

**Putnam County Board Meeting**

Thursday, September 5, 2019 5:00 PM  
Central Office Board Room  
1400 E Spring St.  
Cookeville, TN 38506

Kim Cravens: Present  
Dawn Fry: Present  
Ms. Celeste Gammon: Present  
Mr. Jerry Maynard: Present  
David McCormick: Present  
Mr. Lynn McHenry: Present

I. Meeting Called to Order

II. Approval of Agenda

III. Announcements

A. Election of Board Officers

B. Director's Reports

1. General Purpose School Cash Flow Analysis

2. Personnel Report

3. Supplement Report

a. Notification 5th year of a third supplement for Scott Cook at CHS for wrestling, boys track and girls track

b. Notification 4th year of a third supplement for Noah Repasky for assistant football coach, boys track and girls track

C. Monterey City Grant Update regarding Burks Wetland Trail

D. School Resource Officers Grant Update

IV. Approval of Minutes

A. Minutes of the Regular August Board Meeting - Thursday, August 1, 2019, @ 5:00 PM

V. Approval of Consent Agenda

A. Payments/Purchases

1. Approval of the purchase of one-hundred & twenty (120) Chromebooks and four (4) charging carts from Troxell, per quote (NCPA contract #NCPA-01-48) in the total amount of \$35,000.00 to be paid from Perkins Basic 142-71300-730-801 for Cookeville High School and Upperman High School, as submitted.

2. Approval to purchase seventy-two (72) SNN ASUC204EEYS01GR Chromebooks @ \$230.00 each, seventy-two (72) Chrome Management Consoles @ \$25.00 each and two (2) AVEAVECHRc361Plus device charging carts @ \$1,200.00 each from

Troxell - Madison, AL to be used in classrooms at Cookeville High School (CHS) from the NCPA contract pricing NCPA-01-48 in the total amount of \$20,760.00 to be paid from equipment line out of general operations at CHS, as submitted.

3. Approval of payment to NaviGate Prepared - New Philadelphia, Ohio for prepared license renewal for the 2019-20 school year in the amount of \$20,400.00 to be paid from Safe School Grant, 141 E 72130 399 02118, as submitted.
4. Approval of payment to Moore, Rader, Fitzpatrick and York, P.C. - Cookeville, Tennessee for legal services from May 24, 2019 to August 22, 2019, in the amount of \$10,587.40 to be paid from 141-72310-331, Legal Services, as submitted. (General Purpose Schools)
5. Approval of the purchase of College Equipped Readiness Tool (CERT), an ACT Prep Platform (1200 Seats), to be used at Cookeville High School from ePrep Inc. - Princeton, N.J. per quote in the amount of \$12,680.00 to be paid from the following: Perkins Basic Instructional Supplies, 142-71300-429-801 in the amount of \$4,000.00 and CHS General Operations Contracted Services, 401.002 in the amount of \$8,680.00, as submitted.
6. Approval of the purchase of five (5) rear engine, 78 passenger buses from the FY19 Putnam County Bus bid in the amount of \$104,226 each and two (2) special needs, 45 passenger buses from the Bledsoe County bus bid in the amount of \$86,950 each in the total amount of \$695,030 to be paid, as follows: \$416,904 from the Putnam County Capital Projects Fund and \$278,126 from 141-72710-729 (General Purpose School funds, Transportation Equipment), as submitted.
7. Approval of payment to Curriculum Associates - North Billerica, MA for iReady in the amount of \$52,018.91 to be paid from 142-71100-471-172 and \$22,500.00 to be paid from 142-71100-524-172, as submitted.
8. Approval of payment to TNTP - New York, N.Y., per sole source, in the amount of \$8,000.00 to be paid from 142-72210-399-201 and \$18,000.00 to be paid from 142-72210-399-501, as submitted.
9. Approval of the purchase of forty (40) Chromebooks from Troxell, per quote in the amount of \$10,600.00 to be paid from 142-71100-722-111 for Jere Whitson Elementary School, as submitted.
10. Approval of the purchase of ninety (90) Chromebooks and three (3) Chromebook charging charts from Troxell, per quote in the amount of \$26,550.00 to be paid from 142-71100-722-101 for Burks Elementary School, as submitted.
11. Approval of the payment to Lexia Learning Systems LLC - Concord, MA (per TIPS contract 180302) for professional development services in the amount of \$51,408.00 to be paid from 142-72210-524-172 and \$46,445.00 to be paid from 142-71100-271-172, as submitted.
12. Approval of payment to Ellevation - Boston, MA for English Learners (per ESC Region 19 contract 17-7240) in the amount of \$2,000.00 to be paid from 142-72210-599-101 and \$13,134.00 to be paid from 142-71100-599-301, as submitted.

13. Approval of payment to AdvancED - Atlanta, GA in the amount of \$25,200.00 for AdvancED Improvement Network fees for the 2019-2020 school year to be paid from 141-72310-599, as submitted.

B. Bids/Quotes/Sealed Bids/RFPs

1. Approval to sell surplus vehicles, as submitted.

C. Budget Amendments/Line Item Transfers

1. General Purpose School Budget Amendments - Fund 141

a. Finance - To adjust Coordinated School Health Grant budget due to portion of secretary's salary paid from new Federal Grants

b. Finance - To adjust budget for two (2) WPA teachers placed in incorrect budget categories (one (1) Homebound, one (1) Gen Ed); Portion of Student Services Coordinator's salary budgeted in Gen Ed instead of Student Services. Move budget for COTA per State TN request.

c. Special Education - To adjust budget to match state allocation for School to Work Grant

d. Adult Education - To budget for revenue received for Adult Education

e. Adult Education - To budget for revenue received for Adult Education Testing

2. General Purpose School Line Item Transfers - Fund 141

a. Special Education - To pay for staff development training for Special Education staff

3. Federal Projects Budget Amendments - Fund 142

a. CTE - Carl Perkins

b. Finance - To budget for Title fund transfers to Consolidated Admin and School Wide Pool sub-funds

c. Federal Programs - Adaptive Learning Technology Grant (172) to utilize funds more appropriately according to program needs

d. Federal Programs - Blended Funds (-111) to utilize funds more appropriately according to program needs

e. Federal Programs - Title I (101) to utilize funds more appropriately according to program needs

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

1. Approval of Out of State/Overnight Trips (Elementary)

2. Approval of Out of State/Overnight Trips (Secondary)

E. Approval of Grant Report

F. Other

1. Approval of the Classification Chart and Pay-scale for both Hourly and Professional Non-certified Employees for the 2019-2020 school year, as submitted.
2. Approval of the 2019-2020 Certified Pay Scales, as submitted.
3. Approval to enter into agreement with Arizona State University Online School - Tempe, Arizona, for online curriculum for the 2019-2020 school year to be paid from VITAL, 141-71100-399-01501, as submitted.
4. Approval of the Clinical Affiliation Agreement between Nashville State Community College (NSCC) and Putnam County School System to provide clinical experience to students enrolled in the Occupational Therapy Assistant Program at NSCC effective September 26, 2019 - September 26, 2020, as submitted.
5. Approval of the renewal of the agreement between Putnam County Board of Education and Feltz Therapy Services, LLC - Smyrna, Tennessee for the 2019-2020 school year to perform speech therapy services, evaluations, documentation and school personnel training/education for related services provided by Putnam County School System, as submitted.
6. Approval of Upperman High School Wrestling as a club sport noting original request date of September 5, 2017, as submitted with documentation.
7. Approval of the Memorandum of Understanding (MOU) between Freed-Hardeman University and Putnam County School System concerning the placement of student teachers, field experience candidates, and counselors effective the 2019-2020 school year, as submitted.
8. Approval of the Family Life Curriculum, as submitted.
9. Approval of the Dual Enrollment agreement between Tennessee College of Applied Technology (TCAT) - Livingston, Tennessee and Putnam County School System (Upperman, Monterey and Cookeville High Schools) for the 2019-2020 school year for the following qualified programs/courses: Cosmetology; Health Science classes; Transportation, Distribution and Logistics; Information Technology; Building Construction Technology; Welding Technology; Advanced Manufacturing Technology (Robotics) and Industrial Maintenance (Mechatronics), as submitted.
10. Approval of the Fund 141 General Purpose School Fund Quarterly Report for the quarter ending June 2019, as submitted.
11. Approval of the grant contract between State of Tennessee, Department of Human Services and Putnam County School System (PCSS) for the provision of Pre-Employment Transition Services school to work, as submitted.
12. Approval to participate in the TDOE Education Broadband Consortium (TEBC) contracts for the next five (5) E-rate funding years (FY2020/2021 - 2024/2025), as submitted.
13. Approval of the agreement between Putnam County Board of Education and Stellar Therapy Services, LLC - Chattanooga, Tennessee for the 2019-2020 school year to provide speech therapy services for student's with

disabilities, as submitted.

14. Approval to accept the proposal from Maffet Loftis Engineering, LLC to provide professional engineering services related to the Boiler Replacement at Algood Middle School in the amount of \$11,795 to be paid from funds appropriated by the County Commission from the Putnam County Capital Projects Fund in the FY20 budget, as submitted.

#### VI. Policy

##### A. Policies on first reading ONLY

1. Policy 1.804, Alcohol and Drugs in the Workplace
2. Policy 2.403, Surplus Property Sales
3. Policy 2.601, Fundraising Activities
4. Policy 3.202, Emergency Preparedness Plan
5. Policy 4.700, Testing Programs
6. Policy 5.200, Separation Practices for Tenured Teachers
7. Policy 5.201, Separation Practices for Non-Tenured Teachers
8. Policy 5.305, Family and Medical Leave
9. Policy 6.308, Bus Safety and Conduct
10. Policy 6.506, Students from Military Families

#### VII. Discussion/Presentation

- A. Project Update from Upland Design Group - Kim Chamberlin
- B. 2018-2019 School Year Accountability Data Update - Tim Martin
- C. Three-Year Calendar Committee Report (2020-2021; 2021-2022; 2022-2023)

#### VIII. Adjournment

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Chairperson

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Superintendent

<b>Putnam County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date: <b>10/07/10</b>
		Rescinds: <b>1.200</b>	Issued: <b>11/06/08</b>

- 1 At the first regular September meeting in each year, the Board shall organize by electing a chairman<sup>1</sup>
- 2 and a vice chairman to take office September 1 and to serve one-year terms or until a successor is named
- 3 or they are no longer members of the Board. In the event that an officer's seat on the board is vacated,
- 4 the Board shall elect a successor to serve the remainder of the officer's term. Each board officer shall be
- 5 eligible for re-election.
  
- 6 If no officer of the Board is serving at the time of the organizational meeting, any member shall call the
- 7 meeting to order and preside until a chairman is elected as the first order of business.
  
- 8 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
- 9 assume all responsibilities of the chairman until a new chairman is elected.

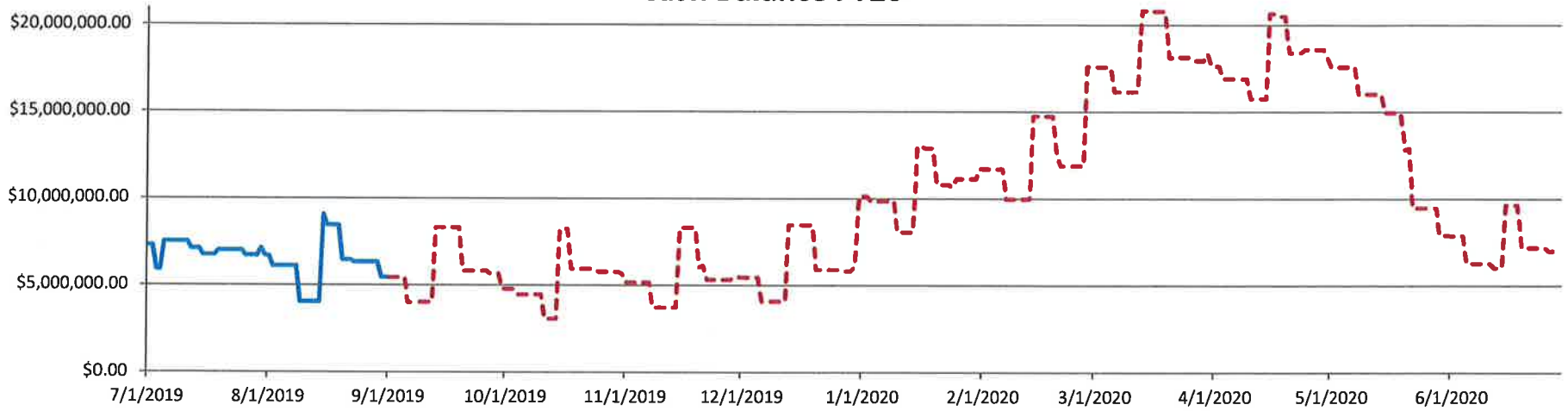
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Legal Reference:

1. TCA 49-2-202(c)(2)

EXHIBIT  
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 tables

Putnam County  
 General Purpose School Fund  
 Cash Balance FY20



7/1/2019	\$ 6,897,164.99	2/1/2020	\$ -
8/1/2019	\$ 6,700,662.70	3/1/2020	\$ -
9/1/2019	\$ 5,434,609.82	4/1/2020	\$ -
10/1/2019	\$ -	5/1/2020	\$ -
11/1/2019	\$ -	6/1/2020	\$ -
12/1/2019	\$ -	7/1/2020	\$ -
1/1/2020	\$ -		

received  
 09-03-19  
 [Signature]

III B.2.  
09-05-19

Personnel Report For August 2019

NEW HIRES							
LAST NAME	FIRST NAME	LOCATION	ASSIGNMENT	EFFECTIVE DATE	FUNDED	HOURS	REPLACING
Allgood	Chloe	Star Center	LEAPS/21st Century	8/20/2019	141-73300-189-02003	3	N/A
Anoufo	Sandra	CCES	SAC Activity Instructor	8/22/2019	146-73300-189-01800	5.8	N/A
Arnold	Stephani	BPS	ECC Caregiver	8/12/2019	146-73300-189-01801	5.8	N/A
Barry	Holli	ATMS	Food Services	8/16/2019	143-73100-165-000-00065	4	Adrian Wilson
Bass	Kalli	NES	SAC Activity Instructor	8/22/2019	146-73300-189-01800	5.8	N/A
Bower	Tara	NES	SAC Activity Instructor	8/5/2019	146-73300-189-000-01800	5.8	Hayley Holmes
Brant	Catherine	NES	Food Services	8/26/2019	143-73100-165-00057	4	Jessica Land
Brantley	Spencer	CCES	SAC Activity Instructor	7/30/2019	146-73300-189-01800	5.8	N/A
Brenneman	Mary	Transportation	Bus Attendant	8/19/2019	141-72710-189-01605	5	N/A
Brewington	Anna	Star Center	LEAPS/21st Century	8/20/2019	141-73300-189-02003	3	N/A
Bryant	Connor	Star Center	LEAPS/21st Century	8/12/2019	141-73300-189-02003	3	N/A
Bundy	Sarah	Star Center	LEAPS/21st Century	8/28/2019	141-73100-189-02033	3	N/A
Bush	Amanda	CSES	Food Services	8/21/2019	143-73100-165-00015	4	Madison Roberts
Carroll	Cassidy	Star Center	LEAPS/21st Century	8/20/2019	141-73300-189-02033	3	N/A
Chaffin	Lily	CES	SAC Activity Instructor	8/2/2019	146-73300-189-01800	5.8	N/A
Chastain	Golda	CHS	Food Services	8/19/2019	143-73100-165-00037	4	Melissa Roberson's Hrs.
Claborn	Melissa	CHS	PreK Teacher Assistant	7/26/2019	141-73400-163-02005-037	7.5	Tracy Young
Clark	Mackinze	UMS	Food Services	8/28/2019	143-73100-165-00110	4	Thelma Jean Howard
Conti	Vittoria	NES	SAC Activity Instructor	8/22/2019	146-73300-189-01800	5.8	N/A
Driller	Raeann	BPS	ECC Caregiver	7/31/2019	146-73300-189-01801	5.8	N/A
Dyer	Laura	CCES	Grade 2 Teacher	7/26/2019	141-7100-116-015	7.5	New Growth Position
Elrod	Hannah	Star Center	LEAPS/21st Century	8/15/2019	141-73300-189-02003	3	N/A
France	Heather	Central Office	ESL Teacher	8/2/2019	141-71100-116-100-80-% & 141-71100-116-105-20%	7.5	Jill Farris
Gabel	Hope	CES	RTI Teacher Assistant	7/26/2019	141-71100-163-02103-035	4	Rosie Faulhaber
Garner	Elaina	Star Center	LEAPS/21st Century	8/23/2019	141-73300-189-02003	3	N/A
Gaw	Austin	PSES	SPED TRACS Assistant	8/12/2019	142-71200-163-906-095	7.5	Samantha Phillips
Gay	Julianne	Star Center	LEAPS/21st Century	8/26/2019	141-73100-189-02033	3	N/A
Gentry	Laura	CHS	Food Services	8/15/2019	143-73100-165-00037	5.7	N/A
Greenwood	Eliza	NES	SAC Activity Instructor	8/5/2019	146-73300-189-01800	5.8	Mary Grace Winscott
Grogan	Kelli	ATMS	Teacher Assistant	8/5/2019	142-71100-163-111-065	7	Darryl Partin
Hamilton	Adrienne	BPS	Kindergarten Teacher	8/21/2019	141-71100-116-017	7.5	Lori Sapp/Lisa Stanton
Hamlet	Alyson	Star Center	LEAPS/21st Century	8/22/2018	141-73300-189-02003	3	N/A
Hancock	Jennifer	PSMS	Food Services	8/12/2019	143-73100-165-00100	5.5	Amy Sheagren's Hrs.
Harris	Amanda	PVES	SPED CDC Assistant	8/5/2019	141-71200-163-060	7.5	Callie Brown
Hensley	Beverly	Transportation	Bus Attendant	8/26/2019	141-72710-189-01605-000	5	N/A
Hinds	Miranda	CHS	Teacher Assistant	7/26/2019	141-71100-163	7	Donna White
Howell	Amarilis	Transportation	Bus Attendant	7/30/2019	141-72710-146-01605-000	5	N/A
Isabell	Linda	NES	Food Services	8/12/2019	143-73100-165-00057	4	Darlene Reynolds
Jones	Madison	NES	SAC Activity Instructor	8/13/2019	146-7300-189-01800	5.8	N/A
Kimberly	Elisa	CHS	Food Services	8/23/2019	143-73100-165-00037	4	Increase in participation/Breakfast
Lackey	James	Maintenance	Maintenance - Level II1	8/26/2019	141-72620-167-000	8	Tony Simmons
Land	Jessica	NES	Food Services	8/12/2019	143-73100-165-00057	4	Jamie Puttmann
McHenry	Lauren	Star Center	LEAPS/21st Century	8/12/2019	141-73300-189-02033	3	N/A
Moors	Bryant	PSMS	Grade 5-8 Teacher	7/25/2019	141-71200-116-100	7.5	Kelli Smith
Mullins	Christa	BPS	ECC Caregiver	8/15/2019	146-73300-189-01801	5.8	N/A
Murphy	Trichi	CHS	Grade 9-12 Math Teacher	7/25/2019	141-71100-116-037	7.5	Wanda Carol Phillips
Patterson	Kaitlyn	PSES	SAC Activity Instructor	8/13/2019	146-73300-189-01800	5.8	N/A
Peacock	Robin	ATMS	SPED Extended Resource Assistant	8/26/2019	141-71200-163-065	7	Michelle Johnson
Pippin	Allison	CHS	SPED Pre K Assistant				
Radke	Brittney	PSES	ECC Caregiver	8/8/2019	146-73300-189-01800	5.8	N/A
Rector	Larissa	PSMS	Grade 5-8 Teacher	8/1/2019	141-71100-116-100	7.5	Amy Key
Roach	Misti	CHS	Food Services	8/16/2019	143-73100-165-00037	5.7	Jeanette Dwyer

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Robinson	Victoria	CHS	Grade 9-12 Math Teacher	8/12/2019	141-71100-116-037	7.5	Kasye Caruthers
Rodgers	Debra	UMS	Filled LOA	8/5/2019	141-71100-116-110	7.5	Savannah Bowman
Sexton	Kiri	Star Center	LEAPS/21st Century	8/12/2019	141-73300-189-02003	3	N/A
Stafford	Annalee	PVES	SAC Activity Instructor	8/20/2019	146-73300-189-01800	5.8	Kendall Tarpley
Sullivan	Hana	Star Center	LEAPS/21st Century	8/22/2019	141-73300-189-02003	3	N/A
Terry	Olivia	CCES	SAC Activity Instructor	8/13/2019	146-73300-189-01800	5.8	N/A
Tidwell	Jessica	BPS	SPED PreK Assistant	8/20/2019	141-71200-163-060	5.7	Lexie Savage
Tower	Alison	CES	SAC Activity Instructor	8/13/2019	146-73300-189-01800	5.8	N/A
Walker	Tasha	FLEX Learning Center	Adult Ed. Teacher	7/25/2019	141-71100-116	2	Courtney Williams
Yung	Jason	Transportation	Bus Driver	8/15/2019	141-72710-146-000	5	Jordan Matthews
<b>REHIRES</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>HOURS</b>	<b>REPLACING</b>
Harris	Margie	BES	Food Services	5/24/2019	143-73100-165-00025	3	N/A
<b>RESIGNATION</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>			
Ashburn	Jessica	PSMS	SPED Assistant	8/2/2019			
Bailes	Ellie	CES	SAC Activity Instructor	5/24/2019			
Bilbrey	Lauren	Star Center	Extended Learning Programs	5/17/2019			
Blackwell	Rachael	Star Center	Extended Learning Programs	5/17/2019			
Burgin	Laura	Star Center	Extended Learning Programs	5/17/2019			
Carlton	Lauren	SES	SPED Assistant	7/26/2019			
Caruthers	Kasye	CHS	Teacher	8/9/2019			
Clopton	Ella	Star Center	Extended Learning Programs	5/17/2019			
Crabtree	Molly	Star Center	Extended Learning Programs	5/17/2019			
Crooks	Natalie	Star Center	Extended Learning Programs	5/17/2019			
Downing	April	Star Center	Extended Learning Programs	5/17/2019			
Edwards	Courtney	NES	SAC Activity Instructor	7/27/2019			
Fernandez-Osilia	Jeanleigh	PVES	SPED Assistant	8/9/2019			
Fly	Allie	CES	SAC Activity Instructor	7/8/2019			
Gantkowski	Pamela	CSES	Food Services	8/5/2019			
Goff	Cassidy	Star Center	Extended Learning Programs	5/17/2019			
Hamm	Ashley	SES	Food Services	8/9/2019			
Hare	Stephanie	Transportation	Bus Driver	8/21/2019			
Hawkins	Cayla	CES	SAC Activity Instructor	12/20/2018			
Hayes	Kelsie	Star Center	Extended Learning Programs	5/17/2019			
Holmes	Hayley	NES	SAC Activity Instructor	5/24/2019			
Howard	Thelma	UMS	Food Services	7/29/2019			
Hutcheson	Monica	CHS	SPED PreK Assistant	8/21/2019			
James	Haven	PSES	SAC Activity Instructor	7/19/2019			
Jones	Benjamin	Star Center	Extended Learning Programs	5/17/2019			
Jones	Shelby	Star Center	Extended Learning Programs	5/17/2019			
Judd	Katelyn	Star Center	Extended Learning Programs	5/17/2019			
Lee	Lorna	CSES	School Bookkeeper	8/15/2019			
Loveday	Lily	NES	SAC Activity Instructor	8/6/2019			
Mason	Misty	Central Office	SUB Nurse	8/1/2019			
Maynard	Gracie	Star Center	Extended Learning Programs	5/17/2019			
Myers	Lucas	Star Center	Extended Learning Programs	5/17/2019			
Neff	Diana	Star Center	Extended Learning Programs	5/17/2019			
Nichols	Raymond	Transportation	Bus Driver	7/1/2019			
Padilla-Arredondo	Maria	Star Center	Food Services	8/9/2019			
Pendergrass	Kristi	UHS	Teacher	5/24/2019			

Pullum	Tammie	BPS	Food Services	8/19/2019			
Rector	Kinsley	Star Center	Extended Learning Programs	5/17/2019			
Reeder	Chad	Star Center	Extended Learning Programs	5/17/2019			
Roberts	Randi Madison	UMS	Food Services	8/16/2019			
Roland	Halee	Star Center	Extended Learning Programs	5/17/2019			
Savage	David	Transportation	Bus Driver	8/9/2019			
Scott	Carleen	PSES	ECC Caregiver	8/13/2019			
Shurett	Kathryn	Central Office	ESL Teacher	8/16/2019			
Stockton	Haley	CES	SAC Activity Instructor	5/24/2019			
Tinch	Alexis	Star Center	Extended Learning Programs	5/17/2019			
Welch	Parker	Star Center	Extended Learning Programs	5/17/2019			
Wilken	Heather	Star Center	Extended Learning Programs	5/17/2019			
Xiao	Qinqin	Star Center	Extended Learning Programs	5/17/2019			
<b>RETIREMENT</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>			
Copeland	Michael	Transportation	Bus Driver	7/1/2019			
Shanks	Susan	MHS	Teacher	8/2/2019			
<b>PAY CHANGE</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>Rate of Pay</b>
<b>ADDITIONAL HOURS</b>							
	<b>FIRST</b>						
<b>LAST NAME</b>	<b>NAME</b>	<b>LOCATION</b>	<b>ASSIGNMENT</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDED</b>	<b>Rate of Pay</b>
Babic	Milos	UMS	Basketball Skills Trainer		8/1/2019	141-72210-189-01601	\$525
Brocklin	Staci	Transportation	CDL Skills Test Driver		7/27/2019	141-72210-189-01601	\$65.38
Carwile	Bridgett	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Davidson	Staci	Transportation	CDL Skills Test Driver		7/27/2019	141-72210-189-01601	\$65.38
Davis	Joseph	Star Center	Archery Training for 21st Century	NTE 8 Hrs.	8/24/2019	142-73300-116-0431	\$25/Hr.
Devenport	Amanda	UMS	Cheer Program		8/19/2020	141-72210-189-01601	\$620.97
			Neglected Facility Tutor - Intersession				
Draughon	Danalyn	Central Office	Breaks: Fall, Spring & Summer	NTE 128 Hrs.	7/1/2019	142-71100-189-121	\$25/Hr.
Griggs	Sharon	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Hibbard	Anthony	CHS	Band SSO Wages		8/1/2019	141-72210-189-01601	\$465.00
			Neglected Facility Chance Educational				
Hill	Korrine	Central Office	Assistant	NTE 950 Hours	7/1/2019	142-71100-163-121	\$11.66/Hr.
Howard	Eric	CHS	Band SSO Wages		8/1/2019	141-72110-189-01601	\$744.00
Hughes	Hannah	CHS	Summer Feeding Program Extension	NTE 8 Hrs.	7/20/2019	143-73100-165-00095	
Knight	Angie	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$3,900.00
Martin	Tim	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Matheson-Gaw	Beth	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Maynard	Kevin	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Metts	Lauren	CHS	Stipend SSO Wages		8/1/2019	141-72210-189-01601	\$1,961.47
Nash	Linda	Central Office	Executive Leadership Coach	NTE 200 Hrs.	8/1/2019	142-72210-189-201	\$43.75/Hr.
Pierce	Chris	Central Office	Collaborative Conferencing Team		7/1/2019	141-72310-189	\$2,500.00
Putman	Will	CHS	Stipend SSO Wages		8/1/2019	141-73310-189-01601	\$1,690.90
Smith	Sierra	AMS	Assistant Volley Coach Wages		8/7/2019	141-72210-189-01601	\$1,419.36
			Neglected Facility Endeavors Tutor -				
Webb	Molly	Central Office	Intersession Breaks: Fall, Spring & Summer	NTE 56 Hrs.	7/1/2019	142-71100-189-121	\$25/Hr.
Webster	Brian	CHS	Band SSO Wages		8/1/2019	141-72210-189-01601	\$169.09
Williams	Amanda	CHS	Band SSO Wages		8/1/2019	141-72210-189-01601	\$667.91
Williams	Joseph	CHS	Band SSO Wages		8/1/2019	141-72210-189-01601	\$645.11

Young	Tracy	BPS	Ready for Kindergarten Child Care	NTE 12 Hrs.	8/1/2019	142-71100-189-501	\$20/Hr.
<b>INCREASE IN HOURS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>
Anderson	Lori	Food Services - CHS	Food Services - CHS	6 Hrs. to 6.5 Hrs	8/6/2019	143-73100-165-00037	N/A
Belli	Lisa	Food Services - AMS	Food Services - AMS	6.25 Hrs. to 7 Hrs.	8/26/2019	143-73100-165-00008	N/A
Bryant	Leda	Food Services - JWES	Food Services - JWES	4.5 Hrs. to 5 Hrs.	8/5/2019	143-73100-165-0000060	N/A
Garrett	Tricia	Food Services - ATMS	Food Services - ATMS	6 Hrs. to 6.75 Hrs.	8/15/2019	143-73100-165-00065	N/A
Lantrip	Lisa	Food Services - AMS	Food Services - AES	5.5 Hrs. to 5.75 Hrs.	7/29/2019	143-73100-165-00005	Mary Fishback's Hrs. Mary Fishback's Benefit Earning Position
Norrod	Angela	Food Services - AMS Bookkeeper - MHS	Food Services - AES Bookkeeper - MHS	5.75 Hrs. to 6 Hrs. 7 Hrs to 7.5 Hrs.	8/14/2019 8/7/2019	143-73100-165-00005 141-72410-119-055	N/A
Roberson	Melissa	Food Services - CHS	Food Services - CHS	4 Hrs. to 6.5 Hrs.	8/14/2019	143-73100-165-00037	N/A
Seiver	Hallie	Food Services	Office Help - Food Services Annex	NTE 10 Hrs. per week	8/1/2019	143-73100-165-00037	N/A
<b>DECREASE IN HOURS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>
<b>TRANSFERS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>FROM POSITION</b>	<b>TO POSITION</b>	<b>HOURS</b>	<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>REPLACING</b>
Bontrager	Robin	Gen. Ed Assistant	SPED Resource Assistant	7.00	8/22/2019		
Childers	Amanda	Gen. Ed Teacher	ESL Teacher	7.50	7/25/2019	141-71100-116	N/A
Dwyer	Jeanette	Food Services - CHS	Food Services - CCES	6.00	7/29/2019	143-73100-165-00030	Virginia Titsworth
Dyer	Amanda	SPED PreK Assistant	SPED Ext. Resource Assistant	7.00	8/22/2019	141-71200-163-008	Victoria Robinson
Dyer	Kenzie	Food Services - Countywide Sub.	Food Services - CHS	6 Hrs. to 7 Hrs.	7/29/2019	143-73100-165-00037	Vickie Brown
Fishback	Mary	Food Services - CHS	Food Services -UHS		8/19/2019	143-73100-165-00090	Kim Winney's Hrs.
Hawkins	Mary April	Food Services - AES	Food Services - SES	6.00	7/29/2019	143-73100-165-0070	Ashley Hamm
Johnson	Michelle	Food Services - CCES	Food Services - UHS	5.5 Hrs. to 5 Hrs.	8/1/2019	143-73100-165-00110	Marcus Thrasher's Old Hrs.
Kinsman	Kenneth	Adult Education	Teacher Assistant - CSES	7.00	8/26/2019	141-71100-163-015	Malinda Warren
McCloud	Vhonda	Transportation - P/T	Transportation - F/T	5.00	8/15/2019	141-72710-189-01605	Stephanie Hare
Maddux	Willie	Food Services - AMS	Food Services - BPS	6.5 Hrs.	8/26/2019	143-73100-165-000017	Rhonda Patrick's Hrs.
Messer	Amber	Grade 8 SS Teacher - PSMS	Grade 6 SS Teacher - PSMS	7.50	7/31/2019	141-71100-116-100	Katie Caretto
Patrick	Rhonda	Food Services - CHS	Food Services - MHS	5.75 Hrs. to 4 Hrs	8/19/2019	143-73100-165-00055	N/A
Phillips	Melissa	Food Services - BPS	Food Services - County Wide SUB	6 Hrs. to 7 Hrs.	8/26/2019	143-73100-165-00037	N/A
Reynolds	Mildred	Food Services - CHS	Food Services - PSES	7.50	7/29/2019	143-73100-165-00095	Christina Johnson's Hrs.
Roberts	Madision	Food Services - AES	Food Services - AES	5.00	7/29/2019	143-73100-165-00005	Madison Roberts
Sapp	Lori	Food Services - AES	Food Services - CHS	5.00	8/26/2019	143-73100-165-00037	N/A
Sliger	Mary Beth	Kindergarten - BPS	Grade 1 - BPS	4.00	8/7/2019	143-73100-165-00015	Pamela Gantkowski
Stanton	Lisa	Teacher Assistant - CSES	School Bookkeeper - CSES	7.50	8/8/2019	141-71100-116-017	Lisa Stanton
Stanton	Lisa	Grade 1 Teacher - BPS	Grade 8 SS - UMS	8.00	8/15/2019	141-72410-119-015	Lorna Lee
Thrasher	Marcus	Food Services - BPS	Food Services - UMS	7.50	8/12/2019	141-71100-116-110	Susan Shanks
Titsworth	Viginia	Food Services - UMS	Food Services - CHS	8.00	7/26/2019	143-73100-165-00037	Potential Mgr. Candidate
Ward	Mary	Food Services Cashier - CHS	Food Services Mgr. - CHS	8.00	8/6/2019	143-73100-165-00037	Seanaree Bilbrey
Weber	Sharon	Food Services - CHS	Food Services - CCES	5.50	7/29/2019	143-73100-165-00030	April Hawkin's Hrs.
Winney	Kim	Food Services - PVES	Food Services - PVES	4.5 Hrs. to 5.25 Hrs.	7/29/2019	143-73100-165-00060	N/A
		Food Services - UHS	Food Services - CHS	6 Hrs. to 7 Hrs.	8/19/2019	143-73100-165-00037	Kenzie Dyer's Hrs.
<b>PROFESSIONAL</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEGREE</b>			<b>EFFECTIVE DATE</b>	<b>FUNDING CODE</b>	<b>AMOUNT</b>
Cobble	Hailey	Masters in C & I			8/12/2019	141-71100-116-015	\$2,500
Nabors	Jessica	Advanced Degree in Non-Related			7/25/2019	141-73400-116-02005-037	\$1,000
Pittman	Ciara	Masters in C & I			8/22/2019	141-71100-116-037	\$2,500

Roberson	Laura	Masters in Educational Media & Educational			7/1/2019	141-72210-129-030	\$2,500
<b>TERMINATIONS</b>							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>		<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
Snyder	Tisha	Teacher Assistant	Not rehired due to funding	7.00	5/24/2019		
<b>NON-RENEWALS</b>							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
<b>OTHER</b>							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LOCATION</u>	<u>POSITION</u>	<u>HOURS</u>	<u>EFFECTIVE DATE</u>	<u>FUNDING CODE</u>	<u>AMOUNT</u>
Johnson	Marta	JWES	Sick Bank Trustees - Awarded Days	20 Days	8/9/2019	142-71100-116-101-050	
Webb	Thomas	Maintenance	Out on Work Compensation		7/29/2019	141-72620-167-000	
<b>CORRECTIONS</b>							
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>		<u>HOURS</u>	<u>EFFECTIVE DATE</u>		
McCowan	Danielle	Food Services - Was never rehired					
<b>SPREADSHEETS:</b>							
LEAPS - Site Coordinators	8/1/2019	PCF #1 & Spreadsheet Attached					
Nurses - 2 Add'l approved Inservice Days	7/22/2019	PCF #2 & Spreadsheet Attached					
Add'l. Hrs for Facilitators and Childcare Ready	8/1/2019	PCF #3 & Spreadsheet Attached					
Cell Phone Stipend -Technology	7/25/2019	PCF #4 & Spreadsheet Attached					

#1

PUTNAM COUNTY BOARD OF EDUCATION  
APPROVAL FORM

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

\* LOCATION: **STAR CENTER**

Employee Type Code: **12SPT**

OR Employee's Name: **SHARON R DYER**

\* REASON FOR ACTION: **ADDITIONAL HOURS**

\* EFFECTIVE DATE: **08/01/2019**

HIGHLY QUALIFIED MET  
CERTIFICATION/ENDORSEMENT:

\* REPLACING: **no one**

\* MONTHS WORKED PER YEAR: **12**

\* HOURS WORKED PER DAY: **8.0**

POSITION FUNDED:

Type of Funding:

\* NOTES: **Updated PCF Spreadsheet-LEAPs site-coordinators for 2019-2020 school year (see attached)**

DIRECTOR OF SCHOOLS - **JERRY BOYD**

DEPUTY DIRECTOR OF SCHOOLS - **CORBY KING**

DIRECTOR, HUMAN RESOURCES - **ANGIE KNIGHT**

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE



#2

Name: **WEST, AMY** Employee Type: **12 MONTH SUPPOR** Building Code: **0000**

**PUTNAM COUNTY BOARD OF EDUCATION  
APPROVAL FORM**

NEW HIRE NAME:  
STREET ADDRESS:  
CITY, STATE ZIP:  
CONTACT NUMBER:

OR Employee's Name: **AMY WEST**

\* LOCATION: **CENTRAL OFFICE**  
Employee Type Code: **12SPT**

\* REASON FOR ACTION: **ADDITIONAL HOURS**  
\* EFFECTIVE DATE: **07/22/2019**

HIGHLY QUALIFIED MET  
CERTIFICATION/ENDORSEMENT:

\* REPLACING: **n/a**  
\* MONTHS WORKED PER YEAR: **9**  
\* HOURS WORKED PER DAY: **7.5**  
POSITION FUNDED: **141-72120-131**

\* NOTES: **Please see the attached list of nurses. We need to pay them for 2 additional approved inservice days to be paid from acct 141-72120-131**

Type of Funding:

**DIRECTOR OF SCHOOLS - JERRY BOYD**  
**DEPUTY DIRECTOR OF SCHOOLS - CORBY KING**  
**DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT**

**DIR OF SCHOOLS SIGNATURE**  
 **DEPUTY DIR SIGNATURE**  
 **DIRECTOR HR SIGNATURE**

Bridget Jones	Jackie Maberry
SPED-Martha Gentry	SPED-Melissa Copeland
Pam Turner	SPED-Glenda Elmore
SPED-Lacie Fain	Pam Norrod
Kelsea Whittenberg	Renee Sims
Mary Sue Phillips	Lana Reagan
Cindy Dyer	SPED-Spencer Kress
Jeanette Hall	SPED-Heather Camacho
Jada Hughes	Haven Paul
Luann Morris	SPED-Julie Reeser
Amy Sparks	Liz England
SPED-Nancy Hickey	SPED-Melissa Mackie
SPED-Lisa Shaw	Dana Stewart
Tabitha Gaw	SPED-Kayla Johnson
Marcie Peek	Nicole Distefano

#3

Name: **CARWILE, BRIDGETT** Employee Type: **12 MONTH CERT** Building Code: **0000**

PUTNAM COUNTY BOARD OF EDUCATION  
APPROVAL FORM

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

\* LOCATION: **CENTRAL OFFICE**

Employee Type Code: **12CER**

OR Employee's Name: **BRIDGETT CARWILE**

\* REASON FOR ACTION: **ADDITIONAL HOURS**

\* EFFECTIVE DATE: **08/01/2019**

HIGHLY QUALIFIED MET  
CERTIFICATION/ENDORSEMENT:

\* REPLACING: **NA**

\* MONTHS WORKED PER YEAR: **9**

\* HOURS WORKED PER DAY: **7.5**

POSITION FUNDED: **142-71100-189-501**

Type of Funding: **Title**

\* NOTES: **Additional Hours for Facilitators and Childcare  
Ready! for Kindergarten workshops. See  
uploaded document.**

DIRECTOR OF SCHOOLS - **JERRY BOYD**

DEPUTY DIRECTOR OF SCHOOLS - **CORBY KING**

DIRECTOR, HUMAN RESOURCES - **ANGIE KNIGHT**

DIR OF SCHOOLS SIGNATURE

DEPUTY DIR SIGNATURE

DIRECTOR HR SIGNATURE

PCF Requests 2019-2020

All requests are not to exceed requested number of hours for the year.  
One is a new request: for Jennifer Davis\* to facilitate 6 workshops at Baxter Primary.

Requested PCF's for Facilitators:

**Veronica Panker**      24 hrs      \$25/hr      \$600 NTE  
(JWES PreK TA)

**\*Jennifer Davis**      18 hrs      \$25/hr      \$450 NTE  
(PSES Emp Child Care)

Requested PCF's for Childcare:

**Jennifer Davis**      30 hrs      \$20      \$600 NTE  
(PSES Emp Child Care)

**Regina Sherrill**      15 hrs      \$20      \$300 NTE  
(BPS PreK TA)

**Angela Storie**      15 hrs      \$20      \$300 NTE  
(Burks classroom teacher)

*Barbara Green*  
8-9-19

#4

Name: **SLOAN, JOHNNY R.** Employee Type: **12 MONTH CERT** Building Code: **TECH**

**PUTNAM COUNTY BOARD OF EDUCATION  
APPROVAL FORM**

NEW HIRE NAME:

STREET ADDRESS:

CITY, STATE ZIP:

CONTACT NUMBER:

\* LOCATION: **STAR CENTER**

Employee Type Code: **12CER**

**OR** Employee's Name: **JOHNNY R SLOAN**

\* REASON FOR ACTION: **OTHER**

\* EFFECTIVE DATE: **07/25/2019**

HIGHLY QUALIFIED MET  
CERTIFICATION/ENDORSEMENT:

\* REPLACING: **N/A**

\* MONTHS WORKED PER YEAR: **12**

\* HOURS WORKED PER DAY: **8.0**

POSITION FUNDED: **141 e 72250 199 000 00000 000**

Type of Funding:

\* NOTES: **Cell Phone Stipend List attached.**

**DIRECTOR OF SCHOOLS - JERRY BOYD**

**DEPUTY DIRECTOR OF SCHOOLS - CORBY KING**

**DIRECTOR, HUMAN RESOURCES - ANGIE KNIGHT**

**DIR OF SCHOOLS SIGNATURE**

**DEPUTY DIR SIGNATURE**

**DIRECTOR HR SIGNATURE**

<b>Employee Name</b>	<b>Location</b>	<b>Cell Phone Stipend Funding Code</b>
Watkins, James	Technology	141-72250-199
McCarver, Michael	Technology	141-72250-199
Arney, David	Technology	141-72250-199

**Original Board approved for Retroactive pay**

10/24/2017, Item VI.F.8

10/24/2017, Item VI.F.8

10/24/2017, Item VI.F.8



# Cookeville High School

1 CAVALIER DRIVE • COOKEVILLE, TENNESSEE 38501  
(931) 520-CAVS • FAX (931) 520-2268  
www.cookevillecavaliers.com

EXHIBIT  
tabbler  
III B.3a  
09-05-19

Wednesday, July 31, 2019

Putnam County Board of Education

Cookeville High School would like to request the permission to grant Mr. Scott Cook to receive a third supplement for the 2019 - 2020 school year. He coaches Wrestling, Boys Track and Girls Track.

Thank you

*Max Petett*  
Max Petett

*5th year of third supplement  
for Coach Cook*

*[Signature]*  
RECEIVED  
08-06-19  
*[Signature]*

**IB** world school



# UPPERMAN HIGH SCHOOL

ENGAGE • INSPIRE • ACHIEVE

6950 Nashville Hwy. • Baxter, Tennessee 38544 • Telephone (931) 858-3112 • Fax (931) 858-4641

EXHIBIT  
tabbles  
III B.3.b.  
09-05-19

Billy Stepp, Principal

Rhonda Mahan, Assistant Principal  
Greg Wilson, Assistant Principal

Mr. Boyd,

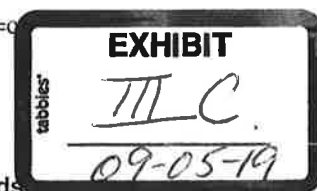
I am writing to you concerning the supplements for Noah Repasky. Noah presently serves the Upperman student body as an assistant coach for varsity football and head coach for both boys and girls track. He stepped in to the track positions when we needed a coach. His experience has been beneficial for both teams; numbers have tripled during the previous two seasons. With Coach Repasky receiving a supplement for football and two for track this requires approval according to board policy. We have offered the track position to all faculty and Coach Repasky was the only faculty member interested and qualified. Thank you for your time and consideration in this matter.

Sincerely,

Billy Stepp  
Principal  
Upperman High School

08-13-19  
4th year requesting a  
3rd supplement  
pu. D. Paramore  
A Reid

received  
07-30-19  
[Signature]



Reid, Sharon &lt;reids2@pcsstn.com&gt;

---

**Re: Burks wetland trail**

2 messages

**Boyd, Jerry** <boydj2@pcsstn.com>

Thu, Aug 8, 2019 at 9:27 AM

To: Kevin Maynard &lt;maynardk@pcsstn.com&gt;

Cc: John Magura &lt;maguraj@pcsstn.com&gt;, "Mrs. Sharon Reid" &lt;reids2@pcsstn.com&gt;

Kevin,

Thank you for the update. I do believe it is necessary to keep the Board updated. If you have additional details, in addition to the notification that Monterey has received the grant, please forward. We will place on the September 5th Board agenda for the Board's full awareness.

Jerry

**Jerry S. Boyd** *Superintendent*

931-526-9777 | 1400 E. Spring St.; Cookeville, TN

boydj2@pcsstn.com | www.pcsstn.com



On Tue, Aug 6, 2019 at 8:12 AM Kevin Maynard <maynardk@pcsstn.com> wrote:

Mr. Boyd,

Julie Bohannon contacted me this week. They wanted to set up an initial meeting to plan for the trail through the wetland at Burks. They have received notification of being awarded the grant according to her. We set up a meeting for **September 12, 2019 at 9:00 AM** here at Burks. She is going to send me an agenda for the meeting and I will forward it to you once I have it. She expected the meeting to take about an hour. I expect the grant writer and possibly the trail designer to be here for the meeting. I am including Mr. Magura in this email hoping that he will be able to attend and of course you are invited to attend if you wish to do so.

Please let me know if I need to do anything else or at what point we need to go back to the BOE for updates, further approval, etc.

Thanks,

Kevin Maynard  
Principal  
Burks Elementary School  
maynardk@pcsstn.com

---

**Magura, John** <maguraj@pcsstn.com>

Thu, Aug 8, 2019 at 10:25 AM

To: Kevin Maynard &lt;maynardk@pcsstn.com&gt;

Cc: "Boyd, Jerry" &lt;boydj2@pcsstn.com&gt;, "Mrs. Sharon Reid" &lt;reids2@pcsstn.com&gt;

Kevin,

The two comments that I would have are: (1) During the grant application process did we note that the grant monies would be used to construct a walking trail thru a wetlands? I wouldn't want that fact to impact the use of the monies. (2) Have you contacted the local TDEC Department to let them know of your intentions? If not, I would recommend that you contact Mr. Jeff Patton at the Cookeville office.

John Magura  
Facilities Maintenance Supervisor  
240 Raider Drive  
Cookeville, TN 38506

[Quoted text hidden]



August 20, 2019

Mr. Jerry S. Boyd  
1400 East Spring St.  
Cookeville, TN 38506-4313

Dear Mr. Boyd,

I am pleased to inform you that your application for funding under the School Resource Officers Grant has been approved in the amount of \$175,000 contingent on a local match of \$43,750.

Please note that grant expenditures, reimbursement requests, and required reports must meet all expectations noted in your signed Assurances page posted in ePlan and must be completed during the grant period of 6/30/2019 through 7/1/2020.

Reimbursement requests will need to be submitted in ePlan, [here](#). Questions regarding the funding should be directed to me via phone at 615-532-4774 or email at [Brenna.Morse@tn.gov](mailto:Brenna.Morse@tn.gov).

Sincerely,

*Brenna Morse*

Brenna Morse, Director  
Tennessee School Safety Center

cc: [Spencer.Yonce@tn.gov](mailto:Spencer.Yonce@tn.gov)

---

Office of School Safety and Transportation • 710 James Robertson Parkway • Andrew Johnson Tower, 10 Floor  
Nashville, TN 37243 • Tel: 615-741-3248 • Fax: 615-532-5303 • <http://tn.gov/education/topic/school-safety> •  
Revised 8/14/19

*[Handwritten signature]*  
RECEIVED  
08-22-19  
*[Handwritten initials]*

**MINUTES**  
Putnam County Board of Education  
Cookeville, Tennessee  
August 1, 2019

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, August 1, 2019. Dr. **FRY** convened the meeting at 5:00 PM.

<b>PRESENT</b> .....6	<b>ABSENT</b> .....0
Dr. Dawn Fry, Chair	
Celeste Gammon, Vice-Chair	
Kim Cravens	
Jerry Maynard	
David McCormick	
Lynn McHenry	

Dr. **FRY** stated the Board would address Agenda Item II., Approval of the Agenda, noting the following requested additions to the agenda:

- *From Mark McReynolds*  
As Consent Agenda Item V.A.10  
Approval of the purchase of 17 cafeteria tables from School Excess – Arlington, TX for Cookeville High School in the total amount of \$11,883 to be paid from 141-71100-722-02117, as submitted.
  
- *From Corby King*  
As Consent Agenda Item V.A.11.  
Approval of the one-time purchase with Ident-A-KID – Holmdel, N.J. for 19 touchscreen computers in the amount of \$23,031.00 to be paid from Safe Schools Grant 141-E-72130-790-02144 for the 2019-20 school year, as submitted.
  
- *From Mark McReynolds*  
As Agenda Item VII.A.2.  
Approval to accept the topographic survey proposal from Whittenburg Land Surveying – Cookeville, TN in the amount of \$41,350 to be paid from 141-72620-399-02504, as submitted.

**ACTION:** (II.) Ms. **CRAVENS** made a motion to approve the requested additions to the agenda, as stated. Ms. **GAMMON** seconded the motion. Motion carried.

**ACTION:** (II.) Mr. **MAYNARD** made a motion to approve the Agenda, as amended including Consent Agenda Item V.A.10., Consent Agenda V.A.11., and Agenda Item VII.A.2. Ms. **GAMMON** seconded the motion. Motion carried.

Dr. **FRY** stated the Board would address Agenda Item III., Announcements, and recognized Jerry Boyd, Director of Schools.

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

- Recognized and presented a small token of appreciation to the following Putnam County School System Teachers and Supervisors retiring between July 1, 2018, and June 30, 2019: Sandra Cupp, Judy Delk, Kristen Duncan, Donna Ferguson, Joy Hamby, Donna Harpe, Norma Holder, Steve Jones, Sandra Landry, Sharron Luhn, Sandi Rains, Teresa Shelley, Linda Smith, Kathy Watts, Faye Watts-Maxwell, and Sarah Webb
- Noted the following Director's Reports:
  - General Purpose School Cash Flow Analysis
  - Personnel Report
  - Three-Year Calendar Committee Report Update:
    - Public Survey had been released.
    - Committee's Final Report and recommendations would be brought to the September Board Agenda.
    - Survey would be closed on August 9<sup>th</sup>.

Dr. **FRY** stated the Board would address Agenda Item IV., Approval of the Minutes.

**ACTION:** (IV.A., IV.B., and IV.C) Ms. **GAMMON** made a motion to approve the Minutes of the following Board meetings: Regular July Board Meeting – Thursday, June 27, 2019, @ 5:00 PM; Special Called Board Meeting – Tuesday, July 16, 2019, @ 5:00 PM; and Special Called Board Meeting – Tuesday, July 16, 2019, @ 7:30 PM. Mr. **McCORMICK** seconded the motion. Motion carried.

Dr. **FRY** stated the Board would address approval of the Consent Agenda., and asked if the Board had any items they would like removed for discussion.

**ACTION:** (V.A.1. – V.F.16.) Mr. **McCORMICK** made a motion to approve the following Consent Agenda, as recommended by Jerry Boyd, Director of Schools including the additions of V.A.10. and V.A.11.:

## V. Approval of the Consent Agenda

### A. Payments/Purchases

1. Approval of payment to Frontline Technologies Group, LLC AESOP (Absence & Substitute Management System) and MLP (Professional Learning Management System) for services from July 1, 2019 to June 30, 2020, from the 1 Governmental Purchasing Alliance (contract 19-04PV-14) in the amount of \$36,589.50 to be paid, as follows: AESOP – 141 E 72210 399 000 02103 000 = \$15,025.36; 141 E 72220 399 000 00000 000 = \$2,564.79; 141 E 72230 399 000 00000 000 = \$732.95 and MLP – 141 72210 399 000 00000 000= \$2,000.00; 142 E 71300 399 801 00000 000 = \$600.00; 142 E 72210 399 201 00000 000 = \$11,200.00, as submitted.
2. Approval of payment to Houghton Mifflin Harcourt of Chicago, IL (per member cooperative ESC-19) for professional development services in the amount of \$15,680.00 and \$91,256.80 to be paid from 142-72210-399-171.
3. Approval to purchase a Fanuc Robot with controller Enclosed Education Trainer Cart from Tennessee College of Applied Technology (TCAT) – Livingston, Tennessee to be used in the new Robotics class at Cookeville High School in the amount of \$35,000 to be paid from Perkins Reserve Consolidated Fund, 142-71300-730-852, as submitted.
4. Approval of a payment to Fulcrum Management Solutions, Inc. – Spokane Valley, WA for Thoughtexchange Team Room in the amount of \$24,000 for the 2019-20 school year to be paid from 141-72310-599 (General Purpose School), Other Charges, as submitted.
5. Approval of payment to Skyward – Stevens Point, WI for Accounting and HR Software Annual License fee from July 1, 2019, to June 30, 2020, in the amount of \$62,996.00 to be paid from 141-72510-399, Other Contracted Services (General Purpose School Fund), as submitted.

6. Approval of payment to Tennessee Tech University – Cookeville, Tennessee for State of Tennessee reimbursement for Pre-K between April 1, 2019, and June 30, 2019, in the amount of \$20,562.29 to be paid from 141-73400-399-01604, Other Contracted Service, as submitted.
7. Approval of payment to Lexia Learning Systems LLC – Concord, MA (per contract 180302) for professional development services in the amount of \$51,408.00 to be paid from 142-72210-524-172 and \$46,445.00 to be paid from 142-71100-471-172, as submitted.
8. Approval of payment to FileWave (USA), Inc. – Indianapolis, IN for FileWave license annual renewal from September 1, 2019, to August 31, 2020, in the amount of \$39,804.00 to be paid from 141-72250-399 and 141-71100-722-01607, as submitted.
9. Approval of a payment to Power School Group, LLC for services from July 15, 2019, to July 14, 2020, in the amount of \$59,088.64 to be paid from 141 E 72110 399 000 00000 000, Other Contracted Services (General Purpose School Fund), as submitted.
10. Approval of the purchase of seventeen (17) cafeteria tables from School Excess – Arlington, Texas for Cookeville High School in the total amount of \$11,883 to be paid from 141-71100-722-02117, as submitted.
11. Approval of the one-time purchase with Ident-A-KID – Holmdel, N.J. for nineteen (19) touchscreen computers in the amount of \$23,031.00 to be paid from Safe Schools Grant, 141-E-72130-790-02144 for the 2019-20 school year, as submitted.

**B. Bids/Quotes/Sealed bids/RFPs (None Submitted)**

**C. Budget Amendments/Line Item Transfers**

1. General Purpose School Budget Amendments – Fund 141
  - a. Finance – To budget for Porfolio Pear Reviewer Stipend from State of TN

- b. Special Education – To budget carry-over funds for VOCRE Grant fund ending September 30 2019-07-29
2. Federal Projects Budget Amendments – Fund 142
- a. CTE – To budget CTE Perkins Reserve Consolidated Funds for 2019-2020 School Year
  - b. Federal Programs – Title III Immigrant Grant Revenue (-311) to establish the 2019-2020 Immigrant Grant Budget
  - c. Federal Programs – McKinney Vento Homeless Grant Revenue to establish the 2019-2020 Budget
  - d. Federal Programs – Adaptive Learning Technology Grant Revenue to establish the 2019-2020 Budget
  - e. Special Education – To budget IDEA Pre-School Discretionary Grant FY-20 (ages 3-5 years)
  - f. Special Education – To budget allocation for IDEA Discretionary Grant FY-20: *“Special Education Licensue, Endorsement or Certification”*
  - g. Special Education – To budget for IDEA Discretionary Grant FY-20: *“Increase Percent of Children Appropriately Identified as SWD”*
  - h. Special Education – To budget IDEA Discretionary Grant FY-20: *“Increase Access to High Quality Core Instruction”*
- D. Approval of Out-of-County and Overnight Trip Report, as submitted**
- E. Approval of the Grant Report, as submitted.**
- F. Other**
- 1. Approval of 2020, 2021, and 2022 Dental & Vision Insurance Rates, as submitted.

2. Approval of 2020 Medical Insurance Rates and to front load \$500 for new employees entering the Health Savings Account on January 1, 2020, for participants in the Consumer Driven Health Plans, remaining balance will be contributed in equal amounts each payroll, as submitted.
3. Approval of the Complaint Managers for 2019-2020 School Year, as submitted.
4. Approval of the following names to be on the collaborative conferencing Team representing the Board of Education: Chris Pierce, Beth Gaw, Kevin Maynard, Angie Knight, Dr. Sharon Griggs, Tim Martin and Bridgett Carwile.
5. Approval of the MOU with Fentress County Schools for space for Adult Education at \$450 per month from July 1, 2019 – June 30, 2020 to be paid from Adult Education funds, as submitted.
6. Approval to join the cooperative Purchasing Alliance 1 Government Procurement Alliance (1GPA), as submitted.
7. Approval of an agreement between Putnam County School System and Tennessee Tech University 2019-2020 regarding a Volunteer PreK Pilot Funded PreK Classroom, as submitted.
8. Approval of a \$20 stipend for cell usage for Extended Learning Program beginning July 1, 2019 – June 30, 2020, per Policy 3.3001, Use of Cellular Phones, for Brenda Hughett to be paid from 21<sup>st</sup> CCLC (142-73300-432) and LEAPs (141-73300-02003), as submitted.
9. Approval of the annual agreement between Tennessee Department of Education's School Nutrition Program for participation in the National School Lunch Program and School Breakfast Program for SY2019-20, as submitted.
10. Approval of the Edgenuity Services Agreement between Edgenuity Inc. – Scottsdale, Arizona and Putnam County School System for professional services for the 2019-2020 school year to be paid from General Funds in cooperation with the Interlocal Purchasing System (TIPS) agreement in

the total amount of \$70,784 to be paid from 141-71100-399-01502(R65,784) and 141-71200-429 (\$5,000), as submitted.

11. Approval of the memorandum of Understanding (MOU) between the Tennessee Department of Education and Putnam County School System for the 2019-2020 school year to document essential assurances and related information pertaining to Coordinated School Health Initiative in the amount \$155,000.00 to be paid from State Grant Funds, as submitted.
12. Approval to enter into a contract with Ident-A-Kid Visitor Management System – Petersburg, Florida for the 2019-2020 school year to be paid from the Safe Schools Grant 141-72130-399-02118 in the total amount of \$27,642.28, as submitted.
13. Approval to enter into a one-year contract for the 2019-2020 school year (July 1, 2019 – June 30, 2020) with Cintas – Nashville, Tennessee for work uniforms in the total weekly amount of \$51.65 to be paid from 141-72710-329, as submitted.
14. Approval to enter into a contract for the 2019-2020 school year with STOPit Solutions – Holmdel, N.J. for an anonymous reporting tip line for bullying, harassment, violence or threats in the amount of \$7,475.00 to be paid from Safe Schools Grant, 141-72130-399-02118, as submitted.
15. Approval of a \$20 monthly stipend for cell phone usage for the 2019-2020 school year per Policy 3.3001, Use of Cellular Phones, to be paid from 141-72250-199 for the following Technology employees: Jimmy Watkins, David Arney and Michael McCarver, as submitted.
16. Approval of the Instructure Services Agreement between Instructure, Inc. – Salt LakeCity, Utah and Putnam County School System for professional services for the 2019-2020 school year in the amount of \$20,000 to be paid from General Funds in cooperation with the National IPA #R150702 agreement, as submitted.

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

Dr. **FRY** stated the Board would address Agenda Item VI., Policy.

**ACTION:** (VI.A. and VI.B.) Ms. **CRAVENS** made a motion to approve the following policies on first and final reading, as submitted:

- Policy 2,805, Purchasing
- Policy 2.900, Student Activity Funds Management

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

Dr. **FRY** stated the Board would address Agenda Item VII., Discuss Architectural Contract, and recognized Mr. Boyd.

Mr. **Boyd** stated the following regarding the Architectural Contract:

- The board interviewed four (4) architectural firms at the July 16, 2019, Special Called Board meeting and approved the selection of the architectural firm, Upland Design Group – Crossville, Tennessee, for the upcoming elementary school project.
- Dan Rader, Board Attorney, and I have been in discussions with Kim Chamberlin of Upland Design regarding the terms of contract.
- Discussed fees structure noting they do not charge a lot of extra for travel and such.

Dan Rader, Board Attorney, stated the following regarding the contract:

- After completion of the survey and geotechnical study, the Board had expressed a need to discuss the amount of insurance coverage to have if something should happen to the building during construction noting the cost would be at the Board's expense.
- Once the Board determines the program (PreK-4 or PreK-8), the architect will have sixty-days (60) to complete the design with a deadline of no later than February 1<sup>st</sup>, 2020.
- The Board will then be waiting for funding and the contract provides that for a period of time the contract would stay alive pending funding approval.
- Board members have all received a copy of the contract.

Mr. **McHENRY** asked if there was anything Upland Design Group needed from the Board besides approval of the survey and geotechnical study; and

Mr. **Chamberlin** stated just a contract agreement noting the survey needed to be started quickly but hold off on the geotechnical study until after the survey results come back.

Dr. **FRY** asked what would the difficulty be with the design work if the Board should decide on a PreK-8 Program and then it is designed that way but due to lack of funding we needed to scale back the project to a PreK-4 Program.

Mr. **Chamberlin** stated the following regarding the possibility of scaling back the design from a PreK-8 to a PreK-4:

- Certainly, the site overall would be an issue.
- PreK-8 would require the inclusion of athletic fields.
- Being aware on the front end that the design may need to be changed due to possible lack of funding, it could be designed with that possibility in mind.

Mr. **McHENRY** asked how much could the Site Survey results factor into helping the Board make the decision regarding program; and Mr. **Chamberlin** stated the survey would provide much in determining the program ability of the site.

**ACTION:** (VII.A.) Mr. **McHENRY** made a motion to approve going forward with the Site Survey on the Lee Seminary Road property. Ms. **GAMMON** seconded the motion. Motion carried.

**ACTION:** (VII.A.) Ms. **GAMMON** made a motion to approve the Architectural Contract between Putnam County School System and Upland Design Group, Inc. – Crossville, Tennessee to design a PreK-4 or a PreK-8 facility, subject to final negotiations over some of the contract details, as submitted. Ms. **CRAVENS** seconded the motion. Motion carried.

**ACTION:** Ms. **CRAVENS** made a motion to recess and reconvene in ten minutes. Mr. **McHENRY** seconded the motion. Motion carried.

The Board recessed at 5:20 PM and reconvened at 5:30 PM.

Dr. **FRY** stated the Board would address Agenda Item VII.B., General Purpose School Budget Fund 141 – Draft #5, and recognized Mr. Boyd.

Mr. **Boyd** stated the following regarding the General Purpose School Budget Fund 141 – Draft #5:

- Draft #1 Gap  
Increase to BEP Funding
- |  |                |
|--|----------------|
|  | \$8,847,123.98 |
|  | (9,000.00)     |

• Draft #2 Gap	\$8,838,123.98
Increase in Property Tax Revenue	
Increased Penny Rater	(\$362,635.00)
• Draft #3 Gap	\$8,475,488.98
Decrease in BEP Funding (June estimate)	(\$45,000.00)
Increase in Property Tax Revenue	(\$1,328,920.00)
Capital Project Expenditures (Non-Recurring)	(\$1,000,000.00)
• Draft #4 Gap	\$6,191,568.98
<u>Revenue changes from Draft #4 (Decrease in revenue/increase in Gap</u>	
Final BEP reduction	\$84,000.00
Reduction of .02 property tax	\$332,230.00
Revenue Decrease	\$416,230.00
Adjusted budget gap	\$6,607,798.98
• <b><u>Draft #5 (FINAL) Proposed Reductions of Expenditures</u></b>	
Remove remaining capital projects	(\$650,000.00)
4% raise (certified and support staff)	(\$2,576,435.00)
SIF Increase	(\$113,000.00)
\$10 student technology fund for schools	(\$120,000.00)
New teacher induction stipend	(\$18,925.00)
New teacher \$200 supply addition	(\$16,000.00)
2 vans (ESL and Central Office)	(\$60,000.00)
Director of School's vehicle purchase	(\$30,000.00)
Emergency power generator Technology Dept	(\$50,000.00)
Phone system upgrades	(\$100,000.00)
RTI Tracking Software	(\$70,000.00)
Voyagers Sopris Learning (Training)	(\$27,000.00)
Powerschool server upgrade	(\$50,000.00)
5 Art/STEM teachers for elementary schools	(\$323,272.00)
Asst principal for Baxter/Cornerstone	(\$76,480.00)
Additional interpreters (2)	(\$72,080.00)
Bus drivers additions (6)	(\$106,078.00)
Bus attendants additions (5)	(\$88,400.00)
Additional Maintenance personnel (1)	(\$51,350.00)
Additional Technology personnel (1)	(\$73,925.00)
Full time sub nurses (4)	(\$134,056.00)
New teacher and retired teacher differential	(\$301,997.74)
Reduction of English Language teacher	
growth positions (2)	(\$129,315.00)
Teacher growth position reductions (7)	(\$452,581.24)

Total of 4 (of 7) buses to be purchased from PC Capital Projects Funds	(\$416,904.00)
<b>TOTAL PROPOSED REDUCTION</b>	<b>(\$6,107,798.98)</b>

<b>DRAFT #5 (FINAL) GAP</b>	<b>\$500,000.00</b>
-----------------------------	---------------------

- |                                        |              |
|----------------------------------------|--------------|
| • Revenues Draft #5                    | \$92,117,633 |
| Expenditures Draft #5                  | \$92,617,633 |
| Revenue/Expenditure Gap:               | (\$500,000)  |
| Projected FY20 BEP Growth Funds:       | \$500,000    |
| Final Adjusted Revenue/Expenditure Gap | \$0          |

Mr. **Boyd** stated until growth funds were received we would use fund balance to balance the budget and then when growth funds were received the \$500,000 would be replaced back into fund balance.

Ms. **CRAVENS** asked what the fund balance was; and Mark **McReynolds**, Chief Financial Officer, stated the projected fund balance was 9 million at this time.

Mr. **Boyd** noted the following updated Capital Project Prioritized list as of August 1, 2019:

1. CSES Cooling Tower: \$125,000
2. CHS Domestic Water Booster Pumps: \$38,262
3. ATMS Chiller Replacement: \$200,000 (recent)
4. AMS Boiler Replacements: \$225,000
5. Lead Water Testing: \$50,000
6. ATMS Renovations student restrooms and library: \$100,000
7. CHS Update Energy Management System: \$100,000
8. SES Window Replacement: \$75,000
9. WPA/Flex Learning Window Replacement: \$125,000
10. NEES Replace Rooftop Units: \$350,000

Alternate Projects:

1. Repair/Resurface CHS Track: \$125,000.00
2. Repair/Resurface CHS Tennis Courts: \$75,000

Non-Recurring, Capital Project: Total Approved on 07/29/2019: \$1,300,000.00  
 Minus proposed FY20 Bus Purchased with Capital Project Funds: \$416,904.00  
 Available for items listed above: \$883,096.00 (as proposed in Draft #5)

The Board discussed system needs and how the stated reductions would affect the system.

Mr. **McHENRY** stated with the large property tax increase this year we would probably not see another increase of that size next year and yet, it is critical that we continue to move forward and improve our school system.

Mr. **McHENRY** stated the need to possibly work back in the cost of the reductions listed for both an additional interpreter and a full-time assistant principal for Baxter Primary and Cornerstone Elementary rather than continue sharing one position between both schools.

Mr. **McReynolds** stated these reductions would have to be placed back in next year's budget, as the requests would still be needed.

Ms. **CRAVENS** asked if the \$50,000 for Lead Water Testing was required; and Mr. **Boyd** stated it was required by the State.

Mr. **MAYNARD** asked if there were any new administrative positions in this budget, and Mr. **Boyd** stated there were no new administrative positions in this budget.

Mr. **McReynolds** stated we would not know the amount of growth funds to be received until December 2019; and if the funds should be more than \$500,000, we would not be able to request expenditure approval for any items until the January 2020 Board meeting.

**ACTION:** (VII.B) Mr. **McCORMICK** made a motion to approve Fund 141 General Purpose School Budget Draft #5, as submitted. Ms. **CRAVENS** seconded the motion. Motion carried.

Dr. **FRY** stated the Board would address Agenda Item VIII., Adjournment.

**ACTION:** (VIII.) Ms. **CRAVENS** made a motion to adjourn. Ms. **GAMMON** seconded the motion. Motion carried.

The Board adjourned at 6:20 PM.

09-05-19  
Date

  
Dawn Fry  
Chair


  
Jerry Boyd  
Director of Schools

EXHIBIT  
tabbles  
VA.1  
09-05-19



Board Agenda Request  
For September 2019 Meeting

Date: August 7, 2019

Department: CTE

Person Submitting: Jeffrey Slagle 

Account Number (if appropriate): 142-71300-730-801

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the purchase of 120 (One hundred twenty) Chromebooks and 4 (Four) charging carts from Troxell, per quote (NCPA contract #NCPA-01-48) in the total amount of \$35,000.00 to be paid from Perkins Basic 142-71300-730-801 for Cookeville High School and Upperman High School.

  
received  
08-07-19  




Audio•Video•Sales•Design•Service•Installation  
 12060 County Line Road  
 Suite J-277  
 Madison, AL 35756

Quote Number Q610211303

August 14, 2019

**QUOTED TO**

**TROXELL CONTACT**

Account: Putnam County Schools  
 Contact: Angie Smith  
 Address: 2353 N Washington Avenue  
 Cookeville, TN 38506  
 (931)526-9777

Account Executive: Dan Boshers  
 Email: Dan.Boshers@trox.com  
 Phone: (615)684-6331  
 Fax: (615)543-8447

Thank you for the opportunity to provide you with pricing.

Terms Net 30      FOB Destination      Customer # 32614      Expires 09/30/19

Item #	Description	Unit Price	Qty	Ext. Price
	NCPA contract pricing NCPA-01-48			
1	<b>SNN ASUC204EEYS01GR</b> DARK GREYINTEL CELERON N4000 1.1GHZ	230.00	120	27600.00
2	<b>SNN GOGCROSSWDNEDU</b> CHROME MANAGEMENT CONSOLE NO RETURN	25.00	120	3000.00
3	<b>AVE AVECHRGEX30I</b> 30 DEVICE CHARGING CART ADAPTIVE INTELLI	1100.00	4	4400.00

Thank You,

**Dan Boshers**  
 Account Executive

**Total** 35000.00  
**Plus Applicable Tax**

**Don't forget we are a great source for mounting hardware, screens, replacement lamps, carts, cables, etc...  
 WE CAN HELP YOU ACHIEVE YOUR GOALS!**



## Cookeville High School

1 CAVALIER DRIVE • COOKEVILLE, TENNESSEE 38501  
(931) 520-CAVS • FAX (931) 520-2268  
www.cookevillecavaliers.com



August 12, 2019

Please consider the approval to purchase (72) SNN ASUC204EEYS01GR Chromebooks @ \$230 each, (72) Chrome Management Consoles @ \$25 each and (2) AVE AVECHRc36IPLUS device charging carts @ \$1200 each from Troxell, Madison, AL to be used in classrooms at CHS in the total amount of \$20,760 paid from equipment line out of general operations at Cookeville High School.

*(NCPA Contract Pricing NCPA-01-48)*

Sincerely,

Max Petett, Executive Principal

received  
08-13-19  
*SK*



Quote Number Q610211298  
August 12, 2019

Audio+Video+Sales+Design+Service+Installation  
12060 County Line Road  
Suite J-277  
Madison, AL 35756



QUOTED TO TROXELL CONTACT

Account: Putnam County Schools  
Contact: Angie Smith  
Address: 2353 N Washington Avenue  
Cookeville, TN 38506  
(931)526-9777  
Account Executive: Dan Bosher  
Email: Dan.Bosher@trox.com  
Phone: (615)684-6331  
Fax: (615)543-8447

Thank you for the opportunity to provide you with pricing.

Item #	Description	Unit Price	Qty	Ext. Price
1	30 DEVICE CHARGING CART ADAPTIVE INTELLI NEW X CART 1 AVE AVECHRGEX301	1200.00	1	1200.00
2	36 DEVICE INTELLIGENT CHARGING CART 2 AVE AVECHRGEX36PLUS	1200.00	1	1200.00

Terms Net 30 FOB Destination Customer # 32614 Expires 09/12/19

Thank You,

Dan Bosher  
Account Executive

Total 2400.00  
Plus Applicable Tax

Don't forget we are a great source for mounting hardware, screens, replacement lamps, carts, cables, etc...  
WE CAN HELP YOU ACHIEVE YOUR GOALS!

Troxell has solutions to address core AV, IT device plans, STEM labs and collaborative



Audio•Video•Sales•Design•Service•Installation  
 12060 County Line Road  
 Suite J-277  
 Madison, AL 35756

Quote Number Q610211278

July 31, 2019

**QUOTED TO** **TROXELL CONTACT**

Account: Putnam County Schools  
 Contact: Angle Smith  
 Address: 2353 N Washington Avenue  
 Cookeville, TN 38506  
 (931)526-9777

Account Executive: Dan Boshers  
 Email: Dan.Boshers@trox.com  
 Phone: (615)684-6331  
 Fax: (615)543-8447

Thank you for the opportunity to provide you with pricing.

Item #	Description	Unit Price	Qty	Ext. Price
Terms Net 30      FOB Destination      Customer # 32614      Expires 08/31/19				
	NCPA contract pricing NCPA-01-48			
1	SNN ASUC204EEYS01GR DARK GREYINTEL CELERON N4000 1.1GHZ	230.00	1	230.00
2	SNN GOGCROSSWDNEDU CHROME MANAGEMENT CONSOLE NO RETURN	25.00	1	25.00

Thank You,

**Dan Boshers**  
 Account Executive

**Total** 255.00  
**Plus Applicable Tax**

Don't forget we are a great source for mounting hardware, screens, replacement lamps, carts, cables, etc...  
 WE CAN HELP YOU ACHIEVE YOUR GOALS!



# Putnam County Board of Education Agenda Request



Name of Person Making Request: Corby King

Department: Deputy Director

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

Account Funding Code (if appropriate)  
141 E 72130 399-02118

Backup included


Backup to follow

Please consider approval of payment to NaviGate Prepared, Lauren Innovations, LLC, 1776 Tech Park Drive, NE-Suite 221, New Philadelphia, OH 44663. For Prepared License renewal for the 2019-20 school year. In the amount of \$20,400.00 to be paid from Safe School Grant, 141 E 72130 399-02118.

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

8/20/19

Date

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

8-20-2019

Date

received  
08-20-19  
/sm



**NaviGate Prepared**  
 Lauren Innovations, LLC  
 1776 Tech Park Drive, NE - Suite 221  
 New Philadelphia OH 44663  
 United States

**Bill To**  
 Putnam County  
 1400 East Spring St  
 Cookeville TN 38506  
 United States

**Ship To**  
 Putnam County  
 1400 East Spring St  
 Cookeville TN  
 United States

**Invoice Date: 8/1/2019**  
**Invoice: #INV-INN-858**

**Terms**  
 Net 30

**Due Date**  
 8/31/2019

**PO #**

**Sales Rep**  
 Thom Jones

Quantity	Item	Rate	Amount
17	10020 Prepared License (Renewal)	\$1,200.00	\$20,400.00

<b>Subtotal</b>	\$20,400.00
<b>Tax Total (%)</b>	\$0.00
<b>Total</b>	\$20,400.00

**\*\*NOTE: NEW REMIT TO ADDRESS:**

1776 Tech Park Dr, NE - Suite 221  
 New Philadelphia, OH 44663

**Payment due per terms; late or unpaid invoices may result in suspension of services.**

**New Product Available!**

Student Threat Assessment is a process designed to help move students of concern off a path of violence. Created in conjunction with Dr. Marisa Randazzo and SIGMA Threat Management Associates, the NaviGate Prepared Threat Assessment tool is now available. Visit [www.navigateprepared.com/threatassessment](http://www.navigateprepared.com/threatassessment) to learn more!

141-E-72130-399-02118  
 (Safe Schools)

Board agenda



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

Date \_\_\_\_\_ 9/5/19  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services from May 24, 2019 to August 22, 2019 in the amount of \$10,587.40 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

*[Handwritten signature]*  
received  
08-23-19  
*[Handwritten initials]*

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

38501

L. DEAN MOORE (1941-2019)  
DANIEL H. RADER III  
WALTER S. FITZPATRICK III  
RICHARD LANE MOORE  
DANIEL H. RADER IV  
RANDALL A. YORK  
JASON F. HICKS  
BLAKE J. FITZPATRICK  
ANDRE S. GREPPIN

August 22, 2019

MAILING ADDRESS  
POST OFFICE BOX 3347  
38502

TELEPHONE  
(931) 526-3311

FACSIMILE  
(931) 526-3092

**PRIVILEGED AND STRICTLY CONFIDENTIAL**

Mr. Jerry Boyd  
Director of Schools  
Putnam County Schools  
1400 East Spring Street  
Cookeville, TN 38506

RE: School Board Matters

Dear Mr. Boyd:

Enclosed is our statement through August 22, 2019.

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

Thank you for your attention to this matter.

Yours very truly,

MOORE, RADER  
FITZPATRICK & YORK, P. C.

  
Daniel H. Rader III

DHR III/hsj  
Enclosure

  
received  
08-22-19

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

**August 22, 2019**

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

IRS No. 62-0897974

---

FOR PROFESSIONAL SERVICES RENDERED

---

**TO PROFESSIONAL SERVICES RENDERED:**

**RE: SCHOOL BOARD MATTERS**

**May 24, 2019 through August 22, 2019**

Daniel H. Rader III: 49.00 hours at \$175.00 \$ 8,575.00

Jason F. Hicks: 4.50 hours at \$175.00 \$ 787.50

Andre Greppin: 4.00hours at \$150.00 \$ 600.00

PARALEGAL HOURS: 7.50 hours at \$75.00 \$ 562.50

**OUT-OF-POCKET EXPENSES:**

Copying charges \$ 62.40

**TOTAL OUT-OF-POCKET EXPENSES \$ 62.40**

**TOTAL AMOUNT OF STATEMENT \$ 10,587.40**

5-24/ 5-31-19	Receipt and review of communications from Director Boyd; receipt and review of communications from Mark McReynolds re: bid threshold; research re: same; communications with Mark McReynolds re: same; communications with Director Boyd re: bid threshold	4.50
6-2019	Meeting with Steve Robinson and Director Boyd re: preparation for meeting re: student issue; attending School Board meeting and conferences; review and revising proposed contract for architect; receipt and review of updates from Director Boyd; receipt and review of TSBA's Director's Evaluation form; communications from Director Boyd re: revising Director's Annual Evaluation; receipt and review of communications re: student issue; receipt and review of communications from Director Boyd re: updates; receipt and review of communications re: personnel issue; preparation of draft Director's Evaluation and Principal's Evaluation; communications with Board Members re: same; research re: centralized purchasing authority; communications with Director Boyd re: same; attending School Board meeting and conferences; meeting with school personnel re: student issue (DHRIII) (AG)	12.00 4.00
7-2019	Meeting with Board re: choosing architect and budget; meeting with Director Boyd; review and revising contract; attending Tennessee Board of Education seminar and conferences; meeting with architect and Director Boyd; receipt, review and revising contract; meeting with architect and Director Boyd re: contract; additional revisions to contract; telephone conference with representative from National Speleological re: contract; communications re: same; receipt and review of communications re: Uffelman school sale; communications with Director Boyd re: Uffelman school sale; receipt and review of communications re: interviews of potential architects; receipt and review of communications from Director Boyd re: updates; receipt and review of communications re: budget update; attending TSBA seminar; receipt and review of communications re: updates; research re: Court of Appeals opinion; correspondence with Director	

Boyd and Chairman Fry re: same; review and redlining architect's contract; communications with Board Members re: same; receipt and review of communications from architect re: umbrella quote; telephone conference with architect; meeting with Mr. Chamberlin and Director Boyd re: contract; revising contract based on meeting; telephone conference with Algood teacher re: receipt of subpoena; preparation of Motion to Quash and Brief in support of same; communications with Director Boyd re: same; telephone conference with Attorney Chaffin; correspondence and communications with Chancellor Thurman; telephone conference with Ms. Greer; telephone conference with principal

	(DHRIII)	24.50
	(JFH)	3.00

8-2019 Review of proposed changes to contract with architect; communications re: same; attending School Board meeting and conferences; review and revising contract; communications and additional revisions re: contract; review of tenure law case; receipt and review of communications re: Motion to inspect school records; telephone conference with Ms. Knight; communications with Attorney Sadler re: same; various communications with architect and Director Boyd re: Upland contract; telephone conference with Board personnel; meeting with Attorney Sadler

	(DHRIII)	8.00
	(JFH)	1.50



Board Agenda Request  
For September 2019 Meeting

Date: August 21, 2019

Department: CTE

Person Submitting: Jeffrey Slagle



Account Number (if appropriate): 142-71300-429-801 and 401.002

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the purchase of College Equipped Readiness Tool (CERT), an ACT Prep Platform (1200 Seats), to be used at Cookeville High School from ePrep, Inc. of Princeton, NJ, per attached quote in the total amount of \$12,680.00 to be paid from the following accounts:

Perkins Basic Instructional Supplies	142-71300-429-801	\$4,000.00
CHS General Operations Contracted Services	401.002	\$8,680.00

received  
08-22-19  
*[Signature]*

ePrep, Inc.  
340 Wall Street  
Princeton, NJ 08540 US  
(877) 337-3744  
sales@certforschools.com  
www.certforschools.com

# ESTIMATE

Cookeville High School  
ATTN: Jeff Slagle  
1 Cavalier Drive  
Cookeville, TN 38501

ESTIMATE # 219

DATE 08/21/2019

SALES REP  
Brooke Sampson

ACTIVITY	QTY	RATE	AMOUNT
<b>420 - CERT High School Student</b> High school student access to CERT for 1 year. Access to one course (9th, 10th, 11th, or 12th)	1,200	9.00	10,800.00
<b>420 - High School Quizzes</b> 44 additional age-appropriate quizzes Subjects: English (8), Math (16), Reading (8), and Science (12)	1	1,200.00	1,200.00
<b>420 - GradeCam® Integration</b> Ability to import GradeCam® graded tests directly into CERT	1	500.00	500.00
<b>Clever Integration</b> Synchronize students, admin and classrooms from Clever to CERT	1	180.00	180.00
<b>TOTAL</b>			<b>12,680.00</b>

This estimate will be good for 90 days from the date of issue.

Accepted By

Accepted Date

**SOLE/SINGLE SOURCE JUSTIFICATION  
FOR PUBLIC SCHOOL PRODUCTS OR SERVICES**

**Product/Service Description:** College Equipped Readiness Tool (CERT)

**Vendor Name:** ePrep, Inc.    **Phone:** 413.438.2378    **Contact Name:** Stirling Sampson

**Sole/single source justification for product(s) or service(s) listed above:**

CERT is an assessment and remediation tool that reports and supports based on both the ACT College and Career Readiness Standards as well as the Tennessee Academic Standards (Common Core foundation). CERT is administered online and paper pencil, provides interim common-assessments based on the same standard set, and individualized remediation. CERT is the only program that assesses, reports, and remediates on both the ACT College and Career Readiness Standards and the Tennessee Academic Standards.

ePrep is the sole provider of this service. This explanation is to confirm that CERT is a sole source product, created, sold, and distributed exclusively by ePrep, Inc., 340 Wall Street, Princeton, NJ 08540. No division of ePrep, Inc. makes a similar or competing product. This product must be purchased directly from ePrep, Inc.

**Authorized Vendor Signature:** \_\_\_\_\_



**Date:** 8/21/2019



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

Date \_\_\_\_\_ 8/1/19  
Department Transportation  
Person Submitting Kim Bradford  
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase 5 rear engine, 78 passenger buses from the FY19 Putnam County Bus bid in the amount of \$104,226 each and 2 special needs, 45 passenger buses from the Bledsoe County bus bid in the amount of \$86,950 each for a total amount of \$695,030. The buses will be paid for in the following manner: \$416,904 from the Putnam County Capital Projects Fund and \$278,126 from 141-72710-729 (General Purpose School funds, Transportation Equipment).

  
08-22-19  




# Putnam County Board of Education Agenda Request

Name of Person Making Request: Kim Bradford

Department: Transportation

Phone Number of Person Making Request: 931-526-9342

**Requesting approval to purchase 5 rear engine 78 passenger buses off of Putnam County's bid from last year at \$104,226.00 each and 2 Special Needs 45 passenger/ 2 wheel chair buses off of Bledsoe County bid at \$86,950.00 each totaling \$695,030 to be paid from funding code 141-72710-729 Equipment**

Kim Bradford  
Signature of Person Making Request

[Signature]  
Signature of Director of Schools

8-7-2019  
Mark,  
the funding codes need to be revised to accurately reflect ~~sources~~ sources).

[Signature]

received  
08-05-19  
[Signature]



**2017 DEALER OF THE YEAR**  
1901 LEBANON PIKE, NASHVILLE, TN 37210 / (615) 829-7800  
295 BUTLER DRIVE, MURFREESBORO, TN 37127 / (615) 427-4600  
CUMBERLAND-COMPANIES.COM

## BUS PROPOSAL

Original Bid Opening Date: Thursday, August 23, 2018

Today's Date: Friday, August 2, 2019

Customer Name: Putnam County Schools

Model: PB305, Rear Engine with Cummins L9 wet sleeve engine

Quantity: 1 or more

Price: \$104,226.00 per bus

Cumberland will honor this bid price through September 30, 2019 to allow enough time for approval on upcoming school board agenda.

Delivery: 180 days or better

Signature: *Ashley Scurlock*

**Ashley Scurlock**

Bus Account Manager



1901 Lebanon Pike  
Nashville, TN 37210  
Cell Phone 615.598.3572

[AHailston@cumberlandintltrucks.com](mailto:AHailston@cumberlandintltrucks.com)

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

This bid is valid for any LEA in the state of TN for no less than 365 days from opening, if not longer. All schools systems are welcomed and encouraged to buy off this bid.





1901 LEBANON PIKE • NASHVILLE, TN 37210 • PHONE: 615 256-4633 • FAX: 615 256-8318

## SPECIAL NEEDS BUS PROPOSAL

Date of Bid Opening: Thursday, May 30, 2019

Bid Customer Name: Bledsoe County Schools

All bid prices included on this bid are open for 365 days or longer and available to any school system in the state of TN for piggy back purchases.

Today's Date: Friday, August 2, 2019

Piggy Back Bid Customer: Putnam County Schools

**Bid Price: \$93,000.00**

**Bid Price Without Air Conditioning: \$86,950.00 per bus**

Delivery 150-180 days after receipt of order

- 33+2 or 39+1 OR 45 passengers fully seated
- Integrated Child Seats on first 4 seats
- Last 4 seats on driver side are tracked to created seating or two wheelchair spaces
- 120K BTU Air Conditioning (Deduct \$6,050.00 to remove Air Conditioning)
- Air Brakes
- Air ride Suspension
- 250HP Cummins B6.7 Diesel Engine
- Tinted windows
- LED Exterior lights
- Heated, Motorized, mirrors
- 65 gallon fuel tank
- Bus Body Plan is enclosed
- Meets TN state specs
- Engine Brake

Signature: *Ashley Scurlock*

**Ashley Scurlock**

Bus Account Manager



1901 Lebanon Pike

Nashville, TN 37210

Cell Phone 615.598.3572

[AScurlock@CLTTE.com](mailto:AScurlock@CLTTE.com)



**2019 / 2020**

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

- Curriculum Associates®, LLC is the exclusive distributor of the configuration shown for the Ready Common Core grades K & 1 Reading Teacher Support Package

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

Thank you for your interest and support of our materials.

Sincerely,

Woody Paik  
Executive Vice President, Sales



**2018 / 2019**

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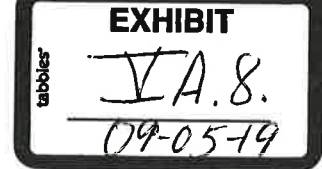
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Thank you for your interest and support of our materials.

Sincerely,

Woody Paik  
Executive Vice President, Sales





Putnam County School System  
1400 E. Spring Street  
Cookeville, TN

June 21, 2019

To Whom It May Concern:

TNTP Inc., is a non-profit corporation organized under the laws of the State of Delaware, with its principal office at 500 7th Ave., 8th Floor, New York, NY 10018. We are a national nonprofit that develops people, policies, and practices to advance effective teaching.

This letter is to confirm that TNTP has been selected as the sole provider of services for the SY2019-2020 TN LIFT program as supported by the State Collaborative on Reforming Education (SCORE). For the past three years, SCORE and TNTP have been engaged in driving improvement in elementary literacy classrooms through the use of high-quality instructional materials for TN LIFT districts. SCORE partnered with TNTP to provide expert technical assistance practices in literacy, professional learning, and change management to the TN LIFT community. TNTP and SCORE will continue providing TN LIFT services for the 2019-2020 school year for participating districts through a cost sharing model, and SCORE has committed to provide TNTP with matching funds to support the work for each participating TN LIFT district. As part of this work, TNTP will support districts on their individual goals, as well as providing services to the TN LIFT community.

TNTP and Putnam County Schools have partnered for the last three years on the TN LIFT project, and we are hoping to continue our partnership to further the work and enable Putnam County Schools to access to supporting funds from SCORE. Due to the long-standing partnership between TNTP, SCORE and Putnam County Schools, knowledge of the TN landscape, background, experience and depth of expertise, we believe we are uniquely positioned to provide the services.

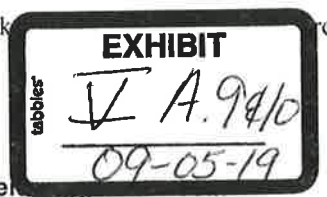
Sincerely,

Florrie Chapin  
Florrie Chapin (Jun 21, 2019)

Florrie Chapin, General Counsel

500 7th Ave., 8th Floor, New York, NY 10018 · T (718) 233-2800 · F (718) 643-9202 · [tntp.org](http://tntp.org)

received  
09-04-19  
[Signature]



Reid, Sharon <reids2@pcsstn.com>

**Fwd: Troxell Contract # ?**

1 message

**Hayes, Heather** <hhayes@pcsstn.com>  
To: Sharon Reid <reids2@pcsstn.com>

Tue, Sep 3, 2019 at 2:28 PM

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

From: **Smith, Angie** <asmith4@pcsstn.com>  
Date: Tue, Sep 3, 2019 at 2:26 PM  
Subject: Re: Troxell Contract # ?  
To: Hayes, Heather <hhayes@pcsstn.com>

Chromebook?

NCPA contract pricing NCPA-01-48

If something else, let me know.

Angie

On Tue, Sep 3, 2019 at 2:22 PM Hayes, Heather <hhayes@pcsstn.com> wrote:

--  
Heather Hayes  
Federal Programs Book Keeper  
Putnam County Schools  
phone: 931-525-4709  
fax: 931-528-3790  
email: hhayes@pcsstn.com

Please consider the environment before printing this email.

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

--  
Heather Hayes  
  


EXHIBIT  
tabbles  
V A. 9/4/19  
09-05-19



Reid, Sharon <reids2@pcsstn.com>

**Fwd: Troxell Contract # ?**

1 message

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To: Sharon Reid <reids2@pcsstn.com>

Tue, Sep 3, 2019 at 2:28 PM

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To: Hayes, Heather <hhayes@pcsstn.com>

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Federal Programs Book Keeper  
Putnam County Schools  
phone: 931-525-4709  
fax: 931-528-3790  
email: hhayes@pcsstn.com

Please consider the environment before printing this email.

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

--  
Heather Hayes  
  


# The Interlocal Purchasing System

"Specializing in the Management of High Quality Cooperative Procurement Solutions to Reduce Costs and Mitigate Risks!"



## Vendor Profile

Print Date 10 April 2019

Lexia Learning Systems LLC

www.lexialearning.com

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM >  
PO MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER >  
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

	<u>PAYMENT TO</u>	<u>TIPS CONTACT</u>
ADDRESS	300 Baker Ave., Ste. 320	NAME Meredith Barton
CITY	Concord	PHONE (866) 839-8477
STATE	MA	FAX (866) 839-8472
ZIP	01742	EMAIL tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE HUB No  
No

Lexia Learning, A Rosetta Stone Company, is one of the best-known and most highly respected reading-technology companies in the world. Lexia Reading Core5® has set the standard for technology-based reading instruction by providing explicit, systematic,

### SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WI | WY

### AWARDED CONTRACTS CFV (Call For Verification)

Contract	Comodity	Exp Date	EDGAR
180302	Academic Curriculum, Instructional Materials and Services	08/31/2021	Yes

### CONTACTS BY CONTRACTS

#### Contract

180302

Amanda Hodnett	Regional Sales Manager	(978) 254-6328	ahodnett@lexialearning.com
Amanda Olson	Account Executive	(978) 402-3462	aolson@lexialearning.com

received  
09-04-19



SIGN UP ALL CONTRACTS ALL VENDORS

HOME CONTRACTS MEMBERSHIP VENDORS SOLICITATIONS ELECTRIC POWER ABOUT US



A Rosetta Stone Company

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM  
PO MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER  
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

OVERVIEW DUE DILIGENCE CONTACTS FINANCIAL SERVICES PRINT PROFILE

# Lexia Learning Systems LLC

CONTRACT: 180302 Academic Curriculum, Instructional Materials and Services  
May-25-2018 to Aug-31-2021  
EDGAR COMPLIANCE : Yes

CONTRACT DOCUMENTS

- Bid Responders
  - Bid Request
  - Bid Advertisement
- VENDOR DOCUMENTS
- Vendor Contract
  - Award Letter



Copyright 2005 – 2019 The Interlocal Purchasing System | Lead agency Region 8 ESC



4845 US Hwy 271 North | Pittsburg, TX 75686  
www.tips-usa.com 866-839-8477 tips@tips-usa.com

---

June 18,2018

Lexia Learning Systems LLC  
Amanda Hodnett  
300 Baker Ave., Ste. 320  
Concord, MA 01742

RE: TIPS Awarded Contract – **Academic Curriculum, Instructional Materials and Services**  
TIPS Contract Number – **180302**

### **CONTRACT AWARD**

Congratulations! This award is for a non- JOC agreement award or a Part 1 ward on a two part solicitation. The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a Agreement to **Lexia Learning Systems LLC for Academic Curriculum, Instructional Materials and Services**. This Agreement will be in effect from **05/25/2018** through **05/28/2021**.

### **CONTRACT ADDITIONS or UPDATES**

Only goods and services awarded can be sold through this Agreement. If you need to change pricing pursuant to the RFP terms and conditions or add products that are considered components of the awarded category, email the products, pricing with discount offered, to the TIPS office at [tips@tips-usa.com](mailto:tips@tips-usa.com). Discount on new items in the catalog must comply with the minimum discount proposed in the original proposal.

### **RESELLERS or DEALERS**

As an Awarded Agreement Holder, you may list Resellers or Dealers to your Agreement. The Awarded Vendor Agreement Holder is responsible for reporting all Reseller Sales to TIPS. Resellers are only allowed to sell the items included on the Awarded Vendor's Agreement. If you need to add Resellers/Dealers to your Agreement, please contact the TIPS office at [tips@tips-usa.com](mailto:tips@tips-usa.com). You may also give your Resellers/Dealers this [document](#) outlining the correct purchase process they need to follow

### **REPORTING OF SALES**

TIPS Sales **MUST** be reported each **MONTH**. Certain information is **REQUIRED** with the submission check, and can be sent along with the check or in an email to our Accounting Team at [accounting@tips-usa.com](mailto:accounting@tips-usa.com). A sales reporting template is available, to request the current reporting template or for questions regarding reporting of sales, contact the Accounting Team at [accounting@tips-usa.com](mailto:accounting@tips-usa.com). As a part of the TIPS accounting procedures, we will send out a statement of Open PO's every 90 days.

*"Purchasing Made Personal"*



## PROCESSING PURCHASE ORDERS

Awarded Vendors **MUST** direct TIPS members to email all PO's to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). The TIPS office will validate purchase orders and forward to you, as the Awarded Vendor for processing. The Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files. If you have been notified by TIPS, you may be eligible for an "Automated Agreement" which means you have an e-commerce site and take internet orders. Automated vendors must sign extra documentation accepting responsibility for sending sales to TIPS for all collected TIPS Sales. You may view a quick reference purchase process detailed [here](#).

## VENDOR WEB PAGE REVIEW

Please, take a moment to review the information posted for your company on the TIPS website.

> Go to [www.tips-usa.com](http://www.tips-usa.com)

> Hover over Contracts

> Click on All Vendors

- Navigate to the Alpha Folder for your Company Name
- Scroll through the vendor list and find your company
- Click on your company name
- Click through the individual tabs of your vendor profile page to confirm all your contact information is correct.

Notify the TIPS office at [tips@tips-usa.com](mailto:tips@tips-usa.com) if changes need to be made to your vendor profile.

## VENDOR LOGO

If you would like to have your company logo displayed on your vendor page, please email your logo to TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com).

Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

## SETTING UP VENDOR LOGIN AND PASSWORD FOR TIPS

Individual Awarded Vendors must set up their own TIPS Login and Password.

Here are the instructions:

1. Go to [www.tips-usa.com](http://www.tips-usa.com)
2. Hover over "Vendors" and click on "Vendor Login"
3. Click on "Reset Password" link
4. Enter your email address in both boxes, click "Send"
5. You will receive a system generated email with a "reset" link,
  - a. Click on the link in the email to complete the setup

Not all information can be changed by the vendor. If you are not able to update information, notify the TIPS Team at [tips@tips-usa.com](mailto:tips@tips-usa.com) to request the changes. Some changes may require Board Action through an Addendum to the Vendors Contract. (i.e. name change, product changes, pricing, etc.)

To access a user's guide for the TIPS Vendor Portal, click [here](#).

*"Purchasing Made Personal"*

# CERTIFICATE of AWARDED CONTRACT



**Awards**  
**Lexia Learning Systems LLC**  
**for**  
**Academic Curriculum, Instructional Materials and Services**  
**Contract No 180302**

**Dr. David Fitts**  
**Executive Director**  
**Region 8 ESC**



Visit [www.tips-usa.com](http://www.tips-usa.com) for details on this Awarded Vendor

*"Purchasing Made Personal"*

**EDUCATION SERVICE CENTER REGION 19  
RFP AWARD SUMMARY**

**RFP TITLE:** Consulting, Contracting, Staff Development & Related (Supplemental)- Education Service Center Region 19 Allied States Cooperative  
**RFP NUMBER:** 18-7281  
**RFP OPENING DATE:** December 5, 2017  
**CONTRACT TERM:** Date of award until January 31, 2019 with the option to extend another three (3) years annually.  
**(Extended by Region 19 until January 31, 2020)**

**FUNDING SOURCE:** Various

**RFP's ISSUED:** 161  
**RESPONSES:** 60  
**ADVERTISEMENT DATES:** El Paso Times –November 6<sup>th</sup> & 13<sup>th</sup>, 2017  
Washington Post- November 6<sup>th</sup> & 13<sup>th</sup>, 2017  
**BOARD MEETING DATE:** January 25, 2017

**RECOMMENDED FOR AWARD**

**2ove1, LLC**  
**A Lingua Franca LLC (HUB Certified)**  
**Abi Schools**  
**American Reading Company**  
**AV Concepts & Security, LLC**  
**Benchmark Education Company, LLC**  
**BloomBoard, Inc**  
**Business Environments (New Mexico Office Furniture, Inc.)**  
**Carnegie Learning, Inc**  
**Center for the Collaborative Classroom**  
**Centurion Solutions LLC (HUB Certified)**  
**Convergence Consulting, LLC**  
**Covering the Court, LLC**  
**dba Beck Total Office Interiors (GL Solutions 3 LLC DBA Beck Total Office Interiors)**  
**DrumFIT USA Corporation**  
**Dyslexia Institutes of America (Provencio Enterprises Incorporated DBA: Dyslexia Institutes of America)**  
**Education Elements**  
**Eduphoric LLC**  
**Eduthings**  
~~**Empowering Writers, LLC**~~ \*(Removed as of 1/24/2018)  
~~**Environmental Balancing International, LLC**~~ (Removed as of 4/6/2018)  
**FEV Tutor**  
**Frog Street Press, Inc**  
**Greater El Paso Tennis Association**  
**Helix Solutions**  
**Imaging Spectrum**  
**Invo HealthCare Associates**  
**IXL Learning, Inc**  
**Learning A-Z, LLC**  
**Magazine Subscription Service Agency**  
**McComas & Associates, Inc**  
**Mithoff Burton Partners**  
**National Science Teachers Association-NSTA**  
**Nepris, Inc**  
**Otter Graphics Inc**  
**Promedda, Ltd**  
**Responsive Learning, LP**  
**Richards Lindsay & Martin, LLP**  
**Rock and Roll Academy, Inc**

**RECOMMENDED FOR AWARD**

**SHI Government Solutions (HUB Certified)  
Southwest Plastic Binding Company dba Southwest Binding & Laminating  
Specialized Assessment & Consulting  
Spot Cooling Systems, Inc  
Strong Fathers Strong Families  
Tech EdVentures  
Texas Illumination Signs & Lighting  
The DDance Group, Inc. dba Infinite Solutions Enterprises  
Western Technical College  
YWCA El Paso del Norte Region**

---

**TOTAL (estimated) \$25,000,000/year**

**EXPLANATIONS:**

Award of this contract will enable ESC Region 19 Allied States Cooperative members and its various programs to comply with the new EDGAR (Education Department General Administration Regulations) 2 CFR Part 200 as it relates to the expenditure of federal funds. The evaluation committee utilized a point system with weight factors of 35% pricing and services, 20% reference checks, 20% performance capabilities, 20% qualifications, and 5% value added services. A to Z Notary, Chaplaincy and Consultancy Services did not provide the required references, and therefore were not recommended for award. 3W Consulting Group LLC, Bebop Books, Club Z! In-Home Tutoring Services, Dos Amigas Books, Free Spirit Publishing Inc, McREL International, Measurement Incorporated, Mitaja Corporation, The Dental Ark, and Thinking Maps, Inc after multiple attempts could not provide enough responses to the reference requests and therefore were not considered.

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland  
Procurement Director

**EVALUATION COMMITTEE:** Royce Cleveland  
Procurement Director  
  
Rebecca Hernandez  
Purchasing Manager  
  
Rena Lawrence  
Purchasing Analyst

**AWARDED VENDORS (ALPHABETICAL ORDER)**

**2ove1, LLC**

John "Chuck" or Angela Harre  
4620 Montana Ave  
El Paso, TX 79903  
P: (915) 222-0472  
[chuck.harre@yahoo.com](mailto:chuck.harre@yahoo.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 16%

Price Addendum – \* Added 9/5/18

**A Lingua Franca LLC (HUB)**

Valeria B. Delmar  
6509 Bear Cat Ridge Drive  
El Paso TX, 79912  
P: (915) 731-1968  
[contact@alinguafranca.com](mailto:contact@alinguafranca.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 0%

**Abl Schools (Always Be Learning, Inc.)**

Chris Walsh  
612 Howard Street, Suite 400  
San Francisco, CA 94105  
P: (415) 862-4224  
[chris@ablschools.com](mailto:chris@ablschools.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 0%

**American Reading Company**

Desiree Fermin  
201 South Gulph Road  
King Of Prussia, PA 19406  
P: (866) 810-2665 x310  
[contracts@americanreading.com](mailto:contracts@americanreading.com)

**States Served:** TX

Price Link Percent Discount from Catalog: 0%

**AV Concepts & Security, LLC**

Mario Dixon  
1421 N Lee Trevino Suite D3  
El Paso, TX 79936  
P: (915) 595-6160  
[avconceptsandsecurity@gmail.com](mailto:avconceptsandsecurity@gmail.com)

**States Served:** NM, TX

Price Link Percent Discount from Catalog: 3%

**Benchmark Education Company, LLC**

145 Huguenot Street, 8th Floor  
New Rochelle, NY 10801  
P: (914) 637-7200

[nharris@benchmarkeducation.com](mailto:nharris@benchmarkeducation.com)

**States Served:** All 50 States

[Price Link](#)                      Percent Discount from Catalog: 0%

**BloomBoard, Inc**

Jason Lange  
227 Forest Avenue  
Palo Alto, CA 94301  
P: (203) 675-9848

[jlange@bloomboard.com](mailto:jlange@bloomboard.com)

**States Served:** All 50 States

[Price Link](#)                      Percent Discount from Catalog: 0%

**Business Environments (New Mexico Office Furniture, Inc.)**

Adriana Anaya, Senior Account Manager / Lynn Hechler, Sales Coordinator  
5351 Wilshire Ave. NE  
Albuquerque, NM 87113  
P: (915) 920-9144

[aanaya@businessenvironments.com](mailto:aanaya@businessenvironments.com)

**States Served:** New Mexico, TX (El Paso County)

[Price Link](#)                      Percent Discount from Catalog: 0%

**Carnegie Learning, Inc**

Edna Carter  
501 Grant Street, Suite 1075  
Pittsburgh PA 15219  
P: (888) 851-7094

[proposalmanager@carnegielearning.com](mailto:proposalmanager@carnegielearning.com)

**States Served:** TX

[Price Link](#)                      Percent Discount from Catalog: 0%

**Center for the Collaborative Classroom**

Dawn Castilleja  
1001 Marina Village Parkway #110  
Alameda, CA 94501  
P: (817) 320-7928

[dcastilleja@collaborativeclassroom.org](mailto:dcastilleja@collaborativeclassroom.org)

**States Served:** All 50 States

[Price Link](#)                      Percent Discount from Catalog: 0%

**Centurion Solutions LLC (HUB)**

Douglas Jackson  
6402 Windwood Dr., Suite 1001  
College Station, TX 77845  
P: (979) 571-5213

[dcjackson@centurion-solutions.com](mailto:dcjackson@centurion-solutions.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 0%

**Convergence Consulting, LLC**

Karen Blaine

2404 Eastern Sky

El Paso, TX 79938

P: (915) 526-9441

karen.blaine@convergence-ep.com

**States Served:** TX

Price Link Percent Discount from Catalog: 10%

**Covering the Court, LLC**

Jason Jamison

1920 W. Big Oak St.

Phoenix, AZ 85085

P: (623) 374-4905

coveringthecourt@gmail.com

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 10%

**dba Beck Total Office Interiors (GL Solutions 3 LLC DBA Beck Total Office Interiors)**

Tara Rothwell

5300 Eagle Rock Ave NE, Suite A

Albuquerque, NM 87113

P: (575) 644-0775

tara@becktoi.com

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 50%

**DrumFIT USA Corporation**

Marissa Sutton

201 W 5th Street Suite 1100

Austin, TX 78701

P: (877) 322-3389 x0

rfp@drum.fit / https://www.drum.fit/store/

**States Served:** All Continental U.S.

Price Link Percent Discount from Catalog: 0%

**Dyslexia Institutes of America (Provencio Enterprises Incorporated DBA: Dyslexia Institutes of America)**

Griselda P. Oaxaca

5380 N. Mesa, Ste. 108

El Paso, TX 79912

P: (915) 613-3989

Griselda@dyslexiaelpaso.com

**States Served:** TX (El Paso County)

Price Link Percent Discount from Catalog: 5%

**Education Elements**

~~David Irwin~~ Filip Keser \*updated 3/4/19

~~999 Skyway Rd  
San Carlos CA 94070~~

~~P: (646) 489-7078 415-662-3110~~

~~[david.irwin@edelements.com](mailto:david.irwin@edelements.com) [bizops@edelements.com](mailto:bizops@edelements.com)~~

~~States Served: All 50 States~~

~~[Price Link](#) Percent Discount from Catalog: 0%~~

**Eduphoric LLC**

Mark Luetzelschwab  
12600 Hill Country Blvd., Suite R-275

Austin, Texas 78738

P: (800) 826-5170 x2

[mark@eduphoric.com](mailto:mark@eduphoric.com)

States Served: CA, FL, TX

[Price Link](#) Percent Discount from Catalog: 0%

**Eduthings**

Sammy Larbi  
405 Riverhill Blvd

Kerrville, TX 78028

P: (888) 628-3795

[sam@eduthings.com](mailto:sam@eduthings.com)

States Served: All 50 States

[Price Link](#) Percent Discount from Catalog: 0%

**Empowering Writers, LLC** \*(Removed as of 1/24/2018)

~~Arthur Jureller  
731 Main Street, Suite 117~~

~~Monroe, CT 06468~~

~~P: (203) 452-8301~~

~~[askus@empoweringwriters.com](mailto:askus@empoweringwriters.com)~~

~~States Served: All 50 States~~

~~[Price Link](#) Percent Discount from Catalog: 0%~~

**Environmental Balancing International, LLC** \*(Removed as of 4/8/2018)

~~Jose R. Martinez  
PO BOX 12234~~

~~El Paso, Texas 79913~~

~~P: (915) 581-3070~~

~~[JRMRTNZ@HOTMAIL.COM](mailto:JRMRTNZ@HOTMAIL.COM)~~

~~States Served: West TX, Southern NM, and East AZ (Ft. Huachuca, Tucson)~~

~~[Price Link](#) Percent Discount from Catalog: 2%~~

**FEV Tutor**

Ryan Patenaude  
500 W Cummings Park, Suite 2700  
Woburn, MA 01801  
P: (781) 376-6931

[ryan.p@fevtutor.com](mailto:ryan.p@fevtutor.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 0%

**Frog Street Press, Inc**

Shannon Baxter/Robin Rosin \*as of 2/18/2019

800 Industrial Blvd. Ste. 100

Grapevine, TX 76051

P: (800) 884-3764 x121

[sbaxter@frogstreet.com](mailto:sbaxter@frogstreet.com)

[rrosen@frogstreet.com](mailto:rrosen@frogstreet.com)

**States Served:** All 50 States TX All 50 States \*As of 1/31/19

Price Link Percent Discount from Catalog: 0%

**Greater El Paso Tennis Association**

Jennifer Viramontes

1 Tennis West Lane

El Paso, TX 79932

P: (915) 532-5524

[greaterptennis@gmail.com](mailto:greaterptennis@gmail.com)

**States Served:** El Paso County Only

Price Link Percent Discount from Catalog: 55%

**Helix Solutions**

Christopher C Villa

1107 E Robinson Ave

El Paso, Texas 79902

P: (915) 526-2042

[christopher.villa@gmail.com](mailto:christopher.villa@gmail.com)

**States Served:** All 50 States

Price Link Percent Discount from Catalog: 0%

**Imaging Spectrum**

Matt McComic

1101 Summit Avenue

Plano, TX 75074

P: (800) 342-9294

[matt@imagingspectrum.com](mailto:matt@imagingspectrum.com)

**States Served:** TX All 50 States

Price Link \*updated 9/17/18 Percent Discount from Catalog: 15%

**Invo HealthCare Associates**

Jason T Ralph

1780 Kendarbren Drive

Jamison, PA 18929

P: (800) 434-4686

[iralph@invo-progressus.com](mailto:iralph@invo-progressus.com)

**States Served:** TX (El Paso)

[Price Link](#) Percent Discount from Catalog: No Bid

**IXL Learning, Inc**

777 Mariners Island Blvd., Suite 600

San Mateo, CA 94404

P: (650) 372-4300

[orders@ixl.com](mailto:orders@ixl.com)

**States Served:** All 50 States

[Price Link](#) Percent Discount from Catalog: 0%

**Learning A-Z, LLC**

Lori Todd, Account Executive

17855 Dallas Parkway, Suite 400

Dallas, TX 75287

P: (512) 660-1706

[Lori.Todd@learninga-z.com](mailto:Lori.Todd@learninga-z.com)

**States Served:** All 50 States

[Price Link](#) Percent Discount from Catalog: 0%

**Magazine Subscription Service Agency**

Richard O. Emmons

5248 State Road 54

New Port Richey, FL 34652

P: (800) 368-7922

[info@mssa-fl.com](mailto:info@mssa-fl.com)

**States Served:** All 50 States

[Price List](#) Percent Discount from Catalog: 30%

**McComas & Associates, Inc**

Bruce McComas

705 Twin Hills

El Paso, TX 79912

P: (915) 833-2481

[shandberry@aol.com](mailto:shandberry@aol.com)

**States Served:** NM, TX (Regions 16, 17, 18 & 19)

[Price Link](#) Percent Discount from Catalog: 0%

**Mithoff Burton Partners**

Bill Burton

123 W. Mills Ave., Suite 500

El Paso, TX 79901

P: (915) 544-9400

[bburton@mithoffburton.com](mailto:bburton@mithoffburton.com)

**States Served:** TX

[Price Link](#) Percent Discount from Catalog: 0%

**National Science Teachers Association-NSTA**

Rick Bounds

1840 Wilson Blvd.

Arlington, VA 22201

P: (800) 277-5300

[rbounds@nsta.org](mailto:rbounds@nsta.org)

**States Served:** TX

[Price Link](#)

Percent Discount from Catalog: 20%

**Nepris, Inc**

Omoniyi Odunaiya

6801 N Capital of Texas Hwy #225

Austin, TX 78731

P: (512) 299-0982

[omoniya@nepris.com](mailto:omoniya@nepris.com)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: 10%

**Otter Graphics Inc**

Robert Vincent

1237 S Victoria Ave., Suite 285

Oxnard, CA 93035

P: (424) 488-1120

[robertv@ottergi.com](mailto:robertv@ottergi.com)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: 30%

**Promedda, Ltd**

Chris Jordan

PO Box 2762

Amarillo, TX 79105

P: (806) 553-4555

[chrispromedda@yahoo.com](mailto:chrispromedda@yahoo.com)

**States Served:** TX (Region 19, ECI Program Only)

[Price Link](#)

Percent Discount from Catalog: 0%

**Responsive Learning, LP**

Tommy Tinajero for T-TESS Cube and Jan McDonald for TAGT on Demand

2118 Grant Avenue

El Paso, TX 79930

P: (915) 532-9964

[tommy.tinajero@responsivelearning.com](mailto:tommy.tinajero@responsivelearning.com)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: 25%

**Richards Lindsay & Martin, LLP**

Marianne Bates

13091 Pond Springs Road, Suite 300

Austin, Texas 78729

P: (512) 918-0051

[office@rlmedlaw.com](mailto:office@rlmedlaw.com)

**States Served:** TX

[Price Link](#)

Percent Discount from Catalog: 0%

**Rock and Roll Academy, Inc**

Mark Galbo, Founder/CEO  
PO Box 2053  
Telluride CO 81435  
P: (970) 708-1140

[mark@rockandrollacademy.com](mailto:mark@rockandrollacademy.com)

**States Served:** CA, CO, TX

[Price Link](#)

Percent Discount from Catalog: No Bid

**SHI Government Solutions (HUB)**

Paul Thomas  
1301 South Mo-Pac Exp. Suite 375  
Austin TX 78746  
P: (800) 870-6079

[Paul\\_Thomas@shi.com](mailto:Paul_Thomas@shi.com)

**States Served:** TX

[Price Link](#)

Percent Discount from Catalog: 5%

**Southwest Plastic Binding Company dba Southwest Binding & Laminating**

Rosemary Brumage  
PO Box 150  
Maryland Heights, MO 63043-9150  
P: (800) 986-2010 x3052

[rosemary.brumage@swbindinglaminating.com](mailto:rosemary.brumage@swbindinglaminating.com)

**States Served:** TX

[Price Link](#)

Percent Discount from Catalog: 40%

**Specialized Assessment & Consulting**

Ellen Stack  
13201 NW Fwy. Suite 710  
Houston, TX 77040  
P: (346) 240-1000

[frontdesk@specializedtx.com](mailto:frontdesk@specializedtx.com)

**State Served:** TX

[Price Link](#)

Percent Discount from Catalog: 0%

**Spot Cooling Systems, Inc**

David Andreson  
1420 Century Drive-Suite 800  
Carrollton, Texas 75006  
P: (972) 242-0007 x0

[david@extracooler.com](mailto:david@extracooler.com)

**States Served:** TX

[Price Link](#)

Percent Discount from Catalog: 0%

### **Strong Fathers Strong Families**

J. Michael Hall  
P.O. Box 13686  
Fort Worth, TX 76136  
P: (817) 301-4086

[mikehall@strongfathers.com](mailto:mikehall@strongfathers.com)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: 0%

### **Tech EdVentures**

Allen Selis  
17290 Preston Road, Suite 110  
Dallas, TX 75252  
P: (972) 905-1777 x110

[Allen@TechEdVentures.com](mailto:Allen@TechEdVentures.com)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: 12.5%

### **Texas Illumination Signs & Lighting**

Maribel Garnica/Irma Escobedo  
12824 Bret Harte Drive  
El Paso, TX 79928  
P: (915) 504-9445

[maribel@texasillumination.com](mailto:maribel@texasillumination.com)

**States Served:** NM (Dona Ana County), TX (El Paso County)

[Price Link](#)

Percent Discount from Catalog: 10%

### **The DDance Group, Inc. dba Infinite Solutions Enterprises**

Shaun D. Dance  
Post Office Box 2760  
Glen Allen, VA 23058  
P: (443) 564-7274

[sdallas@theddancegroup.com](mailto:sdallas@theddancegroup.com)

**States Served:** CA, FL, TX, VA

[Price Link](#)

Percent Discount from Catalog: 0%

### **Western Technical College**

Gracie Olivas  
9624 Plaza Circle  
El Paso, TX 79927  
P: (915) 760-8120

[GOlivas@westerntech.edu](mailto:GOlivas@westerntech.edu)

**States Served:** All 50 States

[Price Link](#)

Percent Discount from Catalog: No Bid

**YWCA El Paso del Norte Region**

Dr. Sylvia Y. Acosta  
201 E. Main St., Suite 400  
El Paso, TX 79901-1383  
P: (915) 519-0000

[s.acosta@ywcaelpaso.org](mailto:s.acosta@ywcaelpaso.org)

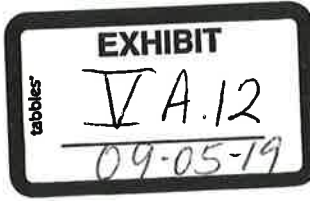
**States Served:** TX (All Region 19 areas; additional travel expenses to be charged for areas exceeding 30 miles from outside of El Paso Texas County)

Price Link

Percent Discount from Catalog: 10%

Approved by: \_\_\_\_\_  
(Armando Aguirre – Executive Director)  
(Armando Aguirre – Executive Director)

Date: \_\_\_\_\_  
(January 11, 2018)  
(November 28, 2018)



**EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE  
RFP AWARD SUMMARY**

**RFP TITLE:** Contracted Services, Consulting, Staff Development & Related Goods and Services -  
ESC Region 19 Allied States Cooperative  
**RFP NUMBER:** 17-7240  
**RFP OPENING DATE:** April 28, 2017  
**CONTRACT TERM:** Date of award until May 31, 2019 with the option to extend in one year increments annually for an additional three (3) years if agreed to by ASC and Vendor  
**(Extended by Region 19 until May 31, 2020)**  
**FUNDING SOURCE:** Various  
**RFP's ISSUED:** 328  
**RESPONSES:** 50  
**ADVERTISEMENT DATES:** El Paso Times: April 13, 2017 & April 20, 2017  
Washington Post: April 13, 2017 & April 20, 2017  
**BOARD MEETING DATE:** May 18, 2017

- RECOMMENDED FOR AWARD**
- Action Learning Systems, Inc.
  - AET Environmental, Inc.
  - American Welding Society
  - APEX Security Technology LLC
  - Apperson, Inc.
  - Artist Touch (HUB)
  - BLMS LLC dba Bertie's Music
  - Boncsner Educational Services, LLC
  - Caldwell Electrical Contractors, Inc.
  - Con Mi Madre
  - Culture Spam Marketing (HUB)
  - Discovery Education Resources LLC dba Diverse Education Resources \*as of 10/16/18
  - DJF Technologies LLC dba Books That Grow
  - Dr. Kate Kinsella Educational Consulting
  - Dynamic Workforce Solutions LLC dba Dynamic Works Institute
  - Education Galaxy LLC
  - Ellevation LLC Inc. \*updated 6/4/18
  - Fab Lab El Paso
  - Fabiola Tortajada
  - Full Turn Interior Solutions LLC (HUB) \*updated 3/29/18
  - Game Salad, Inc.
  - GarCom, Inc. (HUB)
  - Holaya Ponce Acosta PLLC
  - iDesign Solutions
  - Jacqueline Cordova
  - ~~Jennifer Finney-Ellison Educational Consulting~~ \*Terminated as of 9/13/18
  - Kaduceus, Inc. (HUB)
  - Longhorn Electrical Services, Inc. (HUB)
  - Lopez Marketing Group, Inc.
  - Mackin Educational Resources
  - Maria De Jesus Ortiz
  - Mountain Vector Energy
  - myON LLC
  - Pan American Beauty & Barber Supply, Inc.
  - Staffing Options & Solutions
  - Stevenson's Dental Ark PLLC
  - Teacher Created Materials

  
09-04-19

**TEG Technologies LLC**  
**White Box Learning**  
**zSpace, Inc.**  
**\$25,000,000.00 / year**

**TOTAL (estimated)**

**EXPLANATIONS:**

Award of this contract will enable ESC Region 19 Allied States Cooperative members and its various programs to comply with the new EDGAR (Education Department General Administration Regulations) 2 CFR Part 200 as it relates to the expenditure of federal funds. The evaluation committee utilized a point system with weight factors of 35% pricing/services, 20% references, 20% performance capabilities, 20% qualifications and 5% value added services. 3P Learning was not considered because they have an award for the same services that were submitted on a separate contract. Accelerate Learning, Inc., Kaplan Early Learning Company, and Shmoop were not considered because they have all been awarded on previous contracts for the same scope of work as this contract. Advanced Medical Personnel Services could not provide any reference responses after multiple attempts, therefore they were not considered. Centurion Solutions, Inc. and RGC Technologies could not provide the required amount of references needed to properly evaluate their submissions, therefore they were not considered. Marco Products, Inc. did not meet the scope of services required by this proposal, as they only offer supplies, therefore they were not considered. National FFA Organization and Pacific Learning did not provide required documentation after multiple attempts, therefore they were not considered. While Stevenson's Dental Ark, PLLC was awarded; its affiliates, The Dental Ark, PLLC and Alpine Dental Ark, PLLC were not considered as they were turned in with the same proposal but having different Tax ID numbers, they must have been submitted individually in order to be awarded. zSpace, Inc. has been awarded and has agreed to pay the Administrative Fee stated in this contract; further negotiations are pending and will be updated once decided.

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland - ESC Region 19

**EVALUATION COMMITTEE:** Royce Cleveland - ESC Region 19

Rena Lawrence – ESC Region 19

Debra Oropeza - ESC Region 19

**SPECIAL CONDITIONS:**

1. This contract is not assignable to another company without authorization by ESC Region 19 and completion of assignment documents.
2. ESC Region 19 reserves the right to negotiate.
3. This contract will be for use by ESC Region 19 Purchasing Cooperative members on a national basis.
4. Vendor insurance requirements in this contract will be requested on an individual basis which depends on the aspects of the services offered and if insurance applies based on the services to be completed during this 5-year (60 month) contract.
5. This contract award will be the document referred to and no other contracts will be initiated unless ESC Region 19 Purchasing has reviewed and approved.
6. This contract will comply with the Federal EDGAR at all times which requires any contract for consulting and contracting and related that exceeds \$3,500 in the annual aggregate to be competitively bid.
7. Vendors wishing to partner with ESC Region 19 or other members are encouraged to submit proposals that would benefit both the vendor and/or ESC Region 19 in the best interest of current and future members of ESC Region 19 Allied States Cooperative.

**Contact Information:**

**Action Learning Systems, Inc.**

Rebecca Salato or Danelle Abbott  
222 E. Glenarm St. Suite B1  
Pasadena, CA 91106  
P: 626-744-5344  
F: 626-744-5355

[www.actionlearningsystems.com](http://www.actionlearningsystems.com)  
[rsalato@actionlearningsystems.com](mailto:rsalato@actionlearningsystems.com)  
[dabbott@actionlearningsystems.com](mailto:dabbott@actionlearningsystems.com)

**States Covered:** All States

**Services Provided:** Balanced Literacy, Classroom Management, Distance Learning Support, English Language Arts, Reading (ELAR) & Dyslexia, Every Student Needs Success (formerly NCLB), General Curriculum, Mathematics, Mathematics K12, Project Based Learning, Response to Intervention (RTI), School Accountability & Improvement, School Climate, School Culture, Staff Development- Principal/Leadership Coaching, Teacher Training, Universal Design for Learning

**Price Link**

**AET Environmental, Inc.**

Frank Virginia or ~~Aaron Kint~~ Michael Mason  
14 Lakeside Lane  
Denver, CO 80212  
P: 303-333-8521/ 940-380-0003/ Michael Cell 972-900-1296  
F: 303-333-8517

[www.aetenvironmental.com](http://www.aetenvironmental.com)  
[frankvirginia@aetenvironmental.com](mailto:frankvirginia@aetenvironmental.com) / [mikemason@aetenvironmental.com](mailto:mikemason@aetenvironmental.com) / [aaronkint@aetenvironmental.com](mailto:aaronkint@aetenvironmental.com)

**States Covered:** All States

**Services Provided:** Environmental Services and Waste Disposal

**Price Link**

## **American Welding Society**

Efram Abrams  
8669 NW 36<sup>th</sup> St # 130  
Miami, Florida 33166  
P: 305-443-9353 x 337  
F: 305-443-7559  
[www.aws.org](http://www.aws.org)  
[eabrams@aws.org](mailto:eabrams@aws.org)

**States Covered:** All States

**Services Provided:** Comprehensive collection of online welding courses that is meant to augment the welding programs of schools nationwide.

### **Price Link**

## **APEX Security Technology LLC**

Kareem Robinson / Jose Canales  
1127 E Rio Grande Ave  
El Paso, Texas 79902  
P: 571-499-9328 / 915-252-3597  
[www.apexsecuritytechnology.com](http://www.apexsecuritytechnology.com)  
[krobinson@apexsecuritytechnology.com](mailto:krobinson@apexsecuritytechnology.com) / [jcanales@apexsecuritytechnology.com](mailto:jcanales@apexsecuritytechnology.com)

**States Covered:** All States

**Services Provided:** Access Control, Camera Surveillance Systems, Security Vulnerability Assessments, Active Shooter Technology, Staffing and Program management Support, Audio, Video, Security, Recorders, Patch Panels, Switches, and Alarm Monitoring

**Discount:** 45% 10% - 15%

**Price Link** \*updated 9/13/2017

## **Apperson, Inc.**

~~Sarah Brown~~ Sandy Torres \*updated 3/1/19  
17315 Studebaker Road, Suite 211  
Cerritos, CA 90703  
P: 800-438-0162 800-827-9219 x1340  
F: 800-321-8558  
[www.apperson.com](http://www.apperson.com)  
[sarah.brown@apperson.com](mailto:sarah.brown@apperson.com) [sandy.torres@apperson.com](mailto:sandy.torres@apperson.com)

**States Covered:** All states except GA and NV

**Services Provided:** College & Career Readiness, Instructional Technology, Mathematics, Mathematics K12, Nursing Goods, Training, and Related Training Equipment, Progress Monitoring and Grading, Response to Intervention (RTI), School Accountability & Improvement, School Climate, School Culture, Staff Development, Technology and Curriculum Alignment, Technology Product Support

### **Price Link**

**Artist Touch**

Jerry Knotts / Hermila Knotts

750 Gato Road

El Paso, Texas 79932

P: 915-778-5515

F: 915-877-5510

[www.shopartisttouch.com](http://www.shopartisttouch.com)

[contact@artisttouch.com](mailto:contact@artisttouch.com) / [promolilly@artisttouch.com](mailto:promolilly@artisttouch.com)

**States Covered:** All States

**Services Provided:** Graphic Design and Consulting

**Discount:** Best pricing depending on project

**Price Link** \*updated 3/7/19

**BLMS LLC dba Bertie's Music**

Larry Serna

1407 Lomaland #101

El Paso, Texas 79935

P: 915-591-1759

F: 915-591-1829

[info@bertiesmusic.com](mailto:info@bertiesmusic.com)

**States Covered:** New Mexico and Texas

**Services Provided:** Sound Reinforcement Systems, Audio Visual to Microphones, Band and Orchestra Instrument Repair, Selling of Mariachi Instruments and Musical Accessories

**Discount:** 20% in store, by estimate only

**Warranty:** Varies with Manufacturer

**Price Link**

[2016-2017 Harris Teller Catalog](#)

**Bonscher Educational Services LLC**

Sylvia Bonscher

6236 Brisa Del Mar

El Paso, Texas 79912

P: 915-549-0658

[bonscher@sbcglobal.net](mailto:bonscher@sbcglobal.net)

**States Covered:** New Mexico and Texas

**Services Provided:** Balanced Literacy, Bilingual/ESL/Title III Consulting, Classroom Management, Differentiated Instruction, English Language Arts, Reading (ELAR)

**Price List**

**Caldwell Electrical Contractors, Inc.**

Kenneth B. Caldwell  
1153 Barranca Dr.  
El Paso, TX 79935-5001  
P: 915-593-4966  
F: 915-594-1936  
[ken@caldwellelectrical.com](mailto:ken@caldwellelectrical.com)

**States Covered:** NM, TX

**Services Provided:** Audio Visual Repair, Electrical Contracting Services, Audio/Visual Installation Services, Motorized Shades and Window Treatments

**Discount:** 15-20% (see price list)

**Price List****Con Mi Madre**

Calisda Clarich  
4175 Freidrich Ln. Suite 200  
Austin, Texas 78744  
P: 512-766-4465  
F: 512-232-2165  
[www.conmimadre.org](http://www.conmimadre.org)  
[casi@conmimadre.org](mailto:casi@conmimadre.org)

**States Covered:** All States

**Services Provided:** Support services for young Latinas and their mother's that increase preparedness, participation and success in post-secondary education.

**Discount:** Difference in Total and Fee for Service is raised through fundraisers

**Price Link****Culture Span Marketing (HUB)**

Manny Rodriguez  
5407 N Mesa  
El Paso, Texas 79912  
P: 915-581-7900  
F: 915-581-0087  
[www.culturespanmarketing.com](http://www.culturespanmarketing.com)  
[Manny.rodriquez@culturespanmarketing.com](mailto:Manny.rodriquez@culturespanmarketing.com)

**States Covered:** All States

**Services Provided:** Agency Services, Creative, Broadcast/Video/Photography, Web Design, Media, public Relations

**Discount:** 12.5%

**Price Link**

**Discovery Education Resources, LLC dba Diverse Education Resources \*as of 10/16/2018**

Phil Deats  
545 Crystal Springs Dr.  
Fort Worth, TX 76108  
P: 817-480-1368  
F: 817-357-4361  
[www.derk12.com](http://www.derk12.com)  
[pdeats@derk12.com](mailto:pdeats@derk12.com)

**States Covered:** All States

**Services Provided:** Classroom Management, Distance Learning Support, General Curriculum, Graphic Design, Pre-School Education, Training & Assessments

**Price Link**

**DJF Technologies LLC dba Books That Grow**

Daniel Fountenberry  
320 West 17<sup>th</sup> St, 3FW  
New York, NY 10011  
P: 650-814-1534  
[www.booksthatgrow.com](http://www.booksthatgrow.com)  
[Daniel@booksthatgrow.com](mailto:Daniel@booksthatgrow.com)

**States Covered:** All States

**Services Provided:** Advanced Academics, Alternative Education, Assistive Technology, Autism Disorder, Balanced Literacy, Bilingual/ESL/Title III Consulting, Cognitive Medical Disabilities, Differentiated Instruction, Distance Learning Support, English Language Arts, Reading (ELAR) & Dyslexia, Every Student Succeeds Act (Formerly NCLB), Executive Functioning, General Curriculum, Homeless Education, Inclusion, Instructional Technology, Legal Compliance with Special Issues, Media Services, Response to Intervention (RTI), Special Education Compliance, Standards Based IEP, Students with Disabilities, Technology and Curriculum Alignment, Universal Design for Learning, Inclusion Curriculum Development Services

**Price Link**

**Dr. Kate Kinsella Educational Consulting**

Dr. Kate Kinsella  
578 Matheson St  
Healdsburg, California 95448  
P: 707-473-9030  
[katek@sfsu.edu](mailto:katek@sfsu.edu)

**States Covered:** Texas

**Services Provided:** Bilingual/ESI/Title III Consulting and Staff Development

**Price Link**

## **Dynamic Workforce Solutions LLC dba Dynamic Works Institute**

Denise Vertrees Michelle Blanchard ~~\*updated 11/28/2017~~ Terri Leisten \*updated 3/19/18

237 South Street

Waukesha, Wisconsin 53186

P: ~~324-205-1590 262-544-4974~~ 817-807-5285

F: 262-544-6271

[www.dynamicinstitute.com](http://www.dynamicinstitute.com)

[info@dws.us](mailto:info@dws.us) / [mblanchard@dwf.us](mailto:mblanchard@dwf.us) [tleisten@dws.us](mailto:tleisten@dws.us)

**States Covered:** All States

**Services Provided:** Technology Based Training and Technology based Instructor Lead Training

**Discount:** 6.5% - 62.5%

### **Price Link**

## **Education Galaxy, LLC**

Jeremy Verret or Tash Nunnink

2201 N Central Expressway, Suite 121

Richardson, TX 75080

P: 844-542-5299

F: 972-212-7298

[www.educationgalaxy.com](http://www.educationgalaxy.com)

[info@educationgalaxy.com](mailto:info@educationgalaxy.com)

**States Covered:** All States

**Services Provided:** Instructional Technology

### **Price Link**

## **Ellevation, LLC Inc. \*updated 6/4/18**

Edward Rice

38 Chauncy St , 9th Floor

Boston, Massachusetts 02111

P: 617-307-5755

F: 617-812-5686

[www.ellevationeducation.com](http://www.ellevationeducation.com)

[sales@ellevationeducation.com](mailto:sales@ellevationeducation.com)

**States Covered:** All States

**Services Provided:** Software Company focused on English Language Learners (ELLs) and the educators that serve them. Two price structures are developed to better fit the needs of members.

**Price Link** \*pricing options updated ~~6/24/2017~~ 3/25/2019

**Fab Lab El Paso**

Cathy Chen  
601 N Oregon Suite 2  
El Paso, Texas 79901  
P: 915-209-2656  
[www.fablabelpaso.org](http://www.fablabelpaso.org)  
[cchen@fablabelapso.org](mailto:cchen@fablabelapso.org)

**States Covered:** New Mexico and Texas

**Services Provided:** Consultation for implementation of innovative project-based learning environments, staff development workshops and resources, related goods and technical services

**Discount:** varies on amount of unites purchased (3% - 25%)

**Price Link****Fabiola Tortajada**

10900 Loma De Cristo  
El Paso, Texas 79934  
P: 915-637-6857  
[fabiolatortajada@gmail.com](mailto:fabiolatortajada@gmail.com)

**States Covered:** New Mexico and Texas

**Services Provided:** Interpretation and translation services

**Price Link****Full Turn Interior Solutions LLC (HUB) \*updated 3/29/18**

Yvonne Vasquez  
6120 Carole Jeschke Ct  
El Paso, Texas 79924  
P: 915-407-8193  
[yvasquez075@gmail.com](mailto:yvasquez075@gmail.com)

**States Covered:** Texas

**Services Provided:** Furniture consulting service, Reupholster Service, new office Furniture, Furniture Installation and Reconfiguration, Moving Service

**Discount:** 35 % discount from list price for new office furniture

**Price Link**

**GameSalad, Inc.**

Carlos Padilla or Gretchen Thompson  
8911 N. Capital of TX HWY, Suite 2210

Austin, TX 78759

P: 844-837-8387

F: 844-837-8387

[www.edugamesalad.com](http://www.edugamesalad.com)

[education@gamesalad.com](mailto:education@gamesalad.com)

[Gretchen@gamesalad.com](mailto:Gretchen@gamesalad.com)

**States Covered:** All States

**Services Provided:** Instructional Technology, Project Based Learning

**Price Link****GarCom, Inc. (HUB)**

Jesus A. Garcia

1008 Diesel Drive

El Paso, Texas 79907

P: 915-859-2424

F: 915-778-0222

[www.garcominc.com](http://www.garcominc.com)

[Jesse@garcominc.com](mailto:Jesse@garcominc.com)

**States Covered:** New Mexico and Texas

**Services Provided:** Telecommunications Infrastructure Solutions, Inside Plant, Voice and data Solutions, Special Systems, Outside Plant

**Discount:** depends on quantity based on materials, hourly number of items to be serviced

**Price Link****Holaya Ponce Acosta, PLLC**

1851 Trawood, Suite A

El Paso, TX 79935

P: 915-240-4135

F: 915-581-7980

[www.parentingclasssestoday.com](http://www.parentingclasssestoday.com)

[hpadjust@gmail.com](mailto:hpadjust@gmail.com)

**States Covered:** CA, NM, TX

**Services Provided:** Autism Disorder, Bully Intervention, Bully Prevention, Crisis Intervention, Drug Prevention, Mental Health Counseling & Consulting Training, Parental Involvement, Parental Support, Positive Behaviors, Trainer-Aggressive and Self Injurious Behaviors, Anger Management, Retail Therapy, Transparenting and Coping with Divorce

**Price Link**

**iDesign Solutions**

Mindy Thielges  
205 SE Spokane Street, Suite 300  
Portland, OR 97202  
P: 503-713-5811 ext. 224  
F: 503-713-5814  
[www.idesignsol.com](http://www.idesignsol.com)  
[mindy@idesignsol.com](mailto:mindy@idesignsol.com)  
[sales@idesignsol.com](mailto:sales@idesignsol.com)

**States Covered:** All States except NJ, NY, and PA

**Services Provided:** Classroom Management, Technology Product Support, STEM/STEAM

**Price Link****Jacqueline Cordova**

6537 Majestic Ridge Dr  
El Paso, Texas 79912  
P: 915-309-3233  
[jafuf@me.com](mailto:jafuf@me.com)

**States Covered:** All States

**Services Provided:** Wellness and healthy lifestyle services

**Price Link****Jennifer Finney—Ellison Educational Consulting \*Terminated as of 9/13/18**

4108 Fasset Ct  
Elk Grove, California 95758  
P: 916-479-1219  
[www.teachingwithjen.com](http://www.teachingwithjen.com)  
[Jennifer@teachingwithjen.com](mailto:Jennifer@teachingwithjen.com)

**States Covered:** Texas

**Services Provided:** Bilingual/ESL/Title III Consulting, Staff Development (Academic Language, Instructional Pedagogy, Curriculum Training, Technical Coaching)

**Price Link**

**Kaduceus, Inc.**

Claude Green  
PO BOX 672573  
Houston, Texas 77267  
P: 281-447-4200  
F: 281-447-7205  
[www.kaduceusinc.com](http://www.kaduceusinc.com)  
[cgreen@kaduceusinc.com](mailto:cgreen@kaduceusinc.com)

**States Covered:** All States

**Services Provided:** Career Technology Education Software in vocational coursework including but not limited to agriculture, architecture, construction, arts, audio-visual production, business, marketing, health occupations, STEM, STEAM instructional technology, culinary arts, cosmetology, education, finance, government and public administration, hospitality services, manufacturing, welding, firefighter and emergency services, law and justice and transportation fields. Instructional – Tools: software tools, utilities and resources that support instruction and/or other specific tasks and functions.

**Price Link** ~~\*updated 8/28/2017~~ \*updated 5/3/19

**Longhorn Electrical Services, Inc. (HUB)**

Eric Villegas  
8409 Lockheed Drive, Suite 18  
El Paso, Texas 79925  
P: 915-771-0488  
F: 915-771-0450  
[www.longhornelectrical.com](http://www.longhornelectrical.com)  
[estimator@longhornelectrical.com](mailto:estimator@longhornelectrical.com)

**States Covered:** New Mexico and Texas

**Services Provided:** Electrical Services, consulting, design, product installation, testing power deficiency corrections and contracting

**Discount:** 5% (already included in pricelist)

**Price Link**

**Lopez Marketing Group, Inc.**

Jose L. Lopez  
11169 La Quinta Place  
El Paso, Texas 79936  
P: 915-772-8018  
F: 915-772-9333  
[www.lopezgroup.com](http://www.lopezgroup.com)  
[jlopez1@lopezgroup.com](mailto:jlopez1@lopezgroup.com)

**States Covered:** Texas

**Services Provided:** Marketing Plan Development, Graphic Design, Sales and marketing Consulting, Public Relations, Public Relations Training, Community Engagement, Social Media Marketing, Community Involvement/Engagement, Hispanic community outreach and media outreach, Media Services, Video Production, TV and radio Creative Copywriting

**Price Link**

## **Mackin Educational Resources**

Bobbi Craig  
3505 Country Road 42 W  
Burnsville, Minnesota 55306  
P: 800-245-9540  
F: 800-369-5490  
[www.mackin.com](http://www.mackin.com)  
[bobbi.craig@mackin.com](mailto:bobbi.craig@mackin.com)

**States Covered:** All States

**Services Provided:** Multiple bindings (including publisher library, trade hardcover, paperback and MackinBound pre-bound) as well as non-print materials such as DVD's, Blu-ray, audio and music CD's and MP3's.

### **Price Link**

### **Specialized Pricing Approved 9/7/18-**

Please contact Joel Molina at Region 19 for ordering information regarding this specialized pricing.

Joel Molina  
915-780-6594  
[jmolina@ESC19.NET](mailto:jmolina@ESC19.NET)

## **Maria de Jesus Ortiz**

1851 trawood  
El Paso, Texas 79935  
P: 915-588-0943  
F: 915-581-7980  
[robashamy@aol.com](mailto:robashamy@aol.com)

**States Covered:** Texas

**Services Provided:** Autism Disorder, Bully Intervention, Bully Prevention, Classroom management, Crisis Intervention, Drug Prevention, Mental Health Counseling and Consulting Training, parental Involvement, Parental Support, Positive Behaviors

### **Price Link**

## **Mountain Vector Energy**

Stephen R. Kiziuk  
P.O. Box 1241  
Corrales, NM 87048  
P: 505-452-6845  
[www.mountainvector.com](http://www.mountainvector.com)  
[stevek@mountainvector.com](mailto:stevek@mountainvector.com)

**States Covered:** All States

**Services Provided:** Staff Development- Energy Management, Audits, Rebates, Budgets, IDR, OCREO, Technology and Curriculum Alignment-Applied Learning ECM, Building Buddies, CuffLink, Energy Usage/Spend Analysis and Visualization, IDR Processing and Visualization, CuffLink, Contract Management, Work Order Processing, Efficacy of Improvements, ROI Calculations, Energy Audits, CuffLink, Energy/Utility Related Maintenance & Operations Management (M&O)

### **Price Link**

**myON, LLC**

John Costilla  
5050 Lincoln Drive, Suite 200  
Edina, Minnesota 55436  
P: 800-864-3899  
F: 952-922-2410  
[www.myon.com](http://www.myon.com)  
[icostilla@myon.com](mailto:icostilla@myon.com)

**States Covered:** All States

**Services Provided:** Digital Literacy, Differentiated Instruction, English language Arts, reading (ELAR) & Dyslexia, Instructional Technology, Technology and Curriculum Alignment, Technical Product Support

**Discount:** 15% (already applied to pricelist)

**Price Link****Pan American Beauty & Barber Supply, Inc**

Guillermo Arriaga  
5740 E. Paisano  
El Paso, TX 79925  
P: 915-779-2072  
F: 915-779-1656  
[panambb@sbcglobal.net](mailto:panambb@sbcglobal.net)

**States Covered:** All States

**Services Provided:** Cosmetology and Related Goods/Services

**Discount:** Catalogs showing MSRP pricing will be shown less 18% discount; Catalogs reflecting distributor cost will be price show plus 20%; Shipping and Handling NOT Included in pricing.

**Price Link****Staffing Options and Solutions, Inc. (SOS)**

Phil Burns  
6249 S. East Street, Suite E  
Indianapolis, Indiana 46227  
P: 800-554-7823 ext. 131  
F: 800-791-1656  
[www.traveltherapy.com](http://www.traveltherapy.com)  
[philburns@traveltherapy.com](mailto:philburns@traveltherapy.com)

**States Covered:** Arizona, California, Florida, Georgia, Illinois, Indiana, Maryland, New Jersey, North Carolina, Ohio, Texas, Virginia

**Services Provided:** Staffing Agency

**Price Link**

## **Stevenson's Dental Ark, PLLC**

Christy Lama  
11165 La Quinta Place  
El Paso, TX 79936  
P: 915-591-1999  
F: 915-591-3201  
[www.dentalark.com](http://www.dentalark.com)  
[clama@dentalark.com](mailto:clama@dentalark.com)

**States Covered:** NM, TX

**Services Provided:** Dental Services

**Discount:** All Services Paid Through Medicaid will Follow DenteQuest Texas Medicaid & Chip Fee Schedule; All Self pay will be Texas Medicaid & Chip Fee Schedule plus 2%

### **Price Link**

## **TEG Technologies LLC**

Lauren Little  
5616 S 1<sup>st</sup> Street  
Austin, Texas 78745  
P: 877-585-3865  
F: 877-585-3865  
[lauren@trinityeducationgroup.com](mailto:lauren@trinityeducationgroup.com)

**States Covered:** Texas

**Services Provided:** Advanced Academics, Alternative Education, Assistive Technology, Autism Disorder, Balanced Literacy, Bilingual/ESL/Title III Consulting, Classroom Management, College & Career Readiness, Counselor Certification, Differentiated Instruction, Distance Learning Support, Early Childhood Intervention, English Language Arts, Reading (ELAR) & Dyslexia, General Curriculum, head start Birth to Four early Education, Homeless Education, Inclusion, Instructional technology, Librarian Certification, Life Skills, Mathematics, Mathematics K12, Mental Health Counseling & Consulting Training, Migrant/Homeless Education, Paraprofessionals, Parental Involvement, parental Support, Pre-School Education, training 7 Assessments, Principal Certification, Progress Monitoring and Grading, Project based Learning, response to Intervention (RTI), School Accountability & Improvement, School Culture, Shared Services Arrangements, Social Skill development, Software Design and Programming, Special Education Compliance, Staff Development, Standards Based IEP, Students with Disabilities, Teacher Certification, Technology and Curriculum Alignment, Trainer – Executive Functioning, universal Design for Learning, Virtual Learning Programs, Web Technologies & Design, Data Visualizations tools development & consulting, Custom report Preparation, Custom Competency based development training, Competency based education platform(s), Human Capital development systems & Support

### **Price Link**

**Teacher Created Materials, Inc.**

Richard Levitt or Fernando Perez  
5301 Oceanus Drive  
Huntington Beach, CA 92649  
P: 800-858-7339  
F: 888-877-7606  
[www.teachercreatedmaterials.com](http://www.teachercreatedmaterials.com)  
[rlevitt@tcmpub.com](mailto:rlevitt@tcmpub.com)  
[fperez@tcmpub.com](mailto:fperez@tcmpub.com)

**States Covered:** TX

**Services Provided:** Balanced Literacy, Bilingual/ESL/Title III Consulting, Brain Based Learning, Classroom Management, College & Career Readiness, Differentiated Instruction, Early Childhood Intervention, English Language Arts, Reading (ELAR) & Dyslexia, General Curriculum, Instructional Technology, Mathematics, Mathematics K12, Parental Involvement, Parental Support, Progress Monitoring and Grading, Project Based Learning, Response to Intervention (RTI), Staff Development, Universal Design for Learning

**Price Link****White Box Learning**

Graham Baughman  
14600 Woodbluff Trace  
Louisville, KY 40245  
P: 800-592-3460  
F: 866-436-6587  
[www.whiteboxlearning.com](http://www.whiteboxlearning.com)  
[sales@whiteboxlearning.com](mailto:sales@whiteboxlearning.com)

**States Covered:** All States

**Services Provided:** Project Based Learning, Technology and Curriculum Alignment, Curriculum, Educational Materials, STEM Curriculum, STEM Software, Consumables

**Price Link**

**zSpace, Inc.**

Amanda Austin  
490 Deguigne Drive #200  
Sunnyvale, California 94085  
P: 408-498-4050 ext. 4130  
F 408-716-2460

[www.zspace.com](http://www.zspace.com)  
[aaustin@zspace.com](mailto:aaustin@zspace.com)

**States Covered:** Texas

**Services Provided:** Virtual Reality Education

**Price Link** \*updated 4/24/19

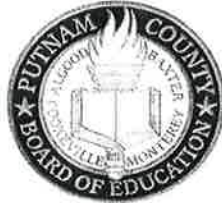
**Price Link Addendum** - \*added 4/8/19

**Approved by:** \_\_\_\_\_  
Armando Aguirre- Executive Director  
Armando Aguirre- Executive Director

**Date:** \_\_\_\_\_  
(May 31, 2017)  
(March 15, 2019)



EXHIBIT  
VA.13.  
09-05-19



Board Agenda Request  
For September 2019 Meeting

Date: September 3, 2019

Department: Teaching & Learning

Person Submitting: Dr. Sharon Anderson

Account Number (if appropriate): 141-72310-599

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to AdvancED in Atlanta, GA in the amount of \$25,200.00 for AdvancED Improvement Network Fees for the 2019-2020 school year, to be paid from 141-72310-599, as submitted.

received  
09-03-19  
SH



**Statement**

Page 1

Customer No. 215810  
Statement Date 08/28/19  
(mm/dd/yy)

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

Advance Education, Inc.  
P.O. Box 933823  
Atlanta, GA 31193-3823

Phone No. 678.392.2285 x5608

To pay by credit card, please visit [www.advanc-ed.org](http://www.advanc-ed.org)

Posting Date	Document No.	Master Invoice No.	Description	Due Date	Original Amount	Remaining Amount	Balance
<b>Entries USD</b>							
05/06/19	00116113		2019-20 AIN Fee	07/31/19	25,200.00	25,200.00	25,200.00
						<b>Total USD</b>	<b>25,200.00</b>

**Statement Aging :**

Days Overdue :	Current	Up To 30 Days	31 - 60 Days	Over 60 Days
<b>Aged Amounts :</b>	0.00	25,200.00	0.00	0.00

received  
09-03-19  
[Signature]

ADVANCE EDUCATION INC.  
9115 Westside Parkway  
Alpharetta, GA 30009



# INVOICE

Phone: 678.392.2285 x5608  
888-413-3669 x 5561  
TIN: 20-8613765

**Customer No.** 215810  
**Invoice No.** 00116113  
**Invoice Date** 5/6/2019  
**Due Date** 7/31/2019

Bill To:  
Putnam County School System  
Jerry Boyd  
1400 East Spring Street  
Cookeville, TN 38506

**Date(s) of Service:** 7/1/2019-6/30/2020

<b>Invoice Total \$</b>	<b>25,200.00</b>
-------------------------	------------------

Description	Sell-To No.	Sell-To Customer	Total Price
AdvancED Improvement Network Fee	215810	Putnam County School System	1,200.00
AdvancED Improvement Network Fee	312987	Cornerstone Elementary School	1,200.00
AdvancED Improvement Network Fee	211300	Avery Trace Middle School	1,200.00
AdvancED Improvement Network Fee	212381	White Plains Academy	1,200.00
AdvancED Improvement Network Fee	212248	Prescott South Middle School	1,200.00
AdvancED Improvement Network Fee	212323	Sycamore Elementary School	1,200.00
AdvancED Improvement Network Fee	211687	Baxter Primary	1,200.00
AdvancED Improvement Network Fee	212243	Cane Creek Elementary School	1,200.00
AdvancED Improvement Network Fee	212267	Burks Elementary School	1,200.00
AdvancED Improvement Network Fee	211241	Upperman High School	1,200.00
AdvancED Improvement Network Fee	211281	Monterey High School	1,200.00
AdvancED Improvement Network Fee	212269	Algood Middle School	1,200.00
AdvancED Improvement Network Fee	211137	Cookeville High School	1,200.00
AdvancED Improvement Network Fee	212295	Jere Whitson Elementary School	1,200.00
AdvancED Improvement Network Fee	212294	Capshaw Elementary School	1,200.00
AdvancED Improvement Network Fee	212270	Park View Elementary School	1,200.00
AdvancED Improvement Network Fee	212268	Northeast Elementary School	1,200.00

**Invoice Total \$** 25,200.00

To pay online by credit card, please visit [www.advanc-ed.org](http://www.advanc-ed.org).  
We accept MasterCard, Visa, American Express and Discover.

\*\* PLEASE RETURN THIS PORTION WITH YOUR PAYMENT \*\*

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

**Customer No.** 215810  
**Invoice No.** 00116113  
**Invoice Date** 5/6/2019  
**Due Date** 7/31/2019

Send Remittance to:

Advance Education, Inc.  
P.O. Box 933823  
Atlanta, GA 31193-3823

<b>Invoice Total \$</b>	<b>25,200.00</b>
-------------------------	------------------

ADVANCE EDUCATION INC.  
9115 Westside Parkway  
Alpharetta, GA 30009



# INVOICE

Phone: 678.392.2285 x5608  
888-413-3669 x 5561  
TIN: 20-8613765

**Customer No.** 215810  
**Invoice No.** 00116113  
**Invoice Date** 5/6/2019  
**Due Date** 7/31/2019

Bill To:  
Putnam County School System  
Jerry Boyd  
1400 East Spring Street  
Cookeville, TN 38506

**Date(s) of Service:** 7/1/2019-6/30/2020

<b>Invoice Total \$</b>	<b>25,200.00</b>
-------------------------	------------------

Description	Sell-To No.	Sell-To Customer	Total Price
AdvancED Improvement Network Fee	212355	Upperman Middle School	1,200.00
AdvancED Improvement Network Fee	260073	VITAL - eLearning Network	1,200.00
AdvancED Improvement Network Fee	260074	Prescott South Elementary School	1,200.00
AdvancED Improvement Network Fee	260075	Algood Elementary School	1,200.00

**Invoice Total \$** 25,200.00

To pay online by credit card, please visit [www.advanc-ed.org](http://www.advanc-ed.org).  
We accept MasterCard, Visa, American Express and Discover.

\*\* PLEASE RETURN THIS PORTION WITH YOUR PAYMENT \*\*

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

**Customer No.** 215810  
**Invoice No.** 00116113  
**Invoice Date** 5/6/2019  
**Due Date** 7/31/2019

Send Remittance to:

Advance Education, Inc.  
P.O. Box 933823  
Atlanta, GA 31193-3823

<b>Invoice Total \$</b>	<b>25,200.00</b>
-------------------------	------------------

9338232158101161138025200004

Thank you for being a valued member of the AdvancED Improvement Network. Enclosed is the annual invoice for your AdvancED® Improvement Network Membership for the 2019-20 school year. This invoice includes a network fee increase which continues to cover your annual membership, including complete access to the eProve™ suite of tools. Your institution's membership also affords access to the AdvancED® Continuous Improvement System, professional services, assessment services, customizable support resources and select products.

As a nonprofit organization, we are committed to reinvesting resources to improve our services in support of your accreditation and continuous improvement journey. Delivering effective improvement solutions remain a top priority.

For questions regarding the enclosed invoice, please contact Accounts Receivable at [accountsreceivable@advanc-ed.org](mailto:accountsreceivable@advanc-ed.org) or toll-free at 888.413.3669, ext. 5608.

Thank you again for your commitment to continuous improvement and the learners you serve.

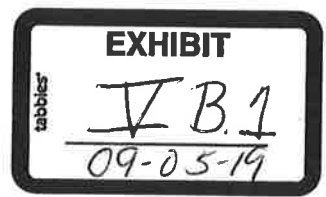
### **Payment Instructions**

There are two ways to pay your AdvancED Improvement Network fees:

1. You can issue a check payable to AdvancED. The check should be sent, along with a copy of the invoice, to:

Advance Education, Inc.  
P.O. Box 933823  
Atlanta, GA 31193-3823

2. Finally, you can pay your AdvancED Improvement Network fee by credit card through a link on our website ([www.advanc-ed.org](http://www.advanc-ed.org)); AdvancED accepts VISA, MasterCard and American Express. Please contact Accounts Receivable if you need assistance in processing the payment transaction at [accountsreceivable@advanc-ed.org](mailto:accountsreceivable@advanc-ed.org) or by phone at 1.888.413.3669, ext. 5608.



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Kim Bradford

Department: Transportation

Phone Number of Person Making Request: 931-526-9342

**Requesting approval to sell the attached surplus  
vehicles**

Kim Bradford 8/7/19  
Signature of Person Making Request Date

[Signature] 8-7-2019  
Signature of Director of Schools Date

[Signature]  
received  
08-07-19  
[Signature]

Surplus Inventory

2003 Ford F350 XLT Chassis

2008 Ford Type A School Bus VIN-1FDWF36P63EC39375

- Bad transmission
- No AC
- Rust on body
- Needs brakes

1997 Dodge Ram Pick up VIN- 1B7HC16X7WS622953

- Not running
- Bad transmission
- No AC
- Rust on Body
- No air
- Rust on Body

1997 Ford Van VIN- 1FBSS31L2WHA59952

- Not running
- Bad Engine
- No battery
- No AC
- Needs tires
- No battery
- No air
- Needs tires

2005 4X4 Chevy Pick Up VIN-1GCEK19275Z238096

- Not running
- Bad engine
- Rust on body

1999 Chevy Van 2500 – VIN-1GCGG25R9Y1144522

- Not running
- Bad engine
- Bad transmission

2003 Ford E350 Van – VIN-1FBSS31LZ3HA70543

- Not running
- Bad engine
- No AC
- No battery

2008 Ford Type A School Bus – VIN-1FDFE45P59DA24899

- Bad engine
- Not running

2002 Chevy 2500 Pick Up - VIN-1GCHK29GX2E216176

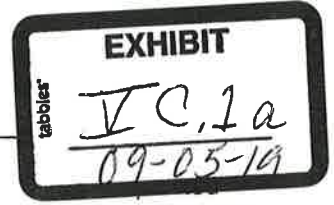
- Not running
- Electrical issues
- Not running

2003 Ford E350 Van- VIN-1FBSS31LX3HA69589

- Not running
- Body rust
- Bad transmission
- Bad engine

Department: Finance

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



<u>Item #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>		<u>Approval Amount</u>
				<u>Decrease</u>	<u>Increase</u>
	141 E 72120 161 000 02000 000	Secretary(s)	33,079.28	15,801.04	17,278.24
	141 E 72120 201 000 02000 000	Social Security	13,054.89	979.61	12,075.28
	141 E 72120 204 000 02000 000	State Retirement	17,537.06	1,115.49	16,421.57
	141 E 72120 207 000 02000 000	Medical Insurance	37,714.29	4,614.76	33,099.53
	141 E 72120 212 000 02000 000	Employer Medicare	3,053.16	229.10	2,824.06
	141 E 72120 499 000 02000 000	Other Supplies and Materials	500.00		3,900.00 4,400.00
	141 E 72120 524 000 02000 000	In Service/Staff Development	-		14,600.00 14,600.00
	141 E 72120 599 000 02000 000	Other Charges	1,000.00		2,440.00 3,440.00
	141 E 72120 790 000 02000 000	Other Equipment	-		1,800.00 1,800.00
		<b>Total</b>	<b>105,938.68</b>	<b>22,740.00</b>	<b>22,740.00</b> <b>105,938.68</b>

Explanation: To adjust Coordinated School Health Grant budget due to portion of secretary's salary paid from new Federal Grants

Requested by: \_\_\_\_\_  
*Supervisor*

Recommended for Approval:

Official / Department Head

Reviewed by: *Mark McLeod*  
*Chief Financial Officer*

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

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

Action by County Commission: Approval

Non-Approval

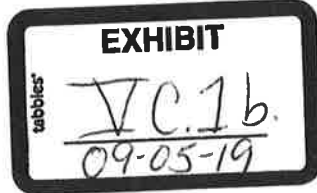
Date: \_\_\_\_\_

09-03-19

19-00012

Department: Finance

DATE: 4-Sep-19

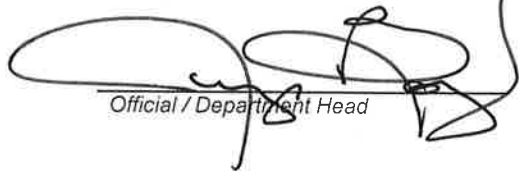


Item #	Account #	Account Description	Current Approved Amount	Decrease	Increase	Requested Approval Amount
1	141 E 71100 116 000 00000 000	TEACHERS	28,555,057.87	56,197.00		28,498,860.87
2	141 E 71100 128 000 02100 000	HOMEBOUND TEACHERS	108,865.28	49,214.00		59,651.28
3	141 E 71100 201 000 00000 000	SOCIAL SECURITY	1,927,329.16	3,484.00		1,923,845.16
4	141 E 71100 201 000 02100 000	SOCIAL SECURITY	6,749.64	3,076.00		3,673.64
5	141 E 71100 204 000 00000 000	STATE RETIREMENT	3,102,061.77	5,974.00		3,096,087.77
6	141 E 71100 204 000 02100 000	STATE RETIREMENT	11,572.37	5,274.00		6,298.37
7	141 E 71100 206 000 00000 000	LIFE INSURANCE	18,377.12	28.00		18,349.12
8	141 E 71100 206 000 02100 000	LIFE INSURANCE	84.30	28.00		56.30
9	141 E 71100 207 000 02100 000	MEDICAL INSURANCE	17,620.80	9,302.00		8,318.80
10	141 E 71100 208 000 00000 000	DENTAL INSURANCE	86,169.72	132.00		86,037.72
11	141 E 71100 208 000 02100 000	DENTAL INSURANCE	395.28	132.00		263.28
12	141 E 71100 210 000 00000 000	UNEMPLOYMENT COMPENSATION	42,228.14	65.00		42,163.14
13	141 E 71100 210 000 02100 000	UNEMPLOYMENT COMPENSATION	193.71	65.00		128.71
14	141 E 71100 212 000 00000 000	EMPLOYER MEDICARE LIABILITY	450,764.89	815.00		449,949.89
15	141 E 71100 212 000 02100 000	EMPLOYER MEDICARE LIABILITY	1,578.55	720.00		858.55
16	141 E 71150 116 000 00000 000	TEACHERS	457,426.62		100,411.00	557,837.62
17	141 E 71150 201 000 00000 000	SOCIAL SECURITY	28,422.45		6,250.00	34,672.45
18	141 E 71150 204 000 00000 000	STATE RETIREMENT	48,026.68		10,716.00	58,742.68
19	141 E 71150 206 000 00000 000	LIFE INSURANCE	252.90		56.00	308.90
20	141 E 71150 207 000 00000 000	MEDICAL INSURANCE	88,512.00		9,302.00	97,814.00
21	141 E 71150 208 000 00000 000	DENTAL INSURANCE	1,185.84		264.00	1,449.84
22	141 E 71150 210 000 00000 000	UNEMPLOYMENT COMPENSATION	581.13		130.00	711.13
23	141 E 71150 212 000 00000 000	EMPLOYER MEDICARE LIABILITY	6,647.18		1,462.00	8,109.18
24	141 E 72130 189 000 00000 000	OTHER SALARIES & WAGES	60,468.00		5,000.00	65,468.00
25	141 E 72130 201 000 00000 000	SOCIAL SECURITY	105,725.08		310.00	106,035.08
26	141 E 72130 204 000 00000 000	STATE RETIREMENT	176,699.41		532.00	177,231.41
27	141 E 72130 212 000 00000 000	EMPLOYER MEDICARE LIABILITY	24,726.02		73.00	24,799.02
28	141 E 72220 131 000 00000 000	MEDICAL PERSONNEL			340,779.00	340,779.00
29	141 E 72220 189 000 00000 000	OTHER SALARIES & WAGES	585,872.46	340,779.00		245,093.46
<b>Total</b>			<b>35,913,594.37</b>	<b>475,285.00</b>	<b>475,285.00</b>	<b>35,913,594.37</b>

Explanation: To adjust budget for 2 WPA teachers in incorrect budget categories (1 Homebound, 1 Gen Ed). Portion of Student Services Coordinator's salary budgeted in Gen Ed instead of Student Services. Move budget for COTA per State TN request.

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

Recommended for Approval:

  
Official / Department Head

Reviewed by:   
Chief Financial Officer

Action by Fiscal Review Committee: Recommended for Approval

No Recommendation

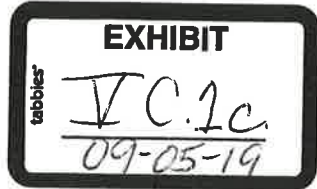
Date: \_\_\_\_\_

Action by County Commission: Approval

Non-Approval

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

08-23-19



Putnam County Budget Amendment / Line Item Transfer Authorization Form


Department: Special Education Department

DATE: Sep-19

Item #	Account #	Account Description	Current Approved Amount	Current Approved Amount		Requested Approval Amount
					Increase	
1	141	47143-02141	Revenue	20,112.62		16,738.18
					Decrease	
2	141	72210-163-02141	Educational Assistant	14,196.26	12,226.46	1,969.80
3	141	72210-201-02141	Social Security	943.25	746.49	196.76
4	141	72210-204-02141	State Ret.	1,090.76	739.76	351
5	141	72210-206-02141	Life Insurance	17.05	14.25	2.8
6	141	72210-207-02141	Medical Insurance	3,531.60	2,728.00	803.6
7	141	72210-208-02141	Dental Insurance	86.88	76.20	10.68
8	141	72210-210-02141	Unemp. Comp.	32.29	32.29	
9	141	72210-212-02141	Emp. Med	214.53	174.73	39.8

Explanation: To adjust budget to match state allocation for School to Work Grant

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

Reviewed by:   
 Chief Financial Officer

Recommended for Approval:

  
 Assistant Director  
 Official / Department Head

Action by Fiscal F Recommended for Approval

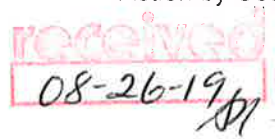
No Recommendation

Date:

Action by County Approval

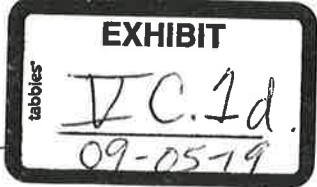
Non-Approval

Date:

  
 08-26-19

Department: Adult Education

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

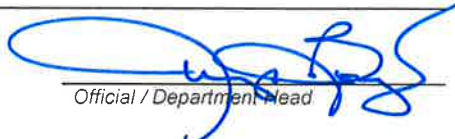


Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
<b>Revenue</b>						
1	141 R 46590 000 01002 000	OTHER STATE EDUCATION FUNDS	-	129,120.00		129,120.00
2	141 R 47120 000 01002 000	ADULT BASIC EDUCATION		516,480.00		516,480.00
		<b>Total Revenue</b>	-	<b>645,600.00</b>		<b>645,600.00</b>
<b>Expenditures</b>						
3	141 E 71600 116 000 01002 Regal	Teachers	-		244,690.00	244,690.00
4	141 E 71600 189 000 01002 Regal	Other Salaries			141,988.00	141,988.00
5	141 E 71600 201 000 01002 Regal	FICA			24,325.00	24,325.00
6	141 E 71600 204 000 01002 Regal	Retirement			28,673.00	28,673.00
7	141 E 71600 207 000 01002 Regal	Medical Insurance			13,224.00	13,224.00
8	141 E 71600 212 000 01002 Regal	Medicare			5,689.00	5,689.00
9	141 E 71600 355 000 01002 Regal	Travel			5,950.00	5,950.00
10	141 E 71600 399 000 01002 Regal	Other services			6,735.00	6,735.00
11	141 E 71600 429 000 01002 Regal	Supplies & Materials			16,682.00	16,682.00
12	141 E 71600 790 000 01002 Regal	Equipment			1,200.00	1,200.00
13	141 E 72260 105 000 01002 Regal	Supervisor			70,000.00	70,000.00
14	141 E 72260 162 000 01002 Regal	Clerical			34,500.00	34,500.00
15	141 E 72260 201 000 01002 Regal	FICA			6,479.00	6,479.00
16	141 E 72260 204 000 01002 Regal	Retirement			9,877.00	9,877.00
17	141 E 72260 207 000 01002 Regal	Medical Insurance			5,072.00	5,072.00
18	141 E 72260 212 000 01002 Regal	Medicare			1,516.00	1,516.00
19	141 E 72260 355 000 01002 Regal	Travel			3,300.00	3,300.00
20	141 E 72260 399 000 01002 Regal	Other contracted services			25,400.00	25,400.00
21	141 E 72260 429 000 01002 Regal	Supplies and Materials			300.00	300.00
22	141 E 72260 790 000 01002 Regal	Equipment				
		<b>Total Expenditures</b>	-		<b>645,600.00</b>	<b>645,600.00</b>
		<b>Total Revenue less Total Expenditures</b>	-	<b>645,600.00</b>	<b>645,600.00</b>	-

Explanation: To budget for revenue received for Adult Education

Requested by: Lynda Huddleston  
Supervisor

Recommended for Approval:


  
Official / Department Head

Reviewed by:   
Chief Financial Officer

Action by Fiscal Review Committee:  Recommended for Approval

No Recommendation

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

  
08-26-19

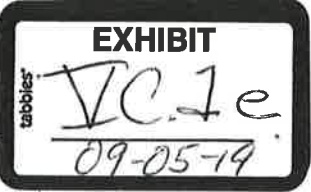
Action by County Commission:  Approval

Non-Approval

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

Department: Adult Education

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



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
<b>Revenue</b>						
1	141 R 46590 000 000 01005 000	OTHER STATE EDUCATION FUNDS	-	8,750.00		8,750.00
2	141 R 47120 000 000 01005 000	ADULT BASIC EDUCATION		26,250.00		26,250.00
		<b>Total Revenue</b>	-	<b>35,000.00</b>		<b>35,000.00</b>
<b>Expenditures</b>						
				<b>Decrease</b>	<b>Increase</b>	
3	141 E 71600 189 000 01005 000	OTHER SALARIES AND WAGES	-		23,950.00	23,950.00
4	141 E 71600 201 000 01005 000	SOCIAL SECURITY			1,485.00	1,485.00
5	141 E 71600 204 000 01005 000	Retirement			342.00	342.00
6	141 E 71600 212 000 01005 000	MEDICARE			348.00	348.00
7	141 E 71600 355 000 01005 000	TRAVEL			3,500.00	3,500.00
8	141 E 71600 429 000 01005 000	INSTRUCTIONAL SUPPLIES			975.00	975.00
9	141 E 71600 790 000 01005 000	Equipment			4,400.00	4,400.00
		<b>Total Expenditures</b>	-		<b>35,000.00</b>	<b>35,000.00</b>
		<b>Total Revenue less Total Expenditures</b>	-	<b>35,000.00</b>	<b>35,000.00</b>	-

Explanation: To budget for revenue received for Adult Education Testing

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

Recommended for Approval:   
Official / Department Head

Reviewed by:   
Chief Financial Officer

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

No Recommendation \_\_\_\_\_ Date: \_\_\_\_\_



Action by County Commission:  Approval

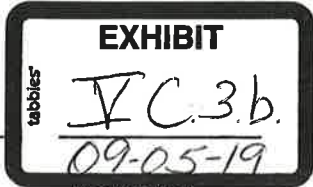
Non-Approval \_\_\_\_\_ Date: \_\_\_\_\_





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

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



Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
	<b>Revenue</b>					
1	142 R 47141 000 101 00000 000	REVENUE	2,284,218.00	626,625.00		2,910,843.00
2	142 R 47141 000 121 00000 000	REVENUE	20,789.00	5,150.00		25,939.00
3	142 R 47141 000 161 00000 000	REVENUE	16,945.17	100.00		17,045.17
4	142 R 47189 000 201 00000 000	REVENUE	319,118.00	39,720.00		358,838.00
5	142 R 47146 000 301 00000 000	REVENUE	84,388.00	1,700.00		86,088.00
6	142 R 47590 000 401 00000 000	REVENUE	213,574.00	4,100.00		217,674.00
7	142 R 47148 000 501 00000 000	REVENUE	172,950.86	30,000.00		202,950.86
		<b>Total Amendment Revenue</b>	3,111,983.03			3,819,378.03
	<b>Expenditures</b>					
				<b>Decrease</b>	<b>Increase</b>	
8	142 E 99100 504 101 00000 000	TRANSFER TO OTHER FUNDS	-		626,625.00	626,625.00
9	142 E 99100 504 121 00000 000	TRANSFER TO OTHER FUNDS	-		5,150.00	5,150.00
10	142 E 99100 504 161 00000 000	TRANSFER TO OTHER FUNDS	-		100.00	100.00
11	142 E 99100 504 201 00000 000	TRANSFER TO OTHER FUNDS	-		39,720.00	39,720.00
12	142 E 99100 504 301 00000 000	TRANSFER TO OTHER FUNDS	-		1,700.00	1,700.00
13	142 E 99100 504 401 00000 000	TRANSFER TO OTHER FUNDS	-		4,100.00	4,100.00
14	142 E 99100 504 501 00000 000	TRANSFER TO OTHER FUNDS	-		30,000.00	30,000.00
		<b>Total Amendment Expenditures</b>	-			707,395.00
				707,395.00	707,395.00	
		<b>Total Amendment Revenue less Expenditures</b>	<b>3,111,983.03</b>			<b>3,111,983.03</b>

Explanation: To budget for Title fund transfers to Consolidated Admin and School Wide Pool sub-funds

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

Recommended for Approval:

  
Official / Department Head

Reviewed by:   
Chief Financial Officer

Action by Fiscal Review Committee:

Recommended for Approval

No Recommendation

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

**received**

Action by County Commission:

Approval

Non-Approval

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





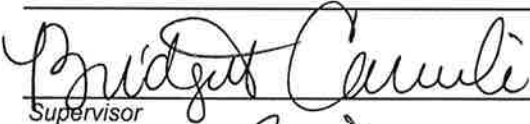
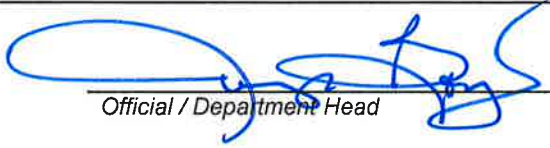
Putnam County **Budget Amendment** / Line Item Transfer Authorization Form


Department: Federal Programs

DATE: September 5, 2019

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-195-172	Certified Substitutes	10,000.00		6,010.00	3,990.00
2	142	71100-201-172	Social Security		558.00		558.00
3	142	71100-212-172	Medicare		130.00		130.00
4	142	71100-471-172	Software	71,750.00	31,677.00		103,427.00
5	142	72210-524-172	Professional Development	95,300.00		26,355.00	68,945.00
					32,365.00	32,365.00	

Explanation: This Adaptive Learning Technology Grant (172) Amendment is needed in order to utilize funds more appropriately according to program needs.

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

Reviewed by:  Chief Financial Officer

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

Action by County Commission:  Approved  Not Approved  Date: \_\_\_\_\_

**received**  
08-26-19  




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

Department: Federal Programs

DATE: September 5, 2019

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-429-111	Instructional Supplies	465.00	4.00		469.00
2	142	71100-722-111	Instructional Equipment	47,562.00	3,060.00		50,622.00
3	142	72210-599-111	Other Charges	19,500.00		3,064.00	16,436.00

Explanation: This Blended Funds (-111) amendment is required in order to utilize funds more appropriately according to program needs.

Requested by: Bridget Carule  
Supervisor

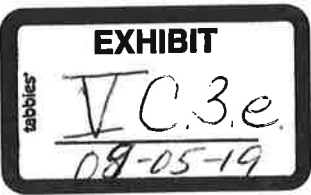
Recommended for Approval: [Signature]  
Official / Department Head

Reviewed by: [Signature]  
Chief Financial Officer

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

Action by County Commission:  Approved  Not Approved  Date: \_\_\_\_\_

received  
08-26-19  
[Signature]



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

Department: Federal Programs

DATE: September 5, 2019

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
1	142	71100-163-101	Assistants	391,050.00	52,675.00		443,725.00
2	142	71100-195-101	Certified Subs	25,250.00	2,825.00		28,075.00
3	142	71100-198-101	Non Certified Subs	24,825.00	910.00		25,735.00
4	142	71100-201-101	Social Security	76,700.00	2,700.00		79,400.00
5	142	71100-204-101	State Retirement	136,650.00	2,550.00		139,200.00
6	142	71100-206-101	Life Insurance	900.00	37.00		937.00
7	142	71100-207-101	Medical Insurance	413,745.00	18,615.00		432,360.00
8	142	71100-208-101	Dental Insurance	5,175.00	210.00		5,385.00
9	142	71100-210-101	Unemployment Comp	1,885.00	85.00		1,970.00
10	142	71100-212-101	Medicare	17,721.00	441.00		18,162.00
11	142	71100-429-101	Instructional Supplies	23,268.10	1,560.00		24,828.10
12	142	71100-722-101	Instructional Equipment	233,140.50	320.00		233,460.50
13	142	72130-599-101	Other Charges	28,842.25	290.00		29,132.25
14	142	72210-499-101	Other Supplies	11,306.50		500.00	10,806.50
15	142	72210-524-101	Professional Development	65,868.00	10,418.00		76,286.00
16	142	72210-599-101	Other Charges	204,261.15		93,636.00	110,625.15
17	142	72210-790-101	Other Equipment	14,240.00	500.00		14,740.00

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

Requested by: Bridget Carulli  
Supervisor

Recommended for Approval: [Signature]  
Official / Department Head

Reviewed by: [Signature]  
Chief Financial Officer

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

Action by County Commission:  Approved  Not Approved  Date: \_\_\_\_\_

received  
08-26-19  
[Signature]


EXHIBIT  
 ID.1  
 09-05-19  
 tabbles

Out of State/ Overnight BOARD APPROVAL

Elementary

Month: September, 2019

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
8/20/2019	Lake Buena Vista, FL	Capshaw Elementary	See Attached	3rd/4th Gr Chorus	3/13-18/20	50	Choir Trip/Performance

  
 \_\_\_\_\_  
 Jerry Boyd, Director of Schools      Date 8-20-19

  
 received  
 08-20-19

Clarissa Miller - 931-349-0249; Kim Wright - 931-267-6981; Jamie Brown 931-261-4727; Deloris Fowler 931-267-2388; Angela Johnson 931-267-6046; Ashley Williams 931-510-8030;

Michelle amd Ali Bagci 931-372-7736; Julia Baker 931-644-6165; Holly Bouton 931-260-5258; Levi Bouton 931-261-1348; Angelia Brubacher 931-310-9495; Emily Carwile 931-265-4772; Krystal Fansler 931-260-8996; Kelly Farris 931-260-5432; Brook and Seth Gilbert 931-267-4678; Bridget Horner 931-261-9753; Jason Horner 931-319-1661; Lauren Jones 931-252-3800; Stephanie King 931-349-9109; Carol Lynam 931-510-9025; Lisa Maxwell 931-252-5596; Jennifer McDonald 931-397-3019; Chrissy Means 931-349-5478; Leigh Odom 931-260-3325; Lauren Riley 931-252-2273; Michelle Silvey 865-696-5170; Jill Stone 615-516-0088; Kely Swallows 704-650-2181; Meg Swann 931-267-4065; Dewane and Stepp Tinch 931-267-2874; Stacey Wells 931-319-5486; Jessica Williams 931-261-5347;

**Room 1**

Clarissa Miller

**Room 2**

Kim Wright

**Room 3**

Ashley Williams

Addie Williams

Deloris Fowler

Livie Mae Strickland

**Room 4**

Jessica Erdeljac

Joe Erdeljac

Riley Grace Erdeljac

**Room 5**

Kelly Farris

Halle Farris

**Room 6**

Lauren Riley

John T Riley

Wyatt Riley

**Room 7**

Stephanie Tinch

Dewayne Tinch

Maddie Tinch

**Room 8**

Stephanie King

Paxtin King

**Room 9**

Ean Stucker

Tara Smith

**Room 10**

Angelia Brubacher

Ashton Brubacher

Noah Brubacher

**Room 11**

Lauren Jones  
Elin Davis  
Lily Davis

**Room 12**

Krystal Fansler  
Maise Fansler

**Room 13**

Holly Bouton  
Blakely Bouton

**Room 14**

Jennifer McDonald  
Lilli McDonald  
Addi McDonald

**Room 15**

Jamie Brown  
Adam Brown  
Lillie Brown  
Olen Brown

**Room 16**

Carol Lynam  
Clara Lynam

**Room 17**

Jessica Williams  
Josie Kate Williams  
Maya Williams

**Room 18**

Chrissy Means  
Addy Means

**Room 19**

Sharon Smith  
Kelsie Smith

Room 20

John Robbins  
Sandra Robbins

Room 21

Michelle Silvey  
Judah Silvey

Room 22

Kelly Swallows  
Channing Swallows

Room 23

Emily Carwile  
Ezra Carwile

Room 24

Meg Swann  
Norah Swann  
Campbell Swann

# Thomas Tours, Inc.

## CAPSHAW ELEMENTARY SCHOOL CHOIR ORLANDO, FL MARCH 13-18, 2020

### INCLUDED IN TRIP

- Roundtrip Motorcoach Transportation via Wise Coaches – Due to current affairs all chartered motorcoach costs are subject to fuel increases. At this time any increase in the cost of the motorcoaches and/or the cost of the tour is not anticipated. In the event a fuel increase should take affect, all tour participants will be notified immediately.
- Five Nights Hotel Accommodations – Disney's Pop Century Resort – Lake Buena Vista, FL
- Four Day Disney Performing Arts Premium Park Hopper Ticket Package Including Admission to The Magic Kingdom, EPCOT, Disney Hollywood Studios, Disney's Animal Kingdom, Blizzard Beach, and Typhoon Lagoon
- Disney Performing Arts Performance by the Capshaw Elementary School Choir
- Seventeen Meals (Five Breakfasts, Two Lunches, Eight Counter Service Meal Coupons and Two Dinners)
- All Applicable Taxes

### ITINERARY

Friday  
March 13, 2020

Depart Cookeville, TN  
Scheduled Reststop Enroute  
Arrive Kennesaw, GA  
Lunch (Included)  
Depart Kennesaw, GA  
Scheduled Reststop Enroute  
Arrive Lake City, FL  
Dinner (Included)  
Depart Lake City, FL  
Arrive Orlando, FL/ Check-in Hotel

7:00 AM  
NOON (EST)  
NOON-1:00 PM  
1:00 PM  
6:30 PM  
6:30-7:30 PM  
7:30 PM  
10:00 PM

Saturday  
March 14, 2020

Breakfast (Included) at the Hotel Food Court  
Depart Hotel  
Arrive Walt Disney World  
Today the Choir will enjoy the Theme Park of their Choice  
(Two Counter Service Meal Coupons Included in the Park Today)  
Depart Walt Disney World  
Return to Hotel

8:30 AM  
9:00 AM  
TBD  
TBD

Sunday  
March 15, 2020

Breakfast (Included) at the Hotel Food Court  
Depart Hotel  
Arrive Walt Disney World  
Today the Choir will enjoy the Theme Park of their Choice  
Arrive EPCOT  
This afternoon the Choir will enjoy the thrills of EPCOT Including  
2405 12th. Ave. South • Nashville, TN 37204

8:30 AM  
9:00 AM  
2:00 PM

(615) 292-0470  
1-800-292-0470  
FAX (615) 292-0495  
www.thomastoursinc.com

A Performance by the Capshaw Elementary School Choir  
 (Two Counter Service Meal Coupons Included in the Park Today)  
 Illuminations 9:00-9:30 PM  
 Depart EPCOT 10:00 PM  
 Return to Hotel 10:30 PM

Monday  
 March 16, 2020  
 Breakfast (Included) at the Hotel Food Court 8:30 AM  
 Depart Hotel 9:00 AM

Arrive Walt Disney World  
 Today the Choir will enjoy the Theme Park of their Choice  
 (Two Counter Service Meal Coupons Included in the Park Today)  
 Depart Walt Disney World TBD  
 Return to Hotel TBD

Tuesday  
 March 17, 2020  
 Breakfast (Included) at the Hotel Food Court 8:30 AM  
 Depart Hotel 9:00 AM

Arrive Walt Disney World  
 Today the Choir will enjoy the Theme Park of their Choice  
 (Two Counter Service Meal Coupons Included in the Park Today)  
 Depart Walt Disney World TBA  
 Return to Hotel TBA

Wednesday  
 March 18, 2020  
 Breakfast (Included) at the Hotel Food Court 7:30 AM  
 Checkout Hotel/ Depart Orlando, FL

Scheduled Reststop Enroute  
 Arrive Valdosta, GA 11:30 AM  
 Lunch (Included) 11:30-12:30 PM  
 Depart Valdosta, GA 12:30 PM  
 Scheduled Reststop Enroute  
 Arrive Ringgold, GA 6:30 PM  
 Dinner (Included)/Drivers Exchange 6:30-7:30 PM  
 Depart Ringgold, GA 7:30 PM  
 Arrive Cookeville, TN 9:00 PM (CST)

PRICE PER PERSON – QUAD ACCOMMODATIONS

PACKAGE PRICE BASED ON A MINIMUM OF 45 PASSENGERS

STUDENTS/ADULTS

\$1,325.00  
 QUAD

PACKAGE PRICE BASED ON A MINIMUM OF 50 PASSENGERS

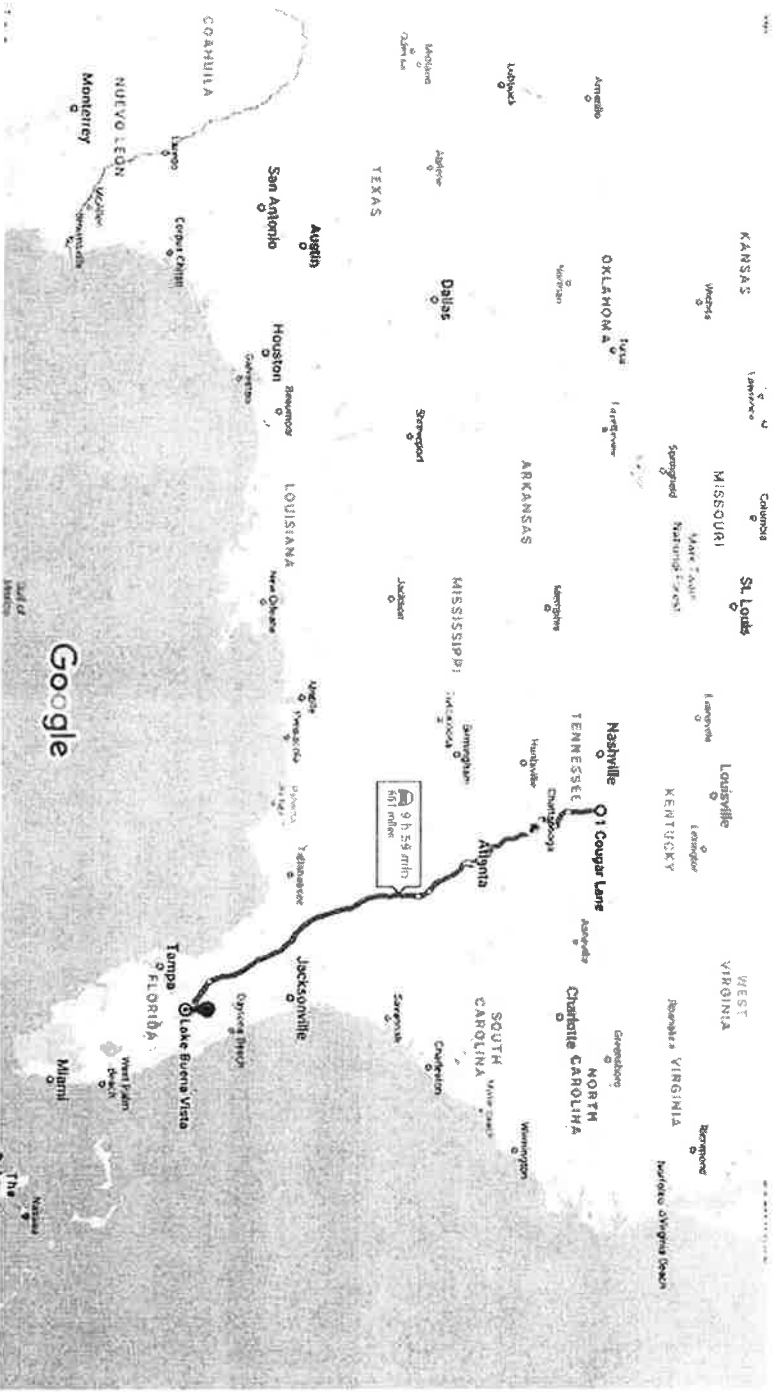
STUDENTS/ADULTS

\$1,295.00  
 QUAD  
DEPOSIT/PAYMENT

# Google Maps

## 1 Cougar Lane, Cookeville, TN to Lake Buena Vista, FL 32830

### Drive 661 miles, 9 h 59 min



### 1 Cougar Ln Cookeville, TN 38501

#### Continue to Sequatchie County

- ↓ 1. Head west on Cougar Ln toward S Maple Ave  
230 ft
- ↶ 2. Turn left onto S Maple Ave  
1.1 mi
- ↶ 3. Turn left to stay on S Maple Ave  
2.1 mi
- ↷ 4. Turn right onto TN-111 S  
39.6 mi
- ↓ 5. Continue onto TN-111 S  
2.4 mi

### Follow TN-111 S, I-75 S and Florida's Turnpike to Epcot Center Dr in Orange County. Take exit 67 from I-4 W

8 h 57 min (614 mi)



## Out of State/ Overnight BOARD APPROVAL (Secondary)

Month: Sept

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
8/21/19	Denver, CO	CHS	Jennie Patton Eric Hickey Marta Johnson	Digital Arts Design	9/14/2019 - 9/16/2019	2	Silent Film Screening for International Youth Film Festival
8/19/19	Dallas, TX	CHS	Tiffany Zellner	Culinary Arts	10/12/2019 - 10/20/2019	3	Culinary World Food Competition
<del>8/19/19</del>	<del>Dallas, TX</del>	<del>UHS</del>	<del>Taylor Key</del>	<del>FCCLA</del>	<del>11/15/2019 - 11/18/2019</del>	<del>4</del>	<del>2019 National Fall Conference</del>
1/16/19	Orlando, FL	UHS	Emily Phillips Asia Hill Tammy Young Robin Phillips Richie Elmore Karen Elmore Stephanie Long Michelle Fields	Chorus	12/10/2019 - 12/15/2019	35	Epcot's Candlelight Processional Performance
8/20/19	Orlando, FL Palm Coast, FL	UHS	Dana McWilliams Bobby McWilliams Tyler McWilliams Alan Asberry Ross Fanning Brian Johnson Kristen McWilliams Amanda Asberry	Girls & Boys Basketball	12/15/2019 - 12/22/2019	32	Kiwanis Holiday Shootout

received  
08-22-19

*[Handwritten signature]*

8/7/19	Daytona Beach, FL	CHS	Jamie Gillies Scott Gillies Layne Bussell	Girls Basketball	12/26/2019 - 12/31/2019	16	Athletic Tournament
8/5/19	Miramar Beach, FL	CHS	Josh Heard Matt Hill Scotty Gilliam	Boys Basketball	12/26/2019 - 01/01/2020	16	Florida Christmas Tournament


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**Jerry Boyd, Director of Schools**

**8-21-2019**  
**Date**

*NOTE: Trips listed by event date.*

International Youth Silent Film Festival  
Denver Colorado  
September 14th and 15th

Rooming List:

- Room 1 - Jennie Patton - teacher
- Room 2 - Eric Hickey (father) and Ethan Hickey (student)
- Room 3 - Marta Johnson (mother) and Sawyer Johnson (student)

Festival Information:

Congratulations, your silent film has been selected to compete in the International Youth Silent Film Festival (IYSFF) as part of the Historic Elitch Theatre Children's Day on September 14th and 15th. The IYSFF Block will be from 1:45pm - 2:45pm on September 15th.

Tickets Can be purchased by clicking the link below. 18 and under are free. Please make sure you and your team will be present for the screening. We will have a short Q&A after all the screenings.  
Ticket Link

Please invite your friends and family. Here is the Facebook event page.  
<https://www.facebook.com/events/682286922235552/>

Here is some information about the event.

Historic Elitch Theatre Presents

CHILDREN'S DAY INTERNATIONAL FILM FESTIVAL

with the International Youth Silent Film Festival

September 14th & 15th

11:00am-5:00pm  
The Bug Theatre

3654 Navajo St, Denver, CO 80211

FREE for ages 18 and under

(DENVER, CO.) – Historic Elitch Theatre in conjunction with Blissfest333, the International Youth Silent Film Festival, and The Bug Theatre, is proud to present the Second Annual Historic Elitch Theatre Children's Day International Film Festival (CDIFF) on September 14th and 15th. CDIFF will be a weekend event featuring unique, intelligent films from across the world for young audiences and their families from 11am-5pm. Each day will bring three blocks of films with free workshops during intermissions. All screenings will take place inside The Bug Theatre.

On September 14th starting at 4pm, the President and Founder of the International Youth Silent Film Festival, Jon JP Palanuk will meet with educators to discuss how the festival supports narrative/storytelling curriculum. He will welcome from the stage Denver as the festivals newest host city.

Children's Day reflects Mary Elitch's core mission: to introduce the cultural arts to our youth, open their minds, stimulate their curiosity, and deepen their compassion and understanding. CDIFF will give them exposure to high-quality films, compelling stories, and diverse perspectives from around the world and their own backyard. This year's features will transport the audience into animated worlds to real worlds with beauty, thrilling thought-provoking adventures, friendships and fearless triumphs and tragedies.

CDIFF will include screenings of Dumbo (2019), the 80th anniversary of The Wizard of Oz as well as internationally acclaimed films for children. CDIFF has joined the International Youth Silent Film Festival (IYSFF) to screen films from around the world and films submitted to the CDIFF Denver Regional Competition. These films are created from our local youth filmmakers in honor of Thomas Edison who showcased his first silent films in 1896 at the Historic Elitch Theatre. These screenings will take place Sunday, September 15th starting at 1:45pm. More information about IYSFF at [www.makesilentfilm.com](http://www.makesilentfilm.com)

Films shown on Saturday, September 14th are ideal for all ages, especially the younger children. Films featured on Sunday, August 15th are ideal for 10 and up. A full schedule and tickets can be found at [www.etfest.com/filmfestival](http://www.etfest.com/filmfestival)

Please join us for the 2nd Annual Children's Day International Film Festival. This event will become a family favorite that you won't want to miss. All children must be accompanied by an adult. 18 and under are FREE.

#### EVENT DETAILS

**WHAT:** Second Annual Children's Day International Film Festival

**WHEN:** Saturday, September 14th and Sunday, September 15th, 2019

**TIME:** 11am-5pm

**WHERE:** The Bug Theatre, 3654 Navajo St, Denver, CO 80211

**COST:** \$10-\$50 for adults; 18 years and under are FREE

**TICKETS:** <https://filmfreeway.com/ChildrensFilmFestival/tickets>

Children's Day Festival - 2019 Poster (PRINT) 8.5x11.jpg

Thank you everyone,

Michael Bliss  
Historic Elitch Theatre  
Executive Program Director  
719.432.5444  
effest.com  
historicelitchtheatre.org

# CHILDREN'S DAY INTERNATIONAL FILM FESTIVAL 2ND ANNUAL

WITH THE DENVER REGIONAL YOUTH SILENT FILM  
FESTIVAL HONORING MARY ELITCH LONG

SEPTEMBER 14TH & 15TH

11:00AM - 5:00PM

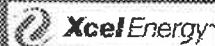
THE BUG THEATRE

3654 Navajo St., Denver, CO 80211

FREE for ages 18 and under

With a special screening of *Dumbo* (2019)

And *The Wizard of Oz* (80th Anniversary)



HISTORICELITCHTHEATRE.ORG

PS 4 of 4

# CHS Culinary Arts

## World Food Championship Trip

### Agenda

Monday, October 12 – Travel to Dallas, TX  
Tuesday, October 13 – Tour World Food Championship Event  
Wednesday, October 14 – Compete  
Thursday, October 15 – Watch other competitions/Travel home if we do not make it to 2<sup>nd</sup> level competition  
Friday, October 16 – If we do make 2<sup>nd</sup> level competition then downtime.  
Saturday, October 17 – Top 10 Championships  
Sunday, October 18 – Travel home

### Rooming List

Room 1  
Tiffany Zellner – Chaperone  
Grace Noe  
Kayla Hanifar  
Mandy Koontz



Reid, Sharon <reids2@pcsstn.com>

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## Fwd: FCCLA Nationals Trip Canceled

2 messages

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**Harris, Lisa** <lisa.harris@pcsstn.com>  
To: "Reid, Sharon" <reids2@pcsstn.com>

Wed, Aug 28, 2019 at 4:41 AM

I received the following notice yesterday to pull the UHS trip to Dallas, TX from the September board agenda.

Would you like a new submission or just note the cancellation at this point? I will do whatever you think is best.

My apologies for this on such a very short notice.

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

From: **Key, Taylor** <taylor.key@pcsstn.com>  
Date: Tue, Aug 27, 2019 at 12:07 PM  
Subject: FCCLA Nationals Trip Canceled  
To: Lisa Harris <lisa.harris@pcsstn.com>, Mary Hargis <hargism5@pcsstn.com>  
CC: Slagle, Jeff <jeff.slagle@pcsstn.com>

Our officers have decided to not go to Dallas in November. We are looking at going to FCCLA Leadership camp in Nashville on October 4-6th. I will submit another request for camp if we decide to go. When do I need to have that board approved by?

**Taylor Key**  
**Family & Consumer Science Teacher**  
**Upperman High School**

**Lisa Harris**  
Administrative Assistant  
Teaching and Learning/CTE  
Putnam County Board of Education  
1400 E. Spring Street Cookeville, TN 38501  
Phone 931-526-9777, ext 1444  
Fax 931-372-2368

*"Love all, trust a few, do wrong to none." William Shakespeare*

---

**Reid, Sharon** <reids2@pcsstn.com>  
To: "Harris, Lisa" <lisa.harris@pcsstn.com>

Tue, Sep 3, 2019 at 7:59 AM

Will just note on the field trip request form that it was deleted and attach your email stating so.  
[Quoted text hidden]

Sharon Reid  
Ex. Admin. Asst.  
Putnam County Schools

JUSTIFICATION TO ATTEND LETTER

August 20, 2019

Dear Putnam County Schools Board Members,



Our Upperman High School Chapter of FCCLA has worked this year on learning new concepts in Family and Consumer Sciences. I would like to request your support to attend the FCCLA National Fall Conference (NFC) in Dallas, TX, November 15-17, 2019. NFC is a student leadership conference with an expected attendance of over 2800 middle school and high school students and their Family and Consumer Sciences educators. Youth and educators will engage in Skill Demonstration Events and career pathway focused workshops and training opportunities. Upperman High School will be competing in these nationally recognized events. In addition, they will attend leadership skill workshops and network with peers from across the country.

The National Fall Conference also offers advisers a comprehensive educational experience to enhance classroom instruction through engaging sessions on a variety of topics with expert speakers, best practices sessions and networking opportunities. Facilitated by national FCCLA, conference sessions will be presented by subject-matter experts, current on educational trends and needs with a variety of backgrounds in communications, marketing, education, and business. The knowledge and skills I will acquire from professional development will be applicable to current projects such as FCCLA leadership development and community service projects.

The registration fee is \$60 per affiliated member, \$25 to compete in a Skill Demonstration event.

Below is the breakdown of our anticipated conference costs:

Roundtrip airfare for our chapter: \$250 per person

Local/Ground Transportation: \$100 per person

Hotel: \$150 per person

Meals: \$100 per person

The total anticipated costs associated with attending this conference per person is: \$600

Workshop topics, session format, and the tentative meeting agenda are provided on the attached documentation. I believe this is a great investment in our students and myself and hope you agree by supporting our request to attend this event. Thank you for your consideration in supporting our FCCLA chapter's attendance at this important professional development conference.

Attachment: FCCLA National Fall Conference Schedule of Events

Sincerely,  
Taylor Key, Upperman High School

UHS

**National Fall Conference Rooming List**

Room 1

Aubree Owen  
Alyson Hamlet  
Jordan Underwood  
Molly Brewington

Room 2

Mrs. Taylor Key



2019 National Fall Conference  
November 15-17, 2019  
Dallas, TX

2019 National Fall Conference

**SCHEDULE-AT-A-GLANCE**

*(Schedule Subject to Change –8/12/2019)*

**FRIDAY, NOVEMBER 15**

11:00 AM – 8:00 PM Registration  
11:00 AM – 5:00 PM FCCLA Store

**11:30 AM – 12:30 PM Newcomers Session**

- o This workshop is designed for college students and advisers with 0-3 years' experience. Newcomers will gain valuable information about FCCLA and resources available to maximize knowledge of chapter management.

**Advisers**

**11:30 AM – 4:30 PM ServSafe Training\***

**Advisers**

**12:00 PM – 12:30 PM Skill Demonstration Events Consultants/Evaluators Orientation**

**Assigned Volunteers**

**1:00 PM – 4:30 PM Exhibits**

**All Attendees**

**1:00 PM – 5:00 PM Skill Demonstration Events Competitions\***

**Students**

**1:30 PM – 2:30 PM Adviser Roundtables – Your Story, Our Story**

**Advisers**

- o Choose up to 4 tables of networking—Your story is our story as we are all a part of the FCCLA family! Engage with other advisers as you perfect your FCS elevator speech and prepare to celebrate FCCLA's 75<sup>th</sup> Anniversary.

**1:30 PM – 2:30 PM Youth Networking – Middle Level**

**Students**

**1:30 PM – 2:30 PM Youth Networking – High School**

**Students**

**2:45 PM – 3:30 PM Career Pathways Kickoff – Roundtable Discussions**

**All Attendees**

**3:45 PM – 4:30 PM Community Service Project Idea Rounds**

**All Attendees**

**3:00 PM – 4:30 PM FCCLA/LifeSmarts Knowledge Bowl Participant Orientation & Quiz Bee\***

**Students**

**4:30 PM – 6:00 PM Dinner (On Own)**

**All Attendees**

**5:00 PM – 6:00 PM ServSafe Exam\***

**Advisers**

**7:00 PM – 8:30 PM Opening General Session**

**All Attendees**

*\*Preregistration Required*

**SATURDAY, NOVEMBER 16**

8:30 AM – 5:00 PM Registration  
8:30 AM – 5:00 PM FCCLA Store

**8:30 AM – 9:30 AM**

**FCCLA/LifeSmarts Knowledge Bowl Volunteer Orientation**

**Assigned Volunteers**

**8:30 AM – 9:30 AM**

**General Session Hall Pop-Up Red Talks Focused on Career Pathways**

**All Attendees**

**9:45 AM – 10:30 AM**

**NEC Leadership Stories**

**All Attendees**

**10:00 AM**

**FCCLA/LifeSmarts Knowledge Bowl Team Check-In\***

**Students**

**10:15 AM – 1:30 PM**

**FCCLA/LifeSmarts Knowledge Bowl Pool Play (Open to Spectators)**

**All Attendees**

**10:30 AM – 12:00 PM**

**Exhibits**

**All Attendees**

**10:45 AM – 11:10 AM**

**Teen Talks Workshops**

**Students**

**• Lead the Charge with Lead4Change**

- o Your service can shape others' stories! Join the leadership movement today and learn how participation in a Lead4Change project can win your school or charity \$10,000.



2019 National Fall Conference

## 2019 National Fall Conference

November 15-17, 2019

Dallas, TX

- **Taking Down Tobacco: The Rise of Vaping**
  - Learn how teens were targeted by the tobacco and vape industry, understand the facts about e-cigarettes including vapes and Juul, hear from current and former e-cigarette users about nicotine addiction, and see what you can do to help create the first tobacco and nicotine free generation using the online Taking Down Tobacco advocacy program.
- **Danger: Dating Violence Ahead**
  - If only dating was like driving and there were signs notifying you when to Stop, Yield, and Go. Unfortunately, relationships don't come with a roadmap. To ensure you and your loved ones arrive safely, learn how to identify signs of domestic violence and where to turn for help.
- **Bringing Families Together**
  - What's your favorite family tradition? Collaborate with your FCCLA family to learn and share family-fun activities and ideas to bring home to yours.
- **Smart Saving Strategies**
  - If money grew on trees and you could visit one tree once a day how much money would you pick? Saving money is not common "cents," learn how to avoid overspending and successfully budget for your future.

**10:45 AM – 11:10 AM**

**Adviser Roundtables – All Star Adviser**

**Advisers**

- Choose 2 tables of networking—From the conference to the classroom, become involved in adviser-to-adviser hands-on lesson plan sharing to assist students as they going for the gold in STAR Events and explore the four Career Pathways.

**10:45 AM – 11:30 AM**

**Leadership Academy Recap (By Invitation Only)**

**Students**

*\*Preregistration Required*

## SATURDAY, NOVEMBER 16

**11:25 AM – 11:50 AM**

**Teen Talks Workshops**

**Students**

- **Lead the Charge with Lead4Change**
  - Your service can shape others' stories! Join the leadership movement today and learn how participation in a Lead4Change project can win your school or charity \$10,000.
- **Taking Down Tobacco: The Rise of Vaping**
  - Learn how teens were targeted by the tobacco and vape industry, understand the facts about e-cigarettes including vapes and Juul, hear from current and former e-cigarette users about nicotine addiction, and see what you can do to help create the first tobacco and nicotine free generation using the online Taking Down Tobacco advocacy program.
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2019 National Fall Conference

# 2019 National Fall Conference

November 15-17, 2019  
Dallas, TX

**11:25 AM – 11:50 AM**

### Adviser Roundtables—Power of YOU

**Advisers**

- o Choose 2 tables of networking—We need advisers to take the lead with the newly updated Power of One National Program. Gather together to use your personal power to get students excited and educated about Power of One.

**11:50 AM – 1:30 PM**

### Lunch (On Own)

**All Attendees  
Students**

### Teen Talks Workshops

- **Dress to Impress**
  - o What do you wear when you're not rockin' the red? Your style is as unique as Your Story—learn successful strategies to present yourself professionally.
- **Be STARccesful**
  - o Remember when you won a gold in your STAR Event, competed at NLC, received a scholarship, and learned skills for life? This can be Your Story! Hear successful STAR Event tactics.
- **Define Your Story's Destination**
  - o You're in the driver's seat on the road to success with FCCLA. Encourage your peers to make safe choices on the road through Safe Ride-Save Lives PSA video contest.
- **Managing Stress Together—Your Story is Our Story**
  - o Stress and anxiety weighing you down? FCCLA is here to pick you up! Learn stress and anxiety coping strategies alongside FCCLA members as you go off to write the story of your dreams.
- **Start Writing Your Story**
  - o What story will you write and what legacy will you leave with FCCLA? Jumpstart your FCCLA journey alongside middle school members from across the country as you begin to write Your Story.

**1:30 PM – 1:55 PM**

### Adviser Roundtables—Say Yes to FCS

**Advisers**

- o Choose 2 tables of networking—It's a fact, you love FCS! Continue writing your FCCLA and FCS story as you join us in learning more about: Capitol Leadership, Business and Industry, Perkins V, USDA Grant/State Action Teams, FCCLA's new branding and marketing guide, and FCS Educator Day/FCCLA Week.

**1:30 PM – 3:30 PM**

### National Network Team & State Officer Training\*

**Students**

**1:30 PM – 4:00 PM**

### Exhibits

**All Attendees  
Students**

**2:10 PM – 2:35 PM**

### Teen Talks Workshops

- **Dress to Impress**
  - o What do you wear when you're not rockin' the red? Your style is as unique as Your Story—learn successful strategies to present yourself professionally.
- **Be STARccesful**
  - o Remember when you won a gold in your STAR Event, competed at NLC, received a scholarship, and learned skills for life? This can be Your Story! Hear successful STAR Event tactics.
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- **Start Writing Your Story**





2019 National Fall Conference

# 2019 National Fall Conference November 15-17, 2019 Dallas, TX

- o What story will you write and what legacy will you leave with FCCLA? Jumpstart your FCCLA journey alongside middle school members from across the country as you begin to write Your Story.

**2:10 PM – 2:35 PM**

### **Adviser Roundtables—Secret to Chapter Success**

**Advisers**

- o Choose 2 tables of networking—It’s FCCLA story time! Hear new and experienced advisers share their stories and brainstorm ideas of creative successful fundraising, membership recruitment, how to work smarter not harder, and so much more.

**2:50 PM – 3:15 PM**

### **Teen Talks Workshops**

**Students**

- **Dress to Impress**
  - o What do you wear when you’re not rockin’ the red? Your style is as unique as Your Story—learn successful strategies to present yourself professionally.
- **Be STARccesful**
  - o Remember when you won a gold in your STAR Event, competed at NLC, received a scholarship, and learned skills for life? This can be Your Story! Hear successful STAR Event tactics.
- **Define Your Story’s Destination**
  - o You’re in the driver’s seat on the road to success with FCCLA. Encourage your peers to make safe choices on the road through Safe Ride-Save Lives PSA video contest.
- **Managing Stress Together – Your Story is Our Story**
  - o Stress and anxiety weighing you down? FCCLA is here to pick you up! Learn stress and anxiety coping strategies alongside FCCLA members as you go off to write the story of your dreams.
- **Start Writing Your Story**
  - o What story will you write and what legacy will you leave with FCCLA? Jumpstart your FCCLA journey alongside middle school members from across the country as you begin to write Your Story.

**2:50 PM – 3:15 PM**

### **Adviser Roundtables—Match Your Passion to a Profession**

**Advisers**

- o Learn by doing—this breakout activity will apply real life skills acquired through FCCLA to the “real world.” Explore FCCLA’s four Career Pathways to see how you can transform your skills, experiences, and interests into a profession.

**3:30 PM – 4:30 PM**

### **General Session Hall Pop-Up Red Talks**

**All Attendees**

**4:30 PM – 5:30 PM**

### **State Adviser Session\***

**State Advisers**

**4:30 PM – 6:00 PM**

### **Dinner (On Own)**

**All Attendees**

**6:00 PM – 7:30 PM**

### **Closing General Session**

**All Attendees**

**11:30 PM**

### **Curfew**

*\*Preregistration Required*

## **SUNDAY, NOVEMBER 17**

**8:30 AM – 9:30 AM**

### **Power of One Workshop\***

**All Attendees**

*Presenters: 2019-2020 National Executive Council*

**8:30 AM – 9:30 AM**

### **STAR Events Update & Q&A\***

**All Attendees**

*Presenter: Christine Hollingsworth, FCCLA Senior Competitive Events Manager*

*\*Preregistration Required*



**UHS Select Choir - Disney's Candlelight Processional Performance**

**Itinerary**

**Tuesday, December 10, 2019**

**5:30 p.m. - Leave from UHS on School bus and travel to Warren County where we will meet up with our charter & the group going from WCHS**

**Accommodations: Disney's All Star Music Resort**

**Wednesday, December 11 - Magic Kingdom**

**Thursday, December 12 - Epcot Center**

**Perform in 2 showings of the Candlelight Processional**

**Friday, December 13 - Hollywood Studios**

**Saturday, December 14 - Animal Kingdom**

**Sunday, December 15 - Wake up, Breakfast, Check Out, Load up, & Drive Home**

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2019/5/28

# Room List

I have just a few students who are not up to date in their payments. There's a small chance they would back out, but they are working hard on their fundraisers. As of right now, I have 34 students and 8 parents staying with us. Parents will be placed between male/female rooms. There are also a few more parents who are meeting us down there, but staying elsewhere.

<u>Room 1</u>	<u>Room 2</u>	<u>Room 3</u>	<u>Room 4</u>	<u>Room 5</u>
Bus Driver	Ms. Asia Hill (Guardian of Taz & Summar)	Elliot Klein	Mrs. Tammy Young (Kelci's Mom)	Autumn Tayse
	Asia Hill's Son	Hayden Swift	Keici Young	Audrey Phillips
	Taz Summers	Zack Hutchison	Anne Dewispelare	Lydia Phillips
	Summar Poe		Reece Dewispelare	Braylien Abbott
<u>Room 6</u>	<u>Room 7</u>	<u>Room 8</u>	<u>Room 9</u>	<u>Room 10</u>
Mrs. Emily Phillips (Choir Director)		Roy Bennett	Maggie Slempp	Tierra Downs
Mr. Robin Phillips	Mr. Richie Elmore	Brady Smith	Stephanie Williams	Justice Orrand
Fisher Phillips	Mrs. Karen Elmore		Emily Elmore	Brittany Insko
			Elise Ware	Rachel Sharp
<u>Room 11</u>	<u>Room 12</u>	<u>Room 13</u>	<u>Room 14</u>	
Mrs. Stephanie Long (Abby's Mom)	Mrs. Michelle Fields (Chelsea's Mom)	Jayda Bowie	Bethany Harrison	
Abby Long	Chelsey Fields	Kassee Sliger	Emily Bright	
Caitlyn Hargrove		Catie Scott	Betty Martin	
Shatayah Wright		Mia Butler	Sydney Hitchcock	

# Rooming List

- 1 Ashland McClellan, Tavis Brooks, Reagan Tenst, Tyson Levy
- 2 Brooklyn Coach, Jayla Cobb, Abigail Johnson, Austin McClain
- 3 Beyonce Johnson, Emma Connors, Lily Hemlett, Zacy Gore
- 4 Dana McCallister, Bobby McCallister, Ariana McCallister
- 5 Amanda Archery, Ann Archery, Ty Gore, Taylor Taylor, 4's Archery
- 6 Tyler McCallister, Krista McCallister, Peyton McCallister
- 7 Jane McCallister, Filip McCallister, Anna McCallister
- 8 Collin Gore, Jessica Aden, Alex Kish, John Havel
- 9 Corinna McCallister, Eryn McCallister, Cady McCallister, John McCallister
- 10 AJ Nash, Rex Davis, Daniel McCallister, Dan Bell
- 11 Will Hall, Sam Beck, Blake Simpson, John Simpson
- 12 Emma Johnson, Tompa Johnson, William Johnson, Gabriel Johnson
- 13 Ross Jennings

## Itinerary for December Basketball Trip

messages

**Harris, Lisa** <lisa.harris@pcsstn.com>  
o: Mary Hargis <hargism5@pcsstn.com>

Tue, Aug 20, 2019 at 4:13 PM

Good afternoon Mrs. Hargis,

Thank you for attaching the rooming list for the Orlando/Palm Coast trip.

Could you see if there will be an itinerary to submit for the board to have with the rooming list?

If so, please email it to me for attachment with the rooming list.

Thank you,

**Lisa Harris**

Administrative Assistant  
Teaching and Learning/CTE  
Putnam County Board of Education  
1400 E. Spring Street Cookeville, TN 38501  
Phone 931-526-9777, ext 1444  
Fax 931-372-2368

"Love all, trust a few, do wrong to none." *William Shakespeare*



Sender notified by  
Mailtrack

**Hargis, Mary** <hargism5@pcsstn.com>  
o: "Harris, Lisa" <lisa.harris@pcsstn.com>

Wed, Aug 21, 2019 at 10:54 AM

**There is no itinerary according to Coach Dana???**

[Quoted text hidden]

Mary Hargis  
Attendance

**Harris, Lisa** <lisa.harris@pcsstn.com>  
o: "Hargis, Mary" <hargism5@pcsstn.com>

Wed, Aug 21, 2019 at 10:56 AM

Okay. Thank you.

**Lisa Harris**

Administrative Assistant  
Teaching and Learning/CTE  
Putnam County Board of Education  
1400 E. Spring Street Cookeville, TN 38501  
Phone 931-526-9777, ext 1444  
Fax 931-372-2368

"Love all, trust a few, do wrong to none." *William Shakespeare*



Sender notified by  
Mailtrack

[Quoted text hidden]

# Girls Basketball Daytona Beach, Florida Trip Basketball Tournament

## Itinerary for Daytona trip:

**12/26/19**

6am - leave CHS

5pm - arrive at Hilton Daytona Beach

Check in rooms/unpack

6pm - dinner

8pm - return to hotel

**12/27/19-12/28/19**

8am-6pm Games at Atlantic High School

6pm - Dinner

8pm - return to hotel

**12/29/19**

6am - leave hotel for Universal Studio in Orlando, FL

8am-7pm - Universal Studios theme park

7pm- leave Universal Studios

9pm - arrive at hotel

**12/30/19**

8am-6pm Games at Atlantic High School

6pm - Dinner

8pm - return to hotel

**12/31/19**

6am - leave hotel for Cookeville

5pm - arrive at CHS

## Rooming List

Room 1:

Julianne Dunaway

Katie Dunaway

Cassie Gallagher

Mary Grace Bundrant

Room 2

Cassie Shope

Alyssa Love

Jordan Gillies

Journey Evans

Room 3

Liv Shipman

Chloe Maynard

Bailey Gillies

KK Graves

Room 4

Laryn Sissom

Emma Webb

Chaylin Cunningham

Room 5

Jamie Gillies, Coach/Chaperone

Room 6

Scott Gillis, Chaperone

Layne Bussell, Chaperone/Coach



ENGAGE INSPIRE ACHIEVE

Harris, Lisa <lisa.harris@pcsstn.com>

**Fwd: Attached Image**

Hill, Tammi <thill@pcsstn.com>  
To: Lisa Harris <lisa.harris@pcsstn.com>

Mon, Aug 5, 2019 at 1:57 PM

Lisa,

Attached is the agenda and rooming list for the basketball tournament that the CHS is attending.

Thank you  
**Tammi Hill**  
**Administrative Assistant**  
**to the Building Principal**  
**Cookeville High School**  
**(931)520-2105**

----- Forwarded message -----  
From: <CHSMAINOFFICECOPIER@pcsstn.com>  
Date: Mon, Aug 5, 2019 at 1:36 PM  
Subject: Attached Image  
To: Tammi Hill <thill@pcsstn.com>

**2 attachments**

 **0635\_001.pdf**  
43K

 **Basketball Tournament in Destin.pdf**  
43K

## Florida Christmas Tournament Agenda:

- Arrive and meeting on 12/26/19 at Sandestin Hilton at 8pm
- Game 1 (T.B.A) on 12/27/19, return to hotel for dinner
- Game 2 (T.B.A) on 12/28/19, return to hotel for dinner
- 12/29/19, no games. Team will be taken to outlet mall for few hours for shopping, movie, and or arcade games. Team will receive dinner out at restaurant before returning to hotel.
- 12/30/19, Game 3 (T.B.A), return to hotel for dinner
- 12/31/19, Game 4 (T.B.A), return to hotel for dinner
- 1/1/20 depart from hotel at 9am and return to Cookeville.

Team will be provided breakfast each morning at hotel. Game time will determine lunch or dinner plans. All players will be transported by Coaches to and from games. All games are held at Freeport High School.

Team meeting on 12/26/19 will be to provide rules for week for all players and managers.

**ROOM LIST**

**Room 1:** Cameron Harris. Tre Monette. Stockton Owen. Braiden Brown

**Room 2:** Josh Hall. Joseph Agee. Colin Gilliam. Bailey Gilliam. Windle Oakley

**Room 3:** Will Horner. Zack Hall. BJ Billen. Jack Baker. Lucas Reeves

**Room 4:** Blakley Humphrey. Lauren Peek ( Managers)

PUTNAM COUNTY BOARD OF EDUCATION  
DISCRETIONARY GRANT REPORT  
SEPTEMBER 2019

EXHIBIT  
V E.  
09-05-19  
tabbles

Board Action	Grant Title	GRANT AMOUNT REQUESTING	LEA Match	Total Grant Amount	New, Ongoing, Renewal	Location	Approval to Apply	Date of Notification	Approval to Accept	Grant Status	Supervisor Budget	Funding Agency Contact	Comments
PERMISSION TO APPLY	PETS IN THE CLASSROOM GRANT	\$ 100.00	\$ -	\$ 100.00	NEW	BURKS	9/5/2019						
PERMISSION TO APPLY	MATH MANIPULATIVES GRANT	\$ 3,000.00	\$ -	\$ 3,000.00	NEW	CES	9/5/2019						
PERMISSION TO APPLY	STUDENT TICKET SUBSIDY GRANT( TN ARTS COMMISSION)	\$ 3,911.00	\$ -	\$ 3,911.00	NEW	AES	9/5/2019						
PERMISSION TO APPLY	STUDENT TICKET SUBSIDY GRANT( TN ARTS COMMISSION)	\$ 3,000.00	\$ -	\$ 3,000.00	NEW	PVES	9/5/2019						
PERMISSION TO APPLY	CAPTAIN PLANET FOUNDATION GRANT	\$ 2,500.00	\$ -	\$ 2,500.00	NEW	CCES	9/5/2019						
PERMISSION TO APPLY	THE DOMINION FOUNDATION GRANT	\$ 5,000.00	\$ -	\$ 5,000.00	NEW	CCES	9/5/2019						
PERMISSION TO APPLY	ENTERTAINMENT SOFTWARE ASSOC. GRANT	\$ 50,000.00	\$ -	\$ 50,000.00	NEW	CCES	9/5/2019						
PERMISSION TO APPLY	STUDENT TICKET SUBSIDY GRANT( TN ARTS COMMISSION)	\$ 2,600.00	\$ -	\$ 2,600.00	NEW	JWES	9/5/2019						
PERMISSION TO APPLY	TARGET FOUNDATION FIELD TRIP GRANT	\$ 700.00	\$ -	\$ 700.00	NEW	BURKS	9/5/2019						
PERMISSION TO APPLY	HONDA GRANT	\$ 5,000.00	\$ -	\$ 5,000.00	NEW	CCES	9/5/2019						
TOTALS	Jul-19	\$ 70,000.00	\$ -	\$ 78,000.00									
	Aug-19	\$ 1,000,300.00	\$ -	\$ 246,769.04									
	Sep-19	\$ 75,811.00	\$ -	\$ 75,811.00									
	Oct-19												
	Nov-19												
	Dec-19												
	Jan-20												
	Feb-20												
	Mar-20												
	Apr-20												
	May-20												
	Jun-20	\$ 1,146,111.00	\$ -	\$ 400,580.04									
GRANT REPORT PREPARED BY SHARON BYERS													

08-16-19  
[Signature]



Reid, Sharon <[reids2@pcsstn.com](mailto:reids2@pcsstn.com)>

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## GRANT REPORT

1 message

**Byers, Sharon** <[sbyers@pcsstn.com](mailto:sbyers@pcsstn.com)>

Fri, Aug 16, 2019 at 2:19 PM

To: Sharon Reid <[reids2@pcsstn.com](mailto:reids2@pcsstn.com)>

Sharon,

I have attached the September Grant Report and I think this is all we will probably have. If I were to have more I will revise by Tuesday.

Thanks,

*Sharon Byers*  
*Finance Department*

931-526-9777 Ext.1424



SEPTEMBER 2019 GRANT REPORT.pdf

148K



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

Date \_\_\_\_\_ 9/5/19  
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 Classification Chart and Pay-scale for both Hourly and Professional Non-certified Employees for the 2019-20 school-year.

  
RECEIVED  
08-07-19  
SR

PUTNAM COUNTY BOARD OF EDUCATION  
2019-2020 CLASSIFICATION CHART - HOURLY / NON-EXEMPT EMPLOYEES

1		2		3		4		5	
7.89	14.36	9.00	15.54	10.15	17.23	10.51	17.61	11.30	18.39
Substitute Custodian Substitute Teacher Assistant		Daycare Worker SAC Activity Instructor		Cafeteria Monitor Custodians Food Service Worker / Cashier Inventory Technician - seasonal		Lead Teacher - Daycare Program Assistant Cafeteria Manager Teacher Assistant Library Assistant - Full Time ECE Teacher Assistant - no CDA Sped Resource Assistant		Bus Attendant** SPED Related Services Assistant Job Coach ECE Teacher Assistant w/CDA Sped TRACS Assistant Sped Preschool Assistant Sped 1x1 Assistant/Extended Resource Maintenance - Entry Level CDC / Behavior Teacher Assistant Bilingual Teacher Assistant	
6		7		8		9		10	
12.54	19.63	12.88	19.97	13.21	20.30	13.56	20.65	13.88	20.99
Maintenance Worker - Level I Licensened Practical Nurse Mechanic - Level I		Bus Driver** Deaf Interpreter - A ESL Interpreter - A Central Office Typist / File Clerk Cafeteria Manager - Level I		SAC Site Director Daycare Site Director Maintenance - Level II Cafeteria Manager - Level II Mechanic - Level II		ABE Recruiter/ Counselor		School Secretary Maintenance - Level III Cafeteria Manager - Level III Inventory Control Clerk Mechanic - Level III	
11		12		13		14		15	
14.24	21.32	14.92	22.01	15.25	22.36	15.62	22.70	15.94	23.04
Central Office Clerical Support Technical Assistant Technology Procurement Assistant		Maintenance - Level IV Mechanic - Level IV		School Bookkeeper I Deaf Interpreter - 1 ESL Interpreter - 1 ECE Bookkeeper Food Service Manager		Accounts Payable Clerk Crisis Management Assistant H.R. Generalist Maintenance - Level V Mechanic - Level V		Inventory Coordinator Purchasing Clerk Payroll Clerk Central Office Bookkeeper Fund Accountant School Bookkeeper II	
16		17		18		19		20	
17.65	24.75	18.35	25.44	19.03	26.12	20.38	27.47	22.10	29.19
ESL Interpreter - II Deaf Interpreter - II Technology Support Technician		Registered Nurse		Executive Assistant Lead Computer Technician		Deaf Interpreter - III		Deaf Interpreter - IV Internal Auditor	

PUTNAM COUNTY BOARD OF EDUCATION  
2019-2020 CLASSIFICATION CHART - PROFESSIONAL / EXEMPT EMPLOYEES

1		2		3		4		5	
41,171	55,351	50,649	64,829	55,314	69,493	59,978	74,158	68,587	84,180
Parent Involvement Coordinator Asst. Supervisor (non-certified) Nurse Coordinator Program Coordinators Interim Supervisor (non-certified) Social Worker		Supervisors (non certified) Clinical Social Worker Network Services Specialist		Physical Therapy Assistant Physical Therapist Occupational Therapist Certified Occupational Therapy Assistant (COTA)		Construction Manager Food Services Supervisor Transportation Supervisor		Special Project Coordinator	
6									
69,307	87,031								
Director of Finance Director of Human Resources									

KEY: Grade  
Annual Salary based on 12 months

\*\*Positions less than 12 months will be prorated as applicable

8/7/2019  
1:31 PM

PUTNAM COUNTY BOARD OF EDUCATION  
2019-2020 CLASSIFICATION CHART - HOURLY - NON-EXEMPT EMPLOYEES

GRADE	2019-2020 Annual Rates for Steps - Hourly Wage																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	7.89	8.00	8.35	8.71	9.06	9.41	9.76	10.13	10.47	10.83	11.18	11.53	11.88	12.24	12.59	12.95	13.29	13.66	14.01	14.36
2	9.00	9.33	9.69	10.03	10.38	10.72	11.05	11.41	11.75	12.09	12.44	12.78	13.13	13.48	13.81	14.17	14.50	14.86	15.20	15.54
3	10.15	10.50	10.88	11.26	11.63	12.00	12.38	12.75	13.12	13.50	13.86	14.24	14.61	14.99	15.35	15.73	16.11	16.48	16.85	17.23
4	10.51	10.89	11.27	11.64	12.01	12.39	12.76	13.13	13.52	13.87	14.25	14.63	15.01	15.36	15.75	16.13	16.49	16.87	17.24	17.61
5	11.30	11.66	12.04	12.41	12.78	13.15	13.54	13.91	14.27	14.65	15.03	15.39	15.77	16.15	16.51	16.90	17.26	17.63	18.01	18.39
6	12.54	12.91	13.27	13.66	14.03	14.40	14.77	15.15	15.53	15.89	16.27	16.64	17.01	17.39	17.76	18.12	18.51	18.89	19.24	19.63
7	12.88	13.24	13.62	13.99	14.36	14.74	15.12	15.48	15.85	16.24	16.60	16.98	17.34	17.73	18.09	18.48	18.84	19.21	19.60	19.97
8	13.21	13.58	13.95	14.33	14.70	15.07	15.45	15.82	16.20	16.56	16.94	17.31	17.69	18.05	18.43	18.81	19.18	19.55	19.93	20.30
9	13.56	13.93	14.31	14.67	15.05	15.43	15.80	16.17	16.53	16.92	17.29	17.65	18.03	18.41	18.77	19.15	19.52	19.90	20.28	20.65
10	13.88	14.26	14.64	15.02	15.37	15.76	16.14	16.50	16.89	17.25	17.62	18.00	18.38	18.73	19.12	19.49	19.86	20.22	20.61	20.99
11	14.24	14.61	14.99	15.35	15.73	16.11	16.48	16.85	17.23	17.60	17.97	18.35	18.71	19.09	19.47	19.83	20.20	20.59	20.97	21.32
12	14.92	15.30	15.67	16.03	16.42	16.79	17.16	17.54	17.91	18.29	18.65	19.03	19.40	19.78	20.15	20.52	20.89	21.27	21.65	22.01
13	15.25	15.64	16.00	16.39	16.75	17.12	17.50	17.88	18.25	18.61	19.00	19.37	19.73	20.11	20.49	20.85	21.23	21.60	21.97	22.36
14	15.62	15.97	16.35	16.73	17.10	17.47	17.85	18.22	18.59	18.98	19.34	19.71	20.09	20.47	20.82	21.21	21.58	21.95	22.31	22.70
15	15.94	16.32	16.69	17.06	17.43	17.81	18.19	18.55	18.93	19.30	19.68	20.05	20.43	20.79	21.17	21.55	21.91	22.28	22.67	23.04
16	17.65	18.03	18.41	18.77	19.15	19.52	19.90	20.28	20.65	21.02	21.39	21.77	22.14	22.51	22.88	23.26	23.63	24.00	24.37	24.75
17	18.35	18.71	19.09	19.47	19.83	20.20	20.59	20.97	21.32	21.71	22.08	22.45	22.83	23.20	23.56	23.95	24.32	24.68	25.06	25.44
18	19.03	19.40	19.78	20.15	20.52	20.89	21.27	21.65	22.01	22.39	22.76	23.15	23.50	23.88	24.26	24.63	24.99	25.37	25.74	26.12
19	20.38	20.76	21.13	21.49	21.88	22.25	22.63	22.99	23.37	23.75	24.12	24.49	24.86	25.24	25.61	25.98	26.35	26.73	27.10	27.47
20	22.10	22.47	22.85	23.23	23.58	23.97	24.34	24.71	25.08	25.46	25.83	26.21	26.58	26.95	27.33	27.70	28.07	28.44	28.82	29.19

Increase  
19-20 0.00%

PUTNAM COUNTY BOARD OF EDUCATION  
2019-2020  
PROFESSIONAL PAY SCALE - EXEMPT EMPLOYEES

GRADE	2019-2020 Annual Rates for Steps - Salary																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	41,171	41,918	42,664	43,410	44,156	44,903	45,649	46,395	47,142	47,888	48,634	49,381	50,127	50,873	51,619	52,366	53,112	53,858	54,605	55,351
2	50,649	51,396	52,142	52,888	53,634	54,381	55,127	55,873	56,620	57,366	58,112	58,859	59,605	60,351	61,097	61,844	62,590	63,336	64,083	64,829
3	55,314	56,060	56,806	57,553	58,299	59,045	59,791	60,538	61,284	62,030	62,777	63,523	64,269	65,016	65,762	66,508	67,254	68,001	68,747	69,493
4	59,978	60,724	61,471	62,217	62,963	63,710	64,456	65,202	65,948	66,695	67,441	68,187	68,934	69,680	70,426	71,173	71,919	72,665	73,411	74,158
5	68,587	69,408	70,228	71,049	71,870	72,690	73,511	74,332	75,153	75,973	76,794	77,615	78,435	79,256	80,077	80,898	81,718	82,539	83,360	84,180
6	69,307	70,240	71,173	72,105	73,038	73,971	74,904	75,837	76,770	77,703	78,636	79,568	80,501	81,434	82,367	83,300	84,233	85,166	86,099	87,031
7	73,038	74,251	75,464	76,677	77,889	79,102	80,315	81,527	82,740	83,953	85,166	86,378	87,591	88,804	90,017	91,229	92,442	93,655	94,868	96,080

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Increase  
19-20      0.00%



# 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 following certified pay scales:

- Deputy Director of Schools
- Supervisor
- Principals
- Assistant Principal
- System-wide Coordinators
- System-wide Specialists
- Teachers

Respectfully submitted,

Angie Knight  
8/02/19

<i>Angie Knight</i>	8/2/19
Signature of Person Making Request	Date
<i>[Signature]</i>	8-5-2019
Signature of Director of Schools	Date

received  
08-02-19  
*[Signature]*

**Putnam County School System  
Certified Salary Schedule  
Summary of Base Salaries  
2019-2020**

POSITION	Minimum Contract (Days)	MINIMUM <sup>1</sup>	MID-RANGE	MAXIMUM <sup>2</sup>
DEPUTY DIRECTOR OF SCHOOLS	240	\$77,848.00	\$87,246.00	\$96,644.00
SUPERVISORS	240	\$70,064.00	\$80,594.00	\$91,125.00
PRINCIPALS	230	\$66,122.00	\$79,528.00	\$90,058.00
ASSISTANT PRINCIPALS	210	\$55,708.00	\$68,804.00	\$81,900.00
SYSTEM-WIDE COORDINATORS	210	\$49,523.00	\$68,382.00	\$80,165.00
SYSTEM-WIDE SPECIALISTS	200	\$40,524.00	\$60,412.00	\$72,196.00
TEACHERS	200	\$39,794.00	\$53,391.00	\$66,987.00

Minimum is based on minimum contract days.  
Maximum is based on maximum contract days

**Advanced Degree/Advanced Certification Base Salary Supplement**

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

**Annual Base Salary Performance Progression<sup>3</sup>**

Progression of annual base salary determined by the Approved Performance Evaluation Model Level of Effectiveness rating for the position and is proportional to length of annual contract designated for the individual in the position as follows:

LEVEL OF EFFECTIVENESS RATING	Step Value	CONTRACT LENGTH (Days)							
		200	205	210	220	225	230	235	240
EFFECTIVE (3)	(1 Stage)	\$125	\$128	\$131	\$135	\$141	\$144	\$147	\$150
HIGHLY EFFECTIVE (4)	(1.25 Stage)	\$500	\$513	\$525	\$550	\$563	\$575	\$588	\$600
EXEMPLARY (5)	(1.5 Stage)	\$625	641	\$656	\$688	\$703	\$719	\$734	\$750
	(1.5 Stage)	\$750	769	\$788	\$825	\$879	\$863	\$881	\$900

1 Stage = 4 Steps

**Sustained Success Base Salary Increase<sup>4</sup>** (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

\*Up to 10 opportunities based on 3 year simple average of annual overall level of effectiveness (L.O.E.) Included in this group are teachers, system-wide specialist, system-wide coordinators, assistant principals, principals.

<u>1</u> Years 1 thru 3	<u>2</u> Years 4 thru 6	<u>3</u> Years 7 thru 9	<u>4</u> Years 10 thru 12	<u>5</u> Year 13 thru 15
<u>6</u> Year 16 thru 18	<u>7</u> Year 19 thru 21	<u>8</u> Year 22 thru 24	<u>9</u> Year 25 thru 27	<u>10</u> Year 26 thru 30

\*\*Averages only applicable to ratings earned in PCSS

\*\*\*Any earned sustained success salary enhancement based on the three (3) year will be based on the following ranges as applied to the base pay as increase in the year following one of the 10 opportunities listed above:

3 Yr Average Below 3.50:	\$0
3.50 – 3.99:	\$125
4.00 – 4.49:	\$250

**Note(s)**

- All salaries are based on contract days; , the base salary will be adjusted accordingly by multiplying the per diem rate (total number of contract days as listed ÷ base salary) by the total number of contract days assigned.
- Maximum Salary includes any increases as a result of an advanced degree/advanced certification supplement applied.
- The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted in the table.
- Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS in eligible certified personnel.

**Putnam County School System  
Certified Salary Schedule  
Summary of Base Salaries  
2019-2020**

3 Yr Average 4.50 or Above: \$500

*Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator's annual Level of Effectiveness rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two steps; and 4.50-5.00 an additional stage (4 steps).*

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**Note(s)**

1. *All salaries are based on contract days; , the base salary will be adjusted accordingly by multiplying the per diem rate (total number of contract days as listed ÷ base salary) by the total number of contract days assigned.*
2. *Maximum Salary includes any increases as a result of an advanced degree/advanced certification supplement applied.*
3. *The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted in the table.*
4. *Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS in eligible certified personnel.*

**Putnam County School System  
Certified Salary Schedule  
DEPUTY DIRECTOR OF SCHOOLS  
2019-2020**

**Deputy Director of Schools Salary Schedule Range – 240 Days (12 Month) Contract**

Salary Range

\$77,848 - \$96,644

Initial Base Pay with Experience as a Supervisor or Equivalent Supervisory Role

Entry Level I -0-5 years	\$77,848
Entry Level II – 6-10 years	\$80,515
Entry Level III – 11-15 years	\$83,180
Entry Level IV- 16+years	\$85,964

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

Annual Base Salary Performance Progression<sup>1</sup>

Progression of annual base salary determined by meeting goals approved by the Director of Schools:

At Expectations (3)	= \$600
Above Expectations (4)	= \$750
Significantly Above Expectations (5)	= \$900



**Putnam County School System  
 Certified Salary Schedule  
 SUPERVISOR  
 2019-2020**

**Certified Supervisor Salary Schedule Range – 240 Days (12 Month) Maximum Contract Length**

Salary Range<sup>1</sup>

\$70,064 - \$91,125

Initial Base Pay with Experience as a Supervisor or Equivalent Supervisory Role

Entry Level I -0-5 years	\$70,064
Entry Level II – 6-10 years	\$72,729
Entry Level III – 11-15 years	\$75,395
Entry Level IV- 16+years	\$78,062

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

Annual Salary Performance Progression<sup>2</sup>

Progression of annual base salary determined by meeting goals approved by the Director of Schools and State Approved Evaluation Model Level of Effectiveness Score and is proportional to length of annual contract as follows:

		CONTRACT LENGTH (Days)					
		220	225	230	235	240	
LEVEL OF EFFECTIVENESS RATING		<i>Step Value</i>	\$135	\$141	\$144	\$147	\$150
EFFECTIVE	(3)	(1 Stage)	\$550	\$563	\$575	\$588	\$600
HIGHLY EFFECTIVE	(4)	(1.25 Stage)	\$688	\$703	\$719	\$734	\$750
EXEMPLARY	(5)	(1.5 Stage)	\$825	\$879	\$863	\$881	\$900

Note(s)

- Listed salaries are based on 240 day contract; for assignments less than 240 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.
- The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted

**Putnam County School System  
 Certified Salary Schedule  
 PRINCIPAL  
 2019-2020**

**Principal Base Salary Schedule -- 230 Days (11.5 Month)**

Salary Range<sup>1</sup>

\$66,122 - \$90,058

Initial Base Salary with Experience as an Assistant Principal or Equivalent Supervisory Role

Entry Level I: 0-5 years	\$66,122
Entry Level II: 6-10 years	\$71,663
Entry Level III: 1-15 years	\$74,319
Entry Level IV: 16+years	\$76,995

\*Scale is based on 230 day contract, contracts may vary up to 12 months

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

**Base Pay Supplements --Supervisory Scope**

\$25.00 for each teacher over 8 (FTE) teachers

Student Size	Supplement
0-499	\$0
500-999	\$1,000
1000-1499	\$2,500
1500-1999	\$3,500
2000+	\$4,500

		CONTRACT LENGTH (Days)					
		220	225	230	235	240	
<u>LEVEL OF EFFECTIVENESS RATING</u>		<i>Step Value</i>	\$135	\$141	\$144	\$147	\$150
EFFECTIVE	(3)	(1 Stage)	\$550	\$563	\$575	\$588	\$600
HIGHLY EFFECTIVE	(4)	(1.25 Stage)	\$688	\$703	\$719	\$734	\$750
EXEMPLARY	(5)	(1.5 Stage)	\$825	\$879	\$863	\$881	\$900

1 Stage = 4 Steps

Note(s)

- Listed salaries are based on 230 day contract; for assignments more than 230 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.
- The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted
- Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

**Putnam County School System**  
**Certified Salary Schedule**  
**PRINCIPAL**  
**2019-2020**

Annual Base Salary Performance Progression<sup>2</sup>

Progression of annual base salary determined by State Approved Evaluation Model Level of Effectiveness Score and is proportional to length of annual contract as follows:

Sustained Success Base Salary Increase<sup>3</sup>

Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator's annual Level of Effectiveness Rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two step; and 4.50-5.00 an additional stage (4 steps).

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Note(s)

1. *Listed salaries are based on 230 day contract; for assignments more than 230 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.*
2. The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted
3. Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

**Putnam County School System  
 Certified Salary Schedule  
 ASSISTANT PRINCIPAL  
 2019-2020**

**Assistant Principal Base Salary Schedule -- 210 Days (10.5 Month)**

Salary Range<sup>1</sup>

\$55,708 - \$81,900

Initial Base Salary with Experience as an Assistant Principal or Equivalent Supervisory Role

Entry Level II: 6-10 years      \$55,708  
 Entry Level III: 11-15 years    \$63,665  
 Entry Level IV: 16+ Years      \$66,331

**\*Scale is based on 210 day contract, contract may vary up to 240 days**

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area              \$2,500  
 Advanced Degree – Non-Related Area        \$1,000  
 National Board Certification                 \$2,500

Annual Base Salary Performance Progression<sup>2</sup>

Progression of annual base salary determined by State Approved Evaluation Model Level of Effectiveness Score and is proportional to length of annual contract as follows:

		CONTRACT LENGTH (Days)							
		200	205	210	220	225	230	235	240
LEVEL OF EFFECTIVENESS RATING	Step Value	\$125	\$128	\$131	\$135	\$141	\$144	\$147	\$150
EFFECTIVE (3)	(1 Stage)	\$500	\$513	\$525	\$550	\$563	\$575	\$588	\$600
HIGHLY EFFECTIVE (4)	(1.25 Stage)	\$625	641	\$656	\$688	\$703	\$719	\$734	\$750
EXEMPLARY (5)	(1.5 Stage)	\$750	769	\$788	\$825	\$879	\$863	\$881	\$900

1 Stage = 4 Steps

Sustained Success Base Salary Increase<sup>3</sup>

Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator's annual Level of Effectiveness Rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two step; and 4.50-5.00 an additional stage (4 steps).

Note(s)

1. Listed salaries are based on 210 day contract; for assignments more than 210 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.
2. The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted
3. Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

**Putnam County School System  
 Certified Salary Schedule  
 SYSTEM-WIDE COORDINATOR  
 2019-2020**

**Certified System-Wide Coordinator Salary Schedule -- 210 Days (10.5 Month)**

Salary Range<sup>1</sup>

\$49,523 - \$80,165

Experience as a Coordinator or Equivalent

Entry Level I -0-5 years	\$49,523
Entry Level II – 6-10 years	\$59,798
Entry Level III – 11-15 years	\$62,996
Entry Level IV- 16+years	\$66,196

**\*Scale minimum is based on 210 day contract, contract may vary up to 240 days.**

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

Annual Base Salary Performance Progression<sup>2</sup>

Progression of annual base salary determined by State Approved Evaluation Model Level of Effectiveness Score and is proportional to length of annual contract as follows:

		CONTRACT LENGTH (Days)								
		200	205	210	220	225	230	235	240	
<u>LEVEL OF EFFECTIVENESS RATING</u>		<i>Step Value</i>	\$125	\$128	\$131	\$135	\$141	\$144	\$147	\$150
EFFECTIVE	(3)	(1 Stage)	\$500	\$513	\$525	\$550	\$563	\$575	\$588	\$600
HIGHLY EFFECTIVE	(4)	(1.25 Stage)	\$625	641	\$656	\$688	\$703	\$719	\$734	\$750
EXEMPLARY	(5)	(1.5 Stage)	\$750	769	\$788	\$825	\$879	\$863	\$881	\$900

1 Stage = 4 Steps

Sustained Success Base Salary Increase<sup>3</sup>

Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator's annual Level of Effectiveness Rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two step; and 4.50-5.00 an additional stage (4 steps).

Note(s)

- Listed salaries are based on 210 day contract; for assignments more than 210 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.
- The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted
- Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

**Putnam County School System  
 Certified Salary Schedule  
 SYSTEM-WIDE SPECIALIST  
 2019-2020**

**System Wide -Specialist Salary Schedule -- 200 Days (10 Month)**

Salary Range<sup>1</sup>

\$40,524 - \$72,196

Experience as a Specialist or Equivalent

Entry Level I -0-5 years	\$40,524
Entry Level II – 6-10 years	\$51,827
Entry Level III – 11-15 years	\$55,027
Entry Level IV- 16+years	\$58,226

**\*Scale minimum is based on 200 day contract, contracts may vary up to 12 months**

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

Annual Base Salary Performance Progression<sup>2</sup>

Progression of annual base salary determined by State Approved Evaluation Model Level of Effectiveness Score and is proportional to length of annual contract as follows:

		CONTRACT LENGTH (Days)								
		200	205	210	220	225	230	235	240	
LEVEL OF EFFECTIVENESS RATING	Step Value	\$125	\$128	\$131	\$135	\$141	\$144	\$147	\$150	
	EFFECTIVE (3)	(1 Stage)	\$500	\$513	\$525	\$550	\$563	\$575	\$588	\$600
	HIGHLY EFFECTIVE (4)	(1.25 Stage)	\$625	641	\$656	\$688	\$703	\$719	\$734	\$750
	EXEMPLARY (5)	(1.5 Stage)	\$750	769	\$788	\$825	\$879	\$863	\$881	\$900

1 Stage = 4 Steps

Sustained Success Base Salary Increase<sup>3</sup>

Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator’s annual Level of Effectiveness Rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two step; and 4.50-5.00 an additional stage (4 steps).

Note(s)

1. Listed salaries are based on 200 day contract; for assignments more than 200 days, the base salary will be adjusted accordingly by multiplying the per diem rate by the total number of contract days.
2. The total amount any earned annual salary increase based on performance is proportional to the length of the annual contract as noted
3. Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)

Putnam County School System Certified Salary Schedule

TEACHER  
2019-2020

Teacher Base Salary Schedule – 200 Day (10 Months) Contract

Salary Range<sup>1</sup>

\$39,794 - \$66,987

Initial Base Salary with Experience

Entry Level I: 0-5 years	\$39,794
Entry Level II: 6-10 years	\$42,514
Entry Level III: 11-15 years	\$44,780
Entry Level IV: 16+years	\$47,045

Advanced Degree/Advanced Certification Base Salary Supplement

Maximum Supplement for Advanced Degrees/Advance Certifications: **\$5,000**

Advanced Degree – Related Area	\$2,500
Advanced Degree – Non-Related Area	\$1,000
National Board Certification	\$2,500

Annual Base Salary Performance Progression

Progression of annual base salary determined by State Approved Evaluation Model Level of Effectiveness Score as follows:

At Expectations (3)	= \$500.00
Above Expectations (4)	= \$625.00
Significantly Above Expectations (5)	= \$750.00

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Significantly Below Expectations (1) = \$0

Below Expectation (2) = \$0\*

*\*Opportunity to earn \$250.00 by the completion of an individual professional improvement plan beyond the minimum annual contractual in-service requirements that includes the attainment of measurable goals of improvement as recommended by the principal and approved by the district.*

Sustained Success Base Salary Increase<sup>2</sup>

Every third year (i.e., 3, 6, 9, 12 years) of employment with PCSS, an educator will have the opportunity to advance one level (\$125), two levels (\$250), or one stage (\$500). The calculation will be a simple average of the educator's annual Level of Effectiveness Rating during that three-year period. An educator with an average 3.5-3.99 will receive an additional step increase; 4.00-4.49 an additional two step; and 4.50-5.00 an additional stage (4 steps).

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Note(s)

1. Listed salaries are based on 200 day contract; for teacher assignments more than 200 days, the base salary will be adjusted accordingly by multiplying the 200 day per diem rate by the total number of contract days.
2. Sustained Success Increases are based only on 3 year average of consecutive full-time employment in PCSS. (Implementation 2016-2017 school year to be applied to eligible recipients beginning FY18)



PCSS Board Agenda Request

Date: August 6, 2019

Department: VITAL-Teaching and Learning

Person Submitting: Sam Brooks

Account Number (if appropriate) 141-71100-399-01501

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to, once again, enter into agreement with Arizona State University Online School, Tempe, Arizona for online curriculum for the 2019-2020 school year to be paid from VITAL: 141-71100-399-01501.

received  
08-07-19  
*SB*



MEMORANDUM OF UNDERSTANDING  
ASU PR

Putnam County Schools

Under

\$10,000

base fee \$675  
the \$75 per enrollment

This 2019-2020 MEMORANDUM OF UNDERSTANDING between the Putnam County Schools hereinafter referred to as School or District and ASU

A. PURPOSE: The purpose of this MOU is to form a relationship between the School/District and ASUPD with the intent to ensure innovative learning solutions for all students within the Digital Learning Community (DLC). A Digital Learning Community (DLC) is a school whereby two (2) or more students are working on the ASU or ASUPD course(s), taught by ASU faculty or ASUPD instructor, in a learning location at a school with a dedicated facilitator (Tuition Model). ASUPD's goal is to provide the necessary university faculty or teachers for each DLC commencing on the Arizona State University's academic semester schedule or for all ASUPD courses, the School's preferred start date. To accommodate your preferred start date and hire the necessary instructors, the School principal or authorized District representative is required to sign this MOU no later than ten (10) days after document is received so that both parties are in agreement of this commitment. Terms and Conditions apply upon signing the MOU.

B. Notice in Advance of start date: In the event the School or District is utilizing ASUPD's Tuition Model, to accommodate the School's preferred start date for ASUPD courses and to hire or provide the appropriate number of teachers, the following guidelines are in order:

1. DLCs with **2-29 students** will assign a coordinator to submit a formal request of course(s) with number of enrollments in ASUPD's student information system, in order to provide the appropriate teachers by the preferred start date for the DLC. The enrollment requests must be submitted at least ten (10) days in advance of the expected start date.
2. DLCs with more than **30 students** will assign a coordinator to submit a formal request of course(s) with number of enrollments in ASUPD's student information system, in order to provide the appropriate teachers by the preferred start date for the DLC. The enrollment requests must be submitted at least thirty (30) days in advance of the expected start date.

C. In the event the School or District is utilizing ASUPD's Tuition Model, ASUPD is responsible for:

- a. Ongoing virtual instructional support from ASU faculty or ASUPD Highly Qualified Teacher.
- b. Provide Learning Success Coach to monitor and assist students. ASUPD Learning Success Coaches do not require teacher certification.
- c. Provide Blended Learning Specialist to provide training, work with school facilitator
- d. Training the School Guidance Counselor(s), if applicable.
- e. Training the school facilitator(s).

- f. Training the District and school administration.
- g. Providing a registration process specifically designed for DLC students.
- h. Providing level two and three support for all members of the Digital Learning Community.
- i. Invoicing the School or District for applicable enrollments.
- j. Providing data to the School or District in a technical format designated by ASUPD.

D. In the event the School or District is utilizing ASUPD's Tuition Model, School or District is responsible for:

- a. Providing accurate request for student reservation to secure courses.
- b. Providing selections of academically appropriate courses by benchmark dates as stated above and within the enrollment period:
  - Fall: May 31 to September 1
  - Spring: November 15 to January 31
  - Summer: April 1 to June 1
- c. Providing ASUPD a complete student information roster with the minimum data requirements (last name, first name, date of birth, email address and grade level). ASUPD will provide the School or District with the appropriate paper or electronic student information data input form.
- d. Providing student computer and appropriate technology access.
- e. Providing communication access for ASUPD's Learning Success Coach and student.
- f. Providing access to stakeholders involved in the success of the DLC for training and communications from ASUPD.
- g. Providing parent's notification of student's participation in the Digital Learning Community and attendance in ASUPD's student orientation session.
- h. Reporting the FTE associated with these enrollments.
- i. Ensuring all students accept the Acceptable User Policy (see Appendix A) presented at the beginning of each ASUPD course.

E. Fees

- a. Tuition Model – School or District
  - i. ASUPD will invoice the School or District fifteen (15) days subsequent to the go-live date of the DLC's operations with ASUPD. For the purposes of this MOU, "go-live" is the date that the students have access to the ASUPD Learning Management System (LMS) and curriculum. ASUPD will invoice for each billable enrollment within the DLC at a rate of **\$350.00** per each half credit high school enrollment or **\$700.00** per each 1.0 credit high school enrollment. ASUPD will invoice the DLC **\$600.00 plus a \$75 course fee**, for each ASU university course taken where the student receives no high school credit. The School District shall pay the invoice within thirty (30) days of receipt. If payments are not received within thirty (30) days, access to the ASUPD Digital Learning Community may be suspended.
  - ii. **Billable Enrollments:** Any enrollments in Classroom Assigned (CA) or Active (A) status in student information system, for a minimum of fifteen (15) consecutive days or 20% complete in any status, ASUPD will bill the School District for the student, regardless of the student's status upon receipt of invoice.

Second semester for the School or District begins on January 3, 2020

- iii. **Invoice Schedule:** The School or District will be invoiced for each billable enrollment Classroom Assigned or Active in the student information system, for fifteen (15) consecutive days or 20% complete in any status (on or near: beginning of October, beginning of February, & mid-June); ASUPD will bill the School/District for the student, regardless of the student's status upon receipt of invoice.
- b. Tuition Model – School or District with Parental Payment
  - i. ASUPD will invoice the Parent (as defined in Appendix D) fifteen (15) days subsequent to the go-live date of the DLC's operations with ASUPD. For the purposes of this MOU, "go-live" is the date that the students have access to the ASUPD Learning Management System (LMS) and curriculum.
- c. Content Licensing
  - i. **Hosted Model:** ASUPD will license a course or package of courses to the School or District. The course or courses will be hosted and maintained on ASUPD's Learning Management System (LMS). The license fee will be **\$85.00** per course enrollment.
  - ii. **Invoice Schedule:** ASUPD will invoice the School or District upon delivery of the content into the hosted model. Delivery is defined in the hosted model as the course or courses being accessible to the School or District via a commercially acceptable Internet Web browser (e.g. Chrome or Safari).

F. DATA PROVISIONS (applicable for the Tuition Model only)

- **Family Education and Privacy Act (FERPA)** - Both parties agree to comply with FERPA and neither party will make any disclosures of student educational records to third parties without prior notice to and consent from the other party or as otherwise provided by law (Privacy Policy – Appendix B).
- **Additional Provisions** - Data points to be shared by District and Partner Organization are outlined below and may include other information deemed relevant by the District and/or Partner Organization.
  - **ASUPD to provide:**
    - 1. Data trends and analysis by sub-group (e.g. nationality or sex).
  - **District to provide:**
    - E. Consent and disclosure of limited data sets for the purposes of personalized learning, which will be used for developing, validating, and offering predictive learning experiences until the termination of the MOU, including PII. ASUPD will not disclose the information, except as permitted by the MOU or as otherwise permitted by law. ASUPD has safeguards in place to prevent a breach in data security (See FERPA). Any agents (including subcontractors) who have access to student or teacher data will be required to meet ASUPD privacy procedures.
    - F. Approval to allow ASUPD to conduct research in order to improve the personalized learning experience. The District also gives ASUPD permission to publish de-identified data for research purposes (See Appendix B - Privacy Policy). Data will be maintained for four (4) years, with ownership belonging to the District, in

accordance with Arizona Department of Education requirements, and it will be destroyed by at the end of the four (4) year period.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. ACADEMIC INTEGRITY IN THE DLC (applicable for the Tuition Model only). Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers, Learning Success Coaches and University faculty synchronize various aspects of ASUPD to ensure the best possible experiences for their students.

**Instructors/Faculty will:**

- d. Act as a resource for student questions.
- e. Submit various assignments into the assigned database.
- f. Coordinate any academic integrity issues with the Learning Success Coach and the appropriately designated School personnel.
- g. Verify student mastery of content through authentic competency based assessments.
- h. Convey incidents and consequences to the student and facilitator.

**School Facilitators will:**

- a. Provide supervision through close proximity while circulating the lab.
  - b. Encourage students to seek support from ASU faculty or ASUPD teachers.
  - c. Encourage students to seek support from the Learning Success Coach.
  - d. Discourage inappropriate collaboration of students.
  - e. Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same ASUPD coursework.
  - f. Require that students protect their password information and coursework.
  - g. Protect students' user names, passwords, and other private information.
  - h. Adjust seating arrangements to help promote students' integrity.
  - i. Communicate with the student, Learning Success Coach and appropriate School personnel with regards to concerns and consequences.
2. MODIFICATION. Modifications to this agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
  3. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts ASUPD or School or District from participating in similar activities with other public or private agencies, organizations, and individuals.
  4. PRINCIPAL CONTACTS. Contact ASUPD Executive Director with questions concerning this agreement. The principal contacts for this instrument are:

**School or District:**

**ASUPD:**



Authorized Official: *Sam Brooks*                      Authorized Official:  
Email address: *brooks4@psstn.com*                      Email Address:  
Phone Number: *931-528-2176*                      Phone number:

5. TERMINATION. This Agreement is subject to termination under A.R.S. § 38-511.

Default. In the event that either party materially fails to perform or comply with any provision of this Agreement, and fails to remedy the default within 30 days after receipt of written notice of the default, then the non-defaulting party shall have the right, at its sole option and upon written notice to the other, to terminate this Agreement.

Failure to Appropriate Funds. This Agreement may be terminated by the party at the end of the period for which funds are appropriated if funds are not appropriated or are not otherwise available for the continuance of this Agreement. Notice of such non-appropriation and termination shall be given at the earliest possible time. Nothing in this paragraph shall be construed to release a party from obligations which accrue prior to the end of the period for which funds are appropriated.

6. STATE-REQUIRED PROVISIONS.

E-verify, Records and Audits. To the extent applicable under A.R.S. § 41-4401, the parties warrant their compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). A party's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by either party under the terms of this Agreement. The parties each retain the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The parties warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the other party's random inspections including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

7. NOTICES. A notice required by this Agreement shall be sent by U.S. certified mail, return receipt requested, or delivered by hand to the party at the address indicated in Schedule E or such other address requested by notice to the other party. A notice shall be considered given when received.

8. INDEMNITY. Subject to the limitation of Section 9, each party will indemnify, hold harmless and defend, with counsel reasonably acceptable to the other party, the other party and its officers, employees, and agents from and against all losses arising out of or in connection with any negligent or willful act or omission of the party and its agents.

## 9. LIMITATION OF LIABILITY

**Damages Limitation.** Each party disclaims any and all liability for any indirect, special, or consequential damages or lost profits arising out of or related to this Agreement, even if that party has been advised of the possibility thereof, or knew or should have known thereof, including without limitation, any claims for loss of data or software, negligence, or delay of a party in providing any goods or performing any Services hereunder.

**Limitation on Any Recovery.** Each party specifically agrees that the other party's liability for damages for any cause whatsoever, regardless of the form of action, whether in contract or in tort, shall be limited to the total fees paid by the other party under this Agreement.

**Uncontrollable Events.** Neither party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control; provided, however, that this provision shall not operate to excuse either party from prompt payment of any amounts required to be paid under this Agreement.

10. **REMEDIES; ATTORNEYS' FEES.** A breach by either party of any of the provisions of this Agreement shall entitle the other to all rights and remedies provided by the Agreement or pursuant to applicable law. The prevailing party in any action to enforce or interpret any provision of this Agreement shall be entitled to reasonable attorneys' fees and disbursements, including but not limited to court costs and fees, fees and costs of expert witnesses, fees of court reporters, and transcripts.
11. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Arizona and by applicable federal law. Any action or proceeding brought by a party with respect to the breach or enforcement of the terms of this Agreement shall be brought in the courts of the State of Arizona situated in Maricopa County.
12. **SEVERABILITY.** If any one or more provisions of this Agreement are, for any reason, held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision contained in this Agreement.
13. **WAIVER.** A waiver by either party of any of the terms, conditions and covenants to be performed by the other shall not be construed to be a waiver of any succeeding breach, nor of any other term, condition, or covenant contained in this Agreement.
14. **ENTIRE AGREEMENT.** This Agreement states the entire agreement between the parties concerning its subject matter and supersedes all related prior oral and written negotiations and understandings. This Agreement may not be amended except by a mutual written agreement of the parties.



THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKES A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: School or District:

Date: 8-7-2019

Name and Title:

Jerry S. Boyd, Superintendent

Signature:

FOR: ASU Prep Digital:

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

Name and Title: \_\_\_\_\_

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

**APPENDIX C (Quote)**

Quote:

This proposal is between ASUPD and the Putnam County School System

Purpose:

Number of enrollments:

Courses:

N/A

Price per ½ credit enrollment: **\$350.00**

Total Price:

\$350 x \_\_\_\_ enrollments = \$

**ASU Prep Digital Academy**

- Turnkey solution
- ASU Prep Digital Highly Qualified teachers
- Learning Success Coaches
- Required course materials are included in price (except novels in English courses)
- Standard weekly contact by teachers
- ASU Prep Digital high school courses
- ASU college courses
- ASU Prep Digital hosted LMS
- Price per student per ½ credit HS enrollment: **\$350.00**

N/A

**Content Licensing:**

Number of enrollments:

Courses:

Price per enrollment:

\$85

Total Price:

\$85 x \_\_\_\_ enrollments = \$

ASU Prep Digital hosted per enrollment courses:

- Per enrollment, per student, per course
- Access to online courses for 12 months
- Includes Learning Management System (LMS)
- Your teachers
- No setup fees
- Twenty (20) enrollment minimum
- Course materials included. (Except some novels in English and lab materials in Science courses)
- Content may be hidden, added to, and rearranged
- Teacher's Guides included when available
- Product orientation training included
- Price per course enrollment: **\$85.00**

**ASU Concurrent Enrollment:**

Number of enrollments:

Courses:

Price per enrollment plus ASU Fee:

$\$600 + \$75 = \$675.00$

Total Price:

$\$675 \times \underline{\hspace{1cm}}$  enrollments = \$



*S. J. Drake*



Putnam County Board Of Education  
Agenda Request

Date: July 31, 2019

Department: Coordinated School Health/Student Services

Person Submitting: Melanie Bussell

Account Number (if appropriate) N/A

Check one:

Backup included

Backup to follow

Statement to be included in board agenda packet:

Please consider the <sup>A</sup>approval for the attached <sup>of the</sup> Clinical Affiliation Agreement between Nashville State Community College <sup>(NSCC)</sup> and Putnam County School System. <sup>at NSCC</sup> The purpose of this agreement is to provide clinical experience to students enrolled in the Occupational Therapy Assistant program at the Institution. The term of this <sup>effective</sup> agreement is for one year, beginning September 26, 2019 ~~to~~ September 26, 2020.

Melanie Bussell 8-2-2019  
Signature of Person Making Request Date

[Signature] 8-5-2019  
Signature of Director of Schools Date

received  
08-05-19  
AJ

CLINICAL AFFILIATION AGREEMENT  
BETWEEN NASHVILLE STATE COMMUNITY COLLEGE AND  
PUTNAM COUNTY SCHOOLS

This Agreement is made this 26<sup>th</sup> day of September, 2019, by and between Nashville State Community College, hereinafter referred to as "Institution" and Putnam County Schools, herein after referred to as "Affiliate".

Whereas, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the Institution, the parties have agreed to the terms and provisions set forth below:

- I. Purpose - the purpose of this Agreement shall be to provide clinical experience to students enrolled in the Occupational Therapy Assistant program of the Institution.
  - A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.
  - B. The clinical experience shall be provided at the Affiliate's Facility at 1400 East Spring St., Cookeville, TN., 38506, and other facilities that Putnam County Schools services, hereinafter referred to as "Facility".
  - C. The specific experience to be provided students is described as follows:

**LEVEL I A OBJECTIVES**

1. Recognize occupation-based goals and effective treatment activities.
2. Report observations accurately.
3. Exhibit appropriate initiative to become actively involved in patient and staff activities.
4. Communicate effectively in a professional manner.
5. Identify ethnic/cultural attitudes and values that would affect interpersonal relationships and service delivery.
6. Perform in a professional, responsible manner and exhibit appropriate attitudes.

**LEVEL I B OBJECTIVES**

1. Be able to utilize the knowledge of task analysis to think logically and apply critical analysis to adapt, alter or create environments for the OT client.
2. Demonstrate the ability to adapt the environment, tools and materials necessary for an OT client to engage and participate in Occupations while utilizing proper safety precautions.

3. Understand the ability and disability as it relates to psychosocial engagement. Develop an understanding of how psychosocial engagement affects performance in a variety of settings.

### **LEVEL I C OBJECTIVES**

1. Demonstrate the ability to interact professionally through written, oral and nonverbal communication.
2. Employ logical thinking, critical analysis, problem solving and creativity
3. Demonstrate the ability to adapt intervention methods and use safety precautions with clients during the screening, evaluation and intervention process, such as standards for infection control that include, but are not limited to, universal precautions.
4. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, and demonstrate the ability to interact through written, oral and nonverbal communication with all persons at the clinical site.
5. Identify and use professional literature for the development of intervention plans.
6. Demonstrate knowledge and understanding of the AOTA Code of Ethics, Core Values and Attitudes of Occupational Therapy, and AOTA Guide to Occupational Therapy Practice as a guide for professional interactions and in client treatment and employment settings.
7. Develop awareness of and sensitivity to persons of different cultures and abilities.

### **LEVEL II FIELDWORK OBJECTIVES**

1. Student will develop entry level competencies for the Level II fieldwork by the end of the experience (*entry level competence is defined as achieving the minimal passing score or above on the AOTA Level II Fieldwork Performance Evaluation*).
2. Initially, supervision of the student should be direct and then decrease to less direct supervision as appropriate for the setting, the severity of the client's condition, and the ability of the student.
3. Student will assume full client caseload, as defined by fieldwork site, by end of experience.
4. Student will collect, use and appropriately apply assessment data to intervention development and treatment.
5. Student will submit correct and complete documentation in a timely manner, according to policies and procedures of fieldwork site.

6. Student will consistently report to site on time.
7. Student will attend all meetings as directed by supervisor.
8. Student will follow all policies and procedures of as directed by the fieldwork site and Nashville State Community College OTA Program.
9. Student will take initiative when exploring new learning opportunities.
10. Student will actively participate in the supervisory process.
11. Student will utilize resources available to them when planning and performing assigned duties. These resources include, but are not limited to other personnel at the fieldwork site, reference material, experts outside of those available at the fieldwork site.
12. Student will be familiar with and utilize treatment/intervention approaches that demonstrate in depth knowledge of the various frames of reference and evidence based interventions in Occupational Therapy practice.
13. Student will effectively demonstrate the knowledge and understanding of the roles of the occupational therapist and occupational therapy assistant and establish and maintain an effective relationship with clients, families, co-workers and others involved in the OT intervention process.
14. Student will demonstrate an understanding of the use and purpose of "occupation" when assisting in the development of treatment plans, and when working with clients.
15. Student will demonstrate the ability to address the needs of the "whole person" when developing and implementing treatment plans. "Whole person" includes addressing the physical, psychosocial, spiritual and emotional needs and occupations of the client.
16. Student will demonstrate the ability to use clinical reasoning appropriate to the OTA role, communicate the values and beliefs that enable ethical practice, develop professionalism and competence in OTA and career responsibilities.

II. Terms and Conditions - pursuant to the above-stated purpose, the parties agree as follows:

- A. Term - the term of this Agreement shall be one year, beginning September 26<sup>th</sup>, 2019 to September 25<sup>th</sup>, 2020, commencing on the date of final signature.

Either party may terminate this Agreement upon giving 60 days written notice to the other party. Such termination shall have no effect on students receiving clinical experience during the current academic term.

- B. Placement of Students – As mutually agreed between the parties, the Institution will place an appropriate number of students at the Facility each academic term.

- C. Discipline - While enrolled in clinical experience at the Facility, students (and faculty, if applicable), will be subject to applicable policies of the Institution and the Affiliate.

Students shall be dismissed from participation in the Institution's program only after the appropriate disciplinary or academic policies and procedures of the Institution have been followed. However, the Affiliate may immediately remove from the Facility any student who poses an immediate threat or danger.

- D. Specific Responsibilities - The following duties shall be the specific responsibility of the designated party (Institution and/or Facility):
1. Institution shall be responsible for the selection of students to be placed at the Facility.
  2. The Affiliate shall provide orientation to the Facility for students beginning clinical experience.
  3. The Affiliate shall be responsible for scheduling training activities for students.
  4. The Affiliate shall be responsible for supervising students at all times while present at the Facility for clinical experience.
  5. The Affiliate shall evaluate the performance of individual students as appropriate.
  6. The Affiliate shall retain complete responsibility for patient care providing adequate supervision of students (and faculty, if applicable) at all times.
  7. The Affiliate shall maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.
  8. The Affiliate shall provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.
  9. The Affiliate shall maintain all applicable accreditation requirements and certify such compliance to the Institution or other entity as requested by the Institution. The Affiliate shall also permit authorities responsible for accreditation of the Institution's curriculum to inspect the Affiliate's clinical facilities and services as necessary.

10. Institution will instruct its participating students to provide requested health records. Faculty records provided as needed upon request.
11. The Institution shall establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.
12. The Affiliate requires written evidence of professional liability insurance coverage from individual students and faculty and staff (if applicable) participating in the experience. The minimum amount of coverage per individual shall be 1,000,000 per occurrence/3,000,000 per aggregate.

The coverage shall extend through the term of the student's and faculty or staff's (if applicable) participation.

13. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et seq.
- E. Mutual responsibilities - the parties shall cooperate to fulfill the following mutual responsibilities:
1. Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:

HIPAA Requirements: To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated there under, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individually Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement.

Each party will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

2. **Background Checks:** If criminal background checks of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the Institution that the check must be completed within the 90 day period immediately prior to the student's initial clinical placement. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

If criminal background checks are required for Institutional faculty or staff, it shall be the Institution's responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate.

It shall be the responsibility of Affiliate to set the eligibility standards for participation and to evaluate the results of the background checks. If Affiliate determines that a student or faculty /staff member shall not participate at its facility, Affiliate shall so notify that individual and the Institution. Institution shall take steps to ensure that this individual does not participate in the clinical program at the Affiliate.

If an Institutional faculty/staff member is also an employee of Affiliate or is an employee at another hospital, health care facility or health care organization, Affiliate will allow the faculty/staff member to provide on-site supervision and instruction for its clinical program without the necessity of undergoing an additional background check.

Recognizing that students enrolled in the Occupational Therapy Assistant program at Institution will potentially participate in multiple clinical placements at multiple facilities, Affiliate agrees to accept the results of the background check done prior to the student's initial clinical placement if the student maintains continuous enrollment in the health care program and if the results of the background check are archived by the background check agency.

Institution shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

(If desired, a list of the checks to be run, along with the disqualifying criteria of the Affiliate can be referenced and affixed as an Addendum.)

3. Students shall be treated as trainees who have no expectation of receiving

compensation or future employment from the Affiliate or the Institution.

4. Any courtesy appointments to faculty or staff by either the Institution or the Affiliate shall be without entitlement of the individual to compensation or benefits from the appointing party.
5. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.


The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

6. The confidentiality of patient records and student records shall be maintained at all times.
- F. Miscellaneous Terms - The following terms shall apply in the interpretation and performance of this Agreement:
1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
  2. The delay or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.
  3. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

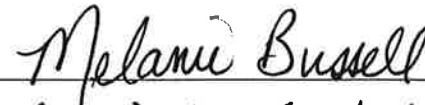
NASHVILLE STATE  
COMMUNITY COLLEGE

PUTNAM COUNTY  
SCHOOLS

BY: 

TITLE: President

DATE: 6-24-19

BY: 

TITLE: Coordinated School Health

DATE: 7/29/19 <sup>Supervisor</sup>



## Contract Agreement for Speech Therapy Services

This agreement entered into the 1st day of August 2019, by and between Putnam County Schools (hereinafter referred to as the "Agency") and Feltz Therapy Services, LLC (hereinafter referred to as the "Provider").

### Witnesseth:

Whereas, Agency has students that are in need of speech therapy services.

Whereas, Provider possess valid and operational licenses to perform speech therapy services to the Agency's students and Provider has agreed to do so, in accordance with the terms and conditions hereinafter set forth.

Now, therefore, it is agreed as follows:

1. Provision of speech therapy services. By accepting Agency's students, Provider agrees to perform SLT supervision, speech therapy services (direct and consultative as determined by the student's IEP), evaluations, documentation, IEP meetings, accommodation recommendations and travel time between school facilities as and when requested by the Agency in order to remain in compliance with federal and state related service laws.
2. Term. The term of this Agreement shall be from August 1, 2019 to June 30, 2020.
3. Termination. This Agreement may be terminated by either party by giving written notice to the other, at least 30 days before the effective date of termination. In the event the Provider is injured, disabled, or develops other medical problems, the Agency agrees to allow the Provider to terminate this agreement without delivering 30-day notice. In such events, the Agency agrees that the Provider shall be entitled to receive just and equitable compensation for any work completed as of termination date.
4. Duties of the Provider. Provider's duties with respect to this Agreement shall be as follows:
  - a. Provide SLT supervision, direct speech therapy services, evaluations, consultations for the students of the Agency as set forth in number one.
  - b. Provide the Agency with necessary documentation to establish and maintain a current speech therapy related service section of the student's individualized educational program in accordance with federal and state requirements. Providing documentation includes attending IEP team meetings when feasible, and if unable to attend, submitting the necessary recommendations and draft of goals. It also includes documentation of student progress and recording on IEP report per 6-week period. Documentation may also be in the form of developing school and home programs for the benefit of the student to succeed in his educational environment.
  - c. Provide in-service training for the school system teachers and educational assistants as requested in advance by the Agency and agreed to by the Provider.
  - d. Provider in collaboration with Agency shall be responsible for developing and implementing an individualized education program which will be specifically designed to meet the unique needs of the children enrolled with provision for all support materials and services necessary for their education. The education program for each child shall include:

- A statement of the child's present levels of educational performance,
  - A statement of annual goals which describe the educational performance to be achieved by the end of the school year,
  - A statement of short term instructional objectives,
  - A statement of specific educational related services needed by the child,
  - The date when these services will begin and length of time the services will be given,
  - A description of the extent to which the child will participate in regular education programs, if any,
  - A justification for the type of education placement, which the child will have,
  - The persons responsible for the implementation of the individualized education program,
  - Objectives, criteria, evaluation procedures, and schedules for determining on at least an annual basis, whether the short-term instructional objectives are being achieved.
  - Progress reports shall be sent to the parents and Agency every 6 to 9 weeks.
  - The programs of the child shall not be changed or terminated without an I.E.P.
5. Duties of the Agency. Agency's duties with respect to this Agreement shall be as follows:  
The Agency agrees to supply the provider with:
- a. Recommend supplies to be issued as accommodations for the students in the educational setting.
  - b. Evaluation booklets that are used with students during evaluation procedures.
  - c. Access to phone, copier, and fax machine as needed.
6. Reimbursement of Provider. Agency agrees to reimburse the Provider as follows: Agency shall be invoiced once per month, usually by the fifth of the month, for all speech therapy services rendered by the Provider during the previous month. Invoices are due and payable by 30 days of issued bill. The Agency agrees to reimburse the Provider 55 dollars per hour for Master's level speech therapists and 45 dollars per hour for Undergraduate level therapists. Travel time for all therapists will be reimbursed at 25 dollars per hour for travel time to and from the Agency. Reimbursement is for the following services:
- a. Speech therapy services including SLT supervision, evaluations, consultations, participation in IEP team meetings, training/educating school personnel, phone consultation, development of student's school and home programs related to achievement in the educational setting, and documentation time.
  - b. In-service preparation time and training for teachers and educational assistants.
- Any invoices unpaid after 30 days of issued bill can constitute just cause for the Provider to terminate this contract with no further notice.
7. Provider shall not discriminate against any therapist because of race, color, religion or natural origin, and:
- a. Shall take affirmative actions to insure that therapists are treated without regard to their race, color, natural origin, and,
  - b. Shall in all solicitations or advertisements for therapists state that all qualified applicants will receive consideration without regard to race, color, religion, or natural origin,

- c. Provider ensures that the rights and privileges available to the children attending schools of Agency shall be available to the children served by the Provider, including due process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.
8. Provider shall require all applicants for employment and all current employees to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to having direct contact with children.
9. Provider herein agrees to hold Agency harmless on account of any and all claims by third parties for damages due to personal injuries or property damage, arising from each individual child using the premises, including the use of materials by the child, except when such injuries or damages arise in the acts of negligence of Agency. Any obligation of Provider to indemnify and hold Agency harmless is limited to the terms of Provider's liability insurance.
10. Section Headings. The article of section headings to this Agreement are for the convenience of reference and do not form a part thereof and do not in any way modify, interpret, or construe the intentions of the parties.
11. The Agreement may be modified only by written amendment executed by all parties herein. This Agreement shall be construed in accordance with the laws of the State of Tennessee. In the event the Provider must take any legal action to enforce its rights under this agreement, it shall be entitled to its reasonable attorney's fees and costs, in addition to any applicable damages.
12. During the term of this Agreement and for a period of two (2) years following any termination of this Agreement, Agency shall not hire for employment (whether as employee, independent contractor, agent, or otherwise) any person who was employed by Provider as of the date of entry into this Agreement or at any time during the terms of this Agreement or for a period of two (2) years following any termination of this Agreement, or attempt to influence any such person to terminate employment with Provider.

The Agency recognizes and agrees that a breach of this paragraph will cause irreparable injury and damage to Provider which cannot reasonably or adequately be compensated in money damages. The Agency agrees, therefore, in addition to any other remedy to which Provider may be entitled, Provider will be entitled to injunctive and other equitable relief to prevent a breach of this paragraph of the Agreement (including a threatened breach) and to secure its enforcement.

13. Each provision of this Agreement is separable from the whole. If any portion of this Agreement is determined invalid, that invalidity shall not impair the remaining provisions of this Agreement. To this end, the restrictions contained in paragraph 11 of this Agreement shall be enforced to the fullest extent permitted.

We are in agreement with the terms of this contract, and agree to be bound by its entirety.

In witness whereof, the parties have, set their signatures.

**Provider:** Feltz Therapy Services LLC

**By:** Candace Feltz, M.A., CCC-SLP  
Director

Candace Feltz  
Signature

7/30/19  
Date

**Agency:** Putnam County Schools

**By:** Sheri Roberson  
Special Education Supervisor

Sheri Roberson  
Signature

8/19/19  
Date

Dr. Jerry Boyd  
Director of Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Reid, Sharon <reids2@pcsstn.com>

### Wrestling Team UHS

1 message

Reid, Sharon <reids2@pcsstn.com>

Wed, Aug 14, 2019 at 3:47 PM

To: Billy Steep <steppw@pcsstn.com>, Greg Wilson <greg.wilson@pcsstn.com>

Billy and Greg,

Shared UHS Wrestling Team documentation received with Mr. Boyd.

Your wrestling club sport request will be placed on the Consent Agenda for the September 5, 2019, Board agenda for approval of UHS Wrestling as a club sport noting the original request date of September 5, 2017.

When approval has been given of your request, you will be sent back the documentation with noted approval on the cover sheet. Keep this documentation and after completion of the 2019-20 school year, you should submit all documentation including your 2019-20 documents to request a supplement for this sport to be included in the 2020-21 budget process.

Let me know if you have any questions.

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

received  
08-14-19  
[initials]



# UPPERMAN HIGH SCHOOL

ENGAGE • INSPIRE • ACHIEVE

6950 Nashville Hwy. • Baxter, Tennessee 38544 • Telephone (931) 858-3112 • Fax (931) 858-4641

Billy Stepp, Principal

Rhonda Mahan, Assistant Principal  
Greg Wilson, Assistant Principal

September 5, 2017

Mr. Boyd,

I would like to formally ask to form a wrestling team at Upperman High School. We have had interest from over 25 young men and 7 young women during our sign-up period in the UHS office. Mr. Jason Holcomb our building trades teacher will head up the program. Mr. Holcomb has a vast knowledge of wrestling and wrestled on the high school and collegiate level. We have spoke to several existing and starting programs in the Upper Cumberland area and we are confident that we can secure matches to start the program in the 2017-18 season with the School Board and your approval. Thank you for your consideration in this matter.

Respectfully,

Billy Stepp  
Upperman High School  
Principal

received  
08-14-19  
SR

## 2017-2018 Upperman High Wrestling Schedule

<u>DATE</u>	<u>LOCATION</u>	<u>OPPONENT</u>	<u>WEIGH/WRESTLE</u>
11/21	Cookeville	MCGAVOCK	4:30/5:30
12/19	East Ridge	Hixion East Ridge	5:00/6:00
1/11	Cookeville	COFFE COUNTY UPPERMAN LIVINGSTON	5:00/6:00
1/16	Whitewell	Hixon	5:00/6:00
1/23	Cookeville	SIEGEL	5:00-6:00
TBA	Livingston		
TBA	Home	Livingston	
TBA	Home	Cookeville	
TBA	Warren County	Warren County	
TBA	Home	Warren County	
TBA		REGION DUALS	TBA
TBA		JV STATE/GIRLS QUAL.	TBA
TBA		STATE DUALS	TBA
TBA		REGION	TBA
TBA		STATE	TBA

## Wresling 2017-2018

Justin Daniels  
Caleb West  
Ty Willette  
Tysiaya Castelba  
Teyo Rodriguez  
Stephen Cooper  
Seth McCarter  
Bradley Simpson  
Dylan Derossitt  
Dalton Bender  
Daniel Thomas  
Brian Winningham  
Vinicius Rodrigues  
Alexiss Estrada  
Shane Western  
Mitchell Phillis  
Blake Rice  
Pavlo Castrejon

A handwritten signature in black ink, appearing to be 'Guer' or similar, enclosed in a large, loopy oval shape.

### Girls:

Alayna Hogan  
Alyssa Ayers  
Melanie Sadler

2018-2019  
~~2017-2018~~

Boys  
Upperman High Wrestling Schedule

First Practice Date ..... Oct. 29

<u>DATE</u>	<u>LOCATION</u>	<u>OPPONENT</u>	<u>WEIGH/WRESTLE</u>
11/20	Home	Cumberland CO.	5:00/6:00
11/29	Polk	Polk	Est. 1:00/2:00
12/6	Cookeville	Livingston Cookeville	5:00/5:30
12/18	Hixon	Hixon	
1/3	Cookeville	Warren Co. UPPERMAN LIVINGSTON	5:00/6:00
1/15	Home	Cumberland CO.	5:00/6:00
1/12	Hixon	Super Regions	TBA
1/24	Alcoa	Region Duals	TBA
1/24???	Hixon	Hixon	
1/25	Home	Polk	1:00/2:00
2/9	Alcoa	Region	TBA

DI State Championships ..... Feb. 14-16,

2018-2019  
~~2017-2018~~

Girls

## Upperman High Wrestling Schedule

11/20	Home	Cumberland CO.	5:00/6:00
12/6	Cookeville	Livingston Cookeville	5:00/5:30
1/3	Cookeville	Warren Co. UPPERMAN LIVINGSTON	5:00/6:00
11/29	Polk	Polk	Est. 1:00/2:00
12/6	Cookeville	Livingston Cookeville	5:00/5:30
12/18	Hixon	Hixon	
1/3	Cookeville	Warren Co. UPPERMAN LIVINGSTON	5:00/6:00
1/15	Home	Cumberland CO.	5:00/6:00
1/24???	Hixon	Hixon	
1/25	Home	Polk	1:00/2:00

Regions (MBC By) ..... Feb. 9, 2019  
 State Championships ..... Feb. 15-16, 2019

Class A-AA  
 Region 2  
 Division I

Alcoa High School (Alcoa, TN)  
Brainerd High School (Chattanooga, TN)  
Chattanooga Central High School (Harrison, TN)

Wrestling Roster

2018/2019

A handwritten signature in black ink, appearing to be 'J. West', written in a cursive style.

Caleb West  
Trenton Bilbrey  
Dylon Dobbs  
Hector Leon  
Patrick Lair  
Ty Willette  
Summar poe  
Steven Snyder  
Tyler Whitcomb  
Ryan Leonard  
Nic Fields  
Scarlett Provot  
Trista Benson  
Trinity Mullins  
Trey Montrull  
Tony Defalco  
Taz Summers  
Valerie Snyder  
Caliyah Conner  
Marley Sweathomas



Reid, Sharon <reids2@pcsstn.com>

**FHU MOU**

1 message

**Shawna Northrop** <snorthrop@fhu.edu>  
To: "Reid, Sharon" <reids2@pcsstn.com>

Thu, Aug 15, 2019 at 8:39 AM

Dear Mr. Boyd:

*Consent Agency of the*

The teacher-training program of the College of Education and Behavioral Sciences at Freed-Hardeman University is honored to partner with Putnam County School District in placing student teachers and school-counseling interns. Since your system will provided vital support to our teacher education program, we would like to partner with you.

Enclosed is a copy of a Memoranda of Understanding between Freed-Hardeman University and Putnam County School District, describing the terms of our partnership. Would you please read the document, sign a copy, and return it to me by email to snorthrop@fhu.edu?

If you have any questions, please feel free to contact me at 731-989-6927 or send an email to snorthrop@fhu.edu.

Sincerely,

--  
Shawna Northrop  
Director of Field Experience  
College of Education and Behavioral Sciences  
Freed-Hardeman University  
Henderson, TN 38340



**Memoranda of Understanding Putnam 19 Signed.pdf**  
352K

*[Handwritten signature]*  
**received**  
**08-16-19**

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

This is an agreement concerning placement of student teachers, field experience candidates, and counselors between the School of Education at Freed-Hardeman University and the Putnam County School District.

WHEREAS, Freed-Hardeman University provides educational programs that include opportunities for provisional primary and secondary teacher certification in the State of Tennessee; and

WHEREAS, Student Teachers, field experience candidates and counselors from Freed-Hardeman University are required to complete field experiences and a clinical placement program; and

WHEREAS the Putnam County School District recognizing the importance of providing student teaching and pre-student teaching opportunities to emerging educators and the benefits received for its teachers being able to mentor such educators, desires to provide clinical, pre-student and student teaching experiences.

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

1. Student Teachers will be selected for student teaching, field experiences and clinical experiences as follows:
  - A. Student Teachers must have met all University and State of Tennessee eligibility requirements to engage in student teaching and pre-teaching.
  - B. Placement procedures will be as follows:
    1. The University representative will submit all requests for Student Teacher placement in the school district to the Superintendent's designee.
    2. This includes placement for observation, pre-teaching, practicums and any student teaching experiences. The duration of these experiences will be verified in the letter to the designee.
    3. All requests for any type of placement will be submitted in writing.
      - a. Field experience student requests (all clinical experiences prior to full-day student teaching or counseling internship) will be submitted by email.
      - b. Student teacher (full-day experience) requests will be submitted on the form *Student Teacher Placement Request*.



its procedures, programs, activities, rules and where applicable, its customs and traditions.

- A. Student Teachers may not conduct unsupervised classes.
  - B. Student Teachers may not be used as substitute teachers.
  - C. Student Teachers may not prepare and/or issue student evaluations unless reviewed and approved by the cooperating teacher.
  - D. Student Teachers should observe the same conditions of employment as regular teachers; however, they may not represent themselves as a school district employee.
  - E. Student Teachers must use appropriate channels established by the school for contacting parents or other members of the community. Student Teachers may not confer/consult with parents about their children without supervision.
  - F. Student Teachers may not lead field trips or conduct student activities unless the activities are directly related to competencies in the student's academic discipline.
4. The University representative will coordinate with the school on site visits to meet with the Student Teachers and supervising teachers and observe classrooms where Student Teachers are assigned, and to confer periodically with the cooperating teachers and principals concerning the Student Teachers' progress and evaluation. The University representative will also provide the student teaching handbook to prepare the cooperating teachers for their role as well as provide support throughout the placement.
  5. While participating in the clinical experience, Student Teachers will be subject to applicable policies of the school district and the University. When an issue involving a Student Teacher occurs, the school principal will notify the Superintendent/Superintendent's designee to discuss the concern. The university representative shall be informed of the issue by Superintendent/Superintendent's designee, and included in any decision that involves moving, transferring or terminating a student teacher placement. The school district may immediately remove any Student who poses an immediate threat or danger.
  6. When requested by the Superintendent/Superintendent's designee, the University representative will submit electronic copies of all reports, papers, and/or projects based on the placement in the school district.
  7. Miscellaneous Terms
    - A. The University assures diversity in the field experience placements by ensuring that candidates are placed in a variety of settings.
    - B. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be granted directly to the student teacher cooperating teacher at the


conclusion of each placement. Monetary compensation will be granted for student teacher mentors only.

- C. The University shall be responsible for complying with all requirements of Tennessee Board of Education Rule 0520-02-.04 and all applicable Tennessee Board of Education policies to receive approval to serve as an Educator Preparation Provider (EPP).
- D. The University hereby agrees that it is aware of the provision of Tennessee Code Annotated §49-5-413 requiring the background check and fingerprinting of anyone that works on school grounds at any time when students are present, and prohibiting any person with a history of the criminal offenses cited in the statute from working on a school campus during such times. The University hereby certifies that it has, and will, at all times during the performance of the clinical experience, comply with the provisions of this statute and will provide to the school district proof of its compliance with this provision. A default by the University of the requirements of this Section shall automatically be grounds for termination of this Agreement.
- E. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Genetic Information Nondiscrimination Act (GINA) of 2008, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.
  - a. It is understood that as a part of this Agreement, the school district may disclose to the University confidential and proprietary information relating to the school district's student information and records, and that the information therein should remain confidential, and in compliance with the provisions of the Family Educational Rights and Privacy Act ("FERPA") and Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §01232g; 34 CFR Part 99). Accordingly, the University agrees that all University students and persons employed by the University will keep in strictest confidence all such information relating to school district students. The University shall not communicate said information in any form to any third party without the school district's prior written consent. Upon termination of this

Agreement, the University, students and its employees and agents: (i) will continue to hold all such information in strictest confidence, and (ii) will promptly return to the school district any and all confidential information and documents belonging to the school district (including any copies, extracts, summaries and/or statements of such confidential information which may have been made.).

- b. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- c. It is expressly agreed that the school district will not assume liability for any injury (including death) to any persons or damage to any property arising out of the acts or omissions of the University or any of its agents, students or staff. Additionally, to the maximum extent allowed by applicable law, the University shall be responsible for personal injury or property damage or loss that result from the acts and omissions, including negligence, of its agents, staff or others for whom it is legally responsibly.
- d. The University representative will provide written evidence of professional liability insurance coverage from University students participating in the clinical experience. The minimum amount of coverage per individual shall be \$1,000,000.00. The coverage shall extend through the term of the Student's participation. Evidence of satisfactory insurance coverage shall be provided to the school district prior to the commencement of the services hereunder. Evidence can be shown by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the state of Tennessee. This certificate shall indicate that the contractual liability coverage is in force.

This Memoranda of Understanding is valid from the current date below until ~~July 31,~~ <sup>June 30, 2020</sup> ~~2024~~.

  
\_\_\_\_\_  
Superintendent / Designee  
Putnam County School District

  
\_\_\_\_\_  
Director of Field Experience  
Freed-Hardeman University

8-16-2019  
\_\_\_\_\_  
Date

8/10/19  
\_\_\_\_\_  
Date

tabbles®  
EXHIBIT  
V.F.8.  
09-05-19



# Tennessee School Health Laws

Office of Coordinated School Health

Tennessee Department of Education | August 2018

modified  
08-23-19 *AK*

This document includes laws that are related to Coordinated School Health and has been adapted from:

TENNESSEE CODE ANNOTATED  
© 2018 by The State of Tennessee  
All rights reserved

\*\*\* Current through Chapter 85 of the 2018 Regular Session. The commission may make editorial changes to this version and may relocate or redesignate text. Those changes will appear on Lexis.com and Lexis Advance after the publication of the certified volumes and supplements. Pursuant to T.C.A. sections 1-1-110, 1-1-111, and 1-2-114, the Tennessee Code Commission certifies the final, official version of the Tennessee Code. Until the annual issuance of the certified volumes and supplements, references to the updates made by the most recent legislative session should be to the Public Chapter and not T.C.A. \*\*\*

[www.lexisnexis.com/hottopics/tncode/](http://www.lexisnexis.com/hottopics/tncode/)

# Chapter 6, Part 13: Family Life Curriculum

## ***T.C.A. § 49-6-1301. Part Definitions***

As used in this part, unless the context otherwise requires:

**(1)** "Abstinence" means not participating in any activity that puts an individual at risk for pregnancy or a sexually transmitted disease;

**(2) (A)** "Abstinence-based" or "abstinence-centered" means an approach that promotes sexual risk avoidance, or primary prevention, and teaches vital life skills that empower youth to identify healthy and unhealthy relationships, accurately understand sexually transmitted diseases and contraception, set goals, make healthy life decisions, and build character;

**(B)** Abstinence-centered education is a holistic approach that addresses the physical, social, emotional, psychological, economic and educational consequences of nonmarital sexual activity;

**(3)** "Abstinence-centered curriculum" means that the majority of the content of a curriculum promotes sexual risk avoidance as the primary goal. Supplemental topics in the curriculum, such as healthy relationships and substance abuse, reinforce the goal of primary prevention;

**(4)** "Age-appropriate" means designed to teach concepts, information and skills based on the social, cognitive, emotional and experience level of most students at a particular age level;

**(5)** "Evidence-based approach" means an approach:

**(A)** That has a clear theoretical base that integrates research findings with practical implementation expertise that is relevant to the field;

**(B)** That matches the needs and desired outcomes for the intended audience; and

**(C)** That if implemented well, demonstrates improved outcomes for the intended audience;

**(6)** "Family life education" means an abstinence-centered sex education program that builds a foundation of knowledge and skills relating to character development, human development, decision making, abstinence, contraception and disease prevention;

**(7)** "Gateway sexual activity" means sexual contact, as defined in subdivision (12), that could precipitate engagement in a nonabstinent behavior. A person promotes a gateway sexual activity by encouraging, advocating, urging or condoning gateway sexual activities;

**(8)** "Medically accurate" means information that is grounded in evidence-based, peer-reviewed science and research;

**(9) (A)** "Puberty" means a developmental stage during which the pituitary gland triggers the production of testosterone in boys and the production of estrogen and progesterone in girls;

**(B)** Puberty typically begins in girls between nine (9) and twelve (12) years of age, and in boys between eleven (11) and fourteen (14) years of age;

**(C)** Puberty is the period during which adolescents become capable of reproduction and experience various bodily changes;

**(10)** "Risk avoidance" means an approach that encourages the prevention of participation in risk behaviors as opposed to merely reducing the consequences of those risk behaviors;

**(11)** "Sexual activity" means sexual penetration or sexual contact, or both;

**(12)** "Sexual contact" means sexual contact as defined under § 39-13-501;

**(13)** "Sexual intercourse" means that a male reproductive organ is inserted into any bodily orifice; and

**(14)** "Sexually transmitted disease" (STD) means a disease that is caused by bacteria, virus or parasite that is transmitted from one person to another during sexual contact. A sexually transmitted disease is also referred to as a sexually transmitted infection (STI).

### ***T.C.A. § 49-6-1302. Curriculum for Family Life Education***

**(a) (1)** Beginning with the 1991-1992 school year, if the most recent, annual data maintained by the department of health, state center for health statistics, indicate that pregnancy rates in any county exceeded nineteen and five tenths (19.5) pregnancies per one thousand (1,000) females fifteen (15) through seventeen (17) years of age, then every LEA within the county shall locally devise, adopt, and implement a program of family life education in conformance with the curriculum guidelines established for such programs by this section.

**(2)** Each LEA that offers a program, course or instruction in sex education shall locally develop and adopt a family life curriculum in compliance with the requirements of this part, or shall adopt the family life curriculum adopted by the state board of education.

**(3)** Each LEA shall prescribe policies and procedures for the implementation, evaluation, and periodic review of the family life curriculum.

**(4)** Notwithstanding any other law to the contrary, failure of an LEA to comply with this subsection (a) shall subject the LEA to the withholding of state funds by the commissioner.

**(b)** The state board of education shall adopt a complete family life curriculum suitable for implementation by an LEA that fails to develop, adopt, and implement a local curriculum of family life under subsection (a).

**(c) (1)** Prior to adopting a family life curriculum adopted by the LEA or the state board of education, each LEA shall conduct at least one (1) public hearing, at which time the program shall be explained to members of the public and the public shall have the opportunity to speak and express their opinions and concerns. The LEA shall schedule a public hearing not less than once each September.

**(2)** Each LEA shall undertake appropriate measures, whether in a public hearing or in parent conferences, to ensure and maintain the highest level of community and parental support for family life.

***T.C.A. § 49-6-1303. Assistance in Teaching Family Life***

**(a)** Nothing in this part shall prohibit an LEA from utilizing the services of a qualified healthcare professional or social worker to assist in teaching family life.

**(b)** An LEA shall not utilize the services of any individual or organization to assist in teaching family life if that individual or organization endorses student nonabstinence as an appropriate or acceptable behavior, or if that individual or organization promotes gateway sexual activity.

### **T.C.A. § 49-6-1304. Family Life Instruction**

(a) A family life curriculum shall, to the extent that the topic and the manner of communication is age-appropriate:

(1) Emphatically promote only sexual risk avoidance through abstinence, regardless of a student's current or prior sexual experience;

(2) Encourage sexual health by helping students understand how sexual activity affects the whole person including the physical, social, emotional, psychological, economic and educational consequences of nonmarital sexual activity;

(3) Teach the positive results of avoiding sexual activity, the skills needed to make healthy decisions, the advantages of and skills for student success in pursuing educational and life goals, the components of healthy relationships, and the social science research supporting the benefits of reserving the expression of human sexual activity for marriage;

(4) Provide factually and medically-accurate information;

(5) Teach students how to form pro-social habits that enable students to develop healthy relationships, create strong marriages, and form safe and stable future families;

(6) Encourage students to communicate with a parent, guardian, or other trusted adult about sex or other risk behaviors;

(7) Assist students in learning and practicing refusal skills that will help them resist sexual activity;

(8) Address the benefits of raising children within the context of a marital relationship and the unique challenges that single teen parents encounter in relation to educational, psychological, physical, social, legal, and financial factors;

(9) Discuss the interrelationship between teen sexual activity and exposure to other risk behaviors such as smoking, underage drinking, drug use, criminal activity, dating violence, and sexual aggression;

(10) Educate students on the age of consent, puberty, pregnancy, childbirth, sexually transmitted diseases, including but not limited to HIV/AIDS, and the financial and emotional responsibility of raising a child;

(11) Teach students how to identify and form healthy relationships, and how to identify and avoid unhealthy relationships; and

(12) Notwithstanding § 49-6-1302(a)(1), inform students, in all LEAs, concerning the process of adoption and its benefits. The state board of education, with the assistance of the department of education, shall develop guidelines for appropriate kindergarten through grade twelve (K-12) instruction on adoption, what adoption is, and the benefits of adoption. The guidelines shall be distributed by the department of education to each LEA by the start of the 2015-2016 school year; and

**(13)** Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, in accordance with the declarations and requirements of §§ 37-1-601(a) and 37-1-603(b)(3).

**(b)** Instruction of the family life curriculum shall not:

- (1)** Promote, implicitly or explicitly, any gateway sexual activity or health message that encourages students to experiment with noncoital sexual activity;
- (2)** Provide or distribute materials on school grounds that condone, encourage or promote student sexual activity among unmarried students;
- (3)** Display or conduct demonstrations with devices specifically manufactured for sexual stimulation; or
- (4)** Distribute contraception on school property; provided, however, that medically-accurate information about contraception and condoms may be provided so long as it is presented in a manner consistent with the preceding provisions of this part and clearly informs students that while such methods may reduce the risk of acquiring sexually transmitted diseases or becoming pregnant, only abstinence removes all risk.

***T.C.A. § 49-6-1305. Notification of Parents and Legal Guardians -- Excusing Students from Family Life Instruction***

**(a)** Not less than thirty (30) days prior to commencing instruction of the family life curriculum, each LEA shall notify parents or legal guardians of students whom the LEA anticipates will be present for instruction in sex education that:

**(1)** The LEA is using a family life curriculum that meets the requirements of state law; and

**(2)** The parent or legal guardian shall have the right to examine the grade level instructional materials and confer with the student's instructor, school counselor or principal, as designated by the LEA, regarding any or all portions of family life.

**(b)** A parent or guardian who wishes to excuse a student from any portion of family life shall submit a request, in writing, to the student's instructor, school counselor, or principal. A parent or guardian who wishes to excuse a student from all portions of family life shall submit a request in writing to the student's principal. A student who is excused from any or all portions of family life shall not be penalized for grading purposes if the student satisfactorily performs alternative health lessons.

**T.C.A. § 49-6-1306. Complaint by Parent or Legal Guardian – Cause of Action by Parent or Guardian**

(a) Notwithstanding any other law to the contrary, a parent or legal guardian of a student enrolled in family life may file a complaint with the director of schools if the parent or legal guardian believes that a teacher, instructor, or representative of an organization has not complied with the requirements of this part. The director shall investigate the complaint and report such director's findings, along with any recommendations for disciplinary action, to the local board for further action. The local board shall file, in a timely manner, a report with the commissioner regarding any action or inaction taken. On an annual basis, the commissioner shall transmit those filings to the chair of the education committee of the senate and the chair of the education instruction and programs committee of the house of representatives.

(b) (1) If a student receives instruction by an instructor or organization that promotes gateway sexual activity or demonstrates sexual activity, as prohibited under this part, then the parent or legal guardian shall have a cause of action against that instructor or organization for actual damages plus reasonable attorney's fees and court costs; provided, however, that this subsection (b) shall not apply to:

(A) Instruction provided by teachers employed by the LEA; or

(B) Instruction provided by instructors employed by an LEA-approved organization, or by LEA-approved instructors, that is limited to the detection, intervention, prevention, and treatment of child sexual abuse, including such abuse that may occur in the home, in accordance with §§ 37-1-601(a), 37-1-603(b)(3), and 49-6-1303(b). Any LEA-approved organization, instructor employed by an LEA-approved organization, or LEA-approved instructor who promotes any gateway sexual activity, demonstrates sexual activity, or teaches student nonabstinence as an appropriate or acceptable behavior, as prohibited under this part, shall be subject to a cause of action by a parent or legal guardian pursuant to this subdivision (b)(1).

(2) If the parent or legal guardian is the prevailing party to the action, the court may impose a civil fine in an amount not to exceed five hundred dollars (\$500).

(3) An action brought under this subsection (b) shall be commenced within one (1) year after the alleged violation occurred.

(c) This section shall not apply to instruction by any teacher, instructor, or organization, who, with respect to a course or class otherwise offered in accordance with the requirements of this part, verbally answers in good faith any question, or series of questions, germane and material to the course, asked of the instructor and initiated by a student or students enrolled in the course.

***T.C.A. § 49-6-1307. Instruction of Sexual Education to Comply with Part --  
Scientific Study of Reproductive System Permitted***


Notwithstanding any other law to the contrary, and regardless of the title or designated name of a particular class or course, any instruction in sex education or sexual activity shall comply with the requirements of this part; provided, however, that nothing in this part shall be construed so as to prohibit the scientific study of the sexual reproductive system through coursework in biology, physiology, anatomy, health, or physical education.



**Board Agenda Request**  
**For September 2019 Meeting**

Date: August 22, 2019

Department: CTE

Person Submitting: Jeffrey Slagle 

Account Number (if appropriate):

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of the Dual Enrollment Agreement between Tennessee College of Applied Technology (TCAT)- Livingston and The Putnam County School District; Upperman High School, Monterey High School, and Cookeville High School for the 2019-2020 school year. The qualified programs/courses include: Cosmetology; Health Science Classes; Transportation, Distribution, and Logistics; Information Technology; Building Construction Technology; Welding Technology; Advanced Manufacturing Technology (Robotics) and Industrial Maintenance (Mechatronics).

  
  
08-22-19  
bc

**Dual Enrollment Agreement  
Between  
Tennessee College of Applied Technology - Livingston  
and  
Putnam County Schools  
For 2019 - 2020 Academic Year**

This Agreement, by and between **Tennessee College of Applied Technology - Livingston**, hereinafter referred to as the "Institution or College" and **Putnam County School System**, hereinafter referred to as the "Putnam County School System" is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined in the "SCOPE OF SERVICES."

OVERVIEW

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by the Tennessee College of Applied Technology - Livingston, we, the Institution, do hereby enter into this Agreement to provide eligible high school students the opportunity to earn both TCAT (clock hours) and high school graduation credits simultaneously upon successful completion of qualified course(s). Such agreement is in accordance with Tennessee Board of Regents Policy 2:03:00:00.

Qualified programs/courses are: **Cosmetology; Health Science Classes; Transportation, Distribution, and Logistics; Information Technology; Building Construction Technology; Welding Technology; Advanced Manufacturing Education Technology (Robotics) and Industrial Maintenance (Mechatronics)**, which use the program/course syllabus, including outcomes and requirements, and text and materials approved by the respective College.

Eligible students must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program.

Students may enroll in a specific program/course based on the program/course's specific placement requirements as determined by the College. Enrollment must be in dual enrollment courses that lead to a certificate or diploma.

Students must submit to the College:

- A completed application for admission signed by the student;
- Required signatures from student and parent or legal guardian.

High school students enrolled in the dual enrollment program must maintain a cumulative GPA or numeric grade of at least 80.5 in the College course(s) in order to register for subsequent College course(s). Exceptions must be submitted in writing to the Student Services Office and approved by the Director.

All costs associated with enrollment in college courses shall be the responsibility of the school, student, or his/her parent or legal guardian.

Students may be eligible for the Tennessee Lottery Dual Enrollment Grant and may complete an application online through the Tennessee Student Assistance Corporation (TSAC) within the appropriate time frame.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Tennessee College of Applied Technology - Livingston:

- Is responsible for ensuring qualified faculty or adjunct faculty teach the course(s).
- Will provide a mandatory orientation session on the main campus for all adjunct faculty.
- Reserves the right to schedule an observation of the class by the Director or Director's Designee at any time to ensure that College-level outcomes are met.
- Will conduct periodic performance reviews of all faculty and reserves the right to refuse reappointment of any instructor who does not meet College standards of instruction.
- Will award College credit for each course successfully completed.
- Will adhere to the Board of Education/High School/School System standard operating procedures for the reservation and utilization of school equipment.
- Reserves its right to approve science and computer laboratories and equipment as appropriate and compatible for delivery of a course.
- Will make effort to coordinate course delivery with the needs of the high school.
- Maintains its right to cancel any class with enrollment insufficient to cover expenses.

A.2. The Putnam County School System shall:

- Award high school graduation credit(s) for each college course successfully completed.
- Provide appropriate classroom space and instructional equipment for classes offered on site.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted in the high school during regular school hours.

A.3. The College and the Board of Education/High School/School System shall:

- Designate an individual to provide oversight of details and distribute general program information and necessary forms to students. (TCAT Livingston—Student Services Coordinator)
- Jointly determine the course(s) to be offered, subject to College staffing and scheduling limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant.

AGREEMENT TERM:

B.1. Term. This Agreement shall be effective for the period commencing on July 18, 2019 and ending on May 31, 2020.

B.2. Term Extension. The Institution reserves the right to extend this Agreement for an additional period or periods of time representing increments of no more than one year and a total term of no more than five years, provided that the Institution notifies the Board of Education/High School/School System, in writing, of its intention to do so at least forty-five days prior to the Agreement expiration date. An extension of the term of this Agreement will be affected through an amendment to the Agreement. If any extension of

the Agreement necessitates additional funding, the increase in the College's maximum liability will also be affected through an amendment to the Agreement.

C. FACULTY

C.1. Instructors for the dual enrollment classes shall be subject to the approval of both Parties and will adhere to College policies regarding academic standards and documentation of attendance and grades.

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

D. TERMS AND CONDITIONS:

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

D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.

D.3. Performance. The Institution reserves the right to replace any instructor for non-performance and/or violation of College policies and guidelines.

D.4. Termination. Either party may terminate this Agreement with or without cause for any reason. Either party shall provide the other at least ninety (90) days written notice before the effective termination date. Termination shall not be effective until the end of the academic year then in progress.

D.5. Nondiscrimination. The Board of Education/High School/School System hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of the Board of Education/High School/School System on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law. The Board of Education/High School/School System shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

D.6. State and Federal Compliance. The Board of Education/High School/School System shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and Institution policies and guidelines in the performance of this Contract. The Board of Education/High School/School System agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose. The personally identifiable information may not be disclosed or re-disclosed by either Party to any but the other Party without prior written consent of the student or as otherwise permitted by the Agreement.

D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be

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

D.9. Communications and Contacts.

The Institution:

Dr. Myra West, President  
Tennessee College of Applied Technology – Livingston  
740 Hi Tech Drive, P.O. Box 219  
Livingston, TN 38570  
(931) 823-5525  
Fax: (931) 823-7484

The Putnam County School System:

Mr. Jerry Boyd, Director of Schools  
Putnam County School System  
1400 East Spring Street  
Cookeville, TN 38506  
(931) 526-9777  
Fax: (931) 528-6942

D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The Board of Education/High School/School System is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

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

E. COST

**Cosmetology—Cookeville High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$8,736 for the 2019-2020 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$4,368) and for January through June (\$4,368). Payment will be due in 30 days upon receipt of the invoice.

The Institution (TCAT Livingston) will pay the School (Putnam County Board of Education) \$8,736 to be paid in two installments each of \$4,368 for the use of Putnam County School's Instructor. The two installments shall be for the periods of August through December and January through June, respectively.

**Health Science—Cookeville High School: (2 Instructors)**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$96,160 for the 2019-2020 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$48,080) and for January through June (\$48,080). Payment will be due in 30 days upon receipt of invoice.

In addition, the following cost will be incurred by Health Science Students: CPR Cards, Malpractice Insurance, Certified Nursing Assistant Exams, Student Uniforms, and transportation to clinical sites. Putnam County Schools will incur the cost or upon approval from Putnam County Schools, the TCAT will bill for the cost incurred by the TCAT.

Putnam County Schools will determine if the VSCC Medical Terminology test for credit will be paid for by the school or the student if taken.

**Health Science—Upperman High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$41,300 for the 2019-2020 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$20,650) and for January through June (\$20,650). Payment will be due in 30 days upon receipt of invoice.

In addition, the following cost will be incurred by Health Science Students: CPR Cards, Malpractice Insurance, Certified Nursing Assistant Exams, Student Uniforms, and transportation to clinical sites. Putnam County Schools will incur the cost or upon approval from Putnam County Schools, the TCAT will bill for the cost incurred by the TCAT.

Putnam County Schools will determine if the VSCC Medical Terminology test for credit will be paid for by the school or the student if taken.

**Health Science—Monterey High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$54,860 for the 2019-2020 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$27,430) and for January through June (\$27,430). Payment will be due in 30 days upon receipt of invoice.

In addition, the following cost will be incurred by Health Science Students: CPR Cards, Malpractice Insurance, Certified Nursing Assistant Exams, Student Uniforms, and transportation to clinical sites. Putnam County Schools will incur the cost or upon approval from Putnam County Schools, the TCAT will bill for the cost incurred by the TCAT.

Putnam County Schools will determine if the VSCC Medical Terminology test for credit will be paid for by the school or the student if taken.

**Industrial Maintenance—Mechatronics—Cookeville High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$20,250 for the 2018-2019 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$10,125) and for January through June (\$10,125). Payment will be due in 30 days upon receipt of the invoice.

Certification test for students enrolled in Industrial Maintenance—Mechatronics program of study will be billed as incurred with approval from the Putnam County School System.

**Advanced Manufacturing Education (Robotics)—Cookeville High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$54,860 for the 2018-2019 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$27,430) and for January through June (\$27,430). Payment will be due in 30 days upon receipt of the invoice.

Certification test for students enrolled in Advanced Manufacturing Education (Robotics) program of study will be billed as incurred with approval from the Putnam County School System.

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology-Livingston for one Fanuc Robot at a cost of \$35,000. Once payment is received the equipment will be transferred to Putnam County Board of Education. The cost of any future equipment purchases will be at the discretion and approval of both parties.

**Welding Technology—Cookeville High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$41,300 for the 2018-2019 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August through December (\$20,650) and for January through June (\$20,650). Payment will be due in 30 days upon receipt of the invoice.

Certification test for students enrolled in Welding Technology program of study will be billed as incurred with approval from the Putnam County School System.

**Information Technology—Cookeville High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$41,300 for the 2018-2019 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education in August 2018 for August through December (\$20,650) and January 2019 for January through June (\$20,650). Payment will be due in 30 days.

Certification test for students enrolled in Information Technology program of study will be billed as incurred with approval from the Putnam County School System.

**Transportation and Logistics—Upperman High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$20,250 for the 2018-2019 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education in August 2018 for August through December (\$10,125) and January 2019 for January through June (\$10,125). Payment will be due in 30 days.

**Building Construction Technology—Upperman High School:**

The Putnam County Board of Education agrees to pay the Tennessee College of Applied Technology – Livingston \$10,755 for the 2017-2018 school year. The Tennessee College of Applied Technology – Livingston will invoice the Putnam County Board of Education for August

through December (\$5,378) and for January through June (\$5,377). Payment will be due in 30 days upon receipt of the invoice.

Certification test for students enrolled in the Building Construction Technology program of study will be billed as incurred with approval from the Putnam County School System.

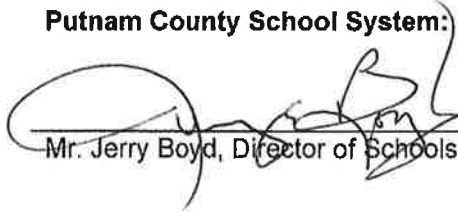
The Institution (TCAT Livingston) will pay the School (Putnam County Board of Education) \$10,755 to be paid in two installments each of \$5,378 for the use of Putnam County School's Instructor. The two installments shall be for the periods of August through December and January through June, respectively.

**F. Evaluation**

Regular TCATL student progress and attendance records will be kept for all high school enrollees. The high school is to provide the TCATL instructors with a grading scale and grade report sheets for recording credit/grades.


IN WITNESS WHEREOF:

**Putnam County School System:**

  
Mr. Jerry Boyd, Director of Schools

8-21-2019  
Date:

**Tennessee College of Applied Technology - Livingston:**

  
Dr. Myra West, President

Date: August 20, 2020

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 141 - GENERAL PURPOSE SCHOOL FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING JUNE 2019**

**EXHIBIT**  
*V.F.10.*  
*09-05-19*

	2018-2019 Budget	Actual Jul-Sept 2018	Actual Oct-Dec 2018	Actual Jan-Mar 2019	Actual Apr-Jun 2019	Total Year to Date
<b>Revenues:</b>						
40000 Local Revenue	32,735,830	2,961,795	11,124,025	12,546,575	6,121,181	32,753,576
41000 Licenses and Permits	5,000	1,482	1,596	950	1,644	5,672
43000 Charges for Current Services	405,037	24,964	64,673	58,487	122,219	270,344
44000 Other Local Revenue	22,700	7,517	35,837	7,052	(23,179)	27,228
46000 State of Tennessee	56,731,368	10,463,989	16,172,077	17,034,711	12,399,675	56,070,452
47000 Federal Thru State	640,522	46,900	382,691	147,863	291,934	869,387
48000 Donations/Other	79,000	12,523	8,378	66,143	19,923	106,967
49000 Other Sources	705,919	130,024	170,963	253,515	319,510	874,012
	<u>91,325,376</u>	<u>13,649,193</u>	<u>27,960,241</u>	<u>30,115,296</u>	<u>19,252,908</u>	<u>90,977,638</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Education	44,859,452	8,602,911	11,227,052	10,924,717	13,902,258	44,656,938
71150 Alternative Education	629,934	108,208	155,472	156,092	201,846	621,618
71200 Special Education	8,953,921	1,553,832	2,207,602	2,263,900	2,825,643	8,850,977
71300 Vocational Education	1,529,944	229,229	348,809	413,325	522,632	1,513,994
71600 Adult Education	687,466	117,755	124,772	127,665	190,948	561,139
72110 Attendance	298,515	113,313	61,282	58,895	57,272	290,763
72120 Health Services	1,013,876	182,226	252,175	262,553	309,749	1,006,703
72130 Other Student Services	2,991,042	463,436	686,768	692,479	961,269	2,803,951
72210 Regular Ed. Support	2,843,521	589,949	738,836	622,473	843,827	2,795,085
72215 Alternative Ed. Support	141,372	30,269	35,296	33,343	36,276	135,183
72220 Special Ed. Support	1,706,275	300,157	409,415	434,580	516,307	1,660,459
72230 Vocational Ed. Support	87,728	21,488	22,731	21,718	21,215	87,152
72250 Technology	1,517,426	247,574	456,940	475,886	308,307	1,488,708
72260 Adult Ed. Support	197,239	39,069	41,735	42,990	57,907	181,701
72310 Board of Education	1,835,253	748,791	410,593	408,037	193,538	1,760,959
72320 Office of the Director	154,664	37,246	40,497	41,919	34,527	154,190
72410 Office of Principal	6,500,079	1,217,054	1,623,763	1,615,985	1,994,789	6,451,591
72510 Fiscal Services	749,580	249,408	155,138	160,282	165,871	730,699
72520 Human Services/Personnel	252,834	63,459	58,060	57,521	57,649	236,689
72610 Operation of Plant	6,849,139	1,602,885	1,651,510	1,667,497	1,831,716	6,753,608
72620 Maintenance of Plant	2,476,760	557,078	533,432	525,887	667,668	2,284,065
72710 Transportation	3,900,441	620,660	775,568	1,287,829	1,132,238	3,816,294
73100 Food Services	502,651	136,868	120,991	121,771	116,091	495,721
73300 Community Services	799,234	65,887	230,019	206,716	261,250	763,872
73400 Early Childhood Education	1,955,324	382,307	460,415	466,003	600,555	1,909,280
76100 Regular Capital Outlay	677,150	679,660	(2,510)	-	-	677,150
99100 Operating Transfers	-	36,952	(1,384)	(9,542)	(26,026)	-
<b>TOTAL</b>	<u>94,110,820</u>	<u>18,997,670</u>	<u>22,824,976</u>	<u>23,080,521</u>	<u>27,785,321</u>	<u>92,688,489</u>

**received**  
*08-22-19*

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 142 - SCHOOL FEDERAL PROJECTS FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING JUNE 2019**

	2018-2019 Budget	Actual Jul-Sept 2018	Actual Oct-Dec 2018	Actual Jan-Mar 2019	Actual Apr-Jun 2019	Total Year to Date
<b>Revenues:</b>						
46000 State of Tennessee	31,200	-	-	-	5,481	5,481
47000 Federal Thru State	8,743,063	1,105,339	2,245,328	1,720,108	2,547,994	7,618,768.61
49000 Other Sources	285,305	58,088	61,294	62,387	64,236	246,004
	<u>9,059,568</u>	<u>1,163,427</u>	<u>2,306,621</u>	<u>1,782,494</u>	<u>2,617,711</u>	<u>7,870,254</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Instruction Program	2,498,614	325,024	616,614	547,229	685,902	2,174,769
71200 Special Education Program	2,669,469	448,674	608,923	615,507	766,690	2,439,793
71300 Vocational Education Program	200,956	62,364	16,485	27,592	83,119	189,561
72130 Other Student Support	72,294	11,000	10,705	12,855	29,205	63,765
72210 Regular Instruction Program	2,061,126	339,512	638,156	280,788	336,773	1,595,230
72220 Special Education Program	426,381	108,364	97,530	95,064	107,354	408,312
72230 Vocational Education Program	-	-	-	-	-	-
72410 Office of the Principal	-	-	-	-	-	-
72710 Transportation	25,484	1,700	4,250	4,038	10,166	20,154
73100 Food Service	2,106	-	-	-	2,106	2,106
73300 Community Services	272,832	14,893	59,309	55,987	54,911	185,100
99100 Operating Transfers	830,305	58,088	61,294	144,421	513,135	776,937
TOTAL	<u>9,059,568</u>	<u>1,369,618</u>	<u>2,113,266</u>	<u>1,783,482</u>	<u>2,589,362</u>	<u>7,855,727</u>

**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 143 - CENTRAL CAFETERIA FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING JUNE 2019**

	<u>2018-2019 Budget</u>	<u>Actual Jul-Sept 2018</u>	<u>Actual Oct-Dec 2018</u>	<u>Actual Jan-Mar 2019</u>	<u>Actual Apr-Jun 2019</u>	<u>Total Year to Date</u>
<b>Revenues:</b>						
43000 Charges for Current Services	1,090,000	201,334	388,310	367,937	390,439	1,348,020
44000 Other Local Revenue	-	2,153	1,962	6,527	4,595	15,237
46500 State of Tennessee	50,000	-	-	49,466	-	49,466
47100 Federal Thru State	6,138,738	666,798	946,368	1,852,833	2,145,231	5,611,229
	<u>7,278,738</u>	<u>870,285</u>	<u>1,336,640</u>	<u>2,276,763</u>	<u>2,540,264</u>	<u>7,023,953</u>
<b>Encumbrances / Expenditures:</b>						
73100 Food Services	6,549,738	1,540,284	1,599,039	1,511,691	1,848,683	6,499,696
99100 Operating Transfers	729,000	130,024	171,243	228,716	180,422	710,405
TOTAL	<u>7,278,738</u>	<u>1,670,308</u>	<u>1,770,282</u>	<u>1,740,407</u>	<u>2,029,105</u>	<u>7,210,101</u>

**PUTNAM COUNTY BOARD OF EDUCATION  
 FUND 146 - EXTENDED SCHOOL PROGRAM FUND  
 QUARTERLY REPORT FOR THE QUARTER ENDING JUNE 2019**

	<u>2018-2019 Budget</u>	<u>Actual Jul-Sept 2018</u>	<u>Actual Oct-Dec 2018</u>	<u>Actual Jan-Mar 2019</u>	<u>Actual Apr-Jun 2019</u>	<u>Total Year to Date</u>
<b>Revenues:</b>						
43000 Charges for Current Services	<u>1,113,038</u>	<u>261,087</u>	<u>259,694</u>	<u>319,559</u>	<u>314,612</u>	<u>1,154,951</u>
	<u>1,113,038</u>	<u>261,087</u>	<u>259,694</u>	<u>319,559</u>	<u>314,612</u>	<u>1,154,951</u>
<b>Encumbrances / Expenditures:</b>						
73300 Community Services	<u>1,113,038</u>	<u>286,860</u>	<u>250,429</u>	<u>278,272</u>	<u>265,003</u>	<u>1,080,564</u>
TOTAL	<u>1,113,038</u>	<u>286,860</u>	<u>250,429</u>	<u>278,272</u>	<u>265,003</u>	<u>1,080,564</u>



# 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


Account Funding Code:

Backup Included

Backup to follow

Approval of the grant contract between State of Tennessee, Department of Human Services and Putnam County School System (PCSS) for the provision of Pre-Employment Transition Services school to work, as submitted.

  
\_\_\_\_\_  
Sheri Roberson, Special Education Supervisor      8/26/19      Date

  
\_\_\_\_\_  
Jerry Boyd, Director of Schools      8/26/2019      Date

  
**received**  
08-26-19  


**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF HUMAN SERVICES  
AND  
PUTNAM COUNTY SCHOOLS**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Human Services, hereinafter referred to as the "State" or the "Grantor State Agency" or "VR" and Grantee Putnam County Schools, hereinafter referred to as the "Grantee," is for the provision of Pre-Employment Transition Services School to Work program, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 39

**A. SCOPE OF SERVICES AND DELIVERABLES:**

A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.2. Definitions:

- a. "Pre-employment Transition Services" ("Pre-ETS") means pre-employment transition services as defined in 34 CFR § 361.5(c)(42) and 34 CFR § 361.48.
- b. "Job Exploration Counseling" means counseling focused job exploration with students with disabilities ages 14-22 and their families deemed eligible for Pre-employment Transition Services. "Job Exploration Counseling" has the meaning assigned herein and is further defined at: <http://www.wintac.org/topic-areas/pre-employment-transition-services>. "Job Exploration Counseling" includes the following:
  - i. Elements of current training and tools uniquely adapted to meet the areas of emphasis related to Pre-ETS;
  - ii. One-on-one or group instruction in a classroom or community setting; and
  - iii. Discussion of a student's vocational interest inventory, in-demand occupations, career pathways, and local labor market information.
- c. "Workplace Readiness Training" means instruction to develop social skills and independent living skills, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, and employer expectations. "Workplace Readiness Training" has the meaning assigned herein and is further defined at: <http://www.wintac.org/topic-areas/pre-employment-transition-services>. "Workplace Readiness Training" includes the following:
  - i. One-on-one or group instruction in a classroom or community setting; and
  - ii. Instruction, as well as opportunities to acquire and apply knowledge.
- d. "Instruction in Self-advocacy" means instruction in rights and responsibilities and how to request accommodations and/or services and supports. "Instruction in Self-advocacy" has the meaning assigned herein and is further defined at: <http://www.wintac.org/topic-areas/pre-employment-transition-services>. "Instruction in Self-advocacy" includes the following:

- i. One-on-one or group instruction in a classroom or community setting;
  - ii. Providing instruction to prepare the students for peer mentoring opportunities with individuals working in the area(s) of interest; and
  - iii. Providing instruction for students in youth leadership activities offered in educational or community settings.
  
- e. "Transition or Post-secondary Education Counseling on Opportunities for Enrollment in Comprehensive Programs at Institutions of Higher Education" means providing information on course offerings, career options, and types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with career fields or pathways. "Transition or Post-secondary Education Counseling on Opportunities for Enrollment in Comprehensive Programs at Institutions of Higher Education" has the meaning assigned herein and is further defined at: <http://www.wintac.org/topic-areas/pre-employment-transition-services>. "Transition or Post-secondary Education Counseling on Opportunities for Enrollment in Comprehensive Programs at Institutions of Higher Education" includes the following:
  - i. One-on-one or group instruction in a classroom or community setting; and
  - ii. Advising students and parents or representatives on academic curricula, college application, and admissions processes, including completing the Free Application for Federal student Aid (FAFSA), and resources that may be used to support individual student success in education and training, which might include disability support services.
  
- f. "Work-based Learning Services" ("WBL") means the interaction of an agency/individual with a private, for profit, public or nonprofit business in the community for the purpose of obtaining permission to allow recipients to participate in workplace activities that will result in an acquisition of work related skills. "Work-based Learning Services" has the meaning assigned herein and is further defined at: <http://www.wintac.org/topic-areas/pre-employment-transition-services/overview/work-based-learning-experiences>. This process may include in-school or after school opportunities, or experience outside the traditional school setting (including internships). In order to be considered a valid job site development experience, the activity must meet all of the following criteria:
  - 1. Provide an opportunity for Recipients to complete work related tasks and learn soft skills appropriate to the workplace;
  - 2. Provide an integrated environment;
  - 3. Provide Recipients an opportunity to develop knowledge and skills that will help them connect school experiences to real-life work activities;
  - 4. Engage, motivate and augment the learning process; and
  - 5. Provide long-term engagement of Recipients and provide a summation of acquired work skills.
  
- g. "Student with a Disability" means an individual with a disability enrolled in a secondary, post-secondary or other recognized education program that is no younger than fourteen (14) years of age and no older than twenty-two (22) years of age. Education programs may include but are not limited to:
  - i. Secondary and post-secondary education programs;
  - ii. Non-traditional or alternative secondary education programs, including home schooling;
  - iii. Post-secondary education programs providing transitional learning or

- iv. similar services, and  
Other recognized educational programs, such as those offered through the juvenile justice system.
  - h. "Recipient" means Students with a Disability who are receiving Pre-employment Transition Services.
  - i. "Instructional Unit" means a unit of measure consisting of at least twenty-five (25) minutes of instruction to a Recipient.
- A.3. The Grantee shall offer all five (5) Pre-employment Transition Service activities for Students with Disabilities in accordance with the Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 422, and Code of Federal Regulations, Title 34, Part 361, as amended. The Grantee shall contact their local Pre-ETS Specialist to coordinate the following Pre-ETS services:
- a. Job Exploration Counseling;
  - b. Work-based Learning Services;
  - c. Workplace readiness training to develop social skills and independent living;
  - d. Instruction in Self-advocacy; and
  - e. Transition or Post-secondary Education Counseling on Opportunities for Enrollment in Comprehensive Programs at Institutions of Higher Education.
- A.4. Grantee shall provide Zero (0) Transition Case Manager(s), Zero (0) Transition Coach(s), and One (1) Workplace Readiness Specialist(s) staff to provide Pre-ETS as outlined in Section A.3. above. A job description will be developed for each position requested through the Grant. VR will provide the Grantee with suggested job duties and responsibilities.
- A.5. The Grantee shall provide VR-accessible office facilities for the staff, applicants and eligible students which makes reasonable efforts to accommodate individuals with disabilities, in compliance with state and federal law, including, but not limited to, the Americans with Disabilities Act.
- A.6. The Grantee shall only provide Pre-ETS to Students with a Disability, ages 14-22, to the concept of employment, including: Job Exploration Counseling, Work-Based Learning Experiences, Workplace Readiness Activities, Self-Advocacy Training, and Counseling on Post-Secondary Education Enrollment and Training Experiences as described in A.4. above.
- A.7. The Grantee's performance of this Grant Contract shall not supplant or replace any transition activities that the Grantee already performs. The Grantee's performance of this Grant Contract shall not replace the performance of any school personnel's regular duties.
- a. With regard to any Student with a Disability that is under eighteen (18) years of age, the Grantee shall obtain written permission from the individual's parents prior to beginning Pre-ETS. After the Grantee receives parental permission, the Grantee shall provide permission documents and proof of disability to the local VR office.
  - b. The Grantee shall provide to VR monthly timesheets, monthly fiscal and program reports of its activities, including demographic information about the individuals served and the services provided. The monthly fiscal and program reports shall include, at a minimum, the following:
    - i. Name of the client/Student with a Disability;
    - ii. Specific services and/or activities provided to each Student with a Disability;

- iii. Number of service hours and/or activities provided;
- iv. Name and location of school where each client/Student with a Disability is registered, and
- v. Name of each grant-funded staff member who provided direct Pre-ETS services to the Students with a Disability listed on the report

The Grantee shall submit the monthly fiscal and program reports in a format approved by the State to include MS Excel, MS Word, or Adobe PDF. The Grantee shall submit monthly fiscal and program reports to the invoicing email identified in Section C.5.

- c. The Grantee shall refer any regular education or special education Student with a Disability who is in need of more intensive or individualized services to the VR counselor. These referrals shall include those students with Individualized Education Plans (IEP), 504 plans, and serious health conditions, in accordance with the appropriate parental/guardian or age-appropriate student's consent. A referral shall be considered an applicant who has completed and signed a VR application form or has otherwise requested services. The Grantee shall provide Recipients information about VR services throughout the provision of Pre-ETS services. Recipients who need VR services may be referred to VR at the beginning of the individual's junior year in high school.
- d. For VR applicants and Pre-ETS recipients, the Grantee shall give VR staff access to school records and assessment reports, in accordance with the Family, Educational Rights and Privacy Act (FERPA) and with parental/guardian or age-appropriate student's consent, as required to meet federal and other documentation and reporting requirements.

A.8. The Grantee may provide Pre-ETS through the following means, among others:

- a. Summer workshops: TN VR Successful Employment Empowerment Kickoff Initiative ("SEEK Initiative");
- b. Parent/Teacher/Student Information Nights; and
- c. Job clubs (i.e., group meetings for the purpose of gaining information about career opportunities and becoming prepared to enter employment).

A.9. The Grantee shall perform this Grant Contract consistent with VR's current approved DRS State Plan as required by Rehabilitation Act of 1973; 34 CFR 361.28(a)(4), as amended. In the event of a performance deficiency, the State may direct the Grantee in writing to provide a corrective action plan. The Grantee shall prepare and submit to the State a written Corrective Action Plan no later than fifteen (15) business days after the date of the State's notice of deficiency. Upon the State's approval of the corrective action plan, the Grantee shall carry out the measures described in the corrective action plan no later than twenty (20) days after the State's approval of the corrective action plan.

A.10. At no additional cost to the State, throughout the Term the Grantee shall comply with 2019 Tennessee Laws Pub. Ch. 71, any rules the State may promulgate pursuant to the same, and any written directive the State issues to the Grantee pertaining to background checks.

A.11. Maintenance of Effort: The Grantee shall pay to the State the 21.3% non-federal share for the maintenance of effort in order to secure the assignment of the job positions and the grant funds identified in the Attachment A. The non-federal share of the subtotal cost is 21.3%, and the remaining 78.7% of the Grand total cost is federally funded.

- A.12. The Parties to this Grant Contract agree that Putnam County Schools System shall serve as the fiscal agent for the purpose of this contract.

**B. TERM OF CONTRACT:**

This Grant Contract shall be effective for the period beginning on October 1, 2019 ("Effective Date") and ending on September 30, 2020, ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Twenty Seven Thousand One Hundred Thirty Five Dollars and Seventy Six Cents (\$27,135.76) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment A is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

[https://stateoftennessee.formstack.com/forms/preemployment\\_transition\\_service\\_invoice](https://stateoftennessee.formstack.com/forms/preemployment_transition_service_invoice)

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
  - (2) Invoice Date.
  - (3) Invoice Period (to which the reimbursement request is applicable).
  - (4) Grant Contract Number (assigned by the State).
  - (5) Grantor: Department of Human Services.
  - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
  - (7) Grantee Name.
  - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
  - (9) Grantee Remittance Address.
  - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
  - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:

- i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
    - ii. The amount reimbursed by Grant Budget line-item to date.
    - iii. The total amount reimbursed under the Grant Contract to date.
    - iv. The total amount requested (all line-items) for the Invoice Period.
  - b. The Grantee understands and agrees to all of the following.
    - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
    - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
    - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
    - (4) An invoice under this Grant Contract shall be presented to the State within thirty (30) days after the end of the calendar month in which the subject costs were incurred or services were rendered by the Grantee. An invoice submitted more than thirty (30) days after such date will NOT be paid. The State will not deem such Grantee costs to be allowable and reimbursable by the State unless, at the sole discretion of the State, the failure to submit a timely invoice is warranted. The Grantee shall submit a special, written request for reimbursement with any such untimely invoice. The request must detail the reason the invoice is untimely as well as the Grantee's plan for submitting future invoices as required, and it must be signed by a Grantee agent that would be authorized to sign this Grant Contract.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date, in form and substance acceptable to the State.
  - a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
  - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.

- c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.
  - d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
  - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into

of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Valerie Caldwell-Buford, Grants and Contracts Program Coordinator  
Department of Human Services Division of Rehabilitation Services  
505 Deaderick Street, 15<sup>th</sup> Floor  
Nashville, TN 37243-1403  
[valerie.caldwell-buford@tn.gov](mailto:valerie.caldwell-buford@tn.gov)  
Telephone # (615) 253-3968  
FAX # (615) 741-6508

The Grantee:

Sheri Roberson, Supervisor of Special Education  
Putnam County Schools  
1400 East Spring Street  
Cookeville, TN 38506  
[robersons2@pcsstn.com](mailto:robersons2@pcsstn.com)  
Telephone # 931-526-9777

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

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

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to

the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
  - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
  - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.

D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.

D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For

grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency and the Department of Finance and Administration ("F&A"). Send electronic copies of annual and final reports to F&A at [fa.audit@tn.gov](mailto:fa.audit@tn.gov). At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.

- D.19. Audit Report. The Grantee shall be audited in accordance with applicable Tennessee law.

If the Grantee is subject to an audit under this provision, then the Grantee shall complete Attachment B.

When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any

lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.

- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee

agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.

- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information,

regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law. The obligations set forth in this Section shall survive the termination of this Grant Contract.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.
- E.2. Family Educational Rights and Privacy Act & Tennessee Data Accessibility, Transparency and Accountability Act. The Grantee shall comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and its accompanying regulations (34 C.F.R. § 99) ("FERPA"). The Grantee warrants that the Grantee is familiar with FERPA requirements and that it will comply with these requirements in the performance of its duties under this Grant Contract. The Grantee agrees to cooperate with the State, as required by FERPA, in the performance of its duties under this Grant Contract. The Grantee agrees to maintain the confidentiality of all education records and student information. The Grantee shall only use such records and information for the exclusive purpose of performing its duties under this Grant Contract. The obligations set forth in this Section shall survive the termination of this Grant Contract.

The Grantee shall also comply with Tenn. Code Ann. § 49-1-701, *et seq.*, known as the "Data Accessibility, Transparency and Accountability Act," and any accompanying administrative rules or regulations (collectively "DATAA"). The Grantee agrees to maintain the confidentiality of all records containing student and de-identified data, as this term is defined in DATAA, in any databases, to which the State has granted the Grantee access, and to only use such data for the exclusive purpose of performing its duties under this Grant Contract.

Any instances of unauthorized disclosure of data containing personally identifiable information in violation of FERPA or DATAA that come to the attention of the Grantee shall be reported to the State within twenty-four (24) hours.

- E.3. Printing Authorization. The Grantee agrees that no publication coming within the jurisdiction of Tenn. Code Ann. § 12-7-101, *et seq.*, shall be printed pursuant to this Grant Contract unless a printing authorization number has been obtained and affixed as required by Tenn. Code Ann. § 12-7-103(d).
- E.4. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.5. Personally Identifiable Information. While performing its obligations under this Grant Contract, Grantee may have access to Personally Identifiable Information held by the State ("PII"). For the

purposes of this Grant Contract, "PII" includes "Nonpublic Personal Information" as that term is defined in Title V of the Gramm-Leach-Bliley Act of 1999 or any successor federal statute, and the rules and regulations thereunder, all as may be amended or supplemented from time to time ("GLBA") and personally identifiable information and other data protected under any other applicable laws, rule or regulation of any jurisdiction relating to disclosure or use of personal information ("Privacy Laws"). Grantee agrees it shall not do or omit to do anything which would cause the State to be in breach of any Privacy Laws. Grantee shall, and shall cause its employees, agents and representatives to: (i) keep PII confidential and may use and disclose PII only as necessary to carry out those specific aspects of the purpose for which the PII was disclosed to Grantee and in accordance with this Grant Contract, GLBA and Privacy Laws; and (ii) implement and maintain appropriate technical and organizational measures regarding information security to: (A) ensure the security and confidentiality of PII; (B) protect against any threats or hazards to the security or integrity of PII; and (C) prevent unauthorized access to or use of PII. Grantee shall immediately notify State: (1) of any disclosure or use of any PII by Grantee or any of its employees, agents and representatives in breach of this Grant Contract; and (2) of any disclosure of any PII to Grantee or its employees, agents and representatives where the purpose of such disclosure is not known to Grantee or its employees, agents and representatives. The State reserves the right to review Grantee's policies and procedures used to maintain the security and confidentiality of PII and Grantee shall, and cause its employees, agents and representatives to, comply with all reasonable requests or directions from the State to enable the State to verify or ensure that Grantee is in full compliance with its obligations under this Grant Contract in relation to PII. Upon termination or expiration of the Grant Contract or at the State's direction at any time in its sole discretion, whichever is earlier, Grantee shall immediately return to the State any and all PII which it has received under this Grant Contract and shall destroy all records of such PII.

The Grantee shall report to the State any instances of unauthorized access to or potential disclosure of PII in the custody or control of Grantee ("Unauthorized Disclosure") that come to the Grantee's attention. Any such report shall be made by the Grantee within twenty-four (24) hours after the Unauthorized Disclosure has come to the attention of the Grantee. Grantee shall take all necessary measures to halt any further Unauthorized Disclosures. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals whose PII was affected by the Unauthorized Disclosure. The Grantee shall bear the cost of notification to all individuals affected by the Unauthorized Disclosure, including individual letters and public notice. The remedies set forth in this Section are not exclusive and are in addition to any claims or remedies available to this State under this Grant Contract or otherwise available at law. The obligations set forth in this Section shall survive the termination of this Grant Contract.

E.6. Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
  - (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:

- i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
- ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.

- (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):
  - i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.
- c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
- d. The Grantee will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this Grant Contract. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be

obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

E.7. Transfer of Grantee's Obligations.

The Grantee shall not transfer or restructure its operations related to this Grant Contract without the prior written approval of the State. The Grantee shall immediately notify the State in writing of a proposed transfer or restructuring of its operations related to this Grant Contract. The State reserves the right to request additional information or impose additional terms and conditions before approving a proposed transfer or restructuring.

- E.8. Disaster Recovery/Continuity of Operations Plan. The Grantee acknowledges and represents to the State that it has implemented a disaster recovery/continuity of operations plan that may be executed in the event of a natural disaster or man-made disaster. Said plan shall be made available to the State upon request.

**IN WITNESS WHEREOF,**

**PUTNAM COUNTY SCHOOLS:**

---

**GRANTEE SIGNATURE**

**DATE**

---

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

**DEPARTMENT OF HUMAN SERVICES:**

---

**DANIELLE W. BARNES, COMMISSIONER**

**DATE**

**Parent Child Information**

***The Grantee should complete this form and submit it with the Grant Contract. The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year.***

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number: 39

Is Putnam County Schools a parent?            Yes             No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is Putnam County Schools a child?            Yes             No

If yes, complete the fields below.

Parent entity's name: \_\_\_\_\_

Parent entity's tax identification number: \_\_\_\_\_

**Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:**

Central Procurement Office, Grants Program Manager  
3<sup>rd</sup> Floor, WRS Tennessee Tower  
312 Rosa L Parks Avenue  
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent entity's Edison Vendor ID number, if applicable: \_\_\_\_\_

**ATTACHMENT A  
GRANT BUDGET  
(GRANT BUDGET PAGE 1)**

<b>GRANTEE:</b>		<b>Putnam County Schools</b>	
<b>PROGRAM AREA:</b>		<b>SCHOOL TO WORK PROGRAM</b>	
The grant budget line-item amounts below shall be applicable to expenses incurred during the following Applicable Period:			
<b>BEGINNING:</b>		<b>October 1, 2019</b>	<b>ENDING:</b>
			<b>September 30, 2020</b>
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>		<b>GRANT CONTRACT</b>
1	Salaries <sup>2</sup>		<b>\$24,975.00</b>
2	Benefits & Taxes <sup>2</sup>		<b>\$9,505.00</b>
4, 15	Professional Fees, Grant & Awards <sup>2</sup>		<b>\$0.00</b>
5	Supplies <sup>2</sup>		<b>\$0.00</b>
6	Telephone <sup>2</sup>		<b>\$0.00</b>
7	Postage & Shipping <sup>2</sup>		<b>\$0.00</b>
8	Occupancy		<b>\$0.00</b>
9	Equipment Rental & Maintenance <sup>2</sup>		<b>\$0.00</b>
10	Printing & Publications <sup>2</sup>		<b>\$0.00</b>
11, 12	Travel / Conferences & Meetings <sup>2</sup>		<b>\$0.00</b>
13	Interest <sup>2</sup>		<b>\$0.00</b>
14	Insurance		<b>\$0.00</b>
16	Specific Assistance to Individuals		<b>\$0.00</b>
17	Depreciation <sup>2</sup>		<b>\$0.00</b>
18	Other Non-Personnel <sup>2</sup>		<b>\$0.00</b>
20	Capital Purchase <sup>2</sup>		<b>\$0.00</b>
22	Indirect Cost		<b>\$0.00</b>
24	In-Kind Expense		<b>\$0.00</b>
25	<b>SUB TOTAL</b>		<b>\$34,480.00</b>
26	LESS Maintenance of Effort (MOE) Monthly Deductions only, if applicable		<b>\$7,344.24</b>
27	<b>GRAND TOTAL</b>		<b>\$27,135.76</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies*, Appendix A. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy03.pdf>)

<sup>2</sup> Applicable detail follows this page if line-item is funded.

ATTACHMENT A (continued)  
GRANT BUDGET LINE-ITEM DETAIL  
(GRANT BUDGET PAGE 2)

[SALARIES]	AMOUNT
Workplace Readiness Specialist - Doris Elem (FTE)	\$24,975.00
TOTAL	\$24,975.00

[BENEFITS & TAXES]	AMOUNT
Social Security, State Retirement, Life Insurance , Medical Insurance, Dental Insurance , Unemployment Compensation, Employer Medicare Liability	\$9,505.00
TOTAL	\$9,505.00

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST



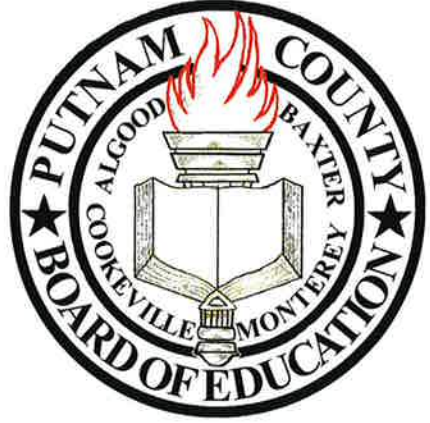
Date: August 26, 2019

Department: Technology

Person Submitting: Johnny Sloan

Account Number (if appropriate) note below

[Empty rectangular box for account number]



Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to participate in the TDoE Tennessee Education Broadband Consortium ("TEBC") contracts for the next FIVE (5) E-rate funding years (FY 2020/2021 – 2024/2025).

NOTES:

[Empty rectangular box for notes]

received  
08-28-19  
[Signature]

delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries (E-rate) Program.

- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to The Tennessee Education Broadband Consortium for E-rate submission is true.

**Name of Entity:** Putnam County School System

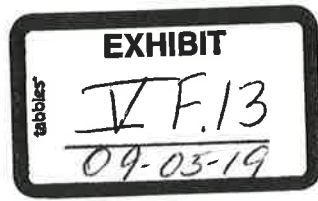
**E-Rate Billed Entity Number** 128509

**Signature:** 

**Date:** 8/28/2014 (Month, Day, Year)

**Name:** Mr. Jerry S. Boyd

**Title:** Director of Schools



# 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

Account Funding Code:

Backup Included

Backup to follow

Approval of the agreement between Putnam County Board of Education and Stellar Therapy Services, LLC- Chattanooga, Tennessee for the 2019-2020 school year to provide speech therapy services for student's with disabilities.

*Sheri Roberson* 9/3/19  
Sheri Roberson, Special Education Supervisor Date

\_\_\_\_\_  
Jerry Boyd, Director of Schools Date

*[Handwritten signature]*  
**received**  
09-03-19  
*[Handwritten initials]*

# *Stellar Therapy Services, LLC*

6172 Airways Blvd. Ste. 122, Chattanooga, TN 37421

## **THERAPY SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into as of the day of \_\_\_\_\_, by and between **Putnam County Schools** (hereinafter referred to as "School") and Stellar Therapy Services, LLC (hereinafter referred to as "Contractor").

**WHEREAS**, School is a local board of education of the State of Tennessee which, when required, provides therapy services; and

**WHEREAS**, Contractor is engaged in the business of providing therapy workers; and

**WHEREAS**, School desired to engage Contractor for the purpose of providing certain therapy and other services in accordance with the terms set forth in this Agreement; and

**WHEREAS**, it is the intent of the parties hereto that Contractor provide the Services as an independent contractor and not as an employee of Board.

**NOW, THEREFORE**, for good and valuable consideration, receipt of which is hereby acknowledged, it is agreed:

1. **Term.** The term of this Agreement shall be for an initial period of one (1) year from the effective date hereof, with automatic renewals at the end of the current period for additional periods of one (1) year, unless it is canceled by either party by advance written notice to the other party at least thirty (30) days prior to the end of the current one (1) year period, or is otherwise terminated under the terms and conditions of this Agreement. Notwithstanding the foregoing after the first one (1) year period during the term of this Agreement, this Agreement may be terminated at any time by either party without penalty upon sixty (60) days' advance written notice to the other party.
2. **Services of Contractor. Qualifications. Recruiting.**
  - (a) Contractor shall provide the Services at the place(s) of business operated or controlled by the School. Services provided pursuant to this Agreement are listed in Section 4 of this Agreement.
  - (b) Contractor represents and warrants that s/he possesses all licenses and qualifications necessary to perform the Services, and agrees to maintain (at his/her expense) such licenses and qualifications, and to practice conduct in accordance with the professional

Code of Ethics of ASHA and all relevant rules and regulations applying to the performance of the Services throughout the term of this Agreement.

- (c) School is prohibited from hiring, causing to be hired, or contracting with in any capacity any person associated with the Contractor without the expressed written consent of the Contractor for a period of one year from the termination of this Agreement or the termination of working relationship of said person with Contractor.
- (d) Should the School obtain the consent of the Contractor and hire a person referred by the Contractor, a recruiting fee is owed. Rates for recruiting services are 20% of the annual salary, inclusive of any sign-on bonuses, due within thirty (30) days from date of acceptance of employment offer by prospective employee. This provision shall not apply to a person hired by School after the periods referred to in (c) above.

**3. Scheduling and Cancellations.**

- (a) Subject to the terms of this Agreement, the time of performance of the Services shall be as mutually agreed upon by Contractor and School in the form of a reservation with the Contractor's scheduling department by the School's Representative(s). A reservation request from the School may be verbal or written and will be confirmed either by verbal or written agreement by the Contractor.

**4. Compensation.**

- (a) In consideration for the Services, School agrees to pay Contractor as listed below during which Contractor provides the Services pursuant to this Agreement. The foregoing amounts shall be paid as soon as practical following Contractor's performance of such Services, but not later than twenty (20) days following the date School receives from the Contractor an invoice of Services. A late fee of 5% per month will be charged for payments received more than twenty (20) days after School's receipt of invoice.

Speech/Language Pathologist	\$62/hour
Speech/Language Pathologist Clinical Fellow	\$52/hour
Speech/Language Pathologist Assistant	\$45/hour
Mileage between schools in same day	\$.45/mile

The Hourly Rate will be charged for all direct and indirect time required to provide therapy services, including student visits, documentation, meetings, education or

training, travel between schools, and any other services requested by the School or required as necessary for providing services. There is no minimum hourly requirement in this contract; the School will be invoiced based on actual hours worked.

- (b) For purposes of this Agreement, the term "visit" shall mean on-site clinical services delivered to a patient.

**4. Professional Liability Insurance and Indemnification.**

- (a) During the term of this Agreement, Contractor shall maintain professional liability insurance in amounts not less than \$1,000,000 per occurrence, \$3,000,000 annual aggregate. Contractor agrees to provide satisfactory evidence of such insurance coverage to School upon written request and to notify it at least thirty (30) days prior to any change in, or cessation of, such insurance coverage. During the initial term of this Agreement or any extension hereof, Contractor will add School by endorsement as an additional insured under Contractor's policy of insurance.

**5. Expenses.**

- (a) Contractor agrees that any and all expenses that may be incurred by Contractor, other than those described on the attached Rate Sheet, shall be the sole and exclusive obligation of Contractor.

**6. Acknowledgments.**

- (a) Contractor and School acknowledge and agree that Contractor will act as an independent contractor in the performance of the Services, and that this Agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between School and Contractor. In that regard, while Contractor is subject to general terms and conditions in connection with the performance of the Services, Contractor and School acknowledge that Contractor shall, at all times, exercise independent discretion and control over the performance of the Services.
- (b) Contractor and School acknowledge and agree that they have had a sufficient opportunity to review the term of this Agreement.
- (c) Contractor further acknowledges and agrees that in executing this Agreement s/he is not relying nor has s/he relied upon any other representation or statement made by School or by any of School's officers, employees or agents with regard to the subject matter hereof.

Contractor has carefully read and fully understands all of the provisions of this Agreement and is voluntarily entering into this Agreement.

**7. Tax Liabilities.**

- (a) All taxes applicable to any amounts paid by School to Contractor under this Agreement shall be Contractor's liability and School shall not withhold or pay any amounts for federal, state or municipal income tax, Social Security taxes, or unemployment or worker's compensation taxes. Contractor hereby acknowledges his/her personal liability for the tax imposed by the Internal Revenue Code of 1986, and the payment, when applicable, of estimated quarterly taxes and the filing, when applicable, of quarterly Internal Revenue Service forms for the declaration of estimated tax by individuals. Upon request by School, Contractor agrees that he will provide documentation evidencing compliance with all applicable federal, state and municipal tax laws, rules and regulations.

**8. Preservation of Records.**

- (a) Contractor and School agree that they shall cause to be maintained for at least seven (7) years after the furnishing of any medical services pursuant to this Agreement and shall, upon written request, make available to the Secretary of the Department of Health and Human Services (the "Secretary" or the Secretary's duly authorized representatives), the Comptroller General of the United States (the "Comptroller General" or the Comptroller General's duly authorized representatives), such books, documents or records as may be necessary to certify the nature and extent of the cost of any services rendered pursuant to this Agreement. All such books, documents and records shall be subject at all times to all applicable legal requirements, including, without limitations, such criteria and procedures for seeking and obtaining access as may be required in regulations promulgated by the Secretary.

**9. Confidentiality.**

- (a) Contractor and School agree to keep the terms of this Agreement confidential. Contractor and School each agree that such terms will not be disclosed in any manner whatsoever, in whole or in part, by Contractor, School or their respective agents, representatives, or employees without the prior written consent of the other party to this Agreement, unless such disclosure is required by law. School is subject to the Tennessee Open Records Act, as amended. Moreover, Contractor and School agree to disclose the

terms of this Agreement only to their respective agents, representatives and employees who need to know of such terms and who agree to be bound by such terms. In any event, Contractor and School shall be responsible for any breach of this Agreement by their respective agents, representatives or employees.

**10. Notices.**

- (a) Any notice or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by telecopy or by registered or certified mail, postage prepaid, addressed as set forth under each parties signature to this Agreement. Such notice or communication shall be deemed to have been given as of the date so delivered or mailed.

**11. Governing Law.**

- (a) This Agreement is made and entered into the State of Tennessee and shall in all respects be interpreted, enforced, and governed under the laws of the state of Tennessee.

**12. Severability.**

- (a) Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

**13. Entire Agreement.**

- (a) This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof. It is agreed that this Agreement may be modified only by written agreement, executed by both parties.

**14. Assignment.**

- (a) Contractor shall not assign this Agreement to any other party or parties without the prior written consent of School.

**15. Headings.**

- (a) The headings inserted in this Agreement are for convenience only and are not intended

Putnam County Schools/Stellar Therapy

to, and shall not be construed to, limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

**16. Counterparts.**

- (a) This Agreement may be executed in two counterparts, both of which shall constitute an original.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement this the \_\_\_\_ day of \_\_\_\_\_, to be effective on the day and year first above written.

SCHOOL: Putnam County Schools.

CONTRACTOR: Stellar Therapy Services

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

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

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

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



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

Date \_\_\_\_\_ 9/5/19  
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 accept the proposal from Maffet Loftis Engineering, LLC to provide professional engineering services related to the Boiler Replacement at Algood Middle School in the amount of \$11,795 to be paid from funds appropriated by the County Commission from the Putnam County Capital Projects Fund in the FY20 budget.

  
9-3-2019



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

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August 26, 2019

John Magura, Maintenance Supervisor  
Putnam County Schools  
1400 East Spring Street  
Cookeville, Tennessee 38506

Re: Boiler Replacement at Algood Middle School

Dear John,

Thank you for the opportunity to provide the following Mechanical and Electrical Design Services proposal for the above referenced project.

The following represents my understanding of the project work scope:  
Replace the existing Hot Water Boilers at Algood Middle School (AMS)

Budget: \$225,000

Work Scope:

- Replace three existing 2.00 MBtuh condensing boilers
  - with two new 3.00 MBtuh condensing boilers
- Piping reconfigurations as required for new boilers
- Controls upgrades as required for new boilers
  - None thought to be required

Schedule: Have boiler operational as soon as practical

The designs are estimated to be presented in the following documents:

- 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. Notes and Schedules Sheets
  - c. Mechanical and Electrical Plans as needed

Our services include:

- 1) Stamped Plans consisting of 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
- 5) Study Items:
  - a. Existing boilers are not spaced for clearance per today's code
    - i. Relocations shall be considered for compliance

Not included in this proposal, but can be added as additional service if desired

- 1) System upgrades or renovations beyond equipment replacements noted
  - a. Building Electrical Service Upgrades if required
  - b. Building Structural Upgrades if required
- 2) Construction observations other than those listed above
- 3) Construction Cost Estimating

Information needed to begin project:

- 1) Architectural Background CAD Floor Plans of the associated areas:
  - o AMS – Maffett Loftis will generate simple footprint as needed
- 2) Maffett Loftis will need extensive access to the facility and permission to take photos of existing conditions during the design phase.

Our fee for the design services outlined above and per the standard terms and conditions listed below: **\$11,795.00**

### Standard Terms and 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.

Standard Hourly Rates, listed below, shall apply to requested efforts beyond the scope outlined in the project proposal.

Engineer: \$125.00  
 Designer: \$75.00  
 Draftsman: \$50.00

Limit of Liability: Maffett Loftis Engineering's liability is limited to the total amount of fees received.

If there is anything in this proposal that does not adequately represent the project or Maffett Loftis Engineering's services, please let me know and adjustments can be made as necessary. If you are in agreement with this proposal, and wish for Maffett Loftis Engineering to proceed, please mail back to me a signed copy. Once again, thank you for the opportunity. We look forward to working with you.

Regards,



Brian D. Maffett PE  
Maffett Loftis Engineering, LLC

Approved:

Date:

John Magura  
Putnam County Schools

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b style="color: red; text-align: center;">Alcohol &amp; Drugs in the Workplace</b>	Descriptor Code:  <b style="text-align: center;">1.804</b>	Issued Date:  <b style="text-align: center;">09/05/19</b>
		Rescinds:  <b style="text-align: center;">1.804</b>	Issued:  <b style="text-align: center;">10/07/10</b>

1 **General**

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including  
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district  
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other  
8 school-approved vehicle used to transport students to and from school or school activities; and off-  
9 school property during any school-sponsored or school approved activity, event or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,  
11 marijuana, or any other controlled substance as defined by federal law.<sup>2</sup>

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,  
13 derivative, analogous, or “look-alike” substances that are manufactured, designed or intended to  
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner  
15 for which they were not intended or prescribed including, but not limited to, the use of prescription  
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of  
17 physical or mental capacity that is threatening to the health or safety of the employee or others.<sup>3</sup>

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer and any liquid containing  
19 alcohol as defined by state and federal law.<sup>4</sup>

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,  
22 use or be under the influence of any illegal or unauthorized drugs<sup>5</sup> or any alcohol.<sup>5</sup>

23

**received**  
08-19-19

Recommended as submitted

[Signature]

8-19-2019

Anjel Knight 8-19-19

09-05-19

Monitoring: Review: <b>Annually, in August</b>	Descriptor Term: <b>Alcohol &amp; Drugs in the Workplace</b>	Descriptor Code: <b>1.804</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including  
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district  
5 employees.

6 **DEFINITIONS**

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8 school-approved vehicle used to transport students to and from school or school activities; and off-  
9 school property during any school-sponsored or school approved activity, event, or function.

10 "Illegal drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,  
11 marijuana, or any other controlled substance as defined by federal law.<sup>2</sup>

12 "Unauthorized drugs" shall include, but are not limited to, inhalants; any designer, synthetic,  
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to  
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner  
15 for which they were not intended or prescribed including, but not limited to, the use of prescription  
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of  
17 physical or mental capacity that is threatening to the health or safety of the employee or others.<sup>3</sup>

18 "Alcohol" shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid  
19 containing alcohol as defined by state and federal law.<sup>4</sup>

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,  
22 use, or be under the influence of any illegal or unauthorized drugs<sup>1</sup> or any alcohol.<sup>5</sup>

Recommend complete rewrite as  
Submitted by TSBA  
Ange Knight 8/15/19

Received  
08-15-19  
JL

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**Legal References**

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

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**Cross References**

Supervision 5.108  
Drug & Alcohol Testing for Employees 5.403  
Drug-Free Schools 6.307

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Drug-Free Workplace</b>	Descriptor Code: <b>1.804</b>	Issued Date: <b>10/07/10</b>
		Rescinds: <b>1.804</b>	Issued: <b>12/03/01</b>

1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace  
2 any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled  
3 substance, as defined in federal law.<sup>1</sup> "Workplace" shall include any school building or any school  
4 premise; any school-owned or any other school-approved vehicle used to transport students to and from  
5 school or school activities; and off-school property during any school-sponsored or school-approved  
6 activity, event or function. Alcohol shall not be consumed or dispensed on school property.

7 As a condition of employment, each employee shall notify his/her supervisor of his/her conviction on  
8 any criminal drug statute for violation occurring in the workplace as defined above no later than five (5)  
9 days after conviction.

10 Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal  
11 and referral for prosecution.<sup>2</sup>

12 The director of schools shall be responsible for providing a copy of this policy to all school system  
13 employees.<sup>2</sup>

*Recommended  
attached as written*

*Angie  
Kraight  
8-12-19*

Legal Reference:

1. Subtitle D Drug Free Workplace Act of 1988
2. 34 CFR § 86.201

Cross Reference:

- Drug and Alcohol Testing, Employees 5.403  
Drug and Alcohol Use, Students 6.307


## Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Surplus Property Sales</b>	Descriptor Code:  <b>2.403</b>	Issued Date:  <b>09/05/19</b>
		Rescinds:  <b>2.403</b>	Issued:  <b>01/10/08</b>

- 1 The Director of Schools shall prepare a list of unusable items for Board approval. The list shall contain
- 2 the following information: name of item, date of purchase and reason for disposal.
- 3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
- 4 circulation at least seven (7) days prior to the sale.
- 5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
- 6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of
- 7 Schools and the Board Chair shall agree in written form that the property is of no value or is of less
- 8 value than five hundred dollars (\$500).<sup>2</sup>
- 9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,
- 10 the Board shall approve other methods of disposal.<sup>3</sup>
- 11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
- 12 approve all surplus equipment prior to the materials being disposed of at the end of the school year.
- 13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**
- 14 When equipment that was purchased with federal dollars is no longer needed for the original project or
- 15 program or for other activities currently or previously supported by a federal agency, disposition of the
- 16 equipment shall be made, as follows:
- 17     1. Items of equipment with a current per-unit fair market value in excess of \$5,000 may be
- 18         retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
- 19     2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or
- 20         sold, and the awarding agency shall have a right to an amount calculated by multiplying the current
- 21         market value or proceeds from sale by the awarding agency's share of the equipment.

*Recommend TSBA's total re-write.*

*Mark McKinney 8/22/19*



Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413

Cross References

Duties of Officers 1.201

received

08-22-19

*AK*

# Putnam County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>01/10/08</b>
		Rescinds: <b>2.403</b>	Issued: <b>12/03/01</b>

1 *Individual Schools*

2 The building principal, with consent of the director of schools, is authorized to invest excess funds of  
 3 the school in appropriate investment options.<sup>1</sup> Appropriate investment options are savings accounts,  
 4 money market accounts and certificates of deposit. Interest earned on general fund accounts shall be  
 5 credited to general fund revenue.

6 School food service funds shall be kept separate from other school funds and interest earned on food  
 7 service fund deposits shall be credited to food service revenue.

8 All funds shall be deposited into accounts that are federally insured and protected by sufficient collateral.

9 Reports of the investments shall be made to the Board annually.

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Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 6-1

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Cross References:

- Deposit of Funds 2.500  
 Food Service Management 3.500



# State of Tennessee

## PUBLIC CHAPTER NO. 413

HOUSE BILL NO. 207

By Representatives Leatherwood, Mr. Speaker Casada

Substituted for: Senate Bill No. 269

By Senator Kelsey

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, Part 20, relative to surplus property.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-6-2007, is amended by deleting the section and substituting instead the following:

(a) It is the general assembly's intent that surplus property in a local education agency (LEA) acquired by taxpayers' dollars, instead of being destroyed, be sold or transferred to a local government, as provided in § 49-6-2006.

(b) All LEAs that receive any state funds shall sell surplus property to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale. The sale may be to the highest bidder through an internet auction website used by the LEA, the local government, or this state. An internet auction conducted under this subsection (b) must be open for bidding for at least seven (7) days. Advertisements for the sale must be in accordance with § 49-6-2006(c)(2).

(c) As used in this section, "surplus property" is that personal property no longer having an intended use by the LEA or no longer capable of being used because of its condition.

(d)

(1) Surplus personal property of LEAs that has no value or that has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids as required by this section.

(2) In order for disposal without bids, the executive committee of the local board of education must agree in writing that the property is of no value to the LEA or has a value of less than five hundred dollars (\$500).

(e) This section does not apply to property leased or sold pursuant to § 49-2-203(b)(10).

(f) Notwithstanding any law to the contrary, an LEA may:

(1) Donate computers that have been removed from inventory in its schools to low income families in the school district. The memory hard drives of

HOUSE BILL NO. 207

PASSED: April 29, 2019



GLEN CASADA, SPEAKER  
HOUSE OF REPRESENTATIVES



RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 21<sup>st</sup> day of May 2019

Bill

Click here to choose a school board.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall  
2 contain the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general  
4 circulation at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be  
6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of  
7 Schools and the Board Chair shall agree in written form that the property is of no value or is of less  
8 value than five hundred dollars (\$500).<sup>2</sup>

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,  
10 the Board shall approve other methods of disposal.<sup>3</sup>

11 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall  
12 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**

14 When equipment that was purchased with federal dollars is no longer needed for the original project or  
15 program or for other activities currently or previously supported by a federal agency, disposition of the  
16 equipment shall be made as follows:

- 17 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be  
18 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or  
19  
20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be  
21 retained or sold, and the awarding agency shall have a right to an amount calculated by  
22 multiplying the current market value or proceeds from sale by the awarding agency's share of  
23 the equipment.  
24

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <del>Student Solicitations/Fundraising</del>  <b>Activities</b>	Descriptor Code:  2.601	Issued Date:  09/05/19
		Rescinds:  <del>6.701</del>	Issued:  06/30/16

1 The principal must obtain written approval from the director of schools or designee for all fundraising  
 2 activities that involve the participation of the general student population in the marketing process of the  
 3 fundraising effort. All other fundraising activities must have written approval from the principal and  
 4 comply with all administrative procedures issued by the Director of Schools. The authorization request  
 5 shall contain the following information:<sup>1</sup>

- 6 1. A list of the proposed fundraising activities;
- 7 2. Purpose of the fundraising activity;
- 8 3. Proposed uses of funds raised;
- 9 4. Expected student involvement in fundraising activity (school-wide or individual class or club);
- 10 and
- 11 5. Margin of profit and how it is to be paid to the school.

12 The Director of Schools shall determine whether or not the activity will benefit the school, contribute to  
 13 the welfare of the student body and supplement, **not replace**, funds necessary to fulfill the Board's  
 14 required contributions.

15 Students will not be excused from a regular class to participate in a fundraising activity. With prior  
 16 approval by the principal, a grade in a subject or course may be assigned for a student's participation in  
 17 fundraising activity based upon clearly defined expectations for involvement in the activity. No grade  
 18 shall be assigned based on any requirement for any amount of funds raised in a fundraising activity.

19 No quotas will be imposed on students involved and their efforts will be voluntary. Students who do not  
 20 participate in fundraising activities will not be punished or discriminated against in any way.

21 Usage of on-line fund-raiser/donation sites is permissible. All policies related to the fundraising activities  
 22 listed must be followed in addition to the following guidelines:

- 23 1. It should be indicated on the donation site that this is a Putnam County School System account
- 24 using PCBOE's EIN;
- 25 2. Cash donations are not allowed;
- 26 3. School bookkeepers must be the account administrators;
- 27 4. There must be a clear beginning and end date that corresponds within the school year, at the
- 28 conclusion of the fund-raiser, a copy of the website Donation and Withdrawal Report must be

*Recommend keeping policy 6.701 intact, but moving from 6.701 to 2.601*  
*Mark McKinney 8/26/19*

08-26-19

1 generated from the site by the bookkeeper and submitted within five (5) days to the principal for  
2 review and documentation.

3 **LOTTERIES**

4 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
5 among purchasers of chances by means of tickets or otherwise through a random drawing or other  
6 random selection process.

PCSS Does not have policy.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following guidelines shall be followed:<sup>1</sup>

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of  
4 supplementing funds for established school programs and not for replacing funds which are the  
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the  
9 students or paid into the activity fund of the school for use by the school. No school employee  
10 shall personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Director of Schools/designee for all  
12 fundraising activities, including online fundraising activities, that involve the participation of  
13 the general student population in the marketing process of the fundraising effort. All other  
14 fundraising activities, including online fundraising activities, shall have written approval from  
15 the principal and comply with all administrative procedures issued by the Director of Schools.  
16 The authorization request shall contain the following information:<sup>2</sup>
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or  
21 club); and
- 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,  
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to  
25 fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
27 grade in a subject or course shall be affected by a student's participation in a fundraising  
28 activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students  
2 who do not participate in fundraising activities shall not be punished or discriminated against in  
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational  
5 materials even though the materials might include reference to a brand, a product, or a service.

## 6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
8 among purchasers of chances by means of tickets through a random selection process.<sup>3</sup>

## 9 **ONLINE FUNDRAISING**

10 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all  
11 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*  
12 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established  
13 fundraising account to ensure all funds are properly accounted for, and the information is recorded in  
14 the school's accounting records by the designated personnel. Online fundraising shall not be used on  
15 behalf and for the benefit of an outside party.

16 An employee shall not engage in online fundraising for educational purposes in his/her official  
17 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or  
18 otherwise, that would lead another to believe such activity is an approved school fundraiser.

## 19 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

20 On approval of the principal, an employee may be authorized to raise and use funds for the following  
21 noneducational purposes:

- 22 1. Bereavement support;
- 23
- 24 2. Award recognition;
- 25
- 26 3. Employee morale;
- 27
- 28 4. Banquets; or
- 29
- 30 5. Other situations at the principal's discretion.

31 These funds shall be derived from vending machine revenue, donations, or **[insert additional sources**  
32 **that an employee could use to raise funds]**.

33 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,  
34 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the  
35 procedures are consistent with board policy and state law and disseminate them to all employees.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

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Cross References

Revenues 2.400  
School Support Organization 2.404  
Audits 2.703  
Vendor Relations 2.809  
Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Emergency Preparedness Plan</b>	Descriptor Code:  <b>3.202</b>	Issued Date:  <b>09/05/19</b>
		Rescinds:  <b>3.202</b>	Issued:  <b>09/23/17</b>

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

5 The principal of each school shall develop and implement emergency preparedness drills  
 6 which shall be approved by the Director of Schools. When appropriate, such drills shall be  
 7 held in conjunction with emergency response agencies. ~~These procedures shall be in written~~  
 8 ~~form and distributed to all staff, students, and parents.~~

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 **ARMED INTRUDER DRILLS**

21 ~~The director of schools or his/her designee~~ The principal shall ensure that each school safety  
 22 team conducts at least one (1) armed intruder drill annually in coordination with local law  
 23 enforcement.

24 **AED DRILLS**

25 Any school ~~with an AED~~ shall conduct a CPR and AED drill to ensure students are aware of  
 26 the steps that must be taken in the event of a medical emergency. The principal shall ~~be~~  
 27 ~~responsible for ensuring~~ ensure that the drill occurs.

*Recommended on subm. Aug 9/4/19*

*[Signature]*  
 09/05/2019

**received**  
 08-24-19 *[Signature]*

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

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

5 **MEDICAL EMERGENCIES/PANDEMIC FLU**

6 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall  
7 cooperate and consult with the local and state health departments and other emergency or  
8 healthcare providers in protecting students and the community from further infection. The  
9 Director of Schools shall develop procedures for health emergencies in accordance with state  
10 law and regulations.

11

12

Legal References

Cross References

- 1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
- 2. TCA 68-102-137(b)
- 3. TCA 68-102-137(f)
- 4. TCA 49-6-807
- 5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
- 6. TCA 49-6-3004(a), (e); TCA 49-5-404

- Emergency Closings 1.8011
- Safety 3.201
- Community Use of School Facilities 3.206

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EXHIBIT  
 VTA.5  
 09-03-19  
 tabbies

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Testing Programs</b>	Descriptor Code:  4.700	Issued Date:  09/05/19 01/03/19
		Rescinds:  4.700	Issued:  01/03/19 12/07/17

- 1 The Board shall provide for a system wide testing program, which shall be periodically reviewed and  
 2 evaluated. The purposes of the program shall be to:
- 3 1. Assist in promoting accountability;
  - 4 2. Determine the progress of students;
  - 5 3. Assess the effectiveness of the instructional program and student learning;
  - 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
  - 7 5. Analyze the improvements needed in each instructional area;
  - 8 6. Assist in the screening of students with learning difficulties;²
  - 9 7. Assist in placing student in remedial programs;
  - 10 8. Provide information for college entrance and placement; and
  - 11 9. Assist in educational research by providing data.

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

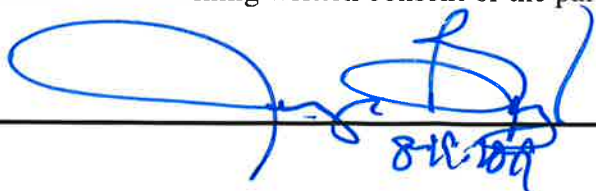
- 14 1. Determining specific purpose of each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provisions for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential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

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

23 TCA Section 49-1-617(b)(a) states: “(b) Notwithstanding subsection (a), if an LEA does not receive its  
 24 students’ TCAP scores, including all achievement test and end-of-course examination scores for grades  
 25 nine through twelve (9-12), at least five (5) instructional days before the end of the course, then the  
 26 LEA may choose not to include its students’ TCAP scores, including all achievement test and end-of-  
 27 course examination scores for grades nine through twelve (9-12), in the students’ final grades in the  
 28 subject areas of mathematics, English language arts, science, and social studies.”

## 29 TESTING INFORMATION AND PARENTAL CONSENT

30 Any test directly concerned with measuring student ability or achievement through individual or group  
 31 psychological or social metric tests shall not be administered by or with the knowledge of any  
 32 employee of the system without first obtaining written consent of the parents or guardians.⁴



received  
 08-19-19  
 JX

1 Results of all group tests shall be recorded on the student’s permanent records and shall be made  
2 available to appropriate personnel in accordance with established procedures.’

3 **WEIGHTING TCAP SCORES**

4 TNReady’ and EOC’ scores shall be included in students’ final grades, as follows:

- 5 1. Grades 3-5 – 15% of the second semester average
- 6 2. Grades 6-8 – 15% of the second semester average
- 7 3. Grades 9-12 – 15% of the second semester average

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

9 **INTEREST INVENTORIES AND CAREER ASSESSMENTS’**

10 Interest inventories shall be made available to middle schoolers and/or 9<sup>th</sup> graders. These will include  
11 assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College  
12 Board Career Finder.

13 Career aptitude assessments shall be administered to 7<sup>th</sup> and/or 8<sup>th</sup> graders in order to inform the  
14 student’s high school plan of study.

15 The information shall include:

- 16 1.—The names of all the state and locally required assessments that will be administered in the  
17 upcoming school year;
- 18 2.—The purpose and use of each assessment;
- 19 3.—Information on how each locally required assessment complements and enhances student  
20 instruction and learning and how each local assessment serves a purpose distinct from required  
21 state assessment;
- 22 4.—The grade or class for which the assessment is to be administered;
- 23 5.—The tentative date or dates on which the assessment will be administered;
- 24 6.—The local policy on the inclusion of TCAP scores into a student’s grade, including the  
25 percentage that TCAP scores will be weighted for each grade level, the methodology by which  
26 the grades will be calculated for inclusion in the student grades, and the policy on excluding  
27 TCAP scores if they are not received at least five (5) instructional days before the end of the  
28 course;
- 29 7.—The anticipated timeframe when parents and students will receive results from the assessment;  
30 and
- 31 8.—Information on how parents can access the items on the student’s state-required summative  
32 standardized assessments and the student’s answers only upon release by TDOE.

33 **TESTING INFORMATION AND PARENTAL CONSENT**

34 Any test directly concerned with measuring student ability or achievement through individual or group  
35 psychological or socio-metric tests shall not be administered by or with the knowledge of any  
36 employee of the district without first obtaining written consent of the parent(s)/guardian(s).’

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

39 No later than July 31<sup>st</sup> of each year, the Board shall publish on its website information related to state  
40 and board mandated tests that will be administered during the school year. The information shall  
41 include:’

- 1 1. ~~The names of all the state and locally required assessments that will be administered in the~~  
2 ~~upcoming school year~~ The name of the test;
- 3 2. ~~The purpose and use of the assessment test;~~
- 4 3. ~~Information on how each locally required assessment complements and enhances student~~  
5 ~~instruction and learning and how each local assessment serves a purpose distinct from required~~  
6 ~~state assessment~~ The grade or class in which the test will be administered;
- 7 4. ~~The tentative date or dates that the test will be administered;~~
- 8 5. ~~The local policy on the inclusion of TCAP scores into a student's grade, including the~~  
9 ~~percentage that TCAP scores will be weighted for each grade level, the methodology by which~~  
10 ~~the grades will be calculated for inclusion in the student grades, and the policy on excluding~~  
11 ~~TCAP scores if they are not received at least five (5) instructional days before the end of the~~  
12 ~~course;~~ The time and manner in which parent(s)/guardian(s) and students will be notified  
13 of the results of the test;
- 14 6. ~~The anticipated timeframe when parents and students will receive results from the assessment;~~  
15 ~~and~~ How parent(s)/guardian(s) can access the questions and answers on their student's  
16 state-required tests; and
- 17 7. ~~Information on how parents can access the items on the student's state-required summative~~  
18 ~~standardized assessments and the student's answers only upon release by TDOE.~~  
19 If a board mandated test, how the test complements and enhances students instruction and  
20 learning and how it serves a purpose distinct from state-required tests.



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

Legal References

- 1. TCA 49-10-108
- 2. USCA § 1232(g)
- 3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1) (b)
- 4. TCA 49-1-617; State Board of Education Policy 2.102
- 5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
- 6. Public Acts of 2019, Chapter No. 108
- 7. TCA 10-7-504
- 8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
- Student Records 6.600

*Recommended As submitted:*  
 8/19/19  
 8/19/19

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# Putnam County Board of Education

Monitoring:  Click here to enter text	Descriptor Term:  <b>Separation Practices for Tenured Teachers</b>	Descriptor Code:  <b>5.200</b>	Issued Date:  <b>09/05/19</b>
		Rescinds:  <b>5.200</b>	Issued:  <b>03/05/15</b>

**1 SUSPENSION PENDING AN INVESTIGATION**

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

**9 SUSPENSION OF THREE DAYS OR LESS**

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

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

**19 DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS**

20 ~~The board shall maintain a list of qualified individuals who have indicated a willingness to act as~~  
 21 ~~impartial hearing officers, as defined under Tennessee law.—(Move to page 2 Line 1)~~

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

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

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

**received**  
08-15-19

*Recommend as Submitted*  
*Arge Knight 8-19-19*

*[Signature]*  
8-19-2019

1 (Add from page 1 line 20) The Board shall maintain a list of qualified individuals who have indicated a  
2 willingness to act as impartial hearing officers, as defined under Tennessee law.

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

5 The hearing officer shall notify the parties or their attorney, of the officer’s assignment and direct the  
6 parties or the attorneys for the parties, or both, to appear before the hearing officer of simplification of  
7 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days  
8 following receipt of the initial request for hearing. In the discretion of the hearing officer, all or part of  
9 any prehearing conference may be conducted by telephone if each participant has an opportunity to  
10 participate, be heard and to address proof and evidentiary concerns. The hearing officer is empowered  
11 to issue appropriate orders and to regulate the conduct of the proceedings.

12 Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten  
13 (10) working days of the hearing officer’s delivery of the hearing officer’s written findings and  
14 conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts  
15 and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20)  
16 working days of the receipt of the notice of appeal.

17 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.  
18 The appealing party may appear before the Board to argue why the adverse ruling should be over-  
19 turned. In no event should such argument last more than fifteen (15) minutes, unless the Board should  
20 vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote to  
21 sustain the decision of the hearing officer; send the record back for additional evidence; revise the  
22 penalty or reverse the decision. The Board shall render its decision within ten (10) working days after  
23 the conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery  
24 court, the Board shall transmit the entire record prepared by the Director and reviewed by the Board to  
25 the Chancery court for its review.

26 **RESIGNATION**

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

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

- 32 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
- 33 statement of a physician approved by the Boards;
- 34 2. The drafting of the teacher into military service by a selective board; or
- 35 3. The release by the Board of the teacher from the contract that the teacher has entered into
- 36 with the Board.⁹

37 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
38 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
39 Failure to render such notice may be considered a breach of contract.⁹

40 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
41 the Commissioner State Board of Education and request the suspension of a teacher’s certificate. After  
42 the Commissioner State Board of Education has provided the teacher an opportunity for defense during  
43 a hearing, the Commissioner of Education may suspend the certificate license for no less than thirty  
44 (30) days and no more than three hundred sixty-five (365) days.⁹

1 **RETIREMENT**

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

5 Central office personnel shall assist ~~employees teachers~~ in securing retirement benefits; however, it  
6 shall be the responsibility of the retiring employee to provide verification of eligibility in writing from  
7 Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be responsibility of  
8 the retiring ~~employee teacher to file for benefits.~~

9 ~~Employees Teachers~~ who retire under TCRS may be employed up to one hundred twenty (120) days  
10 per year without loss of retirement benefits. Retired teachers may substitute teach for an additional  
11 ninety (90) days if the Director of Schools, ~~under certain conditions, which include the but are not~~  
12 ~~limited to the following:~~ "certifies in writing to the Division of Retirement that no other qualified  
13 personnel are available to substitute teach."

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

- 17 1. The Director of Schools of the employing system must certify in writing that no other qualified
- 18 individuals are available to fill the position;
- 19 2. The Commissioner of Education must certify that the employing school system serves an area
- 20 that lacks qualified teachers to serve in the position to be filled;
- 21 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 22 4. The retired teacher shall not be eligible to accrue additional retirement benefits; accrue leave or
- 23 receive medical insurance coverage; and
- 24 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
- 25 Board for teachers with no experience filling similar positions, nor more than eighty-five
- 26 percent (85%) of the rate of compensation set by Board for teachers with comparable training
- 27 and years of experience filling similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 29-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511-513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706

Cross References

- Public Hearings 1.401
- Recommendations and File Transfers 5.203

8. TCA 49-5-411(b); Public Arts of 2019, Chapter No. 248

9. TCA 8-36-805

10. TCA 8-36-821

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**EXHIBIT**  
 VI A.7.  
 09-05-19

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code:  <b>5.201</b>	Issued Date:  <b>09/05/19</b>
		Rescinds:  <b>5.201</b>	Issued:  <b>05/05/16</b>

**1 SUSPENSION PENDING AN INVESTIGATION**

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

**9 SUSPENSION OF THREE DAYS OR LESS**

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

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

**20 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

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

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

26 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
 27 hear the case and the employee shall have the right to:

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

*Recommend as submitted*  
*Angie Knight 8/19/19*

*[Handwritten signature]*  
*Sig...*

**received**  
 08-15-19

1 Factual findings and decision in all dismissal cases shall be reduced to written form and delivered to  
2 the affected **employee teacher** within ten (10) working days following the close of the hearing. The  
3 **employee teacher** may appeal the decision to the Board within ten (10) days of the hearing officer  
4 rendering the written decision to the **employee teacher**. Written notice of appeal to the Board shall be  
5 given to the Director of Schools. Within twenty (20) **working** days of receipt of notice, the Director of  
6 Schools shall prepare a copy of the proceedings, transcript, documentary and other evidence presented  
7 and provide the Board a copy of the same.

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

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

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

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

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

22 **NON-RENEWAL**

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

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

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

- 31 1. **The Board shall be notified at the next board meeting; and**
- 32 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered  
33 mail so that it will be received within five (5) business days following the last instructional day  
34 of the school year.

35 **RESIGNATION**

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

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

- 1 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
2 statement of a physician approved by the Board.
- 3 2. ~~The drafting of a teacher into military service by a selective service board; and~~
- 4 3. The release by the Board of the teacher from the contract which the teacher has entered into  
5 with the Board.

6 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
7 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
8 Failure to render such notice may be considered a breach of contract.<sup>5</sup>

9 Upon a breach of contract, the Board, upon a motion recorded in it's minutes, may file a complaint  
10 with the ~~Commissioner State Board of Education~~ and request the suspension of a teacher's ~~certificate~~  
11 ~~license~~. After the ~~Commissioner State Board of Education~~ has provided the teacher an opportunity for  
12 defense during a hearing, the Commissioner of Education may suspend the ~~certificate license~~ for no  
13 less than thirty (30) days and no more than three hundred sixty-five (365) days.<sup>6</sup>

## 14 RETIREMENT

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

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

23 ~~Employees Teachers~~ who retire under TCRS may be employed up to one hundred twenty (120) days  
24 per yer without loss of retirement benefits. ~~One hundred twenty (120) day contracts are based on~~  
25 ~~district needs and approval by the director of schools~~. Retired teachers may substitute teach for an  
26 additional ninety (90) days if the Director of Schools certifies in writing to the ~~Board Division of~~  
27 ~~Retirement~~ that no other qualified personnel are available to substitute teach.<sup>7</sup>

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

- 32 1. The Director of Schools of the employing system must certify in writing that no other qualified  
33 individuals are available to fill the position;
- 34 2. The Commissioner of Education ~~must shall~~ certify that the employing school system serves an  
35 area that lacks qualified teachers to serve in the position to be filled;
- 36 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 37 4. The retired teacher shall not be eligible to accrue additional retirement benefits; accrue leave or  
38 receive medical insurance coverage; and
- 39 5. The salary paid to the retired ~~member teacher~~ shall not be less than the rate of compensation  
40 seen by the Board of teachers with no experience filling similar positions, nor more than  
41 eighty-five percent (85%) if the rate of compensation set by Board for teachers with  
42 comparable training and years of experience filling similar positions.

43 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*  
44 *does NOT follow the suspension/dismissal ~~procedures guidelines~~ outlined in this policy. Rather,*

1 *nonrenewal of non-tenured teachers after the contract year following the nonrenewal procedures*  
2 *guidelines outlined in this policy.)*

3

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Legal References

Cross References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of 2015, Chapter No. 232
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. TCA 8-36-805
8. TCA 8-36-821

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# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b>Family and Medical Leave</b>	Descriptor Code:  <b>5.305</b>	Issued Date:  <b>09/05/19</b>
		Rescinds:  <b>5.305</b>	Issued:  <b>05/02/19</b>

1 **PURPOSE**

2 ~~To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child,~~  
3 ~~and for the care of a child, spouse or parents who has a serious health condition.~~

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school system or anyone who  
6 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for  
7 service for purposes of FMLA eligibility) during the previous twelve month period **shall be eligible to**  
8 **use FMLA leave.**

9 **GENERAL PRINCIPLES**

10 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a  
11 fixed calendar year for the following reasons:

- 12 1. The birth of a child;
- 13 2. The placement of a child with the employee for adoption or foster care;
- 14 3. A serious health condition of the employee that makes the employee unable to perform the  
15 essential functions of his or her job position;
- 16 4. The care of a spouse, child, parent or next of kin of the employee who has a serious health  
17 condition; and
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child or parent of the  
19 employee is on covered active duty or has been notified of an impending call or order to  
20 covered active duty in the Armed Forces.

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of  
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use  
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of  
24 FMLA leave.

25 **MATERNITY/PATERNITY LEAVE**

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Act leave* – FMLA leave shall run  
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
29 childbirth and nursing of a newborn child.

received  
08-15-19

*[Signature]*  
8-15-2019

*Recommend as Submitted.*  
*Ange Knight 8/19/19*

2. ~~Teachers' Sick Leave~~ – In accordance with state law, ~~upon written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy,~~ any teacher who goes on maternity ~~or paternity~~ leave shall be allowed to use all or a portion of the teacher's accumulated sick leave ~~or annual leave~~ for maternity leave purposes. ~~during the period of the teacher's physical disability only, as determined by a physician. In order to be eligible to use sick leave, a written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.~~ Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated sick leave for adoption ~~of a child~~. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.†

3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.‡

**LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>**

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees shall ~~contact Human Resources to determine if the reason for the leave qualifies as Family and Medical Leave.~~ If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable – generally, either the same or next business day.

**LEAVE FOR MILITARY FAMILY MEMBERS**

1. *Qualifying Exigency Leave* – Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter or parent of the employee, as defined under the FMLA, is on active duty or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in the Armed Forces. Qualifying exigencies may include:
  - a. issues arising from the service member's short notice deployment;
  - b. military events and related activities (e.g. official ceremonies, support programs);
  - c. making or updating financial and legal arrangements attending counseling;
  - d. ~~attending counseling;~~
  - e. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
  - f. attending post-deployment activities.

2. *Military Caregiver Leave* – An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period”. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

1 A covered veteran is an individual who was a member of the Armed Forces at any time during the  
2 period of five (5) years preceding the date of the medical treatment, recuperation or therapy that  
3 has a serious injury or illness who is currently receiving medical treatment, recuperation or therapy.  
4 The calculation of this 5-year period shall not include the interval of October 28, 2009, through  
5 March 8, 2013.

6 The “single twelve (12) month period” for leave to military caregiver leave begins on the first day  
7 the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is  
8 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered  
9 service member. The maximum of twenty-six (26) workweeks may include no more than twelve  
10 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement  
11 of a child for adoption or foster care, for care of a parent who has a serious health condition or for  
12 the employee’s own serious health condition.

13 **INTERMITTENT LEAVE<sup>9</sup>**

14 Eligible employees may take FMLA leave intermittently when medically necessary to care for a  
15 seriously ill family member or because of the employee’s own serious health condition or for the care  
16 for a newborn, a newly adopted child or a newly placed foster care child. When a licensed employee  
17 requests foreseeable leave for planned medical treatment and the employee would be on leave for  
18 greater than 20% of the total number of working days in the period during which the leave would  
19 extend, the school district may require that such employee elect either to take the leave for periods of a  
20 particular duration, not to exceed the duration of the planned medical treatment or to transfer  
21 temporarily to an available alternative position offered by the school system district for which the  
22 employee is qualified, and that has equivalent pay and benefits and better accommodates recurring  
23 periods of leave.

24 **RESTRICTIONS**

25 1. Notice Requirements

26

27 • *Employee Notice<sup>10</sup>* – For foreseeable leave, the employee shall provide the Director of  
28 Schools with at least thirty (30) days written notice before the beginning of the  
29 anticipated leave.

30

31 • *District Notice* – Once it has been established that the leave requested qualifies for  
32 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
33 business days (absent extenuating circumstances) that any leave taken pursuant to state  
34 leave statutes (paid vacation leave, personal leave, sick leave, or workers’  
35 compensation) shall run concurrently with FMLA leave. The notice may be given orally  
36 or in writing. If the notice is oral, it shall be confirmed in writing, no later than the  
37 following pay day.<sup>12</sup>

38

39 2. Certification Requirement<sup>13</sup>

- 40 • The Director of Schools may require that a request for leave be supported by  
41 certification issued by a health care provider with the following information:  
42     ▪ The date on which the serious health condition commenced;

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- The probable duration of the condition;
  - The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
  - A statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.
- If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school system district, an opinion of a second health care provider.

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3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>

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- If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

19

**REQUIREMENTS OF THE BOARD<sup>15</sup>**

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1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The board may recover the premium paid under the following conditions:
  - a. The employee fails to return from leave after the period of leave has expired; and
  - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

28

Legal References

Cross References

Sick Leave 5.302

Long-Term Leaves of Absence 5.304

29

# Putnam County Board of Education

Monitoring:  Click here to enter text.	Descriptor Term:  <b style="color: red; text-align: center;">Bus Safety and Conduct</b>	Descriptor Code:  <b style="text-align: center;">6.308</b>	Issued Date:  <b style="text-align: center;">09/05/19</b>
		Rescinds:  <b style="text-align: center;">6.308</b>	Issued:  <b style="text-align: center;">10/04/07</b>

- 1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a
- 2 school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons
- 3 with lawful and valid business on the bus.¹
  
- 4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the
- 5 bus in a manner consistent with the established standards for safety and classroom behavior.
  
- 6 Students are under the supervision and control of the bus driver while on his/her bus, and all
- 7 reasonable directions given by him/her shall be followed. A driver may remove a student in the event
- 8 that the driver finds it necessary for the safety of the other student passengers or the driver, provided
- 9 that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to
- 10 school authorities as soon as possible, but no later than the end of the route, any student refusing to
- 11 obey the driver or exiting the bus without the driver's permission at a point other than the student's
- 12 destination for that trip.²
  
- 13 The principal of the student transported shall be informed by the bus driver of any serious discipline
- 14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
- 15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if
- 16 he/she disobeys applicable policies and procedures pertaining to student transportation.
  
- 17 ~~The suspension of a student from riding the school bus shall follow the same procedures as for any~~
- 18 ~~other school suspension.~~
  
- 19 Any student who gets off the bus at any point between the pick-up point and school shall present the
- 20 bus driver with a note of authorization from the parent/guardian or the principal of the school that the
- 21 student attends.
  
- 22 Any student wishing to ride a bus other than his/her designated bus shall have written parental
- 23 permission and the approval of the principal/designee.
  
- 24 Students who transfer from bus to bus while en route to and from school shall be expected to abide by
- 25 the discipline policies adopted by the Board and procedures maintained by the terminal school.
  
- 26 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE (if applicable) CAMERAS**
  
- 27 **Cameras or video cameras may be used to monitor student behavior on school buses vehicles**
- 28 **transporting students to and from school or extracurricular activities. Photographs and video footage**
- 29 **shall be used only to promote the order, safety and security of students, staff and property.**

**received**  
*08-26-19*

*OK* *8/26/19* Version Date: August 26, 2019  
*8/26/2019*

1 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
2 established board policy governing student conduct and discipline.

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

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

Legal References

- 1. TCA 49-6-2008
- 2. TCA 49-6-2118(d)
- 3. TCA 10-7-504; 20 USCA § 1232g
- 4. Public Acts of 2019, Chapter No. 256

Cross References

- Student Transportation Management 3.400
- Scheduling and Routing 3.401
- Code of Conduct 6.300
- Suspension/Expulsion/Remand 6.316
- Student Records 6.600
- Annual Notification of Rights 6.601
- Inspection and Correction Procedure 6.602

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PCSS presently does not have a policy.

EXHIBIT  
VI A.10  
09-05-19  
tabbles

# Putnam County Board of Education

Monitoring: Click here to enter text.	Descriptor Term: <b>Students from Military Families</b>	Descriptor Code: <b>6.506</b>	Issued Date: <b>09/05/19</b>
		Rescinds:	Issued:

1 **General**

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

5 **RELOCATION OF MILITARY SERVICE MEMBER:**

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

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

12 **ABSENCES**

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

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

Legal References

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

Cross References

- Attendance 6.200
- School Admissions 6.203

19

Recommended as submitted:  
Chris Pru 8/22/19  
8/22/2019

8/26/19



# State of Tennessee

## PUBLIC CHAPTER NO. 138

HOUSE BILL NO. 1194

By Representatives Wright, White, Russell, Ramsey, Moon

Substituted for: Senate Bill No. 1197

By Senator White

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, relative to student enrollment.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 31, is amended by adding the following as a new section:

(a) As used in this section:

(1) "Dependent child" means a child of school age who is the natural child, stepchild, or adopted child of a service member; and

(2) "Service member" means a member of the United States armed forces who is engaged in active military service.

(b) A board of education shall allow a student who does not reside within the boundaries of the school district to enroll in a public school within the school district if:

(1) The student is the dependent child of a service member who is being relocated to the state of Tennessee on military orders and will, upon relocation, be a resident of the school district, but will not be a resident of the school district when the school district conducts an open enrollment period; and

(2) The service member provides the school district with documentation evidencing that the student is the dependent child of the service member and that the service member is being relocated to the state of Tennessee on military orders and will, upon relocation, be a resident of the school district.

(c) Each board of education shall adopt policies to establish a reasonable period of time within which a student permitted to enroll and attend a public school under this section must provide proof of residency within the school district.

SECTION 2. This act shall take effect upon becoming a law, the public welfare requiring it, and shall apply to students seeking enrollment in a public school in this state for the 2019-2020 school and each school year thereafter.

HOUSE BILL NO. 1194

PASSED: March 18, 2019



GLEN CASADA, SPEAKER  
HOUSE OF REPRESENTATIVES



RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 9<sup>th</sup> day of April 2019





# Putnam County Board of Education Agenda Request

Name of Person Making Request: *Judy Schinbeckler, Chris Pierce*

Department: *PCSS Central Office*

Phone Number of Person Making Request: *931-526-9777*

Account Funding Code (if appropriate) *N/A*

Backup included

Backup to follow

*[Signature]* *Judy Schinbeckler* 8-22-19  
Signature of Person Making Request Date

*[Signature]* 8-21-2019  
Signature of Director of Schools Date

*[Handwritten mark]*  
**received**  
**08-22-19**  
*[Handwritten initials]*

TO: Putnam County School Board Members

FROM: 2019 Calendar Committee

Chris Pierce, Co-chair

Judy Schinbeckler, Co-chair

DATE: For September 5, 2019 School Board Meeting

RE: school calendar recommendation

After much discussion and deliberation, the Board appointed Calendar Committee would like to propose for your consideration and approval the attached three year calendars for school years 2020-2021, 2021-2022, and 2022-2023.

Sincerely,

Chris Pierce

Judy Schinbeckler

## 2019 Calendar Committee Report

### Committee Members

Central Office Representatives	School Board Representatives	Community Representatives	School Representatives	Student Representatives
Judy Schinbeckler Co-Chair	Lesley Herron	Kaitlyn Salyer	Laura Young	Nathan Phillips (CHS)
Chris Pierce Co-chair	Emily Shipley	Leslie Crickenberger	Lesley Worsham	Katelyn Hicks (MHS)
Melanie Bussell	Carrie Loghry		Lindsey Spain	Nathan Herd (UHS)
	Barry Daniel		Melissa Palk	
	Stephanie Koehler-Martin		Jo Mussard	
	Kim Montgomery			

- The committees' purpose was to prepare a three-year calendar for recommendation.
- The committee met for three 2 hour sessions: July 18th, August 8th, and August 15th with more hours spent on task with research, discussion, and emails.
- We followed Board Policy 1.800 as well as Tenn. Code Annotated 49-6-3004(a) which states the regular school year shall be 200 days and scheduled as follows:
  - A minimum of 180 student attendance days;
  - A minimum of five (5) days in-service education for all certificated personnel;
  - One (1) day for parent-teacher conferences (Two (2) half days);
  - Ten (10) days paid vacation for all certified personnel; and
  - Four (4) discretionary days as follows: Board Policy 1.800 designates: 2 teacher workdays, Thanksgiving Day Holiday and President's Day
- We considered
  - Election dates for the next 2.5 years (Dates for 2023 not yet available)
  - TDOE testing schedule that is available with knowledge that these dates may change throughout the years
  - TTU breaks (Vol State information was not yet available)
- We examined, analyzed, and discussed intensely the results from the Calendar Survey.
- We developed school calendars based on the Survey Results and committee discussion.
- We approved 2020-2021, 2021-2022 and 2022-2023 school year calendars for proposal to the Board for the September 5th Board Meeting.

Thank you for allowing us to serve the Board in this capacity. We respectfully submit the proposed calendars for approval.

**Proposed Putnam County**

**School Calendar**

**2020-2021**

**(Two weeks Fall Break and One week Spring Break)**

<b>Tuesday</b>	<b>July 28</b>	<b>County-Wide Inservice Day</b>
<b>Wednesday</b>	<b>July 29</b>	<b>School Inservice Day</b>
Thursday	July 30	Registration Day- 10:00am Dismissal
Friday	July 31	Teacher Work Day- No Students
Monday	August 3	First Full Day of School
Thursday	August 6	Election Day- No Students
Monday	September 7	Labor Day Holiday
Monday	September 14	Parent/Teacher Conf. (PK-8)
Tuesday	September 15	Parent/Teacher Conf. (9-12)
<b>Friday</b>	<b>October 2</b>	<b>End of 1st 9 Weeks (44 days)</b>
<b>Mon-Fri</b>	<b>October 5-16</b>	<b>Fall Break</b>
Thursday	October 22	Report Cards #1
Tuesday	November 3	Election Day- No Students
Wed-Fri	November 25-27	Thanksgiving Holiday
<b>Friday</b>	<b>December 18</b>	<b>End of 1st Semester (41 days) #85</b>
<b>Mon-Fri</b>	<b>Dec 21-Jan 1</b>	<b>Winter Break</b>
Monday	January 4	Begin 2nd Semester
Thursday	January 7	Report Cards #2
Monday	January 18	Martin Luther King, Jr. Holiday
Monday	February 15	Presidents Day Holiday
Monday	February 22	Parent/Teacher Conf. (PK-8)
Tuesday	February 23	Parent/Teacher Conf. (9-12)
<b>Friday</b>	<b>March 12</b>	<b>End of 3rd 9 Weeks (48 days) #133</b>
<b>Mon-Fri</b>	<b>March 15-19</b>	<b>Spring Break</b>
Thursday	March 25	Report Card #3
Fri-Mon	April 2 & 5	Easter Holiday
Thursday	May 27	Teacher Work Day
<b>Friday</b>	<b>May 28</b>	<b>Last Day of School- 10:00am Dismissal</b> <b>End of 2nd Semester (47 days) #180</b>

**-Include two (2) Flex Days in the event of unused inclement weather days- Student Release for Professional Development- May 25 and 26- per State approval.**

**-Should Putnam County Schools exceed the 13th built-in Inclement Weather Days, utilize the Spring Break week beginning with March 19, 18, etc..., as needed.**

**Proposed Putnam County  
School Calendar  
2021-2022**

(Two weeks Fall Break and One week Spring Break)

Wednesday	July 28	County-Wide Inservice
Thursday	July 29	School Inservice
Friday	July 30	Registration Day- 10:00am Dismissal
Monday	August 2	Teacher Work Day- No Students
Tuesday	August 3	First Full Day of School
Monday	September 6	Labor Day Holiday
Monday	September 13	Parent/Teacher Conf. (PK-8)
Tuesday	September 14	Parent/Teacher Conf. (9-12)
Friday	October 1	<b>End 1st 9 Weeks (44 Days)</b>
<b>Mon-Fri</b>	<b>October 4-15</b>	<b>Fall Break</b>
Thursday	October 21	Report Cards #1
Wed-Fri	November 24-26	Thanksgiving Holiday
Friday	December 17	<b>End of 1st Semester (42 days) #86</b>
<b>Mon-Fri</b>	<b>Dec 20-31</b>	<b>Winter Break</b>
Monday	January 3	Begin 2nd Semester
Thursday	January 6	Report Cards #2
Monday	January 17	Martin Luther King, Jr. Holiday
Monday	February 7	Parent/Teacher Conf. (PK-8)
Tuesday	February 8	Parent/Teacher Conf. (9-12)
Monday	February 21	Presidents Day Holiday
Friday	March 11	<b>End of 3rd 9 Weeks (48 days) #134</b>
<b>Mon-Fri</b>	<b>March 14-18</b>	<b>Spring Break</b>
Thursday	March 24	Report Cards #3
Fri-Mon	April 15 & 18	Easter Holiday
Tuesday	May 3	Election Day- No Students
Thursday	May 26	Teacher Work Day- No Students
Friday	May 27	<b>Last Day of School- 10:00am Dismissal</b> <b>End of 2nd Semester- (46 days) #180</b>

-Include two (2) Flex Days in the event of unused inclement weather days- Student Release for Professional Development- May 24 and 25- per State approval.

-Should Putnam County Schools exceed the 13th built-in Inclement Weather Days, utilize the Spring Break week beginning with March 18, 17, etc..., as needed.

**Proposed Putnam County**

**School Calendar**

**2022-2023**

**(Two weeks Fall Break and One week Spring Break)**

<b>Tuesday</b>	<b>July 26</b>	<b>County-Wide Inservice</b>
<b>Wednesday</b>	<b>July 27</b>	<b>School Inservice</b>
Thursday	July 28	Registration Day- 10:00am Dismissal
Friday	July 29	Teacher Work Day
Monday	August 1	First Full Day of School
Thursday	August 4	Election Day- No Students
Monday	September 12	Parent/Teacher Conf. (PK-8)
Tuesday	September 13	Parent/Teacher Conf. (9-12)
<b>Friday</b>	<b>September 30</b>	<b>End of 1st 9 Weeks (44 days)</b>

<b>Mon-Fri</b>	<b>October 3-14</b>	<b>Fall Break</b>
Thursday	October 20	Report Cards #1
Tuesday	November 8	Election Day- No Students
Wed-Fri	November 23-25	Thanksgiving Holiday
<b>Tuesday</b>	<b>December 20</b>	<b>End of 1st Semester (43 days) #87</b>

<b>Wed-Tue</b>	<b>Dec 21-Jan 3</b>	<b>Winter Break</b>
Wednesday	January 4	Begin 2nd Semester
Thursday	January 12	Report Cards #2
Monday	January 16	Martin Luther King, Jr. Holiday
Monday	February 6	Parent/Teacher Conf. (PK-8)
Tuesday	February 7	Parent/Teacher Conf. (9-12)
Monday	February 20	Presidents Day Holiday
<b>Friday</b>	<b>March 10</b>	<b>End of 3rd 9 Weeks (46 days)</b>

<b>Mon-Fri</b>	<b>March 13-17</b>	<b>Spring Break</b>
Thursday	March 23	Report Cards #3
Fri-Mon	April 7 & 10	Easter Holiday
Thursday	May 25	Teacher Work Day
<b>Friday</b>	<b>May 26</b>	<b>Last Day of School- 10:00am Dismissal</b>
		<b>End of 2nd Semester- (47 days) #180</b>

**-Include two (2) Flex Days in the event of unused inclement weather days- Student Release for Professional Development- May 23 and 24- per State approval.**

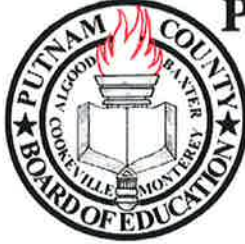
**-Should Putnam County Schools exceed the 13th built-in Inclement Weather Days, utilize the Spring Break week beginning with March 17, 16, etc..., as needed.**

# Survey Results Summary

8/22/19

## Summary

Two Week Fall Break  
One Week Spring Break  
Closed Easter Monday  
Closed Wednesday Before Thanksgiving  
End school by Memorial Day  
Begin August/ End School Later  
Move P/T Conferences to Later Date



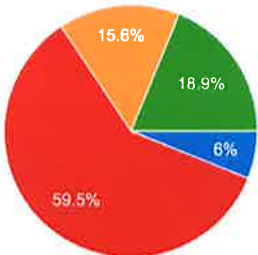
**PUTNAM COUNTY  
SCHOOL SYSTEM**  
*Engage, Inspire, Achieve.*

**2019 PCSS Calendar Survey Results**

August 8, 2019


### Responses

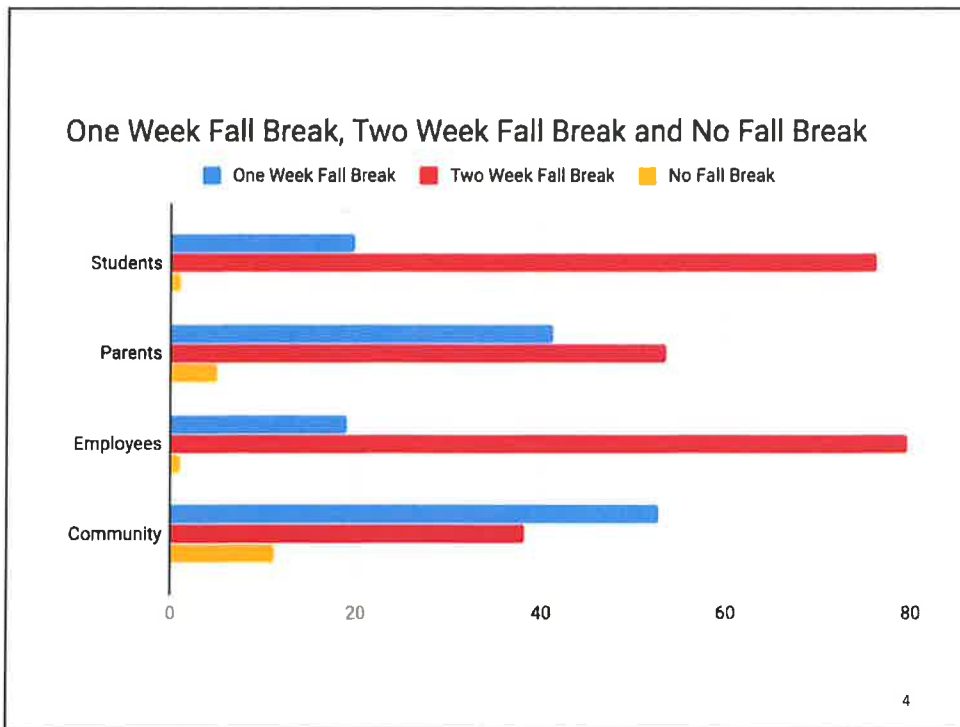
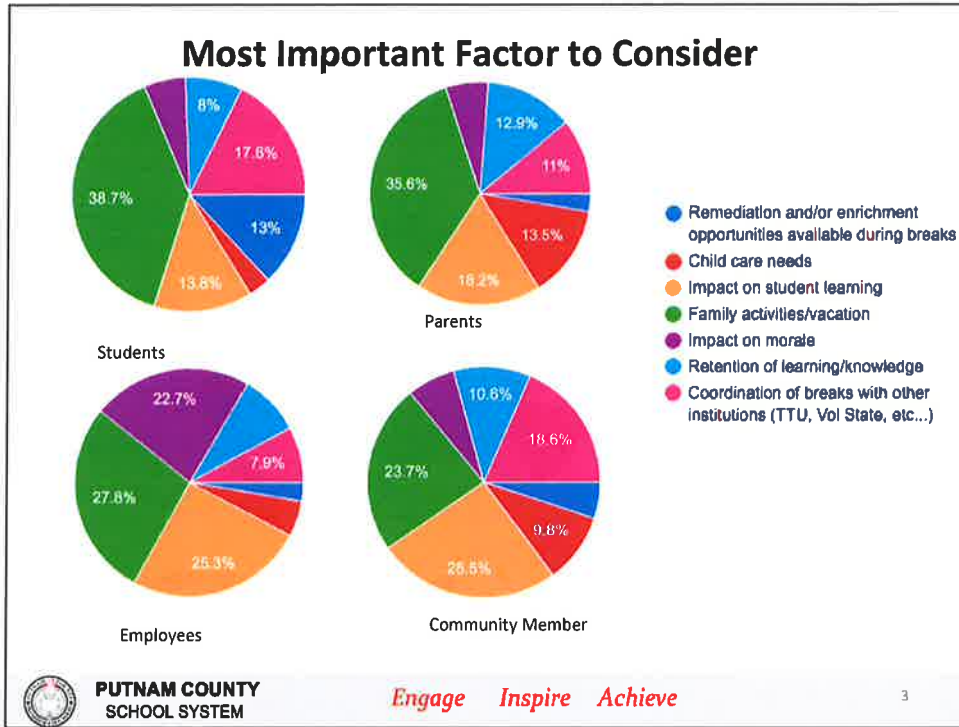
Please choose one of the following:  
4,434 responses

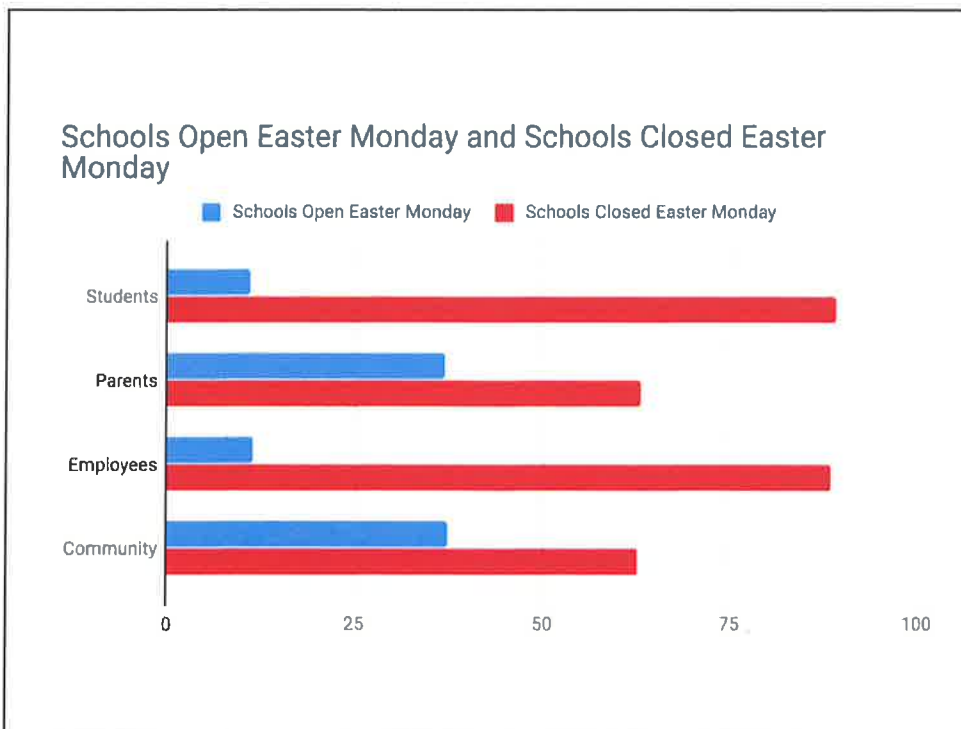
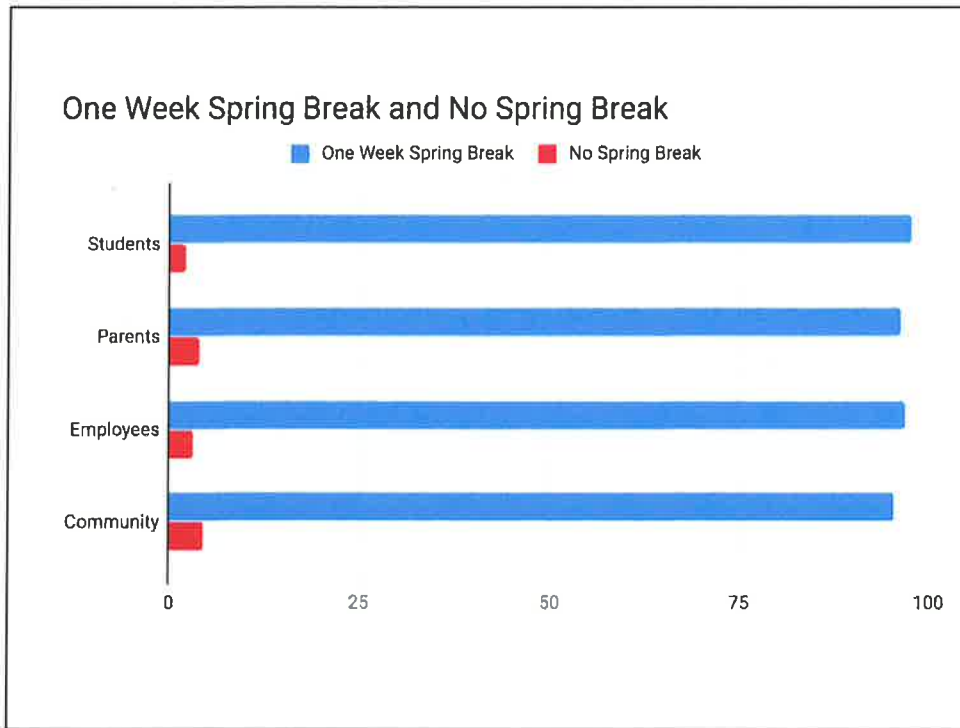


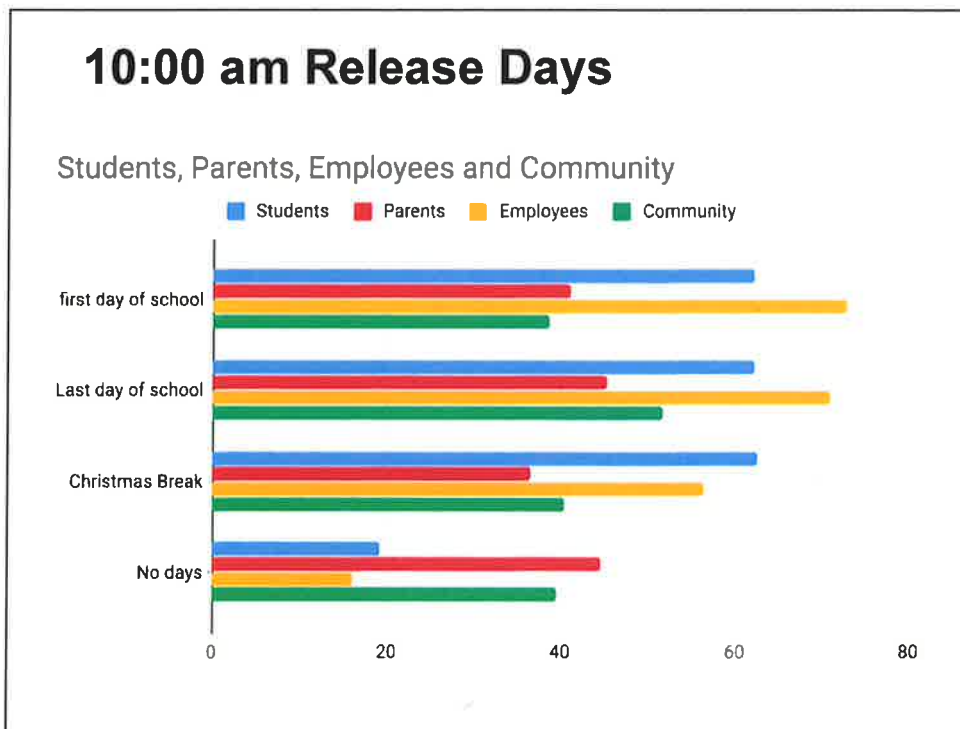
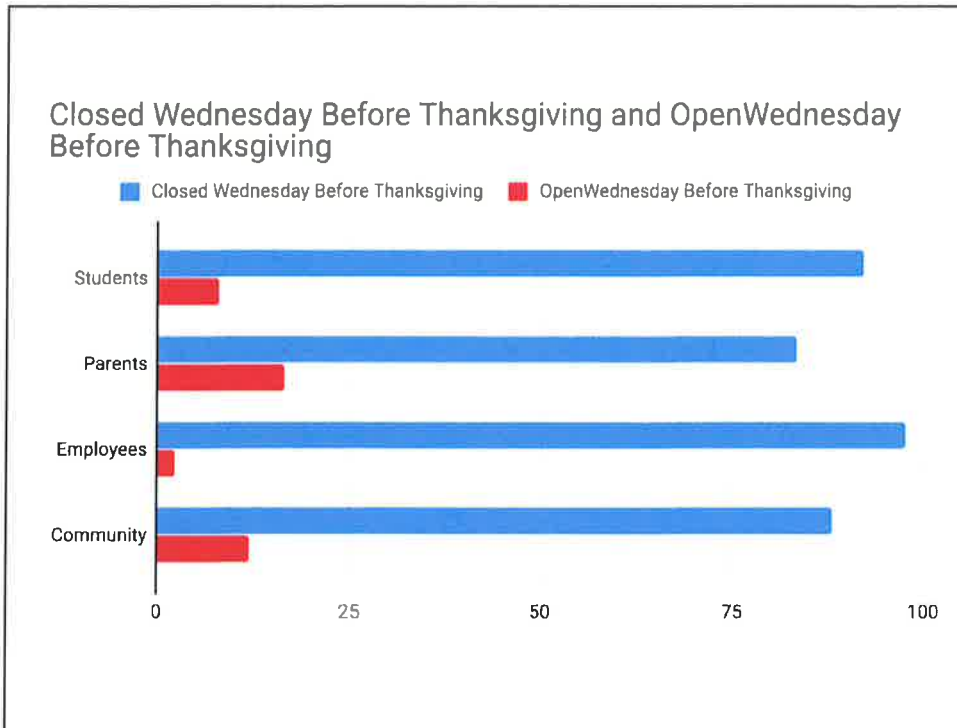
- Student
- Parent
- Community Member
- PCSS Employee

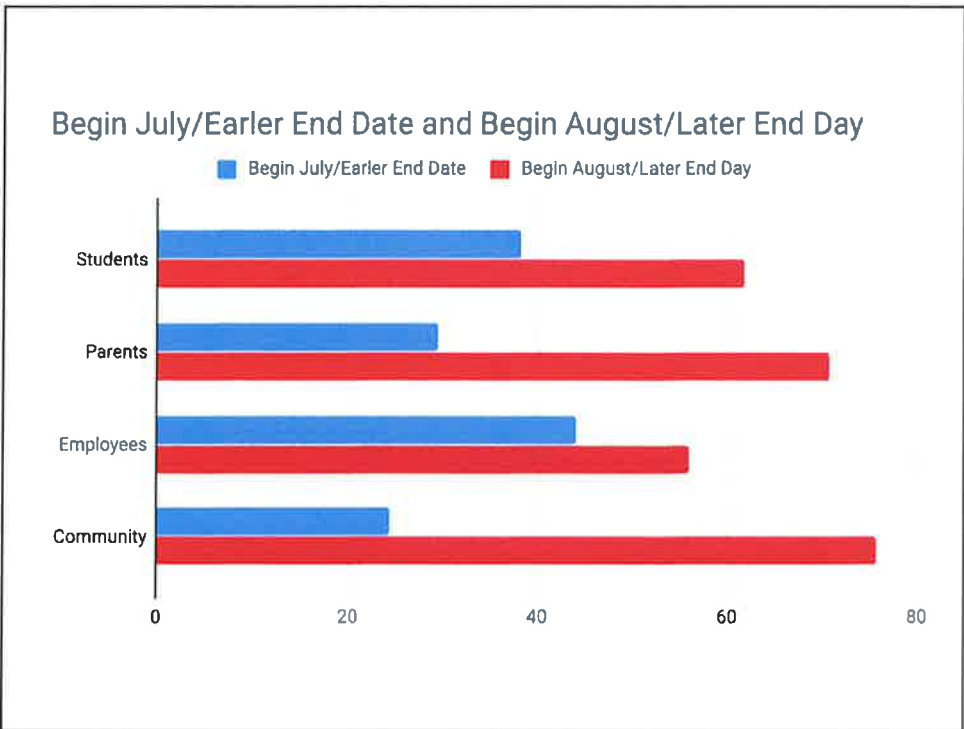
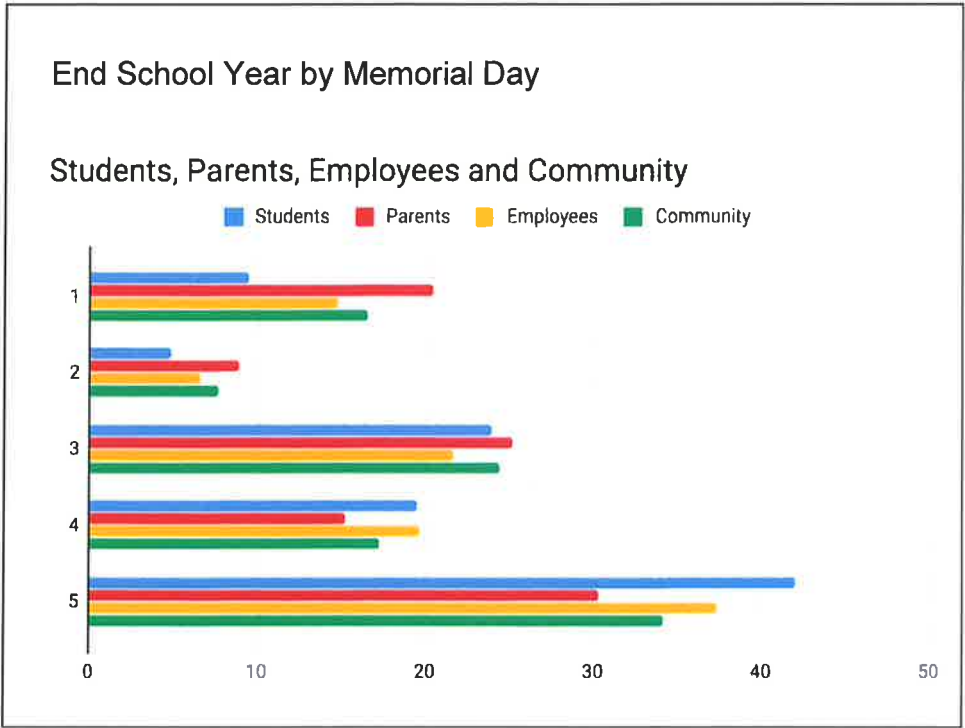
Role	Percentage
Student	6%
Parent	59.5%
Community Member	15.8%
PCSS Employee	18.9%

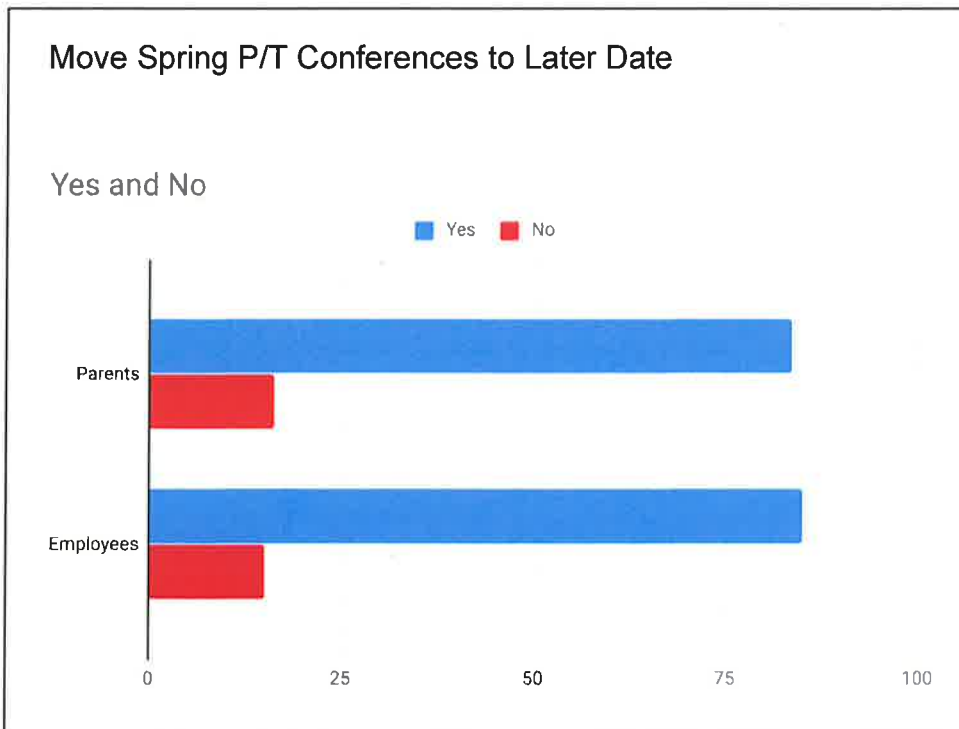
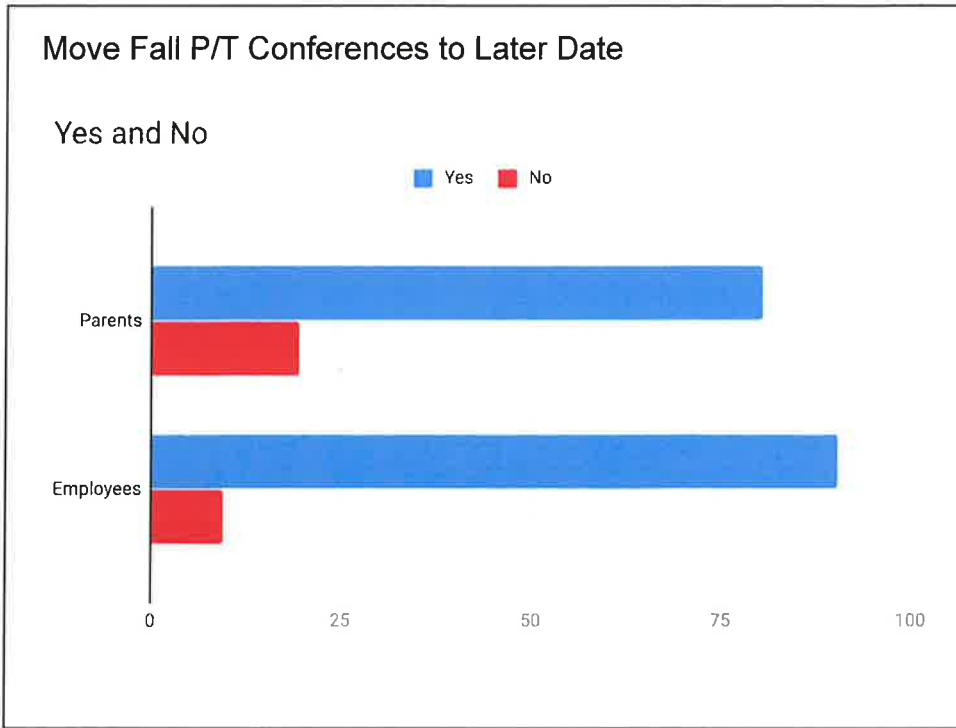
 **PUTNAM COUNTY  
SCHOOL SYSTEM** *Engage Inspire Achieve* 2











# Proposed PCSS | 2020-2021 CALENDAR

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 28 County-wide Inservice
- 29 School Inservice
- 30 First Day of School-10:00am Dismissal
- 31 Teacher Workday-No Students

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Last Day of Winter Break
- 4 Begin 2<sup>nd</sup> Semester
- 7 Report Card #2
- 18 M.L. King Holiday

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Full Day of School
- 6 Election Day - No Students

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 15 President's Day Holiday
- 22 Parent/Teacher Conf. PK-8
- 23 Parent/Teacher Conf. 9-12

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 Labor Day Holiday
- 14 Parent/Teacher Conf. PK-8
- 15 Parent/Teacher Conf. 9-12

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 End 3<sup>rd</sup> 9 Weeks Grading Period
- 15-19 Spring Break
- 25 Report Card #3

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 End 1<sup>st</sup> 9 Weeks Grading Period
- 5-16 Fall Break
- 22 Report Card #1

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 Good Friday Holiday
- 5 Easter Monday Holiday
- 13 Registration for 2021-2022 Begins

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3 Election Day- No Students
- 25-27 Thanksgiving Holiday

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 27 Teacher Workday
- 28 Last Day of School- 10:00am Dismissal

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 18 End 2<sup>nd</sup> 9 Week Grading Period/1<sup>st</sup> Semester
- 21 Begin Winter Break

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			