDOE director of LEA approval of corrective action plan completion. X 	Human Resources Director L E Human Resources Director (with director of schools copied)	Oct. 15, 2024 Oct. 15 – Oct. 29, 2024 Nov. 1, 2024

Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2024 legislative session: https://www.tn.gov/content/dam/tn/education/legal/2024_Legislative_Report_Final.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's general counsel, Christy Ballard, at (615) 741-2921 or Christy.Ballard@tn.gov.



PCSS Board Agenda Request

Date 10/16/2024

Department Teaching and Learning

Person Submitting Dr, Sharon K. Anderson SKA

Account Number (if appropriate) _____

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the attached research request for Cassie Brown, a doctoral candidate at Tennessee Technological University..

The proposed descriptive, correlational study will examine the relationship between Tennessee's 3rd-grade retention law and students' English Language Arts (ELA) achievement, controlling for SES (free or reduced lunch status), sex, and ability using data from the Tennessee Department of Education (TDOE) (AY2022–2023).

A hierarchical linear regression with a moderation analysis will assess the extent to which TCAP test scores can be predicted from group (before vs. after retention law), while controlling for sex (male vs. female), free or reduced lunch status (measure of SES), and ability (2nd grade ELA TCAP scores), as well as the extent to which free or reduced lunch status moderates the relationship between group and achievement while controlling for sex and ability. The sample will include 3rd graders with valid scores on the ELA portion of the TCAP test within the 2021–22 and 2022–23 academic years.

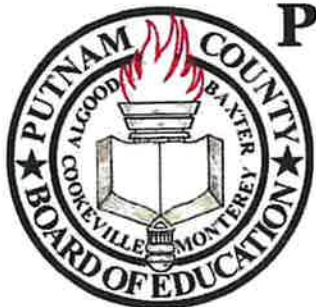
This research aims to investigate the relationship between Tennessee's Learning Loss Remediation and Student Acceleration Act, also informally known as the 3rd-grade retention law, and student Tennessee Comprehensive Assessment Program (TCAP) achievement, controlling for sex (male and female), SES (free or reduced lunch status), and ability. The specific retention law requires students who do not meet certain requirements on the test to participate in TDOE interventions before advancing to 4th grade to ensure that all students are prepared to be successful.

received
10-16-24 MT

Specifically, this study will examine the extent to which 3rd-grade students' achievement (TCAP scores) can be predicted based on whether they took TCAP before versus after the implementation of the Tennessee retention law, controlling for sex, SES, and ability. This research aims to provide further insight into how the implementation of the new law, coupled with demographic factors, may predict achievement.

This aligns with the TDOE's strategic plan, which sets a vision and intention that together as a state, we will set all Tennessee students on a path to success. The findings of this research could provide educators, policymakers, and researchers with further insight into predictors of 3rd grade student achievement, which could also highlight whether specific groups of students (e.g., SES and sex), if any, may need further supports to achieve success.

The proposed study will contribute to evidence-based decision-making and underscore the importance of addressing educational policies' equity implications. Reading 360, an initiative of the strategic plan, states that "Tennessee is now uniquely positioned to tackle the literacy crisis and can do so from all sides." (Tennessee Department of Education, n.d., p. 1). This study could provide another opportunity to learn about how we can support children from all income levels across geographical divides, as well as whether there are significant differences in achievement of two recent cohorts of 3rd grade students (AY2022 and AY2023) across sex and SES, which will add to current research and reflect a recent sample representative of Tennessee 3rd grade students.



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

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

Signature Cassie Beaman

Date 10/14/24

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

andersons17@pcsstn.com

APPLICATION FOR RESEARCH INVOLVING HUMAN SUBJECTS
Tennessee Tech University Institutional Review Board
for the Protection of Human Subjects

<p>Project Title: Beyond the Test: Understanding 3rd Grade Students' Achievement Before and After Implementation of Tennessee's <i>Learning Loss Remediation and Student Acceleration Act</i></p> <p>Principal Investigator (PI): Cassie Brown Department: Curriculum & Instruction (If PI is <u>not</u> TTU student, staff, or faculty, provide institutional affiliation:) Email: cdkohlme42@tntech.edu</p> <p>Is the PI an Undergraduate or Graduate Student? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Yes (or if PI <u>and all</u> Co-PIs are not TTU students, staff, or faculty), complete the following: Faculty Supervisor: Dr. Kinsey Simone Department: Curriculum & Instruction Email: ksimone@tntech.edu</p>	<p>For IRB Use Only: Application #:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
---	---

GENERAL INSTRUCTIONS:

This form must be approved by the IRB prior to conducting research. Subject recruitment and data collection/analysis cannot begin until the project receives formal approval from the TTU IRB.

Handwritten forms will not be accepted. Complete the document in MS Word. Please check spelling, grammar, and punctuation prior to submission.

PARTS A-C must be completed by the **Principal Investigator (PI)**. **PART D** must be signed by the **PI** and, if the PI is a student (or if the PI and all Co-PIs are not students, staff, or faculty at TTU), the **Faculty Supervisor**.

PART E must be completed and signed by a certified **Departmental Reviewer**. (To identify the certified Departmental Reviewer[s] in your department, please see [Certified Departmental Reviewers](#))

For Expedited Reviews, **PART F** will be completed and signed by a subcommittee of IRB members.

For Full Board Reviews, **PART G** will be completed and signed by the IRB Chairperson.

Note: Approvals for applications receiving Expedited and Full Board Review are granted for no more than 12 months. Multi-year research will require a [Request For Continuation/Change Form](#) submitted at least two weeks prior to IRB 12-month expiration date.

Submission Process: Applications can be submitted in hardcopy or electronic form. However, all signatures must be original; no scanned or copy/pasted signatures will be accepted.

For hardcopy submissions: Do not staple documents. Submit the complete application directly to the Office of Research (Derryberry Hall, Room 432) or via campus mail at Box 5164.

For electronic submissions: Scan entire application with all necessary signatures into a single document and email to irb@tntech.edu).

For additional information, please visit the [TTU IRB website](#) or email the IRB Chairperson, Chad Rezsnyak (crezsnyak@tntech.edu).

Technical Notes: (1) Please download a new application from the website for each new research project, as the application is updated periodically to resolve minor formatting issues. (2) When printing an application, please use grayscale (i.e., black text). Color printing might affect the visibility of the checkmarks in Parts A and B.

PART A. CHECKLISTS

1. Pre-Application Checklist

As the PI, please confirm, by checking the following boxes, that you have done the following prior to completing the IRB application:

- Reviewed the TTU IRB "[Getting Started](#)" page
- Reviewed the TTU IRB "[Definitions](#)" page
- Reviewed the TTU IRB "[The Review Process](#)" page
- Reviewed the [Research/Review Category Decision Tree](#)
- Reviewed the [Requirements for Informed Consent](#)
- Completed the [CITI Training](#) for "SBE Researchers including students and faculty acting as Investigators [PI-Co-PI]" and "Social and Behavioral Responsible Conduct of Research."
- Reviewed the [TTU Conflict of Interest Policy](#)
- Reviewed the [TTU Responsible Conduct of Research Policy](#)

2. Application Documentation Checklist

Please confirm by checking the appropriate boxes that **all** of the required documents are included with the application and included in the following order:

- A completed **Application for Research Involving Human Subjects** signed by **PI, Faculty Supervisor** (if applicable), and a **certified Departmental Reviewer**
- Certificates of Completion of CITI training for the **PI** and **all Co-PIs**. (Faculty Supervisors must also have CITI Training Certificate of Completion on file in the Office of Research.)
- Copy of **all** instruments, surveys, and questions to be used
- Copy of **all** informed consent form(s)
- Copy of recruitment materials (emails, posters, advertisements, etc.), **if applicable**
- Copy of letter(s) of permission to conduct research, **if applicable**

PART B. GENERAL INFORMATION

1. Projected Start Date of Study: Upon approval or Specify Date: mm/dd/yyyy

2. TTU Co-Investigators (If needed, list additional investigators on page #3)

Name	Department/Unit	Check if Student
Cassie Brown	Curriculum & Instruc	<input checked="" type="checkbox"/>
Dr. Kinsey Simone	Curriculum & Instruc	<input type="checkbox"/>
Dr. Amber Spears	Curriculum & Instruc	<input type="checkbox"/>

*Note: **Only** the PI and Co-PIs listed here will be authorized to collect and analyze data, to have access to the data, and to disseminate the data in any way or form.*

3. Multi-Institutional Research: Are all PIs faculty, staff, or students at TTU? Yes No

If No, please list the names and affiliations of all Co-PIs who are not faculty, staff, or students at TTU below. (If needed, list additional investigators on page #3.)

Name	Affiliation	Check if Student
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

4. Funding Status: Not Funded
 Pending Funding Source: LAT
 Funded Grant Proposal/ Index #:

5. Data Collection Method(s) to be used:

- Survey/Questionnaire
- In-Depth Interviews
- Observations
- Experimental
- Focus Groups
- Psychological Testing
- Educational Testing
- [Secondary Data*](#)
- [Internet/Social Media*](#)
- Other (Explain:)

6. Medium for Data Collection:

- | | | |
|---|--|--|
| <input type="checkbox"/> Written Notes | <input type="checkbox"/> Voice Recorder | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Field Journal | <input checked="" type="checkbox"/> <u>Secondary Data*</u> | <input type="checkbox"/> Video Recorder |
| <input type="checkbox"/> Web-based Survey | <input type="checkbox"/> <u>Internet/Social Media†</u> | <input type="checkbox"/> Other (Explain:) |

7.a. Secondary Data*: If “Secondary Data” was selected in #5 or #6, select the appropriate description of the data:

- Data are publicly available.
- Data include private/restricted information but no identifying information.
(*Note: Attach documentation indicating authorization to access the data.*)
- Data includes private/restricted information **and** identifiers.
(*Note: Attach documentation indicating the authorization to access the data. Expedited or Full Board Review required.*)

7.b. Internet/Social Media Data†: If “Internet/Social Media” was selected in #5 or #6, please complete this section:
Is a username and password required to view the data being collected?

Yes No

*If **Yes**, Expedited or Full Board Review is required.*

8. Approximate number of human participants anticipated:

9. Target Population (Check all that apply): *Items in shaded box require Expedited or Full Board Review.*

- | | |
|--|---|
| <input type="checkbox"/> Adults (18+ years) | <input type="checkbox"/> Students (Explain:) |
| <input checked="" type="checkbox"/> Children under 18 <u>in an educational setting</u> | <input type="checkbox"/> Prisoners |
| <input type="checkbox"/> Children under 18 <u>outside</u> of an educational setting | <input type="checkbox"/> Institutionalized persons |
| <input type="checkbox"/> Cognitively impaired or economically, educationally, or medically disadvantaged | <input type="checkbox"/> Non-English-speaking persons |
| <input type="checkbox"/> Pregnant women | <input type="checkbox"/> Other Protected Population (Explain:) |
| <input type="checkbox"/> Infants, Neonates, or Human Fetuses | |

10. Will reported data include any private information (e.g., social security numbers, contact information) or identifying information (e.g., actual names, specific employers, specific job titles) of the participants?

Yes No

*If **Yes**, Expedited or Full Board Review is required.*

11. Will the researchers obtain informed consent from participants? Yes No Not Applicable

*If **Yes**, how will you obtain consent?* Written Electronic Other: (Explain:)

*If **No**, Expedited or Full Board Review is required.*

12. Will subject(s) be involved in deception or incomplete disclosure without prospective agreement (See Exempt Category #3)? Yes No

*If **Yes**, Expedited or Full Board Review is required.*

13. Potential Risk of Harm: *Items in shaded box require Expedited or Full Board Review.*

- None Physical Psychological Economic Legal Social
- Other (Explain:)

(#2, cont.) Additional TTU Co-Investigators:

Please state first & last name and department, and if this is a student, for each additional Co-PI.

No additional TTU co-investigators have been identified at this time.

(#3, cont.) Additional Non-TTU Co-Investigators:

Please state first & last name, institutional affiliation, and if this is a student, for each additional Co-PI.

No additional non-TTU co-investigators have been identified at this time.

PART C. DETAILED DESCRIPTION OF PROPOSED RESEARCH

Instructions: Please type narrative responses in the shaded boxes, and be as descriptive and reflective as possible in your responses. Do not leave any boxes blank. Address all of the requested information.

1. STATEMENT OF PURPOSE & BACKGROUND: Address **all** of the following:

- a. Explain the purpose of the research.
- b. Present all research questions that will be explored and/or all hypotheses that will be tested through the research.
- c. Provide relevant background information to provide a rationale for the proposed research.
- d. Provide justification for the use of humans in the research, if the project could conceivably use some other source of data.
- e. Explain how the findings will be used.
- f. Provide citations for relevant references as necessary.

1.a. This research aims to investigate the relationship between Tennessee's Learning Loss Remediation and Student Acceleration Act, also informally known as the 3rd-grade retention law, and student Tennessee Comprehensive Assessment Program (TCAP) achievement, controlling for sex (male and female), SES (free or reduced lunch status), and ability. The specific retention law requires students who do not meet certain requirements on the test to participate in TDOE interventions before advancing to 4th grade to ensure that all students are prepared to be successful.

Specifically, this study will examine the extent to which 3rd-grade students' achievement (TCAP scores) can be predicted based on whether they took TCAP before versus after the implementation of the Tennessee retention law, controlling for sex, SES, and ability. This research is crucial as it addresses a newly enacted public policy that has not yet been investigated (DellaVecchia, 2020) and provides further insight into how the implementation of the new law, coupled with demographic factors, may predict achievement.

The proposed study will contribute to evidence-based decision-making and underscore the importance of addressing educational policies' equity implications. Reading 360, an initiative of the strategic plan, states that "Tennessee is now uniquely positioned to tackle the literacy crisis and can do so from all sides." (Tennessee Department of Education, n.d., p. 1). This study could provide another opportunity to learn about how we can support children from all income levels across geographical divides, as well as whether there are significant differences in achievement of two recent cohorts of 3rd grade students (AY2022 and AY2023) across sex and SES, which will add to current research and reflect a recent sample representative of Tennessee 3rd grade students.

1.b. The following research questions will be used to guide this study:

1. Can 3rd-grade students' achievement (TCAP scores) be predicted from whether they took TCAP before versus after the implementation of the Tennessee retention law, controlling for sex, SES, and ability?
2. To what extent do students' SES (as indicated by free or reduced lunch status) moderate the relationship between group (before versus after law implementation) and achievement, controlling for sex and ability?

1.c. Nationwide, states have implemented various educational reforms to address literacy challenges, with Tennessee taking significant steps through the Tennessee Literacy Success Act and the Tennessee Learning Loss Remediation and Student Acceleration Act. In response to the challenges posed by the COVID-19 pandemic, the Tennessee General Assembly passed two pieces of legislation during the first session of 2021: the Tennessee Literacy Success Act and the Tennessee Learning Loss Remediation and Student Acceleration Act. These laws aim to help Tennessee students recover and close learning gaps. As part of this effort, the General Assembly revised the state's law on promoting third-grade students, detailed in TCA § 49-6-3115. These revisions, applicable to the 2022–23 school year, ensure that students needing additional reading support receive it before advancing to the fourth grade. The Tennessee Learning Loss Remediation and Student Acceleration Act implemented third-grade retention and mandates interventions for students before they can move on to the fourth grade.

Beginning with the 2022–23 school year, third-grade students who score "below expectations" or "approaching expectations" on the third-grade ELA TCAP will not be promoted to the fourth grade unless they fulfill the specified requirements (Tennessee Department of Education, 2024). These requirements include retaking the ELA section of the TCAP over the summer before entering fourth grade. Students still achieving a measurement of "below expectations" or "approaching expectations" will not be promoted to the fourth grade. Additionally, they can attend a 4-week Summer Learning Loss Bridge Camp, held between the third and fourth grades, where they must attend at least 90% of the camp and demonstrate adequate growth on a post-test if they scored "approaching expectations." Another option is participating in TN ALL Corps tutoring, which involves 2 to 3 weekly sessions, each lasting 30–45 minutes, with trained tutors in a 3:1 student-tutor ratio, continuing throughout the fourth-grade year. To be promoted to fifth grade, these students must meet the adequate growth target on the fourth-grade ELA TCAP. Students who scored "below expectations" must engage in multiple interventions, including summer camp and TN ALL Corps tutoring, if their parents and the district opt for an alternative to retention.

TDOE does provide exemptions to this policy in specific situations. These exemptions include English language learners who have received less than 2 years of ELA instruction; students previously retained in any of the grades kindergarten through three (K–3), or students with a disability or a suspected disability that impacts reading. (Tennessee Department of Education, 2024). Appealing retention decisions is also an option for a limited number of students. Families of students who scored "approaching expectations" can appeal the retention decision if the student meets specific criteria. However, this appeal option is unavailable for students whose highest performance level is "below expectations." While previous research has examined the effects of grade retention and remediation programs (Diris 2017), more comprehensive studies should focus explicitly on the Tennessee context and the recent legislative changes. This study addresses this gap by providing an in-depth analysis of the implementation of the 3rd Grade Retention Law and its outcomes.

1.d. The use of human subjects is necessary for this project as I am interested in test scores that have been produced from 3rd grade students. Human subjects will not be actively involved in this research, as it is ex post facto; variables to be used have already been collected in the past.

1.e. This study's potential findings can contribute significantly to education by informing evidence-based decision-making and guiding future policy developments. By identifying the factors that predict academic success and highlighting the groups that may need additional support, this research will provide valuable insights for educators, policymakers, and researchers. This research proposal is poised to make a meaningful contribution to the ongoing discourse on grade retention and educational equity, offering practical implications for improving student outcomes and addressing the broader challenges within the education system. Findings will add to limited research on student outcomes associated with retention laws, and this will be one of the first studies to use a large sample of data to address the topic.

1.f. DellaVecchia, Gabriel P. (2020) Don't leave us behind: third-grade reading laws and unintended consequences, Michigan Reading Journal, Retrieved from <https://scholarworks.gvsu.edu/mrj/vol52/iss2/5>

Diris, R. (2017). Don't hold back. the effect of grade retention on student achievement. Education Finance and Policy, 12(3), 312–341. https://10.1162/EDFP_a_00203

Tennessee Department of Education. (n.d.) Reading 360: A comprehensive vision for Tennessee literacy. Tennessee Department of Education. Retrieved from <https://www.tn.gov/education/reading-360.html#:~:text=Tennessee%20has%20led%20the%20nation,do%20so%20from%20all%20sides.>

2. RESEARCH DESIGN & METHODS

2.a. Methods & Methodology: Address all of the following:

1. Discuss all of the methods for collecting data and the medium/media used for collecting data.
2. Address the general methodology for the study.
3. Address the number of participants.
4. Explain the location(s), setting(s), and/or medium/media where data will be collected.
5. Address any special considerations that could affect participants or that would minimize the potential of harm to participants as the result of the research.
6. If applicable, identify any medical devices or equipment that will be used in the study, and describe any intervention(s), groups to which participants will be assigned, or experimental manipulations.

2.a.i Data will be collected through the Putnam County School System. Upon approval of the IRB, Dr. Sharon Anderson has informed us that the Putnam County School Board will review our application for data. Upon approval, the variables for this study will be sent to us within an Excel or other data file with no identifying information via email.

2.a.ii. This study will employ a quantitative descriptive, correlational research design to investigate the relationship between 3rd-grade students' achievement (TCAP scores) and group (before versus after the implementation of the Tennessee retention law), controlling for sex, SES (as indicated by free or reduced lunch status), and ability. Additionally, the study examines the extent to which SES (free or reduced lunch status) moderates the relationship between group and achievement.

2.a.iii. The number of participants is reliant on the number of valid testing data available from 3rd grade students in Putnam County Schools during the 2021–2022 and 2022–2023 school years. According to the Public School Review (see <https://www.publicschoolreview.com/tennessee/putnam-county-school-district/4703480-school-district>), approximately 300–600 students are enrolled in 3rd grade cohorts in Putnam County annually, so we expect roughly between 600–1,200 participants.

2.a.iv. The location from which these variables were collected in the past through standardized testing and student records is Putnam County School District. Scores have been collected through the school districts' required annual state testing, and student demographic data have been collected through student records. Upon IRB and School Board approval, data will be obtained through email. We will not be actively collecting data within the schools.

2.a.v. No identifying information from participants will be collected, and we anticipate no potential harm to participants as a result of the research.

2.a.vi. Not applicable for this study.

2.b. Role of Participants: Address **all** of the following:

1. Describe, specifically, what the participants are required to do.
2. Explain the amount of time required for each activity.
3. Estimate the total time commitment for a participant.

2.b.i. Participants are not required to complete any tasks for the purpose of this study. All data have already been collected by the Putnam County School System.

2.b.ii. Not applicable for this study.

2.b.iii. Not applicable for this study.

2.c. Deception or Incomplete Disclosure: Address **all** of the following:

If Yes to #12 under PART B was selected and deception will be used,

1. explain, in detail, how deception or incomplete disclosure will be used in the research;
2. provide extensive justification for the use of deception or incomplete disclosure; and
3. describe the debriefing procedures.

If No to #12 under PART B was selected and deception will not be used, simply type, "No deception or incomplete disclosure strategies will be used."

2.c. No deception or incomplete disclosure strategies will be used.

3. PARTICIPANTS

3.a. Characteristics of the Target Population: Address **all** of the following:

1. Elaborate upon the characteristics of the target population listed for #9 under Part B.
2. Provide justification for selecting this target population.
3. If any shaded characteristics were selected for #9 under PART B, the target population is considered a special or vulnerable population where ability to provide informed consent may be limited; therefore, address the following:

- a. provide a rationale for including such a population and
- b. explain the steps taken for gaining access to this population

3.a.i. Participants will include 3rd-grade students during the 2022–2023 and 2023–2024 school years in Putnam County schools. According to the Public School Review (see <https://www.publicschoolreview.com/tennessee/putnam-county-school-district/4703480-school-district/>), approximately 300–600 students are enrolled in 3rd grade cohorts in Putnam County annually, so we expect roughly between 600–1,200 participants; minority enrollment is around 23%.

3.a.ii. The researchers are interested in the relationship between Tennessee's 3rd-grade retention law and student achievement, considering various demographic factors. Therefore, this population of 3rd grade students in Tennessee is needed to thoroughly examine the research questions. We propose a sample from Putnam County because we have already received permission to be considered by the Board for data in this county, and this sample can be representative of Tennessee school districts and students.

3.a.iii. No shaded characteristics were selected.

3.b. Recruitment Procedures: Address all of the following:

1. Describe the recruitment procedures (e.g., email invitation, word-of-mouth, fliers, advertisements).
2. Provide justification for the recruitment procedures.
3. From those responding to the recruitment procedures, provide a list of the selection criteria that will be used for determining who will be included or excluded from the study.
4. Provide a justification for the selection criteria and explain who makes the decision to include or exclude participants.
5. Explain the method(s) of recruitment, or sampling technique, which must include explaining whether participants are randomly selected or non-randomly selected.
6. Explain how the recruitment and selection procedures will ensure voluntary participation and not single out or embarrass individuals who choose to participate or choose not to participate.
7. Describe what procedures you will follow if a participant decides to withdraw his/her consent.
8. If applicable, identify the institutions or organizations from which you will recruit participants, and explain how permission was granted for recruitment.

3.b.i. All participants have already completed the TCAP test in school years 2022–2023 and 2023–2024. Therefore, no recruitment procedures will be employed.

3.b.ii. Please see 3.b.i.

3.b.iii. Please see 3.b.i.

3.b.iv. Please see 3.b.i.; this will be a convenient, intact sample and will not require any recruitment procedures.

3.b.v. Please see 3.b.i.

3.b.vi. Please see 3.b.i.

3.b.vii. Please see 3.b.i.

3.b.viii. The Putnam County School District has given permission to grant access to relevant testing data pending school board approval.

3.c. Costs, Compensations, & Incentives: Address all of the following:

1. Describe any costs that the subject may incur as a result of participation (charges for tests, travel, lost work time, missed classroom activities, et cetera).
2. Explain whether compensation or incentives are offered to participants. If planning to offer extra credit to TTU students, please review IRB Policy for Extra Credit as Incentive/Compensation.
3. If compensation and/or incentives are offered,
 - a. provide details of the nature of the compensation/incentives;
 - b. explain the conditions for receiving the compensation/incentives; and

c. explain how the compensation/incentives are distributed.

- 3.c.i. No costs to the subject will be incurred as a result of participation.
- 3.c.ii. No compensation or incentives will be offered to participants.
- 3.c.iii. Not applicable to this study.

4. RISKS, RISK MANAGEMENT, & RISKS-BENEFITS ASSESSMENT

4.a. Risks & Potential Problems: Address all of the following:

1. Identify potential or known physical, psychological, social, and economic or legal risks of harm that might be associated with participation in the research.
2. Explain the extent of the potential of harm as a result of the study.
3. Explain why these risks are essential to the study.
4. If any shaded characteristics were selected for #9 under PART B, the target population is considered a special or vulnerable population where ability to provide informed consent may be limited; therefore, specifically address the following:
 - a. explain the risks of harm to the participants from this vulnerable population.
 - b. explain why the risks of harm to these protected participants are necessary for the study.

- 4.a.i. No potential risks are associated with participation.
- 4.a.ii. No harm will result from this study.
- 4.a.iii. No risks are applicable to this study.
- 4.a.iv. Not applicable to this study.

4.b. Management of Risks: Address all of the following:

1. Explain, in detail, all of the precautions, safeguards, procedures, or other steps incorporated into the research activity to reduce or limit the severity or likelihood of harm.
2. If any shaded characteristics were selected for #9 under PART B, the target population is considered a special or vulnerable population where ability to provide informed consent may be limited; therefore, address all of the following:
 - a. Explain how voluntary participation is guaranteed;
 - b. Explain how participation will be carefully monitored to guarantee the protection of the vulnerable population.
 - c. Explain the procedures in place to guarantee that guardians and/or legal representatives are properly informed about the progress of the study and the participation of those under their protection.

- 4.b.i. To reduce any chance of harm to participants, no identifying information will be collected or used. Only anonymous identifiers will be used to separate cases within data.
- 4.b.ii. Not applicable to this study.

4.c. Risks-Benefits Assessment: Address all of the following:

1. Describe the anticipated benefits to (a) the subjects, (b) the target population from which the subject is drawn, and (c) society/science expected to result from this research.
2. Provide detailed assessment of whether the potential risks of harm to the participants outweigh the benefits of the study.

4.c.i. There is no direct anticipated benefits to the participants of this study, however, insights gained could provide implications for policy that positively benefits students within their educational trajectories. The anticipated benefits of this study to the target population and society could provide educators, policymakers, and researchers with further insight into predictors of 3rd grade student achievement, which could also highlight whether specific groups of students (e.g., SES and sex), if any, may need further supports to achieve success.

4.c.ii. The potential risks of harm to participants in this study are minimal and solely related to data privacy, as the research involves the analysis of anonymized educational data from 3rd-grade students. The benefits are significant, as the study could inform educational policy on Tennessee's 3rd-grade retention law, providing insights into its relationship within student achievement and highlighting areas where support is needed for vulnerable groups. Overall, the potential benefits of improved educational outcomes and more equitable policies outweigh the manageable risks.

5. PROTECTIONS

5.a. Confidentiality, Anonymity, & Privacy: Address **all** of the following:

1. Describe procedures for maintain confidentiality of data, during data collection.
2. Explain the procedures for protecting the privacy of the participants, during data collection.
3. Explain who will have access to the collected data.
4. Address where, how, and how long the collected data will it be stored.
5. Explain the step taken to guarantee anonymity of participants in the reporting of the findings.
6. If Yes for #10 under PART B was selected, and identifiable information will be reported in the findings, provide the following:
 - a. an explanation of the specific identifiable information will be used in the findings;
 - b. an explanation of how the identifiable data will be disseminated;
 - c. extensive justification for reporting identifiable information;
 - d. a thorough explanation of how participants will be protected; and
 - e. an explanation of the procedures for informing participants of how the identifiable information they provide will be used.

5.a.i. During data collection, the study will use anonymized datasets provided by the Putnam County School System (PCSS). All personally identifiable information (PII) will be removed prior to data access, ensuring that student identities are protected.

5.a.ii. Participants' privacy will be protected by ensuring that all data is anonymized and aggregated before analysis. The datasets will only include non-identifiable variables such as TCAP scores, free or reduced lunch status (as an indicator of socioeconomic status), and demographic information like sex. No individual names, school IDs, or other identifying information will be collected or included in the analysis.

5.a.iii. Only the approved research team, including the researchers (Cassie Brown, Dr. Amber Spears, and Dr. Kinsey Simone), will have access to the collected data. All team members have completed the necessary training (CITI certification) and will ensure that all data handling complies with ethical standards and PCSS policies.

5.a.iv. The collected data will be securely stored on password-protected computer at Tennessee Tech University. Data will be stored for the duration of the study, with access limited to the PI and Co-PIs. After the study concludes, data will be archived or destroyed according to PCSS and university guidelines.

5.a.v. To guarantee anonymity, all findings will be reported at the group level, with no identifying information about individual participants. Results will be presented as aggregated data, and any potentially identifying details (such as small subgroup sizes) will be omitted or generalized to prevent identification of participants in the reporting of findings.

5.a.vi. No identifiable information will be reported in the findings.

5.b. Informed Consent Process: Address **all** of the following:

If Yes was selected for #11 under PART B and informed consent *will be* required,

1. describe who will make the initial contact with potential participants;
2. explain the procedures for reviewing the research and their rights as participants;
3. address the procedure for assessing the potential participants' understanding of what will be asked of them as well as steps taken to ensure that they understand the voluntary nature of their participation; and
4. explain how informed consent will be documented for all participants.
5. If any shaded characteristics were selected for #9 under PART B, the target population is considered a special or vulnerable population where ability to provide informed consent may be limited; therefore, specifically address the following:
 - a. explain who will be granting permission for the protected subjects to participate in the study; and
 - b. explain how the protected subjects will provide informed, voluntary consent.

If No was selected for #11 under Part B and informed consent *will not* be required,

1. provide assurance that the research involves no more than minimal risk to the subjects;

2. provide extensive justification for not requiring informed consent, and explain how the research could not practicably be carried out without the waiver of informed consent;
3. explain how the waiver of informed consent will not adversely affect the rights and welfare of the subjects.
4. explain how participants will be informed about the nature of the study, their rights as participants, and who to contact if they have questions; and
5. address the procedure for assessing the potential participants' understanding of what will be asked of them as well as steps taken to ensure that they understand the voluntary nature of their participation.

If Not Applicable was selected for #11 under Part B and informed consent is not applicable to this study, provide a thorough explanation for why it is not applicable.

5.b.1. This study involves no more than minimal risk to participants, as it relies solely on anonymized, retrospective educational data (e.g., TCAP scores, socioeconomic status) that is routinely collected by the Tennessee Department of Education (TDOE). There will be no direct interaction with participants, no interventions, and no collection of sensitive personal information. The data will be anonymized before analysis, reducing any risk of breaches in confidentiality or privacy.

5.b.2. The waiver of informed consent is justified because the study uses pre-existing, anonymized data, making it impracticable to obtain consent from all participants. The study involves a large sample of 3rd-grade students from multiple school years, and tracking down individual students or their guardians would not only be unfeasible but could also introduce biases, reducing the accuracy and generalizability of the study's findings. Moreover, the data is anonymized and does not include personally identifiable information (PII), significantly mitigating the need for explicit consent.

5.b.3. Waiving informed consent will not adversely affect the rights and welfare of the participants because their data will be anonymized and securely handled throughout the research process. The study's focus is on educational trends and policy impacts at a group level, ensuring that no individual participant's rights or welfare are compromised.

5.b.4. Although informed consent is waived, the study will still follow ethical guidelines by making information about the research publicly available through reports and academic publications.

5.b.5. Since the study involves no direct interaction with participants, the voluntary nature of participation is ensured through the use of de-identified data. Participants cannot be coerced or influenced because the data was collected by the state for standard educational purposes, independent of this research.

6. SECONDARY DATA: (Complete only if #7.a. under PART B was completed and secondary data will be used.)

Address **all** of the following:

- a. Describe the dataset or database that will be used in the study, including the owner and/or grantor. If planning to use TTU student data, please review the IRB Requirements for Using Tennessee Tech Student Data.
- b. Explain the reason for using this dataset/database.
- c. Explain the procedure for acquiring the dataset/database.
- d. Explain the specific type of information from the dataset/database that will be used for this study.
- e. If dataset is restricted (with or without identifying information about the subjects), describe the steps taken to protect the data.
- f. If data includes identifying information about the subjects, describe how identifiers will be removed.

6.a. The dataset used for this study will be provided by the Putnam County School System (PCSS). It includes anonymized data on 3rd-grade students from the 2021–2022 and 2022–2023 school years. This dataset includes Tennessee Comprehensive Assessment Program (TCAP) scores in English Language Arts (ELA), as well as demographic information such as socioeconomic status (measured by free or reduced lunch status) and sex. The dataset will not contain any personally identifiable information (PII).

6.b. This dataset is essential for examining the Tennessee’s 3rd-grade retention law relationship on student achievement. It is the only source of reliable, standardized data that contains the necessary variables (ELA test scores, socioeconomic status, and sex) required to evaluate changes in academic outcomes before and after the implementation of the retention policy.

6.c. The dataset will be acquired by submitting a formal request to the Putnam County School System. The request will be presented to the school board for a final decision. Once approved, the data will be provided in an excel sheet and sent to the researchers following institutional guidelines for data security.

6.d. The following data to be collected will be:

1. Raw scores from their 3rd grade English Language Arts (ELA) portion of the TCAP test given for the 2021–2022 and 2022–2023 school years (dependent variable of achievement);
2. Raw scores from their 2nd grade English Language Arts (ELA) portion of the TCAP test given for the 2020–2021 and 2021–2022 school years (control variable of ability);
3. The year of each cohort when they were in 3rd grade (e.g., AY2022 cohort or AY2023 cohort) (independent variable of group);
4. Sex (male or female); and
5. Free or reduced lunch status (yes/no; covariate representing SES).

6.e. Not applicable in this study.

6.f. Not applicable in this study.

7. DATA COLLECTED FROM INTERNET/SOCIAL MEDIA: (Complete only if “Internet/Social Media” was selected under #5 under PART B.) Address **all** of the following:

- a. Explain from what online website(s) or social media platform(s) will data be collected.
- b. Explain what specific data will be collected.
- c. Explain specifically how the data will be collected.
- d. Are the data anonymous? If not, explain exactly how the data will be deidentified.

If Yes was selected for B.7.b., please answer the following:

- a. Explain the process for getting permission to collect data on the platform or within the website.
 - A letter of permission from an administrator with authority for approving data collection must be included with this application.
 - Informed consent from each participant is required. Complete 5.b. above.

7. Not applicable to this study.

PART D. PRINCIPAL INVESTIGATOR/ FACULTY SUPERVISOR ASSURANCE

1. Principal Investigator Assurance:

In signing this, I certify that the information in this application is accurate and the research outlined in this application will be conducted only in accordance with the approved application.

I understand that, as Principal Investigator, I have ultimate responsibility for the protection of the rights and welfare of human participants and the ethical conduct of the research outlined in this application.

I agree to comply with all Tennessee Tech University policies and procedures, as well as with all applicable federal, state, and local laws regarding the protection of human participants in research, and agree to the following assurances:

- I assure that all personnel working with human participants described in this application are technically competent for their role in the project and have completed the required CITI training modules for working with human participants.
- If funded by an extramural source, I assure that this application accurately reflects all procedures involving human participants as described in the grant/contract proposal to the funding agency. I also assure that I will notify the IRB, Office of Research, and the funding/contract entity if there are modifications or changes made to the protocol after the initial submission to the funding agency.
- I understand that it is the responsibility of the TTU IRB to perform continuing reviews of human participants research as necessary. I also understand that as continuing reviews are conducted, it is my responsibility to provide timely and accurate review or update information when requested, to include notification of the IRB when my study is changed.
- I assure that I have accurately described (in this application) any potential financial, social, professional, or any other Conflict(s) of Interest that my collaborators, the University, or I may have in association with this proposed research activity that could significantly impair my (our) objectivity, could create an unfair competitive advantage for any other person or organization, or could bias the review of this application.
- I guarantee that the project will be performed by qualified personnel according to the research protocol.
- I will maintain a copy of all questionnaires, survey instruments, interview questions, data collection instruments, and information sheets completed or collected from the human participants.
- I will promptly submit any deviation or proposed modification from the procedures detailed herein to the IRB, and await approval by the TTU prior to implementation.
- I will promptly report any *unanticipated* problems and/or *adverse events* involving risks to participants or others that involve the protocol as approved that occur during the course of conducting the research to the TTU IRB within 10 business days of the date of occurrence.

For Internet/social media data collection only (if "Internet/Social Media" was selected under B.5. or B.6.):

_____ (PI Initials) I have reviewed the policy or policies of the owner or owners of the online medium/media/platform from or through which data will be collected regarding data collected for research purposes and confirm that this application adheres to this policy or policies.

Principal Investigator's Signature:

Print Name: Cassie Brown

Signature: Cassie Brown

Date: 10 / 14 / 20 24

2. Faculty Supervisor Assurance:

(Required [a] if the PI is a Student OR [b] if PI and all Co-PIs are not TTU students, staff, or faculty)

By my signature as Faculty Supervisor on this IRB application, I certify that the Principal Investigator and Co-Principal Investigator(s) are knowledgeable about the TTU and federal regulations and policies governing research with human participants and have sufficient training and experience to conduct this particular study in accord with the approved IRB application.

- I have *thoroughly* read this application prior to it being submitted to the Departmental Reviewer for initial review.
- I agree to meet with the Principal Investigator listed above on a regular basis to monitor study progress.
- I agree to be available, personally, to supervise the principal investigator in solving problems arising during the course of the study.
- I understand that as the Faculty Supervisor, I will be responsible for the performance of this research project.

For Internet/social media data collection only (if "Internet/Social Media" was selected under B.5. or B.6.):

_____ (FS Initials) I have confirmed that the PI's research outlined in this application adheres to the policy or policies of the company or companies that own the online medium/media/platform through which data will be collected.

Faculty Supervisor's Signature:

Print Name: Kinsley Simone

Signature: Kinsley Simone

Department/Unit: C+1

Date: 10 / 15 / 20 24

PART E. DEPARTMENTAL REVIEWER EVALUATION

This Section to be Completed by a Certified Departmental Reviewer

Review Category: Exempt* Expedited Full Board

**If Exempt, Specify Category for Exempt Research (Check One):*

1 2 3 4 5 6

(See Levels of Review & Criteria)

By signing this, I confirm that I have *thoroughly* reviewed the application to determine the appropriate level of review and that the application in compliance with 45CFR46.

Print Name: _____

Department/Unit: _____

Signature: _____

Date: _____ / _____ / 20_____

PART F. EXPEDITED REVIEW DECISION

This Section is to be Completed by the TTU IRB Subcommittee

Category (or Categories) for Expedited Review (if applicable): _____

This Application Has Been Approved by an Expedited Review:

Approved By: _____
Name / Signature / Date

Approved By: _____
Name / Signature / Date

Approved By: _____
Name / Signature / Date

This Application Requires a Full Board Review:

Lead Reviewer: _____
Name / Signature / Date

IRB Chairperson: _____
Name / Signature / Date

PART G. FULL BOARD REVIEW DECISION

This Section is to be Completed by the TTU IRB Chairperson

Full Board Review Convened on _____, 20____.

Number of participating IRB Members: _____

_____ **This application has been approved by the TTU IRB.**

_____ **This application has been approved by the TTU IRB with requested modifications.** (See attached explanation.)

_____ **This application has not been approved by the TTU IRB.** (See attached explanation.)

IRB Chairperson: _____
Name / Signature / Date



This is to certify that:

Cassie Brown

Has completed the following CITI Program course:

Social & Behavioral Research - Basic/Refresher

(Curriculum Group)

Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor

(Course Learner Group)

1 - Basic Course

(Stage)

Under requirements set by:

Tennessee Technological University



Completion Date 16-Jul-2022

Expiration Date 15-Jul-2025

Record ID 50167640

Not valid for renewal of certification through CME.



Collaborative Center for Research Training & Education
1500 Hill Top Drive, Knoxville, TN 37996
www.citiprogram.org

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This is to certify that:

Cassie Brown

Has completed the following CITI Program course:

Social and Behavioral Responsible Conduct of Research
(Curriculum Group)

Social and Behavioral Responsible Conduct of Research

(Course Learner Group)

1 - RCR

(Stage)

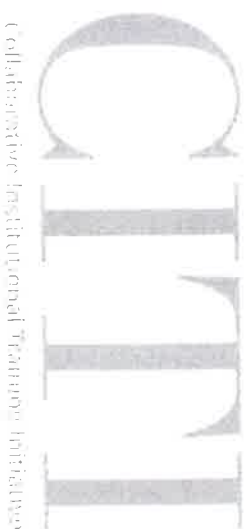
Under requirements set by:

Tennessee Technological University



Completion Date 16-Jul-2022
Expiration Date 15-Jul-2025
Record ID 50167641

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certification through CME.



For More Information Contact Us
Contact Us at 931-256-1414
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This is to certify that:

Cassie Brown

Has completed the following CITI Program course:

Information Privacy Security (IPS)

(Curriculum Group)

Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)

(Course Learner Group)

1 - Basic Course

(Stage)

Under requirements set by:

Tennessee Technological University

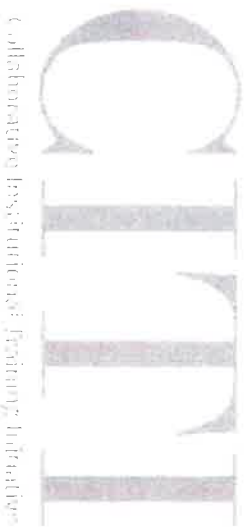


Completion Date 10-Oct-2023

Expiration Date 10-Oct-2028

Record ID 58994122

Not valid for renewal of
certification through CME.



Collaborative Institutional Training Initiative

1000 5th Ave. S.W. Atlanta, GA 30334

Phone: 404-524-2000 ext. 2000

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This is to certify that:

Kinsey Simone

Has completed the following CITI Program course:

Information Privacy Security (IPS)

(Curriculum Group)

Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)

(Course Learner Group)

1 - Basic Course

(Stage)

Under requirements set by:

Tennessee Technological University

Completion Date 18-Aug-2023
Expiration Date 18-Aug-2028
Record ID 37578878

Not valid for renewal of
certification through CME.



Collaborative Institutional Training Initiative

1675 Heiskell Avenue • 3400-3400

37604 • Chattanooga, TN 37620-1150

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This is to certify that:

Kinsey Simone

Has completed the following CITI Program course:

Social and Behavioral Responsible Conduct of Research

(Curriculum Group)

Social and Behavioral Responsible Conduct of Research

(Course Learner Group)

1 - RCR

(Stage)

Under requirements set by:

Tennessee Technological University

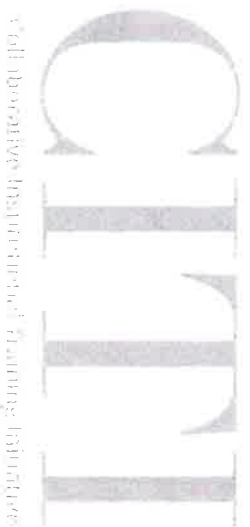


Completion Date 06-Aug-2020

Expiration Date 05-Aug-2025

Record ID 37578876

Not valid for renewal of
certification through CME.



Global Bioethics Institutional Training Initiative

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Chattanooga, TN 37403

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This is to certify that:

Kinsey Simone

Has completed the following CITI Program course:

Social & Behavioral Research - Basic/Refresher

(Curriculum Group)

Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor

(Course Learner Group)

2 - Refresher Course

(Stage)

Under requirements set by:

Tennessee Technological University

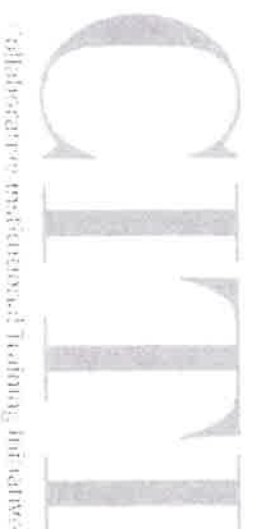


Completion Date 18-Aug-2023

Expiration Date 18-Aug-2026

Record ID 57306648

Not valid for renewal of
certification through CME.



Collaborative Institutional Training Initiative

1001 J.W. Weaver, Fayetteville, TN 37308

Phone: 615-688-1111, Fax: 615-688-1112

www.citiprogram.org

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This is to certify that:

Amber Spears

Has completed the following CITI Program course:

Information Privacy Security (IPS)

(Curriculum Group)

Researchers including all student investigators and faculty acting as an investigator (PI/Co-PI)

(Course Learner Group)

1 - Basic Course

(Stage)

Under requirements set by:

Tennessee Technological University



Completion Date 31-Aug-2023

Expiration Date 31-Aug-2028

Record ID 57983787

Not valid for renewal of certification through CME.



Collaborative Institutional Training Initiative

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Fort Lauderdale, FL 33304 US
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This is to certify that:

Amber Spears

Has completed the following CITI Program course:

Social & Behavioral Research - Basic/Refresher

(Curriculum Group)

Human Subjects Research (including privacy) | All student & faculty researchers & Fac. Supervisor

(Course Learner Group)

2 - Refresher Course

(Stage)

Under requirements set by:

Tennessee Technological University



Completion Date 13-Aug-2024

Expiration Date 13-Aug-2027

Record ID 63073968

Not valid for renewal of
certification through CME.



Collaborative Institutional Training Initiative

101 6th Avenue, Suite 320

Fort Lauderdale, FL 33301 US

www.citiprogram.org

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Completion Date 09-Feb-2024
Expiration Date 09-Feb-2027
Record ID 60570131

This is to certify that:

Amber Spears

Has completed the following CITI Program course:

Not valid for renewal of
certification through CME.

Social and Behavioral Responsible Conduct of Research

(Curriculum Group)

Social and Behavioral Responsible Conduct of Research

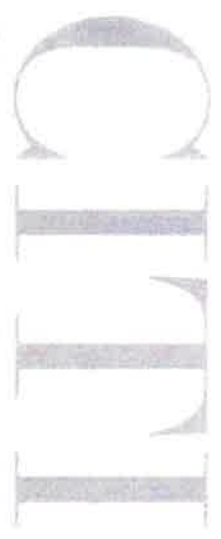
(Course Learner Group)

1 - RCR

(Stage)

Under requirements set by:

Tennessee Technological University



101 NE 3rd Avenue, Suite 320
Fort Lauderdale, FL 33301 US
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Putnam County School System

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

Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

October 3, 2024

To whom it may concern,

Please accept this letter granting Cassie Brown, a graduate student at Tennessee Technological University, tentative permission pending the submission of required documentation and subsequent board approval to collect data from the Putnam County School System for her research, *Beyond the Test: 3rd Grade Students' Achievement Before and After Implementation of Tennessee's Learning Loss Remediation and Student Acceleration Act*.

The data to be collected will include

1. Raw scores from their 3rd grade English Language Arts (ELA) portion of the TCAP test given for the 2021–2022 and 2022–2023 school years (dependent variable of achievement);
2. Raw scores from their 2nd grade English Language Arts (ELA) portion of the TCAP test given for the 2020–2021 and 2021–2022 school years (control variable of ability);
3. The year of each cohort when they were in 3rd grade (e.g., AY2022 cohort or AY2023 cohort) (independent variable of group);
4. Sex (male or female); and
5. Free or reduced lunch status (yes/no; covariate representing SES).

This study will be conducted in Fall 2024 and Spring 2025. No student, school, or district names or other identifying information will be included in data or data presentation. Ms. Brown has agreed to take all available precautions to ensure participant confidentiality.

Sincerely,

Sharon K. Anderson

Sharon K. Anderson, Ed.D.
Continuous Improvement Supervisor
andersons17@pcsstn.com



PCSS Board Agenda Request

Date 10/16/2024

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 attached research request for Jennifer Fox, a doctoral candidate at the University of the Cumberland.

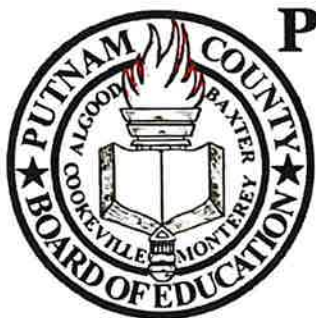
Participating districts were selected for this study based on their work with TNTP and the Literacy Implementation Network as we work with and receive district and school level support focused on implementing HQIM, strengthening collaborative intellectual preparation, and a significant emphasis on developing administrative instructional leadership behaviors that support student learning.

For this study, I am asking that elementary principals and assistant principals grades 3-6 complete the Principal Instructional Management Rating Scale Survey (a likert-type survey) to self-assess their instructional leadership behaviors via a link to a Microsoft Form provided through email sent from the district level. Link includes informed consent and opportunity to opt out if the participant chooses not to participate. This estimated time from to complete has been 10 minutes or less on average. Most have completed within 5-7 minutes.

The PIMRS model measures three dimentions of the instructional leadership role of the principal: defining the school's mission, managing the instructional program, and developing the school learning environment. These dimensions are further delineated into 10 instructional leader functions. These functions include Framing Goals, Communicating Goals, Supervising and Evaluating Instruction, Coordinating the Curriculum, Monitoring Student Progress, Protecting Instructional Time, Maintaining High Visibility, Providing Incentives for Teachers, Promoting Professional Development, and Providing Incentives for Learning.

received 10-16-24 MT [signature]

Districts play a key role in ensuring principals have the necessary resources and support to ensure their students' success. Study findings provide the overall benefit of informing leadership at the district or school level to consider instructional leadership behaviors that positively, either directly or indirectly, impact student achievement. Utilizing the data gathered from the survey, district leaders can develop professional development opportunities that specifically target the most effective leadership practices associated with increased student achievement. Understanding that context and extraneous factors also impact student achievement; this study aims to outline the correlation between the two factors.



PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher Statement of Assurances

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

Signature 

Date 9/27/24

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



IRB Approval Letter

Principal Investigator: Jennifer Fox

From: Institutional Review Board

Subject: IRB Approved

Project title: Exploring the Impact of Elementary Principals' Instructional Leadership on Student Academic Achievement in Grades Three Through Six

IRB Approval Number: #0524-117144

Approval Date: 2024-05-29

Thank you for submitting your materials to the IRB office. The above referenced human-subjects research project has been approved by the University of the Cumberland Institutional Review Board. This approval is limited to the approved protocols described in the application which have been reviewed as acceptable activities described by the Office of Human Research Protections (HHS.org).

It has been determined that your study meets federal criteria to qualify as an **expedited study** in accordance with the requirements set forth in 45 CFR 46.110 finding that 1) the research is minimal risk, 2) that if identification of the participants and/or their responses reasonably place them at risk of criminal or civil liability or could be damaging to the participants' financial standing, employability, insurability, or reputation, or be stigmatizing there are reasonable and appropriate protections that will be implemented so that risk related to invasion of privacy and breach of confidentiality are no greater than minimal, and 3) that the research is not classified or does not involve prisoners, with the exception that the expedited review of minor amendments for approved studies involving prisoners may be used.

However, if there are changes to research project in the following areas a modification form must be submitted to the IRB office:

- Substantial change to recruitment materials or consent documents
- Change in the data collection process
- Change in the location of the study
- Change in key personnel
- Change in instrumentation

Principal investigators are responsible for ensuring that studies are conducted according to University protocol. As a principal investigator, you have multiple responsibilities to the IRB, the research subjects and the faculty partner. If you have questions, please feel free to email me at IRB@ucumberland.edu

Please continue to work with your dissertation advisor as you proceed.

IRB Office

University of the Cumberland
6429 College Station Drive | Williamsburg, KY 40769

**PRINCIPAL INSTRUCTIONAL MANAGEMENT
RATING SCALE**

Principal Form

Published by:

Dr. Philip Hallinger

199/43 Sukhumvit Soi 8
Bangkok, 10110 Thailand
www.philiphallinger.com
Hallinger@gmail.com

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Principal Form 2.1

**THE PRINCIPAL INSTRUCTIONAL MANAGEMENT
RATING SCALE**

PART I: Please provide the following information if instructed to do so by the person administering the instrument:

(A) District Name: _____

(B) Your School's Name: _____

(C) Number of school years you have been principal at this school:

___ 1 ___ 5-9 ___ more than 15

___ 2-4 ___ 10-15

(D) Years, at the end of this school year, that you have been a principal:

___ 1 ___ 5-9 ___ more than 15

___ 2-4 ___ 10-15

(E) Gender: ___ Male ___ Female

PART II: This questionnaire is designed to provide a profile of your leadership. It consists of 50 behavioral statements that describe principal job practices and behaviors. You are asked to consider each question in terms of your leadership over the past school year.

Read each statement carefully. Then circle the number that best fits the specific job behavior or practice as you conducted it during the past school year. For the response to each statement:

5 represents *Almost Always*

4 represents *Frequently*

3 represents *Sometimes*

2 represents *Seldom*

1 represents *Almost Never*

In some cases, these responses may seem awkward; use your judgement in selecting the most appropriate response to such questions. Please circle only one number per question. Try to answer every question.

Thank you.

To what extent do you . . . ?

	ALMOST NEVER				ALMOST ALWAYS
I. FRAME THE SCHOOL GOALS					
1. Develop a focused set of annual school-wide goals	1	2	3	4	5
2. Frame the school's goals in terms of staff responsibilities for meeting them	1	2	3	4	5
3. Use needs assessment or other formal and informal methods to secure staff input on goal development	1	2	3	4	5
4. Use data on student performance when developing the school's academic goals	1	2	3	4	5
5. Develop goals that are easily understood and used by teachers in the school	1	2	3	4	5
II. COMMUNICATE THE SCHOOL GOALS					
6. Communicate the school's mission effectively to members of the school community	1	2	3	4	5
7. Discuss the school's academic goals with teachers at faculty meetings	1	2	3	4	5
8. Refer to the school's academic goals when making curricular decisions with teachers	1	2	3	4	5
9. Ensure that the school's academic goals are reflected in highly visible displays in the school (e.g., posters or bulletin boards emphasizing academic progress)	1	2	3	4	5
10. Refer to the school's goals or mission in forums with students (e.g., in assemblies or discussions)	1	2	3	4	5
III. SUPERVISE & EVALUATE INSTRUCTION					
11. Ensure that the classroom priorities of teachers are consistent with the goals and direction of the school	1	2	3	4	5
12. Review student work products when evaluating classroom instruction	1	2	3	4	5

	ALMOST NEVER			ALMOST ALWAYS	
13. Conduct informal observations in classrooms on a regular basis (informal observations are unscheduled, last at least 5 minutes, and may or may not involve written feedback or a formal conference)	1	2	3	4	5
14. Point out specific strengths in teacher's instructional practices in post-observation feedback (e.g., in conferences or written evaluations)	1	2	3	4	5
15. Point out specific weaknesses in teacher instructional practices in post-observation feedback (e.g., in conferences or written evaluations)	1	2	3	4	5

IV. COORDINATE THE CURRICULUM

16. Make clear who is responsible for coordinating the curriculum across grade levels (e.g., the principal, vice principal, or teacher-leaders)	1	2	3	4	5
17. Draw upon the results of school-wide testing when making curricular decisions	1	2	3	4	5
18. Monitor the classroom curriculum to see that it covers the school's curricular objectives	1	2	3	4	5
19. Assess the overlap between the school's curricular objectives and the school's achievement tests	1	2	3	4	5
20. Participate actively in the review of curricular materials	1	2	3	4	5

V. MONITOR STUDENT PROGRESS

21. Meet individually with teachers to discuss student progress	1	2	3	4	5
22. Discuss academic performance results with the faculty to identify curricular strengths and weaknesses	1	2	3	4	5
23. Use tests and other performance measure to assess progress toward school goals	1	2	3	4	5

	ALMOST NEVER			ALMOST ALWAYS	
24. Inform teachers of the school's performance results in written form (e.g., in a memo or newsletter)	1	2	3	4	5
25. Inform students of school's academic progress	1	2	3	4	5
VI. PROTECT INSTRUCTIONAL TIME					
26. Limit interruptions of instructional time by public address announcements	1	2	3	4	5
27. Ensure that students are not called to the office during instructional time	1	2	3	4	5
28. Ensure that tardy and truant students suffer specific consequences for missing instructional time	1	2	3	4	5
29. Encourage teachers to use instructional time for teaching and practicing new skills and concepts	1	2	3	4	5
30. Limit the intrusion of extra- and co-curricular activities on instructional time	1	2	3	4	5
VII. MAINTAIN HIGH VISIBILITY					
31. Take time to talk informally with students and teachers during recess and breaks	1	2	3	4	5
32. Visit classrooms to discuss school issues with teachers and students	1	2	3	4	5
33. Attend/participate in extra- and co-curricular activities	1	2	3	4	5
34. Cover classes for teachers until a late or substitute teacher arrives	1	2	3	4	5
35. Tutor students or provide direct instruction to classes	1	2	3	4	5
VIII. PROVIDE INCENTIVES FOR TEACHERS					
36. Reinforce superior performance by teachers in staff meetings, newsletters, and/or memos	1	2	3	4	5
37. Compliment teachers privately for their efforts or performance	1	2	3	4	5

	ALMOST NEVER			ALMOST ALWAYS	
38. Acknowledge teachers' exceptional performance by writing memos for their personnel files	1	2	3	4	5
39. Reward special efforts by teachers with opportunities for professional recognition	1	2	3	4	5
40. Create professional growth opportunities for teachers as a reward for special contributions to the school	1	2	3	4	5

IX. PROMOTE PROFESSIONAL DEVELOPMENT

41. Ensure that inservice activities attended by staff are consistent with the school's goals	1	2	3	4	5
42. Actively support the use in the classroom of skills acquired during inservice training	1	2	3	4	5
43. Obtain the participation of the whole staff in important inservice activities	1	2	3	4	5
44. Lead or attend teacher inservice activities concerned with instruction	1	2	3	4	5
45. Set aside time at faculty meetings for teachers to share ideas or information from inservice activities	1	2	3	4	5

X. PROVIDE INCENTIVES FOR LEARNING

46. Recognize students who do superior work with formal rewards such as an honor roll or mention in the principal's newsletter	1	2	3	4	5
47. Use assemblies to honor students for academic accomplishments or for behavior or citizenship	1	2	3	4	5
48. Recognize superior student achievement or improvement by seeing in the office the students with their work	1	2	3	4	5
49. Contact parents to communicate improved or exemplary student performance or contributions	1	2	3	4	5
50. Support teachers actively in their recognition and/or reward of student contributions to and accomplishments in class	1	2	3	4	5

ABOUT THE AUTHOR

Professor Dr. Philip Hallinger, author of the *Principal Instructional Management Rating Scale* (PIMRS), received his doctorate in Administration and Policy Analysis from Stanford University. He has worked as a teacher, administrator, and professor and as the director of several leadership development centers. He has been a consultant to education and healthcare organizations throughout the United States, Canada, Asia, and Australia.

The *PIMRS* was developed with the cooperation of the Milpitas (California) Unified School District, Richard P. Mesa, Superintendent. As a research instrument, it meets professional standards of reliability and validity and has been used in over 200 studies of principal leadership in the United States, Canada, Australia, Europe, and Asia.

The scale is also used by school districts for evaluation and professional development purposes. It surpasses legal standards for use as a personnel evaluation instrument and has been recommended by researchers interested in professional development and district improvement (see, for example, Edwin Bridges, *Managing the Incompetent Teacher*, ERIC, 1984). Articles on the development and use of the *PIMRS* have appeared in *The Elementary School Journal*, *Administrators Notebook*, *NASSP Bulletin*, and *Educational Leadership*.

The *PIMRS* is copyrighted and may not be reproduced without the written permission of the author. Additional information on the development of the *PIMRS* and the rights to its use may be obtained from the publisher (see cover page).



PCSS Board Agenda Request

Date 10/21/24

Department Student Services

Person Submitting Dr. Trey Upchurch

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Renewal of the Patient and Family-Centered Care Services Agreement by and between Vanderbilt University Medical Center and Putnam County Schools. This contract allows VUMC to provide education to students who are placed in their care at a rate of \$30 per hour. This partnership has been ongoing and is a continuance of that agreement.

received
10-21-24 MAT *M*

**PATIENT AND FAMILY-CENTERED CARE SERVICES AGREEMENT
BY AND BETWEEN
VANDERBILT UNIVERSITY MEDICAL CENTER
AND
PUTNAM COUNTY SCHOOLS**

THIS AGREEMENT is entered into by and between Vanderbilt University Medical Center, a Tennessee not-for-profit corporation, by and through its Vanderbilt University Children's Hospital, Patient and Family-Centered Care ("HOSPITAL") and Putnam County Schools, Cookeville, TN ("SCHOOL"), for the provision of services by HOSPITAL to students of SCHOOL who are admitted to HOSPITAL for medical care ("STUDENTS").

THE PARTIES AGREE AS FOLLOWS:

I. RESPONSIBILITIES OF HOSPITAL

- A. The State of Tennessee, Department of Education has approved HOSPITAL as a Category 1-SP Non-Public School. HOSPITAL will provide instructional services ("Services") to STUDENTS of SCHOOL who receive services at HOSPITAL and who meet established criteria for services under applicable law and this Agreement.
- B. HOSPITAL will designate a staff person ("TEACHER") to provide Services to STUDENTS. The TEACHER will have a Bachelor's Degree in Special Education and hold a Tennessee Educator License in Special Education.
- C. HOSPITAL, in coordination with the HOSPITAL staff and SCHOOL staff, shall be responsible for the following:
 1. Initiation of educational services in HOSPITAL after STUDENT has been absent from school for a medical diagnosis a cumulative total of two (2) weeks, or admitted with an anticipated length of stay of ten days or more, and STUDENT's parent or legal guardian has signed a written authorization permitting HOSPITAL to contact SCHOOL regarding STUDENT's education.
 2. Contacting a teacher or other designee as appointed by the SCHOOL for SCHOOL records; provided, however, that SCHOOL shall comply with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 232g, and its implementing regulations, 34 C.F.R. Part 99 ("FERPA"), relating to the release of such records.
 3. Commencement of instruction after assignments are received by the hospital teachers from a child's school or teacher.
 4. Developing an assessment plan in collaboration with SCHOOL staff. This may include medical documentation and other assessments such as, but not limited to, occupational therapy, physical therapy, and speech therapy, as needed.
 5. Implementing a STUDENT'S IEP or 504 Service Plan for up to three (3) hours plus one (1) hour planning a week unless determined otherwise by the Team.
 6. Monitoring STUDENT's academic progress and development.
 7. Contacting teacher designated by SCHOOL regarding status of STUDENT prior to discharge from HOSPITAL.

8. As applicable to a particular STUDENT, and in accordance with the Rehabilitation Act of 1973, Public Law 93-112, Section 504 ("Section 504") and the Individuals with Disabilities Education Act (PL 101-476) ("IDEA"), HOSPITAL will communicate with SCHOOL's homebound services designee regarding the STUDENT's placement at HOSPITAL. If necessary, SCHOOL will schedule a multidisciplinary team ("Team") meeting to develop, update or review an Individualized Education Program ("IEP") or Section 504 service plan ("504 Service Plan") for the STUDENT. HOSPITAL and SCHOOL will participate in any such meeting. Prior to STUDENT's discharge from HOSPITAL, HOSPITAL will contact SCHOOL's homebound designee to assist with the STUDENT's transition to another placement.

II. RESPONSIBILITIES OF SCHOOL

- A. SCHOOL shall reimburse HOSPITAL for the instruction and lesson planning as outlined under Article III below.
- B. SCHOOL, in coordination with the HOSPITAL staff and SCHOOL staff, shall be responsible for the following:
 1. SCHOOL shall communicate with and assist HOSPITAL and TEACHER regarding the Services, as requested and upon a written release of information completed by the parent or legal guardian, in accordance with applicable law.
 2. SCHOOL shall send assignments to hospital, modified as necessary, based on student ability.
 3. SCHOOL shall provide HOSPITAL with the name and contact information of the teacher or other designee at SCHOOL to assist as necessary with the Services provided at the HOSPITAL.
- C. As may be necessary, SCHOOL shall develop an IEP or 504 Service Plan for STUDENTS who meet eligibility criteria and/or if such plan is required by any other applicable federal and/or state guidelines.
- D. As may be necessary, SCHOOL shall coordinate Team meetings to develop, update or review the IEP or 504 Service Plan for a particular STUDENT.
- E. SCHOOL will retain responsibility for compliance with all laws applicable to this Agreement and the STUDENTS served hereunder.

III. REIMBURSEMENT

- A. SCHOOL shall reimburse HOSPITAL for the cost of each hour of direct Services provided at the rate of thirty dollars (\$30.00) per hour. Notwithstanding the foregoing, for those STUDENTS who are eligible under either the IDEA and/or Section 504, the SCHOOL will be charged only for the number of hours of instruction to be provided as specified in the STUDENT's IEP or 504 Service Plan. The parties acknowledge and agree that the compensation amount is consistent with fair market value established through arm's length negotiation.
- B. The parties understand and agree that the rates under this Agreement reflect fair market value of the Services currently contemplated to be provided under this Agreement. Should HOSPITAL find it necessary to increase the per-hour rate for the cost of the Services, the HOSPITAL will renegotiate the rate with SCHOOL and institute the new rate through an amendment to this Agreement.
- C. HOSPITAL will invoice SCHOOL for the Services on a biannual basis after the end of each semester. SCHOOL shall make all payments to HOSPITAL in full by the tenth day of the month following receipt of the invoice. Payment should be sent electronically via ACH using the following instructions:

Bank Name: The Bank of New York Mellon
Address: 3319 West End Ave Suite 700
Nashville TN 37203
ABA Routing: 043000261
SWIFT code: MELNUS3P
IBAN: n/a for Mellon
Account#: 9037889
Account Name: Vanderbilt University Medical Center VUMC NON L/C
Reference: VUMC 4515
VUMC Invoice number

D. To the extent necessary to comply with applicable law, HOSPITAL shall have the right to audit SCHOOL's books and records for the purpose of verifying the accuracy of any payments made hereunder, and SCHOOL shall make such books and records available to HOSPITAL upon reasonable prior written notice.

IV. TERM AND TERMINATION

- A. The term of this Agreement shall commence upon the last signature date below and continue for one (1) year. Thereafter, the Agreement shall automatically renew for successive one (1) year terms unless sooner terminated in accordance with Section IV.B below. Any revisions to the Agreement will be made in accordance with Section V.I. herein below.
- B. This Agreement may be terminated by either party by written notification to the other party at least sixty (60) days prior to the desired date of termination.
- C. In any event of termination, HOSPITAL will be reimbursed for any Services performed prior to the date of termination.

V. OTHER PROVISIONS

- A. Identification of eligible STUDENTS and scheduling of Services shall be by mutual agreement on a case-by-case basis.
- B. The parties shall comply with the applicable requirements of the federal Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d and as amended from time to time, the Health Information Technology Act of 2009, as codified at 42 U.S.C. § 300jj and as amended from time to time, and any current and future regulations promulgated under either statute (collectively "HIPAA"). HOSPITAL shall only release patient information, including reports, findings, or confidential patient information, upon the request of the SCHOOL and only with written authorization from the parent or legal guardian obtained prior to the release of such information in accordance with HIPAA. No reports, findings, or confidential patient information will be released to SCHOOL until HOSPITAL has received a HIPAA-compliant authorization for such release. Regardless of whether such an authorization is executed or whether such information is released, SCHOOL shall be responsible for payment to HOSPITAL for all Services performed by HOSPITAL pursuant to this Agreement.
- C. In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the IDEA, the parties hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of its policies, programs, or activities; its admissions policies; other programs; or employment.

- D. The failure by any party to enforce at any time any of the provisions of this Agreement, or any rights with respect thereto, or to exercise any election herein provided, shall in no way be considered to be a waiver of such provisions, rights, or elections, or in any way affect the validity of this Agreement. The exercise by any party of any rights or elections under the terms or covenants of this Agreement shall not preclude or prejudice any party from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by the parties.
- E. The parties agree to notify each other as soon as possible in writing of any incident, occurrence, or claim arising out of or in connection with this Agreement which could result in a liability or claim of liability to the other party. Further, the notified party shall have the right to investigate said incident or occurrence, and the notifying party will cooperate fully in this investigation.
- F. Each party shall indemnify, defend, and hold harmless the other party, its trustees, officers, agents and employees, from any judgments, damages, costs and expenses, including reasonable attorneys' fees, from any claim, action or proceeding to the extent arising out of its own negligent acts or omissions in the performance of this Agreement. Each party's agreement to indemnify and hold the other party harmless is conditioned on the party to be indemnified: (i) providing written notice to the indemnifying party of any claim, demand or action arising out of the indemnified activities within such a period of time as to not materially prejudice the rights of the indemnifying party after the indemnified party has knowledge of such claim, demand or action; (ii) assisting the indemnifying party, at the indemnifying party's reasonable expense, in the preparation for and defense of any such claim or demand; and (iii) not compromising or settling such claim or demand without the indemnifying party's written consent, which shall not be unreasonably withheld. Furthermore, the indemnifying party shall not compromise or settle any claim or demand without the indemnified party's written consent, which shall not be unreasonably withheld. Notwithstanding the foregoing, each party shall have the right to participate at its own expense in the defense of any claims through counsel of its own choosing.
- G. The parties agree to maintain confidentiality of all information which relates to or identifies the STUDENT, including but not limited to the name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with applicable state and federal law, including but not limited to HIPAA and FERPA, and standards of professional ethics.
- H. All notices or other communication provided for in this Agreement shall be given to the parties addressed as follows:

PUTNAM COUNTY Corby King
SCHOOLS: 1400 East Spring St.
Cookeville, TN 38506

VUMC: Janet Cross, Director
Patient- and Family-Centered Care
Monroe Carell Jr. Children's Hospital at Vanderbilt
2200 Children's Way, Ste. 2117
Nashville, TN 37232-9002

With a copy to: Office of Sponsored Programs-Contracts Management
Vanderbilt University Medical Center
3319 West End Avenue, Suite 100
Nashville, TN 37203
Attn: Director
Research.contracts@vumc.org

- I. This Agreement cannot be amended, modified, supplemented or rescinded except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be valid unless such waiver is in writing signed by the parties hereto.
- J. This Agreement shall be governed in all respects by, and be construed in accordance with, the laws of the State of Tennessee. Each party hereby (i) consents to the jurisdiction of all state and federal courts sitting in Davidson County, Tennessee, (ii) agrees that venue for any such action shall lie exclusively in such courts, and (iii) agrees that such courts shall be the exclusive forum for any legal actions brought in connection with this Agreement or the relationships among the parties hereto.
- K. This Agreement constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter herein. There are no other arrangements, understandings, restrictions, representations, or warranties among the parties hereto with regard to the subject matter herein.
- L. Nothing in this Agreement or any consideration in connection herewith, contemplates or requires the referral of any patient by School to Hospital or to any other entity affiliated in any way with Hospital.
- M. Each party agrees that it will not use the other party's name in any advertising, promotional material, press release, publication, public announcement, or through other public media, written or oral, whether to the public press, or to holders of publicly owned stock, without the prior written consent of the other party.
- N. Insurance Coverage. During the term of this Agreement, SCHOOL shall maintain the following insurance coverage with limits not less than the amount specified with companies rated A or better by A.M. Best & Company and, if subcontracting is permitted, SCHOOL shall require its subcontractor(s) to maintain similar insurance coverage:

Workers' Compensation with statutory limits and Employers Liability with limits of \$500,000 per accident, \$500,000 per illness per employee and \$500,000 per illness aggregate. SCHOOL agrees to waive all rights of recovery and shall cause its insurers to waive all rights of subrogation against VUMC, its officers, directors, trustees employees and agents with regard to loss, damage, claims, suits or demands related to injuries to SCHOOL'S employees, however caused.

Commercial General Liability with minimum limits of \$2,000,000 per occurrence, bodily injury and property damage liability; \$2,000,000 personal and advertising injury liability; \$4,000,000 products and completed operations policy aggregate; and \$4,000,000 policy general aggregate applicable to lines other than products and completed operations. The required limits may be satisfied in combination of both Primary and Excess insurance.

Any self-insurance arrangement must be through an actuarially sound program of self-insurance. Any limitation of liability or disclaimer of damages in this Agreement shall not apply to the extent that the applicable damages or liability is an insurable loss for which the SCHOOL is required to maintain insurance and would otherwise be recoverable if not for the limitation of liability or disclaimer of damages.

SCHOOL shall endorse its Commercial General Liability (including products/completed operations coverage) to add VUMC as an additional insured with respect to liability arising out of the operations of SCHOOL.

All policies required shall be written as primary policies, and shall not be contributing to or in excess of any coverage VUMC may choose to maintain.

SCHOOL shall provide thirty (30) days' advance written notice to VUMC of any adverse

material change to any insurance coverage required in this Agreement.

Upon request, SCHOOL shall furnish certificates of insurance that provide sufficient information to verify that SCHOOL has complied with the insurance requirements of this Agreement. The following is the proper wording that will need to be used in the description section of the certificate: VUMC, for the benefit of itself and its affiliated entities and their respective officers, directors, employees, representatives and agents, are named additional insureds. The liability coverages shown on this certificate are primary, non-contributing and contain waivers of subrogation against any coverage held by VUMC.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the last signature date specified below.

FOR VANDERBILT UNIVERSITY MEDICAL CENTER

Recommended by:

Janet Cross
Director
Patient and Family-Centered Care

Date

Approved By:

C. Wright Pinson, M.D., M.B.A.
Deputy CEO and Chief Health System Officer
Vanderbilt University Medical Center

Date

FOR PUTNAM COUNTY SCHOOLS

Corby King
Superintendent of Schools

Date

Name
Title

Date



PCSS Board Agenda Request

Date: October 23, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Maffett Loftis Engineering, LLC, Cookeville, TN for design of bid documents to upgrade the mechanical system at the former "Frontier Building" in the amount of \$9,800.00 to be paid for from 141-72620-399 and to also bid the project upon completion of the bidding documents

received
10-23-24 MT *ML*



Maffett Loftis Engineering, LLC
1 South Jefferson Avenue, Suite 101
Cookeville, TN 38501
Tel: (931) 526-5143
www.maffett-loftis.com

October 17, 2024

John Magura, Maintenance Supervisor
Putnam County Schools
1400 East Spring Street
Cookeville, Tennessee 38506

Re: Frontier Building HVAC Upgrades
Cookeville, Tennessee

Dear John,

Thank you for the opportunity to provide the following Mechanical Design Services proposal for the above referenced project.

The following represents my understanding of the project work scope:

- 1) Replacement and Upgrade of HVAC equipment at the old Frontier Building on Franklin Ave. The upgrades shall include the following items:
 - a. Replacement of (2) 20 ton, cooling only condensing units.
 - b. Replacement of the evaporator coil in the existing 40 ton air handler.
- 2) New condensing units shall utilize R-410a refrigerant.
- 3) New condensing units shall be equipped with low ambient controls.
- 4) New condensing units shall utilize the existing electrical circuits.

The designs are estimated to be presented in the following plans:

- 1) Bid Documents / Specifications Manual
 - a. Instructions to Bidders
 - b. Bid Form
 - c. Construction Contract and Contract Specifications (AIA Format)
 - d. Technical Specifications
- 2) Plans
 - a. Cover Sheet
 - b. Mechanical Notes and Schedules Sheet
 - c. Mechanical Plan

Our services include:

- 1) Stamped Plans and Contract Documents and Specifications suitable for bidding
- 2) Submittal of Plan to Approving Agencies (State Fire Marshal) and coordination of review process (Review Fees not included)
- 3) Facilitating Bid process
 - a. Generation of Advertisement To Bid (advertising costs not included)
 - b. Facilitating Pre-Bid Conference
 - c. Generation of Bid Addenda as needed
 - d. Facilitate Bid Opening
- 4) Site Visits during construction as needed to address design related issues

Not included in this proposal, but can be added as additional service if desired

- 1) Detailed load analysis of the building
- 2) Construction observations other than those listed above
- 3) Construction Cost Estimating
- 4) Upgrade of existing electrical service if present capacity is not adequate to handle loads.

Information needed to begin project:

- 1) Architectural Background CAD Floor Plans of the associated areas.
(Generation of these are included in this proposal)
- 2) Maffett Loftis will need extensive access to the facility during the design phase.

General Conditions

Billing shall be monthly based on efforts expended for the previous month and/or phase completion. Payment is due upon receipt. 1.5% interest shall accrue per month for outstanding balances beyond 30 days past due.

The proposal is valid for thirty days.

Designer reserves the right to advertise their involvement with this project. Advertisement may be in the form of project information and/or photographs posted on the Designer's website or other similar media.

This proposal is based on continuous project workflow. Additional fees will be charged for work stoppages exceeding 30 days. Additional restart fee shall be calculated at 10% of the fee billed at the time of the work stoppage.

The Client and Designer (hereafter Parties) shall indemnify and hold each other, their employees, agents, and representatives harmless from all liability, cost, expenses, including attorney's fees, from and against any and all claims, judgments, loss or damage on account of injuries, disease, or death to any person,

or damage to property arising directly or indirectly out of or in connection with the negligent, acts, errors or omissions, or the failure to comply with the professional standard of care by the Parties.

Designer's liability including indemnification, however caused, is limited to the amount of Designers fees received from the Client.

If there is anything in this proposal that does not adequately represent the Project or the Designer's services, please let it be known and adjustments can be made. If the Client agrees with this proposal, and wishes for the Designer to proceed with the work scope, please email a signed copy of the proposal to the Designer.

We appreciate the opportunity and are looking forward to working with you.

Justin B. Newell, PE
Maffett Loftis Engineering, LLC

See below for fee and signature sheet.

Engineering Fees and Signature Sheet

Hourly rates, listed below, for in-office work shall apply to requested efforts beyond the scope outlined in this proposal:

Principle Engineer: \$225.00	Designer: \$110.00
Project Manager: \$195.00	Drafting: \$ 95.00
Engineer: \$150.00	Clerical: \$ 75.00

If the Client request specific engineering tasks beyond the outlined scope in this proposal, the Designer shall provide a fixed fee proposal for additional services.

Engineering fee structure for the services outlined in this proposal:

1. Fixed Fee ----- **\$ 9,800.00**

Authorization / Approval Each Party (Client and Designer) warrants and represents to the other that it has full right and authority to enter this Agreement, and that the person signing this Agreement on behalf of such Party is duly authorized by all necessary company documents or operating agreements (as applicable) to do so.

In Witness Whereof and by signing below, the Client and Designer hereby agrees and accepts the terms and scope herein.

Maffett Loftis Engineering (Designer)	Putnam County (Client)
By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



PCSS Board Agenda Request

Date: October 23, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Richard C Rinks & Associates, Cookeville, TN for design of bid documents to replace the roof at the former "Frontier Building" in the amount of \$10,000.00 to be paid for from 141-72620-399 and to also bid the project upon completion of the bidding documents

received
10-23-24 mt *CM*

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 Patrick@Rinks-Consulting.com Facsimile 931-528-5544

October 8, 2024

Mr. John Magura
Facilities Maintenance Supervisor
Putnam County Schools
240 Raider Drive
Cookeville, Tennessee 38506
maguraj@pcsstn.com

Dear Mr. Magura:

We offer the following Proposal to prepare Plans and Specifications for the planned roof replacement of the Office at the former Frontier Building located at 250 South Franklin Avenue in Cookeville, Tennessee. As we have in the past working with Putnam County Schools, we will perform our full services to include preparation of the Bid Documents, obtaining Bids, contract administration and appropriate construction observation.

Our Fee to perform this work will be a Lump Sum of Ten Thousand Dollars (\$10,000.00). If this Proposal is acceptable, we can provide an AIA Contract for your review and execution. We estimate a design period of approximately 30 days after receipt of an executed Contract.

Based on a ballasted EPDM membrane swap, we estimate the cost to replace the roof at \$150,000.

Should you have any questions concerning this matter, please contact me.

Respectfully submitted,

Patrick Rinks

Patrick Rinks, PE
Principal



PCSS Board Agenda Request

Date: October 25, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Pioneer Communications, Cookeville, TN for the installation of a controlled access system at the former "Frontier Building" in the amount of \$12,457.12 to be paid for from 141-72620-399

18,012.79

received
10-25-24 MF 

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 **Est_15154_from_Pioneer_Communications_of_Tennessee_LLC_12068.pdf**
132K

Magura, John <maguraj@pcsstn.com>
To: Johnny Sloan <sloanj2@pcsstn.com>

Tue, Oct 22, 2024 at 4:20 PM

Johnny,

This is the quote from Pioneer Communications for the "Frontier Building" control access. Can you review it and give me your opinion if its good to go on the Board's agenda for approval?

John Magura
Putnam County Schools
Facilities Maintenance Director
240 Raider Drive
Cookeville, TN 38506
(931) 520-6400
[Quoted text hidden]

 **Est_15154_from_Pioneer_Communications_of_Tennessee_LLC_12068.pdf**
132K

Sloan, Johnny <sloanj2@pcsstn.com>
To: "Magura, John" <maguraj@pcsstn.com>

Thu, Oct 24, 2024 at 1:34 PM

John,

We reviewed the proposal and it looks good to go. It will include swipe entry for 2 doors and the core of the system has capability to expand to an additional 6 doors if future needs were to ever arise.

Thank you,

Johnny Sloan

--
Supervisor, Technology Department
Putnam County School System
Cookeville, TN 38506
(931) 520-2100 Office
(931) 372-0382 Fax



Maguraj John <maguraj@pcsstn.com>

Estimate 15154 from Pioneer Communications of Tennessee LLC

1 message

"Intuit E-Commerce Service" <quickbooks@notification.intuit.com>

Tue, Oct 22, 2024 at 10:51 AM

Reply-To: bookkeeping@pioneertn.com

To: maguraj@pcsstn.com

PIONEER COMMUNICATIONS OF TENNESSEE file

Email:
bookkeeping@pioneertn.com

Phone: 931-537-9248

Dear Customer:

Please review the attached estimate- 15154 for the new PCSS office building at the old Frontier Building. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,
Pioneer Communications of Tennessee LLC

931-537-9248
www.pioneertn.com

If you do not recognize the sender or the transaction, reach out to frauds@intuit.com





Pioneer Communications of Tennessee LLC
 P.O. Box 1220
 Cookeville, TN 38503

PIONEER
 COMMUNICATIONS
 OF TENNESSEE LLC
 TN License #2402

Estimate

Rep	Date	Estimate #
JPD	11/11/2024	15174

PARKVIEW ELEMENTARY
 545 SCOTT AVENUE
 COOKEVILLE TN 38501

Description	Qty
LIFESAFTEY POWER EIGHT DOOR POWER SUPPLY	1
AVIGILON HID SIGNO READER	3
Mercury 1502 ACCESS CONTROL BOARD	1
Mercury 52 ACCESS CONTROL BOARD	1
ELECTRIC DOOR STRIKE	3
3MP VIDEO INTERCOM	2
SURFACE MOUNT ADAPTER- VIDEO INTERCOM	2
AVIGILON SAFETY RELAY- VIDEO INTERCOM	2
ACC7 ENTERPRISE CAMERA CHANNEL	2
<p>This quote is for all parts, labor and programming to install an Access Control System at the new PCSS building.</p>	

'Securing You Is Our Business.'

Acceptance Signature: _____

Total \$18,012.79



PCSS Board Agenda Request

Date: October 31, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Covington Flooring Company, Birmingham, AL for the refinish of the gym floor at Jere Whitson Elementary School in the amount of \$19,350.00 to be paid from 141-72620-399 with the pricing to be reflective of TIPS Buying Group (TIPS # 23010401)

received
11-1-24 MT *OK*



709 First Avenue North Birmingham, AL 35203
(205) 328-2330 Office • (615)969.4080 Cell • (615)694.0797 Facsimile
E mail: eparker@covington.com • Web: <http://www.covington.com>

Proposal

Date: October 9, 2024
Attention: Putnam County Schools
Project: Jere Whitson Elementary School – Bid #B2401032
Description: Gymnasium
Section: Sand and Finish
TIPS Purchasing Cooperative Contract #23010401 Member #TN991855

Covington Flooring Company proposes to furnish all required labor and materials to provide the following:

- Sand and finish existing maple floor up to bleachers in the closed position
- Maple to be sanded and sealed with two coats of oil base seal
- Gymnasium game lines based on the following:
 - One Basketball Court
 - Two side lines 60 lf each
- Finished with two coats of oil base finish.

Furnished and Installed\$17,410.00

Markings of “8” in three locations and the numbers 1-40 on throughout out the basketball court

Add The Amount Of \$1,940.00

This proposal does not include the following:

- Removal and replacement of base
- Remove threshold
- Any repairs to the wood floor
- Electrical power of 220 volts, 3 phase with 2 each 30-50 amp breakers, and hookup of the pigtail cables to the power box by an electrician, if needed. There is an extra charge if we need to furnish a generator for the required power.
- Additional Game lines Logo and/or Lettering
- Protection
- Final cleaning of gymnasium or excessive fine dust containment

Thank you for the opportunity to work with you on this project. If you have any questions or comments, please feel free to contact me at 615-969-4080 or email me at eparker@covington.com .

Respectfully,

Erica Parker

Athletic Sales – TN Region

Quote Valid for 60 Days



PCSS Board Agenda Request

Date: October 31, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with A+ Painting, Cookeville, TN, for the interior painting (labor only) of the "Frontier" building in the amount of \$16,500.00 to be paid for from 141-76100-599

received
11-1-24 mtj 



ESTIMATE

EST-000011

Estimate Date: Oct 31, 2024

Expiry Date: Nov 28, 2024

FROM:

Master Touch Services

Email: jacobrosario787@gmail.com

Phone: (931) 510-4941

TO:

John Magura

Phone: (931) 261-4336

JOB LOCATION:

Frontier Building

JOB:

#	Services	Qty	Price	Discount	Tax (%)	Total
1	Paint Door Frames & Walls- Labor Only	1.00	\$16,500.00	\$0.00	No Tax	\$16,500.00
Subtotal						\$16,500.00
Grand Total (\$)						\$16,500.00

Accepted payment methods

Check, Cash

Message

I would be happy to have an opportunity to work with you.

Terms

By signing a contract you are signing a legally binding contract for work to be performed.

This estimate is an approximation and is not guaranteed. Actual cost may change once all project elements are finalized or negotiated. Prior to any changes of cost, the client will be notified.

Services. Upon acceptance, we will perform the services described in this estimate. Any additional services requested by you and not included in this estimate will incur additional charges. We are responsible for prepping and painting door frames and walls.

Schedule. The services will be completed and will be made in accordance with the schedule agreed upon.

Changes. Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by you do not become binding unless accepted in writing. Any such changes may result in additional or increased charges, and you agree to pay such increased charges.

Taxes. We will be responsible for payment of all applicable federal, state and local taxes.

Payment Terms. All invoices for services covered by the estimate are payable upon completion of work or date



ALLPRO-PAINTING & DRYWALL
ADDING COLOR TO YOUR HOME

Fredy Lopez

10/28/24

Allpro-Painting&DrywallLLC

allpro-paintinganddrywall@hotmail.com

(931) 610-0585

Painting proposal for : 250 s Franklin st Cookeville tn

1. Initial Assessment and Prep Work

- **Site Inspection:** Walk through the site to assess current wall conditions, identify any damages or cracks in the cinder blocks, check the extent of wallpaper that needs removal, and confirm the number of doors to be painted.
- **Material Assessment for Repairs:** Identify wall damages and repair needs. For cinder blocks, repairs might include filling cracks or smoothing rough areas.

2. Surface Preparation

- **Wallpaper Removal:**
- Remove existing wallpaper using scrapers, steamer if necessary, and wallpaper removal solution.
- Sand down any remaining adhesive or residue.
- **Repair and Patching:**
- Patch holes, cracks, and surface imperfections on the cinder block walls with an appropriate filler, such as a cement-based or masonry filler.
- Sand patched areas for smoothness and uniform texture.
- **Cleaning and Priming:**
- Clean walls thoroughly to remove dust, oils, and any old paint residue, using a degreaser or mild detergent.
- Mask off windows, trims, and any other fixtures not being painted.
- Apply a masonry primer to the cinder block walls. For surfaces where wallpaper was removed, use a stain-blocking primer to prevent any adhesive or residue from showing through.

3. Material and Equipment List

- **Materials:**
- **Paint:** High-quality interior acrylic latex paint for walls suitable for masonry and or Drywall
- High quality interior super paint on drywall walls

- Primer: Masonry primer for cinder block surfaces and a stain-blocking primer for areas with wallpaper removed.
- Filler and Patching Material: Suitable for masonry and interior walls (e.g., concrete patch or spackling compound).
- Painter's Tape: For masking off edges and trims.
- Drop Cloths/Plastic Sheeting: To cover floors, furniture, and fixtures.

4. Painting Process:

- Primer Application: Apply the appropriate primer to walls and allow it to dry completely.
- First Coat of Paint:
 - Apply the first coat of paint on walls and other surfaces as needed. Use long-nap rollers for textured cinder blocks to ensure complete coverage, and short-nap rollers or brushes for smoother surfaces.
- Second Coat of Paint:
 - Apply a second coat once the first coat is fully dried. Inspect coverage and touch up any areas that need additional paint.
- Metal Door Painting:
 - Clean and sand doors to remove old paint, rust, or imperfections.
 - Apply a metal primer if necessary, especially for bare metal areas.
 - Use a durable, oil-based or enamel paint suited for metal for a clean and long-lasting finish.

5. Cleanup and Final Inspection

- Remove painter's tape and plastic sheeting carefully to avoid damaging newly painted surfaces.
- Clean tools and equipment.
- Conduct a final inspection of all painted surfaces, making touch-ups where necessary.
- Perform a walkthrough with the client to ensure they are satisfied with the job.

Labor cost: \$45,000

Material cost: \$20,000 + -

Material spec:

Sherwin Williams Pro industrial acrylic paint (walls)

Sherwin Williams Pro industrial DTM paint (doors& door jambs)

Sherwin Williams industrial primer

**Thank you for your interest in doing business with Allpro-Painting&Drywall, I'm looking forward hear back from you. If you have any questions doubts etc.. please send me a text and I'll get back to you as soon as I can.*



Putnam County Board of Education Agenda Requests

Date _____ 11/14/24
Department Finance
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Quarterly Reports for quarter ending 9/30/24 for the following funds:

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

received
11-1-24 mjt 

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 141 - GENERAL PURPOSE SCHOOL FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2024**

	2024-2025	Actual	Actual	Actual	Actual	Total
	Budget	Jul-Sept 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Year to Date
Revenues:						
40000 Local Revenue	38,247,664	3,077,975	-	-	-	3,077,975
41000 Licenses and Permits	6,000	1,264	-	-	-	1,264
43000 Charges for Current Services	327,000	42,200	-	-	-	42,200
44000 Other Local Revenue	23,000	3,912	-	-	-	3,912
46000 State of Tennessee	86,237,387	15,939,031	-	-	-	15,939,031
47000 Federal Thru State	1,074,894	32,184	-	-	-	32,184
48000 Donations/Other	11,000	76,330	-	-	-	76,330
49000 Other Sources	1,200,000	98,007	-	-	-	98,007
TOTAL	127,126,944	19,270,903	-	-	-	19,270,903

Encumbrances / Expenditures:						
71100 Regular Education	56,528,431	10,001,131	-	-	-	10,001,131
71150 Alternative Education	1,065,901	195,006	-	-	-	195,006
71200 Special Education	13,128,426	2,274,144	-	-	-	2,274,144
71300 Vocational Education	5,581,795	835,297	-	-	-	835,297
71600 Adult Education	726,975	147,843	-	-	-	147,843
72110 Attendance	408,514	213,296	-	-	-	213,296
72120 Health Services	1,596,526	314,416	-	-	-	314,416
72130 Other Student Services	4,017,126	685,982	-	-	-	685,982
72210 Regular Ed. Support	5,420,978	1,437,672	-	-	-	1,437,672
72215 Alternative Ed. Support	159,071	35,572	-	-	-	35,572
72220 Special Ed. Support	2,343,223	446,524	-	-	-	446,524
72230 Vocational Ed. Support	201,658	51,023	-	-	-	51,023
72250 Technology	2,074,224	768,911	-	-	-	768,911
72260 Adult Ed. Support	196,025	39,608	-	-	-	39,608
72310 Board of Education	1,876,692	903,100	-	-	-	903,100
72320 Office of the Director	350,025	47,442	-	-	-	47,442
72410 Office of Principal	9,697,166	1,733,609	-	-	-	1,733,609
72510 Fiscal Services	1,186,429	360,396	-	-	-	360,396
72520 Human Services/Personnel	316,845	92,276	-	-	-	92,276
72610 Operation of Plant	9,233,360	2,269,321	-	-	-	2,269,321
72620 Maintenance of Plant	2,800,404	741,178	-	-	-	741,178
72710 Transportation	4,961,008	987,902	-	-	-	987,902
73100 Food Services	640,783	163,239	-	-	-	163,239
73300 Community Services	801,278	94,398	-	-	-	94,398
73400 Early Childhood Education	2,202,379	377,043	-	-	-	377,043
76100 Regular Capital Outlay	2,738,937	908,783	-	-	-	908,783
99100 Operating Transfers	-	29,500	-	-	-	29,500
TOTAL	130,254,178	26,154,609	-	-	-	26,154,609

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 142 - SCHOOL FEDERAL PROJECTS FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2024**

	2024-2025 Budget	Actual Jul-Sept 2024	Actual Oct-Dec 2024	Actual Jan-Mar 2025	Actual Apr-Jun 2025	Total Year to Date
Revenues:						
46000 State of Tennessee	-	-	-	-	-	-
47000 Federal Thru State	10,399,405	2,324,341	-	-	-	2,324,341
49000 Other Sources	365,273	88,688	-	-	-	88,688
TOTAL	10,764,678	2,413,029	-	-	-	2,413,029
Encumbrances / Expenditures:						
71100 Regular Instruction Program	4,301,534	1,006,000	-	-	-	1,006,000
71200 Special Education Program	2,809,106	556,375	-	-	-	556,375
71300 Vocational Education Program	192,321	134,304	-	-	-	134,304
72120 Health Services	-	-	-	-	-	-
72130 Other Student Support	153,862	22,786	-	-	-	22,786
72210 Regular Instruction Program	2,253,064	447,835	-	-	-	447,835
72220 Special Education Program	333,171	60,189	-	-	-	60,189
72250 Technology	-	-	-	-	-	-
72510 Fiscal Services	-	-	-	-	-	-
72710 Transportation	15,391	-	-	-	-	-
73100 Food Service	-	-	-	-	-	-
73300 Community Services	280,000	33,646	-	-	-	33,646
76100 Regular Capital Outlay	-	-	-	-	-	-
99100 Operating Transfers	426,230	88,688	-	-	-	88,688
TOTAL	10,764,678	2,349,822	-	-	-	2,349,822

**PUTNAM COUNTY BOARD OF EDUCATION
FUND 143 - CENTRAL CAFETERIA FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2024**

	2024-2025 Budget	Actual Jul-Sept 2024	Actual Oct-Dec 2024	Actual Jan-Mar 2025	Actual Apr-Jun 2025	Total Year to Date
Revenues:						
43000 Charges for Current Services	1,497,250	151,275	-	-	-	151,275
44000 Other Local Revenue	-	43,094	-	-	-	43,094
46500 State of Tennessee	66,000	-	-	-	-	-
47100 Federal Thru State	7,686,750	38,446	-	-	-	38,446
TOTAL	9,250,000	232,815	-	-	-	232,815
Encumbrances / Expenditures:						
73100 Food Services	8,435,500	1,928,464	-	-	-	1,928,464
99100 Operating Transfers	814,500	142,645	-	-	-	142,645
TOTAL	9,250,000	2,071,110	-	-	-	2,071,110

PUTNAM COUNTY BOARD OF EDUCATION
FUND 146 - EXTENDED SCHOOL PROGRAM FUND
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2024

	2024-2025 Budget	Actual Jul-Sept 2024	Actual Oct-Dec 2024	Actual Jan-Mar 2025	Actual Apr-Jun 2025	Total Year to Date
Revenues:						
43000 Charges for Current Services	1,714,210	382,673	-	-	-	382,673
TOTAL	1,714,210	382,673	-	-	-	382,673
Encumbrances / Expenditures:						
73300 Community Services	1,714,210	372,951	-	-	-	372,951
TOTAL	1,714,210	372,951	-	-	-	372,951



Date: October 31, 2024

To: Malaysia Talbert

From: Lynda Huddleston

RE: Roland Contract for Board Approval

Please add the following item to the BOE Agenda for the November 2024 board meeting:

Approval of the four contracts between Roland Digital Media, Inc. Cookeville, TN and Putnam County Board of Education for digital gold package for Adult Education in the amount of \$895 per month to be paid from Adult Education funds effective December 1, 2024-January 31, 2025.

received
10-31-24 [initials]



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

Agreement Start Date:
12 / 01 / 2024

ADVERTISING AGREEMENT

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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.

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UNCONTROLLABLE ACTS:

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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.

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Description: One Face Each at Location(s) Listed Below: Digital Platinum Package: Highway 111 (Karen's Parking Lot) Digital Billboard / Facing South (R23) Unit ID: 131004-R23 Rickman, 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
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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: Upper Cumberland Adult Education

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

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

Mark Draughon Digitally signed by Mark Draughon
 Date: 2024.10.22 15:00:35 -05'00'

Sales Agent: _____

Approved by Company: _____



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

Agreement Start Date:
12 / 01 / 2024

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Description: One Face Each at Location(s) Listed Below: Digital Platinum Package: Jefferson Ave. (Church of Christ Parking Lot) Digital Billboard / Facing South Unit ID: 111030-R19	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
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By: Upper Cumberland Adult Education

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

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

Billing Address

Sales Agent: Mark Draughon Digitally signed by Mark Draughon
 Date: 2024.10.22 12:05:42 -05'00'

Approved by Company: _____

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

Agreement Start Date:
 12 / 01 / 2024

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<p>Description: One Face Each at Location(s) Listed Below: Digital Platinum Package: Corner of Hwy. 70 (Nashville Hwy) and Hwy. 56 (Gainesboro Hwy) / Facing West Unit ID: 113002-R25 Baxter TN</p>	<p>Per Month Rental: \$ <u>895.00</u> Artwork/Design: \$ <u>Included</u> Initial Production Cost: \$ <u>Included</u> Copy Changes \$ <u>Reasonably Unlimited</u></p>	<p>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</p>
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By: Upper Cumberland Adult Education
 Advertiser Name (Corp., LLC., Partnership, etc.)

Sales Agent: Mark Draughon Digitally signed by Mark Draughon
 Date: 2024.10.22 15:01:55 -05'00'

X
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 Billing Address

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

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



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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: Hwy. 56 (S. Congress Blvd) (Quick N' Easy Parking Lot) Digital Billboard / Facing Northeast Unit ID: 220001-R22 Smithville, 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
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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: Upper Cumberland Adult Education
 Advertiser Name (Corp., LLC., Partnership, etc.)

X

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

Mark Draughon Digitally signed by Mark Draughon
 Sales Agent: _____ Date: 2024.10.22 12:07:52 -05'00'

Approved by Company: _____
 (*) Contingent on Availability

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

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



Date: October 31, 2024

To: Malaysia Talbert

From: Lynda Huddleston

RE: Flynn Contract for Board Approval

Please add the following item to the BOE Agenda for the November 2024 board meeting:

Approval of the contract between Flynn Sign Company, Inc. of Crossville, TN and Putnam County Board of Education for digital silver package for Adult Education in the amount of \$425 per month to be paid from Adult Education funds effective December 1, 2024-January 31, 2025.

received
10-31-24 MJF 



ADVERTISING DISPLAY CONTRACT NON-CANCELLABLE & NON-ASSIGNABLE

85 Burnett Street
Crossville TN 38555-4272
(931) 484-9591 Ph. (931) 456-9846 Fax
sales@flynnsigns.net

Contract No _____

ADVERTISER: Putnam County Schools

BILLING ADDRESS: 1400 East Spring St. Cookeville, TN 38506

DISPLAY COPY: Upper Cumberland Adult Education

CONTACT: Lynda Huddleston

E-MAIL ADDRESS breeden11@pcsstn.com

We, the undersigned (hereinafter referred to as "Advertiser") agree with Flynn Sign Co., Inc. (hereinafter referred to as "Lessor") to place in service and maintain an advertising display subject to the conditions and instruction at the bottom of this contract for such prices per month for each location as are indicated on this display contract and to maintain said display from the day the copy is completed on the display and the remainder of that month (the "proration period") plus:

2 months Effective date 12/01/2024
Expiration date 01/31/2025

LOCATION AND DESCRIPTION	RATE
<p><i>Crossville Digital Billboard Advertising</i></p> <p><i>Location: Miller Avenue at 5 Points</i></p> <p><i>Silver Plan = 540 displays per day</i></p>	<p><i>\$425 per month</i></p>
<p>PRODUCTION COST & NOTES (tax will be added to all production where applicable)</p> <p><i>Includes two art changes per month.</i></p>	

PHONE 931-520-6020 FAX: _____

931-520-9524

This display contract shall be deemed an offer to contract and shall not obligate Lessor in any way until it is accepted and signed by an executive officer of Lessor indicated herein at the principal office of Lessor. The parties agree that this agreement has its inception, been originated, offered and accepted in Cumberland County, Tennessee, and any claims arising from, out of or under this agreement shall be filed and maintained in a court located in Cumberland County, Tennessee, of competent jurisdiction.

By _____

FLYNN SIGN CO., INC.

TITLE _____

DATE _____

AUTHORIZED SIGNATURE/ADVERTISER

NAME & TITLE (TYPE OR PRINT)

DATE _____

Credit card payments are subject to a 3% processing fee

ADDITIONAL TERMS AND CONDITIONS

SECTION 1. HOLDOVER:

This agreement shall be renewable, under the same terms and conditions, at the end of the current term for a successive sixty (60) day term unless either party gives written notice of its intention not to renew sixty (60) days prior to expiration of the original term or any extended term.

SECTION 2. LATE CHARGES:

Advertiser agrees that with respect to any amount owed hereunder which is due for seven (7) days, in addition to the amount owed, Advertiser shall pay a late charge equal to 1 1/2% of such unpaid amount for each month this payment remains unpaid (18% per year) or the maximum amount permitted by law, whichever is greater, on such amount calculated from the date the amount first became due.

SECTION 3. BREACH:

Any failure by Advertiser to pay when due any amounts owed hereunder is to be considered a breach of the display contract. The parties agree that if Advertiser files or has filed against it a bankruptcy petition, is placed in receivership, makes an assignment for the benefits of creditors or fails to make when due any payments owed, or otherwise breaches this contract and fails to cure such breach within thirty (30) days of its commission of such breach, then, in any of such events, in addition to any other rights Lessor has or may have at law or equity, Lessor shall be entitled, without notice, to payment from Advertiser not only of all amounts then due and may accelerate the balance owed for the unexpired term of the display contract to be considered due immediately. In addition, Lessor may, at its option, without prior notice, at any location(s) remove the Advertiser's message until the default is cured and the cost of removal and replacement is paid by the Advertiser and/or may permanently remove the advertising message from the display and replace it with that of another advertiser without incurring any liability for such removal or replacement. In the event of such replacement with the message of another advertiser, the Advertiser agrees to be responsible and pay the cost of the design fabrication, production, and installation of the replacement advertiser's display. Should Lessor elect to collect any delinquent payments due from Advertiser or bring suit for default of any other item, covenant, or condition of this contract, Advertiser agrees to pay all reasonable attorneys fees and expenses, including but not limited to, professional collection services and court costs. Any judgement rendered in favor of Lessor shall be without relief from valuation and appraisal laws and bear the maximum interest allowed by law.

SECTION 4. CANCELLATION:

In any instance of cancellation of this display contract or reduction on its term, Lessor will not be liable to the Advertiser in any way except to return any amounts paid by the Advertiser for the unexpired term of this display contract.

SECTION 5. ASSIGNMENT OF DISPLAY CONTRACT:

It is understood that this contract constitutes the entire display contract and understanding between the parties hereto and supercedes all prior representation, understanding and contract, other than signed contracts for other Lessor locations. It is further understood that the terms of this display contract cannot be waived, amended, or modified in any way except by written contract by Advertiser and by an executive officer of Lessor. Under such acceptance this display contract shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors, executors, administrators and assigns.

SECTION 6. ENTIRE CONTRACT, MODIFICATION AND SUCCESSOR'S INTEREST:

In the event of the sale, transfer, assignment, trade or termination of the Advertiser's business, Advertiser agrees to pay not only the amount then due, but also one hundred percent (100%) of all monthly charges remaining unpaid under this display contract within thirty (30) days after said sale, transfer, assignment, trade or termination, unless (a) said display contract has been assigned to and accepted in writing by any person or officer authorized to bind the firm, corporation, or person acquiring Advertiser's business and (b) the assignment is accepted in writing by an executive officer of Lessor. However, even if Lessor accepts such assignment, such acceptance shall not release Advertiser from liability for any and all amounts then due and owing Lessor as well as the balance due over the unexpired term of the display contract. Should any assignee of the Advertiser breach any term of this display contract, upon such breach Lessor shall be entitled to invoke any of the remedies identified in this contract or otherwise without further notice to the advertiser, against the Advertiser or the Assignee or both as Lessor may choose. Except as provided in Section 6 this contract may not be assigned by the Advertiser.

SECTION 7. ADMISSIBILITY OF COPIES OF CONTRACT:

It is agreed that any signed copy, photocopy or other electronic or telephone facsimile of this display contract may be admitted into evidence in any litigation relating to the enforcement of this display contract. However, if the language on any copies differs from the other copies the language contained in the original copy of this display contract, if available, shall be deemed to be the controlling language.



Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request:

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the proposal from US Imaging, Inc. for scanning of employee files paid from account # 141 72310 599 in the amount not to exceed \$80,000.00.

Angie Knight, HR Director

10/31/24

Signature of Person Making Request

10/31/2024
Date

Signature of Director of Schools

10/31/24
Date

received
11-1-24 MJ

Proposal to:

Scan Employee Files Off-Site

Presented to:

**Putnam County Board of Education
1400 East Springs Street
Cookeville, TN 38506**

Presented by

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607
www.us-imaging.com**

David Casaday
Southeast Account Manager
dcasaday@us-imaging.com
(423) 330-3582

Brandon Gonzalez
Southeast Account Manager
bgonzalez@us-imaging.com
(904) 307-1099

October 24, 2024

US Imaging

October 24, 2024

Mark McReynolds, Chief Financial Officer
Putnam County Board of Education
1400 East Springs Street
Cookeville, TN 38506

US Imaging, Inc. is pleased to present the following estimate to scan **Employee Files** - off-site for Putnam County. Our team will provide your company with an unparalleled combination of expertise, proven processes, and state-of-the-art technology to provide the highest quality images and indexes possible. US Imaging has become America's premier Conversion Service for the following reasons:

- **Experience** – US Imaging has been imaging Court files for 48 years and has served over 1,050 Counties nationwide.
- **Scan Off-Site** – files are scanned at our facility, and digital files are transmitted by our staff.
- **100% File Integrity** – We will scan 100% of the file, including the front and back of every page, all data on the folder, color photographs, post it notes, envelopes, binders, continuous forms, drawings, x-rays, and any 3D objects stored within the file.
- **Color & Bi-Tonal Images** – 100% of the media will be digitized in **color** at 300dpi and saved as both color JPEG images and black & white TIFF images.
- **Backsides** – 100% of the front and back of every page will be captured as a JPEG in Stage 1. In Stage 2, we will remove the blank backsides from the TIFF images to make viewing easier and reduce file space in the document management system.
- **ImageXpress** – A software utility that allows Counties to easily access the front and backside of all images in duplex thumbnail mode to quickly scroll through an entire file, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Folders** – Folders can be separated and returned for relabeling and reuse to reduce the future folder costs.
- **Backup** – US Imaging stores backup copies of images in climate-controlled vaults for disaster recovery and preservation with 3 choices of media:
 1. External **Magnetic Hard Drives** that have a 5-year life expectancy.
 2. Archival quality **16mm Microfilm Rolls** that have a 500-year life expectancy.
 3. Archival quality **M-DISC Blu-Ray Discs** that have a 1,000-year life expectancy.
- **Guarantee** – US Imaging provides the most legible images possible and will correct any issue for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (904) 307-1099 or e-mail bgonzalez@us-imaging.com.

Sincerely,



Brandon Gonzalez
Southeast Account Manager
US Imaging, Inc.

Putnam County Requirements:

- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with its software vendor to import images into the Records Management System.

US Imaging Requirements:

OFF-SITE STORAGE:

Files and boxes will be tracked by a state-of-the-art Total Recall computer system, which has been specifically designed for professional Document Storage Centers. This system will track every file within each box via barcode. You are only charged for the exact number of boxes in storage. Our solution eliminates overburdened space and the labor to manage the filing system. Most importantly, you will be able to utilize the recovered space for new files or other applications.

RETRIEVAL SERVICES:

Retrievals can be made Monday – Friday from 8 am to 5 pm EST by phone at (989) 754-9949. Retrievals may be submitted at any time by email to imagerequests@us-imaging.com. All retrieval requests will be fulfilled within one (1) business day. US Imaging provides two options for retrievals:

Hosted Retrievals – We will provide a web-based software utility called *ImageXpress* to allow the County to retrieve files until the final images are completed and imported into the system. End users can retrieve digital images in the same manner as they currently do from microfilm and books, only much faster! Digital images can be viewed at Fit to Height, Fit to Width, Zoomed, Deskewed, Cropped, Redacted, Masked, Inverted, and viewed in Black & White or Grayscale. Grayscale images can be adjusted lighter and darker, and multiple pages can be selected for printing, saving, or e-mailing as TIFF, JPEG, or PDF. Raw scanned images are uploaded on a regular basis for County access. If the County requires a file that is not yet scanned, we will pull the file, scan, and upload it to *ImageXpress*; standard retrieval fees are included in the first license fee (\$1,500). Additional user licenses are available for \$1,000 per year. Annual license and hosting fees will be assessed until the final invoice is paid. Training will be provided via GoToMeeting at no charge.

Custom Retrievals - We will retrieve requested files from our shelving system for **\$6.00** per file. The requested file will be scanned and sent via FTP or email.

Transport

- **Label & Transport** – The County has packed boxes ready for transport. Our experienced drivers will load the boxes into our locked trucks with GPS tracking and deliver the files directly to one of our secure facilities.
- **Tracking** – Barcode labels will be affixed to each box upon arrival at our facility and are scanned every time a box is moved, so boxes are always tracked within a 4' x 4' area within our facility at all times.

Paper Scanning

Stage 1 – Retrieval Database Inventory

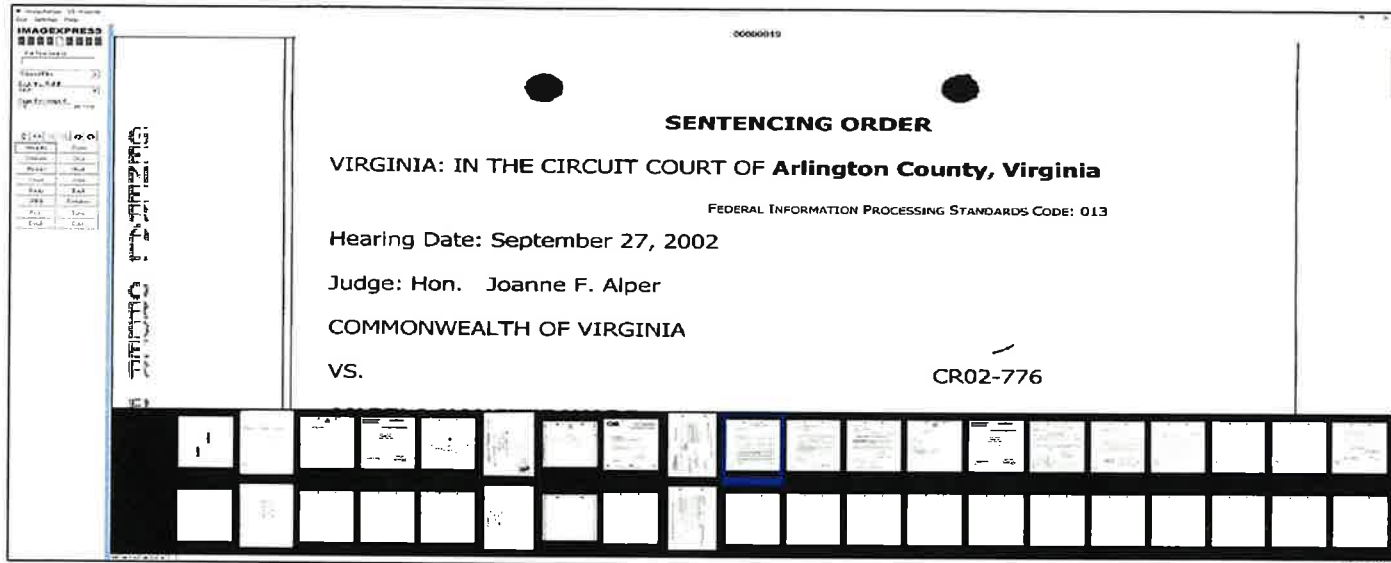
- **Retrieval Database Inventory** - Upon arrival at our facility, our team will scan the folder for each file and apply a barcode file number sticker. Our team will manually index the Employee Name to create an inventory of files, which will be loaded into the Production Report for future services. Barcode separator sheets will be printed for each confirmed Name.

Stage 2 – Prep & Capture

- **Document Preparation** – US Imaging will prepare the documents for scanning by removing pages from the ACCO fasteners, removing staples & paper clips, mounting sticky notes on blank pages and unfolding tri-fold, quad-fold and crinkled pages. Pages will be returned to folders without staples or clips post scan.
- **Paper Scanning** – Media up to 12" x 25" will be scanned front and back at 300dpi and saved as color TIFF images. Media larger than 12" x 25" will be scanned separately with a planetary scanner, media larger than 24" x 36" will be scanned on a wide format scanner. All images are inspected on a 27" portrait monitor during scanning to check for any overlapping or skewed pages. If an image appears to have a problem due to scanner settings or scanner error, it

will be rescanned at no charge. All pages will be returned to their original folder post scan. The County will receive 100% of the color images, the front and back of all pages regardless of content, to have an exact digital backup of the physical file.

- **Content Inspection** – After scanning, our staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double-fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero-filled 8-digit number and stored in folders named by the Document Type and Book #.
- **ImageXpress Software** – We will provide a web-based software utility called *ImageXpress* to allow the County to retrieve US Imaging-hosted single-page TIFF and JPEG images until final images are completed and imported into the Records Management System. End users can retrieve digital images in the same manner as they currently do from microfilm and books, only much faster! Digital images can be viewed at Fit to Height, Fit to Width, Zoomed, Deskewed, Cropped, Redacted, Masked, Inverted, and viewed in Black & White or Grayscale. Grayscale images can be adjusted lighter and darker and multiple pages can be selected for printing, saving, or e-mailing as TIFF, JPEG, or PDF. Training will be provided via GoToMeeting at no charge. Annual license and hosting fees will be assessed until the final invoice is paid.



Stage 3 – OCR & Format

- **Blank Backside Removal** – The blank pages typically create a TIFF image that is 5k or smaller. All TIFF images with a file size of 5k or smaller will be automatically removed from the final digital file.
- **AI - JPEG to PDF Conversion (aka binarization)** – All pages with content will be reconverted from 300 dpi Color JPEG images to 300 dpi single page Black & White PDF images.
- **AI - Enhance** – Our Patented AI technology automatically enhances up to 95% of the black & white TIFF images to provide darker, sharper, and smother script and text that is significantly easier to read than the standard converted images.
- **AI - Script, Print & Text Recognition** – Our Patented AI technology takes advantage of the 16,777,216 colors in a color JPEG to obtain the highest OCR recognition rates possible. Handwritten script averages 95% accuracy, Handwritten Print averages 97% accuracy, and Typed Text averages 99% accuracy. Recognized text is saved in an industry standard JSON file which also contains the coordinates (locations) of the text so they can be redacted or highlighted.
- **Formatting** – US Imaging will format the images and indexes to the requirements provided by the software vendor.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and off-site backup. One set will be stored at US Imaging for off-site backup.

Phase 1: Estimated Investment to Scan 2013-2024 Personnel Files Off-Site

County Boxes (12"x24")

14 Boxes	@		24 Inches per Box	=	336 Inches	
336 Inches	@		175 Pages per Inch	=	58,800 Pages	
58,800 Pages	@		10% Double Sided Pages	=	5,880 Backsides	
64,680 Images	@		93 Images per File	=	700 Files	
58,800 Pages	@		700 Pages Prepped per Hour	=	84 Hours	
117,600 Images	@		400 Images per Gigabyte for Color JPEG Format (Hosted)	=	294 GB for JPEG's	
117,600 Images	@		4,000 Images per Gigabyte for B&W TIFF Format (Hosted)	=	30 GB for TIFF's	
64,680 Images	@		4,000 Images per Gigabyte for B&W PDF Format (Final)	=	17 GB for PDF's	

Transport

TIPS

1,198 Miles	@	\$5.00	\$4.00 Roundtrip Travel - Transport Media to Saginaw, MI	=	\$4,792.00	19%
0 Boxes	@	\$12.00	\$11.40 Per 15" Box, Includes Pack, Track & Label (as needed)	=	<u>\$0.00</u>	\$4,792.00

Stage 1

700 Files	@	\$0.715	\$0.6793 Per Folder to Scan 300dpi JPEG Off-Site	=	\$475.51	
700 Images	@	\$0.025	\$0.0238 Per Image to Convert Color JPEG to B&W PDF	=	\$16.66	4%
700 Files	@	\$0.60	\$0.57 Per File to Single Index Employee Name (Last, First)	=	<u>\$399.00</u>	\$891.17

Stage 2

84 Hours	@	\$37.50	\$35.625 Per Hour to Prep Pages for Scanning Off-Site	=	\$2,992.50	
58,800 Pages	@	\$0.07	\$0.0665 Per Letter Page to Scan & Inspect 300dpi JPEG	=	\$3,910.20	
117,600 Images	@	\$0.015	\$0.0000 Per Image to Convert Color JPEG to B&W TIFF	=	\$0.00	
1 License	@	\$1,500.00	\$0.0000 Per <i>ImageXpress</i> Web License with Retrievals	=	\$0.00	28%
324 GB	@	\$1.00	\$0.0000 Per GB to Host JPEG & TIFF on <i>ImageXpress</i> Server	=	<u>\$0.00</u>	\$6,902.70

Stage 3

52,920 Images	@	\$0.02	\$0.019 Per Image to Delete Blank Backsides	=	\$1,005.48	
64,680 Images	@	\$0.025	\$0.0238 Per Image to Convert Color JPEG to B&W PDF	=	\$1,539.39	
64,680 Images	@	\$0.07	\$0.0665 Per Image to OCR for Searchable Text	=	\$4,301.22	
2 Drives	@	\$250.00	\$237.50 Per USB Hard Drive, Copying & Backup	=	\$475.00	30%
1 Shipment	@	\$60.00	\$57.00 Per USB Hard Drive Shipment	=	<u>\$57.00</u>	\$7,378.09

Final Disposition

1,198 Miles	@	\$5.00	\$4.00 Roundtrip Travel - Return Transport Media to County	=	<u>\$4,792.00</u>	19%
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Total Investment = \$24,755.96

Phase 2: Estimated Investment to Scan Termed Employee Records Off-Site

County Boxes (16"x26")

61 Boxes	@		26 Inches per Box	=	1,586 Inches	
1,586 Inches	@		175 Pages per Inch	=	277,550 Pages	
277,550 Pages	@		55% Double Sided Pages	=	152,653 Backsides	
430,203 Images	@		129 Images per File	=	3,355 Files	
277,550 Pages	@		500 Pages Prepped per Hour	=	556 Hours	
555,100 Images	@		400 Images per Gigabyte for Color JPEG Format (Hosted)	=	1,388 GB for JPEG's	
555,100 Images	@		4,000 Images per Gigabyte for B&W TIFF Format (Hosted)	=	139 GB for TIFF's	
430,203 Images	@		4,000 Images per Gigabyte for B&W PDF Format (Final)	=	108 GB for PDF's	

Transport

TIPS

1,198 Miles	@	\$5.00	\$4.00 Roundtrip Travel - Transport Media (Incl. in Phase 1)	=	\$0.00	0%
0 Boxes	@	\$12.00	\$11.40 Per 15" Box, Includes Pack, Track & Label (as needed)	=	\$0.00	\$0.00

Stage 1

3,355 Files	@	\$0.715	\$0.6793 Per Folder to Scan 300dpi JPEG Off-Site	=	\$2,279.06	
3,355 Images	@	\$0.025	\$0.0238 Per Image to Convert Color JPEG to B&W PDF	=	\$79.85	8%
3,355 Files	@	\$0.60	\$0.57 Per File to Single Index Employee Name (Last, First)	=	<u>\$1,912.35</u>	\$4,271.26

Stage 2

556 Hours	@	\$37.50	\$35.625 Per Hour to Prep Pages for Scanning Off-Site	=	\$19,807.50	
277,550 Pages	@	\$0.07	\$0.0665 Per Letter Page to Scan & Inspect 300dpi JPEG	=	\$18,457.08	
555,100 Images	@	\$0.015	\$0.0000 Per Image to Convert Color JPEG to B&W TIFF	=	\$0.00	
1 License	@	\$1,500.00	\$0.0000 Per <i>ImageXpress</i> Web License with Retrievals (PH 1)	=	\$0.00	69%
1,527 GB	@	\$1.00	\$0.0000 Per GB to Host JPEG & TIFF on <i>ImageXpress</i> Server	=	<u>\$0.00</u>	\$38,264.58

Stage 3

124,897 Images	@	\$0.02	\$0.019 Per Image to Delete Blank Backsides	=	\$2,373.05	
430,203 Images	@	\$0.025	\$0.0238 Per Image to Convert Color JPEG to B&W PDF	=	\$10,238.84	
2 Drives	@	\$250.00	\$237.50 Per USB Hard Drive, Copying & Backup (Incl. in PH 1)	=	\$0.00	23%
1 Shipment	@	\$60.00	\$57.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$12,611.89

Final Disposition

1,198 Miles	@	\$5.00	\$4.00 Roundtrip Travel - Return Transport Media (Incl. in PH 1)	=	<u>\$0.00</u>	0%
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Total Investment = \$55,147.73

INVESTMENT SUMMARY:

Please Check the Approved Phase(s):

_____ Phase 1: Scan 2013-2024 Employee Files Off-Site =	\$24,755.96
_____ Phase 2: Scan Terminated Employee Records Off-Site =	\$55,147.73
Total Estimated Investment =	<u>\$79,903.69</u>

PAYMENT TERMS:

In exchange for products and services outlined in this proposal, Putnam County agrees to pay US Imaging, Inc. the total amount due within thirty (30) days from the date of the invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance. Discrepancies should be reported within fifteen (15) days of receipt.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

ACCEPTANCE AND AUTHORIZATION:

All services and prices are valid for one year from the quote date unless otherwise extended and agreed upon by US Imaging and the County. The proposed quantities above are estimated; invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment. Transportation may be invoiced separately. **The County has a do not exceed budget of \$79,903.69. US Imaging will process all Phase 1 and 2 media through Stages 1-2. If the file and image counts exceed the estimates, Phase 1 - Stage 3 will be prioritized to the available budget amount.**

All hard drives, images, and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Putnam County images and/or indexes to any other entity without the County's express permission.

Putnam County may designate acceptance of this proposal by the signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per-item prices, terms, and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

Accepted by:

Lynn McHenry
Chair
Putnam County Board of Education
1400 East Springs Street
Cookeville, TN 38506

Accepted by:

Brandon Gonzalez
Southeast Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Signature:  _____

Date: _____

Date: October 24, 2024



PCSS Board Agenda Request

Date: November 4, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with S&S Flooring Experts, Inc., Cookeville, TN, for floor prep and vinyl composite tile installation at the former "Frontier" building in the amount of \$10,130.00 to be paid for from 141-76100-599

received
11-5-24 MT *CM*



S&S Flooring Experts Inc

VCT Tiles Installation

Estimate #000058

Estimate date

October 18, 2024

Estimate expiration date

Never

Customer

Joe Erdeljac

Pcss

joe.erdeljac@pcsstn.com

931-267-1064

251 S. Franklin

Cookeville, TN

Message

We look forward to working with you.

Vct tiles installation	\$7,830.00
(\$1.00 ea.) × 7830	

Floor Pre & leveling	\$2,300.00
(\$115.00/hr) × 20.000	

*Clean subfloor and apply primer to the subfloor.
apply self leveling and sand subfloor after self leveling apply to ensure
the subfloor is smooth prior to installation. approx 20 hours to pre
subfloor 4hrs at day*

Subtotal	\$10,130.00
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Tax	\$0.00
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Total	\$10,130.00
--------------	--------------------

S&S Flooring Experts Inc

1378 Gibbons Rd, Cookeville, TN 38506-5099

401-347-4295

sandsflooringexperts@gmail.com



Erdeljac, Joe <joe.erdeljac@pcsstn.com>

251 S. Franklin St

2 messages

migliores@frontiernet.net <migliores@frontiernet.net>
To: joe.erdeljac@pcsstn.com

Mon, Oct 14, 2024 at 12:37 PM

Good afternoon Joe. Our bids for this project are below. Please let me know if you have any questions.

Materials – VCT, Adhesive and Transitions \$16,950.00

Installation including prep \$14,600.00

We will be happy to sell you the material only, but we will only install if we are awarded the material portion as well.

Thanks

Wes Maynard

Migliore's Flooring & Rugs

180 S Jefferson Ave

Cookeville TN 38501

931-526-3388

miglioresflooring.com

Erdeljac, Joe <joe.erdeljac@pcsstn.com>
To: John Magura <maguraj@pcsstn.com>

Mon, Oct 14, 2024 at 2:38 PM

[Quoted text hidden]

--
Joe Erdeljac
Assistant Maintenance Supervisor
2400 Raider Drive
Cookeville, TN 38506
Cell - (931) 267-1064
Office - (931) 520-6409
Email - joe.erdeljac@pcsstn.com



Jones Flooring
220 Hamilton Rd
Bloomington Springs, TN 38545
USA
+19313194627
courtney.a.birdwell@gmail.com

Estimate

ADDRESS

Putnam County Board of
Education
1400 E Spring St
Cookeville, TN 38506

ESTIMATE # 2024-0001

DATE 10/15/2024

ACTIVITY	MEASUREMENT	QTY	RATE	AMOUNT
PREP, RESIDUE REMOVAL, AND INSTALLATION	VCT	1	24,850.00	24,850.00
	This will require that all of the glue residue to be removed as the two different adhesives are not compatible with each other.			

SUBTOTAL	24,850.00
TAX	0.00
TOTAL	

Accepted By

Accepted Date



S&S Flooring Experts Inc

VCT Tiles Installation

Estimate #000058

Estimate date

October 15, 2024

Estimate expiration date

Never

Customer

Joe Erdeljac

Pcss

joe.erdeljac@pcsstn.com

931-267-1064

251 S. Franklin

Cookeville, TN

Message

We look forward to working with you.

Vct tiles installation	\$7,830.00
(\$1.00 ea.) × 7830	
Floor Pre & leveling	\$1,200.00
(\$60.00/hr) × 20.000	
<i>Clean subfloor and apply primer to the subfloor.</i>	
<i>apply self leveling and sand subfloor after self leveling apply to ensure the subfloor is smooth prior to installation. approx 20 hours to pre subfloor 4hrs at day</i>	
Subtotal	\$9,030.00
Tax	\$0.00
Total	\$9,030.00

S&S Flooring Experts Inc

1378 Gibbons Rd, Cookeville, TN 38506-5099

401-347-4295

sandsflooringexperts@gmail.com



PCSS Board Agenda Request

Date: November 4, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Upper Cumberland Decorating, Cookeville, TN, for vinyl composite tile and adhesive (materials only) to be used at the former "Frontier" building in the amount of \$15,221.00 to be paid for from 141-76100-599

received
11-5-24 MT *AM*



Erdeljac, Joe <joe.erdeljac@pcsstn.com>

VCT estimate

3 messages

ucdecor@citlink.net <ucdecor@citlink.net>
 To: "joe.erdeljac@pcsstn.com" <joe.erdeljac@pcsstn.com>

Fri, Oct 11, 2024 at 2:52 PM

Please review this estimate for the armstrong VCT color 51858 sandrift white based on your measurements and adding 6% waste. This also includes the required armstrong adhesive in order to qualify for the warranty. This will be tax exempt but will include freight to the job site.

TOTAL VCT/ADHESIVE = \$15,221.00

Rick Maxwell
 UCDC
 512 E. Spring
 544-1516

Please acknowledge receipt of this email

I understand you have equipment to unload and position inside the building



Virus-free. www.avast.com

Erdeljac, Joe <joe.erdeljac@pcsstn.com>
 To: John Magura <maguraj@pcsstn.com>

Fri, Oct 11, 2024 at 2:58 PM

[Quoted text hidden]

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Joe Erdeljac
 Assistant Maintenance Supervisor
 2400 Raider Drive
 Cookeville, TN 38506
 Cell - (931) 267-1064
 Office - (931) 520-6409
 Email - joe.erdeljac@pcsstn.com

Erdeljac, Joe <joe.erdeljac@pcsstn.com>
 To: "ucdecor@citlink.net" <ucdecor@citlink.net>

Mon, Oct 14, 2024 at 2:39 PM

received

[Quoted text hidden]

[Quoted text hidden]



Erdeljac, Joe <joe.erdeljac@pcsstn.com>

VCT estimate clarification

1 message

ucdecor@citlink.net <ucdecor@citlink.net>
To: "joe.erdeljac@pcsstn.com" <joe.erdeljac@pcsstn.com>

Fri, Nov 1, 2024 at 2:33 PM

Your estimate of 7,646 sq. ft X .06% would total 180 boxes or 8,100 sq. ft.

Will also require 12 pails of armstrong adhesive.

This does not include any labor which was sent to you with another email

Rick Maxwell
UCDC



Erdeljac, Joe <joe.erdeljac@pcsstn.com>

251 S. Franklin St

2 messages

migliores@frontiernet.net <migliores@frontiernet.net>

Mon, Oct 14, 2024 at 12:37 PM

To: joe.erdeljac@pcsstn.com

Good afternoon Joe. Our bids for this project are below. Please let me know if you have any questions.

Materials – VCT, Adhesive and Transitions \$16,950.00

Installation including prep \$14,600.00

We will be happy to sell you the material only, but we will only install if we are awarded the material portion as well.

Thanks

Wes Maynard.

Migliore's Flooring & Rugs

180 S Jefferson Ave

Cookeville TN 38501

931-526-3388

miglioresflooring.com

Erdeljac, Joe <joe.erdeljac@pcsstn.com>

Mon, Oct 14, 2024 at 2:38 PM

To: John Magura <maguraj@pcsstn.com>

[Quoted text hidden]

--

Joe Erdeljac

Assistant Maintenance Supervisor

2400 Raider Drive

Cookeville, TN 38506

Cell - (931) 267-1064

Office - (931) 520-6409

Email - joe.erdeljac@pcsstn.com

BOWMAN'S Valid For
 276 SOUTH WILLOW
 COOKEVILLE, TN 38501
 528-5728 30 days

SOLD TO **PesSTN (Joe Erdeljac)**

ADDRESS **251. S. Franklin**
 CITY, STATE **Cookeville** ZIP CODE

PICK UP BY **STS** ESTIMATED PICK UP DATE
 TYPE OF SALE: CASH CHARGE
 CARRY OUT WILL CALL DELIVERY

DIRECTIONS SALES PERSON **Sam** NO.

QUANTITY	SIZE	MANUFACTURER	NUMBER	DESCRIPTION	PRICE EACH	AMOUNT
sf 7830	174cm	Armstrong	51858	white vet	2.39	18,713.70
10	4GAL	Armstrong		Adhesive	99.00	990.00
50	10LB	Ardex		Feather Finish	38.00	1900.00
5	4GAL		PS1	Primer	310.06	1550.30



Irregulars (lrr) and remnants are

HOME TELEPHONE **931-267-1064**

REMARKS: **Joe. Erdeljac**

BUYER'S AGREEMENT

X SIGNATURE DATE

TIME DATE ORDER NUMBER

UNPAID BALANCE DUE	
DEPOSIT PAID	<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK
SUB TOTAL	23,154.00
SALES TAX	2,257.52
TOTAL	25,411.52

no refund.

TERMS OF SALE:
 • BUYER AGREES TO ACCEPT POSSESSION OF ABOVE MERCHANDISE IN GOOD ORDER IN ACCORDANCE TO THE PROVISIONS HEREON.
 • BUYER ACKNOWLEDGES RECEIVING A TRUE COPY OF THIS ORDER.
 • DEPOSITS ARE NON-REFUNDABLE. DEPOSITS WILL BE REFUNDED ONLY IN THE CASE OF A SPECIAL ORDER IN WHICH THE SELLER IS UNABLE TO OBTAIN THE MERCHANDISE IN A REASONABLE AMOUNT OF TIME.
 • ORDER MAY BE CANCELLED BY SELLER UPON REFUND OF ANY DEPOSITS.
 • SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION BY THE BUYER.
 • SELLER EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
 • SELLER MAKES NO WARRANTIES BEYOND THE WRITTEN DESCRIPTION OF THE GOODS ON THE FACE HEREOF UNLESS OTHERWISE STATED BY SELLER IN WRITING. THIS DISCLAIMER DOES NOT AFFECT MANUFACTURER'S WARRANTIES, IF ANY.
 • ALL PRODUCT WARRANTIES, IF ANY, ARE MADE BY THE MANUFACTURER OF THE DESCRIBED PRODUCT. ANY WARRANTY CLAIMS MUST BE FILED WITH THE MANUFACTURER BY THE BUYER. IN ORDER FOR ANY COMPLAINT TO BE FILED, THE BUYER MUST PROVIDE BOWMAN'S WITH THEIR COPY OF THE INVOICE. NO EXCEPTIONS. DEFECTS SUCH AS, BUT NOT LIMITED TO SEAMS SEPARATING, LOOSE FLOORING, WRINKLES, OR FLOORING PULLING AWAY FROM THE WALL ARE GENERALLY NOT PRODUCT DEFECTS, BUT THE RESULT OF IMPROPER INSTALLATION. THESE PROBLEMS SHOULD BE ADDRESSED BY THE BUYER TO THE INSTALLER.
 • ALL SALES ARE FINAL. NO RETURNS OR EXCHANGES WITHOUT PRIOR WRITTEN AGREEMENT ON THIS FORM.
 • BOWMAN'S WILL NOT BE RESPONSIBLE IN ANY MANNER FOR MERCHANDISE LEFT BEYOND 90 DAYS OF INVOICE DATE.
 • BOWMAN'S IS NOT RESPONSIBLE FOR ANY INSTALLER, INSTALLER'S DELAYS, INSTALLATION, INSTALLATION DEFECTS OR PROBLEMS.

BOWMAN'S
 276 SOUTH WILLOW
 COOKEVILLE, TN 38501
 628-5728

Quote only
 Good For 30 days

TIME DATE

10/15/24

ORDER NUMBER

SOLD TO **PCSSTN (The Erdel Sac)**

PICK UP BY **S+S**

ADDRESS **251 S. Franklin**

CITY, STATE **Cookeville** ZIP CODE

TYPE OF SALE: CASH CHARGE
 CARRY OUT WILL CALL DELIVERY

DIRECTIONS

SALESPERSON **Santa** NO.

QUANTITY	SIZE	MANUFACTURER	NUMBER	DESCRIPTION	PRICE EACH	AMOUNT
7830	174cm	Armstrong Flexing	51858	white vct	2.39	18,713.70
10	4GAL	Armstrong		Adhesive	99.00	990.00
176	50Lb	Ar Sea	V1200	Self-level	37.82	6,656.32
5	4GAL		PS1	Primer	31.06	155.30

Irregulars (lrr-) and remnants are sold as is, no warranty, no exchanges, no refund.

HOME TELEPHONE **931-267-1064** OFFICE TELEPHONE

REMARKS: **Jde.ErdelSac@PCSSTN.Com**

BUYER'S AGREEMENT

X SIGNATURE

X SIGNATURE

DATE

SUB TOTAL	27910.32
SALES TAX	2721.26
TOTAL	30631.58
DEPOSIT PAID <input type="checkbox"/> CASH <input type="checkbox"/> CHECK CARD <input type="checkbox"/>	
UNPAID BALANCE DUE	

TERMS OF SALE:

- BUYER AGREES TO ACCEPT POSSESSION OF ABOVE MERCHANDISE IN GOOD ORDER IN ACCORDANCE TO THE PROVISIONS HEREON.
- BUYER ACKNOWLEDGES RECEIVING A TRUE COPY OF THIS ORDER.
- DEPOSITS ARE NON-REFUNDABLE. DEPOSITS WILL BE REFUNDED ONLY IN THE CASE OF A SPECIAL ORDER IN WHICH THE SELLER IS UNABLE TO OBTAIN THE MERCHANDISE IN A REASONABLE AMOUNT OF TIME
- ORDER MAY BE CANCELLED BY SELLER UPON REFUND OF ANY DEPOSITS.
- SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION BY THE BUYER.
- SELLER EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- SELLER MAKES NO WARRANTIES BEYOND THE WRITTEN DESCRIPTION OF THE GOODS ON THE FACE HEREOF UNLESS OTHERWISE STATED BY SELLER IN WRITING. THIS DISCLAIMER DOES NOT AFFECT MANUFACTURER'S WARRANTIES, IF ANY.
- ALL PRODUCT WARRANTIES, IF ANY, ARE MADE BY THE MANUFACTURER OF THE DESCRIBED PRODUCT. ANY WARRANTY CLAIMS MUST BE FILED WITH THE MANUFACTURER BY THE BUYER. IN ORDER FOR ANY COMPLAINT TO BE FILED, THE BUYER MUST PROVIDE BOWMAN'S WITH THEIR COPY OF THE INVOICE.
- NO EXCEPTIONS. DEFECTS SUCH AS, BUT NOT LIMITED TO SEAMS SEPARATING, LOOSE FLOORING, WRINKLES, OR FLOORING PULLING AWAY FROM THE WALL ARE GENERALLY NOT PRODUCT DEFECTS, BUT THE RESULT OF IMPROPER INSTALLATION. THESE PROBLEMS SHOULD BE ADDRESSED BY THE BUYER TO THE INSTALLER.
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- BOWMAN'S IS NOT RESPONSIBLE FOR ANY INSTALLER, INSTALLER'S DELAYS, INSTALLATION, INSTALLATION DEFECTS OR PROBLEMS.



PCSS Board Agenda Request

Date: November 4, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with AE Fire Protection, Cookeville, TN, for fire sprinkler work at the former "Frontier" building in the amount of \$18,885.00 to be paid for from 141-76100-599

received
11-5-24

MK



AE FIRE PROTECTION

315 Industrial Circle

Cookeville, TN 38506

931-520-1977

Deficiency				Date of Inspection	10/18/2024
Company	Putnam Co Board of Ed				
Address	231 S. Franklin	Contact	Magurate@pcsstn.comJ		
City, ST Zip					
Explanation of any "NO" answers from page 1					
	PIV has no Lock				
	5Yr Inspection are new gauge are due with 3 way valves				
	Flow Switch (6") are not wired to anything	wired by an electrician		electrician	
	Pendant are due for the 50 yr test	Heads are from 1971 and 1970			
	Total heads if all replaced 75 no head test is needed				
	Insp test @ sw side has hose connected & tied in knot	Remove Hose		OWNER	
	Need to relocated 2 heads and add one more				
		Sub total Covered Section			\$4,885.00
	Areas no sprinkler coverage				-
	Conference room	25x18	4	*	
	room	16x18	4	*	
	Hall	25x16	4	*	
	Hall	33x6	3	*	
	Entry East	6x6	1	*	
	Large Room	30x28	4	*	
	Office	13x12	1	*	
	Office	13x12	1	*	
	Bath Rm entry	4x6	1	*	
	Bath Rm Lounge	10x6	1	*	
	Bathroom Womens	12x8	2	*	
	Bathroom entry	4x6	1	*	
	Bathroom HC	12x8	1	*	
	Hall	6x6	1	*	
	Large Room	30x24	5	*	
	Room	17x6	2	*	
	Office	12x10	1	*	
	Old IT	12x10	1	*	
	Mens Bathroom	16x6	1	*	
	Mech Room S Entry	3' 2" x 3'9"	1	*	
	Janitors closet	10x5	1	*	
			Sub total of Uncovered section		\$14,000.00
½ Chrome Pendants 155*			Total Cost		\$18,885.00
	Accepted by:				
	Service Tech	Time			Date



PCSS Board Agenda Request

Date: November 14th, 2024

Department: Data / Testing

Person Submitting: Jason Stickler

Account Number (if appropriate): N / A

Check one:

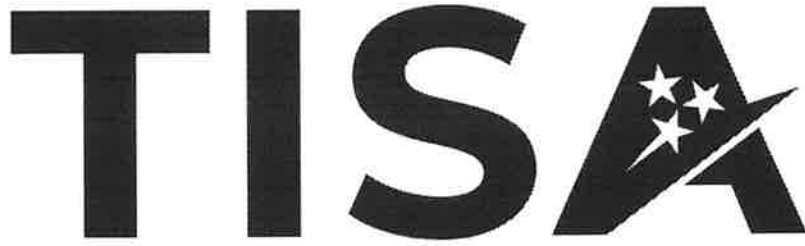
Backup included

Backup to follow (TISA Accountability Report)

Statement to be included in Board Agenda Packet:

Final reading and approval of Putnam County School's TISA Accountability Report for the 2024 – 2025 school year.

received
10/15/24 MT 



Tennessee Investment in Student Achievement

2024-25 Accountability Report Template

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

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

- Goals for student achievement
 - One of the goals must include the district's plan to pursue the goal of seventy percent (70%) or more of the district's third grade students to score "met expectations" or "exceeded expectations" on the English Language Arts (ELA) portion of the TCAP tests. This goal must also detail the district's goal to increase 3rd grade ELA proficiency rates by 15% of the gap over the next three years (starting with the 2022-23 TCAP results) to achieve the district's stated goal of at least 70% of 3rd grade students proficient in ELA.¹
- Explanation how the district's stated goals can be met within the district's budget.
- For reports submitted **starting in the 2024-25** school year, a description of how the district's budget and expenditures from the prior school year enabled the district to make progress toward the stated student achievement goals.

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

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

This template is intended to assist districts in submitting their accountability reports to the department.

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

Completed reports should be submitted in ePlan by **November 1, 2024**.

¹ T.C.A. § 49-3-114 requires the TISA Progress Review Board to review district TISA accountability reports and set a district's minimum goal to increase the district's 3rd grade proficiency by 15% of the gap to 70% in 3 years, starting with the 2022-23 TCAP results. This does not apply to districts who have 70% or more of 3rd grade students proficient in ELA.

DISTRICT INFORMATION

District Name		Putnam County Schools
Director of Schools Name		Corby King
District Point of Contact for TISA Accountability Report	Name	Jason Stickler
	Phone Number	931-526-9777
	Email Address	jason.stickler@pcsstn.com
Percent of 3 rd grade students who scored proficient ("met expectations" or "exceeded expectations") on the English Language Arts (ELA) portion of the most recent spring TCAP		42.9% (2022 – 2023 Baseline TISA Data)

DISTRICT GOAL STATEMENT(S)

Goal Statement 1: 3 rd Grade ELA Proficiency ²	70% of students will score proficient on the 3 rd grade ELA TCAP by Spring 2035.
Goal Statement 2:	52.57% of students will score proficient on the 3 rd grade Math TCAP by Spring 2026 (Ultimately closing 15% of the achievement gap to 70% in 3 years).
Goal Statement 3:	Increase the District's ACT "Yearly Average" Composite to 21 by the year 2027.
Goal Statement 4:	N/A
Goal Statement 5:	N/A

**Putnam County Schools would like to hear from you!
Please take a few moments to complete the following TISA survey.**

[TISA Survey Link](#)

² **Note:** This is a required goal pursuant to T.C.A. § 49-3-112 and must include 70% or more of 3rd grade students proficient on the ELA TCAP. If your district already has 70% or more of 3rd grade students proficient in ELA, please state a goal that either maintains or increases that proficiency rate.

Goal Statement 1 (3rd grade ELA proficiency):

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	Original Target = 44.25% Students Proficient Actual Outcome = 46.9%	Percentage of Students Scoring "Met / Exceeded" on Spring ELA TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 – 2023 Baseline = 42.9% Year 1 - 3 Increase Goal = 1.35%
Year 2: 2024-2025 school year	Original Target = 45.60% Students Proficient Stretch Goal = 48.3%	
Year 3: 2025-2026 school year	Target = 46.96% Students Proficient <i>(Completion of 15% of the 70% Achievement Gap Closure)</i> Stretch Goal = 49.7%	
Year 4: 2026-2027 school year	Target = Updated 24-25' 51.1% Students Proficient	
Year 5: 2027-2028 school year	Target = TBD	

Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?

Putnam County Schools met its "Yearly Annual Outcome Target" for Year 1 and Year 2. Putnam County Schools has also worked (and is on target) to close its 15% achievement gap with 46.9% of students reaching proficiency during Year 1. Based upon gains in achievement in Year 1, Putnam County Schools will continue its action plan (outlined within the 2023 – 2024 TISA Accountability Report).

Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.

Professional Development (Estimated Expenditure \$13,296.00): Professional development sessions centered around increasing teachers' and administrators' knowledge of the science of reading (and basic language development in literacy with a focus on the fundamentals of reading and writing). Instructional leaders attended several professional development sessions to increase their knowledge and understanding of effective instructional leader practices. Examples of these sessions included NAEYC (National Association for the Education of Young Children, TN Literacy Association, AYERS Institute (Learning and Innovation), Solution Tree (Instructional Leader Sessions), Learning Forward Conference (Planning, Implementing, and Monitoring effective professional learning). This allowed building and district leaders to offer real-time constructive feedback to teachers (to improve instructional practices within the classroom).

Goal Statement 1 (3rd grade ELA proficiency):

	<p>Rtl Interventionists (Estimated Expenditure \$443,180.00): Rtl (Response to Intervention / “Future Ready”) is Putnam County Schools’ framework for academic student support (provided beyond what students receive in their regular classroom). Students with identified skill gaps in reading (and) or math were provided targeted instruction to close these skill gaps. Trained interventionists worked with students multiple times per week, providing instruction and progress monitoring, helping to ensure that students could access grade-level curriculum standards. Though most of PCSS interventionists were funded through federal allotments, several were funded through TISA dollars to ensure that ample staff were available to meet student needs.</p> <p>Summer School (Estimated Expenditure \$1,062,415.00): Summer School allotments provided needed funding to ensure the successful implementation of Summer School. Student transportation, SRO’s, classroom supplies, faculty / staff compensation and instructional curriculum were funded in order to begin and maintain summer programming. Summer programming positively impacted student achievement by reducing academic “summer-slide”, helping students to meet 3rd and 4th grade promotion pathways, and by closing academic skill gaps in the areas of reading and math.</p> <p>ELA Curriculum / Assessment Materials (Estimated Expenditure \$19,349.00): The purchase of high-quality instructional ELA materials ensured that students received up-to-date standards-based materials (aligned to updated TNDOE content standards). Annual replacements are necessary to ensure continuation of up-to-date standards-based instruction.</p> <p>MasteryConnect Benchmark Assessments (Estimated Expenditure \$75,000.00): The purchase of MasteryConnect benchmark assessments contributed to Putnam County Schools increase in academic achievement. District, school, and classroom staff were able to analyze real time “predictive” TCAP achievement data in order to make effective instructional modifications. Due to multiple benchmark assessments being provided throughout the year, district and school level staff were able to track instructional effectiveness and its predicted impact on Spring TCAP results.</p>
<p>Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.</p>	<p>Putnam County Schools will utilize General Purpose (TISA) funding to ensure that high- quality instructional materials are available (and are being used with fidelity within applicable PCSS classrooms).</p> <p>PCSS Instructional Coaches will continue their work to provide instructional support (to help ensure proper implementation of high-quality instructional materials). PCSS will continue to focus on Core Knowledge Language Arts (CKLA) methodology. Training and support sessions will be provided to elementary schools throughout the year (through Professional Learning Communities, Intellectual Prep, and by feedback provided from classroom walk-throughs).</p> <p>Putnam County Schools will utilize available funds to continue the purchase of professional development to help ensure the effective use of high-quality instructional materials. Professional development sessions will center around increasing teachers’ knowledge of the science of reading (and basic language development in literacy with focus on the fundamentals of reading and writing).</p> <p>Putnam County Schools will utilize General Purpose (TISA) funding to ensure the continuation of high dosage – low ratio tutoring (with the use of a tutoring liaison and placement of trained tutors in elementary schools and in 5th grade).</p> <p>Putnam County Schools will utilize General Purpose (TISA) funding to ensure that Rtl / “Future Ready” classrooms are staffed with trained interventionists.</p>

Goal Statement 1 (3rd grade ELA proficiency):

	<p>Interventionists will work with students multiple times per week (within the content areas of reading and math) to close essential academic skill gaps needed to access Tier 1 curriculum standards.</p> <p>Summer (Instructional) Programming will be utilized in order to provide students with continued instructional support once the official school year ends. Students will receive both grade level and skill specific instruction in order to close academic achievement gaps (bringing them closer to "on grade level" performance).</p> <p>MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed. For additional MasteryConnect information, please click here.</p>
<p>Budget Narrative: Describe how your district intends to use their budget to execute the action steps and meet the stated goal.</p>	<p><u>High Quality Instructional Materials =</u> TISA funding will be used to purchase initial and additional supplies needed to support new and existing faculty (in order to maintain effective implementation of instructional materials). TISA funding may be used to complete regular maintenance of electronic devices and to purchase replacement devices and instructional programs (where needed).</p> <p><u>Instructional Coaches =</u> Instructional coaches are provided in all grade levels (within the areas of math, ELA, science and social studies). TISA funding will support salary, benefits and travel reimbursements.</p> <p><u>Professional Development =</u> Professional development aligned with the District's Strategic Plan, implementation of high-quality instructional materials, behavior / classroom management, and social-emotional learning will be funded through TISA.</p> <p><u>Tutoring =</u> Tutoring services will be provided in grades K – 5. TISA funding will be used to ensure that Putnam County Schools are meeting student needs and tutoring requirements outlined in state law. Funding will support salary, benefits, professional development, and travel reimbursements.</p> <p><u>Rtl (Response to Intervention) =</u> Putnam County Schools will continue to provide a robust Response to Intervention framework across the district. Interventionists' salaries, travel, benefits, classroom materials, intervention curriculum, progress monitoring and universal screening platforms, professional development, behavioral framework support, and data tracking platforms will be supported through TISA funding.</p> <p><u>Summer (Instructional) Programming =</u> Several components of summer programming may be supported by TISA funding including, but not limited to, district leader, building administrator, teacher, and support staff salaries, travel reimbursement, benefits, and training. Funds may also be used to provide bus services, nurse and SRO support, intervention and tutoring support, classroom materials (including summer curriculum and assessment materials), instructional coach support, and student support systems (such as special education, 504 services, behavioral and social-emotional well-being services).</p>

Goal Statement 2: 3rd Grade Math Proficiency Increase:

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	Original Target = 50.52% Students Proficient Actual Outcome = 52.7%	Percentage of students scoring "Met / Exceeded" on Spring math TCAP (as indicated in the stated year's "District Assessment File" located within the TNDOE / Putnam County Accountability Platform). 2022 – 2023 Baseline = 49.5% Year 1 - 3 Increase Goal = 1.02%
Year 2: 2024-2025 school year	Original Target = 51.54% Students Proficient Stretch Goal = 53.7%	
Year 3: 2025-2026 school year	Original Target = 52.57% Students Proficient <i>(Completion of 15% of the 70% Achievement Gap Closure)</i> Stretch Goal = 54.7%	
Year 4: 2026-2027 school year	Target = Updated 24-25' 55.7% Students Proficient	
Year 5: 2027-2028 school year	Target = TBD	
Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?	Putnam County Schools met both its "Yearly Annual Outcome Target" for Year 1 and Year 2. Putnam County Schools has also worked (and is on target) to close its 15% achievement gap with 52.7% of students reaching proficiency during Year 1. Based upon gains in achievement in Year 1, Putnam County Schools will continue its action plan (outlined within the 2023 – 2024 TISA Accountability Report).	

Goal Statement 2: 3rd Grade Math Proficiency Increase:

Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.

Professional Development (Estimated Expenditure \$13,296.00): Professional development sessions were centered around increasing teachers' and administrators' knowledge of mathematics instruction. This ensured effective implementation of mathematics curriculum. Instructional leaders attended several professional development sessions to increase their knowledge and understanding of effective instructional leader practices. Examples of these sessions include: NAEYC (National Association for the Education of Young Children, TN Literacy Association, AYERS Institute (Learning and Innovation), Solution Tree (Instructional Leaders), Learning Forward Conference (Planning, implementing, and monitoring effective professional learning). This allowed building and district leaders to offer real-time constructive feedback to teachers (to improve instructional practices within the classroom).

Rtl Interventionists (Estimated Expenditure \$443,180.00) Rtl (Response to Intervention / "Future Ready") is Putnam County Schools' framework for academic student support (provided beyond what students receive in their regular classroom). Students with identified skill gaps in reading (and) or math were provided targeted instruction to close these skill gaps. Trained interventionists worked with students, multiple times per week, providing instruction and progress monitoring helping to ensure that students were able to access grade level curriculum standards. Though most of PCSS interventionists were funded through federal allotments, several were funded through TISA dollars to ensure that ample staff were available to meet student needs.

Summer School (Estimated Expenditure \$1,062,415.00): Summer School allotments provided needed funding to ensure the successful implementation of Summer School. Student transportation, SRO's, classroom supplies, faculty / staff compensation, and instructional curriculum were funded in order to begin and maintain summer programming. Summer programming positively impacted student achievement by reducing academic "summer-slide", helping students to meet 4th grade promotion pathways, and by closing academic skill gaps in the areas of reading and math.

Math Curriculum Adoption / Purchase (Estimated Expenditure \$1,300,000.00): Funds used to finalize purchase of new math curriculum, training, and electronic platform setup. The purchase of high-quality instructional materials in mathematics ensure that students are receiving up-to-date standards-based materials (aligned to updated TNDOE content standards).

MasteryConnect Benchmark Assessments (Estimated Expenditure \$75,000.00): The purchase of MasteryConnect benchmark assessments contributed to Putnam County Schools increase in academic achievement. District, school, and classroom staff were able to analyze real time "predictive" TCAP achievement data in order to make effective instructional modifications. Due to multiple benchmark assessments being provided throughout the year, district and school level staff were able to track instructional effectiveness and its predicted impact on Spring TCAP results.

Goal Statement 2: 3rd Grade Math Proficiency Increase:

Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.

Putnam County Schools will utilize General Purpose (TISA) funding to ensure that high-quality instructional materials are available (and are being used with fidelity within applicable PCSS classrooms).

PCSS Instructional Coaches will continue their work to provide instructional support (to help ensure proper implementation of high-quality instructional materials). PCSS will continue to focus on implementing its newly adopted math curriculum. Instructional coaches will work with faculty, staff, and admin to identify skill deficits in the area of mathematics (including, but not limited to, mathematics calculation and mathematics problem solving). Training and support sessions will be provided to elementary schools throughout the year (through Professional Learning Communities, Intellectual Prep, and by feedback provided from classroom walk-throughs).

Putnam County Schools will utilize available funds to continue the purchase of professional development to help ensure the effective use of high-quality instructional materials. Professional development sessions will center around increasing teachers' knowledge on implementing its newly adopted math curriculum and supplemental resources.

Putnam County Schools will utilize General Purpose (TISA) funding to ensure that RtI2 classrooms are staffed with trained interventionists. Interventionists will continue to identify skill deficits in the area of mathematics (including, but not limited to, mathematics calculation and mathematics problem solving).

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

MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed. For additional MasteryConnect information, please [click here](#).

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

High Quality Instructional Materials = TISA funding will be used to purchase initial and additional supplies needed to support new and existing faculty (in order to maintain effective implementation of instructional materials). TISA funding may be used to complete regular maintenance of electronic devices and to purchase replacement devices and instructional programs (where needed).

Instructional Coaches = Instructional coaches are provided in all grade levels (within the areas of math, ELA, science and social studies). TISA funding will support salary, benefits, and travel reimbursements.

Professional Development = Professional development aligned with the District's Strategic Plan, implementation of high-quality instructional materials, behavior / classroom management, and social-emotional learning will be funded through TISA.

RtI (Response to Intervention) = Putnam County Schools will continue to provide (through TISA funding) a robust Response to Intervention framework across the district. Interventionists' salaries, travel, benefits, classroom materials, intervention curriculum, progress monitoring and universal screening platforms, professional

Goal Statement 2: 3rd Grade Math Proficiency Increase:

development, behavioral framework support, and data tracking platforms will be supported through TISA funding.

Summer Programming = Several components of summer programming may be supported by TISA funding including (but not limited to) district leader, building administrator, teacher, and support staff salaries, travel reimbursement, benefits, and training. Funds may also be used to provide bus services, nurse and SRO support, intervention and tutoring support, classroom materials (including summer curriculum and assessment materials), instructional coach support, and student support systems (such as special education, 504 services, behavioral and social-emotional well-being support).

Goal Statement 3: District's ACT "Yearly Average" Composite Increase

Year	Annual Outcome Target(s)	Associated Metrics/Data
<p>Year 1: 2023-2024 school year (Use actuals)</p>	<p>Original Target = 20.0 Composite ACT District Average</p> <p>Actual Outcome = 19.15 (Preliminary Data: taken from the PCSS ACT Success Platform)</p>	<p>Average District Composite Score (as indicated in the stated year's "District ACT Assessment File" located within the TNDOE / Putnam County Accountability Platform).</p> <p>2022 – 2023 Baseline = 19.5</p> <p>Year 1 - 3 Increase Goal = .5</p> <p>Metrics / Data Source Note: Due to the ACT yearly appeals process, "Actual Outcome" data may change due to appeals process outcome. All changes will be noted within the TISA Accountability Report.</p>
<p>Year 2: 2024-2025 school year</p>	<p>Original Target = 20.5 Composite ACT District Average</p>	
<p>Year 3: 2025-2026 school year</p>	<p>Original Target = 21.0 Composite ACT District Average</p>	
<p>Year 4: 2026-2027 school year</p>	<p>TBD</p>	
<p>Year 5: 2027-2028 school year</p>	<p>TBD</p>	
<p>Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?</p>	<p>Putnam County Schools (according to preliminary data) did not meet its "Year 1" goal. Though District ACT appeals have not been finalized, plans are being modified to improve upon ACT preparation.</p>	

Goal Statement 3: District's ACT "Yearly Average" Composite Increase

<p>Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.</p>	<p>ACT Prep Facilitators (Estimated Expenditure \$498,308.00): PCSS ensured that ACT Prep Facilitator salaries were competitive and that PCSS was able to maintain an ACT Prep staff across the county. ACT Prep Facilitators are contributors to positive results in Putnam County. Face to face instruction and ACT prep allow students to connect personally to their instructor and receive the hands-on support needed to succeed on the ACT.</p> <p>CERT (Estimated Expenditure \$50,000.00): Though funded through federal grant monies, CERT did not positively impact Putnam County's ACT performance. Putnam County Schools will use TISA funding in the following years to provide schools' an ACT test preparation program (to provide students with Act Prep resources, mock test exams, and predictive scoring information). Putnam County Schools had discovered that CERT implementation was unsuccessful at the high school level. According to walk-through data, principal conversations / observations, and the District Assessment Sub-Committee, the CERT platform was not implemented at the high school level as designed. Though the ACT mock assessments were administered; as a district, follow up instruction aligned to ACT was minimal. For additional CERT information, please click here.</p>
<p>Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.</p>	<p>Putnam County Schools will utilize ACT Prep Facilitators to provide instruction on ACT assessment content (ACT Prep Facilitators will also assist students in learning valuable ACT test taking skills).</p> <p>Putnam County Schools will continue its commitment to implement Professional Learning Communities. District and school PLC's will focus on ensuring the successful implementation of ACT Prep products and will analyze ACT Prep assessment data in order to adjust instructional strategies where / when needed.</p> <p>Shmoop (ACT Preparation Platform) will be used in all high schools to provide students with ACT Prep resources, mock test exams, and predictive scoring information. Data collected from the Shmoop platform will be used to inform ACT focused instruction and remediation. For additional Shmoop information, please click here.</p> <p>Continued use of High School ACT "Boot Camp" sessions and ACT preparation classes.</p> <p>MasteryConnect Benchmark Assessments will continue to be used throughout the year to track students' progress towards standards mastery. Instruction will be modified to ensure that students are provided academic support when / where needed. For additional MasteryConnect information, please click here.</p>

Goal Statement 3: District's ACT "Yearly Average" Composite Increase

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

ACT Prep Facilitators = Face to face instruction and ACT prep allow students to connect personally to their instructor and receive the hands-on support needed to succeed on the ACT. ACT prep facilitators will offer ACT focused instruction and remediation throughout the school year to help students prepare for the ACT.

Shmoop (ACT Preparation Platform) = The Shmoop preparation platform will provide students with ACT Prep resources, mock test exams, and predictive scoring information. Data collected from the Shmoop platform will be used to inform ACT focused instruction and remediation.

Goal Statement 4: N/A

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	N/A	N/A
Year 2: 2024-2025 school year	N/A	
Year 3: 2025-2026 school year	N/A	
Year 4: 2026-2027 school year	N/A	
Year 5: 2027-2028 school year	N/A	
<p>Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?</p>	N/A	
<p>Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.</p>	N/A	

Goal Statement 4: N/A

<p>Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.</p>	N/A
<p>Budget Narrative: Describe how your district intends to use their budget to execute the action steps and meet the stated goal.</p>	N/A

Goal Statement 5:

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	N/A	N/A
Year 2: 2024-2025 school year	N/A	
Year 3: 2025-2026 school year	N/A	
Year 4: 2026-2027 school year	N/A	
Year 5: 2027-2028 school year	N/A	
Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?	N/A	
Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.	N/A	

Goal Statement 5:

Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.

N/A

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

N/A

Public Comment

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

Date(s) of opportunity for local public comment.	October 4th – October 28th, 2024
Description of public comment opportunities (e.g. collection of written comments, public hearing, local board meeting discussion, etc.)	<p>Family Engagement Meeting (September 17th, 2024): Participants were introduced to the TISA Accountability Report, Putnam County's Academic Goals, and PCSS's plan for the completion of the 2024 – 2025 TISA Accountability Report, and the plan for submitting public comment.</p> <p>Putnam County Website Posting: October 4th, 2024</p> <p>Community Survey Opportunity: October 4th – October 28th, 2024</p> <p>Putnam County Teaching and Learning (Supervisors) Review and Comment: October 4th – October 28th, 2024</p> <p>Putnam County Teaching and Learning (Supervisors) Meeting: Survey review and final approval of TISA Accountability Report</p> <p>Putnam County Schools Faculty and Staff Comment Opportunity: October 4th – October 28th, 2024</p> <p>Board of Education Meeting (Draft Presentation) October 3, 2024: Participants are introduced to the TISA Accountability Report, Putnam County's Academic Goals, and PCSS's plan for the completion of the 2024 – 2025 TISA Accountability Report.</p> <p>Board of Education Meeting (Final Report Approval) November 14th, 2024: Participants are introduced to the final TISA Accountability Report, Putnam County's Academic Goals, public comment summaries.</p>
Summary of public comment received, if any.	The majority of survey respondents agreed with the stated goals provided within the TISA Accountability Report. Putnam County School System received several public comments pertaining to the TISA Accountability Report. Comments included concerns about test frequency and the impact of decisions based upon test scores. Comments indicated a need to refocus instructional efforts on life skills and career exploration. Internal feedback from District supervisors indicates a need for academic focus in the area of special populations.
Description of how your district did or did not incorporate public comment received into the final accountability report submission.	In relation to our current TISA Accountability Report, no changes were made prior to final submission. This is based upon our continued academic growth as a district and the positive impact our action plan is making within our schools. However, Putnam County Schools recognizes the concerns and suggestions received from our stakeholders. Moving forward, Putnam County Schools will work to develop action steps to address special populations, remain mindful of assessment processes that can be controlled by the district, and continue efforts to improve students' post-secondary success.



Nov. 12, 2024

Corby King, Director of Schools
Punam County Schools
1400 East Spring Street
Crossville, TN 38506

Re: Cookeville High School Security Upgrades
Cookeville, TN
Contract Award Recommendation

Dear Sir:

We have reviewed the recent bid regarding the above-referenced project and can find no irregularities in the bid. The low bid for the project was received from Mid-State Construction, Livingston, TN. I have spoken with representatives for them, and they indicated that they are comfortable with their bid and ready to execute a contract for the work.

Their bid for the project was as follows:

Bid Form Base Bid: \$ 80,700.00

A copy of the Bid Tab is attached.

We recommend proceeding with a contract in the amount of \$80,700.00.

We have found no issues with the low Contractor and can find no reason that they should be disqualified, therefore we recommend that the contract be awarded as bid.

If you have any questions or we can provide any further information on this matter, please let me know.

Sincerely,

Kim Allen Chamberlin, AIA, NCARB, LEED AP

KAC/kc

Cc: Tim Martin, John Magura, Malaysia Talbert

Bid Tab

Page 1 of 1

Bids opened in **Cookeville, TN** How many addenda issued: **2**

Target Contract Time **120 Days**

MAACC Liquidated Damages **\$200**

per day
Admin Fee

Bid Security

Base Bid

Miscellaneous

Signature required only by Presiding Official
Others can be printed or typed.

Pursuant to the Invitation to Bid extended for
Putnam County Schools
Security Upgrades
Putnam County, Tennessee
bids and modifications must have been received here by
Tuesday, November 12, 2024 at 11:00 AM CT
I, thus declare the bidding closed.

Presiding Official
John McLaughlin

Architect represented by
John McLaughlin

Owner represented by
John McLaughlin
Regulated Subcontractors

Name	FTM Contracting	✓	✓	# 92,974 <u>601</u>		Plumbing - N/A
City	Cookeville, TN					HVAC - N/A
License Number	37040					Electrical - N/A
						Masonry - N/A
						Geothermal - N/A

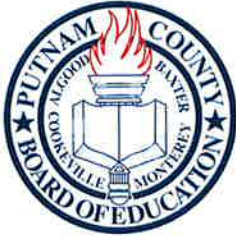
Name	J.A. Sergio & Sons			<u>no Bid</u>		Plumbing - N/A
City	Sparta, TN					HVAC - N/A
License Number	27823					Electrical - N/A
						Masonry - N/A
						Geothermal - N/A

Name	Lee Adcock Construction			<u>no Bid</u>		Plumbing - N/A
City	Shelbyville, TN					HVAC - N/A
License Number	27767					Electrical - N/A
						Masonry - N/A
						Geothermal - N/A

Name	Mid-State Construction	✓	✓	# 80,700 <u>00</u>		Plumbing - N/A
City	Livingston, TN					HVAC - N/A
License Number	17381					Electrical - N/A
						Masonry - N/A
						Geothermal - N/A

Name	Skilled Services	✓	✓	# 126,000 <u>00</u>		Plumbing - N/A
City	Knoxville, TN					HVAC - N/A
License Number	34266					Electrical - N/A
						Masonry - N/A
						Geothermal - N/A

Name						Plumbing - N/A
City						HVAC - N/A
License Number						Electrical - N/A
						Masonry - N/A
						Geothermal - N/A



Putnam County School System

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



Corby King
Director of Schools

ENGAGE INSPIRE ACHIEVE

Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: November 6, 2024

RE: Board Policy 2.804

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for November 14, 2024, Board meeting.

Request that Board Policy 2.804 be updated to include nominal sales tax expense reimbursement for School Personnel, as submitted.

Supervisor

11/6/24

Date


Director of Schools

11/6/24

Date

received
11-6-24 mt

Memo to: Corby King
Director of Schools

From: Mark McReynolds 
Director of Finance

Date: November 5, 2024

Subject: Update Board Policy, 2.804 Expenses and Reimbursements

Agenda Item, December 5, 2024, Board Meeting

Please update Policy 2.804 based on school auditor's recommendation: to include nominal sales tax expense reimbursement for School Personnel.

“SCHOOL PERSONNEL

School personnel who incur expenses in carrying out their authorized duties will be reimbursed **for the amount spent, including nominal sales tax expenses, upon submission of an approved voucher and supporting receipts to the school bookkeeper and subsequent approval by the school principal for payment.”**

Thank you for your consideration.

Attachments

Putnam County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 06/13/11
		Rescinds 2.804	Issued 11/06/08

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed **for the**
 5 **amount spent, including nominal sales tax expenses, upon submission of an approved voucher and**
 6 **supporting receipts to the school bookkeeper and subsequent approval by the school principal for**
 7 **payment.**

8
 9 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
 10 schools. The director of schools may grant this authorization without prior board action when the travel
 11 expense has been anticipated and incorporated into the operational budget of the particular program
 12 involved.

13 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
 14 shall not be used for this purpose.¹

15 **BOARD MEMBERS**

16 The Board will follow state regulations regarding expense allowances and reimbursement guidelines.
 17 The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses
 18 when traveling on business for the Board. Salary and other benefits shall be determined by the County
 19 Commission.² Attendance at conventions or other educational meetings or travel for other school
 20 purposes shall be authorized in advance by the Board.³

21 Mileage reimbursement shall follow the guidelines of the *Tennessee Department of Finance and*
 22 *Administration Travel Reimbursement Rate Schedule* with any change in scheduled rates becoming
 23 effective in the next fiscal year. Daily food and/or lodging expenses shall be reimbursed based on actual
 24 cost incurred and must be documented with itemized receipts. Any daily food expense amounts greater
 25 than U.S. General Service Administration's Continental United States rates will not be reimbursed.

updated policy

1 Expenses shall be submitted to the director of fiscal affairs office within thirty (30) days of the date of
2 completion of such travel. The rate of payment shall be the same as the rate for members of the
3 professional staff regarding transportation and meals. Lodging will be reimbursed on actual cost with
4 supporting receipts.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-202(d)
3. TCA 49-2-2001(c)

Putnam County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 06/13/11
		Rescinds: 2.804	Issued: 11/06/08

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
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8 expense has been anticipated and incorporated into the operational budget of the particular program
9 involved.

10 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
11 shall not be used for this purpose.¹

12 **BOARD MEMBERS**

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18 Mileage reimbursement shall follow the guidelines of the *Tennessee Department of Finance and*
19 *Administration Travel Reimbursement Rate Schedule* with any change in scheduled rates becoming
20 effective in the next fiscal year. Daily food and/or lodging expenses shall be reimbursed based on actual
21 cost incurred and must be documented with itemized receipts. Any daily food expense amounts greater
22 than U.S. General Service Administration's Continental United States rates will not be reimbursed.

current policy

1 Expenses shall be submitted to the director of fiscal affairs office within thirty (30) days of the date of
2 completion of such travel. The rate of payment shall be the same as the rate for members of the
3 professional staff regarding transportation and meals. Lodging will be reimbursed on actual cost with
4 supporting receipts.

Legal References:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20
2. TCA 49-2-202(d)
3. TCA 49-2-2001(c)



PCSS Board Agenda Request

Date: November 11, 2024

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Musco Sports Lighting, LLC, Oskaloosa, IA for work associated with lighting the softball field at Avery Trace Middle School in the amount of \$179,995.00 to be paid for from 141-72620-399. The quote is based on using Sourcewell purchasing cooperative - Contract # 041123-MSL.

A handwritten signature in the bottom left corner, appearing to be "CM".

**Avery Trace Middle School
Cookeville, TN
November 11, 2024**

Sourcewell

Master Project: 199030, Contract Number: 041123-MSL, Expiration: 06/16/2027

Category: Sports lighting with related supplies and services

All purchase orders should note the following:

Sourcewell Purchase – Contract Number: 041123-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Softball – 200’/200’/200’ \$ 179,995.00

Bonding not included.

Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 50 footcandles (infield) 30 footcandles (outfield) and uniformity of 2.0:1.0 (infield) 2.5:1.0 (outfield)
- BallTracker® technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight

System Description

- Total Light Control – TLC for LED™ factory aimed and assembled luminaries, including BallTracker® luminaires
- 4 Galvanized steel poles
- 4 Pre-cast concrete bases with integrated lightning grounding
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- UL listed assemblies
- Corrosion protection

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- The unloading and storage of the material on site is the responsibility of the buyer



Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Fax: 800-734-6402
Email: musco.contracts@musco.com

**All Purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL**

Delivery Timing

10 – 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- 480 Volt, 3 phase electrical system requirement.
- Structural code and wind speed = 2015 IBC, 115 mph, Exposure C, Importance Factor 1.0.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Standard soil conditions – rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Greg Gilley

Sales Representative
Musco Sports Lighting, LLC
Phone: 641-660-2362
E-mail: greg.gilley@musco.com

