

Putnam County Board Meeting  
April 2, 2026 5:00 PM  
1400 E Spring St.  
Cookeville, TN 38506

- I. Meeting Called to Order
- II. Approval of Agenda
- III. Announcements
  - A. I Make A Difference
  - B. Student Congress on Policies in Education delegates
- IV. Approval of Minutes
  - A. Minutes of the Regular March Board Meeting - March 5, 2026, @ 5:00 PM
- V. Public Comment
- VI. Student Advisory Committee - Upperman High School
- VII. Approval of Consent Agenda
  - A. Payments/Purchases
    1. Approval of payment to Moore, Rader & York, P.C. - Cookeville, Tennessee for legal services through March 24, 2026 in the amount of \$12,592.00 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)
    2. Purchase of (221) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB from Danmark Technologies in the amount of \$71,340.20 from Quote(s) 19 to be paid from account number 142-71100-722-101 for the following school(s):
      - Jere Whitson Elementary School (40) ASUS Chromebook(s) \$12,920.00
      - Cane Creek Elementary School (16) ASUS Chromebook(s) \$5,168.00
      - White Plains Academy (40) ASUS Chromebook(s) \$12,920.00
      - Prescott South Elementary School (19) ASUS Chromebook(s) \$6,137.00
      - Upperman Middle School (5) ASUS Chromebook(s) \$1,572.20
      - Algood Elementary School (63) ASUS Chromebook(s) \$20,349.00
      - Sycamore Elementary School (3) ASUS Chromebook(s) \$969.00
      - Cornerstone Elementary School (8) ASUS Chromebook(s) \$2,584.00
      - Prescott South Elementary School (27) Chromebook(s) \$8,721.00
    3. Purchase of (5) Viewsonic Touch Screen Boards from Danmark Technologies in the amount of \$11,234.73, IFP7551 (wall-mounted) from Quote(s) 169, 57, and IFP-7551 (with cart) from Quote 168 from account number 142-72210-790-101 for the following school(s):
      - Cornerstone Elementary School (1) Viewsonic(s) with cart \$2,597.36
      - White Plains Academy (1) Viewsonic(s) wall mount \$2,198.36

- Algood Elementary School (1) Viewsonic(s) wall mount \$1,643.29
  - Prescott South Middle School (1) Viewsonic(s) with cart \$2,597.36
  - Prescott South Middle School (1) Viewsonic(s) without cart \$2,198.36
4. Approval to purchase the MBA Report Creator Plugin (for PowerSchool SIS integration) via attached quote #QTE-926408 from MBA, LLC, Madison, WI, in the amount of \$22,226.14, to be paid from 141-72110-399.
  5. Approval to purchase 90 regular Chromebooks and 20 touchscreen Chromebooks for Capshaw Elementary School from Danmark Communications LLC on Cooperative Purchase Contract #01-170 in the amount of \$36,489.60, to be paid from SIF & School Funds.
  6. Approval to purchase the last of the Cookeville High School band uniforms from Fruhauf Uniforms of Wichita, Kansas, from TIPS purchasing cooperative in the amount of \$23,854.60 from the 708 Cookeville High School Band Uniform account.
- B. Bids/Quotes/Sealed Bids/RFPs
1. Permission to reject all bids relating to Security Window Films.
  2. Approval for the permission to bid blinds at the Early Learning Academy.
- C. Budget Amendments/Line Item Transfers
1. SPED - To reallocate funds to align with actual expenditures for Special Education Pre-K funds for FY 2025-26.
  2. Future Ready - Amend budget to better align with expenditures
  3. TN Early Literacy Tutoring Grant - To establish Early Literacy Tutoring Grant Budget from State of TN Funds
  4. TN 3-5 Tutoring Innovation Grant - To establish TN 3-5 Tutoring Innovation Grant Budget from State of TN Funds
  5. CTE - To move money to pay for a Laerdal LSU Suction Unit for Health Science class. To move money to pay for additional consumable supplies for the Avery Trace greenhouse and the Avery Trace SBE (Cafe). To move money to pay for additional supplies and consumables for the Upperman Middle Paxton Patterson labs.
  6. Adult Education - To budget for revenue received for Adult Education
  7. SPED - To amend Special Education budget to align with actual needs for students with disabilities.
- D. Approval of Out-of-County and Overnight Trip Reports
- E. Approval of Grant Report
- F. Other
1. Approval to enter into an agreement with Music City Environmental-Nashville, TN, for the removal of both the used cooking oil from grease barrels (at no charge), and the cooking oil from the grease traps in the amount of 0.35/gallon to be paid from 143-73100-399. The term of this agreement is 12 months, with the option to renew for another 12 months at the same rate.
  2. Approval to enter into an agreement with S&ME, Inc., Knoxville, TN to provide an asbestos management plan to include a three year re-inspection

and an update of the existing AHERA management plan for the amount of \$12,000.00 to be paid for from 141-72620-399.

3. Approval from the Collaborative Conferencing Committee for the Memorandum of Understanding for July 1, 2026 - June 30, 2028.
4. Acceptance of the Athletic Trainer Bid submitted by STAR Physical Therapy to begin July 1, 2026.
5. Approval for Pay Application #1 from Larseneer, LLC, relating to the CHS Softball Hitting Facility.
6. Approval to enter into an agreement with Schiller, Clarksville, TN, to provide door hardware for the Early Learning Academy for the amount of \$20,179.00 to be paid for from the Safety & Security grant #141E-72130-499000-02525..

VIII. Policy

IX. School Spotlight - Park View

X. Discussion/Presentation

A. Building Projects

1. Cookeville High School Independence House Update

B. Update from Energy Systems Group regarding the Putnam County School System Early Learning Academy

1. Energy Systems Group - Putnam County School System Early Learning Academy Renovation Project Action Items

- a. Approval to pay Energy Systems Group in the amount of \$478,576.84 and First National Bank of Tennessee (retainage) in the amount of \$25,188.25 for pay application #16 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

XI. Adjournment



**Putnam County Board of Education Agenda Requests**

Date \_\_\_\_\_ 4/2/26  
Department Finance  
Person Submitting Mark McReynolds  
Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of payment to Moore, Rader, Fitzpatrick and York, P.C. – Cookeville, Tennessee for legal services through March 24th, 2026 in the amount of \$12,592.00 to be paid from 141-72310-331, Legal Services. (General Purpose Schools)

**received**  
3-24-26 MAT 

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

**March 25, 2026**

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

IRS No. 62-0897974

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FOR PROFESSIONAL SERVICES RENDERED

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TO PROFESSIONAL SERVICES RENDERED:

**RE: SCHOOL BOARD MATTERS**

**November 26, 2025 through March 24, 2026**

Daniel H. Rader III: 40.00 hours at \$200.00	\$ 8,000.00
Andre Greppin: 11.00 hours at \$200.00	\$ 2,200.00
Caitlin Hodges: .90 hours at \$200.00	\$ 180.00
Wade Blair: 2.30 hours at \$200.00	\$ 460.00
 PARALEGAL HOURS: 17.50 hours at \$95.00	 \$ 1,662.50
 OUT-OF-POCKET EXPENSES:	
Copying charges	\$ 89.50
 TOTAL OUT-OF-POCKET EXPENSES	 <u>\$ 89.50</u>
 TOTAL AMOUNT OF STATEMENT	 <b>\$ 12,592.00</b>

ITEMIZED STATEMENT

November 26, 2025 through March 24, 2026

Nov. 26- Nov. 30, 25	Receipt and review of communications with Chris Pierce re: records request; communications with records requestor re: same receipt and review of communications with Director King with MOU; communications re: same; receipt and review of communications with Sheri Roberson re: IEP meeting	(DHRIII) 1.50
Dec. 2025	Review of documents re: preparation for IEP meeting; meeting with Sheri Roberson; attending IEP meeting; receipt and review of communications with Chris Pierce re: enrollment affidavits; telephone conference with Chris Pierce re: same; attending School Board meeting and conferences; receipt and review of communications with Brandon Smith with MOU; review and revising MOU; communications with Director King re: same; receipt and review of communications with Angie Knight re: subpoena; communications with Angie Knight re: same; receipt and review of communications with Chris Pierce re: response to records request; receipt and review of communications with Chris Pierce re: records request; compiling attachments to response to records request; correspondence with records requestor; telephone conference with ADA Willis re: criminal juvenile matter; receipt and review of communications with Tim Martin; receipt and review of communications with Chris Pierce re: legal question regarding student matter; communications with Chris Pierce re: same; telephone conference with Chris Pierce re: student matter	(DHRIII) 11.50 (CH) .30

Jan. 2026 Receipt and review of communications with Director King re: Public Records Act request; attending School Board meeting; telephone conference with Mark McReynolds; receipt and review of communications with Director King re: parent matter; telephone conference with Director King re: parent matter; receipt and review of communications with Tim Martin re: subpoena; receipt and review of communications with Mark McReynolds re: records request; receipt and review of communications with Attorney Moses re: IEP meeting; receipt and review of communications with Director King re: UHS parent; telephone communications with General Smith re: status of criminal juvenile case review of criminal court docket for updated status

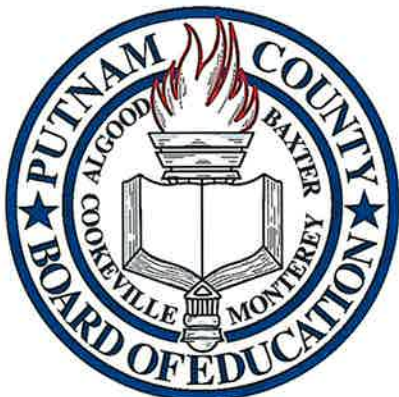
	(DHR/III)	5.50
	(ASG)	1.50
	(CH)	.60

Feb. 2026 Receipt and review of communications with Tim Martin re: Ex Parte Motion and release of information issue; attending School Board meeting and conferences; communications with Tim Martin re: same; legal research re: records requests; receipt and review of communications with Tim Martin re: student matter; communications with Tim Martin re: matter; telephone conference with Tim Martin re: student matter; telephone conference with Beth at Ledbetter Title re: scheduling closing/closing documents; receipt and review of communications with Attorney Byars with subpoena; communications with Attorney Byars re: same; receipt and review of communications with Tim Martin re: custody issues; telephone conference with Tim Martin re: same; receipt and review of communications from Brandon Smith with MOU; communications re: same; telephone conference with Sheriff re: teacher assistance; telephone conference with Director King re: personnel matter and student enrollment matter; receipt and review of communications with Chris Pierce re: student enrollment; telephone conference re: same; telephone conference with Tim Martin re: teacher subpoena; meeting with teacher; traveling to Monterey Police Department; telephone conferences with Sheriff Farris; telephone conference with Director King; telephone conference with DA's office; telephone conference with teacher; telephone conference with Tim Martin; communications with DA Dunaway; receipt and review of communications with Tim Martin; telephone conference with Sheriff Farris; receipt and review of communications with Sheriff's Office; communications with Sheriff's Office

re: witness subpoena; receipt and review of communications with Detective; multiple communications with Detective, principal and teacher; meeting with teacher re: preparation for interview; attending interview with Detective and teacher; receipt and review of student information from Tim Martin; communications with Detective re: same; receipt and review of communications with teacher with additional messages from parent; communications with Detective re: same	(DHRIII)	13.50
	(ASG)	9.50

March 1- March 24, 2026	Telephone conference with Tim Martin re: bid question; legal research re: bid and license regulations; telephone conference with Tim Martin re: same; attending School Board meeting and conferences; receipt and review of communications with Chris Piercee re: access to educational records; telephone conference with Chris Pierce re: same; receipt and review of communications with Tim Martin re: parent/bus issue; communications with Tim Martin re: same; receipt and review of follow-up communications with Chris Pierce; receipt and review of communications with Angie Knight re: personnel matter; telephone conferences with Director King and Angie Knight re: same	(DHRIII)	5.00
		(WB)	2.30

EXHIBIT  
tabbies  
VITA2-VITA3  
04-02-26



Board Agenda Request  
For 2026 Meeting

Date April 2, 2026

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

- **Purchase of (221) ASUS Chromebooks CZ1104CM2A-YZ84 MEDIATEK KOMPANIO 11.6 8/64 GB from Danmark Technologies in the amount of \$ 71,340.20 from Quote(s) 19 to be paid from account number 142-71100-722-101 for the following school(s):**
  - Jere Whitson Elementary School (40) ASUS Chromebook(s) \$12,920.00
  - Cane Creek Elementary School (16) ASUS Chromebook(s) \$5,168.00
  - White Plains Academy (40) ASUS Chromebook(s) \$12,920.00
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  - Upperman Middle School (5) ASUS Chromebook(s) \$1,572.20

VITA 2

received  
3-16-26 MT

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  - Sycamore Elementary School (3) ASUS Chromebook(s) \$969.00
  - Cornerstone Elementary School (8) ASUS Chromebook(s) \$2,584.00
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- **Purchase of (5) Viewsonic Touch Screen Boards** from **Danmark Technologies** in the amount of **\$11,234.73, IFP7551 (wall-mounted) from Quote(s) 169, 57, and IFP-7551 (with cart) from Quote 168** from account number 142-72210-790-101 for the following school(s):
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    - White Plains Academy (1) Viewsonic(s) wall mount \$2,198.36
    - Algood Elementary School (1) Viewsonic(s) wall mount \$1,643.29
    - Prescott South Middle School (1) Viewsonic(s) with cart \$2,597.36
    - Prescott South Middle School (1) Viewsonic(s) without cart \$2,198.36

VITA 3



# Quote

Danmark Communications LLC dba Danmark Technologies  
 Danmark Communications LLC  
 200 James Mackey Drive  
 PO Box 719  
 Rogersville AL 35652  
 United States

#57

2/9/2026

**Prepared For**

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

**Shipping Address**

Central Receiving  
 240 Raider Drive  
 Cookeville TN 38501  
 United States

**TOTAL**

**\$8,081.60**

**Expires: 3/31/2026**

Title	Contract Number	Project	Sales Rep
VIEWOSNIC NON-TOUCH 75IN & 86IN PANELS			Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
2	<b>CDE7531</b> 75" 4K Commercial Display, 500nits		\$1,545.78	\$3,091.56	0%	\$0.00	\$3,091.56
2	<b>CD-EW-75-05</b> ViewSonic CD-EW-75-05 2-Years Extended On-Site Warranty		\$0.01	\$0.02	0%	\$0.00	\$0.02
2	<b>CDE8631</b> 86IN 4K COMMERCIAL DISPLAY, 500 NITS		\$2,300.00	\$4,600.00	0%	\$0.00	\$4,600.00
2	<b>CD-EW-86-05</b> ViewSonic CD-EW-86-05 2-Years Extended On-Site Warranty		\$0.01	\$0.02	0%	\$0.00	\$0.02
4	<b>MVBM_ADV_5Y01</b> myViewBoard Manager Advanced 5 year, 1 device		\$97.50	\$390.00	0%	\$0.00	\$390.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$8,081.60	0%	\$0.00

<b>Total</b>				\$0.00			
						<b>Subtotal</b>	\$8,081.60
						<b>Tax</b>	\$0.00
						<b>Total</b>	\$8,081.60





# Quote

Danmark Communications LLC dba Danmark  
Technologies  
Danmark Communications LLC  
200 James Mackey Drive  
PO Box 719  
Rogersville AL 35652  
United States

#19

1/30/2026

**Prepared For**

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

**Shipping Address**

Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

**TOTAL**

**\$323.00**

**Expires: 3/31/2026**

**Title**

ASUS CHROMEBOOK

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
1	<b>CZ1104CM2A-YZ84</b> ASUS CHROMEBOOK MEDIATEK KOMPANIO 11.6 8 / 64GB		\$290.00	\$290.00	0%	\$0.00	\$290.00
1	<b>CROSSWDISEDUNEW</b> Google ChromeOS Management Console Education License - Perpetual		\$33.00	\$33.00	0%	\$0.00	\$33.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$323.00	0%	\$0.00

**Total \$0.00**

**Subtotal \$323.00**

**Tax \$0.00**

**Total \$323.00**





# Quote

Danmark Communications LLC dba Danmark Technologies  
 Danmark Communications LLC  
 200 James Mackey Drive  
 PO Box 719  
 Rogersville AL 35652  
 United States

#169

3/10/2026

**Prepared For**

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

**Shipping Address**

ANGIE SMITH  
 Central Receiving  
 240 Raider Drive  
 Cookeville TN 38501  
 United States

**TOTAL**

**\$2,597.36**

**Expires: 4/30/2026**

**Title**

VIEWSONIC 51 SERIES  
 PANEL ON CART

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Price	Amount	Extended Amt
1	<b>IFP7551</b> 75" ViewBoard 4K Interactive Flat Panel 3840 x 2160 resolution	\$2,198.35	\$2,198.35	\$2,198.35
1	<b>VB-STND-009</b> Slim Trolley Cart for 55" to 105" Display	\$399.00	\$399.00	\$399.00
1	<b>IFP-EW-75-07</b> ViewSonic IFP-EW-75-07 4-Years Extended On-Site Warranty	\$0.01	\$0.01	\$0.01

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$2,597.36	0%	\$0.00

<b>Total</b>	<b>\$0.00</b>	<b>Subtotal</b>	<b>\$2,597.36</b>
		<b>Tax</b>	<b>\$0.00</b>
		<b>Total</b>	<b>\$2,597.36</b>



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Danmark Communications LLC dba Danmark  
Technologies  
Danmark Communications LLC  
200 James Mackey Drive  
PO Box 719  
Rogersville AL 35652  
United States

#168

3/10/2026

**Prepared For**

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

**Shipping Address**

ANGIE SMITH  
  
Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

**TOTAL**

**\$2,198.36**

**Expires: 4/30/2026**

**Title**

VIEWSONIC 51 SERIES  
PANEL WALL MOUNT

**Contract Number**

**Project**

**Sales Rep**

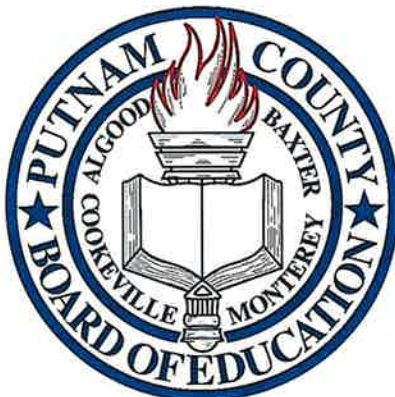
Daniel Boshers

Qty	Item	Price	Amount	Extended Amt
1	<b>IFP7551</b> 75" ViewBoard 4K Interactive Flat Panel 3840 x 2160 resolution	\$2,198.35	\$2,198.35	\$2,198.35
1	<b>WMK-047-2</b> Wall Mount Support for 48-98" CDE, CDM, CDP, CDX, IFP Displays, VESA Standard Su - Black	\$0.00	\$0.00	\$0.00
1	<b>IFP-EW-75-07</b> ViewSonic IFP-EW-75-07 4-Years Extended On-Site Warranty	\$0.01	\$0.01	\$0.01

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$2,198.36	0%	\$0.00

<b>Total</b>	<b>\$0.00</b>	<b>Subtotal</b>	<b>\$2,198.36</b>
		<b>Tax</b>	<b>\$0.00</b>
		<b>Total</b>	<b>\$2,198.36</b>

EXHIBIT  
tabbies  
VITA2-VITA3  
04-02-26



Board Agenda Request  
For 2026 Meeting

Date April 2, 2026

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

Backup included

Backup to follow

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VITA 2

received  
3-16-26 MT

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VITA 3



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 200 James Mackey Drive  
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#57

2/9/2026

**Prepared For**

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 United States

**Shipping Address**

Central Receiving  
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 United States

**TOTAL**

**\$8,081.60**

**Expires: 3/31/2026**

Title	Contract Number	Project	Sales Rep
VIEWOSNIC NON-TOUCH 75IN & 86IN PANELS			Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
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2	<b>CD-EW-75-05</b> ViewSonic CD-EW-75-05 2-Years Extended On-Site Warranty		\$0.01	\$0.02	0%	\$0.00	\$0.02
2	<b>CDE8631</b> 86IN 4K COMMERCIAL DISPLAY, 500 NITS		\$2,300.00	\$4,600.00	0%	\$0.00	\$4,600.00
2	<b>CD-EW-86-05</b> ViewSonic CD-EW-86-05 2-Years Extended On-Site Warranty		\$0.01	\$0.02	0%	\$0.00	\$0.02
4	<b>MVBM_ADV_5Y01</b> myViewBoard Manager Advanced 5 year, 1 device		\$97.50	\$390.00	0%	\$0.00	\$390.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$8,081.60	0%	\$0.00

<b>Total</b>			\$0.00			
					<b>Subtotal</b>	\$8,081.60
					<b>Tax</b>	\$0.00
					<b>Total</b>	\$8,081.60





# Quote

Danmark Communications LLC dba Danmark  
Technologies  
Danmark Communications LLC  
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United States

#19

1/30/2026

**Prepared For**

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

**Shipping Address**

Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

**TOTAL**

**\$323.00**

**Expires: 3/31/2026**

**Title**

ASUS CHROMEBOOK

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
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1	<b>CROSSWDISEDUNEW</b> Google ChromeOS Management Console Education License - Perpetual		\$33.00	\$33.00	0%	\$0.00	\$33.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$323.00	0%	\$0.00

**Total \$0.00**

**Subtotal \$323.00**

**Tax \$0.00**

**Total \$323.00**





# Quote

Danmark Communications LLC dba Danmark Technologies  
 Danmark Communications LLC  
 200 James Mackey Drive  
 PO Box 719  
 Rogersville AL 35652  
 United States

#169

3/10/2026

**Prepared For**

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 United States

**Shipping Address**

ANGIE SMITH  
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 United States

**TOTAL**

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**Expires: 4/30/2026**

**Title**

VIEWSONIC 51 SERIES  
 PANEL ON CART

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Price	Amount	Extended Amt
1	<b>IFP7551</b> 75" ViewBoard 4K Interactive Flat Panel 3840 x 2160 resolution	\$2,198.35	\$2,198.35	\$2,198.35
1	<b>VB-STND-009</b> Slim Trolley Cart for 55" to 105" Display	\$399.00	\$399.00	\$399.00
1	<b>IFP-EW-75-07</b> ViewSonic IFP-EW-75-07 4-Years Extended On-Site Warranty	\$0.01	\$0.01	\$0.01

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$2,597.36	0%	\$0.00

<b>Total</b>	<b>\$0.00</b>	<b>Subtotal</b>	<b>\$2,597.36</b>
		<b>Tax</b>	<b>\$0.00</b>
		<b>Total</b>	<b>\$2,597.36</b>



# Quote

Danmark Communications LLC dba Danmark  
Technologies  
Danmark Communications LLC  
200 James Mackey Drive  
PO Box 719  
Rogersville AL 35652  
United States

#168

3/10/2026

**Prepared For**

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

**Shipping Address**

ANGIE SMITH  
  
Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

**TOTAL**

**\$2,198.36**

**Expires: 4/30/2026**

**Title**

VIEWSONIC 51 SERIES  
PANEL WALL MOUNT

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Price	Amount	Extended Amt
1	<b>IFP7551</b> 75" ViewBoard 4K Interactive Flat Panel 3840 x 2160 resolution	\$2,198.35	\$2,198.35	\$2,198.35
1	<b>WMK-047-2</b> Wall Mount Support for 48-98" CDE, CDM, CDP, CDX, IFP Displays, VESA Standard Su - Black	\$0.00	\$0.00	\$0.00
1	<b>IFP-EW-75-07</b> ViewSonic IFP-EW-75-07 4-Years Extended On-Site Warranty	\$0.01	\$0.01	\$0.01

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$2,198.36	0%	\$0.00

<b>Total</b>	<b>\$0.00</b>	<b>Subtotal</b>	<b>\$2,198.36</b>
		<b>Tax</b>	<b>\$0.00</b>
		<b>Total</b>	<b>\$2,198.36</b>

PUTNAM COUNTY SCHOOL SYSTEM  
BOARD AGENDA REQUEST

EXHIBIT  
VITA 4  
04-02-26

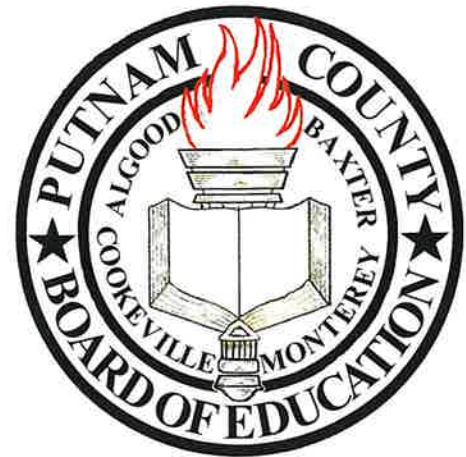
Date: March 25, 2026

Department: Technology

Person Submitting: Johnny Sloan

Account Number (if appropriate) note below

141-72110-399



Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Request approval to purchase the MBA Report Creator Plugin (for PowerSchool SIS integration) via attached quote # QTE-926408 from MBA, LLC, Madison, WI, in the amount of \$22,226.14, to be paid from: 141-72110-399

NOTES:

Per April Hale, SIS Manager - this will replace LevelData Plugin and offers vastly superior integration and reporting benefits. The recurring cost in year 2 for MBA Report Creator is only \$6,500.00 maximum and will result in a cost savings of \$10,500 annually and provide many more benefits than LevelData.

received  
3-26-26 MT



**Marcia Brenner Associates, LLC**

1200 John Q. Hammons Drive, Ste. 503  
Madison, Wisconsin 53717  
P: 608-836-4000  
E: accounting@mba-link.com

# QUOTE

**Bill To**

**Putnam County School System - TN**

1400 East Spring St.  
Cookeville, TN 38506  
United States

Quote#  
**QTE-926408**

Quote Date	Expiry Date	Reference#	Sales person
03/19/2026	05/01/2026	RC - District - 10746 students	Chip Kling

#	Item & Description	Qty	Rate	Discount	Amount
1	Report Creator Plugin for PowerSchool SIS Year 1 - 2026 Subscription Fee 32 student. Requires Annual Subscription of student. The subscription fee provides the customer with access to user support and maintenance for the plugin, including minor enhancements and modifications. Remains compliant with all PowerSchool SIS standards. The subscription fee must be paid to continue using the plugin. Year 1 - 2026 Subscription Fee 32 student	10,746	2.00	10.00%	19,342.80
2	Report Creator Plugin - Annual Subscription The annual subscription fee provides the customer with user support and maintenance for the plugin, including minor enhancements and modifications. Remains compliant with all PowerSchool SIS standards. The subscription fee must be paid to continue using the plugin. Year 2 - 2027 Subscription Fee 32 student Year 2 - 2027 Subscription Fee 32 student	1	1,083.34	0.00	1,083.34
3	Report Creator Plugin for PowerSchool - Training and Implementation Fees include on-site installation, configuration, and one required on-site training session. Webinars are also available. All training materials are recorded and provided to the client, and the on-site fee is included in the price. One	1	1,800.00	0.00	1,800.00

Payment plan:

Page 1 of 1

03/19/2026 11:11 AM

Renewal July 2027 = \$6500 (max pricing)

Thank you for the opportunity to partner with your school district.

## Terms & Conditions

1. All conversion, installation, and other services by MBA are performed remotely. If onsite services are requested, the district must pay an additional fee and travel expenses incurred by MBA.
2. All training services assume a 'Train the Trainer' model.
3. All Plugins work on a supported version of PowerSchool SIS.
4. Custom Page Management must be enabled to use plugins.
5. MBA requires a temporary user ID and password to PowerSchool SIS during implementation services.
6. MBA requires that the customer accept an End User License Agreement before the start of implementation. Copy link to see EULA: <https://mba-link.com/license-agreement/>
7. MBA reserves the right to increase the annual subscription fee.
8. Customer has 30 days from quote acceptance date to provide PO to MBA and schedule their implementation. Should extenuating circumstances arise, please notify MBA. If the customer does not contact MBA within 30 days of quote acceptance and no PO is presented, the quote is null and void.



# Report Creator



Effortlessly create, customize, and streamline reporting



## Core Product Functionality

- ✓ Standards based report cards
- ✓ Traditional report cards
- ✓ Transcripts
- ✓ Shareable templates
- ✓ Generate reports in any language
- ✓ Standards Transcripts
- ✓ Student Enrollment History Report
- ✓ Create and electronically deliver letters
- ✓ Easy customization (Javascript)
- ✓ Colors, shading, logos, metered grading, customizable presentation
- ✓ Display data based upon conditional results
- ✓ Electronic document delivery (included with core product)



## Report Creator Toolbox

- ✓ Contacts
- ✓ Attendance
- ✓ Attendance History
- ✓ Grades
- ✓ Grade History
- ✓ Comments (Standards and Stored)
- ✓ Test Scores
- ✓ Log Entries
- ✓ Course Requests
- ✓ Health immunizations and concerns
- ✓ Teacher assignment scores with category summaries
- ✓ Current and future student schedules
- ✓ Standards History
- ✓ Enrollment History



## Additional Features

- ✓ Archiving reports
- ✓ Collect Digital Signatures
- ✓ Public portal access for live and archived reports
- ✓ Teachers can run and print reports for assigned students
- ✓ Public portal access audit report - administrators can see who has/has not viewed/signed reports
- ✓ Student Modules: track historical activities, awards, certifications, volunteer hours, etc



# Report Creator

Effortlessly create, customize, and streamline reporting



## ★ How Report Creator Empowers You

- ✓ Save time and money on paper, ink, equipment, mailing costs, labor to run/process/maintain reports
- ✓ Generate reports in multiple languages; course names, text, and standard translations can be defined
- ✓ Run reports to email, print, or archive in your preferred selection order (homeroom, grade level, current selection, etc.)
- ✓ Consistent, timely delivery of reports to parents
- ✓ Easily set a preferred language for each student
- ✓ Define translations for words or phrases, making multi-lingual report creation easy
- ✓ Easy access to custom fields (Javascript)
- ✓ Historical student records in student modules
- ✓ Historical access to reports for admins and parents
- ✓ Go from progress reports (current grades) to report cards (stored grades) in one click
- ✓ Create/edit reports without needing developers or additional vendor cost
- ✓ Look your best with customized logos, colors, styles & images



## The MBA Impact

- Report Creator resides inside the PowerSchool Application
- MBA is a PowerSchool ISV Partner
- We maintain Report Creator for all supported PowerSchool releases
- Report Creator regularly receives updates and enhancements
- We make implementation easy with a live guided workshop
- We ensure success with post implementation follow up meetings at 30, 60, and 90 days
- We provide free plugin professional development training opportunities
- Plugin documentation and how-to videos are easily accessed inside PowerSchool
- We've provided technology services to K-12 districts worldwide for over 40 years
- Making support requests is fast and easy



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Renee Cantrell

Date: March 27, 2026

RE: Technology Purchase

Account Funding Code (if appropriate) SIF & School Funds

Backup included

Backup to follow

Agenda Item for April 2, 2026, Board meeting.

Request approval to purchase 90 regular chromebooks and 20 touchscreen Chromebooks from Danmark Communications LLC on NCPA Cooperative Purchase Contract #01-170 in the amount of \$36,489.60, to be paid from SIF & School Funds.

\_\_\_\_\_  
Supervisor

3-27-26  
\_\_\_\_\_  
Date

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

3-27-26  
\_\_\_\_\_  
Date

**received**  
3-26-26 MT

## Board agenda

1 message

---

**Renee' Cantrell** <cantrells7@pcsstn.com>  
To: Malaysia Talbert <malaysia.talbert@pcsstn.com>

Thu, Mar 26, 2026 at 2:32 PM

Good afternoon! Thank you so much for pushing this through for board approval. We are wanting to order 90 Chromebooks to update a 4th grade class, 2 second graders, and a first grade class. Please let me know if I need to do anything else. We are also ordering 20 touchscreens, but it will be less than \$10,000. So are we good to order those without board approval? Thank you again for your help!

Sent from my iPhone

---

 **Danmark-Chromebook CZ1104CM2A-YZ84\_Expires 3\_31\_2026.pdf**  
55K



# Quote

Danmark Communications LLC dba Danmark Technologies  
 Danmark Communications LLC  
 200 James Mackey Drive  
 PO Box 719  
 Rogersville AL 35652  
 United States

#19

1/30/2026

**Prepared For**

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

**Shipping Address**

Central Receiving  
 240 Raider Drive  
 Cookeville TN 38501  
 United States

**TOTAL**

**\$323.00**

**Expires: 3/31/2026**

<b>Title</b>	<b>Contract Number</b>	<b>Project</b>	<b>Sales Rep</b>
ASUS CHROMEBOOK			Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
1	<b>CZ1104CM2A-YZ84</b> ASUS CHROMEBOOK MEDiatek KOMPANIO 11.6 8 / 64GB		\$290.00	\$290.00	0%	\$0.00	\$290.00
1	<b>CROSSWDISEDUNEW</b> Google ChromeOS Management Console Education License - Perpetual		\$33.00	\$33.00	0%	\$0.00	\$33.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$323.00	0%	\$0.00

<b>Total</b>	\$0.00		
		<b>Subtotal</b>	\$323.00
		<b>Tax</b>	\$0.00
		<b>Total</b>	\$323.00



touch screen



# Quote

Danmark Communications LLC dba Danmark Technologies  
Danmark Communications LLC  
200 James Mackey Drive  
PO Box 719  
Rogersville AL 35652  
United States

#71

2/13/2026

**Prepared For**

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

**Shipping Address**

Central Receiving  
240 Raider Drive  
Cookeville TN 38501  
United States

**TOTAL**

## \$370.98

Expires: 3/31/2026

**Title**

ASUS CZ1104FM2A-YZ84T  
(FLIP/TOUCH)

**Contract Number**

**Project**

**Sales Rep**

Daniel Boshers

Qty	Item	Additional Notes	Rate	Amount	Tax Rate	Tax Amt	Gross Amt
1	<b>CZ1104FM2A-YZ84T</b> ASUS ChromeBook/GREY/11.6 HD Touch(GF2)/MT8186G/8GB//64GB/Chrome		\$337.98	\$337.98	0%	\$0.00	\$337.98
1	<b>CROSSWDISEDUNEW</b> Google ChromeOS Management Console Education License - Perpetual		\$33.00	\$33.00	0%	\$0.00	\$33.00

Tax Type	Tax Code	Tax Basis	Tax Rate	Tax Amount
US not liable	Not liable to tax, Tennessee	\$370.98	0%	\$0.00

<b>Total</b>	\$0.00	<b>Subtotal</b>	\$370.98
--------------	--------	-----------------	----------

Tax	\$0.00
<b>Total</b>	\$370.98

3 units of  
20  
for 2nd grade  
~~370.98~~  
~~x 60~~  
22,258.80

370.98  
x 20  
-----  
7419.60  
Drobek touch screen



SIF \$1388.38 will pay



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request:

Date: 3/19/2026

RE: CHS Band uniform purchase

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for \_\_\_\_\_, \_\_\_\_\_, Board meeting.

Request to purchase the last of the Cookeville High School band uniforms from Fruhart Uniforms of Wichita Kansas from TIPPS purchasing cooperative for the amount of \$23,854.60; from the 708 Cookeville High School Band Uniform Account.

Supervisor

Date

3-30-26

Director of Schools

Date

received  
3-20-26 gnt



Fruhauf Uniforms, Inc. • 800 E. Gilbert • Wichita, KS 67211 • 316-263-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 • sales@fruhauf.com

*Quote*  
**Invoice Type D**

Invoice Number: **26DI-26-S62158**  
 RE:

Sold By: Mr. Leland Alexander

Cust. Phone: (931) 520-2287

Cust. FAX: (931) 372-0391

Order Type:

Cust. Lookup: **03B-6573**

**Sold To:**  
 Accounts Payable  
 Cookeville Band Boosters  
 P.O. Box 566  
 Cookeville, TN 38503

**Ship To:** Customer Order #26-S62158 Page 1  
 Mr. David Talbert  
 Cookeville HS Band  
 2335 N Washington Ave.  
 Cookeville, TN 38501

Valid for TIPS 231001

Delivery is contingent on our ability to acquire the supplies to manufacture your custom garment in a timely fashion.

DATE	TERMS	F.O.B.	P.O. Number	SHIP VIA	WEIGHT			
3/16/2026	30 Days	Cookeville, TN		Ground	0 lbs 0 oz			
QTY	SHIP	ITEM	Size	Color	DESCRIPTION	LIST	PRICE	AMOUNT
200		RBSHAKO			Reg Band Shako	\$99.96	\$99.96	\$19,992.00
5		DMSHAKO			Drum Major Shako	\$99.96	\$99.96	\$499.80
205		BOX/TUFT			Tuf-Tote	\$16.36	\$16.36	\$3,353.80

Thank you for your order! We appreciate your business, and hope you will tell others about our company.  
 Customer Service

**Thank You!**

<b>Subtotal:</b>	<b>23,845.60</b>
Taxable Items:	0.00
Sales Tax Total:	0.00
<b>Total:</b>	<b>\$23,845.60</b>

A MONTHLY SERVICE CHARGE OF THE LESSER OF 1 1/2% OR THE MAXIMUM PERMITTED BY LAW WILL BE CHARGED ON ALL PAST DUE BALANCES.

**Purchase Order**

Cookeville High School  
1 Cavalier Drive  
Cookeville, TN 38501

Phone : 931-520-2287

Fax : 931-520-2268

PO # CHS- - 19447

3/19/2026

To : Fruhauf Uniforms Inc  
800 E Gilbert  
Wichita, KS 67211

Ship To : Cookeville High School  
1 Cavalier Drive  
Cookeville, TN 38501

Vendor Number :

Phone Number :

Fax Number :

Fed Tax ID : 0

Requested By : DAVID TALBERT

Quantity	Description	Product #	Account #	Account Name	Unit Price	Total Price
200	REG BAND SHAKO	RBSHAKO	708.004	Band Uniforms	\$99.96	\$19,992.00
5	DRUM MAJORE SHAKO	DMSHAKO	708.004	Band Uniforms	\$99.96	\$499.80
205	TUF TOTE	BOXTUFT	708.004	Band Uniforms	\$16.36	\$3,353.80

**Notes :**

Subtotal :	\$23,845.60
Discount :	\$0.00
Shipping and Handling :	\$0.00
Sales Tax :	\$0.00

**Comments :**

**PO Total :** \$23,845.60

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

Bookkeeper: Julie Cook

Other: \_\_\_\_\_

Approved: \_\_\_\_\_ Purchase Request



**PCSS Board Agenda Request**

Date: March 31, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval for the permission to bid blinds at the Early Learning Academy

**received**  
3-31-26 JMT 

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: April 2026



Item #	Fund #	Account #	Account Description	Current		Requested	
				Approved Amount	Decrease	Increase	Approval Amount
1	141	71200-116-2152	Teachers	\$65,000.00		\$6,050.00	\$71,050.00
2	141	71200-163-2152	Educational Assistants	\$140,800.24		13,927.00	\$154,727.24
3	141	71200-195-2152	Certified Subs	\$500.00	499.00		\$1.00
4	141	71200-198-2152	non-certified subs	\$500.00	499.00		\$1.00
5	141	71200-201-2152	Social Security	\$12,450.00	379.00		\$12,071.00
6	141	71200-204-2152	State Retirement	\$14,250.00		3,846.00	\$18,096.00
7	141	71200-206-2152	Life Insurance	\$200.00	77.00		\$123.00
8	141	71200-207-2152	Medical Insurance	\$75,035.00	1,801.00		\$73,234.00
9	141	71200-208-2152	Dental Insurance	\$1,300.00	197.00		\$1,103.00
10	141	71200-212-2152	Employer Medicare	\$2,900.00	76.00		\$2,824.00
11	141	71200-217-2152	Retirement-Hybrid	\$1,000.00	377.00		\$623.00
12	141	71200-429-2152	Instructional Supplies	\$4,820.00		22,444.00	\$27,264.00
13	141	72220-131-2152	Medical Personnel	\$30,000.00	16,900.00		\$13,100.00
14	141	72220-201-2152	Social Security	\$1,860.00	1,050.00		\$810.00
15	141	72220-204-2152	State Retirement	\$2,400.00	2,399.00		\$1.00
16	141	72220-212-2152	Employer Medicare	\$435.00	245.00		\$190.00
17	141	72220-312-2152	ContractsWith Private Ager	\$20,000.00	8,656.00		\$11,344.00
18	141	72220-399-2152	Other Contracted Services	\$30,000.00	13,112.00		\$16,888.00
			Total	<b>\$403,450.24</b>	<b>\$46,267.00</b>	<b>\$46,267.00</b>	<b>\$403,450.24</b>

Explanation: To reallocate funds to action with actual expenditures for Special Education Pre-K funds for FY 2025-26

Requested by: *Sheri Roberson*  
*Sheri Roberson*  
 Sheri Roberson Supervisor

Recommended for Approval:

Assistant Director

Reviewed by: *[Signature]*  
 Finance Director

Official / Department Head

Action by Fiscal Review Committee: Recommended for Approve No Recommendation

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

Action by County Commission: Approved Not Approved

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



Department: TN Early Literacy Tutoring Grant

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



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

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount
1	142 R 46590 000 000 02533 000	Revenue	-	42,000.00
		<b>Total Amendment Revenue</b>	-	42,000.00
		<b>Expenditures</b>		
2	142 E 71100 189 000 02533 000	Other Salaries Wages	-	8,400.00
3	142 E 71100 212 000 02533 000	Employer Medicare	-	125.00
4	142 E 72210 189 000 02533 000	Other Salaries Wages	-	10,780.00
5	142 E 72210 196 000 02533 000	In-Service Training	-	4,600.00
6	142 E 72210 201 000 02533 000	Social Security	-	1,660.00
7	142 E 72210 204 000 02533 000	State Retirement	-	1,550.00
8	142 E 72210 206 000 02533 000	Life Insurance	-	14.00
9	142 E 72210 207 000 02533 000	Medical Insurance	-	10,346.00
10	142 E 72210 208 000 02533 000	Dental Insurance	-	100.00
11	142 E 72210 212 000 02533 000	Employer Medicare	-	305.00
12	142 E 72210 355 000 02533 000	Travel	-	1,240.00
13	142 E 72210 499 000 02533 000	Other Supplies and Materials	-	2,880.00
		<b>Total Amendment Expenditures</b>	-	42,000.00
		<b>Total Amendment Revenue less Expenditures</b>	-	-

Explanation: To establish Early Literacy Tutoring Grant Budget from State of TN Funds

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

Reviewed by: *[Signature]*  
 Chief Financial Officer

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

Department: TN 3-5 Tutoring Innovation Grant

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

2-Apr-26

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

	<u>Revenue</u>			<u>Increase</u>	<u>Decrease</u>	
1	142 R 46590 000 000 02534 000	Revenue	-	74,600.00	-	74,600.00
		<b>Total Amendment Revenue</b>	-			74,600.00
		<b>Expenditures</b>		<b>Decrease</b>	<b>Increase</b>	
2	142 E 71100 189 000 02534 000	Other Salaries Wages	-	-	22,600.00	22,600.00
3	142 E 71100 212 000 02534 000	Employer Medicare	-	-	330.00	330.00
4	142 E 72210 189 000 02534 000	Other Salaries Wages	-	-	29,220.00	29,220.00
5	142 E 72210 196 000 02534 000	In-Service Training	-	-	3,720.00	3,720.00
6	142 E 72210 201 000 02534 000	Social Security	-	-	1,915.00	1,915.00
7	142 E 72210 204 000 02534 000	State Retirement	-	-	2,200.00	2,200.00
8	142 E 72210 206 000 02534 000	Life Insurance	-	-	37.00	37.00
9	142 E 72210 207 000 02534 000	Medical Insurance	-	-	10,000.00	10,000.00
10	142 E 72210 208 000 02534 000	Dental Insurance	-	-	135.00	135.00
11	142 E 72210 212 000 02534 000	Employer Medicare	-	-	515.00	515.00
12	142 E 72210 355 000 02534 000	Travel	-	-	2,215.00	2,215.00
13	142 E 72210 499 000 02534 000	Other Supplies and Materials	-	-	1,713.00	1,713.00
		<b>Total Amendment Expenditures</b>	-			74,600.00
		<b>Total Amendment Revenue less Expenditures</b>	-			-

Explanation: To establish TN 3-5 Tutoring Innovation Grant Budget from State of TN Funds

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

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

Reviewed by: *[Signature]*  
Chief Financial Officer

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

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

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

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





Department: Adult Education

DATE:

26-Feb-26

Item #

Account #

Account Description

Current Approved Amount

Requested Approval Amount

Item #	Account #	Account Description	Current Approved Amount	Requested Approval Amount	Increase	Decrease
1		OTHER STATE EDUCATION FUNDS	-	-		
2		ADULT BASIC EDUCATION	-	-		
		<b>Total Revenue</b>	-	-		
		<b>Expenditures</b>				
3	141 E 71600 116 000 01003	Regal Teachers			Decrease	Increase
4	141 E 71600 189 000 01003	Regal Other Salaries				
5	141 E 71600 201 000 01003	Regal FICA				
6	141 E 71600 204 000 01003	Regal Retirement				
7	141 E 71600 206 000 01003	Regal				
8	141 E 71600 207 000 01003	Regal Medical Insurance				
9	141 E 71600 208 000 01003	Regal				
10	141 E 71600 212 000 01003	Regal Medicare				
11	141 E 71600 217 000 01003	Regal				
12	141 E 71600 356 000 01003	Regal Travel				
13	141 E 71600 399 000 01003	Regal Other				
14	141 E 71600 429 000 01003	Regal Supplies & Materials	15,100.40			
15	141 E 71600 790 000 01003	Regal Equipment			800.00	
16	141 E 72260 105 000 01003	Regal Supervisor				800.00
17	141 E 72260 117 000 01003	Regal				
18	141 E 72260 162 000 01003	Regal Clerical				
19	141 E 72260 201 000 01003	Regal FICA				
20	141 E 72260 204 000 01003	Regal Retirement				
21	141 E 72260 206 000 01003	Regal				
22	141 E 72260 207 000 01003	Regal Medical Insurance				
23	141 E 72260 208 000 01003	Regal				
24	141 E 72260 212 000 01003	Regal Medicare				
25	141 E 72260 356 000 01003	Regal Travel				
26	141 E 72260 399 000 01003	Regal Other contracted services				
27	141 E 72260 429 000 01003	Regal Supplies and Materials				
28	141 E 72260 790 000 01003	Regal Equipment				
		<b>Total Expenditures</b>	15,100.40	800.00		800.00
		<b>Total Revenue less Total Expenditures</b>	(15,100.40)	800.00		800.00

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

Action by County Commission:

Approval

Non-Approval

Date:





VIII  
04-02-26

**Out of State/ Overnight BOARD APPROVAL Month: April, 2026**

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
03/24/26	Hyatt Regency O'Hare, 9300 W Bryn Mawr Ave, Rosemont, IL 60018	ATMS	Sam Matson: 931-265-0413 Pingen Chen & Nathan Presley	Academics / 8th & 8th / Academic Team	May 8-11, 2026	6	National Academic Quiz Tournaments
03/24/26	Drury Inn & Suites & Kentucky Exposition Center / Louisville North 9597 Brownsboro Road Louisville, KY 40241	MHS	Rachell Goodwin 931-267-5015, Mary Green 931-787-7720, Boone Atkinson 931-2670-8059	Athletics / 8th-11th / Archery Team	May 7-9, 2026	7	National Tournament
03/24/26	Pinehurst Harness Track - Pinehurst, NC	UHS	Whitney Slatten 9316071763, Wes Shanks 9312607574	CTE / 9th / FFA	April 10-13, 2026	1	SAE Equine - Pinehurst Spring Matinee Race
03/24/26	Hotel Waterscape, 1110 Santa Rosa Blvd, Fort Walton Beach, FL 32548 Venue: Choctawhatchee High School	UHS	Kaycee Franey: 615-397-2828, Heather Bennett: 931-261-5834	Athletics / 9th & 11th / Girls Volleyball	September 9-13, 2026	24	Volleyball Tournament

3-24-26



Corby King, Director of Schools

Date

**received**  
3-24-26  
MT

# ATMS

**Dates:** May 8, 2026-May 11, 2026

**Location:** Chicago, IL

**Hotel:** Hyatt Regency O'Hare

9300 W Bryn Mawr Ave, Rosemont, IL 60018

Phone: (847) 696-1234

**Going:**

Taylor Chen (Room 1)

Rory Chen (Room 1)

Simon Presley (Room 2)

Jack Rains (Room 2)

**Maybe:**

Aahil (Room 3)

Jenson (Room 3)

\*\*Room Split noted for submission for field trip to Board of Ed

**Chaperones:**

Sam Matson (PCSS employee)

Pingen Chen (parent)

Nathan Presley (parent)

# Monterey High School Rooming List

May 7-9, 2026

## Girls

### Room 1

1. Heidi Mazariegos
2. Keyri Cinto
3. Magdalena Sebastian
4. Emily Janiak

### Room 3

1. Mayra Pablo
2. Luz Ortiz
3. Alania Black
4. Sil Chasteen

### Room 5

1. Madison Duffer
2. Jada Duncan
3. Brooklyn Beaty
4. Payton Lewis

### Chaperone Room 1

1. Amy Forrest
2. Bree Wheeler

## Boys

### Room 1

1. Hudson Craigo
2. Chace Wienecke
3. Korbin Rodgers

### Room 3

1. Vinnie Walker
2. Mathew Phillips
3. Brayden Reams
4. Angel Cabellero

### Room 2

1. Kadence Phillips
2. Kyler Mackie
3. Sara Wilson
4. Gracie Walker

### Room 4

1. Joselyn Sebastian
2. Celsa Tomas
3. Adadelia Ramirez
4. Patsy Salvadore

### Room 6

1. Caleigh Roberson
2. Kyleigh Key
3. Skyla Blalock

### Chaperone Room 2

1. Aaron Walls

### Room 2

1. Elijah Rempel
2. Leandro Roberts
3. Cole Walker
4. Jake Richards



**Baxter FFA**  
**Upperman High School**

6950 Nashville Hwy  
 Baxter, TN 38544  
 931-858-3112

**Wes Shanks, Advisor**  
**Whitney Slatten, Advisor**

*Updated March 2, 2026*

Member Name	SAE Type	Chaperone	Housing	Event Date	Show Location
Thomas Arnold	Equine	Tonya Cummings (Aunt) Charles Bailey (Farm Owner)	On Site (Travel Trailer w/sleep quarters)	Feb. 27	Tuscumbia, AL
				March 6	White Pine, TN
				March 8-16	Fort Worth, TX
				April 10	Cornersville, TN
				May 1	Holly Springs, MS
Evey Burchett	Dairy Goats	Rachel Jones Burchett (Mother)	On Site (Travel Trailer w/sleep quarters)	April 3-4 May 15	Blountsville, AL Cookeville, TN
Cooper Burton Joseph Burton	Beef Cattle	Kristie/Eric Burton (Mother/Father)	On Site (Travel Trailer w/sleep quarters)	March 11-15 April 8 -13	Clemson, SC Kelly, OK
Cole Meadows	Beef Cattle	Daniel Meadows (Father)	On Site (Travel Trailer w/sleep quarters)	March 11-15 April 8 -13	Clemson, SC Kelly, OK
Kayden Ford	Equine	Denny Ford (Father)	On Site (Travel Trailer w/sleep quarters)	April 11-13	Pinehurst, NC

Girls Upperrman Volleyball Rooming List will be set by July 1st.

PUTNAM COUNTY BOARD OF EDUCATION  
DISCRETIONARY GRANT REPORT  
APRIL 2026

EXHIBIT  
TITLE  
04-02-26

BOARD ACTION	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	TOTAL GRANT AMOUNT	NEW, ONGOING, RENEWAL	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	COMMENTS
PERMISSION TO APPLY	MIDDLE TENN PROJECT HOMETOWN HELP GRANT	\$ 500.00				MHS	04.02.2026		DR. JERRY BUTTRAM APPLYING
PERMISSION TO APPLY	VECUSTOMER SHARE GRANT	\$ 500.00				MHS	04.02.2026		DR. JERRY BUTTRAM APPLYING
PERMISSION TO APPLY	TENNESSEE STATE PARKS GRANT	\$ 280.00				NORTHEAST ELEM. SCHOOL	04.02.2026		ANGIE HARVILLE PROVIDING INFORMATION FOR 3RD GRADE CLASSES
PERMISSION TO APPLY	MIDDLE TENN PROJECT HOMETOWN HELP GRANT	\$ 1,775.00				MHS	04.02.2026		MARCY MILLIGAN APPLYING
PERMISSION TO APPLY	VECUSTOMER SHARE GRANT	\$ 1,775.00				MHS	04.02.2026		MARCY MILLIGAN APPLYING
PERMISSION TO ACCEPT	SMALLOW'S SCHOLARS GRANT			\$ 500.00		PRESOTT SOUTH ELEMENTARY		04.02.2026	RAELEN LANDIS ACCEPTING
PERMISSION TO ACCEPT	STEM RESEARCH GRANT			\$ 5,000.00		MHS		04.02.2026	BREONNA WHEELER ACCEPTING
TOTALS		\$ -	\$ -	\$ 164,888.44					
	JULY	\$ -	\$ -	\$ -					
	AUGUST	\$ 149,300.00		\$ 164,888.44					
	SEPTEMBER	\$ 51,187.25		\$ 1,046,900.00					
	OCTOBER	\$ 5,042.00		\$ 20,700.00					
	NOVEMBER	\$ 500.00		\$ 9,970.00					
	DECEMBER	\$ 17,000.00		\$ 5,500.00					
	JANUARY	\$ 2,500.00		\$ 447,840.00					
	FEBRUARY	\$ 439,000.00		\$ 79,600.00					
	MARCH	\$ 1,107,500.00		\$ 5,500.00					
	APRIL	\$ 4,830.00							
	MAY								
	JUNE								
	TOTAL	\$ 1,776,859.25		\$ 1,780,898.44					

GRANT REPORT PREPARED BY SHARON BYERS

Received  
D3-19-26  
MNF



DEPARTMENT OF EDUCATION  
PUTNAM COUNTY  
SCHOOL NUTRITION PROGRAM

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

Putnam County Board of Education  
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

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

Backup included  
 Backup to follow

The School Nutrition Program requests the following:

- Approval to enter into an agreement with Music City Environmental-Nashville, TN, for removal of both the used cooking oil from grease barrels (at no charge), and the cooking oil from the grease traps in the amount of \$0.35/gallon to be paid from 143-73100-399. This term of this agreement is 12 months, with the option to renew for another 12 months at the same rate.

Jennifer Mitchell, SNP Supervisor

3/17/26

Signature of Person Making Request

Date

3-17-26

Signature of Director of Schools

Date

received  
3-17-26  
MT



## PCSS Board Agenda Request

Date: March 17, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into and agreement with S&ME, Inc., Knoxville, TN to provide an asbestos management plan to include a Three year re-inspection and a Update of existing AHERA management plan for the amount of \$12,000.00 to be paid for from 141-72620-399

**received**  
3-17-26 M7 *AK*



March 15, 2026

Putnam County Schools  
1400 East Spring St  
Cookeville, Tennessee 38501

Attention: Mr. John Magura

Reference: **Proposal for Asbestos Management Planning Services  
Putnam County Schools**  
Cookeville, Tennessee  
S&ME Proposal No. 26430016

Dear: Mr. Magura

S&ME, Inc. (S&ME) is pleased to submit this proposal to provide asbestos management planning services for Putnam County Schools located in Cookeville, Tennessee. This proposal describes our understanding of the project, discusses the proposed Scope of Services, and presents the associated schedule for completion and compensation for our services. Our Agreement for Services, Form AS-071 is attached to this proposal and is incorporated as part of the proposal.

## ◆ Background

On January 23, 2026, Mr. John Magura of Putnam County Schools provided Ms. Lori Shelton Pieniasek of S&ME, Inc. with a copy of the most recent Asbestos Hazard Emergency Response Act (AHERA) inspection documentation for the school system, including periodic surveillance and three-year reinspection documentation prepared in 2019. Mr. Magura requested that S&ME review the existing documentation and provide assistance with ongoing AHERA compliance requirements, including required six-month periodic surveillance activities, three-year reinspection services, and updates to the existing Asbestos Management Plan as necessary.

Based on information provided by Putnam County Schools, the existing Asbestos Management Plan remains in place and will continue to serve as the basis for ongoing AHERA compliance activities. Accordingly, the scope of services outlined herein is intended to support continued AHERA compliance utilizing the current Asbestos Management Plan, with updates limited to incorporation of new inspection and surveillance documentation required under the Environmental Protection Agency (EPA) AHERA regulations.

The schools included in the Putnam County School System are as follows:

**Proposal for Asbestos Management Planning Services**

**Putnam County Schools**

Cookeville, Tennessee

S&ME Proposal No. 264300146

School	Address	Currently in Management Plan
Algood Elementary School	2525 Old Walton Road Cookeville, TN 38506	Yes
Algood Middle School	540 Dry Valley Road Cookeville, TN 38506	Yes
Avery Trace Middle School	230 Raider Drive Cookeville, TN 38501	Yes
Baxter Primary School	125 Elmore Town Road Baxter, TN 38544	Yes
Burks Elementary / Middle School	300 Crossville Street Monterey, TN 38574	Yes
Cane Creek Elementary School	1500 West Jackson Street Cookeville, TN 38501	Yes
Capshaw Elementary School	1 Cougar Lane Cookeville, TN 38501	Yes
Prescott South Elementary School	115 W. Cemetery Road Cookeville, TN 38506	Yes
Prescott South Middle School	1859 S. Jefferson Avenue Cookeville, TN 38506	Yes
Sycamore Elementary School	452 Ellis Avenue Cookeville, TN 38501	Yes
Upperman High School	6950 Nashville Highway Baxter, TN 38544	Yes
Upperman Middle School	6700 Nashville Highway Baxter, TN 38544	Yes
White Plains Academy	288 East Main Street Cookeville, TN 38506	Yes
Adult Learning Center / FLEX at WPA	Cookeville, TN	Yes

## ◆ **Scope of Services**

### **Task 1: Asbestos Six Month Periodic Surveillance and Yearly Progress Report**

S&ME will assist the Local Education Agency (LEA) Designated Person (DP) by conducting one round of six-month periodic surveillance in general accordance with EPA AHERA requirements (40 CFR Part 763, Subpart E). The remaining six-month surveillance activities and preparation and maintenance of the annual AHERA documentation will continue to be performed and maintained by the LEA DP, as required by regulation.

### **Task 2: AHERA Three Year Re-inspection**

EPA AHERA regulations require that accredited asbestos inspectors or management planners conduct three-year re-inspections of ACM in primary and secondary schools. S&ME will perform the required three-year re-inspection in accordance with EPA AHERA regulations (40 CFR Part 763, Subpart E) and applicable Tennessee Department of Environment and Conservation (TDEC) requirements.

An accredited asbestos inspector or management planner will visually re-inspect each school with documented ACM. During the re-inspection, quantities of ACM within recorded homogeneous areas (HAs) will be verified, and any observed changes in material condition will be documented on AHERA inspection forms. Bulk sampling is not anticipated as part of the three-year re-inspection unless new suspect materials, changes in ACM condition, or incomplete historical data are identified.

Upon completion of the three-year re-inspection, S&ME will prepare an AHERA re-inspection report summarizing asbestos management activities and inspection findings for the re-inspection period. The draft report will be submitted to the Putnam County Board of Education's LEA DP for review and will be finalized within ten business days following receipt of comments.

### **Task 3: Asbestos Inspection Services (if Required)**

Following review of the existing AHERA Asbestos Management Plan and the results of the three-year re-inspection, S&ME may perform additional asbestos inspection services only if warranted. Such services may be required for facilities or areas not currently included in the existing Management Plan, where adequate documentation demonstrating asbestos-free construction cannot be provided, or where new suspect materials or changes in material condition are identified. The need for and extent of any additional inspection services will be determined in coordination with the LEA DP.

If required, asbestos inspection services will be conducted in general accordance with EPA AHERA regulations, EPA National Emission Standards for Hazardous Air Pollutants (NESHAP) (40 CFR Part 61), and applicable Occupational Safety and Health Administration (OSHA) asbestos standards.

Inspection services, if authorized, may include the following:

1. Provision of a TDEC-accredited asbestos inspector to perform the inspection.

2. Survey of readily accessible areas for suspect ACM in accordance with EPA NESHAP Subpart M and OSHA asbestos standards (29 CFR 1926.1101).
3. Collection of up to 60 bulk samples per school from readily accessible suspect materials, as necessary. Destructive sampling (e.g., behind walls, above hard ceilings, or within pipe chases) will not be performed. Exterior building materials and roofing materials will be excluded unless proposed for disturbance.
4. Documentation of sample locations with photographs.
5. Submission of samples to a National Voluntary Laboratory Accreditation Program (NVLAP)-accredited laboratory for analysis by polarized light microscopy (PLM) in accordance with EPA Method EPA/600/R-93/116.

S&ME will prepare an asbestos inspection report summarizing inspection methods, laboratory analytical results, identified ACM locations, approximate quantities, material condition, and supporting photographs.

#### **Task 4: Update of Existing AHERA Asbestos Management Plan**

S&ME will update the existing AHERA Asbestos Management Plan originally prepared in 2019 for Putnam County Schools to incorporate the findings of the 2026 three-year re-inspection, six-month periodic surveillance activities, and any additional asbestos inspection services completed as part of this Scope of Services.

The Asbestos Management Plan update will include revised inspection forms, updated HA condition assessments where changes are observed, incorporation of newly identified ACM (if applicable), and updated summary tables and figures. The updated Management Plan will remain consistent with EPA AHERA and applicable Tennessee regulations and will continue to be maintained by the LEA's DP.

#### **◆ Client Responsibilities**

To properly perform the proposed Basic Services, the Client must provide the following:

- Signed Agreement for Services (attached Form AS-071);
- Electronic floor plan drawings or figures, if available;
- Safe and timely access to all subject areas of the building during the assessment period;
- Information relative to any previous asbestos sampling data; and
- Name and contact information for the site representative to schedule our field services, and the on-site escort, if required.

#### **◆ Limitations**

This proposal is solely intended for the Basic Services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and corresponding final report is limited to above-referenced project and Client. No other use is authorized by S&ME.

**◆ Exclusions**

Without attempting to be a complete list or description of all services or potential services excluded from this proposal and not performed by S&ME, the following services are specifically excluded:

- Equipment that may contain asbestos but would require dismantling or other disassembly to access it unless such equipment is identified and disassembled by the Client;
- Repairs to sampled architectural finishes;
- Services related to hazardous or potentially hazardous materials, other than those specifically identified in this proposal;
- Design services or consultation related to design services; and
- Abatement cost estimating or abatement related services.

These services are available upon request under a separate proposal.

**◆ Project Fees**

S&ME will provide the described Scope of Services on a unit fee basis in accordance with our current standard fee schedule. Each Task may be authorized independently by the Client through issuance of a separate Purchase Order, as applicable. Please reference this proposal number and date on all Purchase Orders. Issuance of a Purchase Order shall constitute acceptance of this proposal and authorization for S&ME to proceed with the specified services.

To authorize S&ME to perform a Task, please initial the table below and return a copy for our records.

Invoices will reflect only those services actually rendered. Based on the proposed Scope of Services, S&ME recommends the following not-to-exceed budgets for each Task:

Task	Estimate	Signature to Authorize
Task 1 – Six Month Surveillance	\$4,000	
Task 2 – Three Year Re-inspection	\$8,500	
Task 3 – Asbestos Inspections (if Required)	\$5,750	
Task 4 – Update of Existing AHERA Asbestos Management Plan	\$3,500	

Fees assume inspections of approximately 15 facilities within the Putnam County School System and that inspections can be completed within two field days. Additional services will be provided upon authorization and billed in accordance with S&ME's 2026 Fee Schedule.

## ◆ **Schedule**

At the time of this proposal, S&ME is available to begin services within ten business days following receipt of written authorization to proceed and coordination of access with Putnam County Schools.

Task 1 – Six Month Surveillance field activities are anticipated to be completed within approximately two business days. A summary inspection report documenting the surveillance activities will be submitted within ten business days following completion of the site visits.

Task 2 – Three Year Re-inspection field activities are anticipated to be completed within approximately three (3) business days. A draft three-year re-inspection report will be submitted within ten business days following completion of the site visits.

Task 3, if required – Asbestos Inspections field activities are anticipated to be completed within one to three business days depending on the number of suspect materials identified. Laboratory analytical results will be obtained under standard turnaround times. Inspection reports will be submitted within ten business days following receipt of laboratory analytical results.

Task 4 – documentation, consisting of updates to the existing AHERA Asbestos Management Plan, will be submitted within ten business days following completion of the applicable field activities and receipt of all required inspection documentation and laboratory analytical results, if applicable.

## ◆ **Use of Proposal/Report**

This proposal is valid for 90 days. This proposal is solely intended for the services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to by the client and S&ME. Use of this proposal and any resulting documents will be limited to the referenced project and client. No other use is authorized by S&ME.

## ◆ **Authorization**

Agreement for Services, Form AS-071, is attached and incorporated as part of this proposal. Please sign the form and return it to S&ME. Upon receipt of the signed agreement, a countersigned copy will be returned to you, and we will proceed with the performance of our services. Any changes or modifications to AS-071 or the proposal are required to be acknowledged by both parties initialing acceptance of this proposal and agreement for services next to the change or modification.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal number in the purchase order as authorization to proceed with the performance of our services. However, the terms and conditions included in any purchase order shall not apply and are hereby specifically rejected, as our agreement is for services which are not compatible with purchase order agreements. If this proposal is transmitted to you via email, and if you chose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.

◆ **Closing**

Thank you for the opportunity to be of service to you on this project. If you should have questions about the content of the proposal, please do not hesitate to contact us.

Sincerely,  
**S&ME, Inc.**



Lori Pieniazek, GIT  
Environmental Services Manager

James R. Bruce, PG, CHMM  
Technical Principal

Attachment: 2026 Fee Schedule  
Agreement for Services Form AS-071



parties without Consultant's specific written consent. Any acceptance by Client is limited to acceptance of the express terms set forth in this Agreement for Services.

3. **SCOPE OF SERVICES:** Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services included in Consultant's proposal received by Client are adequate and sufficient for Client's intended purpose. Client shall communicate the provisions of this Agreement for Services to each and every third party to whom Client transmits any part of Consultant's work. Consultant shall have no duty or obligation to any third party except as specifically set forth in Consultant's proposal.

Consultant has provided Client with the Proposal identified under "Services to be Rendered." By signing below, Client agrees that Client or the Client's representative has examined Consultant's proposal, which includes a scope of work to be performed by Consultant, an opinion on the cost to perform Consultant's scope of work, and an opinion on the amount of time required to perform Consultant's scope of work along with any other documents, opinions, or advice prepared or provided by Consultant and Client agrees that Client is fully satisfied with Consultant's Proposal and Client obtained the advice of any other consultant(s) as the Client deems necessary to protect the Client's interests. Client also agrees by signing below it is responsible for requesting additional services not included in Consultant's proposal and if necessary, Client agrees it is responsible (even if delegated to a third party) for notifying and scheduling Consultant so Consultant can perform the Services. Consultant shall not be responsible for damages caused by services not performed due to any failure to request or schedule Consultant's Services. If project conditions change materially from those described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.

Consultant shall not supervise, direct or have control over the Client's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Client's contractor and/or agents. These rights and responsibilities are solely those of the contractor or agent in accordance with its agreement with Client. Only Client has the right to reject or stop work of its contractor or agents. Consultant's presence on site does not in any way guarantee the completion, quality or performance of the work by any other party retained by Client. Consultant does not guarantee the performance of any contractor or agent of Client and shall not be responsible for such party's failure to perform its work in accordance with any applicable documents, including but not limited to, the plans and specifications or any applicable laws, codes, rules or regulations.

Any evaluations of the Client's budget for the project, and any preliminary or updated estimates of the cost of the work prepared by Consultant represent Consultant's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Consultant nor Client has control over the cost of the labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Consultant does not warrant or represent that bids or negotiated prices will not vary from Client's budget for the project, or from any estimate of the cost of the work evaluation prepared or agreed to by Consultant.

4. **CHANGE ORDERS:** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will provide a change order proposal including Client's requested changes to the scope of Services for Client's review and approval. Following Client's approval, Client shall provide written acceptance and such Change Order Proposal shall become part of the Contract Documents and shall supersede any prior conflicting terms. If Client does not follow these procedures, but instead directs Consultant to perform changed or additional work without an executed change order, (1) the Services are changed according to Consultant's understanding of Client's direction; and (2) and Consultant will be paid for this work according to the current fee schedule plus fifteen percent (15%).
5. **PAYMENT:** Client will pay Consultant for Services and expenses in accordance with the Contract Documents. If prices for Services are not specified in the Contract Documents, Consultant's current fee schedule in effect for the type of services performed shall control. Unless otherwise agreed prior to the start of the Services, Consultant will submit invoices to Client monthly and a final invoice upon completion of Services. Payment is due upon receipt of the invoice unless otherwise agreed to in writing prior to the submittal of the invoice.

Invoices are past due 30 calendar days after the date of the invoice. Past due amounts are subject to a late fee of one and one-half percent per month (18 percent per annum) or the highest amount allowed by applicable law on the outstanding balance, whichever is less. Attorney's fees and other costs incurred in collecting past due amounts shall be paid by Client. The Client's obligation to pay under this Agreement is in no way dependent upon the Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or Client's successful completion of the Project. In addition, CONSULTANT reserves the right to suspend the performance of all services in any case where invoices remain unpaid more than sixty (60) days from the invoice date.

To verify the CLIENT's requirements for appropriate invoicing, the following information is requested.

CLIENT Accounts Payable contact name:

CLIENT Accounts Payable contact phone number:

CLIENT Accounts Payable email address:

Upon execution of this document, CONSULTANT will reach out to the contact provided to gather CLIENT's required information such as purchase order number, client project number, email address or website for invoice submission, monthly deadline for invoice submission, CLIENT legal entity name for invoicing, CLIENT address for invoicing, etc.

6. **STANDARD OF CARE**: Consultant and its agents, employees and subcontractors shall endeavor to perform the Services for Client with that degree of care and skill ordinarily exercised, under similar circumstances, by consultants practicing in the same discipline at the same time and location. In the event any portion of the Services fails to substantially comply with this standard of care obligation and Consultant is promptly notified in writing prior to one year after completion of such portion of the Services, Consultant will re-perform such portion of the Services, or if re-performance is impractical, Consultant will refund the amount of compensation paid to Consultant for such portion of the Services. **NOTWITHSTANDING ANY TERMS IN OR APPLICABLE TO THIS AGREEMENT, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES OR WORK PRODUCT, AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
7. **LIMITATION OF LIABILITY**: Client and Consultant have evaluated the risks and rewards associated with this project, including Consultant's fee relative to the risks assumed, and agree to allocate certain of the associated risks. To the fullest extent permitted by law, Consultant's aggregate liability to Client, including that of Consultant's officers, directors, employees and agents, is cumulatively limited to \$100,000, hereinafter referred to as LIMITATION OF LIABILITY. This LIMITATION OF LIABILITY applies to all lawsuits, claims or actions, whether identified as arising in tort, INCLUDING NEGLIGENCE (WHETHER SOLE OR CONCURRENT), PROFESSIONAL ERROR OR OMISSIONS, BREACH OF WARRANTY (EXPRESS OR IMPLIED), NEGLIGENT MISREPRESENTATION, AND STRICT LIABILITY, contract, or other legal theory, including without limitation, Consultant's indemnity obligations to Client related to the Services provided in this Agreement and any continuation or extension of Consultant's Services.  
  
By entering into this Agreement, Client acknowledges that this LIMITATION OF LIABILITY provision has been reviewed, understood and is a material part of this Agreement, and that Client has had an opportunity to seek legal advice regarding this provision.
8. **NO CONSEQUENTIAL DAMAGES**: In no event shall Consultant or Client be liable to the other for any special, indirect, incidental or consequential loss or damages, including, but not limited to, lost profits, damages for delay, or loss of use arising from or related to Services provided by Consultant.
9. **INSTRUMENTS OF SERVICE**: In connection with the performance of the Services, Consultant may deliver to Client reports, drawings, specifications, computer files, field data, notes, and other documents and instruments prepared by the Consultant reflecting Services provided and the results of such Services ("Instruments of

Service”). Statements made in Consultant’s Instruments of Service are opinions based upon engineering judgment and are not to be construed as representations of fact. All Instruments of Service, other written documents, all original data gathered by Consultant and work papers produced by Consultant in the performance of or intrinsic to the Services included in the Services are, and shall remain, the sole and exclusive property of Consultant. Files shall be maintained in general accordance with Consultant’s document retention policies and practices. Client shall indemnify, defend, and hold Consultant harmless from any and all claims, damages, or losses arising from any unauthorized reuse or modification of the Instruments of Service.

10. **SAFETY:** Consultant has no authority and no responsibility for general job safety and for the safety of persons who are not employed by Consultant. Should Client, or third parties, be conducting activities on the Site, then each shall have responsibility for their own safety and compliance with applicable safety requirements.
11. **SAMPLES:** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services).
12. **HAZARDOUS MATERIALS:** Nothing contained within this agreement shall be construed or interpreted as requiring Consultant to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client retains full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

13. **CLIENT OBLIGATIONS:**

(a) Client warrants that all information provided to Consultant regarding the Project and Project location are complete and accurate to the best of Client's knowledge.

(b) Client agrees to furnish (or obtain from the Owner should the Client not be the Owner) Consultant, its agents, employees, and subcontractors a right-of-entry and any authorizations needed for Consultant to enter onto the project site to perform the Services included in this Agreement.

(c) Client recognizes that the performance of the Services included in this Agreement may cause alteration or damage to the Site. Client acknowledges that some site disturbance is inherent in the work for which Consultant will not be responsible. Should Client not be owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and Client shall arrange for the repair of any alteration and damage.

(d) Client agrees to disclose the identity of all utilities serving the Project Site, the presence and accurate location of hidden or obscured man-made objects known to Client that may be in Consultant’s work area and the nature and location of any known or suspected hazardous materials that may exist on the property.

(e) The Client shall furnish, at the Client’s expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

(f) In order to make informed decisions based on the Instruments of Service, Client’s review and study of the Instruments of Service is vital to take full advantage of the consulting process. Client shall review in detail all Instruments of Service, including attachments and references therein, and in the event of questions or concerns, shall contact the project manager. Consultant provides information in the Instruments of Service which assists the Client and/or user in understanding and using the deliverable. The information includes direction on the extent to which the information can be relied on and applied to Client’s decision-making process.

(g) Provide prompt written notice to CONSULTANT if CLIENT becomes aware of any fault or problem in the PROJECT, including any errors or omissions in CONSULTANT’S work.

(h) Client is responsible for reporting any releases of hazardous substances to appropriate government agencies as required by law. Client acknowledges that Consultant also may have reporting obligations under controlling law and regulations. Client waives any claim against Consultant and will indemnify and hold Consultant harmless from any claim, injury or loss arising from the discovery of unforeseen hazardous substances.

14. **CERTIFICATIONS:** Client understands and agrees that Consultant's Instruments of Services are limited to an expression of professional opinion based upon the Services performed by the Consultant and does not constitute a warranty or guarantee, either express or implied. In addition, Client agrees that Consultant will not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of conditions whose existence the Consultant cannot reasonably ascertain.
15. **FAILURE TO FOLLOW RECOMMENDATIONS:** The Client agrees that it would be unfair to hold the Consultant liable for problems that may occur if the Consultant's recommendations are not followed. Accordingly, the Client waives any claim against the Consultant, and agrees to indemnify, and hold harmless the Consultant from any claim or liability for injury or loss that results from failure to implement the Consultant's recommendations or from implementation of the Consultant's recommendations in a manner that is not in strict accordance with them.
16. **TERMINATION:**  
For Convenience - Upon written notice, Client or Consultant may terminate the performance of any further Services included in this Agreement if the terminating party determines termination is in the terminating party's interest. Upon receipt of a termination notice by either party, Consultant shall stop work on all Services included in this Agreement and deliver any Instruments of Service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the dispatch or receipt of the termination notice. Upon Termination for Convenience, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.
- For Cause –In the event of material breach of this Agreement, the party not breaching the Agreement may terminate it upon five (5) business days written notice delivered or mailed to the other party, which notice must identify the material breach. The Agreement may not be terminated for cause if the breaching party cures the breach within five (5) business days of receipt of the written notice. Upon Termination for Cause, Consultant shall stop work on all Services included in this Agreement and deliver any instruments of service complete at that time to Client and Client shall pay Consultant within thirty (30) days for all Services performed up to the termination. Upon Termination for Cause, Consultant and Client shall have no further rights or remedies other than those included in this paragraph.
17. **UNFORESEEN CONDITIONS OR OCCURRENCES:** If, during the performance of Services, any unforeseen hazardous substance, material, element or constituent or other unforeseen or changed conditions or occurrences are encountered which, in Consultant's judgment, significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended Scope of Services, Consultant will promptly notify Client. Subsequent to that notification, Consultant may: (a) If practicable, in Consultant's judgment and with approval of Client, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with Client to modify the Scope of Services and the estimate of charges to include the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated into this Agreement; or (c) Terminate the Services effective on the date of notification pursuant to the terms of TERMINATION FOR CONVENIENCE.
18. **FORCE MAJEURE:** Consultant shall not be deemed to be in default of this Agreement to the extent that any delay or failure in the performance of the Scope of Work results from any causes beyond its reasonable control. For this purpose, such acts or events shall include, but are not limited to, storms, floods, unusually severe weather, epidemics, pandemics, quarantines, acts of government, civil disturbances, war, riot, strikes, lockouts or other industrial disturbances, and the inability within reasonable diligence to supply personnel, equipment, information or material to the Project. In the event that such acts or events occur, it is agreed that Consultant shall attempt to resume performance of the Services covered by this Agreement as soon as

reasonably possible. If the force majeure event adversely affects the scope or schedule, Client agrees to modify the Scope of Services and the estimate of charges, such revision to be in writing and signed by the parties and incorporated into this Agreement.

19. **INSURANCE:** Consultant shall maintain at its own expense, during the term of this Agreement, the following insurance: (1) Workers' Compensation providing statutory coverages required by the state where services are provided, (2) Employer's Liability with limits of \$1,000,000 each accident, (3) Commercial General Liability with limits of \$1,000,000 each occurrence / \$2,000,000 aggregate, (4) Commercial Automobile with limits of \$1,000,000 each accident, (5) Umbrella Excess Liability with limits of \$5,000,000 each occurrence and (6) Professional Liability with limits of \$1,000,000 each claim.
20. **INDEMNITY:** Consultant shall indemnify Client from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent caused by the negligent acts, errors, or omissions of Consultant in the performance of services under this Agreement. Notwithstanding any terms in or applicable to this Agreement, it is understood and agreed that Consultant shall have no affirmative defense obligations.
21. **DISPUTE RESOLUTION:** In the event of a dispute between Consultant and Client with regard to any matter arising out of or related to this Agreement, the Parties will use their best efforts to resolve the dispute amicably using negotiation and mediation within fifteen (15) calendar days. If the dispute cannot be settled amicably, the Parties agree that the dispute shall be resolved by litigation in a court of competent jurisdiction within the State where project is located.
22. **ASSIGNMENT:** Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party.
23. **NO WAIVER:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.
24. **MISCELLANEOUS:** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the state where project is located without regard to choice of law provisions. This Agreement represents the entire understanding and agreement between the parties hereto relating to the Services and supersedes any and all prior negotiations, discussions, and Agreements, whether written or oral, between the parties regarding same. No amendment or modification to this Agreement or any waiver of any provisions hereof shall be effective unless in writing, signed by both Parties. If any part of this Agreement is found to be unenforceable, then the parties' intent is to have such part rewritten to attain as close as possible the original intent of the unenforceable provision, and all remaining provisions shall continue in full force and effect.
25. **TIME BAR:** Notwithstanding any applicable state statute of repose or statute of limitation, the Parties agree that all legal actions by either party against the other concerning this Agreement or the work performed in relation to this Agreement, will become barred two (2) years from the time the party knew or should have known of the claim, or two (2) years after completion of Consultant's Services, whichever occurs earlier.
26. **NO DISCRIMINATION:** To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a) and the posting requirement under 29 CFR Part 471, appendix A to subpart A. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.
27. **NO THIRD PARTY LIABILITY:** Nothing in this Agreement or as a consequence of any of the Services provided gives any rights or benefits to anyone other than Client and Consultant. All duties and responsibilities

undertaken pursuant to this Agreement are for the sole and exclusive benefit of Client and Consultant and not for the benefit of any other party. No third party shall have the right to rely on the Instruments of Service without Consultant's prior written consent and the third party's agreement to be bound to the same terms and conditions as the Client.

28. **INDIVIDUAL LIABILITY:** CLIENT AGREES THAT CONSULTANT'S SERVICES WILL NOT SUBJECT CONSULTANT'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST CONSULTANT.

**CONSULTANT HEREBY ADVISES CLIENT THAT ITS PERFORMANCE OF THIS AGREEMENT IS EXPRESSLY CONDITIONED ON CLIENT'S ASSENT TO THE TERMS AND CONDITIONS DETAILED HEREIN.**

**IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative.**

<b>CLIENT:</b> Putnam County Schools	<b>S&amp;ME, Inc.</b>
<b>BY:</b> _____ (Signature)	<b>BY:</b> _____ (Signature)
_____ (Print Name / Title)	_____ (Print Name / Title)
<b>DATE:</b> _____	<b>DATE:</b> _____
<b>PROPOSAL NUMBER:</b> 26430016	

**Client's FAXED or DIGITAL signature to be treated as original signature**



# Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request: 931.526.9777.1435

Account Funding Code (if appropriate)

Backup included

Backup to follow


The Collaborative Conferencing Committee is requesting approval of the Memorandum of Understanding for July 1, 2026 – June 30, 2028

Respectfully submitted,

Angie Knight  
03/09/2026

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

3-9-26  
Date

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

3-9-26  
Date

**received**  
3-9-26 MT

**Putnam County Board of Education**

**Memorandum of Understanding**

**July 1, 2026 - June 30, 2028 School Years**

**An Agreement Developed Through Collaborative Conferencing**

**By:**

**Putnam County School System**

**Professional Educators of Tennessee**

**Putnam County Education Association**

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## Introduction

The duly authorized representatives of the professional employees of the Putnam County School District and the seven (7) authorized representatives of the Putnam County Board of Education, three (3) representatives of the Putnam County Education Association, two (2) representatives of the Putnam County Professional Educators of Tennessee, and two (2) unaffiliated certified Putnam County teacher (hereinafter “the parties”) have engaged in the process of collaborative conferencing pursuant to the Professional Educators Collaborative Conferencing Act of 2011, TCA § 49-5-601 et seq.

This memorandum of understanding is entered into pursuant to TCA § 45-5-609. The parties engaged in an interest-based collaborative problem-solving process that included the application of reflective practice and consensus building in agreement upon ground rules; the identification of various problems to be conferenced upon; identification and discussion of each party’s respective interests; and the selection of possible actions to address the problems in line with the parties’ interests. The following is a summary of the results of this process.

## Collaborative Conferencing Procedure

This MOU was developed using the Interest-Based Collaborative Problem Solving (IBCBS) and Reflective Practice (RP) models, which involved a collaborative dialogue in which we identified problems, listed problem-related interests of individuals and constituents, and created action steps to address the problems. At various stages, we employed a consensus model to finalize decisions.

## Problems, Interests, and Actions

### Continued Interests

Description: The Collaborative Conferencing Committee (CCC) met beginning on December 15, 2025, through March 7, 2026. Members were in agreement that the following interest items should be continued.

**Interests:** It is in the interests of all parties to continue these items.

## I. Professional Educational Organization Rights

All professional organizations will have equal access to facilities, equipment, and communication to disseminate information to members.

## II. MOU Complaint Procedure

### A. Definitions

1. A “complaint” is defined as a claim by:

a. A teacher covered by the terms of the agreement, that there has been a violation, misinterpretation, or misapplication of the terms and specific provision of the Memorandum of Understanding;

b. The teacher feels there has been a violation, misinterpretation, or misapplication involving the rights of that teacher.

2. The term “complainant” is defined as a teacher making such a claim, which may complain about any part of the MOU (that specifically pertains to the association, or petitioner of whose claim is specifically addressed in an article under the terms of this agreement).

3. The term “days” shall mean any day, Monday through Friday, on which students attend school during the normal school year. After the last day of the normal school year, a “day” shall be Monday through Friday, excluding holidays and breaks.

4. The term “immediately involved supervisor” shall mean the lowest level supervisor with the authority to resolve the problem.

### B. Procedures

The parties hereto acknowledge that it is usually more desirable for a teacher and their immediate supervisor to resolve problems through free and informal communication. Within ten (10) days of the time, the complainant may hold an informal conference with the immediately involved supervisor. If, however, the informal process fails to satisfy the teacher, the complaint may be filed within five (5) days of the conference or at the end of the initial ten (10) days if a conference is not held following the procedure set forth below:

#### Step 1:

The complainant will present the complaint in writing to the supervisor immediately involved. The immediately involved supervisor shall arrange for a meeting to take place within eight (8) days after receipt of the complaint. Within five (5) days of the meeting, the complainant shall be provided with the supervisor’s written response, including the reasons for the decision.

Step 2: If the complaint is not resolved at Step 1, the complainant may refer the complaint to the Director or their designee within six (6) days after receiving the Step 1 answer.

### Step 3

If the complaint is not resolved in Step 1, the complainant may refer the issue or problem to the Director or their designee within six (6) days after receiving the Step 1 answer. The complainant shall arrange to meet with the Director or his/her designee within five (5) days of the appeal for a meeting. An association representative, if requested by the complainant, may be present for the meeting, but may not participate. Each party shall have the right to include in its presentation such witnesses as they desire. Within eight (8) days, the complainant shall be provided with the Director's response, including the reasons for the decision.

### Step 4

If the complaint is not resolved at Step 2, the complainant may, within ten (10) days of receipt of the Director's written response, request a review by the Board of Education at the next regularly scheduled Board meeting. The request shall be made in writing through the office of the Director of Schools. The Board shall review the case; shall hold a hearing with the teacher, if requested by the complainant; and shall render a decision in writing within ten (10) days of the review.

Copies of the decision of the Board of Education shall be sent to the aggrieved teacher and to the Director of Schools.

### C. Filing of Materials

All documents, communications, and records related to the processing of a complaint shall be kept separate from the personnel files of the participants. Complaint documents shall be confidential.

### D. General

1. The Board and the teacher shall cooperate in the investigation of any complaint.
2. A complaint may be withdrawn at any time by the complainant without establishing precedent.
3. If the complainant fails to appeal a complaint at any level within the specified time limits, that complaint shall be deemed withdrawn.
4. Failure at any step of the procedure to communicate the decision on a complaint within the specified time limits shall permit the complainant to proceed to the next step.
5. Time limits prescribed in this procedure may be extended by mutual consent.
6. Processing complaints will be done at times that do not interfere with the teacher's assigned duties.
7. No reprisals shall be invoked against any teacher for processing a complaint or participating in a complaint procedure.

## III. Salary and Benefits

### A. Method of Payment

#### 1. Pay Period

Each teacher assigned to a particular school shall be paid in twelve (12) equal installments on the 20th of each month, August through June. All payments shall be issued by means of direct deposit, with pay information available online. The 11<sup>th</sup> (July) installment shall be paid on the last day of the regular school year.

## 2. Final Pay

Each teacher will receive the final payment on June 20th.

## IV. Health Insurance Premiums

### A. Selection of Carrier

The health insurance available to professional teachers shall be the State of Tennessee Teacher Group Insurance Plan, known as the Local Education Plan.

### B. Premiums

With a combination of state and local funds, the Board agrees to pay 80% of the annual cost of individual coverage and of the annual cost of family coverage. This applies to the Blue Cross Blue Shield Standard Plan and Cigna Local Plus Standard or lower-cost plan options. Those who choose a plan other than the Blue Cross Blue Shield Standard Plan or the Cigna Local Plus Standard plan will be responsible for the additional cost. For the Blue Cross Blue Shield Plan or the Cigna Local Plus Standard option, teachers will pay 20% of the annual cost.

### C. Duration

The insurance year runs from January 1 to December 31. Changes employees make to their health insurance coverage during the enrollment period shall go into effect on January 1.

### D. Changes

Should changes occur to the SGIP (carriers, plans, tiers, or premium costs), the conferencing team shall return to the conferencing table to discuss the potential impact of these changes on employee and district health insurance costs. Should changes be needed regarding the language in the MOU concerning insurance, the team shall have the power to propose an amendment to the MOU. The amendment shall take effect upon approval by the Board at its next regularly scheduled meeting and shall remain in effect until the normal expiration of this MOU.

### E. Dental Reimbursement Plan

The Board shall offer each teacher a dental plan that covers 100% of diagnostic and preventive services and 80% of restorative services, with a \$25 deductible. The Board will pay 100% of the teacher's base plan. The teacher will have the option to exercise available

buy-up options for themselves, their spouse, and dependents at an additional cost to be paid by the teacher. A basic plan will cap at \$1500 per person per benefit period.

#### F. Workman's Compensation

The Board shall provide workman's compensation coverage for each teacher. Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days or personal days. The Board shall pay to such teacher the difference between his/her salary and benefits received under workmen's compensation for the duration of such absence, and all fringe benefits shall continue in effect.

#### G. Death of a Teacher

In the unfortunate event of the death of a teacher, per state guidelines, said teacher's family will continue to receive medical insurance for six months after the death of an employee at no cost to the employee's family if they are enrolled in such a plan. Additionally, the state will send COBRA papers to the covered family members, offering the option to purchase coverage after the six-month period has expired.

Upon death, the Human Resource Office will issue to the executor of the estate a checklist of possible benefits in which the employee was enrolled, including contact information for each identified benefit. This checklist will be available once the final payroll check for the deceased employee has been collected.

### V. Basic Employment Conditions

#### 1. School Calendar

##### *A. The School Calendar*

The school calendar shall be determined by the Director of Schools and approved by the Board of Education prior to April of each school year. The Director shall give consideration to the Calendar Committee's recommendations when formulating the school calendar. The Calendar Committee shall submit its recommendations to the Director of Schools prior to January 1<sup>st</sup>. Each teacher may have access to the school calendar via the PCSS website.

##### *B. Changes in the School Calendar*

The Collaborative Conferencing Committee will appoint five (5) members, including two teacher members of the Collaborative Conferencing Committee or designee, one (1) principal, one (1) school-level support staff member, and one (1) additional classroom school teacher, and members as appointed by the Director of Schools.

## 2. Teaching Hours and Load

### *A. School day*

The in-school workday shall consist of not more than seven and one-half (7 ½) hours. Arrival and departure times shall be as follows:

1. Classroom Teacher: fifteen (15) minutes before the opening of the pupil's school day and fifteen minutes after the close of the pupil's school day.
2. System-Wide Teacher: as established by building principals and/or supervisors.

### *B. Meetings*

The principal may schedule necessary meetings and activities directly related to school improvement or instruction (faculty meetings, departmental meetings, committee meetings, parent conferences, extra help for students, etc.); however, the principal will strive to keep these activities to a minimum and shall exclude any items that are not directly related to school improvement or instruction. The notice for any meetings shall be given to teachers involved at least five (5) days prior to the meetings, except in an emergency. An agenda shall accompany the notice if teacher-involved decisions are to be made. Teachers shall have the opportunity to suggest items for the agenda.

### *C. Duty-Free Lunch*

The Board will provide a duty-free lunch for all teachers, as per TCA 49-1-302, Amended Chapter 464, Public Acts of 1985. Duty-free lunch periods shall be scheduled during student contact hours of the regular school day.

### *D. Teacher Checkout*

Should a teacher need to leave campus during a regular school day, they shall follow a checkout procedure established by the building principal.

## 3. Safety, Health, and Sanitation

### *A. General*

The Board agrees to maintain safe and sanitary conditions in all work areas, in accordance with federal, state, and local laws and regulations. Teachers are entitled to a safe and healthy working environment. The principal shall be the first level of responsibility and the point of contact for teacher reports of problems involving the safety and health of teachers, students, and guests. If the principal does not resolve the condition, the Employee Safety Handbook guidelines shall be followed. The Employee Safety Handbook shall be placed on the Putnam County School System's website.

## 1. Facilities

Each school shall maintain the following safety, health, and sanitary provisions:

- a. Teachers shall have available for their exclusive use a serviceable desk, a chair, and a locking file cabinet.
- b. Teachers shall not be required to perform tasks that endanger their health, safety, or well-being. Teachers perceiving hazardous conditions in the workplace shall follow the guidelines for reporting, as outlined in the Employee Safety Handbook.

## 2. Telephone

Access to telephone in no instance shall a teacher be left at school in charge of students without access to a telephone.

## 3. Safety Policies

A safety policy shall be established for each school. Teachers shall be trained on the content of the safety policy before they supervise children. A written copy of the policy will be available.

## 4. Use of Reasonable Force

Employees should start by making a verbal request to stop the behavior and then call another teacher for help and as a witness. SPED students should have de-escalation methods in place. When a certified teacher is assaulted while on school property, or on any lawful discharge of his/her assigned duties under the direction of the Board, he/she may quell a disturbance which is threatening physical injury to oneself or others with the reasonable use of force necessary to repel or diminish said disturbance. In such instances when a teacher so identified uses physical force in self-defense, the teacher shall, without delay, inform the principal, immediate superior, or any person in an administrative position and shall submit to the principal a complete written report of the incident not later than twenty-four (24) hours after the incident occurred. The principal shall report the incident to the Director of Schools or his/her designee as soon as feasible.

## 5. Assault and/or Battery on a Teacher

When a certified teacher is assaulted while on school property or while performing any lawful duty under the direction of the Board, the police authorities may be called to handle the situation at the teacher's request. This does not prohibit a teacher from retaining their own attorney at their own personal expense.

Assault is defined as any act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done. Battery is defined as the crime or tort of unconsented physical contact with another person, even where the contact is not violent but merely menacing and offensive.

a. Reimbursement

The Board shall reimburse teachers for the cost of any physical or mental treatment associated with such assault and/or battery, clothing, or other personal property damaged or destroyed while the teacher was acting in the discharge of his/her duties provided they see the authorized physicians by the worker's compensation carrier and no other medical or mental treatment will be reimbursed by the Board. If the injury is covered by workers' compensation, the Board is responsible for the difference between the workers' compensation payments and the salary that would normally be paid to the teacher.

b. Reports

In the event of an assault upon a teacher, the building-level administrator shall be responsible for assistance in filing reports and all necessary documentation immediately following said assault and/or battery.

6. Interruptions

Principals shall limit classroom interruption by visitors. All visitors to the school must register at the school's administrative office before entering any other area of the school/campus. Individuals wishing to confer with teachers must set up a mutually agreed-upon conference time with the teacher. Visitors wishing to observe in a classroom must establish an observation time with the teacher and building administrator.

7. Teacher Materials and Facilities

From Local monies, the Board will fund no less than \$10.00 per pupil (K-12) for instructional materials and supplies, subject to budget approval.

8. Professional Learning

A. The Teaching and Learning Administrative team will annually determine professional learning requirements by:

- a. Examining the school system's needs based on academic and/or non-academic data
- b. Exploring research-based training to address system-wide needs
- c. Working to develop the district-wide in-service education program for Putnam County Schools.

B. Exceptions

In-service shall not be scheduled on any board-identified holiday.

## VI. Leave of Absence

### Personal and/or Professional Leave

Personal leave may be granted for personal reasons at the discretion of the teacher, except as indicated below.

Except for emergency reasons, personal leave may not be taken during in-service training days. Except for emergency reasons, personal leave days may not be taken during the first or last week of the school year. Personal leave may not be taken to be gainfully employed. Professional leave days shall be used for the purpose of (1) visitations to view other instructional techniques or programs, and (2) attending educational conferences, workshops, or seminars.

A teacher shall be allowed personal and professional leave earned at a rate of one (1) day for each half ( $\frac{1}{2}$ ) year employed, which shall accumulate from year to year.

A teacher may take not more than two (2) days of personal or professional leave prior to having earned it, but it shall be charged against his/her year's allowance. Any personal leave remaining unused at the end of a year shall be credited to sick leave days.

Teachers may convert existing accumulated sick days into additional personal days based on the total years of teaching service.

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

A certified employee utilizing five or fewer sick days in the previous school year, having also exhausted their personal leave, and having an extenuating circumstance may also petition the HR Director, Director of Schools, or designee to convert sick days from the current school year into additional personal days, up to a maximum of three converted days for a maximum of five personal days per year.

The Board may approve additional time for professional leave, as it deems advisable.

If at the termination of service, any teacher who has been absent for more days than his/her accumulated or earned leave shall have deducted from his/her final salary warrant an amount sufficient to cover the excess days used.

## VII. Illness

Sick leave shall be defined as follows: Illness of a teacher caused by sickness due to natural causes or accident, leave because of quarantine, illness or death of a member of the immediate family of the teacher including husband, wife, parents, grandparents, children, grandchildren, brother, sister, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, or other family members with the approval of the Director of Schools or designee.

The time allowed for sick leave for any teacher shall be one (1) day for each month employed. Sick leave shall be cumulative for all earned days not used. When first employed in the system, a teacher shall be allowed an initial allotment of up to 10 days of sick leave, but not exceeding the number possible to earn during the school year in which first employed. If a teacher uses part or all of this initial allotment, these days shall be charged to sick leave that the same teacher has accumulated later. At the termination of the employment of any teacher, all unused sick leave accumulated by the said teacher shall be terminated. However, a local board of education shall grant to any teacher upon his/her employment or reemployment the accumulated sick leave which the teacher lost by previous termination of employment in a Tennessee school system or any other agency, department, or institution of Tennessee or any state college or university; except that if the teacher is terminated for cause as defined in TCA 49-5-601, he/she shall not be granted, upon further employment, the sick leave days lost; and except that a teacher breaks a contract with the Board without a justifiable reason and without giving at least thirty (30) days advance notice shall be granted his/her accumulated, unused leave only if the Board permits resignation in good standing under the terms of TCA 49-5-508. This grant of previously accumulated, unused sick leave days shall be made only upon application of the teacher, only upon written verification notarized by the Director and Chairman of the Board, and only if the teacher is again employed not later than two (2) school years following the termination which resulted in the loss of his/her unused, accumulated sick leave.

The Board shall maintain a record of the accumulated sick leave for each eligible teacher in its employment and shall provide a verified copy to the teacher or other boards of education for the purpose of implementing this section. The Board may require that a physician's certificate be furnished by the teacher in all cases deemed proper by the Board. In the event of doubt, the board shall have the final authority to determine who is entitled to leave under this section and the duration for which leave may be allowed.

A teacher in need of sick leave shall be allowed to use unearned sick leave up to the number of days that such teacher may accumulate during the remainder of the school year in which he/she is employed.

Such advance use of sick leave shall be deducted from the sick leave accumulated in the same school year. Upon termination of the employment of such teacher before such days are earned or at the end of the school year, there shall be deducted from the final salary of such

teacher an amount based on his/her daily rate of pay sufficient to cover the excess sick leave days used by him/her and if such final salary is insufficient for this purpose, the teacher shall be liable for reimbursement of any amount in excess of his/her final salary.

If, at the termination of services, any teacher has been absent for more days than accumulated or earned leave, there shall be deducted from the final salary warrant of such teacher an amount sufficient to cover the excess days used.

Each teacher shall have access to accumulated sick leave data.

### VIII. Extended Leave of Absence

Any person holding a position that requires a teacher's certificate shall be granted leave for military service, legislative services, maternity, adoption, or recuperation of health, and may be granted leave for educational improvements-without forfeiture of accumulated leave credits, tenure status, or other fringe benefits. An extended leave of absence will not be considered for other gainful employment. All leaves shall be requested in writing at least thirty (30) days in advance on forms adopted by the local Board. Each request for leave will be considered by the Board at the next regular Board meeting, with such action to be recorded in the official minutes. Each applicant shall be notified in writing of the Board's action and the beginning and ending dates of the leave granted. All leaves, except military leave, shall be from a date certain to a date certain; however, any leave may be extended to a later specified date upon written request from the teacher. The procedure for extending a leave and the conditions under which a leave may be extended are the same as those used when originally requesting and granting the leave. Military leave shall be granted for whatever period may be required.

Positions vacated for less than twelve (12) months by teachers on leave shall be filled by interim teachers for the duration of the teacher's leave. Upon the return of said teacher within twelve (12) months, the interim teacher shall relinquish the position, and the teacher shall be placed in the same or comparable position upon return from leave. Any teacher on leave shall, at least thirty (30) days prior to the date of return, notify the Director in writing if said teacher does not intend to return to the position from which leave was taken. Failure to render such notice may be considered a breach of contract. Failure to render such notice shall be considered abandonment of position.

### IX. Complaints

Any complaint(s) made by a parent, student, or other person to a member of the administration against a teacher shall be properly investigated.

All complaints must be registered within thirty (30) school days of the incident(s) giving rise to the complaint(s). Exceptions to this time limit may be granted by the supervisor or the complaint manager charged with investigating the complaint(s).

The administration shall notify the teacher of the complaint(s) within five (5) days unless otherwise instructed by a law enforcement agency or state agency.

The supervisor or complaint manager shall first attempt to resolve the matter informally. If unsuccessful, a formal complaint resolution process will be initiated.

All affected parties will be expected to actively participate in seeking a satisfactory resolution to the complaint(s). Written copies of the final resolution shall be forwarded to all parties.

Complaints determined to be valid will result in corrective action as appropriate based on the facts surrounding the incident(s). Complaints determined to be without merit will be dismissed, and no record of the matter will be maintained in the teacher file(s).

#### X. Personnel Files (stored electronically in Skyward)

##### A. Contents

1. The Board shall not establish any separate personnel file that is not available for the teacher's inspection.
2. Complaint(s), answers to complaints, and materials directly related to complaints shall not be maintained in personnel files, and shall not be forwarded to any prospective employer of the complainant, nor shall such documents be revealed or the complaint(s) be alluded to in any communication between the administration and said prospective employer.
3. No unsigned or anonymous materials shall be maintained in a teacher's file.

##### B. Access to Files

1. Any individual who examines a teacher's personnel file shall be required to sign and date a log placed in the front of the personnel file. The log shall be available for examination by the teacher or the teacher's professional organization representative if so authorized by the professional teacher.
2. The principal or immediate supervisor shall grant any teacher access, during regular business hours, to his/her personnel file. The principal or supervisor shall give any teacher, upon request, and upon payment of reasonable compensation, a copy of specified documents in his/her personnel file. A teacher shall be entitled to have a representative of the professional organization accompany him/her during such review.
3. In the event that an administrator removes any material from a teacher's file, a dated notation stating what has been removed and the reason for such removal shall be placed in the file.

4. Negative or derogatory material in a teacher’s personnel records may be destroyed at the discretion of the director of schools or his/her designee in the file. The teacher may request removal of negative or derogatory material after a three (3) year period.

5. A teacher shall be provided a copy of any negative or derogatory material before it is placed in his/her personnel file. Upon the teacher's request, a response may be attached to the material.

6. Any disciplinary material will remain permanently in the personnel file.

Personnel files will be maintained per the table below

**PERSONNEL FILE CONTENTS & LOCATION**

File Name	Contents	Electronically stored in Skyward
Payroll/Personnel File (SSN and Banking Information not subject to public inspection)	Personnel change forms, direct deposit forms, correspondence related to open records act requests, and other inquiries	Finance & Payroll
Application File (SSN not subject to public inspection)	Transcripts/Application/Letters of Reference/Letter of hire/termination/renewal letters	Human Resources Department
Worker’s Compensation File	Claim information is retained in a separate file by injury date	Human Resources Department
FMLA Files (not subject to public inspection)	FMLA request, FMLA approval, Medical Certification, Medical Release	Human Resources Department
New Hire Physical Examination (not subject to public inspection)	These are maintained separately by departments that require them in alphabetical order.	Held by Departments that require these. (Pre-K, Leaps/21st, & Transportation)
Complaints (Title VI and IX)	When a claim is alleged, a separate investigative file is initiated under the employee’s name against whom the claim is filed.	Human Resources Department
Major Medical, Dental, Vision, Life Insurance	Employee Acceptance or Refusal of Insurance and any changes to employee enrollment	Human Resources Department
Employee Reimbursement Files (other)	Travel Claims and other reimbursement expenses by fiscal year	Finance and Payroll Department
Teacher Evaluations and Observations	Teacher performance records (State Framework for Evaluation and Professional Growth)	Stored in TNCompass
School Level Teacher File	Resume/Applications, commendations, awards,	School Principal’s Office

	certificates, citations (including system level), reprimands, other complaints	
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XI. Final Provisions

Savings

If any article or part of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the agreement shall not be affected thereby and the parties shall enter into collaboration for the purpose of arriving at a mutually satisfactory replacement for such article or part.

Statutory Savings

Nothing contained herein shall be construed to deny or restrict the Board or any teacher of such rights held under the Tennessee School laws or other applicable laws or regulations. The rights granted the Board of Education and teachers herein shall be deemed to be in addition to those provided elsewhere. Board Policy supersedes any provision in this agreement that conflicts with Board Policy.

XII. Memorandum Of Understanding

A. Publication

The Memorandum of Understanding will be posted on the official Putnam County School System's website.

B. New Hire Orientation

A session will be scheduled at the beginning of each school year during new teacher orientation for the Director of Human Resources or their designee to brief new teachers on the Memorandum of Understanding.

Concluding Statement

After careful reflection and collaboration, we have reached a consensus on the actions to be taken to address the identified interests presented by all parties involved. Upon approval by the Putnam County School Board, this collaborative conferencing team looks forward to implementing the stated actions over the next two years.

Submitted By Collaborative Conferencing Committee:

PCBE:

Sharon K. Anderson

Sharon Anderson

Angie Knight

Angie Knight

Tim Martin

Tim Martin

Bridgett Carwile

Bridgett Carwile

Russell Darley

Russell Darley

Mark McReynolds

Mark McReynolds

Renee Cantrell

Renee Cantrell

PCEA:

Diane Phyllis

Diane Phyllis

Lesley Worsham

Lesley Worsham

Aaron Casey

Aaron Casey

PCPET:

Danielle Johnson

Danielle Johnson

Sandra Harris

Sandra Harris

Unaffiliated Certified Personnel:

Gavin Moore

Gavin Moore

Kelsey White

Kelsey White

This Memorandum of Understanding (MOU) is entered into this 2nd day of April ~~March~~ 2026 by the Putnam County Board of Education (referred to as "the Board") and the representatives of the professional employees of the Putnam County Board of Education selected pursuant to the terms of TCA 49-5-605.



# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: March 24, 2026

RE: Athletic Trainer Services

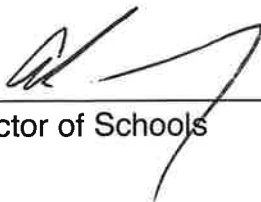
Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for April 2, 2026, Board meeting.  
Recommend acceptance of the Athletic Trainer Bid submitted by STAR Physical Therapy to begin July 1, 2026.

  
\_\_\_\_\_  
Supervisor 3/24/26  
Date

  
\_\_\_\_\_  
Director of Schools 3-24-26  
Date

**received**  
3-24-26 MT

10/10/10

10/10/10

## Athletic Trainer Services Questionnaire

<b>Date:</b>	3/9/2026
<b>Name of Firm:</b>	Tier 1 Institute
<b>Address:</b>	105 South Willow Ave, Cookeville, TN 38501
<b>Contact Person:</b>	Tim Vaughn
<b>Telephone No:</b>	931-265-9640
<b>Email Address:</b>	<a href="mailto:tvaughn@t1institute.com">tvaughn@t1institute.com</a>

1. Number of years in business: 50
  
2. Identify those in your company who would be responsible for our account and their credentials.

NAME	CREDENTIALS
Tim Vaughn	CEO
Wes Korth	COO

3. Indicate why you or your company should be selected.

Tier 1 Institute – Campbell Clinic has served the Upper Cumberland for Orthopedic care for the last fifty years. All our physicians live in and are active in the local communities. Currently, we have fifteen physicians available to supervise the athletic trainers and serve the medical needs of the student athletes. Our organization has the ability to provide athletic trainers, advanced practice providers, physicians, physical therapy, radiology, MRI, urgent care and surgical cases. For the past several years Tier 1 has provided Physician football game coverage and support for the athletic trainers that were serving the Putnam County student athletes under the contract and employment of CRMC and other entities. By contracting directly with Tier 1 this care coordination will improve the care student athletes receive and the communication with their families and various coaches and athletic directors.

4. Are there any specifications listed in this Request for Proposal that you are unable to provide? If yes, please explain YES  NO

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5. Submit a list of all Tennessee School Districts your company has serviced in this capacity, as well as size of District and contact person.

District	Size	Contact Person/Telephone
Putnam	3,521 enrolled	Adam Caine 931-636-6085
Overton	881 enrolled	Chad Crain 931-265-1840
Jackson	400 enrolled	Sean Loftis 931-510-6563
White	1,113 enrolled	Brent Ryan 931-260-8635
York Institute	490 enrolled	Brian Errick 931-510-1884
Clay	325 enrolled	Bruce Lamb 931-397-6301
<small>*all except Jackson County are in coordination with athletic trainers employed by another entity</small>		

6. Provide at least three (3) professional references including firm name, contact person, and telephone number.

Name	Contact Person	Telephone Number
Campbell Clinic	Fredrick Azar, MD	901-759-3104
931 Performance Therapy	AJ Wilkerson, ATC	931-644-1282
Occupational Health Center	Toney Hudson, MD	931-526-1604

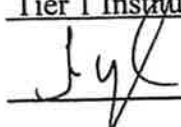
## Athletic Trainer Services Price Sheet

Award: Year 1 Extensions: Years 2, 3, 4, 5	Price Proposal with 4 Trainers (CHS-2, MHS-1, UHS-1)
<b>Year 1</b> July 1, 2026-June 30, 2027	\$309,000
<b>*Year 2</b> July 1, 2027-June 30, 2028	\$317,000
<b>*Year 3</b> July 1, 2028-June 30, 2029	\$325,000
<b>*Year 4</b> July 1, 2029-June 30, 2030	\$333,000
<b>*Year 5</b> July 1, 2030-June 30, 2031	\$341,000
<b>Total</b> <b>5 year price proposal</b>	<b>\$1,625,000</b>

*\*denotes extension years 2-5 if mutually agreed and contract extended on an annual basis only*

Date: 3/9/2026

Firm Name: Tier 1 Institute

Signature: 

Print Name: Tim Vaughn

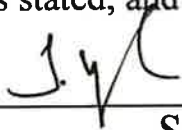
Telephone: 931-265-9640

Email: tvaughn@tlinstitute.com

After having read Request for Proposal (RFP) for Athletic Trainer Services: for 1-year July 1, 2026-June 30, 2027 with optional renewal annually for four (4) consecutive years: July 1, 2027-June 30, 2028; July 1, 2028-June 30, 2029; July 1, 2029-June 30, 2030; July 1, 2030-June 30, 2031 and understanding the same, I hereby submit the following in accordance with said RFP conditions and specifications.

***NOTE: UNSIGNED PROPOSALS OR ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED***

The undersigned Vendor declares that he has examined and familiarized himself with the Submitted Proposal. In making this proposal, the undersigned waives all right to plead any misunderstanding of the Submitted Proposal and agrees to perform all of the work required herein. If this bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quotes, at the price and times stated, and subject to all conditions recorded on this proposal.



3/9/21

Signature

Date

Tim Vaughn, CEO

Print Name/Title

Tier 1 Institute

Firm Name

105 S Willow Ave, Cookeville, TN 38501

Firm Address

City/State/Zip Code

Telephone: 931-265-9640

Facsimile: 833-666-0843

Email: [tvaughn@tlinstitute.com](mailto:tvaughn@tlinstitute.com)

## STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Bidder is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
6. Bidder has not attempted to influence any member of the Board of Education or Administration on the award of this bid, except as otherwise included in the review process.

Date: 3/9/2026

Firm Name: Tier 1 Institute

Signature: 

Title: CEO

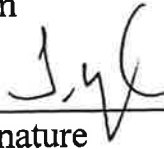
## DEVIATIONS FORM

In the event that the undersigned Bidder intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Bidder assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

### THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS

**Tier 1 can fully comply with the conditions and specifications. However, we propose working with the Putnam County School System Administration, the various athletic directors and coaches to reduce the overall cost to the county. If we can agree to the specification changes, the yearly and total cash outlay could be reduced significantly.**

SUBMITTED FOR CONSIDERATION BY:

Tier 1 Institute  
\_\_\_\_\_  
Firm  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
CEO

**SEXUAL HARASSMENT CERTIFICATION**

Tier 1 Institute, having submitted a RFP to the District, hereby certifies that said Contractor has a written sexual harassment policy (please see attached company policy) and verification procedures in place to confirm ongoing compliance.

BY: J. H. [Signature]  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

Before me this 9<sup>th</sup>  
day of March  
2026.



Wesley P. Korth  
Notary Public

My commission expires: 8/27/2028

**Certificate of Compliance with Drug-Free Workplace Requirement**

Tier 1 Institute, provides a drug-free workplace (please see attached company policy) for all employees engaged in the performance of work under this contract.

BY:   
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

Before me this 9<sup>th</sup>  
day of March  
2026.

  
Notary Public



My commission expires: 8/27/2028

**EQUAL EMPLOYMENT CERTIFICATION**

Tier 1 INSTITUTE, does hereby certify that it has a written Equal Employment Opportunity policy (please see attached company policy) and is in compliance with all terms and conditions of the Equal Employment Opportunity provisions as presented.

BY: [Signature]  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

Before me this 9th  
day of March  
2026.



[Signature]  
Notary Public

My commission expires: 8/27/2028

**CERTIFICATION OF ELIGIBILITY TO ENTER INTO  
PUBLIC CONTRACTS**

**IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED**

I, Tim Vaughn, being first duly sworn, certifying and say that I am CEO ("sole owner" / "partner" / "president"/ or other proper title) of Tier 1 Institute, the Prime Contractor submitting this bid and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Tennessee Criminal Code or of any similar offense of "bid-rigging" or "bid-rotating" of any State or of the United States.

BY: J. Y. /  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

Before me this 9<sup>th</sup>  
day of March  
2026.



Wesley P. Korth  
Notary Public

My commission expires: 8/27/2028

**STUDENT SAFETY**

Tise & Instructors, having submitted a Request for Proposal for Athletic Trainer Services to the District, hereby certifies that employees or agents will contact Putnam County School System Human Resources Department and comply with fingerprinting and background investigations as required if awarded this contract.

BY: JYL  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

Before me this 9<sup>th</sup>  
day of March  
2026.



Wesley P Korth  
Notary Public

My commission expires: 8/27/2028

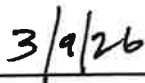
# IRAN DIVESTMENT ACT AFFIDAVIT

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

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 1212-106.

A handwritten signature in black ink, appearing to be "J. H. L.", written above a horizontal line.

Signature

A handwritten date "3/9/26" in black ink, written above a horizontal line.

Date

## Athletic Trainer Services Questionnaire

<b>Date:</b>	March 5, 2026
<b>Name of Firm:</b>	STAR Physical Therapy
<b>Address:</b>	508 Autumn Springs Ct, Suite 2B, Franklin, TN 37067
<b>Contact Person:</b>	Kelly Ziegler
<b>Telephone No:</b>	615-591-6590
<b>Email Address:</b>	kelly.ziegler@starpt.com

1. Number of years in business: 28
2. Identify those in your company who would be responsible for our account and their credentials.

NAME	CREDENTIALS
Lee Rice	MA, LAT, ATC - Regional ATC Coordinator
Kelly Ziegler	MS, CSCS - Partner
Matt Roberts	CFO - Partner
Dustin Rich	PT, DPT - Clinic Director

3. Indicate why you or your company should be selected.  
STAR Physical Therapy's foundation was built on athletic training outreach, as we  
have provided these services since our inception in 1997. We cover over 50 high schools  
and colleges, other sports organizations, and provide event coverage. We have built  
relationships with physicians and other medical providers who we work with to provide  
exceptional care and service. We have been with many of our partners for more than  
20 years. We have a network of athletic trainers throughout the state as well as a robust  
athletic trainer leadership team and education program.

4. Are there any specifications listed in this Request for Proposal that you are unable to provide? If yes, please explain YES  NO

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5. Submit a list of all Tennessee School Districts your company has serviced in this capacity, as well as size of District and contact person.

District	Size	Contact Person/Telephone
Robertson County	11,500	Steve Sorrells 615-382-8920
Dickson County	7800	Joey Holley 615-446-7571
Dekalb County	3600	Patrick Cripps 615-597-4084
Montgomery County	40,000	Jim Miller 931-648-5600
White County	3700	Kurt Dronebarger 931-836-2229
Cannon County	1800	Julie Vincent 629-201-4801
Cheatham County	5600	Jeff Hobbs 615-792-6672
Smith County	3000	Barry Smith 615-735-9625
		Type text here

6. Provide at least three (3) professional references including firm name, contact person, and telephone number.

Name	Contact Person	Telephone Number
Robertson Co Schools	Steve Sorrells	615-382-8920
Montgomery Co Schools	John Miller	931-648-5600
TOA	Richard Williams, MD	931-525-6676

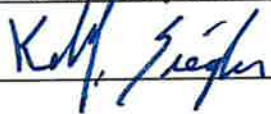
### Athletic Trainer Services Price Sheet

Award: Year 1 Extensions: Years 2, 3, 4, 5	Price Proposal with 4 Trainers (CHS-2, MHS-1, UHS-1)
<b>Year 1</b> July 1, 2026-June 30, 2027	\$128,000
<b>*Year 2</b> July 1, 2027-June 30, 2028	\$132,000
<b>*Year 3</b> July 1, 2028-June 30, 2029	\$136,000
<b>*Year 4</b> July 1, 2029-June 30, 2030	\$140,000
<b>*Year 5</b> July 1, 2030-June 30, 2031	\$144,000
<b>Total</b> <b>5 year price proposal</b>	<b>\$680,000</b>

*\*denotes extension years 2-5 if mutually agreed and contract extended on an annual basis only*

Date: March 5, 2026

Firm Name: STAR Physical Therapy

Signature: 

Print Name: Kelly Ziegler

Telephone: 615-591-6590

Email: kelly.ziegler@starpt.com

After having read Request for Proposal (RFP) for Athletic Trainer Services: for 1-year July 1, 2026-June 30, 2027 with optional renewal annually for four (4) consecutive years: July 1, 2027-June 30, 2028; July 1, 2028-June 30, 2029; July 1, 2029-June 30, 2030; July 1, 2030-June 30, 2031 and understanding the same, I hereby submit the following in accordance with said RFP conditions and specifications.

**NOTE: UNSIGNED PROPOSALS OR ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED**

The undersigned Vendor declares that he has examined and familiarized himself with the Submitted Proposal. In making this proposal, the undersigned waives all right to plead any misunderstanding of the Submitted Proposal and agrees to perform all of the work required herein. If this bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quotes, at the price and times stated, and subject to all conditions recorded on this proposal.

 \_\_\_\_\_  
Signature  \_\_\_\_\_  
Date

Kelly Ziegler, Partner  
\_\_\_\_\_  
Print Name/Title

STAR Physical Therapy  
\_\_\_\_\_  
Firm Name

508 Autumn Springs Ct., Suite 2B Franklin, TN 37067  
\_\_\_\_\_  
Firm Address

City/State/Zip Code

Telephone: 615-591-6590 \_\_\_\_\_

Facsimile: 615-591-6601 \_\_\_\_\_

Email: Kelly.Ziegler@starpt.com \_\_\_\_\_

## STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Bidder is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
6. Bidder has not attempted to influence any member of the Board of Education or Administration on the award of this bid, except as otherwise included in the review process.

Date: 3/19/24

Firm Name: Kelly Ziegler

Signature: Kelly Ziegler

Title: Partner

**DEVIATIONS FORM**

In the event that the undersigned Bidder intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Bidder assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

**THIS FORM MUST BE SIGNED EVEN BY THOSE NOT  
PLANNING DEVIATIONS**

SUBMITTED FOR CONSIDERATION BY:

Type text here

STAR Physical Therapy

Firm

  
Signature

Partner

Title

**SEXUAL HARASSMENT CERTIFICATION**

STAR Physical Therapy, having submitted a RFP to the District, hereby certifies that said Contractor has a written sexual harassment policy (please see attached company policy) and verification procedures in place to confirm ongoing compliance.

BY: [Signature]  
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

~~Joe Hollen~~

Before me this 9  
day of March  
2026.

[Signature]  
Notary Public

My commission expires: 2/12/2030



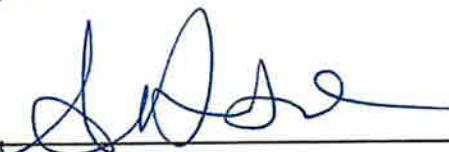
**Certificate of Compliance with Drug-Free Workplace Requirement**

STAR Physical Therapy, provides a drug-free workplace (please see attached company policy) for all employees engaged in the performance of work under this contract.

BY:   
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

Before me this 9  
day of March  
2026.

  
Notary Public

My commission expires: 2/12/2030



# EQUAL EMPLOYMENT CERTIFICATION

STAR Physical Therapy, does hereby certify that it has a written Equal Employment Opportunity policy (please see attached company policy) and is in compliance with all terms and conditions of the Equal Employment Opportunity provisions as presented.

BY: Kelly Trufl  
Authorized Agent of Contractor

## SUBSCRIBED AND SWORN TO

Before me this 9  
day of March  
2026.

[Signature]  
Notary Public

My commission expires: 2/12/2030



**CERTIFICATION OF ELIGIBILITY TO ENTER INTO  
PUBLIC CONTRACTS**

**IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED**

I, Kelly Ziegler, being first duly sworn, certifying and say that I am Partner (“sole owner” /”partner” / “president”/ or other proper title) of STAR Physical Therapy, the Prime Contractor submitting this bid and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Tennessee Criminal Code or of any similar offense of “bid-rigging” or “bid-rotating” of any State or of the United States.

BY: *Kelly Ziegler*  
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

Before me this 9  
day of March  
2026.

*[Signature]*  
Notary Public

My commission expires: 2/12/2030



**STUDENT SAFETY**

STAR Physical Therapy, having submitted a Request for Proposal for Athletic Trainer Services to the District, hereby certifies that employees or agents will contact Putnam County School System Human Resources Department and comply with fingerprinting and background investigations as required if awarded this contract.

BY: K. M. Tiede  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

Before me this 9  
day of March  
2026.

[Signature]  
Notary Public

My commission expires: 2/12/2030



# IRAN DIVESTMENT ACT AFFIDAVIT

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

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 1212-106.

  
\_\_\_\_\_

Signature

  
\_\_\_\_\_

Date

## MISSION STATEMENT

Our Company mission is to provide quality rehabilitation and preventative services that meet the physical needs of people in the communities we serve in an ethical, efficient and profitable manner, and in compliance with professional standards and legal and regulatory requirements.

## NOTICE TO EMPLOYEES

In this handbook, we avoid the use of specific gender pronouns wherever possible. However, where such avoidance would lead to awkward sentence structure we use the masculine pronoun. Such use is intended to refer to both genders.

This handbook supersedes all previously published Company personnel handbooks and policies. In addition, the handbook supersedes all prior management memos to the extent that such memos contradict a subject or policy covered herein. The handbook conforms to federal laws and regulations. However, in some cases, laws in particular states may **prevail over Federal laws**. In those situations, the specific state laws will be controlling over the policy in the handbook.

Certain employees have written agreements with the Company specifying the terms of their employment. The employee agreements can only be signed and executed by the General Partner., and no one else has the authority to create an agreement of employment without written approval from the General Partner. Where the terms of a valid employment agreement conflict with this handbook, the employment agreement will prevail.

If you are uncertain about any policy or procedure herein, please check with your supervisor or contact the Human Resources Department.

## CHANGE IN POLICY

Handbook policies are subject to change at the sole discretion of the Company. We will notify you of any changes as they occur by appropriate means. Changes will be effective on such dates as determined by the Company. You may not rely on policies that have been superseded. No supervisor or manager, except the Chief Executive Officer, Chief Financial Officer or Chief Operating Officer, has authority to alter handbook policy and any such changes must be in writing.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company provides equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran, in accordance with applicable federal and state laws. In addition, we comply with all applicable state and local laws governing nondiscrimination in employment. Our policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

As a condition of employment, a new employee must properly complete, sign and date the applicable documents and forms for employment. The Company relies upon the accuracy of information contained in the employment documents and forms, and the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The Company expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran. Improper interference with any Company employee's ability to perform **expected job duties** is not tolerated.

The Company prohibits sexual harassment, including the following:

1. Unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of

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*Revised 10/31/2019-USPh*

employment;

- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

2. Offensive comments, jokes, innuendos and other sexually oriented statements.

**When reporting any employee misconduct, please follow the Company's complaint resolution procedure, in the handbook section entitled, "Employee Relations Policy." Employees must file timely complaints.**

## **DISABILITY ACCOMMODATION POLICY**

In compliance with Section 504 of the Rehabilitation Act of 1973, the Company bases all employment decisions concerning disabled individuals on the basis of the individual's ability to perform the essential elements of the position with reasonable accommodation. We make every effort to reasonably accommodate disabled individuals concerning leaves of absence, job assignments and all other terms and conditions of employment.

## **IMMIGRATION LAW COMPLIANCE**

We employ only United States citizens and aliens authorized to work in the United States who comply with the Immigration Reform and Control Act of 1986.

As a condition of employment, a new employee, at the time of hire, must properly complete, sign and date the first section of Homeland Security Employment Eligibility Verification Form I-9. In addition, the employee must present evidence of identity and employment eligibility. An employee, who is unable to present the required documents within 3 business days of hire, will be terminated immediately. A newly re-hired employee must also complete the I-9 form even if they have previously filed one.

## **COMPANY PROPERTY**

All materials purchased, developed, or acquired by the Company are Company property, including equipment, supplies, software, computer programs, documents, memorandum, correspondence, and copies thereof. Removal of Company property from our facilities for other than Company business is strictly prohibited and may be subject to disciplinary action, up to and including termination.

The Company reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections of employees and their desks, personal effects, lockers, lunch boxes, purses, baggage, and any other property located on Company premises or work sites and employees' private vehicles, if parked on Company premises or work sites. Entry onto Company premises or work sites constitutes your consent to searches or inspections.

## **CONFIDENTIAL INFORMATION**

Company policy dictates that internal business affairs should not be discussed with anyone outside the Company, except as may be required in the normal course of business.

Information designated as confidential also should not be discussed with anyone outside the Company and should only be discussed internally on a "need-to-know" basis.

Employees are responsible to avoid unnecessary disclosure of non-confidential internal information about the Company, its clients, and its suppliers. This responsibility is not intended to impede normal business communications or relationships, but rather is intended to alert employees to their obligation to use discretion to safeguard internal company affairs. Employees who have authorized access to confidential information are responsible for its security.

It is a violation of Company policy to record workplace conversations with any type of recording device (tape, digital, video, cell phone, etc.). This workplace policy is in place to (1) promote open and honest communication, (2) protect confidential information and (3) prevent a chilling effect on business operations that may result from

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*Revised 10/31/2019-USPh*

## EMPLOYMENT POLICIES

### **INTRODUCTORY PERIOD**

Your first ninety (90) days of employment are an introductory period for the purpose of evaluation and learning. During this time, your performance will be evaluated, training provided and counseling offered as needed to help you meet the requirements of your position. At the end of the orientation period your supervisor will review your performance with you and advise you regarding your accomplishments, adherence to policy and procedures, and areas to improve. A written evaluation may be completed for your personnel file. Provided that your work performance has been satisfactory, you will then become a regular employee. There will be no compensation increase at the end of the 90 day introductory period.

If you are a professional employee who requires licensure or certification to practice in your profession, you must satisfactorily pass all requirements for licensure or certification before completing the orientation status. In some cases, your supervisor may request that you complete an additional orientation period to enable you to learn your job satisfactorily.

While you are in orientation status, you will not be paid for vacation or sick leave. Employees in orientation status are eligible for holiday pay.

### **ALCOHOL AND DRUG ABUSE**

The Company is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, job applicants and employees may be asked to provide substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Company has a Drug and Alcohol Policy which is attached to this Handbook and incorporated herein. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the Employee Handbook and the attached drug policy. Any questions concerning this policy or its administration should be directed to the Vice President of Human Resources.

### **APPEARANCE AND GROOMING**

Personal appearance and grooming are important aspects of working in a health care company. Therefore you should always maintain good grooming and personal hygiene, and dress in a professional manner.

Unacceptable clothing/personal items include items that are considered sloppy, unkempt or unprofessional (examples include, but are not limited to: halter tops, shirts without collars, shorts, bathing suits, tank tops and T-shirts) and, facial jewelry (examples include, but are not limited to: nose, eyebrow, tongue and lip piercings). Proper clothing and safety equipment appropriate to your work environment must be used. Failure or refusal to keep a professional appearance or wear appropriate safety attire may be a basis for disciplinary action, up to and including termination of employment.

### **BULLETIN BOARDS**

To help keep you informed the Company provides bulletin boards in lunch/break rooms. No material may be posted or removed from bulletin boards without the appropriate approval of management.

All applicable federal and state employment law posters must remain posted at each location. The Human Resources Department can provide the required posters in your state.





# Putnam County School System

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



Corby King  
Director of Schools

**ENGAGE INSPIRE ACHIEVE**

## Putnam County Board of Education Agenda Request

Name of Person Making Request: Tim Martin

Date: March 26, 2026

RE: CHS Softball Facility

Account Funding Code (if appropriate)

Backup included

Backup to follow

Agenda Item for April 2, 2026, Board meeting.  
Recommend approval for Pay Application #1.

  
\_\_\_\_\_  
Supervisor

3/26/26  
\_\_\_\_\_  
Date

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

3/26/26  
\_\_\_\_\_  
Date

**received**  
3-26-26 MT





March 25, 2026

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

RE: CHS Softball - New Hitting Facility  
Application for Payment (#1) from Larseneer, LLC

Dear Mr. Martin,

Enclosed is Application and Certificate for Payment #1 from Larseneer, LLC, in the amount of \$27,652.53.

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

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

Sincerely,

Peter H. Metts  
President

Enclosures

**APPLICATION FOR PAYMENT**

**Owner**  
Putnam County Board of Education  
1400 East Spring St.  
Cookeville, TN 38501

**Project**  
CHS Softball - New Hitting Facility  
1 Cavalier Drive  
Cookeville, TN 38501

**Contractor**  
Larseneer, LLC  
4100 Rolling Hills Rd  
Cookeville, TN 38506

**Architect**  
AEI, PC  
57 West Broad St, Suite 200  
Cookeville, TN 38501

**Payment Application No:** 1

**Payment Application Date:** March 17, 2026

**Period To:** April 1, 2026

**Project No:** 1388

**Contract Description:** Lump Sum

**Contract Executed:** 2/3/2026

For Distribution	
Architect	
Contractor	
Owner	
File	

**PAYMENT APPLICATION - SUMMARY**

See attached Continuation Sheet for greater breakdown

- 1. Original Contract Sum \$ 403,281.00
- 2. Net Change by Change Orders \$ -
- 3. Contract Sum to Date \$ 403,281.00
- 4. Total Completed to Date \$ 29,107.93
- 5. Retainage:
  - a. 5% of Completed Work \$ 1,455.40
  - b. 5% of Stored Material \$ -
  - Total Retainage: \$ 1,455.40
- 6. Total Less Retainage \$ 27,652.53
- 7. Less Paid in Previous Applications \$ -
- 8. Total Payable Amount \$ 27,652.53
- 9. Balance to Finish, Including Retainage \$ 375,628.47

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

**CERTIFICATION BY CONTRACTOR:**

The Contractor certifies that, based on their understanding and available information, the Work described in this Payment Application has been finished according to the Contract Documents. They also confirm that all payments for previous work, as documented by earlier Payment Applications, have been received from the Owner, and that the amount specified in this request is now payable.

**Contractor Name:** Larseneer, LLC Date: March 17, 2026

**State:** Tennessee

**County:** Putnam County

**Subscribed and sworn to before me this day:**

**Name of Notary Public:** TREVOR JAMES LABRETT

**Expiration Date of Notary Public:** 7/28/2027



**CERTIFICATION BY ARCHITECT:**

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

**Certified Amount:** 27,652.53

If the certified amount differs from the application amount, provide an explanation below or attached, and initial all figures and markups to align with the certified amount.

**Architect Signature:** [Signature]

**Date:** 3/15/2024

CONTINUATION SHEET

Payment Application No: 1  
 March 17, 2026  
 Payment Application Date:  
 Period To: April 1, 2026  
 Project No: 1388

Item No.	Description of Work	Schedule Value	Work Completed Previous App. D = Prev. (D+E)	This Period E	Presently Stored Materials F	Total Completed G = D+E+F	% H = G/C	Balance to Finish I = C-G	Retainage Value (5%) J
<b>BASE CONTRACT</b>									
1	Bonds, Insurance, Mobilization	\$ 21,663.34	\$ -	\$ 21,663.34	\$ -	\$ 21,663.34	100%	\$ -	\$ 1,083.17
2	Site Demolition	\$ 7,444.59	\$ -	\$ 7,444.59	\$ -	\$ 7,444.59	100%	\$ -	\$ 372.23
3	Concrete	\$ 55,289.98	\$ -	\$ -	\$ -	\$ -	0%	\$ 55,289.98	\$ -
4	Bollards	\$ 2,320.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,320.00	\$ -
5	Wood Framing & Materials	\$ 86,620.44	\$ -	\$ -	\$ -	\$ -	0%	\$ 86,620.44	\$ -
6	Roofing	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 21,000.00	\$ -
7	Sheet Metal Siding	\$ 18,762.75	\$ -	\$ -	\$ -	\$ -	0%	\$ 18,762.75	\$ -
8	Closed Cell Insulation	\$ 20,230.90	\$ -	\$ -	\$ -	\$ -	0%	\$ 20,230.90	\$ -
9	Exterior Doors	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,400.00	\$ -
10	Overhead Doors	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 7,000.00	\$ -
11	Awnings	\$ 5,837.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,837.00	\$ -
12	Painting	\$ 12,724.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 12,724.00	\$ -
13	HVAC	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 45,000.00	\$ -
14	Electrical	\$ 51,538.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 51,538.00	\$ -
15	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ 357,831.00</b>	<b>\$ -</b>	<b>\$ 29,107.93</b>	<b>\$ -</b>	<b>\$ 29,107.93</b>	<b>8%</b>	<b>\$ 328,723.07</b>	<b>\$ 1,455.40</b>
<b>CONTINGENCIES &amp; ALLOWANCES</b>									
16	Inspection and Testing Allowance	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000.00	\$ -
17	Gas Line Allowance	\$ 450.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 450.00	\$ -
18	Storm Culvert Allowance	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000.00	\$ -
19	Construction Contingency	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 25,000.00	\$ -
20	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
21	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ 45,450.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 45,450.00</b>	<b>\$ -</b>
<b>CHANGE ORDERS</b>									
22	CO 001 - NA	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
23	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
24	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
25	<Insert Item>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	<b>SUB-TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
	<b>GRAND TOTAL</b>	<b>\$ 403,281.00</b>	<b>\$ -</b>	<b>\$ 29,107.93</b>	<b>\$ -</b>	<b>\$ 29,107.93</b>	<b>7%</b>	<b>\$ 374,173.07</b>	<b>\$ 1,455.40</b>





## PCSS Board Agenda Request

Date: March 27, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

Backup include

Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Schiller, Clarksville, TN to provide door hardware for the Early Learning Academy for the amount of \$20,179.00 to be paid for from the Safety & Security grant #141E-72130-499000-02525

**received**  
3-27-26 MAT 

# Quote



1511 Vista Lane  
Clarksville, Tennessee 37043  
Tel: 931-648-7444 Fax: 931-648-7442

Quote # : 171881  
Quote Date : Mar 27, 2026  
Expiration Date : Apr 26, 2026

Customer:  
Cash Sale Div 4  
counter  
Clarksville,, Tennessee

Ship To:  
Putnam Co. Board of Education  
240 Raider Drive  
John Magura 931-520-6409  
Cookeville, Tennessee 38506

Account Code : CASH4  
Terms : COD  
Customer Job # :  
Salesperson : Darren Cruz  
Order Name : Putnam County Board of Education

Purchase Order # :  
Shipped Via : Direct Shipment

<u>Qty</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
100	Passage Set T101S QUA 626	201.79	20,179.00
	Pre-Tax Total	:	20,179.00
	TN016 - Tennessee Cookeville Tax	:	0.00
	<b>Quote Total</b>	<b>:</b>	<b>20,179.00</b>

The above prices are quoted subject to acceptance within 15 days and credit approval by an officer of our company. BEYOND 15 DAYS this quote is not guaranteed. Manufacturer's surcharges will be in addition. State and local taxes are not included unless specifically noted. Full amount of invoice due when rendered--retainage not acceptable. On shipments made by common carrier consigned to the customer, all claims for damages in transit must be filed by consignee. We do not include cost of unloading, storage or protection of material at jobsite.



METAL DOORS ▾

WOOD DOORS ▾

DOOR FRAMES ▾

HARDWARE ▾

LITE KITS ▾

SPECIALTIES ▾

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Home () > Commercial Door Hardware (/collections/commercial-door-hardware/) > Locks (/collections/commercial-locks) > Cylindrical Lever Locks (/collections/commercial-cylindrical-lever-locks) > Falcon T Series Lever Locks (/collections/falcon-t-series-commercial-cylindrical-lever-locks) > **T101S QUANTUM Extra Heavy Duty Passage Lever**

**FALCON.**  
Authorized distributor  
(/collections/falcon)

## Falcon T101S QUANTUM Extra Heavy Duty Passage Lever

**\$203.58**

Usually Ships: 1-2 Business Days ⓘ

- Extra Heavy Duty, ANSI Grade 1 Certified
- Passage – Both Sides Always Unlocked
- ADA Compliant, 3-Hour Fire-Rated

Available Options:

Finish:

Quantity: - 1 +

**ADD TO CART | \$203.58**



(/www.trudoor.com/cdn/shop/files/T101S-Q-626.jpg?v=1734487231)



### Product Overview

#### Falcon T101S Grade 1 Passage/Closet Cylindrical Lock, Non-keyed, Quantum Lever, Standard Rose

The T Series extra heavy-duty Grade 1 cylindrical lock is designed to stand up to high-traffic and heavy-abuse applications. The T Series is constructed with a compression spring that allows the lock to exceed ANSI/BHMA Grade 1 testing requirements. Perfect for high-use institutional applications, the T Series lock delivers by providing a solid product at a solid price.

ANSI Function F75 – Latch bolt by levers at all times.

#### Reliability

- Heavy-duty compression springs behind the rose provide consistent lever return and prevent lever sag
- Trim is through-bolted with two 10-32 screws coated with thread sealant
- Certified Grade 1 and UL10C 3-hour A label
- Lever designs exceed ADA and state disability requirements

#### Compatibility

- Adjustable door thickness from 1-3/4" to 2-1/8" to fit all common door thicknesses
- Non-handed design
- Does not require field disassembly for re-handing



---

## Passage Sets

---

David Bucholz <dbucholz@wmstrimble.com>  
To: "Magura, John" <maguraj@pcsstn.com>

Thu, Mar 26, 2026 at 1:42 PM

Schlage ND10S-SPA 626 finish - \$ 395.45/each under statewide contract

Alternate

Falcon T101-QUA 626 finish - \$ 269.44/each - not covered under statewide contract

**David C. Bucholz, AHC**

Commercial Sales

**Wm. S. Trimble Co., Inc.**

(865) 573-1911 (main)

(865) 609-3505 (direct)

(865) 609-7086 (fax)



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

Date \_\_\_\_\_ 4/2/2026  
Department Finance  
Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Energy Systems Group in the amount of \$478,576.84 and First National Bank of Tennessee (retainage) in the amount of \$25,188.25 for pay application #16 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue.

**received**  
3-23-26 MT

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702



**TO OWNER:**

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

**PROJECT:**

CPBNA00578

**VALUATION NUMBER:**

16

APPLICATION DATE: 03/17/2026

PERIOD TO: 03/31/2026

ESG JOB NUMBER: CPBNA00578

DUE DATE: 04/16/2026

**Please Remit To**

**FROM CONTRACTOR:**

Energy Systems Group  
9877 Eastgate Court  
Newburgh, IN 47630

*Payment by Mail*

Energy Systems Group  
PO BOX 713390  
Chicago, IL 60677-1527

**ACH & EFT information (inbound & outbound):**

ABA: 071006486  
CIBC (Chicago, IL)  
For the Benefit of Energy Systems Group, LLC  
Account 1070134

**Wire Transfers (inbound & outbound):**

ABA: 071006486  
CIBC (Corp office in Chicago)  
For the Benefit of Energy Systems Group, LLC  
Account 1070134

**CONTRACT FOR:**

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

**1. ORIGINAL CONTRACT SUM**

8,773,494.77

**2. Net change by Change Orders**

441,161.00

**3. CONTRACT SUM TO DATE (Line 1 +/- 2)**

9,214,655.77

**4. TOTAL COMPLETED & STORED TO DATE**

7,958,980.57

**5. RETAINAGE:**

397,949.03

a. 5% of Total Completed & Stored To Date  
(Column 1 of G703)

**6. TOTAL EARNED LESS RETAINAGE**

7,561,031.54

**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**

7,082,454.70

(Line 6 from prior Certificate)

**8. CURRENT PAYMENT DUE**

478,576.84

**9. BALANCE TO FINISH, INCLUDING RETAINAGE**

1,653,624.23

(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	441,161.00	
Total approved this Month	441,161.00	
<b>TOTALS</b>	<b>441,161.00</b>	
<b>NET CHANGES by Change Order</b>	<b>441,161.00</b>	



Date: 03/17/2026

Holly Gardner, Manager - Project Accountants

State of INDIANA

County of WARRICK

Subscribed and sworn to before me this 17<sup>th</sup> day of March, 2026

Notary Public: *Gabrielle Snider*

My Commission expires: April 9, 2029

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED.....\$

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

**ARCHITECT:**

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

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

**CONTINUATION SHEET**

Based on AIA DOCUMENT G703

Based on AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

VALUATION NUMBER: 16

APPLICATION DATE: 03/17/2026

PERIOD TO: 03/31/2026

ESG JOB NUMBER: CPBNA00578

DUE DATE: 04/16/2026

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO RETAINAGE FINISH (C - G)	I 5%	
			FROM PREVIOUS APPLICATION	THIS PERIOD						
1-1	Bard Units	450,000.00	450,000.00	0.00	0.00	0.00	450,000.00	100.00	0.00	22,500.00
1-2	MEP - Mobilization, General Conditions, Bonds	401,554.00	401,554.00	0.00	0.00	0.00	401,554.00	100.00	0.00	20,077.70
1-3	Electrical Upgrades	920,000.00	782,000.00	46,000.00	0.00	0.00	828,000.00	90.00	92,000.00	41,400.00
1-4	HVAC, Sheet Metal	1,273,683.00	1,146,314.70	63,684.15	0.00	0.00	1,209,998.85	95.00	63,684.15	60,499.94
1-5	Plumbing	1,000,000.00	750,000.00	50,000.00	0.00	0.00	800,000.00	80.00	200,000.00	40,000.00
1-6	Controls, Start up, Test/Balance	141,000.00	105,750.00	14,100.00	0.00	0.00	119,850.00	85.00	21,150.00	5,992.50
1-7	General Contractor-Mobilization, General Conditio	252,600.00	252,600.00	0.00	0.00	0.00	252,600.00	100.00	0.00	12,630.00
1-8	Demolition	256,900.00	236,348.00	7,707.00	0.00	0.00	244,055.00	95.00	12,845.00	12,202.75
1-9	Concrete & Masonry	394,000.00	295,500.00	19,700.00	0.00	0.00	315,200.00	80.00	78,800.00	15,760.00
1-10	Carpentry, Millwork, Framing, Doors, Hardware	1,359,393.00	951,575.10	67,969.65	0.00	0.00	1,019,544.75	75.00	339,848.25	50,977.24

**CONTINUATION SHEET**

Based on AIA DOCUMENT G703

Page 3 (3)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO RETAINAGE FINISH (C - G)	I 5%
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1-11	Ceilings, Floors, Windows	470,700.00	305,955.00	70,605.00	0.00	376,560.00	80.00	94,140.00	18,828.00
1-12	Paints and Coatings, Specialties	319,400.00	223,580.00	47,910.00	0.00	271,490.00	85.00	47,910.00	13,574.50
1-13	Engineering	274,652.00	274,652.00	0.00	0.00	274,652.00	100.00	0.00	13,732.60
1-14	Architecture	284,575.00	284,575.00	0.00	0.00	284,575.00	100.00	0.00	14,228.75
1-15	Project Management, Overhead	975,037.77	702,027.19	78,003.03	0.00	780,030.22	80.00	195,007.55	39,001.51
1-16	Change Order 1 - Floor Tile	160,282.00	96,169.20	24,042.30	0.00	120,211.50	75.00	40,070.50	6,010.58
1-17	Change Order 2 - Code Requirements	280,879.00	196,615.30	14,043.95	0.00	210,659.25	75.00	70,219.75	10,532.96
	<b>TOTALS</b>	<b>9,214,655.77</b>	<b>7,455,215.49</b>	<b>503,765.08</b>	<b>0.00</b>	<b>7,958,980.57</b>	<b>86.37</b>	<b>1,255,675.20</b>	<b>397,949.03</b>

**EXHIBIT B-1  
LIEN RELEASE AND WAIVER FOR PROGRESS PAYMENT**

Project Description: Putnam County School System - Energy Savings Performance Contract  
Contract or Purchase Order Number: CPBNA00578

Energy Systems Group, LLC, the undersigned, for and in consideration of the payments made to it by Owner, Agent and/or Contractor, for labor employed in and/or materials furnished for the above-referenced project, hereby certifies as follows:

1. The undersigned hereby affirms that there are no outstanding claims against the Owner, Contractor, or their agents, employees and/or its sureties in connection with this project.
2. In consideration of this progress payment to its complete satisfaction, the undersigned does hereby waive, release and quit claim in favor of the Owner, all rights that presently exist to the undersigned to assert a lien upon the land and improvements comprising the project by virtue of any law in the jurisdiction in which the land and improvements are located or an amendment of said law regarding the rights of a contractor, subcontractor, laborer, supplier, or materialman to assert a lien or claim against the project.
3. The undersigned does hereby release, waive and discharge the project, the Owner of the project, the Contractor, and their agents, employees, and sureties, and other guarantors or obligors on the Bond or other undertaking, from any and all causes of action, suits, debts, accounts, damages, encumbrances, judgments, claims, and demands whatsoever, in law or equity which the undersigned and/or its successors and/or assignees ever had, now have, or ever will have against the said Owner, Contractor, and their agents or employees, sureties and other guarantors or obligors on the Bond or other undertaking, by reason of delivery of material and/or the performance of work relating to the construction of the project; and the undersigned hereby agrees to indemnify, defend and hold the above parties harmless from any and all damages, costs, expenses, demands, suits, and legal fees, directly or indirectly relating to any claim or lien by any party which relates to that which was performed or should have been performed by or for the undersigned.
4. The undersigned has not and will not assign any claim against the Owner, Contractor, and their agents or employees, sureties, and other guarantors or obligors on the Bond or other undertaking, nor any lien or right to perfect a lien against the project, and the undersigned has the right, power, and authority to execute this Lien Release and Waiver for Progressive Payment.
5. The undersigned warrants that upon receipt of \$478,576.84, the underlying payments will be made with (7) seven days to all laborers and subcontractors employed by it, and all suppliers or materialmen from which it has acquired materials incorporated into the project and any lien or bond claimant relating to the undersigned's work and that none of such laborers, subcontractors, suppliers, or materialmen, or claimants has any claim, demand, or lien against the project. The undersigned further warrants that all applicable taxes, fees and benefits relating directly or indirectly to the undersigned's work have been paid in full.
6. No security interest has been given or executed by the undersigned for or in connection with any materials, appliances, machinery, fixtures or furnishings placed upon or installed in the project.

This Lien Release and Waiver for Progress Payment shall be an independent covenant and shall operate and be effective with respect to work and labor done and materials furnished and under any supplemental contract or contracts, whether oral or written, for extra or additional work on the project.

IN WITNESS WHEREOF, this Lien Release and Waiver for Progress Payment has been executed on this 17th day of March, 2026.

[Signature]  
(Signature)  
Energy Systems Group, LLC  
(Company Name)



STATE OF Indiana ) SS:  
COUNTY OF Warrick )

SUBSCRIBED and sworn to before me, a Notary Public, in and for this County and State, this 17th day of March, 2026.

[Signature]  
(Notary Public)  
Gabrielle Snider  
(Printed Name)

County of Residence: Warrick  
My Commission Expires: April 9, 2029