Putnam County Board Meeting
September 1, 2026 5:00 PM
1400 E Spring St.
Cookeville, TN 38506

I. Meeting Called to Order
   A. Election of Board Officers, per Policy 1.200, Method of Election of Officers
II. Approval of Agenda
III. Announcements
   A. I Make A Difference
   B. Recognition of the 2025-2026 retirees as listed:
      - Sharon Anderson
      - Christopher Buckner
      - Tracey Burnett
      - Sonia Durham
      - Laura Fleming
      - Tina Francis
      - Lisa Gentry
      - Julie Hall
      - Sandy Harris
      - David Hickey
      - Eric Howard
      - Joseph Jones
      - Marisa Julian
      - Christine Love
      - Randy Mansel
      - Terry Moore
      - David Powell
      - Megan Ratley
      - Daphne Rippetoe
      - Sheri Roberson
      - Thesa Saylor
      - Mitchell White
      - Dianne Winningham
      - Debra Whitney
   C. Director's Personnel Report
IV. Approval of Minutes
V. Public Comment
VI. Student Advisory Committee - CHS
VII. Approval of Consent Agenda
   A. Payments/Purchases
      1. Approval to pay Stone Service Corporation in the amount of $17,721.29 and SouthEast Bank (retainage) in the amount of $932.70 for pay

application #11 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.

2. Approval to pay Stone Service Corporation in the amount of $22,483.32 for pay application #14 (FINAL) related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.
3. Approval for a $20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, Use of Cellular Phones, for Brenda J. Hughett. The stipend will begin in July 2026 and go through June 2027. This will be paid from LEAPs 141-73300-199-02003 and 21st CCLC 142-73300-199-00000.
4. Approval for a $20.00 monthly stipend for cell phone usage for the 2026-2027 school year per policy 3.3001, Use of Cellular Phones to be paid from 141-72220-199.
5. Purchase of (78) ASUS Chromebooks CZ1104CM4A-YZ84 MEDIATEK 11.6 HD non-touch KOMPANIO 540 (8189)/8GB/ARM UMA/64GB/Chrome OS and License CROSSWDISEDUNEW Google Chrome OS Management Console Education Perpetual from Danmark Technologies in the amount of $30,888.00 from Quote(s) 978 to be paid from account number 142-71100-722-101 for the following school(s):
    - Sycamore Elementary School (6) ASUS Chromebooks $2,376.00
    - Prescott South Middle School (13) ASUS Chromebooks $5,148.00
    - Cornerstone Elementary School (8) ASUS Chromebooks $3,168.00
    - Upperman Middle School (23) ASUS Chromebooks $9,108.00
    - Avery Trace Middle School (20) ASUS Chromebooks $7,920.00
    - Jere Whitson Elementary School (8) ASUS Chromebooks $3,168.00
6. Approval to pay Larseneer, LLC, in the amount of $14,551.39 for pay application #6 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.
7. Approval to purchase 44 Asus Chromebooks and 44 Chrome managements for Google at $396.00 each for a total of $17,424.00 from the Vital account #918 at Cookeville High School.
8. Approval to purchase additional access control/swipe entry door controllers with door hardware installation for the Early Learning Academy, per two attached quotes from Pioneer Communications, Cookeville, TN, in the total the amount of: $11,933.26, to be paid from: 141 E 76100 799 000 02530.
9. Approval to purchase turf and rubber flooring for the Softball hitting facility from HomeCorr, LLC, for $12,590.00 from the Cookeville High School BOE Allocation - Athletics account 940.000.

B. Bids/Quotes/Sealed Bids/RFPs
C. Budget Amendments/Line Item Transfers
    1. CTE - To establish budget for the ISM (Innovative School Model) vocational grant from the State of Tennessee
    2. Future Ready - Budget for Dual enrollment donation carry over
    3. CTE - To amend ISM budget per Revision 1 approved by the State of Tennessee

4. Finance - To budget for a part-time after school instructor at the Early Learning Academy
5. Student Services - Budget carryover for donations received for student services
6. SPED - To budget remaining funds for the Transition to Work grant FY-26 to be expended July 1, 2026, to September 30, 2026
7. Finance - To budget for donation for ELA library books from the Cookeville Rotary Club
8. Adult Ed - To budget for revenue received for Adult Education general services
9. Adult Ed - To budget revenue received for Adult Education
10. LEAPS - to budget for Lottery Education Afterschool Program grant

D. Approval of Out-of-County and Overnight Trip Reports
E. Approval of Grant Report
F. Other
   1. Approval to release the full retainage held at SouthEast Bank to Stone Service Corporation in the amount of $35,695.50 plus all accrued interest for pay application #12 related to the Northeast Elementary HVAC Upgrades project.
   2. Approval of the attached Memorandum of Understanding (MOU) and the Putnam County School System (PCSS) to perform the Climate Survey. This survey is a tool the department provides to help districts and schools create and sustain safe supportive learning environments and increasing academic success for all students.
   3. Approval of the attached Memorandum of Understanding (MOU) between Communities in Schools (CIS) and Putnam County School System (PCSS) for a position to be placed at Upperman Middle School for the 2026-2027 school year. Funding will not be paid out until the next fiscal school year (2027-2028) in the amount of $20,000.00.
   4. Approval of the renewal (Year #5 - final year) of the Student Teaching/Internship Affiliation Agreement between TN State University and the Putnam County School System effective July 1, 2026, through May 1, 2027.
   5. Approval of the Complaint Managers for 2026-2027 Early Learning Academy:

      Early Learning Academy
      545 Scott Avenue
      Cookeville, TN 38501
      Phone: 931-432-2525

      Cannon Longway
      Kellie Phillips
   6. Approval of the agreement between the Putnam County Board of Education and Bright Futures Educational Consultation, Wartburg, Tennessee 37887 for July 1, 2026, to December 31, 2026, for assessing and

evaluating students for possible educational disabilities, to be paid from 141-72220-312.

7. Approval of the renewal of the agreement between the Putnam County Board of Education and Anna Smith, Cookeville, Tennessee 38501, for the 2026-2027 school year for applied behavior analysis services to students, complete functional behavioral assessment and assist the school team in implementation of plan to be paid from 141-72220-399.
8. Approval of the renewal of agreement between Putnam County Board of Education and Dialogue Speech Therapy, Cookeville, Tennessee, 38501 for the 2026-2027 school year for student speech testing, evaluations, provide speech-language services to be paid from 141-71200-312.
9. Approval of the Student Teacher/Intern Partnership Agreement between Nashville State Community College and the Putnam County School System effective 10/1/26 - 9/30/27.
10. Approval to grant Mr. Allen Richardson a third supplement for the 2026-2027 school year. He is an assistant coach for wrestling, girls track and head coach for Prescott South Middle School wrestling.
11. Approval to grant Ms. Jessica Simmons a third supplement for the 2026-2027 school year. She coaches basketball cheer, football cheer and competition cheer.
12. Approval to grant Mr. Scott Cook a third supplement for the 2026-2027 school year. He coaches wrestling, boys track and girls track.
13. Approval for Upperman High School Boys/Girls Tennis Team to become a recognized team sport. The main objective of this team will be to prepare students for further levels of competition while learning teamwork. The UHS Boys/Girls Tennis Team became a club sport in July of 2023 and has continued to be a part of Upperman High School since its inception, increasing in size and competition each year.
14. Approval of change order #1 for deductions to the Larseneer, LLC, contract related to the Cookeville High School Softball Hitting Facility project in the amount of $4,626.50 for unused allowances.
15. Approval for the School Nutrition Program to continue participation in the USDA's Child and Adult Care Food Program (CACFP), At-Risk Afterschool Meals for school year 2026-27.
16. Approval of the loaner agreement between the Putnam County School Nutrition and Annie's Frozen Yogurt, Edina, Minnesota, for use of a frozen yogurt machine to be used at Cookeville High School. Any fees related to this agreement will be paid from fund 143 - Central Cafeteria.
17. Approval to enter into an agreement with Harris Masonry, Monterey, TN, to remove the abandoned trailers and bus hog the property at 889 Old Walton Road, Monterey, TN, for the amount of $12,500.00 to be paid from 141-72620-399.
18. Approval to renew Gov Deals contract for the 2026-27 school year.
19. Approval to enter into an agreement with Cookeville Heating & Cooling Services, Cookeville, TN to replace the mechanical unit at the Central

Office for the amount of $18,835.00 using TIPS contract #25010502 to be paid from 141-72620-399.

20. Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board/Workforce Connections Upper Cumberland and Putnam County BOE with local provision acknowledging the maximum liability of $23,000.00 for infrastructure costs and $7,000.00 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2026, to June 30, 2027.
21. Approval to hire Smith Electric, LLC, to install electricity to the marquee sign being donated from First National Bank at the front of the building, to be paid from the Cookeville High School general account 403.001 O/M Contracted Service.
22. Approval of the attached research request for Gabriana Whited, a doctoral candidate of Tennessee Tech University. The purpose of the study is to broaden the current research on third-grade retention law in the State of Tennessee. The research seeks to determine the perspectives of Upper Cumberland teachers in Tennessee on the third-grade retention policy.

VIII. Policy
   A. Approval of Policy 6.204, Attendance of Non-Resident Students.

IX. School Spotlight - Burks

X. Discussion/Presentation
   A. TISA Accountability Report Preview
      Speaker(s): Jason Stickler, Data and Testing Supervisor
   B. Update on Enrollment Numbers
      Speaker(s): Chris Pierce, Attendance Supervisor
   C. Early Learning Academy Update

XI. Adjournment

MINUTES
Putnam County Board of Education
Cookeville, Tennessee
August 6, 2026

The Putnam County Board of Education met in the office of the Putnam County Education Building - Cookeville, Tennessee on Thursday, August 6, 2026. Mr. **McHenry** convened the meeting at 5:00 PM.

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

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

ACTION: (II.) Mrs. **CRAVENS** made a motion to approve the agenda, as recommended by Corby R. King, Director of Schools, as submitted. Mrs. **RAMSEY** seconded the motion. Motion carried.

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

Mr. **King** stated the Prescott South Middle School Boys' Basketball team won the Class 2A State Championship.

Mr. King then presented the I Make A Difference Award and Mrs. Kim **Cravens** stated:

> I would like to nominate Jong Kyun Downie for the I make a difference award. She is making a difference each and every day at Cookeville High School and truly throughout the entire community! There is so much that I could say, but this is what the community says about her(I pulled this from a few Facebook posts and some of the many comments from those posts):
>
> "This woman... I don't know if she is an angel or a saint, but she stands in the pouring rain, freezing cold weather and waves at high school students coming to school every single morning with a huge smile on her face. I always roll down my window and express my gratitude to her and she always says 'Have a great day" or today was "Merry Christmas'."
>
> "Yes she's darling ,she's always at the front of the high-school when I drop Jayden off and she just waves her little hand off as a welcoming , good morning to all, always a smile ,no matter the weather, We always give her a wave and smile back. She's precious for sure."
>
> "Ira and I wave at her every morning. She rocks!"
>
> "She always puts a smile on my face!"

"She's my favorite Cookevillian"

"Every morning, rain or shine, she's there.
Standing outside the school, waving at every student and family that passes by—making sure each one feels seen before their day even begins. And when the last car has pulled in and the rush quiets down, she does something even more powerful. She stops. She prays. She lifts up that school, every student, every teacher, every family—every single day. What a reminder of the impact one faithful, consistent act of love can have. Imagine if we all took just a moment each day to pray over our children like this. She may stand alone on that sidewalk, but her prayers reach far beyond it. A true blessing. An inspiration. And a beautiful example of what it means to care deeply for a community."

"She is such a BLESSING!"

"Need more like her"

"I use to see her on our way to school by the high school walking. She always waved big and it just made our day"

"She's the BEST part of our day when we see her, and she will always be my favorite memory of Cookeville High School after my kids graduate."

"Jong Kyun is the sweetest lady ever! Love her to pieces!"

"This lady is very special and should be a model of what kind of heart we should have!!!! She really deserves to have a special day"

"I love her and her husband. They are the kindest and most genuine people. We are very thankful that she covers the school in prayer daily!"

"She is an angel"

"As silly as it sounds, I tear up every time I see her. That is such an act of love to come daily, stand in the cold and/or rain to be a light. If my child misses the bus and I need to drive her, I am all , but she chooses to do this!"

"This lady needs a shout out for her unwavering love for the kids and families in our community!!"

"Great blessing to kids beginning their school day!"

"I love her so much! I can't wait for my middle schooler to go there so I can see her again."

"I love her!! She definitely puts a smile on everyone's face! She is a beautiful blessing!"

"She's either at the front entrance or the back entrance every day. I work at CHS and she's always there, ALWAYS! She's a contestant reminder that there are still sweet kind souls in this world and she makes everyone's day better by just being there."

"She's been there every day for years, I graduated in 2021 and she was there when I was a freshman. A kind genuine soul!!"

"My days are instantly made better when we see her"

The comments and the Facebook posts go on and on and so could I! I cannot think of anyone more deserving of the I Make a Difference award than Jong Kyun Downie! She is truly making a

difference each and every day that she greets our CHS students, parents, faculty and staff! Thank you Jong Kyun for making a difference!!

Mr. **King** also stated:

- The September board meeting date has been changed to Tuesday, September 1, 2026.
- Director's Personnel Report

ACTION: (IV.A.) Mrs. **RAMSEY** made a motion to approve the Minutes of the Regular July Board Meeting – July 25, 2026, @ 5:00 PM, as submitted. Mr. **McCORMICK** seconded the motion. Motion carried.

Mr. **McHENRY** stated the Board would address approval of the Consent Agenda with the addition of VIF.21. Mrs. **CRAVENS** approved the addition. Mr. **McCORMICK** seconded the Motion. Motion carried.

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

VI. Approval of Consent Agenda

A. Payments/Purchases

1. Approval to issue a purchase order in the amount of $24,650.20 to State of Tennessee for grades 6-8 science student workbooks to go along with the Kiddom Curriculum, to be paid from 141-71100-449-02117.
2. Approval to purchase replacement furniture for Capshaw Elementary from Ernie Morris (TIPS contract #260301) in the amount of $33,576.33 to be paid from 141-71100-722-02117.
3. Approval to pay Apple Financial Services in the amount of $418,237.50 for the 4th year of 4 for the teacher laptop computer lease to be paid from 141-72250-330, Lease Expense.
4. Approval of the purchase of four safety vision camera systems for four new buses in the amount of $11,003.31 for four new buses.
5. Approval to pay Stone Service Corporation in the amount of $11,306.90 for pay application #5 related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
6. Approval to pay Larseneer, LLC, in the amount of $71,279.80 for pay application #5 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.
7. Approval to pay Stone Service Corporation in the amount of $4,952.20 for pay application #6 (FINAL PAY - RETAINAGE) related to the Extended Learning Building HVAC Upgrades project to be paid from 141-76100-599-02528.
8. Approval of the purchase of 4 new passenger international school buses with a total purchase price of $657,009.48 under Sourcewell contract #102623-ICB to be paid for by Putnam County.

B. Bids/Quotes/Sealed Bids/RFPs

C. Budget Amendments/Line Item Transfers

1. CTE - To allocate PEP donation to expenditure accounts for the 2026/27 school year
2. Finance - To account for additional revenue adjustments received after final draft was presented to the commission for approval

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

E. Approval of Grant Report

F. Other

1. Approval of the Memorandum of Understanding (MOU) between Centerstone and Putnam County School System (PCSS) for the 2026-2027 school year for school-based mental health services.
2. Approval of the following names to serve on the Collaborative Conferencing Team for 2026-2027 representing the teachers: PCEA Diane Phy Lesley Worsham Aaron Casey PCPET Danielle Johnson Stephen Simmons Unaffiliated Gavin Moore
3. Approval of the Dual Credit Conditions and Agreement between Volunteer State Community College - Gallatin, Tennessee and Putnam County School system to establish the dual credit conditions and agreement for the 2026-2027 school year.
4. Approval for the attached Data Share Agreement between Putnam County Schools and Pearson (aimswebPlus) as required by TNDOE.
5. Approval for a $20.00 monthly stipend for personal cell phone usage, per policy 3.3001, use of cellular phones, for the School Nutrition Cafeteria managers.
6. Approval of the data share agreement between TNTP and Putnam County Schools.
7. Approval of a $20.00 monthly stipend for cell phone usage for the 2025-26 school year, per policy 3.3001, Use of Cellular Phones, to be paid from 141-72250-199 for the following Technology department employees: Scott Allen, Frankie Jerome, Michael McCarver, Angie Smith, April Hale and Brenda Hughes.
8. Approval to accept the lowest and best bid from Copeland DRP, LLC, for the construction of a parking lot on the South Side of the Early Learning Academy in the total amount of $173,630.00 to be paid from the bond issue. This amount includes base bid with bid alternate #1 and #3.
9. Approval of the partnership between Putnam County School Systems Coordinated School Health Program and Allergy Asthma and Sinus Center in Cookeville, TN, to donate EpiPens for all Putnam County Schools. A training session will be completed in all schools to teach the administration of the EpiPens.
10. Approval to reject the purchase of a post-frame barn structure, including materials and installation to be erected at Upperman High School from original bid winner vendor STM Contracting LLC - Summertown, TN, in the amount of $76,048.59 due to lack of communication and accept the next lowest bid which includes all site-prep work as well as materials and installation from vendor Sullivan Walter Construction - Smithville, TN, in the amount of $138,080.00 to be paid by ISM (Innovative School Models) grant funds.
11. Approval of the receipt of the Carl Perkins Basic Grant and the Carl Perkins Reserve Grant for the 2026/27 school year. Both grants will be used to fund the CTE programs at CHS, MHS, UHS and WPA and VITAL schools.
12. Approval to enter into an agreement with Cookeville Heating and Cooling Services, Cookeville, TN, to replace a damaged boiler with tankless water heaters at the Upperman High School football field house in the amount of $23,575.00 to be paid for from 141-72620-399.
13. Approval of the letter of intent to purchase ELA MyPerspectives materials for the 2027-2028 and 2028-2029 SY.
14. Approval of a $20 monthly stipend for cell usage for Kristina Vinson, School Age and Employee Child Care Program Coordinator effective July 1, 2026, through June 30, 2027, per Policy 3.3001, Use of Cellular Phones, as submitted and to be paid from 146-73300-199-01800.
15. Approval for Upperman High School to add a visitor press box. Mike Mills is the licensed contractor with a total cost of $19,500.00 to be paid for by the Quarterback Club Booster. See the attached blueprint stamped by structural engineer Bob Vick.
16. Approval to award kitchen equipment bid line items 1, 5, 6, 14, 18, and 19, to lowest bidder, Mobile Fixture and purchase with a total of $40,914.34.
17. Approval to award equipment bid line items 3, 4, 7-13, 15, 16, 17, 20, and 21 to lowest bidder, Douglas Equipment, and purchase with total of $27,322.50.
18. Approval of the following FY27 FINAL budgets:
141 General Purpose School Budget Draft #2 142 Federal Projects Budget 143 Food Service Budget 146 Extended School Program Budget

Mr. **McHENRY** stated the Board would address Agenda Item IXA, PEP Update and introduced Ms. Katelyn Steakley.

She stated:

- The only approved School Support Organization benefiting the whole Putnam County School System (Booster Club, PTO)
- Created in 2004 by a class of Leadership Putnam to launch a Teacher Mini-Grant Program, it eventually adopted the Backpack Program.
- $355,000.00 invested in PCSS schools and students
- Over 500 volunteer hours recorded
- 867 PCSS students enrolled and supported by the backpack program
- Future Ready grants have $25,000.00 invested by the Kiwanis Club and $80,000.00 total
- Thrifty Bites had a new website formed through the TTU Computer Science department

Mr. **McHENRY** stated the Board would address Agenda item IX.B.1., Current Park View Elementary School Action Item and recognized Energy Systems Group.

ESG provided an update on the old Parkview School building stating:

ACTION: [IX.B.1a(1.)] Mrs. **RAMSEY** made a motion to approve the following Current Park View Elementary School Action Items, as submitted and recommended:

- Approval to pay Energy Systems Group in the amount of $27,595.48 and First National Bank of Tennessee (retainage) in the amount of $1,452.39 for pay application #20 related to the Parkview Elementary School renovation project to be paid from the Putnam County Bond Issue. (Note: payment accounts for liquidated damages from May 1st to Jul 24th)

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

Mr. **McHENRY** stated the Board would address Agenda item IX.C., Approval of the Putnam County School System to pass the Resolution Requesting a Constitutional Amendment to Article 11, Section 5 of the Tennessee State Constitution.

ACTION: (IX.C.) Mrs. **CRAVENS** made a motion to approve the passing of the Resolution Requesting a Constitutional Amendment to Article 11, Section 5 of the Tennessee State Constitution.

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

The Board adjourned at 5:50 PM.

9-1-26
Date

Lynn McHenry
Chair

19. Approval of the Medical, Dental and Vision Insurance Rates for the 2027 calendar year, as submitted.
20. Approval of a cell phone stipend for Melanie Bussell for $20.00 per month for school year 26-27 to be paid from 141-E-72310-199.

Mr. **LEDBETTER** seconded the Motion. Motion passed.

Mr. **McHENRY** stated the Board would address Agenda Item, VII.A. through VII.R. Policy.

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

Mr. **McHENRY** stated the Board would address Agenda Item VIIIA, School Spotlight and introduced Ms. Tammy Hoover.

She stated:

- The program started from nothing and the students used lids, junk drawer items, and bottles for projects
- An art show was started and the school made $11,309.00 of of the auctions
- Students learn that they can make an extra income by creating art
- The classroom is inclusive and students understand that art is a privilege

Corby King
Director of Schools

EXHIBIT
tabbies
VIIA1
09-01-26

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

Date_____ 9/1/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

____x____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Stone Service Corporation in the amount of $17,721.29 and SouthEast Bank (retainage) in the amount of $932.70 for pay application #11 related to the Northeast Elementary HVAC Upgrades project to be paid from the Putnam County Capital Project Fund.

received
8-21-26 MT

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 2 PAGES

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

PROJECT:
Northeast Elementary HVAC Upgrades

APPLICATION NO: Eleven (11)

PERIOD TO: 7/31/26

Distribution to:
- [x] OWNER
- [x] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

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

VIA ARCHITECT:

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM		$ 785,750.00
2. Net change by Change Orders		$
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 785,750.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 707,929.90
5. RETAINAGE:		
a. 5% of Completed Work (Column D + E on G703)	$ 35,396.50	
b. _____ of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 35,396.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 672,533.40
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 654,812.11
8. CURRENT PAYMENT DUE		$ 17,721.29
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ 113,216.60

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

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

CONTRACTOR:

By: Becky Phillips Date: 7/31/26

State of: Tennessee County of: Putnam
Subscribed and sworn to before me this 31st day of July
Notary Public: Jammy Phy
My Commission expires: 7/9/2030

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... $ 113,216.60

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

ARCHITECT: Maffett Loftis Engineering, LLC

By: Justin Newell Date: 08/19/2026

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

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

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CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

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

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

APPLICATION NO: Eleven (11)
APPLICATION DATE: 7/31/2026
PERIOD TO: 7/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Putnam Co. Board of Education - Northeast Elementary HVAC Upgrades								
	Contract $785,750.00								
1	Equipment	$433,477.00	$190,000.00		$243,477.00	$433,477.00	100.00%		$21,673.85
2	Controls	$55,947.87			$55,947.87	$55,947.87	100.00%		$2,797.39
3	Rigging	$5,000.00	$5,000.00			$5,000.00	100.00%		$250.00
4	Material	$89,601.81	$89,601.81			$89,601.81	100.00%		$4,480.09
5	Labor	$109,513.32	$90,859.33	$18,653.99		$109,513.32	100.00%		$5,475.67
6	Contingency	$92,210.00	$14,389.90			$14,389.90	15.61%	$77,820.10	$719.50
	GRAND TOTALS	$785,750.00	$389,851.04	$18,653.99	$299,424.87	$707,929.90	90.10%	$77,820.10	$35,396.50

EXHIBIT
tabbies
VIIIA2
09-01-26

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

Date_____ 9/1/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

____x____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Stone Service Corporation in the amount of $22,483.32 for pay application #14 (FINAL) related to the Sycamore Elementary School HVAC Upgrades project to be paid from the Putnam County Capital Projects Fund.

received
8-26-26 MT

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 2 PAGES

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

PROJECT:
Sycamore Elementary HVAC Upgrades

APPLICATION NO: Fourteen (14)

Distribution to:
- [x] OWNER
- [x] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

PERIOD TO: 8/31/26

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

VIA ARCHITECT:

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM		$ 457,750.00
2. Net change by Change Orders		$ (8,083.49)
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 449,666.51
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 449,666.51
5. RETAINAGE:		
a. 5% of Completed Work (Column D + E on G703)	$ 22,483.32	
b. _____ of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 22,483.32
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 427,183.19
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 427,183.19
8. CURRENT PAYMENT DUE		$ 22,483.32
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ ~~0~~

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

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

CONTRACTOR:

By: Becky Phillips Date: 8/12/26

State of: Tennessee County of: Putnam
Subscribed and sworn to before me this 12th day of August 2026
Notary Public: Tammy Phy
My Commission expires: 7/9/30

TAMMY PHY
STATE OF TENNESSEE NOTARY PUBLIC
PUTNAM COUNTY

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... $ 22,483.32

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

ARCHITECT: Maffett Loftis Engineering, LLC

By: Justin Newell Date: 08/19/2026

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

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

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CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

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

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

APPLICATION NO: Fourteen (14)
APPLICATION DATE: 8/11/2026
PERIOD TO: 8/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Putnam Co. Board of Education - Sycamore Elementary HVAC Upgrades								
	Contract $457,750.00								
1	Equipment	$239,296.63			$239,296.63	$239,296.63	100.00%		$11,964.83
2	Controls	$45,781.79			$45,781.79	$45,781.79	100.00%		$2,289.09
3	Rigging	$5,000.00	$5,000.00			$5,000.00	100.00%		$250.00
4	Material	$32,613.77	$32,613.77			$32,613.77	100.00%		$1,630.69
5	Labor	$76,098.81	$76,098.81			$76,098.81	100.00%		$3,804.94
6	Contingency	$58,959.00	$50,875.51	$8,083.49		$58,959.00	100.00%		$2,947.95
7	Contingency not used	($8,083.49)		($8,083.49)		($8,083.49)	100.00%		($404.18)
	GRAND TOTALS	$449,666.51	$164,588.09	$0.00	$285,078.42	$449,666.51	100.00%	$0.00	$22,483.32

EXHIBIT
tabbies
VIIA3
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Brenda J. Hughett

Department: Extended Learning Programs

Phone Number of Person Making Request: 931-510-4936

Account Funding Code (if appropriate) LEAPs: 141-73300-199-02003 and 21st CCLC: 142-73300-199-00000

_____Backup included

_____Backup to follow

Requesting Approval for a $20.00 monthly stipend for personal cell phone usage, per policy, 3.3001, use of Cellular Phones, for the following Extended Learning Employee:

Brenda J. Hughett - Extended Learning Program Director

This stipend will begin July 2026 and will go through June 2027. It will be paid from LEAPs: 141-73300-199-02003 and 21st CCLC: 142-73300-199-00000.

Brenda J Hughett 8-19-26
Signature of Person Making Request Date

8-19-26
Signature of Director of Schools Date

received
8-19-26 MT

EXHIBIT
tabbies
VIIA4
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Tonia Wheeler

Department: Special Education

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

_____X_____ Backup Included

_____ Backup to follow

Approval for a $20 Monthly Stipend for cell phone usage for the 2026-2027 school year per Policy 3.3001, Use of Cellular Phones to be paid from 141-72220-199.

Tonia Wheeler 8-14-26

Tonia Wheeler, Special Education Supervisor Date

8-14-26

Corby King, Director of Schools Date

received
8-14-26 MT

MONTHLY $20 STIPEND FOR CELL PHONE USAGE DURING 2026-2027 SCHOOL YEAR

Ashley Smith 800 East Spring Street, Apt X1, Cookeville, 38501

EXHIBIT
tabbies
VIIA5
09-01-26

Board Agenda Request
For 2026 Meeting

Date September 1, 2026

Department Federal Programs

Person Submitting Bridgett Carwile

Account Number (if appropriate) 142

Check one:

__X__ Backup included

_____ Backup to follow

Statement to be included in Board Agenda Packet:

Consider Approval of:

- **Purchase of (78) ASUS Chromebooks CZ1104CM4A-YZ84 MEDIATEK 11.6 HD non-touch KOMPANIO 540 (8189)/8GB/ARM UMA/64GB/Chrome OS and License CROSSWDISEDUNEW Google Chrome OS Management Console Education Perpetual** from **Danmark Technologies** in the amount of **$30,888.00 from Quote(s) 978** to be paid from account number 142-71100-722-101 for the following school(s):
  - Sycamore Elementary School (6) ASUS Chromebooks $2,376.00
  - Prescott South Middle School (13) ASUS Chromebooks $5,148.00
  - Cornerstone Elementary School (8) ASUS Chromebooks $3,168.00
  - Upperman Middle School (23) ASUS Chromebooks $9,108.00
  - Avery Trace Middle School (20) ASUS Chromebooks $7,920.00
  - Jere Whitson Elementary School (8) ASUS Chromebooks $3,168.00

received
8-28-26 MT

DANMARK
TECHNOLOGIES
200 James Mackey Drive | PO Box 719 | Rogersville, AL 35652

Quote Number: 978
Quote Date: 8/5/2026
Expiration: 9/30/2026

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

Ship To:
Central Receiving
240 Raider Drive
Cookeville TN 38501
United States

Sales Rep:	Contract Number:	Memo:
Daniel Boshers	NCPA 01-170	

Qty	Item	MFG	Unit Price	Total Price
1	**CZ1104CM4A-YZ84** ChromeBook ASUS ChromeBook/GREY/11.6 HD non-Touch/KOMPANIO 540(8189)/8GB/ARM UMA/64GB/ Chrome OS	ASUS	$363.00	$363.00
1	**CROSSWDISEDUNEW** Google ChromeOS Management Console Education License - Perpetual		$33.00	$33.00
1	**NCPA 01-170 FEE**		$0.00	$0.00

This proposal is subject to Danmark Technologies' standard Terms and Conditions.

Proposal Summary

Subtotal	$396.00
Tax	$0.00
Shipping	
Total	**$396.00**

EXHIBIT
tabbies
VIIA6
09-01-26

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

Date_____ 9/1/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

____x____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to pay Larseneer, LLC in the amount of $14,551.39 for pay application #6 related to the Cookeville High School Softball Hitting Facility project to be paid from the Putnam County Capital Project Fund.

received
8-26-26 MT

APPLICATION FOR PAYMENT

Owner
Putnam County Board of Educatoin
1400 East Spring St
Cookeville, TN 38501

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

Payment Application No: *6*
Payment Application Date: *August 25, 2026*
Period To: *September 1, 2026*
Project No: *1388*
Contract Description: *Lump Sum*
Contract Executed: *2/3/2026*

For Distribution	
	Architect
	Contractor
	Owner
	File

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

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

PAYMENT APPLICATION - 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		$ 398,654.50
5. Retainage:		
a. 5% of Completed Work	$ 19,932.73	
b. 5% of Stored Material	$ -	
Total Retainage:		$ 19,932.73
6. Total Less Retainage		$ 378,721.78
7. Less Paid in Previous Applications		$ 364,170.39
8. Total Payable Amount		$ 14,551.39
9. Balance to Finish, Including Retainage		$ 24,559.23

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 confirms 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:** 08/25/2026 ~~*June 12, 2026*~~

TREVOR JAMES LARSEN
STATE OF TENNESSEE
NOTARY PUBLIC
PUTNAM COUNTY

State: *Tennessee*
County: *Putnam County*
Subscribed and sworn to before me this day: 8/25/2026
Name of Notary Public: TREVOR LARSEN
Expiration Date of Notary Public: 11/28/2027

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: $14,551.39

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: Peter J Mutty **Date:** 08/25/2026

CONTINUATION SHEET

Payment Application No: *6*
Payment Application Date: *August 25, 2026*
Period To: *September 1, 2026*
Project No: *1388*

Item No. A	Description of Work B	Schedule Value C	Work Completed Previous App. D = Prev. (D+E)	Work Completed This Period E	Presently Stored Materials F	Total Completed G = D+E+F	% H = G/C	Balance to Finish I = C-G	Retainage Value (5%) J
BASE CONTRACT									
1	Bonds, Insurance, Mobilization	$ 21,663.34	$ 21,663.34	$ -	$ -	$ 21,663.34	100%	$ -	$ 1,083.17
2	Site Demolition	$ 7,444.59	$ 7,444.59	$ -	$ -	$ 7,444.59	100%	$ -	$ 372.23
3	Concrete	$ 55,289.98	$ 55,289.98	$ -	$ -	$ 55,289.98	100%	$ -	$ 2,764.50
4	Bollards	$ 2,320.00	$ 2,320.00	$ -	$ -	$ 2,320.00	100%	$ -	$ 116.00
5	Wood Framing & Materials	$ 86,620.44	$ 86,620.44	$ -	$ -	$ 86,620.44	100%	$ -	$ 4,331.02
6	Roofing	$ 21,000.00	$ 21,000.00	$ -	$ -	$ 21,000.00	100%	$ -	$ 1,050.00
7	Sheet Metal Siding	$ 18,762.75	$ 18,762.75	$ -	$ -	$ 18,762.75	100%	$ -	$ 938.14
8	Closed Cell Insulation	$ 20,230.90	$ 18,730.90	$ 1,500.00	$ -	$ 20,230.90	100%	$ -	$ 1,011.55
9	Exterior Doors	$ 2,400.00	$ 2,400.00	$ -	$ -	$ 2,400.00	100%	$ -	$ 120.00
10	Overhead Doors	$ 7,000.00	$ 7,000.00	$ -	$ -	$ 7,000.00	100%	$ -	$ 350.00
11	Awnings	$ 5,837.00	$ 5,837.00	$ -	$ -	$ 5,837.00	100%	$ -	$ 291.85
12	Painting	$ 12,724.00	$ 12,724.00	$ -	$ -	$ 12,724.00	100%	$ -	$ 636.20
13	HVAC	$ 45,000.00	$ 42,000.00	$ 3,000.00	$ -	$ 45,000.00	100%	$ -	$ 2,250.00
14	*Electrical*	$ 51,538.00	$ 51,538.00	$ -	$ -	$ 51,538.00	100%	$ -	$ 2,576.90
15	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
	SUB-TOTAL	**$ 357,831.00**	**$ 353,331.00**	**$ 4,500.00**	**$ -**	**$ 357,831.00**	**100%**	**$ -**	**$ 17,891.55**
CONTINGENCIES & ALLOWANCES									
16	Inspection and Testing Allowance	$ 10,000.00	$ 3,624.00	$ 4,319.25	$ -	$ 7,943.25	79%	$ 2,056.75	$ 397.16
17	Gas Line Allowance	$ 450.00	$ 450.00	$ -	$ -	$ 450.00	100%	$ -	$ 22.50
18	Storm Culvert Allowance	$ 10,000.00	$ 7,500.00	$ -	$ -	$ 7,500.00	75%	$ 2,500.00	$ 375.00
19	Construction Contingency	$ 25,000.00	$ 18,432.25	$ 6,498.00	$ -	$ 24,930.25	100%	$ 69.75	$ 1,246.51
20	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
21	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
	SUB-TOTAL	**$ 45,450.00**	**$ 30,006.25**	**$ 10,817.25**	**$ -**	**$ 40,823.50**	**90%**	**$ 4,626.50**	**$ 2,041.18**
CHANGE ORDERS									
22	CO 001 - NA	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
23	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
24	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
25	*<Insert Item>*	$ -	$ -	$ -	$ -	$ -	#DIV/0!	$ -	$ -
	SUB-TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	**$ -**	**$ -**
	GRAND TOTAL	**$ 403,281.00**	**$ 383,337.25**	**$ 15,317.25**	**$ -**	**$ 398,654.50**	**99%**	**$ 4,626.50**	**$ 19,932.73**

A · E · I
ARCHITECTS AND PLANNERS

August 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 (#6) from Larseneer, LLC

Dear Mr. Martin,

Enclosed is Application and Certificate for Payment #6 from Larseneer, LLC, in the amount of $14,551.39.

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

EXHIBIT
tabbies
VIIIA7
09-01-26

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: Karen Trentham KT

Date: 8/17/2026

RE: Chromebook purchase at CHS

__x__ Backup included

_____ Backup to follow

Agenda Item for September 3, 2026 Board Meeting

Statement to be Included:

Request for Approval to purchase 44 Asus Chromebooks and 44 Chrome managements for Google at $396.00 each for a total of $17,424.00 from the Vital Account #918 at Cookeville High School.

Director of Schools — Date 8-17-26

received
8-17-26 MT

DANMARK
TECHNOLOGIES
200 James Mackey Drive | PO Box 719 | Rogersville, AL 35652

Quote Number: 978
Quote Date: 8/5/2026
Expiration: 9/30/2026

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

Ship To:
Central Receiving
240 Raider Drive
Cookeville TN 38501
United States

Sales Rep:	Contract Number:	Memo:
Daniel Boshers	NCPA 01-170	

Qty	Item	MFG	Unit Price	Total Price
1	**CZ1104CM4A-YZ84** ChromeBook ASUS ChromeBook/GREY/11.6 HD non-Touch/KOMPANIO 540(8189)/8GB/ARM UMA/64GB/ Chrome OS	ASUS	$363.00	$363.00
1	**CROSSWDISEDUNEW** Google ChromeOS Management Console Education License - Perpetual		$33.00	$33.00
1	**NCPA 01-170 FEE**		$0.00	$0.00

This proposal is subject to Danmark Technologies' standard Terms and Conditions.

Proposal Summary

Subtotal	$396.00
Tax	$0.00
Shipping	
Total	**$396.00**

EXHIBIT
tabbies
VIIA8
09-01-26

PUTNAM COUNTY SCHOOL SYSTEM
BOARD AGENDA REQUEST

Date: ~~August 18, 2026~~
Department: Technology
Person Submitting: Johnny Sloan
Account Number (~~if appropriate) note below~~

141 E 76100 799 000 02530

Check one:

☑ Backup included

Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to purchase additional access control/swipe entry door controllers with door hardware installation for the Early Learning Academy, per two attached quotes from Pioneer Communications, Cookeville, TN, in the total the amount of: $11,933.26, to be paid from: 141 E 76100 799 000 02530.

NOTES:

received
8-18-26 mr

PIONEER
COMMUNICATIONS
OF TENNESSEE LLC
TN License #2402

Pioneer Communications of Tennessee LLC
P.O. Box 1220
Cookeville, TN 38503

Estimate

Rep	Date	Estimate #
	8/17/2026	15803

Ship To
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 3860 PHIFER MOUNTAIN RD. COOKEVILLE, TN 38506

Job Name
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 1400 EAST SPRING STREET COOKEVILLE, TN 38506

Description	Qty
AVIGILON UA7 1 DOOR LICENSE	2
HID PROX READER- AVIGILON LOGO	2
ELECTRIC STRIKE/ ELECTRIC CRASH BAR	2
HID® Mercury™ MR52-S3B Controller Serial I/O Dual Card Reader Interface, 2-Reader Interface Module - (2 reader: mag, wiegand, 4 reader OSDP, 8 inputs, 6 relays) (Mercury MR52-S3B)	1
LABOR- TO PULL WIRE AND REUSE CARD READER FOR FRONT LEFT (SOUTH SIDE ENTRANCE)	2
This quote is for all parts, labor and programming to install an access control on the Back Double Doors and replace the original teacher entrance (by the Gym) with an entrance on the south side by the playground at the ELA building. The card reader and any strike equipment that is currently on the original teacher entrance will move from to the south side door.	

'When Experience Matters!' Over 40 Years!
Locally Owned Small Business

Acceptance Signature: _____

Total $8,723.69

PIONEER
COMMUNICATIONS
OF TENNESSEE LLC
TN License #2402

Pioneer Communications of Tennessee LLC
P.O. Box 1220
Cookeville, TN 38503

Estimate

Rep	Date	Estimate #
	6/25/2026	15766

Ship To
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 3860 PHIFER MOUNTAIN RD. COOKEVILLE, TN 38506

Job Name
PUTNAM COUNTY SCHOOL TECH DEPARTMENT 1400 EAST SPRING STREET COOKEVILLE, TN 38506

Description	Qty
AVIGILON UA7 1 DOOR LICENSE	1
HID PROX READER- AVIGILON LOGO	1
ELECTRIC STRIKE/ ELECTRIC CRASH BAR	1
This quote is for all parts, labor and programming to install an access control door lock on the Kitchen entry door at the ELA building.	

'When Experience Matters!' Over 40 Years!
Locally Owned Small Business

Acceptance Signature: _____

Total $3,209.57

EXHIBIT
tabbies
VIIA9
09-01-26

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: Karen Trentham

Date: 8/18/2026

RE: Install electric for Marquee Sign

__x__ Backup included

_____ Backup to follow

Agenda Item for September 3, 2026 Board Meeting

Statement to be Included:

Request for Approval to purchase turf and rubber flooring for the Softball hitting facility from HomeCorr, LLC for $12,590.00 from the Cookeville High School BOE Allocation - Athletics account 940.000.

Director of Schools — Date: 8-18-26

received
8-18-26 MT

HomeCorr, LLC
28 W. Broad St.
Cookeville, TN 38501
931-400-0016

Sale #: HO032473
Sale Date: 08/17/2026
Install Date:
Sales Rep: Atchley, Bob
Sales Rep:

SOLD TO

CHS Softball,

SHIPPED TO

Printed Mon Aug 17 16:33:57 2026

MATERIALS		QUANTITY	PRICE	TOTAL
(1) AS Active 20 Premium Sports Flooring 4'x50'	Black	200.00SqFt	$2.75	$550.00
Comments: Rubber Flooring				
(2) AS Active 20 Premium Sports Flooring 4'x50'	Black	200.00SqFt	$2.75	$550.00
(3) AS Active 20 Premium Sports Flooring 4'x50'	Black	200.00SqFt	$2.75	$550.00
(4) AS Active 20 Premium Sports Flooring 4'x50'	Black	200.00SqFt	$2.75	$550.00
(5) AS Active 20 Premium Sports Flooring 4'x50'	Black	200.00SqFt	$2.75	$550.00
(6) Adhesive SL 4500 Rubber Flooring 22oz	100sf each	18.00Each	$45.00	$810.00
Comments: Rubber Flooring Spray Adhesive				
(7) Elevate 45 Turf SHW 15	Field Green 310	2925.00SqFt	$2.80	$8,190.00
(8) Adhsive TYL Terrain Moisture Curred Urethane 4gal		4.00Each	$210.00	$840.00
Comments: Turf Adhesive				

Materials Subtotal: $12,590.00

LABOR	QUANTITY	PRICE	TOTAL

Labor SubTotal: $0.00

Comments: Turf Cuts
15x60
15x60
15x60
15x15

Subtotal:	$12,590.00
Exempt:	$0.00
Total:	$12,590.00
Payments:	
Balance:	$12,590.00

PROPOSAL

Created: April 20, 2026
Modified:

Quote Name: Cookeville High Softball Turf

Prepared By: Jessica Etheridge
jessica@rec-concepts.com
931-801-5964

Prepared For: Bill Harris
bharris@pcsstn.com

Bill To: TBD

Ship To: TBD

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

Invoice Address: Recreational Concepts
580 S Jefferson Ave Ste C
Cookeville TN 38501

Lead Time: **4-8 Weeks From Order**
Payment Terms: 50% down at PO, 25% upon delivery, Balance upon completion

We are pleased to submit this proposal to supply the following items:
Cookeville High Softball Turf

QTY	Model No	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
1	FSDR	4320 sq. ft. of ForeverLawn Sportsgrass Drive		$ 30,015.00		$ 30,015.00
1	DISC	Recreation Concepts Discount		$ (6,750.00)		$ (6,750.00)
1	INSTALL	Installation Materials		$ 3,471.43		$ 3,471.43

Subtotal	$	26,736.43
Freight	$	642.86
Tax Rate		
Project Tax	$	-
Turf Installation	$	10,735.71
Project Total	$	38,115.00

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

Signature: _____ Date: _____

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

EXHIBIT VIIC1 09-01-26

Department: CTE

DATE:

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
	141 R 46790 000 000 02518 000	OTHER VOCATIONAL REVENUE	-	782,448.34	-	782,448.34
		Total Amendment Revenue	-			782,448.34
	Expenditures			Decrease	Increase	
	141 E 71300 429 000 02518 000	INSTRUCTIONAL SUPPLIES	-	-	110,443.23	110,443.23
	141 E 71300 471 000 02518 000	SOFTWARE	-	-	3,800.00	3,800.00
	141 E 71300 730 000 02518 000	VOCATIONAL INSTRUCTIONAL EQUIP	-	-	444,353.41	444,353.41
	141 E 72130 524 000 02518 000	INSERVICE/STAFF DEVELOPMENT	-	-	7,000.00	7,000.00
	141 E 76100 399 000 02518 000	OTHER CONTRACTED SERVICES	-	-	63,654.20	63,654.20
	141 E 76100 706 000 02518 000	BUILDING CONSTRUCTION	-	-	153,197.50	153,197.50
		Total Amendment Expenditures	-			782,448.34
		Total Amendment Revenue less Expenditures	-			-

Explanation: To establish budget for the ISM (Innovative School Model) vocational grant from the State of Tennessee.

Requested by: 8/13/26
Supervisor

Recommended for Approval:
Official / Department Head

Reviewed by:
Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date:

received 8-21-26 MT

EXHIBIT
tabbies
VIIIC 2
09-01-26

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

Department: FUTURE READY

DATE: 3-Sep-26

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
1	141 Q 39000 000 00000 000 000	UNASSIGNED FUND BALANCE	-	5,579.95		
						-
		Total Revenue	**-**	**5,579.95**		**-**
	Expenditures					
				Decrease	Increase	
2	141 E 72210 499 000 01700 000	OTHER SUPPLIES AND MATERIALS	-		5,579.95	
						-
						-
		Total Expenditures	**-**	**-**	**5,579.95**	**-**
		Total Revenue less Total Expenditures		**-**	**5,579.95**	

Explanation: Budget for Dual enrollment donation carry over

Requested by: Adam West Adam West
Supervisor

Recommended for Approval:
Official / Department Head

Reviewed by:
Chief Financial Officer

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

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

received
8-21-26

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

EXHIBIT tabbies VIIC3 09-01-26

Department: CTE

DATE:

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Expenditures			Decrease	Increase	
	141 E 71300 429 000 02518 000	INSTRUCTIONAL SUPPLIES & MATERIALS	110,443.23	3,800.00	-	106,643.23
	141 E 71300 471 000 02518 000	SOFTWARE	3,800.00	-	3,800.00	7,600.00
						-
						-
						-
						-
		Total Amendment Expenditures	114,243.23			114,243.23

Explanation: To amend ISM budget per Revision 1 approved by the State of Tennessee

Requested by: 8/18/26
Supervisor

Recommended for Approval:
Official / Department Head

Reviewed by: Mark McRaynes
Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date:

received 8-21-26 mr

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

EXHIBIT tabbies VIIC4 09-01-26

Department: FINANCE

DATE:

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
	141 R 43570 000 000 02537 000	RECEIPTS FROM INDIVIDUAL SCHOOLS	-	5,383.00	-	5,383.00
		Total Amendment Revenue	-			5,383.00
	Expenditures			Decrease	Increase	
	141 E 73400 189 000 02537 000	OTHER CONTRACTED SERVICES	-	-	5,000.00	5,000.00
	141 E 73400 201 000 02537 000	SOCIAL SECURITY	-	-	310.00	310.00
	141 E 73400 212 000 02537 000	MEDICARE LIABILITY	-	-	73.00	73.00
		Total Amendment Expenditures	-			5,383.00
		Total Amendment Revenue less Expenditures	-			-

Explanation: To budget for a part-time after school instructor at the Early Learning Academy.

Requested by: _____ Recommended for Approval: _____

Supervisor *Official / Department Head*

Reviewed by: _____

Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date:

received 8-21-26 MT

EXHIBIT
tabbies
VIIC5
09-01-26

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

Department: Student Services

DATE: 1-Sep-26

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
	Revenue					
1	141 R 48610 000 000 02521 000	DONATIONS	-			-
2	141 Q 39000 000 000 00000 000	FUND BALANCE				-
				262.00		262.00
		Total Revenue	-	**262.00**		**262.00**
	Expenditures			Decrease	Increase	
3	141 E 72130 599 000 02521 000	OTHER CHARGES	-		262.00	262.00
						-
						-
						-
						-
						-
						-
						-
						-
		Total Expenditures	-	**262.00**	**262.00**	**262.00**
						-
						-
		Total Revenue less Total Expenditures	-	**262.00**	**262.00**	-

Explanation: Budget carryover for donations received for student services.

Requested by: Julie Smith
Supervisor

Recommended for Approval:
Official / Department Head

Reviewed by:
Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date:

received
8-21-26 MT

EXHIBIT
tabbies
VIIC6
09-01-26

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

Department: **Special Education**

Date September 2026

Item #		Account #	Account Description	Current Approved Amount		Requested Approval Amount	
					Increase	Decrease	
1		47143-02141	Revenue		$15,776.50		
					Decrease	Increase	
1	141	72210-163-02141	Educational Assistant			$4,000.00	
2	141	72210-189-02141	Other Salaries and Wages			$7,641.18	
3	141	72210-201-02141	Social Security			$720.00	
4	141	72210-204-02141	State Retirement			$1,471.80	
5	141	72210-206-02141	Life Insurance			$8.40	
6	141	72210-207-02141	Medical Insurance			$1,766.40	
7	141	72210-212-02141	Employer Medicare			$168.80	
				total	**$0.00**	**$15,776.58**	**$0.00**

Explanation: To budget remaining funds for the Transition to Work grant FY-26 to be expended July 1, 2026 to Sept. 30, 2026

Requested by: Tonia Wheeler
Superviso Tonia Wheeler

Recommended for Approval: Assistant Director

Reviewed by:
Chief Financial Officer

Official / Department Head

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

Action by County Commission: Approval Non-Approval Date:

received
8-21-26 mt

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

EXHIBIT tabbies VIIC7 09-01-26

Department: Finance

DATE:

Item #	Account #	Account Description	Current Approved Amount	Increase	Decrease	Requested Approval Amount
	Revenue			Increase	Decrease	
	141 R 48610 000 000 02536 000	DONATIONS	-	7,370.02		7,370.02
						-
						-
						-
		Total Amendment Revenue	-			7,370.02
	Expenditures & Equity			Decrease	Increase	
	141 E 73400 429 000 02536 000	INSTRUCTIONAL SUPPLIES	0.00		7,370.02	7,370.02
						-
						-
						-
		Total Amendment Expenditures & Equity	-			7,370.02
		Total Amendment Revenue less Expenditures	-			-

Explanation: To budget for donation for ELA library books from the Cookeville Rotary Club.

Requested by: _____ Recommended for Approval: _____

Supervisor *Official / Department Head*

Reviewed by: _____

Chief Financial Officer

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

Action by County Commission: Approval Non-Approval Date:

received 8-21-26 MT

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

Department: Adult Education

DATE: Augusst 18,2026

EXHIBIT VIIC8 09-01-26 tabbies

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
1	141 R 46590 000 000 01005 000	OTHER STATE EDUCATION FUNDS	-	69,000.00		69,000.00
						-
						-
		Total Revenue	-	**69,000.00**		**69,000.00**
	Expenditures					
				Decrease	Increase	
2	141 E 71600 189 000 01005 000	OTHER SALARIES AND WAGES			28,020.00	28,020.00
3	141 E 71600 201 000 01005 000	SOCIAL SECURITY			1,740.00	1,740.00
4	141 E 71600 204 000 01005 000	Retirement			1,840.00	1,840.00
5	141 E 71600 206 000 01005 000	Life			28.00	28.00
6	141 E 71600 207 000 01005 000	Medical Insurance			2,099.00	2,099.00
7	141 E 71600 208 000 01005 000	Dental			100.00	100.00
8	141 E 71600 212 000 01005 000	MEDICARE			407.00	407.00
9	141 E 71600 429 000 01005 000	INSTRUCTIONAL SUPPLIES			25,810.00	25,810.00
10	141 E 71600 790 000 01005 000	Equipment			5,000.00	5,000.00
11	141 E 72260 355 000 01005 000	TRAVEL			3,956.00	3,956.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
		Total Expenditures	-		**69,000.00**	**69,000.00**
						-
						-
		Total Revenue less Total Expenditures	-	**69,000.00**	**69,000.00**	-

Explanation: To budget for revenue received for Adult Education general services

Requested by: *Lynda Huddleston* — Recommended for Approval:

Supervisor — *Official / Department Head*

Reviewed by:

Chief Financial Officer

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

received 8-24-26 MT

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

EXHIBIT
tabbies
VIIC9
09-01-26

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

Department: Adult Education

DATE: 18-Aug-26

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
1	141 R 46590 000 000 01002 000	OTHER STATE EDUCATION FUNDS	-	130,192.70		130,192.70
2	141 R 47120 000 000 01002 000	ADULT BASIC EDUCATION		650,807.30		650,807.30
						-
		Total Revenue	-	**781,000.00**		**781,000.00**
	Expenditures					
				Decrease	Increase	
3	141 E 71600 116 000 01002 Regat	Teachers			246,998.00	246,998.00
4	141 E 71600 189 000 01002 Regat	Other Salaries			144,962.88	144,962.88
4	141 E 71600 201 000 01002 Regat	FICA			24,301.57	24,301.57
5	141 E 71600 204 000 01002 Regat	Retirement			37,196.04	37,196.04
6	141 E 71600 206 000 01002 Regat	Life			168.00	168.00
7	141 E 71600 207 000 01002 Regat	Medical Insurance			76,658.00	76,658.00
8	141 E 71600 208 000 01002 Regat	Dental			708.00	708.00
9	141 E 71600 212 000 01002 Regat	Medicare			5,058.09	5,058.09
10	141 E 71600 217 000 01002 Regab				798.00	798.00
11	141 E 71600 330 000 01002 Regat	Leases			8,800.00	8,800.00
12	141 E 71600 429 000 01002 Regat	Instructional Supplies			14,945.28	14,945.28
13	141 E 72260 105 000 01002 Regat	Supervisor			80,000.00	80,000.00
14	141 E 72260 162 000 01002 Regat	Clerical			43,418.88	43,418.88
15	141 E 72260 201 000 01002 Regat	FICA			7,713.98	7,713.98
16	141 E 72260 204 000 01002 Regat	Retirement			7,087.50	7,087.50
17	141 E 72260 206 000 01002 Regat	Life			48.00	48.00
18	141 E 72260 207 000 01002 Regat	Medical Insurance			32,842.00	32,842.00
19	141 E 72260 208 000 01002 Regat	Dental			354.00	354.00
20	141 E 72260 212 000 01002 Regat	Medicare			1,804.08	1,804.08
21	141 E 72260 355 000 01002 Regat	Travel			12,137.70	12,137.70
22	141 E 72260 330 000 01002 Regat	Leases			35,000.00	35,000.00
						-
						-
		Total Expenditures	-		**781,000.00**	**781,000.00**
						-
						-
		Total Revenue less Total Expenditures	-	**781,000.00**	**781,000.00**	-

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 Date:

received
8-21-26 MT

Action by County Commission: Approval Non-Approval Date:

EXHIBIT
tabbies
VIIIC10
09-01-26

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

Department: LEAPS

DATE: 3-Sep-26

Item #	Account #	Account Description	Current Approved Amount			Requested Approval Amount
	Revenue			Increase	Decrease	
1	141 R 46590 000 000 02003 000	OTHER STATE EDUCATION FUNDS		500,000.00		500,000.00
						-
		Total Revenue	-	**500,000.00**		**500,000.00**
	Expenditures					
				Decrease	Increase	
2	141 E 73300 105 000 02003 000	SUPERVISOR/DIRECTOR	-		56,257.11	56,257.11
3	141 E 73300 116 000 02003 000	TEACHERS	-		198,900.00	198,900.00
4	141 E 73300 162 000 02003 000	CLERICAL PERSONNEL	-		22,748.40	22,748.40
5	141 E 73300 163 000 02003 000	EDUCATIONAL ASSISTANTS	-		57,800.00	57,800.00
6	141 E 73300 189 000 02003 000	OTHER SALARIES AND WAGES	-		56,700.00	56,700.00
7	141 E 73300 199 000 02003 000	OTHER PER DIEM & FEES	-		240.00	240.00
8	141 E 73300 201 000 02003 000	SOCIAL SECURITY	-		24,344.00	24,344.00
9	141 E 73300 204 000 02003 000	STATE RETIREMENT	-		32,318.74	32,318.74
10	141 E 73300 206 000 02003 000	LIFE INSURANCE	-		54.48	54.48
11	141 E 73300 207 000 02003 000	MEDICAL INSURANCE	-		26,249.52	26,249.52
12	141 E 73300 208 000 02003 000	DENTAL INSURANCE	-		352.56	352.56
13	141 E 73300 212 000 02003 000	MEDICARE	-		5,693.35	5,693.35
14	141 E 73300 217 000 02003 000	RETIR HYBRID STABILIZATION	-		3,317.77	3,317.77
15	141 E 73300 330 000 02003 000	LEASE/SBITA PAYMENT	-		200.00	200.00
16	141 E 73300 355 000 02003 000	TRAVEL	-		4,000.00	4,000.00
17	141 E 73300 422 000 02003 000	FOOD SUPPLIES	-		1,000.00	1,000.00
18	141 E 73300 429 000 02003 000	INSTRUCTIONAL SUPPLIES	-		4,124.07	4,124.07
19	141 E 73300 499 000 02003 000	OTHER SUPPLIES & MATERIALS	-		300.00	300.00
20	141 E 73300 524 000 02003 000	INSERVICE/STAFF DEV	-		4,400.00	4,400.00
21	141 E 73300 599 000 02003 000	OTHER CHARGES	-		1,000.00	1,000.00
						-
		Total Expenditures	-	-	**500,000.00**	**500,000.00**
						-
						-
		Total Revenue less Total Expenditure	-	-	**500,000.00**	-

Explanation: Budget for Lottery Education Afterschool Program grant

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

Reviewed by: Mary McLaughlin
Chief Financial Officer

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

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

received
8-26-26 mg

EXHIBIT tabbies VIII.D 09-01-26

Out of State/ Overnight BOARD APPROVAL Month: September, 2026

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
8/18/26	Guntersville High School, Guntersville, AL	CHS	Logan Hicks, Paiten Vick, & Devin Ireland	Athletics / 9th-12th / Girls Volleyball	September 4-5, 2026	14	Volleyball Tournament
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	Hilton Kansas City Airport, 8801 NW 112th Street, Kansas City, MO 64153	MHS	Aaron Blake Walls, Tyler Vester, Olivia Lock Walls	CTE / 11th / FFA	September 14-19, 2026	3	Next Gen: Animal Systems Conference
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	Steele County Fairgrounds, 1525 Cedar AVE S Owatonna, MN 55060	UHS	Whitney Slatten & West Shanks	CTE / 10th & 12th / FFA	September 9-13, 2026	3	North Star Highland Show and Sale
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	Pioneer Arena and Events, 862 FM 373, Muenster, TX 76252	UHS	Whitney Slatten & West Shanks	CTE / 10th & 12th / FFA	September 29-October 03, 2026	3	Lone Star Highland Classic
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	York County Fairgrounds, 2345 N Nebraska Ave, York, NE 68467	UHS	Whitney Slatten & West Shanks	CTE / 10th & 12th / FFA	October 20-26, 2026	3	Dr. David Demuth Memorial Cornhusker State Classic
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	Oklahoma State Fairgrounds, 3001 General Pershing Blvd. Oklahoma City, OK 73107	UHS	Whitney Slatten & West Shanks	CTE / 10th & 12th / FFA	January 4-7, 2027	3	Cattlemen's Congress
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	National Western Complex, 655 Humboldt St, Denver, CO 80216	UHS	Whitney Slatten & West Shanks	CTE / 10th & 12th / FFA	January 18-25, 2027	3	National Western Stock Show
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	JW Marriott Indianapolis Downtown, 10 S West St Indianapolis IN	MHS	Tyler Vester, & Aaron Walls	CTE / 10th, 11th & 12th / FFA	October 20-24, 2026	14	National FFA Convention

received 8-16-26 mm

Date Submitted	Destination/City	School	Sponsors/ Chaperones	Subject/ Grade/ Group	Date(s) of Event	No. of Students	Event Name
8/18/26	Best Western Plus Suites, 2310 Greenville Boulevard NE, Greenville, North Carolina 27858 United States	CHS	Judith Henry & Jeremy Craig	CTE / 10th, 11th & 12th / Virtual Enterprise	November 9-12, 2026	7	Virtual Enterprise Competition and Leadership Conference
Date Submitted	**Destination/City**	**School**	**Sponsors/ Chaperones**	**Subject/ Grade/ Group**	**Date(s) of Event**	**No. of Students**	**Event Name**
8/18/26	Endless Summer Resort 7125 Universal Blvd, Orlando, FL 32819	UHS	Austyn McWilliams /Tyler McWilliams/Bobby McWilliams/Kristen McWilliams/Alan Asberry/Emily Hughes	Athletics / 9th - 12th / Girls & Boys Basketball	December 14-21, 2026	30	Basketball tournament

Corby King, Director of Schools **Date**

CHS

Guntersville Room List

Room 1 (Coach)
Logan Hicks

Room 2 (Coach)
Devin Ireland

Room 3 (Coach)
Paiten Vick

Room 4 (Players)
Sofia Bottoms
Emma Cook
Jaden Hunt
Taylor Anne Owen

Room 5 (Players)
Eliza Saylors
Kristen Wendt
Addie Clark
Brianna Harper

Room 6 (Players)
Brooklyn Holman
Allison Pahl
Gracie Root

Room 6 (Players)
Anistyn Craig
Lola Krauss
Kennedy Seider

CHS

Guntersville Itinerary

Friday Sept 4

4:00pm (CST) - Depart from Cookeville High School

7:30pm (CST) - Arrive at the Hampton Inn

8:00pm (CST) - Team meal

11:00pm (EST) - Lights Out

Saturday Sept 5

6:00am (CST) - Team Breakfast

7:00am (CST) - Arrive at Guntersville High School

8:00am-5:00pm (CST) - Volleyball Matches

5:30pm (CST) - Depart to Cookeville High School

MHS FFA 9/14-19/2026
Room 1:
Aaron Blake Walls
Olivia Lock Walls

Room 2:
Patience Buckner
Zoe Elrod

Room 3:
Andres Sebastian-Francisco

Baxter FFA

Upperman High School

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

Wes Shanks, Advisor

Whitney Slatten, Advisor

Updated August10, 2026

Member Name	SAE Type	Chaperone	Housing	Event Date	Show Location
Cooper Burton Joseph Burton	Beef Cattle	Kristie/Eric Burton (Mother/Father)	On Site (Travel Trailer w/sleep quarters)	August 17-19 September 9-13 September 29 - October 3 October 14-16 October 20-26 November TBD January 4-7 January 18-25	Lebanon, TN Owatonna, MN Muenster, TX Gray, TN York, NE Louisville, KY Oklahoma City, OK Denver, CO
Cole Meadows	Beef Cattle	Daniel Meadows (Father)	On Site (Travel Trailer w/sleep quarters)	August 17-19 September 9-13 September 29 - October 3 October 14-16 October 20-26 November TBD January 4-7 January 18-25	Lebanon, TN Owatonna, MN Muenster, TX Gray, TN York, NE Louisville, KY Oklahoma City, OK Denver, CO
Evey Burchett	Dairy Goats	Rachel Jones Burchett (Mother)	On Site (Travel Trailer w/sleep quarters)		
Kayden Ford	Equine	Frankie Ford (Father)	On Site (Travel Trailer w/sleep quarters)		

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Monterey HS FFA Rooming List for JW Marriot Downtown Indy

Advisor Room
Tyler Vester
Aaron Walls

Boy Room 1 Monterey
Ryan Davis
Arrow Looper
Jacob Smith
Reed Davis

Boy Room 2 Monterey
Ismael Sebastian
Andres Sebastian
Kyler Kennedy

Girl Room 1 Monterey
Mackenzie Vester
Zoe Elrod
Hilary Ordonez
Patience Buckner

Girl Room 2 Monterey
Laynie Harper
Yassi Reed
Emma Paige Akin

Notes:
(2) Standard Vehicles- 2 Vans will be parking
CTE Supervisor, Jackie Vester, will be lodging in CHS's room block within the same hotel

Virtual Enterprise Student Leadership Conference

1. Judy Henry
2. Jeremy Craig
3. Boys Room
4. Girls Room

Updated list will be sent prior to the conference.

UHS Girls & Boys Basketball Rooming LIst

Sadie south tt Carson ab stone bella phy cassie crouch
Bella butler Amelia Carr lilianna wilson emerysouth Kennedy
Dennison Ty Cobb Lynn lissom drey Allen walker Redding Jalen den
Lofton crouch Rylan case Kingston mills reece Wallace Owen cook
Mav mccoin lk Bradley joseph maynard hutson bush eli mills
Dylan huist Cooper williams Colton payne aayden ouellette
Dana Mcwilliams bobby Mcwilliams
Jace Mcwilliams austyn Mcwilliams
Alan Asberry
Tyler Mcwilliams kristen Mcwilliams
Emily Hughes

EXHIBIT
tabbies
VIII
04-01-26

PUTNAM COUNTY BOARD OF EDUCATION
DISCREATIONARY GRANT REPORT
SEPTEMBER 2026

BOARD ACTION	GRANT TITLE	GRANT AMOUNT REQUESTING	LEA MATCH	TOTAL GRANT AMMOUNT	NEW, ONGOING, RENEWAL	LOCATION	APPROVAL TO APPLY	APPROVAL TO ACCEPT	COMMENTS
PERMISSION TO APPLY	TN TUTORING GRANT	$ 80,000.00			NEW	SYSTEMWIDE	09.01.2026		BRIDGETT CARWILE APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 3,000.00			NEW	AES	09.01.2026		BETH GAW APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	AMS	09.01.2026		SAVANNAH BELL APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 1,500.00			NEW	AMS	09.01.2026		SAVANNAH BELL APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	AMS	09.01.2026		JILLIAN MILLIGAN APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	AMS	09.01.2026		EMMA LOVE APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	AMS	09.01.2026		NIKITA MEADOWS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	BPS	09.01.2026		HARLEY WALKER APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	BPS & CORNERSTONE	09.01.2026		BONNY DAY APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 2,760.00			NEW	BURKS	09.01.2026		HALEY COMBS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	BURKS	09.01.2026		DWAYNE ROBERTS APPLYING
PERMISSION TO APPLY	U TRUST APPRECIATION GRANT	$ 500.00			NEW	CCES	09.01.2026		SUSAN FERGUSON APPLYING
PERMISSION TO APPLY	U TRUST CULTURE GRANT	$ 1,500.00			NEW	CCES	09.01.2026		SUSAN FERGUSON APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CCES	09.01.2026		JENNIFER WEAVER APPLYING
PERMISSION TO APPLY	TVA STEM GARNT	$ 2,500.00			NEW	CES	09.01.2026		AMY UNDERWOOD APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 1,700.00			NEW	CES	09.01.2026		SHANDA ELLIS APPLYING
PERMISSION TO ACCEPT	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CES	09.01.2026		OLIVIA TIEBOUT APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		LEAH LOOPER APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		KOYE HENDERLIGHT APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		BETHANY STEPHENS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		TIFFANIE WRIGHT APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		PRESTON PARKS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CHS	09.01.2026		CHERYL KILGORE APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	CORNERSTONE	09.01.2026		DEE ANNA BEAN APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	EARLY LEARNING ACADEMY	09.01.2026		LIV WHITED APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	JWES	09.01.2026		AUDRIE GARTON APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 2,080.00			NEW	JWES	09.01.2026		ELAYNA DEFRIES APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 3,000.00			NEW	NES	09.01.2026		JENNIFER WEBB APPLYING
PERMISSION TO APPLY	PROJECT HOMETOWN HELP GRANT/ MID TN GAS	$ 1,000.00			NEW	MHS	09.01.2026		RACHELL GOODWIN APPLYING
PERMISSION TO APPLY	VECustomers SHARE GRANT	$ 2,000.00			NEW	MHS	09.01.2026		RACHELL GOODWIN APPLYING
PERMISSION TO ACCEPT	Utrust GRANT			$ 1,900.00	NEW	PVES		09.01.2026	BROOKE BRADLEY ACCEPTING

received
8-10-26 MT

PUTNAM COUNTY BOARD OF EDUCATION
DISCREATIONARY GRANT REPORT
SEPTEMBER 2026

PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 3,000.00			NEW	PVES	09.01.2026		BROOKE BRADLEY APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	SES	09.01.2026		BETH GUNNELS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	SES	09.01.2026		MEREDITH FAIN APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	SES	09.01.2026		BECKY PHILLIPS APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 3,000.00			NEW	SES	09.01.2026		RACHEL PRUETT APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	UHS	09.01.2026		ALLYSSA PETERS APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	UHS	09.01.2026		TAYLOR KEY APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	UHS	09.01.2026		RENEE CRAIG APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	UHS	09.01.2026		LEANN WALKER APPLYING
PERMISSION TO APPLY	TVA STEM AWARD PROGRAM GRANT	$ 5,000.00			NEW	UMS	09.01.2026		JAMIE ALLISON APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	UMS	09.01.2026		JAMIE ALLISON APPLYING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 1,000.00			NEW	UMS	09.01.2026		JANIS NUNNALLY APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	ATMS	09.01.2026		JESSICA ETHEREDGE APPLYING
PERMISSION TO APPLY	SWALLOWS INSURANCE GRANT	$ 500.00			NEW	ATMS	09.01.2026		KELLI LOCKLEAR APPLYING
PERMISSION TO ACCEPT	SWALLOWS INSURANCE GRANT			$ 500.00	NEW	BURKS		09.01.2026	DWAYNE ROBERTS ACCEPTING
PERMISSION TO APPLY	TN ARTS COMMISSION / STUDENT SUBSIDY GRANT	$ 4,796.00			NEW	PSES	09.01.2026		RENEE BEATY APPLYING
TOTALS	Jul-26	$ 3,722.72		$ 9,195.44					
	Aug-26	$ 119,200.00		$ 500.00					
	Sep-26	$ 132,336.00		$ 1,900.00					
	Oct-26								
	Nov-26								
	Dec-26								
	Jan-27								
	Feb-27								
	Mar-27								
	Apr-27								
	May-27								
	Jun-27								
	TOTAL	$ 255,258.72		$ 11,595.44					

GRANT REPORT PREPARED BY SHARON BYERS

EXHIBIT
tabbies
VIII F 1
09-01-26

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

Date_____ 9/1/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

____x____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval to release the full retainage held at SouthEast Bank to Stone Service Corporation in the amount of $35,695.50 plus all accrued interest for pay application #12 related to the Northeast Elementary HVAC Upgrades project.

received
8-21-26 MT

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 2 PAGES

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

PROJECT:
Northeast Elementary HVAC Upgrades

APPLICATION NO: Twelve (12)

PERIOD TO: 8/31/26

Distribution to:
- [x] OWNER
- [x] ARCHITECT
- [x] CONTRACTOR
- [ ]
- [ ]

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

VIA ARCHITECT:

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM		$ 785,750.00
2. Net change by Change Orders		$ (77,820.10)
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 707,929.90
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 707,929.90
5. RETAINAGE:		
a. 5% of Completed Work (Column D + E on G703)	$ 35,396.50	
b. _____ of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 35,396.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 672,533.40
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 672,533.40
8. CURRENT PAYMENT DUE		$ 35,396.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ ~~0~~

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

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

CONTRACTOR:

By: Becky Phillips Date: 8/11/26

State of: Tennessee County of: Putnam
Subscribed and sworn to before me this 12th day of August 2026
Notary Public: Tammy Phy
My Commission expires: 7/9/30

TAMMY PHY
STATE OF TENNESSEE
NOTARY PUBLIC
PUTNAM COUNTY

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... $ 35,396.50

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

ARCHITECT: Maffett Loftis Engineering, LLC

By: Justin Newell Date: 08/19/2026

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

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

RELEASE OF RETAINAGE

The undersigned, as Owner of certain real property located in Cookeville, Putnam County, Tennessee (**the Northeast Elementary HVAC Upgrades project**) which has been improved pursuant to a contract with **Stone Service Corporation** hereby authorizes **SouthEast Bank** to release **Thirty Five Thousand six-hundred ninety five and 50/100 ($35,695.50)** dollars plus all accrued interest in escrow pursuant to that certain agreement between and among the undersigned, **PUTNAM COUNTY BOARD OF EDUCATION** and **STONE SERVICE COPORATION** and **SOUTHEAST BANK** the 1st day of **September, 2026** which agreement is specifically incorporated herin by reference. This release is executed for the sole purpose of releasing amounts held in escrow as aforesaid and specifically does not nor shall it be construed to release or otherwise affect any claims or rights which Owner has or may have against the Contractor pursuant to said Contract or the work performed thereunder.

PUTNAM COUNTY BOARD OF EDUCATION

By: _____ Date: _____

_____, Board Chair, Putnam County Board of Education

Personally appeared before me, the undersigned, a Notary Public in and for the County and State, Putnam County Tennessee, with whom I am personally acquainted, and who acknowledged that he executed the within instrument for the purposes thein contained, and who further acknowledged that he is the maker or a constituent of the maker and is authorized by the maker or by its constituent, the constituent being authorized by the maker, to execute this instruct on behalf of the maker.

Witness my hand, at office, this _____ day of _____, 20___.

My Commission Expires:

_____

EXHIBIT
tabbies
VIIIF2
09-01-26

Putnam County Board Of Education
Agenda Request

Date: August 21, 2026

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Julie Smith

Account Number (if appropriate) N/A

Check one:

___X__ Backup included

_____Backup to follow

Statement to be included in board agenda packet:

Approval of the attached Memorandum of Understanding (MOU) and the Putnam County School System (PCSS) to perform the Climate Survey. This survey is a tool the department provides to help districts and schools create and sustain safe supportive learning environments and increasing academic success for all students.

Julie Smith 8/21/2026
Signature of Person Making Request Date

8-21-26
Signature of Director of Schools Date

received
8-21-26 MT

TN Department of Education

Memoradum of Understanding

This Memorandum of Understanding (MOU), by and between the State of Tennessee, Department of Education, hereinafter referred to as "TDOE" and _____, hereinafter referred to as "LEA," establishes a framework for collaboration and LEA responsibilities in administering the Tennessee School Climate Survey.

A. School Climate Survey Administration

B. 1. The overall mission of the Tennessee School Climate Survey is to create and sustain safe and supportive learning environments, thereby increasing academic success for all students. The goals are to:

   a. Provide a school climate measurement system that gathers information via survey regarding student, parent or guardian, and teacher perceptions of engagement, safety and environment as an actionable measurement of conditions for learning in their school on an annual basis.

   b. Provide data to schools and LEAs to drive programmatic interventions and establish links between climate/conditions for learning and academic outcomes.

   c. To ensure effective administration of the School Climate Survey, LEAs are required to follow the processes detailed herein by the dates specified in this MOU.

A. 2. **Definitions**

a. **School engagement**: For students to feel supported and motivated to achieve, they must feel valued and supported in their relationships with other students, teachers, and school leaders, feel a sense of connection to school, and be meaningfully engaged in the school community. The five components of school engagement include:

   1. **Supportive peer relationships**. Students feel safe and supported in a peer environment that is trusting, respectful, caring, cooperative and helpful.

   2. **Supportive relationships with teachers.** Adults play a critical role in creating conditions that support student self-esteem, sense of accomplishment, and feelings of efficacy – all of these are critical for accomplishment and contribution later in life.

   3. **Supportive relationships with school leadership.** School leadership by principals and vice-principals is important to modeling and setting the climate of the school as an institution with which students must effectively interact. School leaders should be available to students, and relate to them with openness, respect and concern.

   4. **Parental involvement.** Student perceptions that parents and guardians are welcome in the school play an important part in it, and that parents' and guardians' interest and involvement in the student's learning and school events contribute to a meaningful connectedness to the school.

   5. **School connections and learning supports**: Students believe that they are valued members of the school setting, feel a sense of meaningful involvement, security, and belonging in the school environment, and feel that they are supported in their efforts to succeed.

b. **School safety:** For students to focus on learning, they must feel safe and secure while at school and free from threats or physical violence, bullying or harassment, or exposure to substance abuse and its negative consequences. Four components of school safety are:

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1. **Physical safety:** Students should perceive their school to be safe, secure, and free from any physical threats of harm to themselves or their personal property.

2. **Freedom from substance abuse**: Alcohol, tobacco, and other illicit drug use undermines students' ability to achieve academically, is associated with other harmful behaviors, and is incompatible with a school climate of respect, safety, and support for learning.

3. **Freedom from bullying**: Bullying is one of the most prevalent and harmful forms of school violence. Students experience freedom from bullying when they report little or no exposure to physical, verbal, or social forms of unwanted aggression.

4. **Respect for others:** Respect is a core component of safety at school. Students should experience school environments that are free from teasing or insulting based on personal characteristics.

c. **School environment:** For students to feel engaged and motivated to learn, they should be in environments that value academic rigor and high expectations for student achievement, establish clear rules and procedures, and provide physical surroundings that are presentable and well-maintained. The three components of school environment are:

1. **Supportive discipline:** Rules and disciplinary procedures are perceived to be clear, well communicated and reasonable**.** School leaders, teachers, and other staff (e.g., School Resource Officers, transportation staff) should be perceived as fair in implementing rules and procedures. Fairness requires consistency and equity in applying rules, including consistency across individual teachers and school staff.

© Tennessee Department of Education

2. **Academic challenge:** School work needs to be clearly presented and designed to be challenging with sufficient support to achieve. Student achievements should be noted and positive feedback provided.

3. **Approval of the physical environment**: Students should approve of the physical appearance of the school. It should be seen as welcoming, comfortable, and well-maintained. Students should feel a sense of ownership in the school building.

d. **Survey Types**:

Survey Type	Grade Level	# of Questions	Average Time to complete
High School Survey	9–12	91	20 minutes
Middle School Survey	5–8	85	20 minutes
Elementary School Survey	3–8	51	15 minutes
Teacher Survey	K–12	108	20 minutes
Parent/Guardian Survey	K–12	47	15 minutes

A.3.The LEA has volunteered to utilize the Tennessee School Climate Survey at no cost to the LEA and agrees to the following in order to support consistency and validity in administration of the survey:

a. The LEA shall use the survey instrument provided by the TDOE to the LEA contact and follow any instructions or guidance provided by the TDOE.

b. The LEA shall administer an online version of school climate surveys as instructed by the TDOE within the survey administration window of

October 19, 2026, through December 18, 2026, to high school and/or middle school and/or elementary school students, parents/guardians, and teachers.

c. The LEA shall provide the TDOE with a list of schools that will administer the survey.

A. 4. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires LEAs to notify parents/guardians and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

In accordance with the PPRA, the LEA shall inform parents and guardians of the school climate survey administration at least two weeks before the survey administration window opens. LEAs must obtain written, informed consent from all parents of students in accordance with local school board policy.

The TDOE will provide LEAs with a sample active consent form.

The LEAs shall comply with all applicable state laws including T.C.A § 49-2-211, and the district's own policies regarding the administration of surveys, analyses, or evaluations of students. Specifically, all LEAs obtain the written, informed, and voluntarily signed consent of a student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, prior to the student's participation in the school climate survey. Additionally, parents or legal guardians shall be provided the opportunity to review the survey in its entirety and be informed of the purpose of the survey and who will have access to the results prior to administering the survey. The LEA shall also ensure that parents or legal guardians, or the student if eighteen (18) years of age or older, may withdraw consent at any time prior to the administration of the survey.

A. 5. Open-ended comments

a. The TDOE shall provide LEAs with open-ended comment data from the parent, teacher and student surveys.

(1) The survey is designed to be anonymous and respondents will not be asked to provide their names or any identifying information about themselves or anyone else. Directions provided within the survey request that respondents do NOT include any names or identifying information. However, open-ended comments place no restrictions on the information that respondents may choose to include. As such, within these open-ended comments, there is a chance that respondents may include reference to names of individuals or other personally identifiable information. LEAs are responsible for maintaining the confidentiality of any personally identifiable information. LEAs are also responsible for ensuring that any individual who is provided access to Tennessee School Climate Survey data is responsible for maintaining the confidentiality of personally identifiable student information.

b. Further, these open-ended comments may include information that LEAs may wish to investigate further in relation to potential health and

safety issues (i.e., threats of harm). The TDOE does not investigate these comments and does not draw any conclusions regarding these matters. Additionally, there is a delay between the administration of the survey and the State's analysis of data, so the TN School Climate Survey should not be viewed as a means of communicating health or safety risks. Thus, it is the sole responsibility of LEAs to determine any actions to take in response to the information in these comments and to comply with mandatory reporting requirements relating to abuse and neglect.

A. 6.

a. The LEA and the TDOE shall comply with all applicable federal, state, and local confidentiality laws and policies. This includes the Family Educational Rights and Privacy Act (FERPA), which requires protection of personally identifiable student information (information regarding FERPA can be found at the following website: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

b. The TDOE will not report data for LEAs and schools with fewer than 15 responses.

(2) The TDOE will not share any data from the survey in any form with the LEA, school, or the public except to comply with legislative or statutory requirements.

c. The PPRA requires the LEA to make survey materials, including survey questions, available for inspection by parents/guardians. However, the LEA shall not share or otherwise further disclose survey data or responses with any party, including parents and guardians, unless a legal exception applies, such as the health or safety emergency exception under FERPA.

(3) The LEA and TDOE (hereinafter "the Parties") shall comply with open records laws and applicable local policies when responding to requests from parties who are not parents or guardians to view survey

materials.

d. The Parties should consult with their legal counsel regarding compliance with this MOU, including adherence to confidentiality laws and policies and open records requests.

B. Communication and Contacts

B. 1. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this MOU shall be in writing and shall be made by certified, first-class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

Shannon Railling, PhD | Senior Data Manager

Division of Coordinated School Health
Tennessee Department of Education
10th Floor Andrew Johnson Tower

710 James Robertson Pkwy

Nashville, TN 37243

629-292-4596

Shannon.Railling@tn.gov

LEA:

Name, Title:
LEA:
Address:

Email:
Phone number:

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

IN WITNESS WHEREOF,
LEA:

LEA SIGNATURE **DATE**

PRINTED NAME AND TITLE OF LEA SIGNATORY (above)

TENNESSEE DEPARTMENT OF EDUCATION:

LIZZETTE REYNOLDS, COMMISSIONER **DATE**

© Tennessee Department of Education

EXHIBIT
tabbies
VIII F3
09-01-26

Putnam County Board Of Education
Agenda Request

Date: August 21, 2026

Department: Coordinated School Health/Student Services/Family Resources

Person Submitting: Shelia Barker

Account Number (if appropriate) N/A

Check one:

___X__ Backup included

_____Backup to follow

Statement to be included in board agenda packet:

Approval of the attached Memorandum of Understanding (MOU) between Communities in Schools (CIS) and Putnam County School System (PCSS) for a position to be placed at Upperman Middle School for the 2026-2027 school year. Funding will not be paid out until the next fiscal school year (2027-2028) in the amount of $20,000.00.

Shelia Barker 8/21/26

Signature of Person Making Request Date

8-21-26

Signature of Director of Schools Date

received
8-21-26 MT

Communities In Schools
Tennessee

Memorandum of Understanding
Communities In Schools of Tennessee, Inc.
and Upperman Middle School

I. Background and Introduction

This document defines the relationship and responsibilities of Communities In Schools of Tennessee, Inc. (CISTN) and Upperman Middle School. The following agreement is designed to assist CISTN and Upperman Middle School in the effective delivery of integrated student supports.

These integrated student supports will typically be provided in the school community but may also be provided virtually, at the sole discretion of CISTN, in the case of unforeseen events such as a pandemic or natural disaster.

The mission of Communities In Schools is to surround students and families with a community of support, empowering students to stay in school and achieve in life. CISTN establishes and coordinates partnerships among service agencies, business organizations, community members, and the school to effectively provide the vital non-academic resources and supports that youth need to succeed and stay on the path to graduation. CISTN will provide a Program Manager to work in the school with students, staff, and families. Through case management and the development of community partnerships, the Program Manager will bring comprehensive resources and supports into the school to address school-wide and individual student needs.

Through programming and case management, the Program Manager will connect the school and students with the following tiers of support, which address school wide as well as individual needs.

- **Tier I**: Widely available services designed to foster a positive school climate and address school-level risk factors.
- **Tier II**: Targeted services typically provided in a group setting to case managed students with a common need.
- **Tier III**: Intensive, individualized services typically provided in a one-on-one setting to case managed students with highly specific needs.

The successful delivery of the CISTN program depends upon a clear understanding regarding the use of dedicated CISTN staff. Through this MOU, both parties mutually agree that oversight of the program rests with CISTN program management, and adherence to the model is critical to the success of the students. CISTN Program Managers are expected to spend their time with activities directly aligned with School Support Plan goals, and any deviation from that must be discussed with and agreed upon by CISTN program management.

Through the work of CIS, partnerships are built that bring comprehensive resources and supports into the school to meet the needs of at-risk students and address risk factors related to student drop-out. Additional information about the CIS model can be found in Attachment A.

II. Deliverables

In support of their mutual goals and missions, Communities In Schools of Tennessee and Upperman Middle School agree to the following:

Communities In Schools
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Communities In Schools of Tennessee will:	Upperman Middle School **will:**
1. Provide a full-time CIS Program Manager (PM) on campus and/or virtually in accordance with the school calendar to complete the following: • Build community partnerships to address needs identified in CIS Annual Needs Assessment; • Connect and provide all three tiers of integrated student supports aligned with CIS School Support Plan and individual Student Support Plans; i. Tier 1 – whole school supports ii. Tier 2 – small group intervention for case managed students iii. Tier 3 – individualized support for case managed students • Serve as a liaison to school administrators while working with community organizations and volunteers.	1. Commit to supporting the full implementation of the CIS model, • Completing New Principal Orientation upon the first year of CIS services or when a new principal is assigned to the school • Actively engaging with CIS Program Manager (PM) on efforts that fall within the CIS mission • Supporting PM in providing all three tiers of integrated student supports aligned with CIS School Support Plan and Individual Student Support Plans i. Tier 1 – whole school supports ii. Tier 2 – small group intervention for case managed students iii. Tier 3 – individualized support for case managed students • Ensure that the PM is integrated into the school community as a valued partner. The principal will serve as a primary point of contact for PM and liaison to CISTN program leadership.
2. Support successful implementation of the CIS model (see Attachment A) by sharing program information with school staff during professional development and/or faculty/staff meetings at a minimum of 4 times per school year. Newly placed PM's will attend first available professional development after placement at school to introduce themselves and share program information. Additionally, PM will participate in faculty/staff meetings as needed	2. Assist school staff in understanding the PM's role and referral process by providing PM dedicated time during professional development and/or faculty/staff meetings at a minimum of 4 times per school year. Provide newly placed PM's dedicated time at first available professional development after placement at school to introduce themselves and share program information. Additionally, include PM in regularly scheduled faculty/staff meetings relevant to PM's role.
3. Ensure that all adults having direct contact with students on behalf of CISTN have undergone the appropriate criminal background checks in accordance with CIS, school and/or district policies. Direct contact is defined as volunteer opportunities in which the volunteer works independently with students without CIS direct supervision. Examples include, but are not limited to, lunch buddies or reading buddies.	3. Assist CISTN, if needed, in securing the necessary resources for background checks in accordance with school and/or district policies.
4. Observe and formally evaluate the PM's capacity, competencies, and contributions during a 90-day	4. Maintain open communication with the PM and CISTN leadership and provide timely feedback regarding progress and challenges when delivering supports.

introductory period of employment and at the end of the school year.	
5. Work collaboratively with school principal and identified leadership to conduct a school wide Needs Assessment and develop a School Support Plan to address identified needs in-person and/or virtually.	5. Work collaboratively with PM on an annual needs assessment by sharing existing needs assessments, current student & school data, and school improvement plans.
6. Establish and/or identify members of a School Support Team that may include school staff, leadership, and others to inform and monitor the School Support Plan and to offer guidance and assistance in delivering the three tiers of support.	6. Work with the PM to establish/designate School Support Team members who will assist in the delivery of the CIS model. Actively support and advance the coordinated efforts of the School Support Team throughout the year.
7. Implement CIS School Support Plan strategies throughout the year to address identified needs. • PM will advance the School Support Plan draft for Principal approval and signature.	7. Assist PM in the development of annual goals and in identifying community partners that can provide aligned services to support the implementation of the signed School Support Plan.
8. Maintain the security and confidentiality of all student information as required by FERPA and other applicable law, and in accordance with CIS's Parent/Guardian Consent from (Attachment B). CIS obtains parent/guardian consent for all Case Managed students on an annual basis. CIS shares schoolwide and/or aggregated case managed student information to inform service planning, evaluate student progress and for purposes of required reporting and auditing, to partner schools and districts, partner referral agencies and support providers, CIS national headquarters and audit agencies. CIS may share limited confidential information, including personally identifiable information, only when required by FERPA, applicable law, and an authorized CIS Parent/Guardian consent form. Requests for CIS data outside the normal district/school reporting process as outlined in part 10 of this MOU can be made to CIS's Chief Program Officer in writing. Such requests will be evaluated on a case-by-case basis and be provided at the sole discretion of CIS, which is subject to statutory requirements.	8. Provide direct access to the student data management system, along with login, training, and tech support, for the purpose of monitoring and evaluating progress of schoolwide data and individual case managed students with signed CIS Parent/Guardian Consent forms. Provide PM with school district email and ensure access to school-level and case-managed student level data for the following: attendance and chronic absenteeism, grades, behavior incidents, promotion/graduation, demographic data, enrollment data, free and reduced lunch qualification data, and any additional data points as deemed necessary and pursuant to applicable law. Understand CIS will enter relevant student data into the CIS data management system and other applications necessary for the delivery of services.
9. Develop and manage a consistent, school-specific referral process for school staff, parents/families, and School Support Team members to use when referring students for CISTN targeted/intensive case management services, whether at school or virtual. If	9. Work with the Program Manager and other school staff to establish and maintain a consistent, school-specific referral process for CISTN targeted/intensive case management services. If school has access to Early Warning Indicator data, then the school will

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CISTN has access to Early Warning Indicator data, then the PM will work with the school to review student data (attendance, behavior, academics) on a regular basis to identify students who might benefit most from CISTN case management services. Understand that student referrals can be made by the CIS site coordinator, school faculty, parents, or by the student themselves. Program Managers must assess all students to determine if they meet the requirements to receive case management services. PM is expected to case manage 10% of the student enrollment up to 50 students per PM.	work with the PM to review student data (attendance, behavior, academics) on a regular basis to identify students who might benefit most from CISTN case management services. Understand that student referrals can be made by the CIS site coordinator, school faculty, parents, or by the student themselves. Program Managers must assess each and every student referral to determine if they meet the requirements to receive case management services.
10. Provide regular and timely reports on both the progress toward annual School Support Plan goals and aggregated Case Management student progress, in the following formats: a. School Support Plan b. Quarterly Reports, including aggregated end of year outcomes and results in Quarter 4 c. Regional End of Year Impact Reports	10. Principal will participate in quarterly partnership meetings with the Program Manager and Program Director to review data and discuss progress toward agreed upon School Support Plan goals.
11. In the unlikely event that a formal CISTN employee or volunteer investigation is warranted, CISTN will remove personnel or volunteers while investigation is underway and until the matter is settled to the satisfaction of the school site and CISTN.	11. Work with CISTN in arbitration of problems arising with CISTN employee or volunteer, as needed.
12. Equal Employment Opportunity and Anti-Harassment CISTN is committed to providing a work and program environment that is free from discrimination and harassment. CISTN and the School Partner agree not to discriminate against or allow harassment of any employee, applicant, contractor, or volunteer based on any characteristic protected by law. Reporting and Investigation Complaints can be made through the CISTN Complaint Form accessible from www.cistn.org/contact and will be reviewed by the CISTN COO. If a concern or complaint is raised by a CISTN employee or district, CISTN will follow internal investigation processes and escalation to members of organization leadership as required. This may include speaking with the individuals involved, gathering information, and documenting what is found. CISTN will provide a written summary of next steps to	12. Equal Employment Opportunity and Anti-Harassment CISTN is committed to providing a work and program environment that is free from discrimination and harassment. CISTN and the School Partner agree not to discriminate against or allow harassment of any employee, applicant, contractor, or volunteer based on any characteristic protected by law. Reporting and Investigation Complaints can be made through the CISTN Complaint Form accessible from www.cistn.org/contact and will be reviewed by the CISTN COO. If a concern or complaint is raised by a CISTN employee or district, CISTN will follow internal investigation processes and escalation to members of organization leadership as required. This may include speaking with the individuals involved, gathering information, and documenting what is found. CISTN will provide a written summary of next steps to

school and/or district leadership. Temporary actions may be taken during the investigation, such as adjusting staff assignments or removing staff from the assignment. Corrective Action If a CISTN employee is found to commit a policy or legal violation, CISTN will take appropriate action. This may include disciplinary steps, up to and including termination. CISTN will also take steps to help prevent similar issues in the future. When appropriate, updates will be shared with the School Partner while respecting privacy requirements. In some cases, resolution may require engagement of CISTN and school or district-level leadership in a collaborative process to ensure a satisfactory resolution or compromise for both parties. In the event of a credible complaint by a CISTN employee regarding the actions of school or district personnel, CISTN will ensure compliance with district/school reporting processes and may adjust staff assignments or remove staff from the assignment for the safety and wellbeing of the CISTN employee. Non-Retaliation CISTN does not allow retaliation against anyone who raises a concern, makes a complaint, or participates in an investigatory process. Cooperation CISTN and the School Partner agree to comply with any lawful investigation or inquiry by the U.S. Equal Employment Opportunity Commission or other authorized agencies. Breach of Agreement Failure to follow these requirements may be considered a material breach of this MOU and may result in further action, in line with notice and cure provisions.	school and/or district leadership. Temporary actions may be taken during the investigation, such as adjusting staff assignments or removing staff from the assignment. Corrective Action If a CISTN employee is found to commit a policy or legal violation, CISTN will take appropriate action. This may include disciplinary steps, up to and including termination. CISTN will also take steps to help prevent similar issues in the future. When appropriate, updates will be shared with the School Partner while respecting privacy requirements. In some cases, resolution may require engagement of CISTN and school or district-level leadership in a collaborative process to ensure a satisfactory resolution or compromise for both parties. In the event of a credible complaint by a CISTN employee regarding the actions of school or district personnel, CISTN will ensure compliance with district/school reporting processes and may adjust staff assignments or remove staff from the assignment for the safety and wellbeing of the CISTN employee. Non-Retaliation CISTN does not allow retaliation against anyone who raises a concern, makes a complaint, or participates in an investigatory process. Cooperation CISTN and the School Partner agree to comply with any lawful investigation or inquiry by the U.S. Equal Employment Opportunity Commission or other authorized agencies. Breach of Agreement Failure to follow these requirements may be considered a material breach of this MOU and may result in further action, in line with notice and cure provisions.
13. Provide the PM with programmatic materials, computer, and office supplies. Provide the PM with offsite, CISTN-led professional learning opportunities	13. In each of the schools identified, provide the PM with private, non-shared office space in order to maintain confidentiality during case management, groups or

Communities In Schools
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and administrative reporting days at a minimum of two (2) full days a month.	crisis intervention. Additionally, schools must provide a phone, desk, office chair, and printing access and capability. Schools must also provide the PM with secure internet access with industry standard firewalls and compliance with Children's Internet Protection Act. Internet access should be on the same network used by school administration and teachers, not a guest network. In the event that the PM office space must be relocated, the change will be communicated to the Program Manager and Program Director prior to the move. Recognize that the PM participates in offsite, CISTN-led professional development learning opportunities and administrative reporting days at a minimum of two (2) full days a month.
14. Agree to market and promote the school in its marketing materials.	14. Agree to market and promote CISTN in its marketing materials.

III. Payment

Annual payment of $20,000 is Waived will be made to CISTN by Not applicable. Payment for SY 26-27 Waived. Payment will be due to CISTN within 30 days of the invoice date. Invoices will be sent biannually in August and January. The annual payment amount indicated is subject to annual review and shall be adjusted by an inflationary percentage, as needed. Any planned adjustments will be communicated by March 2027.

IV. Duration

This agreement is effective July 1, 2026 for the duration of 12 months and will automatically renew for subsequent 12-month terms in the absence of written/emailed notice by either party 30 days prior to the renewal date.

V. Authorized Representative

The Chief Program Officer, Tiffany Patton, is authorized to serve as MOU Manager on behalf of CISTN. The school Principal will serve as the MOU Manager and the primary point of operational contact for the administration and operation of this MOU on behalf of the school. Any deviation from the project deliverables contained in the Scope of Work must be approved in writing in advance by the MOU Managers and will require an addendum to this MOU.

VI. Modifications

This agreement may be amended by an agreement in writing executed by authorized representative of Communities In Schools of Tennessee and Upperman Middle School.

Communities In Schools
Tennessee

VII. Approvals

Communities in Schools of Tennessee

By : _____
CISTN Chief Program Officer

Date : _____

Upperman Middle School :

By : _____
District Director or Principal

Date : _____

EXHIBIT
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VIIF4
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

___X___Backup included

_____Backup to follow

Consider approval of the following for the Sept. 1st, 2026 BOE meeting:

a renewal (Year #5- final year) of the Student Teaching/Internship Affiliation Agreement between TN State University and the Putnam County School System effective July 1st, 2026 through May 1st, 2027.

Judy Schinbeckler 8-14-26

Signature of Person Making Request Date

8-14-26

Signature of Director of Schools Date

received
8-14-26 MT

EXHIBIT
tabbies VI F 14
06-06-24
BOE Approved
M. Talbot

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate)

___X___Backup included

_____Backup to follow

Consider approval of the following for the May 14th, 2024 BOE meeting:

a renewal (Year #3) of the Student Teaching Affiliation Agreement between TN State University and the Putnam County School System effective July 1st, 2024 through June 30th, 2025 leaving a remaining two years with an option to request a renewal for an additional year.

Judy Schinbeckler 5-14-24

Signature of Person Making Request Date

Signature of Director of Schools Date

5-14-24 Submitted for board approval
6-6-24 Board approved
6-12-24 Signed copy returned to me
6-14-24 Emailed copy to Tashaundra Bailey - TSU

tabbies' VF.2. 02-03-22

BOE approved A Reid

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Dr. Sharon Griggs

Department: Teaching and Learning

Phone Number of Person Making Request: 931-526-9777 Ext.1425

Account Funding Code (if appropriate)

___X___Backup included

_____Backup to follow

Consider approval of the following for the February 3, 2022 BOE Meeting:

Available 5 years if renewed 2027. SG

Student Teaching Partnership Agreement between Tennessee State University and the Putnam County School System effective 7-1-2022/6-30-2023.

Sharon Griggs 1.26.22

Signature of Person Making Request Date

Signature of Director of Schools Date

Sharon—
Please submit a finalized signed agreement for our records. Thanks
Sharon R.

received 01-26-22

Department of Education

Educator Preparation Provider/ Local Education Agency Primary Partnership Agreement

Educator Preparation Provider (EPP)	Tennessee State University
Local Education Agency (LEA)	
Term of Agreement	2022-2027

EPP Contact/Designee	
Name: Terrie Gibson	**Title:** Associate Professor
Email Address: tgibson2@tnstate.edu	**Phone Number:** 240 925 4197

LEA Contact/Designee	
Name: ~~Sharon Griggs~~ Judy Schinbeckler	**Title:** ~~Curriculum Supervisor~~ Educator Support Supervisor
Email Address: ~~griggss1@pcsst~~ schinbecklej@pcsstn.com	**Phone Number:** ~~9313191764~~ 931-526-9777

Other Key Staff	
Name: Tina Smith Chair of Department **Title:** tsmith31@tnstate.edu	**Name:** **Title:**
Name: **Title:**	**Name:** **Title:**

Certification (signatures verify partnership)		
EPP Head Administrator	**Name:** **Title:** **Signature:**	**Date:**
LEA Director of Schools	**Name:** Mr Corby King **Title:** Director of Schools **Signature:**	**Date:** 1.26.22

Tennessee State University
CONTRACT ROUTING AND APPROVAL FORM

(All spaces must be completed.)

CONTRACTOR/COMPANY INFORMATION schinbecklej@pcsstn.com			
Contractor Name	Putnam County School System	**Email**	~~griggss1@pcsstn.com~~
Contact Person	~~Sharon Griggs~~ Judy Schinbeckler	**Tel**	931-526-9777
Address	1400 East Spring Street	**Fax**	
City, State, Zip	Cookeville, TN 38501		

REQUESTING DEPARTMENT			
Department Name	Speech Pathology and Audiology	**Telephone #**	615-963-7081
Contract Agent	Tina Smith	**Tel**	615-963-7057
Email	Tsmith31@tnstate.edu	**Fax**	615-963-7119

CONTRACT DESCRIPTION/INFORMATION					
Purpose of Contract (brief description)	Student Clinical Placement				
Term of Contract	**Start Date**	May 1, 2022	**End Date**	May 1, 2027	
Contract Amount	**$0.00**	**Account No.** N/A		**Purchase Req. No.**	
Contract Monitor	LeJeun Watson	**Tel**	615-963-7081	**Email**	lwatson6@tnstate.edu
Type of Funding	☐ General Funds ☐ Grant Funds/Federal ☐ Grant Funds/State ☐ Restricted Funds				
	☐ Revenue Generating ☐ Title III ☐ Other:				

Type of Contract (Check all that apply)		
	☐ Contract for Workshop/Seminar	☐ Non-Standard (Vendor-Generated)
	☐ Amendment/Renewal	☐ Dual Services
	☐ Personal/Professional/Consultant	☐ License/Renewal
	☐ Use of Campus Facility	☐ Service Maintenance
	✓ Clinical Affiliation	☐ MOU/MOA

Attachment Checklist (Check all that are attached)		
	☐ Purchase Requisition (if required)	☐ Justification for Non-Competitive Purchase ($10,000 & Up)
	☐ Original contract (for Amendments)	Letter to Justify Late Submission
	☐ IRS W-9 Form (required)	☐ TBR Contract Routing/Summary Forms
	☐ Minority Ethnicity Form (required)	☐ State Drivers License (required)

CONTRACT CERTIFICATION & APPROVALS

I certify that I have read the attached contract/agreement and that the requesting department will comply with all its requirements. I recognize that while the Office of Procurement and Business Services or the Office of the University Counsel may review the contract from a legal or policy perspective, it is the requesting department's responsibility to ensure the specifications are sufficient and/or practical for departmental needs and to monitor the contract for compliance, payment and expiration.

	PRINT NAME	SIGNATURE		
Department Contact Person/Initiator	Tina Smith	Tina T. Smith	**Date**	2-8-22
Department Head	Tina Smith	Tina T. Smith	**Date**	2-8-22
Dean/Director	Ronald Barredo	Ronald V. Barredo	**Date**	02/09/22
Assoc./Asst. Vice President (If applicable)			**Date**	
Vice President	Dr. Michael Harris		**Date**	2-20-2022

CLINICAL AFFILIATION AGREEMENT

BETWEEN

TENNESSEE STATE UNIVERSITY

AND

This Agreement is made this 19 day of January 2022, by and between **TENNESSEE STATE UNIVERSITY,** acting for the benefit of the **Tennessee State University Board of Trustees,**" hereinafter referred to as "Institution", and Putnam County School System hereinafter referred to as "Affiliate".

Whereas, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the Institution, the parties have agreed to the terms and provisions set forth below:

I. Purpose - The purpose of this agreement shall be to provide clinical experience to students enrolled in the Physical Therapy and Occupational Therapy and Speech Therapy Programs of the Institution.

A. Consideration for this agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

B. The clinical experience shall be provided at the Affiliate's Facility located at Putnam County School System referred to as "Facility".

C. The specific services to be provided students are described as follows.

(1) Designate a staff member who is acceptable to the Institution as the Affiliate's Clinical Education Coordinator to:

(a) Direct and coordinate the student's clinical education experience.

(b) Provide a planned and supervised clinical education program utilizing observational opportunities and practical experiences for each student.

(c) Provide for student orientation to the Affiliate facility.

(d) Provide necessary feedback to the student to insure proper patient care.

(e) Notify the Institution of any situation or problem which may threaten a Student's successful completion of the assignment.

(f) Evaluate each student's clinical performance and submit to the Institution a performance appraisal of the student, including the recommendation of a grade, at the end of the clinical assignment.

(g) Keep a current list of all personnel who, in any way, supervise students.

(h) Provide for the student a patient caseload that is appropriate to his/her needs and level of experience and proficiency and that is of sufficient size and variety to insure the best educational experience possible.

(i) Allow students to participate in non-treatment learning experiences such as ward rounds, clinics, staff conferences, in-service education programs, special lectures, observations of surgery and similar activities as they become available and at the discretion of the Clinical Education Coordinator.

(j) Notify the Institution in writing of any changes within the Affiliate Facility which would alter significantly the specified clinical education experiences for the student.

II. Terms and Conditions: Pursuant to the above-stated purpose, the parties agree as follows:

will need updated agreement next year

A. Terms:

(1) The terms and effective date of this Agreement shall be commencing May 1, 2022 and ending May 1 2027.

(2) Either party may terminate this Agreement upon giving sixty 60 days written notice to the other party. Such termination shall have no effect on students currently receiving clinical experience.

(3) This Agreement may be renewed with written approval of all parties for a total term of up to five years.

B. Placement of Students: As mutually agreed between the parties, the Institution will place an appropriate number of students at the Affiliate each academic term. The Institution shall notify the Affiliate at least sixty (60) days prior to the beginning of each clinical experience of the number of students it desires to place at the affiliate.

C. Discipline: While enrolled in clinical experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the Institution and the Affiliate. Each party will be responsible for enforcing all applicable policies including that of the other party.

Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the Institution have been followed. However, the Affiliate may immediately remove from the premises any student who poses an immediate threat or danger.

D. Institution Specific Responsibilities: The following duties shall be the specific responsibilities of the Institution:

(1) Selection of students to be placed at the Affiliate facility.

(2) Provide orientation to the Affiliate facility for students beginning clinical experience.

(3) Scheduling training activities for students.

(4) Maintain liaison with Affiliate facility for supervision of students at Facility for clinical experience.

(5) Evaluate the performance of individual students as appropriate.

(6) Provide health records of students (and faculty, if applicable) upon request by the Affiliate.

(7) Establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.

(8) Require written evidence of professional liability insurance coverage from individual students (and faculty, if applicable) participating in the experience. The minimum amount of coverage per individual shall be $1,000,000/$3,000,000. The coverage shall extend through the term of the student's participation.

(9) Provide assurance to the Affiliate Facility that health insurance is in effect for students during their term of assignment.

(10) Inform students that they will not submit for publication any material relating to the clinical education experience without prior written approval from the Institution and the Affiliate.

E. Affiliate Specific Responsibilities: The following duties shall be the specific responsibilities of the Affiliate:

(1) Retain complete responsibility for patient care, providing adequate supervision of students (and faculty, if applicable) at all times.

(2) Maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.

(3) Provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.

(4) Maintain all applicable accreditation requirements and certify such compliance to the Institution or other entity as requested by the Institution. The Affiliate shall also permit authorities responsible for accreditation of the Institution's curriculum to inspect the Affiliate's clinical facilities and services as necessary.

(5) Confirm that Level II fieldwork shall be supervised by a certified occupational therapist with a minimum of one (1) year of full time experience in a practice setting.

(6) Confirm that Physical Therapy students shall be supervised by a licensed physical therapist with a minimum of one (1) year of full time experience in a practice setting.

(7) Provide necessary feedback to the student to insure proper patient care and facilitate student learning.

(8) Evaluate each student's clinical performance and submit to the Institution a performance appraisal for the student, including the scoring of the evaluation instrument, at both the middle and end of the clinical assignment.

(9) Provide an opportunity for the student to conduct a performance self-appraisal with the same evaluation instrument, at both the middle and end of the clinical assignment.

(10) Graduate Speech and Language Therapy students will be provided a minimum of 25% supervision while conducting speech and language therapy and 50% supervision while administering speech and language diagnostic evaluation.

(11) The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the institution or its employees shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the institution shall be limited expressly to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et. seq.

F. Mutual responsibilities: the parties shall cooperate to fulfill the following mutual responsibilities:

(1) Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:

HIPAA Requirements: To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose and Protected Health Information or Individuality Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement.

Each Party will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

(2) Background Checks: If criminal background checks of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the Institution that the check must be completed within the 90 day period immediately prior to the student's initial clinical placement. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

If criminal background checks are required for Institutional faculty or staff, it shall be the Institution's responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate.

It shall be the responsibility of Affiliate to set the eligibility standards for participation and to evaluate the results of the background checks. If Affiliate determines that a student or faculty /staff member shall not participate at its facility, Affiliate shall so notify that individual and the Institution. Institution shall take steps to ensure that this individual does not participate in the clinical program at the Affiliate.

If an Institutional faculty/staff member is also an employee of Affiliate or is an employee at another hospital, health care facility or health care organization, Affiliate will allow the faculty/staff member to provide on-site supervision and instruction for its clinical program without the necessity of undergoing an additional background check.

Recognizing that students enrolled in the Physical Therapy and Occupational Therapy and Speech Therapy programs at Institution will potentially participate in multiple clinical placements at multiple facilities, Affiliate agrees to accept the results of the background check done prior to the student's initial clinical placement if the student maintains continuous enrollment in the health care program and if the results of the background check are archived by the background check agency.

Institution shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

(3) Data Privacy and Security:

Data Privacy. "Personal Information" means information provided to Affiliate by or at the direction of Institution, or to which access was provided to Affiliate by or at the direction of Institution, in the course of Affiliate's performance under this Agreement that:

a. Identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers); or

b. Can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health data, answers to security questions and other personal identifiers.

Affiliate represents and warrants that its collection, access, use, storage, disposal and disclosure of Personal Information complies with all applicable federal and state privacy and data protection laws, including without limitation, the Gramm-Leach-Bliley Act ("GLBA"); the Health Information Portability and Accountability Act ("HIPAA");the Family Educational Rights and Privacy Act ("FERPA") of 1974 (20 U.S.C.1232g), the FTC's Red Flag Rules and any applicable federal or state laws, as amended, together with regulations promulgated thereunder. Some Personal Information provided by Institution to Affiliate is subject to FERPA.

Data Security. Affiliate represents and warrants that Affiliate will maintain compliance with the SSAE18 standard, and shall undertake any audits and risk assessments Affiliate deems necessary to maintain compliance with SSAE18.

(4) Each party shall comply with all Federal, State, and Municipal laws, advice, rules and regulations which are applicable to the performance of this agreement.

(5) Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Affiliate or the Institution. If the geographical location of the Affiliate necessitates living at or near the Affiliate facility, the student may receive a stipend in lieu of room and/or board.

(6) Any courtesy appointments to faculty or staff by either the Institution or the Affiliate shall be without entitlement of the individual to compensation or benefits from the appointing party. The Affiliate staff will receive no monetary compensation from the Institution for participation in the clinical education program.

(7) The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, handicap, Veteran status, or national origin.

(8) The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, sex, age, handicap, Veteran status, or national origin. Such action shall include, but not be limited by the following: acceptance, upgrading, demotion or transfer, recruitment or recruitment advertising, termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

(9) The confidentiality of patient records and student records shall be maintained at all times.

(10) The student(s), Institution physical therapy faculty, and the Affiliate physical therapy staff are expected to conduct themselves in accordance with the Code of Ethics as set forth by the American Physical Therapy Association. In addition, all persons are to abide by the Physical Therapy Practice Act of the State(s) in which the Affiliate and the Institution are located.

G. Miscellaneous Terms: The following terms shall apply in the interpretation and performance of this agreement:

(1) Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of those within its control.

(2) The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

(3) The parties' obligations under this Contract shall be voided in the event of an occurrence beyond the parties' control that could not be avoided by the exercise of due care, including, but not limited to, acts of God, riots, wars, epidemics or pandemics, declaration of a federal, state or local state of emergency, or any other similar occurrence or cause.

(4) This agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

(5) Deborah Edmondson, PT, Ed.D. is the Coordinator of Clinical Education for the Institution and can be reached at tel: 615-963-5945, or email: dedmondson@tnstate.edu

2022

(6) Lauren Beard, OTR/L is the Academic Fieldwork Coordinator for the Institution in Occupational Therapy and can be reached at tel: 615-963-5955 or email: lwilli49@tnstate.edu

(7) Terrie Gibson is the interim Academic Fieldwork Coordinator for the Institution in Speech Therapy and can be reached at tel: 240 925 4197, or email: tgibson2@tnstate.edu

(9) Sharon Griggs_____ the Coordinator of Clinical Education for the Affiliate and can be reached at tel: **931-526-9777**_____, fax: _ _____ or email: **griggss1@pcsstn.com**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set forth their signatures below:

TENNESSEE STATE UNIVERSITY

BY: _____
Glenda Glover
TITLE: President or Designee

DATE: _____

BY: Lynn McHenry
TITLE: Board Chair

DATE: 02-04-22

2024 / 2026

(6) Lauren Beard, OTR/L is the Academic Fieldwork Coordinator for the Institution in Occupational Therapy and can be reached at tel: 615-963-5955 or email: lwilli49@tnstate.edu

(7) Terrie Gibson is the interim Academic Fieldwork Coordinator for the Institution in Speech Therapy and can be reached at tel: 240 925 4197, or email: tgibson2@tnstate.edu

(9) Sharon Griggs_____ the Coordinator of Clinical Education for the Affiliate and can be reached at tel: 931-526-9777_____, fax: _____ or email: griggss1@pcsstn.com

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set forth their signatures below:

TENNESSEE STATE UNIVERSITY

BY: Glenda Glover
Glenda Glover
TITLE: President or Designee
DATE: 02/17/2022

BY: Lynn McIlwain
TITLE: Board Chair
DATE: 02-04-22

BY:
Title: Director of Schools
DATE: 6-12-24

By: _____
Title: _____
Date: _____

EXHIBIT
tabbies
VIII F5
09-01-26

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)

____X__Backup included

_____Backup to follow

Approval of Complaint Managers for 2026-2027 for Early Learning Academy:

Early Learning Academy 545 Scott Avenue Cookeville, TN 38501 Phone: 931.432-2525	Cannon Longway	Kellie Phillips

Respectfully submitted,

Angie Knight

Angie Knight
8/13/2024

Angie Knight 8-13-26

Signature of Person Making Request Date

8-13-26

Signature of Director of Schools Date

received
8-13-26 MF

EXHIBIT
tabbies
VIIF6
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Tonia Wheeler

Department: Special Education

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

_____X_____ Backup Included

_____ Backup to follow

Approval of the agreement between Putnam County Board of Education and Bright Futures Educational Consultation, Wartburg, Tennessee 37887 for the July 1, 2026 to December 31, 2026 for assessing and evaluating students for possible educational disabilities. To be paid from 141-72220-312.

Tonia Wheeler 8-11-26

Tonia Wheeler, Special Education Supervisor — Date

8-11-26

Corby King, Director of Schools — Date

received
8-11-26 mg

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PUTNAM COUNTY SCHOOL DISTRICT BOARD OF EDUCATION
AND
BRIGHT FUTURES

This Memorandum of Understanding ("MOU") is entered into by and between the PUTNAM COUNTY SCHOOL DISTRICT BOARD OF EDUCATION ("PCS") and BRIGHT FUTURES EDUCATIONAL CONSULTATION ("Contractor") for the limited purpose of allowing Contractor to provide school psychologist and diagnostician services to PCS students during the school day.

WHEREAS, PCS is dedicated to providing all of its students with a Free and Appropriate Public Education, including assisting with the identification and evaluation of students who may need additional support to receive an educational benefit; and

WHEREAS, Contractor is experienced in school psychology, assessing and evaluating students for possible educational disabilities, has provided such services to public school children, and possesses the necessary special skills, licensure and certification to competently perform the requested services and agrees to provide such services to PCS students in strict compliance with the PCS Policies, IDEA, Section 504 of the Rehabilitation Act of 1973, the Rules of the Tennessee State Board of Education and the terms of this Contract; and

WHEREAS, PCS is desirous of accommodating students' education needs by making available the Contractor's employees who have special skills, and Contractor is desirous of providing said employees to perform such services under the terms and conditions as set forth herein.

It is agreed as follows:

1. Parties. PCS is a local education agency ("LEA") that is subject to regulations under Tennessee and federal law related to the education of children, including, but not limited to, the IDEA and Section 504 of the Rehabilitation Act of 1973. Contractor is a company that provides educational consultation services, including school psychology services and employs school psychologists and educational diagnosticians who are licensed under the laws of the State of Tennessee, who are qualified to and who desires to provide educational psychology services to PCS within the scope of any PCS student's needs, acceptable professional standards, PCS Policies, and Tennessee and federal law.

2. Compliance with Tennessee and federal law. In order to induce PCS to grant permission to Contractor to provide professional educational psychology services to PCS students, Contractor agrees to be bound by the terms of any student's IEP or consents for evaluation, acceptable professional psychological standards, any applicable physicians' orders, PCS Policies, and Tennessee and federal law. The Contractor represents that the Contractor is familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of Contractor's services, all instructions and

prohibitive orders issued regarding Contractor's work and shall obtain all necessary permits.

3. Scope of Services and Required Behavior. Contractor agrees that she will comply with the following conduct:

a. Contractor shall provide school psychology services to students when necessary determined by PCS.
b. Provider supervision and oversight to any direct care staff per psychology and educational diagnostician guidelines.
c. Comply with all Federal, State, and Local Statues prohibiting discrimination, abuse, and neglect.
d. Contractor will meet with PCS's Special Education Director either monthly or on an "as needed" basis.
e. Contractor shall follow the evaluation schedule set in each S-Team meeting and complete all evaluations within the necessary time frames.
f. Contractor shall keep all evaluations and assessments performed on students and summarized in psycho-educational evaluations in accordance with industry standards and in compliance with PCS policy on records retention.
g. Contractor shall conduct psycho-educational evaluations, including administering, scoring, and interpreting cognitive, academic, behavioral and social-emotions assessments and complete a psycho-educational evaluation report in accordance with state and federal guidelines
h. School Psychologist and the educational diagnostician, when appropriate, will complete a psycho-educational evaluation and draft a report of the findings per request from PCS. PCS will obtain client consent prior to Contractor starting.
i. Contractor shall remain in contact with PCS staff and school personnel regarding PCS students and participate in IEP meetings to aid in the development of the students' IEPs where appropriate.
j. Contractor shall keep all medical and educational information related to PCS students strictly confidential. Contractor shall keep any and all educational information related to other PCS students that may be acquired by the Contractor's employees will be kept strictly confidential and the Contractor shall not share such information with any person or entity outside of PCS personnel.
k. In the event of unexpected extended school closures, Contractor agrees to work with PCS to determine what alternative platforms may be available to continue evaluations where appropriate so that they may be completed in a timely manner.
l. PCS retains full authority to remove Contractor from an PCS facility at any time; therefore, PCS also possesses authority to suspend such access until PCS and Contractor can enter into a mutual agreement with PCS moving forward.

4. Insurance. Contractor shall carry independent professional liability insurance with limits of at least One Million Dollars ($1,000,000.00). Such insurance coverage shall name Putnam County School District and the Putnam County Board of Education as additional insureds on the policy.

5. Indemnification. Contractor shall indemnify and hold harmless PCS, its agents and employees from any and all liability to Contractor, its agents and employees or any third parties for claims, personal injuries, property damages, or loss of life or property resulting from, or in any way connected with, or alleged to have arisen from the performance of this Contract, except where the proximate cause of such injury, damage or loss was the sole negligence of PCS, its agents or employees. Contractor shall save, indemnify and hold PCS harmless and pay all judgments that shall be rendered in any such actions, suits, claims, or demands against PCS alleging liability referenced above, except where the proximate cause of such injury, damage or loss was the sole negligence of PCS, its agents or employees.

6. Independent Contractor. Contractor shall render all services to PCS as an independent contractor and shall not be considered an officer, agent or employee of PCS. Contractor and its employees are not entitled to any form of compensation, benefits, insurance, pension, worker's compensation, or any other benefit provided to an employee of PCS because Contractor is not an employee of PCS. Automobile liability insurance is the responsibility of individual employees.

7. Background Check. Due to the Contractor's employees' personal and direct interaction with Putnam County Special School District's students, Contractor agrees to comply with Tennessee Code Annotated Section 49-5-413 and require that its employees be subject to and cleared by a background check through the Tennessee Applicant Processing Services Division of the Tennessee Bureau of Investigation as a condition precedent to this Contract. All background checks will be performed at the district's expense and all background check documentation must be submitted to PCS's Director of Special Education before the Contractor and its employees begin providing services under this Contract. Contractor agrees to delay the start of its services until its cleared by an appropriate background check. Contractor agrees to background checks every five years.

8. Drug Screening. Contractor is committed to maintaining a drug and alcohol free workplace. Contractor agrees to abide by Putnam County Special School District's Board Policy and further agrees to comply with the processes and procedures set forth therein relative to its employees.

9. Confidentiality. The Parties to this Contract agree to share medical and educational information related to PCS students who are under the care of Contractor. The sharing of this information is necessary and related to the proper care and education of PCS students. The sharing of this educational and health information will not be construed a violation of HIPAA or FERPA. The Contractor agrees that any and all educational information related to other PCS students that may be acquired by the Contractor's employees will be kept strictly confidential and the Contractor's employees shall not share such information with any person or entity outside of PCS personnel.

10. Term. The term of this Contract shall be from August 6, 2026 and shall terminate on December 31, 2026, unless terminated earlier pursuant to paragraph 13 herein.

11. Compensation. Contractor agrees to bill PCS at the hourly rate of $90.00 per hour for all services performed by Contractor. Contractor agrees to bill no more than twenty (20) hours per week during the eighteen (18) week school year or 360 hours. Invoices will be sent out monthly. Payment will be due within 15 days upon receipt of invoice.

12. Record Keeping. Any records kept by Contractor related to any PCS student shall be maintained and PCS shall have a right to inspect and audit all such records for a minimum of six (6) years from the date of final services rendered by Contractor.

13. Termination. If the Contractor shall fail to fulfill, in a timely and proper manner, the Contractor's obligations under this Agreement, any PCS Policy, student IEP, or if the Contractor shall violate any of the covenants or stipulations of this Contract, PCS shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. If Contractor or any of its professionals assigned to work with PCS violate any state or federal law or regulation, PCS shall have the right to immediately terminate this Contract without notice.

Either party to this Contract may terminate this Contract, with or without cause, by giving at least thirty (30) days prior written notice of the date of termination. In such event, all completed or incomplete work prepared by the Contractor shall be delivered to PCS, as directed by the Director of Special Education for PCS.

14. Non-Solicitation of Personnel; Direct Hire. PCS acknowledges that Bright Futures Educational Consultation expends substantial time, effort, and expense recruiting, screening, training, and retaining qualified personnel. Accordingly, during the term of this Agreement and for a period of twelve (12) months following its expiration or termination, PCS agrees that it will not, directly or indirectly, solicit, recruit, hire, employ, contract with, or otherwise engage any employee or independent contractor of BFEC who has provided services to the District under this Agreement, except as expressly provided herein.

If, during the restricted period, PCS desires to directly employ or independently contract with any such individual, PCS shall first notify Bright Futures in writing. Upon mutual agreement of the parties, Bright Futures may release the individual from this restriction upon payment of a placement fee equal to twenty-five percent (25%) of the individual's anticipated first-year annualized compensation, or $15,000, whichever is greater. The placement fee shall be due prior to the commencement of the individual's direct employment or contractual engagement with PCS unless otherwise agreed to in writing.

This provision shall not prohibit the PCS from considering individuals who respond to a general advertisement or public job posting that was not specifically directed to Bright Futures personnel. However, this exception shall not apply if the individual became known to PCS through services provided under this Agreement or was introduced to PCS by Bright Futures.

The parties acknowledge that this provision is intended solely to protect Bright Future's legitimate business interests, including its investment in recruiting, training, and maintaining its workforce, and is not intended to unreasonably restrict any individual's ability to obtain employment.

15. Entire Agreement and Amendments. This Contract contains the entire agreement between the parties with respect to the subject matter hereunder, and no waiver, alteration, or modification of any of the provisions hereof shall be binding unless in writing and signed by both PCS and the Contractor.

16. Severability. If any provision of this Contract is rendered or declared illegal by reason of any existing or subsequently enacted legislation or by decree of a court of last resort, PCS and the Contractor will promptly meet and negotiate substitute provisions for those declared or rendered illegal, but all the remaining provisions of the Contract shall, otherwise, remain in full force and effect.

17. Syntax. Any reference in this Contract to the singular includes the plural and vice versa.

18. Gender. Any reference in this Contract to the masculine gender includes the feminine and neutral genders and vice versa.

19. Captions. The headings or captions of the Paragraphs of this Contract are inserted for convenience and reference only and shall not be deemed a part hereof or used in the construction or interpretation hereof.

20. Governing Law. This Contract shall be governed by and enforced under the laws of the State of Tennessee.

21. Waiver. Any party's failure to insist on compliance or enforcement of any provision of this Contract shall not affect its validity or enforceability.

22. Counterparts. More than one (1) copy of this Contract may be executed, and all parties agree and acknowledge that each executed copy shall be a duplicate original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last signature applied hereto.

PUTNAM COUNTY SCHOOL DISTRICT
BOARD OF EDUCATION

_____ Date: _____

CONTRACTOR:

Kelfon Renee Davis

_____ Date: 08/06/2026

Bright Futures Educational Consultation, Owners

EXHIBIT
tabbies
VIIF7
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Tonia Wheeler

Department: Special Education

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

_____X_____ Backup Included

_____ Backup to follow

Renewal of the agreement between Putnam County Board of Education and Anna Smith, Cookeville, Tennessee 38501 for the 2026-27 school year for applied behavior analysis services to students, complete functional behavioral assessment and assist the school team in implementation of plan to be paid from 141- 72220-399.

Tonia Wheeler 8-13-26

Tonia Wheeler, Special Education Supervisor — Date

8-13-26

Corby King, Director of Schools — Date

received
8-13-26 MT

Contract for Anna Smith
Independent Contractor for Applied Behavior Analysis Services

This Agreement is made effective **July 31, 2026**, between **Putnam County Schools**, 1400 East Spring Street, Cookeville, TN 38506, and **Anna Smith**, 634 Blue Water Drive, Cookeville, TN 38506, Phone: 931-787-5180, Email: camismith2150@gmail.com.

Whereas, Anna Smith is qualified to provide **Applied Behavior Analysis (ABA) services** to students enrolled in Putnam County Schools and agrees to the following:

1. Functional Behavioral Assessments: Complete FBAs, including the assessment, report, and treatment plan. Completed reports and treatment plans shall be provided to the Special Education Supervisor and accompany the applicable invoice.
2. ABA Services: Assist school teams in implementing treatment plans and provide other related and approved ABA services requested by the school system. Services may include behavioral consultation, observation, data review, staff training, behavior support planning, progress monitoring, and consultation regarding student behavior and skill development.
3. Hours and Compensation: Services shall be provided at $80.00 per hour, with monthly hours determined and approved by the Special Education Supervisor. No mileage or travel reimbursement will be provided by PCS.
4. Term: This Agreement is effective for the 2026–2027 school year, unless terminated earlier in accordance with this Agreement.
5. Termination: Either party may terminate this Agreement with two (2) weeks' written notice.
6. Independent Contractor: Anna Smith is an Independent Contractor, not an employee of the Putnam County Board of Education. No employee benefits or Workers' Compensation coverage are provided, and taxes will not be withheld from payments. The Independent Contractor is responsible for applicable taxes and other obligations associated with independent contractor status.

IN WITNESS THEREOF, the parties have executed this agreement the day and year first written above.

Corby King, Director
Putnam County Schools

Tonia Wheeler

Tonia Wheeler, Supervisor
Special Education Department

Anna Smith, MA BCBA LBA
Anna Smith
Independent Contractor

07/21/2026
Date

EXHIBIT
tabbies
VIII-8
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Tonia Wheeler

Department: Special Education

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

_____X_____ Backup Included

_____ Backup to follow

Renewal of the agreement between Putnam County Board of Education and Dialogue Speech Therapy, Cookeville, Tennessee 38501 for the 2026-27 school year for student speech testing, evaluations, provide speech-language services to be paid from 141- 71200-312.

Tonia Wheeler 8/6/26

Tonia Wheeler, Special Education Supervisor — Date

8-6-26

Corby King, Director of Schools — Date

received
8-6-26 MT

Dialogue Speech Therapy Services
418 E. Broad St. Suite 1C Cookeville, TN 38501
(931) 265-7227
fax# (853)973-1228
sjohnson@dialoguespeechtherapy.com

School Contract

Dialogue Speech Therapy and the Putnam County School System ("School") (each a "Party" and both the "Parties") mutually agree as follows:

1. A licensed speech-language pathologist associated with Dialogue Speech Therapy Services, will provide Speech-Language Services to the School beginning 8/1/2026 and continuing until 5/28/2027, for a total of 6 days/ month (the "Term") and a total of 42 billable hours ("Billable Hours").

2. "Speech-Language Services" are:
   2.1 assessing, diagnosing, and treating communication disorders.
   2.2 Any, all or some of the following:
   - ☑ 2.2.1. Screening of speech-language disorders.
   - ☑ 2.2.2. Diagnosis of speech-language disorders.
   - 2.2.3. Treatment of speech-language and dysphagia disorders.
   - 2.2.4. Preparation of materials necessary for such treatment.
   - 2.2.5. Record keeping and documentation.
   - ☑ 2.2.6. Report writing.
   - ☑ 2.2.7. Writing speech-language IEP goals and objectives.
   - ☑ 2.2.8. Consultation with school officials and families.
   - ☑ 2.2.9. Attendance at IEP and other meetings as necessary.
   - 2.2.10. Supervision of speech-language assistants.

3. Compensation
   3.1. Company shall be compensated $70/hour for all Speech-Language Services provided in 1 monthly payment due on the 10th day of each month.
   3.2. All amounts payable under this Agreement shall be paid directly to Dialogue Speech Therapy Services.
   3.3. In the event that additional or less hours are actually completed, Company shall adjust the final monthly payment to reflect the actual number of hours worked multiplied by an hourly rate of $70/hour and such product become due and payable within ten (10) days of invoice to School.

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4. Company Responsibilities
   4.1. Company shall provide Speech-Language Services to a standard of quality typical of professionals in the speech-language industry.
   4.2. Company shall perform its duties and responsibilities under this Agreement with commercially reasonable best efforts.
   4.3. Company shall carry professional liability insurance with a minimum policy limit of $1,000,000.

5. School Responsibilities
   5.1. School will use commercially reasonable efforts to assist Company in providing Speech-Language Services.
   5.2. School will provide a clean, quiet and private evaluation space as well as any materials or support services required by Company.

6. General Terms
   6.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one signed agreement between the Parties. Signatures may be transmitted by facsimile or a scanned copy and shall be deemed original.
   6.2 This Agreement, including all schedules and exhibits that are incorporated herein by reference, contains the entire agreement of the Parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements, and prior agreements related thereto are merged herein and superseded hereby. The provisions of this Agreement may not be amended, except by an agreement in writing signed by authorized representatives of both Parties.
   6.3 Company is an independent contractor of School and not an employee, agent, partners, representative or broker of School.
   6.4 Each Party shall at all times comply with all applicable laws and government rules, regulations, and guidelines pertaining to its business, products or services, employment obligations, and the subject matter of this Agreement. This Agreement shall be governed by and construed under the laws of the State of TN, without giving effect to its choice of law rules.

If services vary from the contracted number of hours in paragraph one above, due to illness, professional meetings, inclement weather, school closing, or additional hours approved by the Director of Special Education, appropriate adjustment will be reflected in the final month's billing.

Authorized Signature for the School / District	Date
Sara Johnson Sara Johnson / Dialogue Speech Therapy	7/28/20 Date

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EXHIBIT
tabbies
VIII-9
09-01-26

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Judy Schinbeckler

Department: Educator Support

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

Account Funding Code (if appropriate) N/A

___X___Backup included

_____Backup to follow

Consider approval of the following for the September 1st, 2026 BOE meeting:

Student Teacher/Intern Partnership Agreement between Nashville State Community College and the Putnam County School System effective 10/1/26 - 9/30/277.

Judy Schinbeckler 8-17-26

Signature of Person Making Request Date

8-17-26

Signature of Director of Schools Date

received
8-17-26 MT

PUTNAM COUNTY SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

Schinbeckler, Judy <schinbecklej@pcsstn.com>

Putnam County School Affiliation Agreement with OTA Program

1 message

Rector, Jennifer <Jennifer.Rector@nscc.edu> Fri, Aug 14, 2026 at 4:46 PM
To: "schinbecklej@pcsstn.com" <schinbecklej@pcsstn.com>
Cc: "Morgan, Cynthia" <Cynthia.Morgan@nscc.edu>, "Schweickhardt, Hailee" <Hailee.Schweickhardt@nscc.edu>

Judy,

Enclosed is the Clinical Agreement signed by Dr. Jackson for the September Board meeting.

Please obtain signatures for your side and send us back the final agreement.

Thank you,
Jennifer Rector
Nashville State Community College
Vice President Business & Finance
615-353-3498

From: Morgan, Cynthia <Cynthia.Morgan@nscc.edu>
Sent: Friday, August 14, 2026 3:34 PM
To: Schweickhardt, Hailee <Hailee.Schweickhardt@nscc.edu>
Cc: Rector, Jennifer <Jennifer.Rector@nscc.edu>
Subject: Putnam County School Affiliation Agreement with OTA Program

Hello Hailee,

Donna has signed and sent over the Putnam County School affiliation agreement today. I found out through email today that it needs to be sent to Judy at schinbecklej@pcsstn.com before 3:00 pm on Monday. In order for it to be on the September schedule for the school board members, it has to be turned in on August 17 before 3:00 pm.

It is our standard NSCC contract and would need to get Dr. Jackson's signature. Please let me know if you can push this contract through quickly.

Thank you,

Cynthia Morgan, OTR/L, Academic Fieldwork Coordinator, Assistant Professor
Occupational Therapy Assistant Program
Nashville State Community College
H-102, 120 White Bridge Road, Nashville, TN 37209
Office: 615-353-3582
Fax: 615-353-3608
cynthia.morgan@nscc.edu
Zoom Link: https://us02web.zoom.us/my/cynthiamorgan.w35a

For appointments email cynthia.morgan@nscc.edu

Helpful Links for Students
Advising Guide for help choosing courses
College Contacts like Financial Aid and Records
College Supports like Tech help, Food, Wellness

2 attachments

Putnam_County_Clinical_Agremeent_for_OTA.docx.pdf
267K

New_Level_I_and_Level_II's_Fieldwork_Objectives_2025_Signatures-.pdf
569K

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CLINICAL AFFILIATION AGREEMENT BETWEEN NASHVILLE STATE COMMUNITY COLLEGE AND PUTNAM COUNTY SCHOOLS

This Agreement is made this 13th day of August, 2026, by and between Nashville State Community College, hereinafter referred to as "Institution" and Putnam County Schools hereinafter referred to as "Affiliate".

Whereas, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the Institution, the parties have agreed to the terms and provisions set forth below:

I. Purpose - the purpose of this Agreement shall be to provide clinical experience to students enrolled in the Occupational Therapy Assistant program of the Institution.

A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

B. The clinical experience shall be provided at the Affiliate's Facility located at

1400 East Spring St., Cookeville, TN 38506 and other facilities that Putnam

County Schools services, hereinafter referred to as "Facility".

C. The specific experience to be provided students is described as follows:

See Addendum Level I and Level II Fieldwork Objectives

II. Terms and Conditions - pursuant to the above-stated purpose, the parties agree as follows:

A. Term - the term of this Agreement shall be (one year) commence October 1, 2026 and shall

end on September 30th, 2027.

Either party may terminate this Agreement upon giving 60 days written notice to the other party. Such termination shall have no effect on students receiving clinical experience during the current academic term.

B. Placement of Students – As mutually agreed between the parties, the Institution will place an appropriate number of students at the Facility each academic term.

C. Discipline - While enrolled in clinical experience at the Facility, students (and faculty, if applicable), will be subject to applicable policies of the Institution and the Affiliate.

Students shall be dismissed from participation in the Institution's program only after the appropriate disciplinary or academic policies and procedures of the Institution have been followed. Notwithstanding the foregoing and pursuant to its policies, Affiliate retains the right to safeguard the health, safety, and welfare of its patients and the orderly operation of the Facility and in such capacity shall have the right to exclude or remove a student from the Facility at any time based on a student's failure to comply with reasonable policies of the Facility, including, without limitation, those related to vaccination and disease testing.

D. Specific Responsibilities - The following duties shall be the specific responsibility of the designated party (Institution and/or Affiliate/Facility):

1. Institution shall be responsible for the selection of students to be placed at the Facility.
2. Affiliate/Facility shall provide orientation to the Facility for students beginning clinical experience.
3. Affiliate/Facility shall be responsible for scheduling training activities for students.
4. Affiliate/Facility shall be responsible for supervising students at all times while present at the Facility for clinical experience.
5. Affiliate/Facility shall evaluate the performance of individual students as appropriate.
6. The Affiliate shall retain complete responsibility for patient care providing adequate supervision of students (and faculty, if applicable) at all times.
7. The Affiliate shall maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.
8. The Affiliate shall provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.
9. The Affiliate shall maintain all applicable accreditation requirements and certify such compliance to the Institution or other entity as requested by the Institution. The Affiliate shall also permit authorities responsible for accreditation of the Institution's curriculum to inspect the Affiliate's clinical facilities and services as necessary.
10. The Institution shall provide health records of students (and faculty, if applicable) upon request by the Affiliate. In order to maintain a healthy and safe environment, Affiliate retains the right to require students and faculty participating at its Facility to have, or to obtain, any immunizations or testing reasonably required by Affiliate.
11. The Institution shall establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.
12. The Affiliate requires written evidence of professional liability insurance coverage from individual students and faculty and staff (if applicable) participating in the experience. The minimum amount of coverage per individual shall be 1,000,000 per occurrence/3,000,000. The coverage shall extend through the term of the student and faculty or staff's (if applicable) participation.
13. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. § 9-8-301 et seq.

E. Mutual responsibilities - the parties shall cooperate to fulfill the following mutual responsibilities:

1. Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:

To the extent required by federal law, the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as

"HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individually Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement. Each

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party will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The Family Educational Rights and Privacy Act (FERPA). The Affiliate shall protect the confidentiality of the student's records and shall not release any information without written consent from the student unless required to do so by law.

2. Background Checks: If criminal background checks of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the requirement is known. Students will be informed by the Institution that the check must be completed within the 90day period immediately prior to the student's initial clinical placement. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

   If criminal background checks are required for Institutional faculty or staff, it shall be the Institution's responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate.

   It shall be the responsibility of Affiliate to set the eligibility standards for participation and to evaluate the results of the background checks. If Affiliate determines that a student or faculty/staff member shall not participate at its facility, Affiliate shall so notify that individual and the Institution. Institution shall take steps to ensure that this individual does not participate in the clinical program at the Affiliate.

   If an Institutional faculty/staff member is also an employee of Affiliate or is an employee at another hospital, health care facility or health care organization, Affiliate will allow the faculty/staff member to provide on-site supervision and instruction for its clinical program without the necessity of undergoing an additional background check.

   Recognizing that students enrolled in the Occupational Therapy Assistant program at Institution will potentially participate in multiple clinical placements at multiple facilities, Affiliate agrees to accept the results of the background check done prior to the student's initial clinical placement if the student maintains continuous enrollment in the Institution's health care program and if the results of the background check are archived by the background check agency.

   Institution shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

   (If desired, a list of the checks to be run, along with the disqualifying criteria of the Affiliate can be referenced and affixed as an Addendum.)

3. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Affiliate or the Institution.

4. Any courtesy appointments to faculty or staff by either the Institution or the Affiliate shall be without entitlement of the individual to compensation or benefits from the appointing party.

5. The confidentiality of patient records and student records shall be maintained at all times in accordance with applicable law.

F. Miscellaneous Terms - The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
2. The delay or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.
3. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

NASHVILLE STATE COMMUNITY COLLEGE

BY DocuSigned by: Shanna L. Jackson 665640A7E4C7429...

TITLE President

DATE 8/14/2026

PUTNAM COUNTY SCHOOLS

BY _____

TITLE _____

DATE _____

EXHIBIT
tabbies
VIIF10
09-01-26

Cookeville High School

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

Wednesday, July 5, 2026

Putnam County Board of Education

Cookeville High School would like to request the permission to grant Mr. Allen Richardson to receive a third supplement for the 2026 - 2027 school year. He is an assistant coach for Wrestling, Girls Track and head coach for Prescot Middle School Wrestling

Thank you

Karen Trentham

Karen Trentham
Executive Principal

received
7-5-26 MT CL

IB world school

EXHIBIT
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09-01-26

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

Wednesday, July 5, 2026

Putnam County Board of Education

Cookeville High School would like to request the permission to grant Ms. Jessica Simmons to receive a third supplement for the 2026 - 2027 school year. She coaches Basketball Cheer, Football Cheer and Competition Cheer.

Thank you

Karen Trentham

Karen Trentham
Executive Principtal

received
7-5-26 MT CK

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09-01-26

Cookeville High School

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

Wednesday, July 5, 2026

Putnam County Board of Education

Cookeville High School would like to request the permission to grant Mr. Scott Cook to receive a third supplement for the 2026 - 2027 school year. He coaches Wrestling, Boys Track and Girls Track.

Thank you

Karen Trentham

Karen Trentham
Executive Principal

received
7-26-26 MT

EXHIBIT
tabbies
VIIF13
09-01-26

UPPERMAN HIGH SCHOOL

"Engage, Inspire, and Achieve"

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

June 22, 2026

On behalf of Upperman High School, I am requesting the UHS Boys/Girls Tennis Team become a recognized team sport. The main objective of this team will be to prepare students for further levels of competition while learning teamwork. These insights are important for career development in the future.

The UHS Boys/Girls Tennis Team became a club sport in July 2023 and has continued to be a part of Upperman High from the date of its inception increasing in size and competition each year. They will continue to compete in the upcoming years.

Thank you for the consideration; please let me know if you have any questions.

Sincerely,

Justin Campbell
Principal

Jimmy Maynord
Athletic Director

Enclosure:
Team Rosters

received
6-22-26

PUTNAM COUNTY SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

Talbert, Malaysia <malaysia.talbert@pcsstn.com>

Board Item Agenda Request

2 messages

Campbell , Justin <justin.campbell@pcsstn.com> Mon, Jun 22, 2026 at 12:08 PM
To: Malaysia Talbert <malaysia.talbert@pcsstn.com>

Good morning,

I would like to request the addition of the UHS Boys/Girls Tennis Team being recognized from a club sport to a UHS team sport for the August board agenda. Please see the attached rosters and official request. Let me know if you have any questions. Thanks!

2025-2026 Girls' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Curren

Eligible Students

Search...

Name	Gender	Grade	
	F	All	
Alejo Sanchez, Mia C.	F	Fr.	+ Add
Anderson, Ella B.	F	Sr.	+ Add
Atkins, Sage O.	F	Sr.	+ Add
Boles, Macey D.	F	So.	+ Add
Bond, Jayden S.	F	So.	+ Add
Bostian, Jordyn G.	F	So.	+ Add
Brown, Abigail R.	F	Sr.	+ Add
Brown, Nevaeh E.	F	Sr.	+ Add
Burchett, Shayla P.	F	Jr.	+ Add
Bush, Josie G.	F	Fr.	+ Add

2025-2026 Boys' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Curren

Eligible Students

Search...

Name	Gender	Grade	
	M	All	
Adams, Dustin K.	M	Fr.	+ Add
Aldridge, Wesley B.	M	So.	+ Add
Allen, Bryant R.	M	So.	+ Add
Allen, Dreyden D.	M	Jr.	+ Add
Alvarez, Diego	M	Jr.	+ Add
Alvarez, Israel	M	Sr.	+ Add
Anderson, Jareth	M	So.	+ Add
Anderson, Steven J.	M	So.	+ Add
Andres, Nehemias E.	M	So.	+ Add
Bailey, Chase	M	So.	+ Add

2024-2025 Girls' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Current I

Eligible Students

Search...

Name	Gender	Grade	
	F	All	
Alcauter, Stephanie N.	F	So.	+ Add
Allen, Avamae G.	F	Sr.	+ Add
Anderson, Ella B.	F	Jr.	+ Add
Bass, Korra L.	F	Sr.	+ Add
Bendross, Alexis N.	F	So.	+ Add
Boles, Macey D.	F	Fr.	+ Add
Bond, Jayden S.	F	Fr.	+ Add
Bostian, Jordyn G.	F	Fr.	+ Add
Brown, Abigail R.	F	Jr.	+ Add
Brown, Nevaeh E.	F	Jr.	+ Add

2024-2025 Boys' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Current

Eligible Students

Search...

Name	Gender	Grade	
	M	All	
Allen, Brodie H.	M	Sr.	+ Add
Allen, Bryant R.	M	Fr.	+ Add
Allen, Dreyden D.	M	So.	+ Add
Allison, Rookie R.	M	Sr.	+ Add
Alvarez, Diego	M	So.	+ Add
Alvarez, Israel	M	Jr.	+ Add
Alvarez, Sebastian	M	Fr.	+ Add
Anderson, Jareth	M	Fr.	+ Add
Anderson, Steven J.	M	Fr.	+ Add
Andres, Nehemias E.	M	Fr.	+ Add

2023-2024 Girls' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Curren

Eligible Students

Search...

Name	Gender	Grade	
	F	All	
Alcauter, Stephanie N.	F	Fr.	+ Add
Allen, Avamae G.	F	Jr.	+ Add
Anderson, Keeley S.	F	So.	+ Add
Bain, Makhia H.	F	Sr.	+ Add
Bass, Korra L.	F	Jr.	+ Add
Branch, Sadie L.	F	Sr.	+ Add
Brown, Katherine G.	F	Sr.	+ Add
Brown, Nevaeh E.	F	So.	+ Add
Bryson, Isabella G.	F	Sr.	+ Add
Burchett, Shayla P.	F	Fr.	+ Add

2023-2024 Boys' Tennis Roster

⚠ Students shown under Eligible Students are not on the roster. Look under Currer

Eligible Students

Search...

Name	Gender	Grade	
	M	All	
Alberson, Richard P.	M	Fr.	+ Add
Allen, Brodie H.	M	Jr.	+ Add
Allen, Dreyden D.	M	Fr.	+ Add
Allison, Rookie R.	M	Jr.	+ Add
Apicelli, Vincent T.	M	Jr.	+ Add
Arellano Sanchez, Arturo Mariano	M	Jr.	+ Add
Babic, David	M	Jr.	+ Add
Ballard, Adam T.	M	Fr.	+ Add
Ballard, Alex T.	M	Fr.	+ Add
Ballard, Gunnar L.	M	Fr.	+ Add

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51K

Talbert, Malaysia <malaysia.talbert@pcsstn.com> Mon, Jun 22, 2026 at 12:11 PM
To: "Campbell , Justin" <justin.campbell@pcsstn.com>

Thank you! I will add this to the August agenda.

Malaysia Talbert
Executive Admin. Asst.
Putnam County Schools
931-525-4701
malaysia.talbert@pcsstn.com

PUTNAM COUNTY
SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

[Quoted text hidden]

EXHIBIT
tabbies
VIIF14
09-01-26

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

Date_____ 9/1/2026

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

____x____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Consider approval of change order #1 for deductions to the Larseneer, LLC contract related to the Cookeville High School Softball Hitting Facility project in the amount of $4,626.50 for unused allowances.

received
8-26-26 MT

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
CHS Softball - New Hitting Facility
1 Cavalier Drive
Cookeville, TN 38501

CONTRACT INFORMATION:
Contract For: General Construction
Date: January 19, 2026

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: August 25, 2026

OWNER: *(Name and address)*
Putnam County Board of Education
1400 East Spring Street
Cookeville, TN 38501

ARCHITECT: *(Name and address)*
AEI, PC
57 West Broad Street, Suite 200
Cookeville, TN 38501

CONTRACTOR: *(Name and address)*
Larseneer, LLC
4100 Rolling Hills Road
Cookeville, TN 38506

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deduct from contract total for unused allowances.

$ 2,056.75 - Line item 16, Inspection and Testing Allowance
$ 2,500.00 - Line item 18, Storm Culvert Allowance
$ 69.75 - Line item 19, Contingency Allowance
$ 4,626.50 Total Deduct

The original Contract Sum was	$	403,281.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	403,281.00
The Contract Sum will be decreased by this Change Order in the amount of	$	4,626.50
The new Contract Sum including this Change Order will be	$	398,654.50

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

AEI, PC	Larseneer, LLC	Putnam County Board of Education
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Peter Metts, President	Jacob Larsen, Managing Member	Corby King, Director of Schools
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
08/25/2026	08/25/2026	
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA53)

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
CHS Softball - New Hitting Facility
1 Cavalier Drive
Cookeville, TN 38501

CONTRACT INFORMATION:
Contract For: General Construction
Date: January 19, 2026

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: August 25, 2026

OWNER: *(Name and address)*
Putnam County Board of Education
1400 East Spring Street
Cookeville, TN 38501

ARCHITECT: *(Name and address)*
AEI, PC
57 West Broad Street, Suite 200
Cookeville, TN 38501

CONTRACTOR: *(Name and address)*
Larseneer, LLC
4100 Rolling Hills Road
Cookeville, TN 38506

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NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
AEI, PC *(Firm name)*	Larseneer, LLC *(Firm name)*	Putnam County Board of Education *(Firm name)*
Peter Metts		
SIGNATURE	SIGNATURE	SIGNATURE
Peter Metts, President	Jacob Larsen, Managing Member	Lynn McHenry-Board Chair ~~Corby King, Director of Schools~~
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
08/25/2026	08/25/2026	
DATE	DATE	DATE

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User Notes: (3B9ADA53)

EXHIBIT
tabbies
VIII F15
09-01-26

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):

_____ Backup included

__X__Backup to follow

Request approval for the School Nutrition Program to continue participation in the USDA's Child and Adult Care Food Program (CACFP), At-Risk Afterschool Meals for school year 2026-27.

Jennifer Mitchell, SNP Supervisor — 8/18/26
Signature of Person Making Request — Date

8-18-26
Signature of Director of Schools — Date

received
8-18-26 MT

EXHIBIT E

LETTER OF AUTHORIZATION
(Optional for Authorized Agency Official)

Name of Applying Organization: Putnam County Schools - School Nutrition

Address: 2353 N. Washington Avenue

City/State/Zip: Cookeville, TN 38501

I, the undersigned, state that the

Putnam County Schools - School Nutrition
(Name of Sponsor or Organizational Unit to be responsible for CACFP)

62-6000796
(Federal Employer Identification Number-FEIN)

for which we are herewith submitting an application for the 2026-27 Child and Adult Care Food Program is an integral part of the above-named organization.

All funds relating to the Child and Adult Care Food Program will be subject to the control of the duly constituted governing body of the above named organization which will enter into an agreement with the Tennessee Department of Human Services.

The individual designated below is duly authorized to sign the Provider Agreement and all supporting documents:

Jennifer Mitchell, Putnam Co School Nutrition Program Supervisor
(Print name and position of person you are hereby authorizing to sign on your behalf.)

I certify that I am duly authorized to represent the above named organization and to delegate my signature authority to the above designated person. It is also understood that the information on this form is being given in connection with the receipt of Federal funds and that all of the provisions of the Provider Agreement apply.

SIGNATURE DATE

Director of Schools
POSITION

Tennessee Department of Human Services

Child and Adult Care Food Program Viability, Capability and Accountability (VCA) Checklist for New and Renewing Sponsors

Instructions:
Read the following document carefully. Answer all questions completely. Add additional pages, as needed. Submit all supporting documentation that is specified in this document. Submit legible copies of supporting documentation, not originals. If you already have an agreement number from TDHS, please put that number on every page of supporting documentation you submit.

It may be helpful to reference the *USDA Administrative Guidance for Sponsors* and FNS Instruction 796-2, Rev. 4, *Financial Management-Child and Adult Care Food Program.*

This checklist is a component of the CACFP application. Submission of this checklist and the required supporting documentation does not guarantee approval.

Section I: Sponsoring Agency Information

1. Legal Name of Organization:	Putnam County Schools
2. Sponsor ID Number-5 digits (if known):	00886
3. Owner (for-profits):	N/A
4. Executive Director:	Corby R. King
5. Board Chairperson (non-profits):	Lynn McHenry
6. Additional Responsible Individual(s):	

Section II: Organization Background Eligibility

7. Select which describes the organization and attach the required documentation as stated below:
School System

8. Non-profit organizations must attach copies of the following documentation:
☒ An exemption determination letter from the U.S. Internal Revenue Service indicating that the organization is exempt pursuant to §501(c)(3) of the United States Tax Code. (Churches do not need to submit this letter.)
☐ Check all that applies:
- ☐ Copy of Articles of Incorporation
- ☐ Certificate of Formation
- ☐ Assumed Name Certificate

9. Does the organization receive $750,000 or more in Federal award money including CACFP and SFSP funds? Yes

Section III: Performance Standard 1: Financial Viability and Financial Management

10. Select one of the following and submit the required documentation:
Note: TDHS may request additional documentation, as needed, to determine financial viability.

☒ Audited financial statements performed by a Certified Public Accountant (CPA) in an independent audit conducted within the last two fiscal years; **or**

☐ Twelve (12) months of comprehensive financial statements, to include the following:
- ☐ Balance sheet
- ☐ Income statement (Profit & Loss)
- ☐ Statement of owner's equity
- ☐ Statement of cash flows
- ☐ Twelve (12) months of complete bank statements for all accounts in the name of the organization
- ☐ Documentation of all funding sources; **or**

☐ *For organizations less than 12 months old:*
- ☐ Current balance sheet
- ☐ Current income statement (Profit & Loss)
- ☐ Documentation of all funding sources
- ☐ Comprehensive financial statements and documentation (e.g., bank statements, cash flow statements, tax returns) for the amount of time you have a financial history.

11. Complete the organization's written procedures for the following:
How will you ensure Program funds are used for allowable costs and that expenses are supported by source documents (e.g., receipts, invoices)? List the steps:
School nutrition managers submit orders for supplies to the school nutrition central office. The purchasing manager and the fund account review and purchase the supplies following board policy. Purchases go through three persons for approval - school nutrition supervisor, Deputy Director and CFO. Copies or receipts and invoices are maintained at the school nutrition central office.

When will the procedure be carried out?	Weekly
What position is responsible for performing tasks in the procedure(s)?	Administrator
When will staff be trained on the procedures?	Upon Hire and Annually
What position is responsible for ensuring compliance of the procedure(s)?	Administrator
When will monitoring or review of the procedure take place?	**Monthly**

12. What procedure(s) are in place to ensure all funds or donations received to operate the CACFP are documented and credited to the non-profit food service account? List the steps:
The claim for reimbursement is prepared by the administrative assistant and filed by the fund accountant. The money is received by the Putnam County Trustee and then transferred to the school nutrition fund. Financial records are maintained in the Skyward software program.

When will the procedure be carried out?	Monthly
What position is responsible for performing tasks in the procedure(s)?	Administrator
When will staff be trained on the procedures?	Upon Hire and Annually
What position is responsible for ensuring compliance of the procedure(s)?	Administrator

When will monitoring or review of the procedure take place? **Monthly**

13. Select the current accounting method: **Modified Accrual Basis**

14. How will the selected accounting method clearly present information for...
...When a CACFP Program cost is incurred (i.e., the date)?
Date of the invoice
...Where a CACFP Program cost is incurred (i.e., the name of business where purchase was made)?
Name and address of business where purchased, located on the invoice.
...What the CACFP Program cost is for?
Purchased item description in the body of the invoice.
...The amount of the CACFP Program cost:
Item cost extended on the invoice. All of this information is recorded in Skyward, including the date, vendor, and cost of CACFP expenses. There is a vendor history report that will show all CACFP expenses in Skyward.

15. List any accounting software used:
Skyward

16. List position(s) responsible for developing and/or amending the budget:
School Nutrition Fund Accountant and Program Supervisor

17. List position(s) responsible for reviewing and comparing actual expenses against budgeted amount:
School Nutrition Fund Accountant and Program Supervisor

18. When will reviews of actual expenses against budgeted amounts take place? Monthly

Section IV-Performance Standard 2: Administrative Capability
To demonstrate administrative capability, the institution must document that it meets the following criteria:

19. List the number of qualified staff to ensure adequate operation of the Program.
124 at present

20. If a sponsoring organization, what is the ratio of staff monitors to facilities?
2 monitors for 16 sites

21. If a sponsoring organization, do you have policies and procedures in writing that assign Program duties and ensure compliance with civil rights requirements?
Yes
22. Enter your organizational chart including all legal names, positions, titles and board members (if applicable) and the corresponding site(s), if applicable.

Note: Your organizational chart must include an adequate number of personnel to conduct proposed operations.

Legal Name	Date of Birth	Title	Board Member	Site
Corby R. King	1/16/1975	Executive Director	No	Central Office

Tim Martin	7/16/1969	Assistant Director	No	Central Office
Jennifer Mitchell	5/2/1972	Administrator	No	School Nutrition Central Office
Stacy Bradford	1/25/1982	Accountant	No	School Nutrition Central Office
Lynette Ellis	10/8/1968	Administrative Assistant	No	School Nutrition Central Office
Shirley Barbosa	7/20/1969	FIELD MANAGER	No	School Nutrition Central Office
Elizabeth Miller	5/20/1993	FIELD MANAGER	No	School Nutrition Central Office

☒ Select this box if additional employees are on a separate attachment.

23. Select all that apply to your organization's compensation policy:

☒ Salaries and wages: a policy is in a place that identifies rates of pay, hours of work (including breaks and meal periods), a policy and payment schedule for regular compensation
☒ Taxes; Federal, State and local employment tax and Social Security
☐ Fringe benefits
☒ Overtime pay
☒ Holiday pay
☒ Sick leave/vacation leave
☐ Incentive payments
☐ Severance pay
☐ Deferred compensation

24. Complete the chart if your organization is a non-profit or a for-profit organization with a board of directors.

Legal Name of Board Member/Officer	Title	CACFP Duties	Relationship to Other Members or Staff of the Organization
Lynn McHenry	Chairperson	Oversee school board policies	None
Kim Cravens	Board Member	Oversee school board policies	None
David McCormick	Board Member	Oversee school board policies	None

Chris Petty	Board Member	Oversee school board policies	None
Jill Ramsey	Board Member	Oversee school board policies	None
Dawn Fry	Board Member	Oversee school board pollicies	None
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

☐ Select this box if additional governing board members are on a separate attachment.

25. Describe how the independent governing board and/or organization's officers will have adequate oversight of the Program.
The school board is the governing body of our school district. The board meets monthly and, "all powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board (PCSS Board Policy 1.100)

26. Do the by-laws, or a similar document, grant program oversight responsibility to the governing board/officers?
Yes

Section V-Performance Standard 3: Program Accountability

27. Describe the record retention plan that details how Program records are secured and stored to be available for an unannounced review.
Any site-related documentation such as student rosters, item receipts, and production records are stored at the school site, in the school nutrition manager's office. Receipts submitted weekly to the school nutrition central office. Monthly meal counts sent and stored at the school nutrition central office. CACFP records are kept for 3 years plus the current year.

28. Where will original records be stored? School nutrition manager office and central office
29. How are original records secured? Locked offices
30. List the position(s) that have authorized access to original records. School nutrition supervisor, fund accountant, field managers, managers and administrative assistant.
31. Describe in detail a plan to repay any debt owed to TDHS to include…
    A. Step by step plan to repay the debt owed to TDHS.
       A debt would be researched and if owed, the general fund/finance office would issue a check.
    B. Position(s) responsible for repaying the debt owed to TDHS.
       Director of Schools
    C. Funds to be used to repay the debt owed to TDHS. *Note: Funds from other USDA Child Nutrition Programs cannot be used for repayment of debt or unallowable costs.*
       General purpose funds of Putnam County Schools

Section VI - Certification

I certify, under penalty of perjury, that the information submitted on this form and all information submitted on supporting documentation are true and correct. I further attest that I will promptly report to the Tennessee Department of Human Services any substantive changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. I understand that the Tennessee Department of Human Services may verify information submitted here and may ask for additional information. **I understand that the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.**

_____ _____

*Signature of Authorized Representative
Digital Signatures are not accepted.

Date

*Signature of Authorized Representative
Digital Signatures are not accepted.

Date

Lynn McHenry

Printed Name of Authorized Representative

Board Chairperson

Title

USDA is an equal opportunity provider, employer, and lender.

The Tennessee Department of Human Services (TDHS) requires all organizations applying to be sponsors or institutions in the Child and Adult Care Food Program (CACFP) with TDHS to complete the CACFP Viability, Capability and Accountability (VCA) checklist.

VCA is a requirement per the CAFCP regulations found in Title 7 Code of Federal Regulations (CFR) Part 226. The term "Program" as used in this document refers to the CACFP.

Organizations applying to be CACFP institutions or sponsors **must** submit all supporting documents required within this checklist. TDHS will review the information submitted in this checklist and all supporting documentation to assess whether an organization's financial and administrative capability and viability is sufficient to participate in the CACFP as a sponsor.

Instructions:
Read the following carefully. Answer all questions completely. Add additional pages, as needed. Submit all supporting documentation that is specified in this document. Submit legible copies of supporting documentation, not originals. Please, put your agreement number (if assigned) on each page of additional supporting documentation.

It may be helpful to reference the *USDA Administrative Guidance for Sponsors* and FNS Instruction 796-2, Rev. 4, *Financial Management—Child and Adult Care Food Program.*

This checklist is a component of the CACFP application. Submission of this checklist and the required supporting documentation does not guarantee approval.

Section I: Sponsoring Agency Information
1. Enter the name of your organization.
2. Enter the Sponsor ID Number (five digits).
3. Enter the name of the owner, if applicable.
4. Enter the name of the executive director, if applicable.
5. Enter the name of the chairperson of the governing board of directors, if applicable.
6. Enter the names of any additional responsible individuals.

Section II: Organization Background Eligibility
7 CFR § 226.2 defines an institution as, "a sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations."

7 CFR § 226.2 defines a sponsor as, "a public or nonprofit private organization that is entirely responsible for the administration of the food program in one or more day care homes; a child care center, emergency shelter, at-risk afterschool care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization; two or more child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care center, or adult day care centers; or any combination of child care centers, emergency shelters, at-risk afterschool care centers, outside-school-hours care centers, adult day care centers, and day care homes. The term 'sponsoring organization' also includes an organization that is entirely responsible for administration of the Program in any combination of two or more child care centers, at-risk afterschool care centers, adult day care centers or outside-school-hours care centers, which meet the definition of for-profit center in this section and are part of the same legal entity as the sponsoring organization."

7. Select the type of organization from the drop down box.
8. Non-profit organizations must select all that apply and submit supporting documentation.
9. Select yes or no from the drop down menu. An independent audit conducted by a Certified Public Accountant is required for any institution that receives $750,000.00 or more in Federal funds (including CACFP and Summer Food Service Programs) annually.

Section III: Performance Standard 1: Financial Viability and Financial Management
7 CFR § 226.6(b)(1)(xviii) requires that, "a new institution must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability (for example, through audits, financial statements, etc.)." Similarly, 7 CFR § 226.6(b)(2)(vii) requires that, "a renewing institution must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability (for example, through audits, financial statements, etc.)."

Refer to the USDA FNS Instruction 796-2, Rev. 4, *Financial Management-Child and Adult Care Food Program*, which includes definitions and explanations of allowable operating costs, allowable administrative costs and unallowable costs.

10. Select one of three options and submit the documentation listed. All pages of bank statements must be submitted. Accounts must be listed in the same name as the organization applying for participation. Organizations in operation less than 12 months must comply with the third option.

New institutions must have procedures that demonstrate adequate management of financial operations to ensure fiscal integrity and accountability for all Program funds.

11. Complete each part of the question by entering text and choosing items that best describe your procedure(s).
12. Complete each part of the question by entering text and choosing items that best describe your procedure(s).
13. Select your current accounting method from the drop down menu.
14. Answer each part of the question by entering text in each part of the question.
15. Answer the question by entering text in the space provided.
16. Answer the question by entering text in the space provided.
17. Answer the question by entering text in the space provided.
18. Select an answer from the drop down menu.

Section IV-Performance Standard 2: Administrative Capability
The institution must be administratively capable. Appropriate and effective management practices must be in place to ensure the Program operates in accordance with this part. To demonstrate administrative capability, the new institution must document that it meets the following criteria:
19. The organization has an adequate number and type of qualified staff to ensure the operation of the Program;
20. The State Agency requires child care center sponsors to employ at least one (1) full time monitor for 25-150 center sites; family day care home sponsors must employ at least one (1) full time monitor for 50-150 day care homes;
21. And the organization has Program policies and procedures in writing that assign Program responsibilities and duties, and ensure compliance with civil rights requirements.

Section V- Performance Standard 3: Program Accountability
Questions 22-26

Each new and renewing institution must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure that the Program operates in accordance with requirements. To demonstrate Program accountability, the new or renewing institution must document that it meets the following criteria:

Organizational Chart

22. Enter the legal name, date of birth, title, board member status and site location of all those included on the institution's organizational chart. The organizational chart must include an adequate number of personnel to conduct proposed operations. Include additional information on an attachment, if needed.

Compensation Policies
23. Organizations must have policies regarding labor costs that, "...include all forms of compensation earned and all forms of payment, cash and noncash, for personal services for Program administrative and operating labor. Subsections 23 (a)-(d) establish the general requirements for labor costs. Subsections 23 (e)-(l) provide guidance on specific elements of labor costs." (Food & Nutrition Service Instruction 796-2, Rev. 4, VIII I 23, p. 41) Select all that apply from the list. Include additional labor costs not included on a separate attachment labeled as such.

Board of Directors-An independent governing board of directors is required and is defined as, "...in the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director." (7 CFR 226)
24. Complete the chart if your organization is required to have a board of directors.
25. Describe the board's plan to have adequate oversight of the CACFP.
26. Describe the bylaws language that includes adequate oversight of the CACFP.

Section VI Certification

- An original signature of an authorized representative is required. Digital signatures cannot be accepted.
- Type the name of the authorized representative in the space provided.
- Select today's date.
- Type the title of the named authorized representative in the space provided.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

EXHIBIT
tabbies
VIII F 16
09-01-26

DEPARTMENT OF EDUCATION
PUTNAM COUNTY
SCHOOL NUTRITION PROGRAM

2353 North Washington Avenue
Cookeville, TN 38501
PHONE: (931) 525-4707

Putnam County Board of Education
Agenda Request

Name of Person Making Request: Jennifer Mitchell

Department: School Nutrition

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

Account Funding Code (if appropriate):

____X__ Backup included

_____Backup to follow

Request Board of Education approval for the following:

Loaner Agreement between Putnam County School Nutrition and Annie's Frozen Yogurt, Edina, Minnesota, for use of frozen yogurt machine to be used at Cookeville High School. Any fees related to this agreement will be paid from fund 143-Central Cafeteria.

Jennifer Mitchell SNP Supervisor 8/11/26
Signature of Person Making Request Date

8-11-26
Signature of Director of Schools Date

received
8-11-26 MT

July 24, 2026

Annie's Frozen Yogurt

Ms. Jennifer Mitchell
School Nutrition Program Supervisor
Putnam County Schools
3860 Phifer Mountain Road
Cookeville, TN 38506

Loaner Agreement

Date of Installation _____ Serial # _____

Annie's Frozen Yogurt, Inc (Annie's) shall provide a Taylor C723-27 with cart to Putnam County School System, 1400 East Spring St, Cookeville, TN 38506, (931)526-9777 (herein referred to as Customer) for use at Cookeville High School, 1 Cavalier Dr, Cookeville, TN 38501, (931)520-2287 under the following terms and conditions:

1) Customer agrees to exclusively purchase Annie's Frozen Yogurt product at the distributor delivered cost of $111.00 per 4.5 gallon case plus distributor margin for use of the equipment. The delivered case price may adjust due to changes in freight, milk and procurement costs.
2) Customer is responsible for a pickup fee upon return of equipment.
3) Customer shall purchase Annie's product from US Foods and may only use Annie's product in the equipment. Customer agrees to provide Annie's with case usage upon request.
4) Customer shall run the equipment on all days that school is in session.
5) Annie's shall be responsible for all repairs *not due to operator error*. Repairs due to operator error shall be the responsibility of Customer. Customer is responsible for the timely replacement of wear items, including o-rings, gaskets, and scraper blades. These items are supplied by Annie's at no charge. Customer is responsible for purchasing necessary supplies such as lube and sanitizer. The equipment shall be kept in good working order at all times and equipment shall be returned to Annie's in good working order, fully cleaned and with all original parts.
6) The term shall be 12 months commencing upon the Date of Installation. Thereafter this Agreement shall renew for successive one year terms unless otherwise notified in writing.
7) Annie's may remove the equipment if at any time Customer fails to exclusively use Annie's product, fails to maintain the equipment in good working order or fails to purchase sufficient volume as determined by Annie's.

Please sign below to indicate your acceptance of the terms and conditions as outlined above.

_____ _____
Authorized Representative of the District Date

_____ _____
Name (printed) Title

_____ _____
Lawrence Cerf, President Date
Annie's Frozen Yogurt, Inc.

5200 West 74th Street • Edina, Minnesota 55439 • Phone (800) 969-9648 • Fax (952) 835-2378

July 24, 2026

Annie's Frozen Yogurt

Ms. Jennifer Mitchell
School Nutrition Program Supervisor
Putnam County Schools
3860 Phifer Mountain Road
Cookeville, TN 38506

Loaner Agreement

Date of Installation _____ Serial # _____

Annie's Frozen Yogurt, Inc (Annie's) shall provide a Taylor C723-27 with cart to Putnam County School System, 1400 East Spring St, Cookeville, TN 38506, (931)526-9777 (herein referred to as Customer) for use at Cookeville High School, 1 Cavalier Dr, Cookeville, TN 38501, (931)520-2287 under the following terms and conditions:

1) Customer agrees to exclusively purchase Annie's Frozen Yogurt product at the distributor delivered cost of $111.00 per 4.5 gallon case plus distributor margin for use of the equipment. The delivered case price may adjust due to changes in freight, milk and procurement costs.
2) Customer is responsible for a pickup fee upon return of equipment.
3) Customer shall purchase Annie's product from US Foods and may only use Annie's product in the equipment. Customer agrees to provide Annie's with case usage upon request.
4) Customer shall run the equipment on all days that school is in session.
5) Annie's shall be responsible for all repairs *not due to operator error*. Repairs due to operator error shall be the responsibility of Customer. Customer is responsible for the timely replacement of wear items, including o-rings, gaskets, and scraper blades. These items are supplied by Annie's at no charge. Customer is responsible for purchasing necessary supplies such as lube and sanitizer. The equipment shall be kept in good working order at all times and equipment shall be returned to Annie's in good working order, fully cleaned and with all original parts.
6) The term shall be 12 months commencing upon the Date of Installation. Thereafter this Agreement shall renew for successive one year terms unless otherwise notified in writing.
7) Annie's may remove the equipment if at any time Customer fails to exclusively use Annie's product, fails to maintain the equipment in good working order or fails to purchase sufficient volume as determined by Annie's.

Please sign below to indicate your acceptance of the terms and conditions as outlined above.

_____ _____
Authorized Representative of the District Date

_____ _____
Name (printed) Title

_____ _____
Lawrence Cerf, President Date
Annie's Frozen Yogurt, Inc.

Annie's Frozen Yogurt

July 24, 2026

Ms. Jennifer Mitchell
School Nutrition Program Supervisor
Putnam County Schools
3860 Phifer Mountain Road
Cookeville, TN 38506

Dear Ms. Mitchell:

Enclosed please find the Agreement between Annie's Frozen Yogurt and Putnam County School System for a Taylor model C723-27 with cart for Cookeville High School.

Please have the authorized representative of the District sign both copies of the agreement and return both copies in the envelope provided. An executed copy will be returned after start-up of the equipment.

The equipment will be delivered after both copies of the signed agreement have been mailed and received by our office, the correct power and receptacle have been installed and confirmed by Annie's and US Foods has placed a product order. Please contact your US Foods sales representative regarding an order. The minimum distributor order is 48 cases and can be a mixed order of our vanilla and chocolate yogurt.

Please feel free to direct any questions to Lindsey Olson at 952-835-2110 ext. 304 or lindsey@anniesfrozenyogurt.com

Thank you for your interest in Annie's equipment program for your school.

Best Regards,

Cynthia Wergin
Equipment Coordinator
Annie's Frozen Yogurt

5200 West 74th Street • Edina, Minnesota 55439 • Phone (800) 969-9648 • Fax (952) 835-2378

EXHIBIT
tabbies
VII F17
09-01-26

PCSS Board Agenda Request

Date: August 14, 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 Harris Masonry, Monterey, TN to remove the abandoned trailers and bus hog the property at 889 Old Walton Road, Monterey, TN for the amount of $12,500.00 to be paid for from 141-72620-399

received
8-14-26 MT

PUTNAM COUNTY SCHOOL SYSTEM
ENGAGE INSPIRE ACHIEVE

(no subject)

Matthew Harris <mharris17799@gmail.com> Thu, Aug 13, 2026 at 7:42 AM
To: "maguraj@pcsstn.com" <maguraj@pcsstn.com>

To remove trailers clean up debris and bush hog underbrush at lot behind Monterey high school football field.
$12,500
Thank you

Magura, John <maguraj@pcsstn.com> Thu, Aug 13, 2026 at 10:41 AM
To: Matthew Harris <mharris17799@gmail.com>
Cc: Angie Brown <abrown@pcsstn.com>

Matthew,

Do you have a company name?

Matthew Harris <mharris17799@gmail.com> Thu, Aug 13, 2026 at 1:24 PM
To: "Magura, John" <maguraj@pcsstn.com>

The company is Harris masonry

EXHIBIT
tabbies
VIIF18
09-01-26

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

Date_____ 8/6/26

Department Finance

Person Submitting Mark McReynolds

Account Number (if appropriate)

Check one:

___X____Backup included

_____Backup to follow

Statement to be included in Board Agenda Packet:

Please consider approval to renew the Gov Deals contract for the 2026-27 school year.

received
8-6-26 MT

The Putnam County Board of Education has authorized the sale of surplus equipment by internet auction for fiscal year 2026-2027. The Board intends hereafter to sell unneeded, obsolete, or unfit-for-use property by internet auction. The auctions will be conducted by contract with GovDeals On-Line Auction through www.govdeals.com, and is available for public view and sale.

GovDeals

Financial Settlement Services (FSS) Addendum

This Addendum is between GovDeals, Inc. (GovDeals), having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama 36117, and
(Client) having its principal place of business at Putnam County BOE, 1400 E. Spring St Cookeville, TN 38506

It is understood the Client elects GovDeals to collect all proceeds due the Client from the winning bidder and remit the proceeds to the Client less the GovDeals fee. Optionally, the Client may elect to not have GovDeals withhold the fee by electing the appropriate section on the following page of this exhibit.

GovDeals will charge the winning bidder a "Buyer's Premium", therefore, the Client is not allowed to charge the winning bidder an additional "Buyer's Premium".

GovDeals will collect all proceeds from the winning bidder, including the "Buyer's Premium" through PayPal, credit card or wire transfer. This is the only means of payment by the bidder.

The Client will not release an asset to the winning bidder until the Client has received verification from GovDeals that payment has been received from the winning bidder. Prior to an item being released to the winning bidder, the Client will ensure the winning bidder or his/her agent has signed a "Bill of Sale" containing the following notation: "Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid". The Bill of Sale must be printed from the Client Asset Server (CAS). Any other "Bill of Sale" used by the Client must be submitted to GovDeals for approval.

No proceeds will be remitted to the Client for any asset sold without verification of payment from GovDeals and verification from the Client the item has been picked up by the winning bidder. Approved payment from the winning bidder through PayPal, credit card or wire transfer will be noted in CAS. It is the Client's responsibility to notify GovDeals when an item has been picked up, which is accomplished by the Client accessing CAS and selecting the "Picked Up" option from the "Paid, not picked up" report.

GovDeals will remit all proceeds collected, less the "Buyer's Premium" and the GovDeals fee to the Client on a weekly basis for all assets marked in CAS as 'Picked Up'. However, if you choose to be invoiced for the GovDeals' fee, GovDeals will remit all proceeds collected, less the "Buyer's Premium" only. All proceeds will be remitted electronically by Automatic Clearing House (ACH) unless elected on the following page of this exhibit to receive a paper check. Whether proceeds are remitted electronically via ACH or via paper check, a detailed backup will be submitted to the Client to support the amount remitted.

Under no circumstance will the Client collect any proceeds directly from the winning bidder and if requested to do so, the Client should refer the winning bidder directly to GovDeals for payment instructions.

GovDeals will absorb all costs of Charge Backs by PayPal or a credit card company where an item is released to the winning bidder after the Client receives proper payment notification from GovDeals, GovDeals receives proper pickup notification from the Client and the Client obtained and retained a signed "Bill of Sale" from the winning bidder.

GovDeals will refund proceeds collected to the winning bidder in those rare occasions where the winning bidder pays for an asset but never picks it up and subsequently convinces PayPal or the credit card company to withdraw the amount from GovDeals' bank account. It is the Client's responsibility to request a credit on the asset paid for but not picked up as soon as the allowable pick up time passes. By taking the credit, it insures GovDeals will not charge the Client a fee and will allow the Client to resell the asset. If the asset is mistakenly placed in 'picked up' status by the Client and GovDeals has remitted payment, the Client agrees to refund this amount back to GovDeals.

A GovDeals' Client Services Representative or a GovDeals Help Desk Representative will train the Client on how to effectively use the Financial Settlement Services feature and provide ongoing support as needed. There are no additional costs to the Client for training and support.

GovDeals is covered by a Crime Insurance Policy with a limit of $5,000,000, which will protect the Client against any loss of funds.

Financial Settlement Services (FSS)

It is understood the Client elects GovDeals to collect all proceeds due the Client from the winning bidder and remit the proceeds to the Client less the GovDeals fee. Optionally, the Client may elect to not have GovDeals withhold the fee by electing the appropriate section on the following page of this exhibit.

GovDeals will charge the winning bidder a "Buyer's Premium", therefore, the Client is not allowed to charge the winning bidder an additional "Buyer's Premium".

GovDeals will collect all proceeds from the winning bidder, including the "Buyer's Premium" through PayPal, credit card or wire transfer. This is the only means of payment by the bidder.

The Client will not release an asset to the winning bidder until the Client has received verification from GovDeals that payment has been received from the winning bidder. Prior to an item being released to the winning bidder, the Client will ensure the winning bidder or his/her agent has signed a "Bill of Sale" containing the following notation: "Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid". The Bill of Sale must be printed from the Client Asset Server (CAS). Any other "Bill of Sale" used by the Client must be submitted to GovDeals for approval.

No proceeds will be remitted to the Client for any asset sold without verification of payment from GovDeals and verification from the Client the item has been picked up by the winning bidder. Approved payment from the winning bidder through PayPal, credit card or wire transfer will be noted in CAS. It is the Client's responsibility to notify GovDeals when an item has been picked up, which is accomplished by the Client accessing CAS and selecting the "Picked Up" option from the "Paid, not picked up" report.

GovDeals will remit all proceeds collected, less the "Buyer's Premium" and the GovDeals fee to the Client on a weekly basis for all assets marked in CAS as 'Picked Up'. However, if you choose to be invoiced for the GovDeals' fee, GovDeals will remit all proceeds collected, less the "Buyer's Premium" only. All proceeds will be remitted electronically by Automatic Clearing House (ACH) unless elected on the following page of this exhibit to receive a paper check. Whether proceeds are remitted electronically via ACH or via paper check, a detailed backup will be submitted to the Client to support the amount remitted.

Under no circumstance will the Client collect any proceeds directly from the winning bidder and if requested to do so, the Client should refer the winning bidder directly to GovDeals for payment instructions.

GovDeals will absorb all costs of Charge Backs by PayPal or a credit card company where an item is released to the winning bidder after the Client receives proper payment notification from GovDeals, GovDeals receives proper pickup notification from the Client and the Client obtained and retained a signed "Bill of Sale" from the winning bidder.

GovDeals will refund proceeds collected to the winning bidder in those rare occasions where the winning bidder pays for an asset but never picks it up and subsequently convinces PayPal or the credit card company to withdraw the amount from GovDeals' bank account. It is the Client's responsibility to request a credit on the asset paid for but not picked up as soon as the allowable pick up time passes. By taking the credit, it insures GovDeals will not charge the Client a fee and will allow the Client to resell the asset. If the asset is mistakenly placed in 'picked up' status by the Client and GovDeals has remitted payment, the Client agrees to refund this amount back to GovDeals.

A GovDeals' Client Services Representative or a GovDeals Help Desk Representative will train the Client on how to effectively use the Financial Settlement Services feature and provide ongoing support as needed. There are no additional costs to the Client for training and support.

GovDeals is covered by a Crime Insurance Policy with a limit of $5,000,000, which will protect the Client against any loss of funds.

Putnam County Board of Education

Cookeville, State

Online Sales – Terms and Conditions

All bidders and other participants of this auction agree that they have read and fully understand these terms and agree to be bound thereby.

Guaranty Waiver. All property is offered for sale "**AS IS, WHERE IS.**" **Putnam County Board of Education (Seller)** makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect, or consequential.

Description Warranty. Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If **Seller** confirms that the property does not conform to the description, **Seller** will keep the property and refund any money paid. The liability of **Putnam County Board of Education** shall not exceed the actual purchase price of the property. Please note that upon removal of the property, **all sales are final.**

Personal and property risk. Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the seller and GovDeals from liability therefore.

Inspection. Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the item description. See special instructions on each auction page for inspection details.

Consideration of Bid. Putnam County Board of Education reserves the right to reject any and all bids and to withdraw from sale any of the items listed.

Buyer's Certificate. Successful bidders will receive a Buyer's Certificate by email from GovDeals.

Buyers Premium. If a Buyers Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.

Payment. Payment in full is due not later than **5 business days** from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. Acceptable forms of payment are:

- PayPal
- Wire Transfer
- Visa
- MasterCard

- American Express
- Discover

PayPal and Credit Card purchases are limited to below $5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than $4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.

Removal. All items must be removed within **10 business days** from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Putnam County Board of Education** assume responsibility for packing, loading or shipping. See special instructions on each auction page for removal details. A daily storage fee of $10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Vehicle Titles. Seller will issue a title or certificate upon receipt of payment. Titles may be subject to any restrictions as indicated in the item description on the website. Open titles cannot be issued. **Putnam County Board of Education** will not issue replacement titles.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all items within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller** reserves the right to reclaim and resell all items not removed by the specified removal date.

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees that they have read, fully understand and accept these Terms and Conditions of Online Sales, and agree to pay for and remove the property, if the bid is accepted, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each item listed on GovDeals. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.

State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting the appropriate tax office, completing any forms, and paying any taxes that may be imposed.

Sales to Employees. Employees of **Putnam County Board of Education** may bid on the property listed for auction, so long as they do NOT bid while on duty.

Financial Settlement Services (FSS) Election and Information

Please complete payment instructions below
If client elects FSS, this section must be completed

Accounting Contact: _____
(Person to receive checks and invoices) Name and Title

E-Mail Address: _____

Phone Number: _____

(Please choose only one option for payment)
If payment will be made by ACH, please provide the following information:

Name of Bank	
County of Bank	
Name of Client: (Name on bank account)	
Bank Routing Number	
Bank Account Number	
Checking/Savings	

OR:

If payment will be made by paper check, please provide the following information

Make check payable to: Putnam County Board of Education
Client's Legal Name

Mail check to: 1400 East Spring Street
Street Address / P.O. Box Number

Cookeville TN 38506
City, State and Zip Code

Approved for GovDeals:
President 2/11/2013
Title Date

Approved for Client:
Chairman of the Board 2/7/13
Title Date

☐ Please check here only if Client elects to NOT allow GovDeals to deduct the GovDeals fees from proceeds due the client.

CONTRACTOR'S COPY

GovDeals

Online Auction Memo of Understanding

This Online Auction Memo of Understanding (MOU) is between GovDeals, Inc. ("GovDeals"), a Delaware corporation having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama, 36117 and the Putnam County Board of Education ("Client"), having its principal place of business at 1400 E. Spring Street, Cookeville, Tennessee 38506.

1.0 **Description of Services:** GovDeals provides a means for Client to post assets for sale and for potential buyers to bid on these assets via an online auction system. Although GovDeals provides system access for Client to list assets, GovDeals is not a party to the actual sale and has no control over the listed information or the ability of the buyer and Client to complete the transaction.

2.0 **GovDeals' Responsibilities:** In addition to maintaining and operating an online auction system, GovDeals will provide Client with the following services for the period agreed to in 5.0 below:

2.1 Access to a GovDeals online "Client Asset Server" (CAS), which will allow Client to load assets to the online auction system, maintain information about assets and view and run reports. The CAS will provide Client with the following capabilities:

- Accept descriptive information concerning an asset including unlimited photos
- Allow different auction phases based upon dates and times
- Allow Client to set minimum starting prices, bid increments and reserves

2.2 Training and support services to assist Client in implementing the GovDeals online auction system, which will include:

- Familiarization with the nature and operation of CAS
- Guidance in the posting of assets and provide ongoing support
- Procedures for taking and posting pictures of assets
- Based on mutual agreement between GovDeals and Client, training and support services will be provided on-site or via telephone or Internet

2.3 Help Desk support available via telephone or email during normal business hours, except announced holidays.

2.4 Provide marketing of assets posted to the online auction site and promote use of the site to potential buyers.

- Work with Client to identify items that may benefit from marketing attention.
- Provide documented proof of all marketing efforts made on behalf of Client.
- Assist in determining values and starting prices for unique and high dollar assets.

3.0 **Fees:** Please elect a Flexible Pricing Option (FPO) from **Exhibit A** and enter selection below signature block on MOU page two (2).

4.0 **Payment:**

4.1 If Client elects to collect auction proceeds, GovDeals will invoice Client for fees on the first business day of the month following the month assets are sold. Client agrees to remit payment to GovDeals within thirty (30) calendar days from receipt of invoice, unless an applicable prompt payment act or similar legislation specifies a different time period.

4.2 Client shall promptly, but no more than fifteen (15) business days after the auction end date, notify GovDeals of any transaction that was not completed. The fees for said transaction shall be credited to Client during the next invoice period.

4.3 If Client elects GovDeals to collect auction proceeds electronically via PayPal, credit card or wire transfer please review and complete **Exhibit B**.

5.0 **Term of MOU**: This MOU shall commence on the date it is signed by the second party and will continue for a period of twelve months unless otherwise terminated upon sixty days written notice by either party. This MOU shall automatically extend for additional one-year periods, unless either party notifies the other in writing of its intent not to renew at least sixty days prior to the anniversary date.

6.0 **Terms and Conditions**: Please find **Exhibit C** attached as an example of suggested Client Terms and Conditions. At any time during the term of this MOU, Client may modify the Terms and Conditions. Any substitutions or modification must be submitted to GovDeals in writing before posting assets to the GovDeals auction site.

7.0 **Governance**: This MOU will be governed, interpreted, construed and enforced in accordance with the laws of the State of Tennessee.

8.0 **Non-Exclusive Engagement**: This MOU is not exclusive. Client may utilize other approaches, including traditional auctioneer services or sealed bids. However, it is understood and agreed that Client will not utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site or sell by some other means to a prior bidder any item currently or previously listed on the GovDeals site for the purpose of avoiding payment of the GovDeals fee. Client agrees to not manipulate or interfere with the bidding process on the GovDeals site.

This online auction memo of understanding is agreed to by:

GovDeals, Inc

Signature: _____

Print Name: Robert L. DeBardelaben

Title: President

Date: _____

Memo of Understanding Contact:

Attention: Sales Support
5907 Carmichael Place
Montgomery, AL 36117
Telephone Number: 866.377.1494
Fax Number: 334.387.0519
Email: salessupport@govdeals.com

Client: Putnam County Board of Education

Signature: _____

Print Name: Janet Moore

Title: Board Chair

Date: _____

Flexible Pricing Options (FPO)

Select one from options described in GovDeals Memo of Understanding- Exhibit A:

Client Collects Proceeds

- ☐ Option A1 (7.5% Seller- 0% Buyer)
- ☐ Option A2 (0% Seller- 7.5% Buyer)

Client elects FSS (GovDeals collects Proceeds)

- ☐ Option B1 (7.5% Seller- 5% Buyer)
- ☐ Option B2 (5% Seller- 7.5% Buyer)
- ☐ Option B3 (2.5% Seller- 10% Buyer)
- ☑ Option B4 (0% Seller- 12.5% Buyer)

EXHIBIT
tabbies
VIII F 19
09-01-26

PCSS Board Agenda Request

Date: August 14, 2026

Department: Maintenance

Person Submitting: John Magura

Account Number (If appropriate)

Check one:

✓ Backup include

_____ Backup to follow

Statement to be included in the Board Agenda Packet:

Consider the approval to enter into an agreement with Cookeville Heating & Cooling Services, Cookeville, TN to replace the mechanical unit at the Central Office for the amount of $18,835.00 using TIPS contract #25010502 to be paid for from 141-72620-399

received
8-14-26 MT

QUOTE
Number 4226

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

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

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

QUOTE DATE	FOR	PAGE
		1
8/12/2026	Central Office fan coil unit	

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

Carrier FCU M# 42BHA20HD3R62009DA
Serial# 9200687050

Replace the unit listed above w/ a new IEC brand fan coil unit
Remove and dispose of the old unit\
Install the new unit above the drop ceiling
The new unit will be raised above the joist for easier serviceability
Existing duct work will be modified to connect to the new unit location
Modify existing water lines and install new Belimo actuators to make connections
Start up and test system operations after installation is completed
This quote includes the needed infrastructure to install Pelican controls on this unit and set up the site

Tips Contract #25010502

TOTAL AMOUNT $18,835.00

WE SINCERELY APPRECIATE YOUR BUSINESS!

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

Signature of Approval: _____Date:_____

Name/Title (Please Print):_____

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

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

EXHIBIT
tabbies
VIII F 20
09-01-26

Putnam County Board of Education Agenda Requests

(See attached calendar for deadlines)

Date August 17, 2026

Department Adult Education

Person Submitting Lynda Huddleston Lynda Huddleston

Account Number (if appropriate)

Check one:

X Backup included

_____ Backup to follow

Statement to be included in September 1, 2026 Board Agenda Packet:

Approval of the MOU between WIOA Upper Cumberland Local Workforce Development Board/Workforce Connections Upper Cumberland and Putnam County BOE with local provision acknowledging the maximum liability of $23,000 for infrastructure costs and $7,000 maximum liability of additional costs at the American Job Center in Cookeville and Crossville to be paid from Adult Education funds effective July 1, 2026-June 30, 2027.

received
8-17-26 MT

ATTACHMENT I – TENNESSEE WIOA MOU

MEMORANDUM OF UNDERSTANDING

BETWEEN

Upper Cumberland Local Workforce Development Board

AND

Upper Cumberland Workforce Development WIOA Partners

Ryan Barnhart, Executive Director — rbarnhart@ucworkforce.org
Individual designated by the Local Workforce Board Chair to lead MOU negotiations — Email address

Jeremiah Miller, Fiscal Director — jmiller@ucworkforce.org
Impartial individual designated by the Local Workforce Board Chair to lead annual budget negotiations — Email address

1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(c)(1)(Tennessee MOU/IFA Instructions Page 4)	
• *List the required partner providing services in the local area* • *List the partner agency providing services of each required partner*	
REQUIRED PARTNERS AS PARTIES TO MOU	**ENTITY ADMINISTERING PROGRAM (TYPED NAME)**
Title I: Adult, Dislocated Worker, Youth	Career TEAM, LLC
Title II: Adult Education and Family Literacy	Putnam County Board of Education Southern Middle TN Adult Education Volunteer State Community College Workforce Essentials Adult Education TCAT Athens
Title III: Employment Programs under Wagner-Peyser	TN Dept of Labor & Workforce Development
Title IV: Rehabilitation Services	TN Dept of Human Services Vocational Rehabilitation
Community Services Block Grant (CSBG)	Upper Cumberland Human Resource Agency
Job Counseling, Training, Placement Services for Veterans	TN Dept of Labor & Workforce Development
Migrant & Seasonal Farmworkers (MSFW)	TN Dept of Labor Office of Workforce Investment
Second Chance (Reentry)	TN Dept of Labor & Workforce Development Office of Reentry
Senior Community Services Employment Program (SCSEP)	Career TEAM National Council on Aging Upper Cumberland Human Resource Agency Workforce Essentials
Temporary Assistance for Needy Families (TANF)	TN Department of Human Services
Trade Readjustment Assistance (TRA)	TN Dept of Labor & Workforce Development
Trade Adjustment Assistance (TAA)	
Unemployment Insurance	TN Dept of Labor & Workforce Development
PARTIES TO THE MOU	**NAME**
Local Workforce Development Board Chair	Bob Young
LWDA Chief Local Elected Official	Randy Porter, Putnam County Mayor
AJC Regional Director	Georgena P. Wilson (WP, UI, TRA, TAA and Veterans)
Title I Career Services	Luke Eldridge, David Shurfin - Career Team
Title II Adult Education	Lynda Huddleston, PCS Kathryn Breeding, Vol State Marla Rye, Workforce Essentials Linda Maddox, SMTAE Leslie Travis, TCAT Athens
Upper Cumberland HRA CSBG	LaNelle Godsey
Migrant & Seasonal Farmworkers (MSFW)	Jeremy Colbert
One Stop Operator (OSO)	Sarah Buckles, Mid-Cumberland HRA
SCSEP	Luke Eldridge/David Shurfin, Career TEAM Brenda Head, NCOA Marla Rye, Workforce Essentials LaNelle Godsey, Upper Cumberland HRA
TANF	Lakecia Peterson
OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU	**IF MARKED YES, ENTITY ADMINISTERING PROGRAM**
Department of Human Services ☒Yes ☐ No	Putnam County Dept. of Human Services
Housing and Urban Development	

Employment and Training Activities ☐Yes ☒ No	
Job Corps ☐Yes ☒No	
Perkins/Post-Secondary Career & Technical Education ☒Yes ☐No	TCAT Upper Cumberland TCAT McMinnville
TCAT/Tennessee Reconnect ☒Yes ☐ No	Emily Hill, Middle Region Reconnect
YouthBuild ☐Yes ☒ No	
ADDITIONAL PARTNERS AS PARTIES TO MOU	**ENTITY ADMINISTERING PROGRAM**
Supplemental Nutrition Assistance Program (SNAP) Employment & Training	Putnam County Dept of Human Services
Reemployment Services and Eligibility (RESEA)	Luke Eldridge/David Shurfin, Career TEAM

2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA instructions Page 5) If additional space is needed, please include and attachment referencing this section.

- *Describe the general purpose of the "umbrella" MOU*

The purpose of this Memorandum of Understanding (MOU) between the Upper Cumberland Labor Workforce Development Board (UCLWDB) and its Workforce Innovation and Opportunity Act (WIOA) workforce partners is to define the parameters within which local education, workforce, economic development, and other partner programs and entities operating within the Upper Cumberland will create a seamless, customer-focused network that aligns service delivery and enhances access to services. This MOU will define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the American Job Center (AJC) service delivery system in the UCLWD area, as required under the WIOA.

The scope of this MOU will streamline workforce activities, prevent duplication of services and eliminate inefficient practices by outlining service integration and functional alignment. Each partner to this MOU presents a commitment to a single functional organization, customer flow and service delivery. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. Methods of referrals will be established, along with data and information sharing procedures in order to facilitate co-enrollment and case management between programs.

To this end, all partners under this MOU will:
1) Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in this MOU;
2) Endorse a single customer flow model based upon customer need;
3) Refer customers between partners according to methods listed in this MOU;
4) Fulfill all data collection, information gathering and reporting needs in order to facilitate co-enrollment and case management across programs and funding streams; and
5) Participate in the One-Stop Service Delivery System through the following means:
   a. Accessibility of their respective services through the One-Stop Service Delivery System;
   b. Participation in the operation of the One-Stop Service Delivery system consistent with the terms of this MOU;
   c. Ensure all partners and staff are adequately cross-trained to produce efficient co-enrollments;
   d. Sustained involvement for the continuous improvement of the area One-Stop Service Delivery System;
   e. Responsiveness to local employer needs and economic conditions;
   f. Co-branding through the dominant use of the AJC identifier on any joint products, programs, activities, services, facilities, and materials used under the combined partnership.
6) Actively assist in the achievement of Key Performance Indicator (KPI) targets negotiated between the UCLWDB and Tennessee Department of Labor and Workforce Development (TDWLD). Partners are responsible for meeting their individual program targets. Partners will also take reasonable measures to encourage and facilitate target achievement for all partners under the UCLWDB one-stop network.

3. VISION FOR THE SYSTEM (Tennessee Combined Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.

- *Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)*
- *Describe which aspects of the vision are currently in place*
- *Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place*

The UCLWDB and its partners align themselves under this MOU to empower individuals, employers, and communities to grow the Upper Cumberland's economy through a local AJC network that is inherently customer-centered, seamless, and effective. The Parties share a vision to establish a WIOA workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

Parties to this MOU will work together to achieve this vision by developing and operating a high-quality workforce development system that aligns with the UCLWDB 2024-2027 Local Plan and 2026-2027 Local Plan Modifications, contributes to the goals of the 2024-2027 Middle Tennessee Regional Plan and supports the TN Combined Plan. To this intent, the UCLWDB and required partners under this MOU shall:
1) Focus education, workforce, and economic development priorities within the identified in-demand sectors of Healthcare, Advanced Manufacturing, Information Technology, Construction, Transportation/Logistics, and Education where possible within the constraints of customer choice.
2) Prepare economically disadvantaged residents for self-sustaining careers by creating programs to meet the needs of residents within rural areas.
3) Build educational, workforce, and economic development partnerships to provide early exposure to in-demand fields through Pathways coordination, Career & Technical Education (CTE) courses, stackable credentials, and work-based learning opportunities.
4) Increase workforce preparation for priority populations and individuals with barriers by providing programs for justice-involved individuals, Veterans, and those with disabilities.

5) Capitalize on technological advances to expand virtual services, create efficiencies, and assist businesses by growing digital skills of job-seekers and creating new virtual trainings as an alternate means of trainings.
6) Connect employers to the Upper Cumberland talent pool through job fairs, apprenticeships, and work-based learning programs.
7) Maintain cross-agency collaboration and alignment to offer one-stop access and opportunities to all populations, particularly those with barriers.
8) Braid program resources to maximize impact and provide a wrap-around approach to serving individuals.
9) Increase the Labor Force participation rate in the UCLWD area.
10) Pilot the Zendesk platform.
11) Enroll 141 youth in the Tennessee Youth Employment Program (TYEP).
12) Meet with Local Elected Officials (LEOs) and other stakeholders to review service model delivery in their county to best serve their citizens.

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

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

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

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

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

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

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

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

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

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

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

Upper Cumberland Comprehensive Centers

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

Upper Cumberland Affiliate Center

Fentress County AJC
207 N Smith Street
Jamestown, TN 38556

White County AJC

826 Valley View Dr
Sparta, TN 38583

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

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

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

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

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

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

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

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

All required partners commit to active representation on functional teams. Whether through in-person or virtual method, active representation includes but is not limited to the following: meeting attendance, cross-training participation, and substantive input for robust team engagement. Partners also commit to active engagement towards continuous improvement through regular analyzation of service delivery and integration methods as a one-stop network team.

Title I (Adult, Dislocated Worker and Youth)

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

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

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

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

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

Community Services Block Grant (CSBG)
CSBG services are available via direct linkages by phone or email.

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

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

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

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

National Farmworker Jobs Program (NFJP)

The National Farmworker Jobs Program (NFJP) actively engages with migrant and seasonal farm workers, assessing the needs of low-income individuals to determine eligibility for job training and placement services, as outlined in the local service matrices. To promote these services, marketing materials are available at all American Job Centers (AJCs).

NFJP services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. Referrals between NFJP and local AJCs are structured to ensure farm workers receive comprehensive support. For example, when a farmworker seeks assistance at an AJC, Title I staff will screen them for a farmwork background to determine if a referral to NFJP is appropriate. If eligible, the individual will be referred to NFJP for additional support and services. NFJP staff can also meet with potential clients on-site at the AJC if needed.

Additionally, NFJP staff will refer participants to AJC services to expand their access to training, job placement, and financial assistance. This collaborative approach leverages the combined resources and expertise to better serve farm workers and their families.

Perkins/Post-Secondary CTE
Tennessee's Community and Technical Colleges play an integral role in the economic growth of the Upper Cumberland. From providing short-term training programs to long-term customized initiatives, these colleges have developed strategies to meet the workforce training needs of local, regional and state employers. As recipients under the Carl D. Perkins Career and Technical Education Act, these institutions strive to develop more fully the academic, career, and technical skills of students who enroll in career and technical education programs. These events are conducted in partnership with local education institutions and businesses to assist students in understanding all aspects of an industry, provide them with career guidance, and prepare them for high skill, high wage, or high demand occupations leading to self-sufficiency. The UCLWDB and its one-stop partners work closely with the Tennessee Board of Regents (TBR) Pathways Director and local CTE Directors to develop CTE opportunities.

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

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

Families First/Temporary Assistance for Needy Families (TANF)
Families First, the state's Temporary Assistance for Needy Families (TANF) program is a workforce development and employment program. The Families First/TANF Program emphasizes work, training, and personal responsibility. It is temporary and has a primary focus on gaining self-sufficiency through employment. The Families First/TANF program helps participants reach this goal by providing temporary cash assistance, transportation, child care assistance, educational supports, job training, employment activities, and other supportive services.

The TDHS TANF Case Managers refer work mandatory customers to our Work Activity Placement and Monitoring (WAPM) provider to place customers in a work activity and monitor for compliance. The TANF Case Managers and the WAPMs are not onsite at the AJCs, however, individuals may initiate an application for Families First/TANF services through the following link: Consumer Service Portal - Customer Service (https://onedhs.tn.gov/csp).

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

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

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

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

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

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

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

The UCLWDB, in conjunction with Northern Middle LWDB consortium and after a competitive Request for Proposal (RFP) process, has selected Mid Cumberland Human Resource Agency as the entity providing OSO services. The OSO's primary role is to coordinate multiple AJC partners and service providers throughout the Upper Cumberland. The OSO must ensure functional alignment of services and management of operational resources, conduct quality reviews of partner and service provider activities, and facilitate the Welcome Function. To avoid a conflict of interest and in accordance with WIOA Section 678.620(b)(1), the functions and scope of work of the OSO do not include the following functions, which continue to be performed by the UCLWDB: Convene system stakeholders to assist in the development of the local

plan; prepare and submit local plans; be responsible for oversight of itself; manage or significantly participate in the competitive selection process for the OSOs; select or terminate OSOs, career services, and youth providers; negotiate local performance accountability measures; or develop and submit a budget for the activities of the UCLWDB.

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

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

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

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

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

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

Title I (Adult, Dislocated Worker and Youth)
The OSO facilitates the referral. The Referral Form identifies services the client is currently receiving. The Referral Form is evaluated and uploaded into VOS by first contact and additional referrals are made. A copy of the Referral Form is given to the client. The OSO is notified via email when a referral is made. Title I staff are trained to have a basic understanding of ALL partner programs and will make referrals to each as customer needs dictate. Additionally, Title I will refer to Title III for assistance with the employment services aspect of case management. When referrals are made, a referring activity and case note explanation will be added to VOS. Referrals are also tracked through a sharable data spreadsheet. Referrals to and from Title II are tracked through a common data spreadsheet, shared and viewable by all core partners, where

referrals are documented, updated and progress/outcomes are listed. The agency referred to contacts the client within two (2) business days of receipt to let them know the next step or if they are eligible.

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

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

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

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

Community Service Block Grant (CSBG)
Partner services will be referred via electronic connections.

HUD Employment and Training Activities
Reverse referrals and partner services will be referred via electronic connection.

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

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

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

NFJP
The National Farmworker Jobs Program (NFJP) actively engages with migrant and seasonal farm workers, assessing the needs of low-income individuals to determine eligibility for job training and placement services, as outlined in the local service matrices. To promote these services, marketing materials are available at all American Job Centers (AJCs).

NFJP services are accessible at all AJCs in the local area through direct linkage and cross-training of partner staff. Referrals between NFJP and local AJCs are structured to ensure farm workers receive comprehensive support. For example, when a farmworker seeks assistance at an AJC, Title I staff will screen them for a farmwork background to determine if a referral to NFJP is appropriate. If eligible, the individual will be referred to NFJP for additional support and services. NFJP staff can also meet with potential clients on-site at the AJC if needed.

Additionally, NFJP staff will refer participants to AJC services to expand their access to training, job placement, and financial assistance. This collaborative approach leverages the combined resources and expertise to better serve farm workers and their families.

Perkins/Post-Secondary CTE

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

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

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

Families First/TANF
The Work Activity Placement and Monitoring (WAPM) providers will make referrals to Title I, Title II, Title III, Title IV, and other core partners to provide workforce development and educational activities to FF/TANF customers. The WAPM providers will utilize the referral system the local board has established for receiving partner referrals so that customers can access these services. The WAPM providers will document recorded data in its internal eligibility
system.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All Partners agree they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with applicable state and federal laws and regulations regarding these issues. All partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all AJC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or educational level. Interpretation services will be provided within a reasonable time frame to any customer with a language barrier. Assistive devices, such as screen-reading software programs and assistive listening devices must be available to ensure both physical and programmatic accessibility within the UCLWDB AJCs.

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

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

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

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

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

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

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

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

All program partners will work to share information to better serve participants. Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected at intake to be captured once. The management information system used to case manage participants for the programs listed below is Jobs4TN or VOS system:
Title I: Adult, Dislocated Worker, Youth
Title II: Adult Education and Family Literacy
Title III: Wagner-Peyser
CSBG
Job Counseling, Training and Placement for Veterans
MSFW
NFJP

Second Chance (Reentry)
TAA
TRA
UI

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

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

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

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

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

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

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

Infrastructure costs, defined in WIOA Sec. 121(h)(4), include non-personnel costs such as:
1) Rental of facilities
2) Utilities and maintenance
3) Equipment (including assessment-related and assistive technology)
4) Technology to facilitate access to the one-stop planning and outreach activities
5) Costs of the use of the common AJC identifier, such as signage and supplies.

Additional costs include:

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

In accordance with WIOA Sec. 1219h), the following programs, being physically located in an AJC in the UCLWA, are required to contribute to infrastructure costs per the TDLWD Workforce Services MOU/IFA Guidance:
1) Title I Adult, Dislocated Worker, Youth
2) Title II Adult Education and Literacy
3) Title III Wagner Peyser
4) Title IV Vocational Rehabilitation
5) Chapter 2 of Title II of the Trade Act of 1974
6) Chapter 41 of Title 38, United States Code
7) Part A of Title IV of the Social Security Act

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

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

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

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

The partners agree that Putnam County Schools AE maximum cash contribution to allowable IFA costs is $23,000.00 for infrastructure costs and $7,000.00 for additional costs for 2026-2027. In addition, AE will provide 2 hours per week, as directed by the Putnam County AE District Director, for the Welcome Function at both the Cookeville AJC and Crossville AJC. Putnam County Schools will not be liable for any other costs that exceed these amounts. Required partners agree that once AE maximum funds have been exhausted, the remaining budget costs allocated to AE for the program year will be prorated among the other required partners.

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

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

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

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

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

The duration of this MOU is one year, from July 1, 2026 – June 30, 2027, with the option for up to two one-year renewals. A single partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the UCLWDB. In such event, the UCLWDB will provide written notice to all remaining partners and will amend this MOU. A termination does not affect the MOU unless the number or contribution of the terminating partners is so substantial that it necessitates the negotiation of a new MOU.

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

The MOU may be amended upon mutual agreement of the parties provided it is consistent with federal, state or local laws, regulations, rules, plans, or policies or for one or more of the following reasons:
1) The addition or removal of a partner from this MOU.
2) Removal or addition of program responsibilities for any partner that administers more than one federal programs.
3) An extension of the effective ending date.
4) A change in AJC operator or fiscal agent or a change in the physical location of an AJC.
5) A change in the services, service delivering methods currently utilized, referral methods, methods to determine fair share, or methods to allocate cost.

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

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

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

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

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

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

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

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

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

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

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

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

negotiated performance targets will be required to submit a Corrective Action Plan (CAP) to the Performance Team and UCLWDB Executive Director for meeting future targets.

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

Not Applicable

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

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

Not Applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR

Signature	Printed Name
Title	Date
Organization	

CHIEF LOCAL ELECTED OFFICIAL

Signature	Printed Name
Title	Date
Organization	

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE III– EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE IV – REHABILITATION SERVICES

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

UNEMPLOYMENT INSURANCE

Signature | Printed Name

Title | Date

Organization

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

Signature | Printed Name

Title | Date

Organization

JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TRADE READJUSTMENT ALLOWANCE (TRA)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TRADE ADJUSTMENT ASSISTANCE (TAA)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

MIGRANT AND SEASONAL FARMWORKER PROGRAM

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

NATIONAL FARMWORKER JOBS PROGRAM

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

COOMMUNITY SERVICES BLOCK GRANT (CBSG) PROGRAM

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TITLE VI - SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

SECOND CHANCE PROGRAM

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

JOB CORPS

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

YOUTHBUILD

Signature	Printed Name
Title	Date
Organization	

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

Signature	Printed Name
Title	Date
Organization	

REEMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT

Signature	Printed Name
Title	Date
Organization	

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR REEMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature	Printed Name
Title	Date
Organization	

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING

Signature	Printed Name
Title	Date
Organization	

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING ACTIVITIES IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature	Printed Name
Title	Date
Organization	

Perkins/Post-Secondary Career & Technical Education:

Signature	Printed Name
Title	Date
Organization	

OTHER PARTY TO THE MOU:

Signature	Printed Name
Title	Date
Organization	

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

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

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

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

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

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

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

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

Attachment IV – Individual AJC Budget Instructions

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

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

ONE-STOP OPERATING BUDGET								
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	401K Match	Direct	$ 375.05
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Dental Services	Direct	$ 76.22
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	FICA	Direct	$ 2,150.20
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 69.27
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ (1.67)
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 88.03
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 502.87
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	$ 859.39
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Retirement	Direct	$ 7,670.51
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ 511.87
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401K Match	Direct	$ 599.58
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	$ 262.86
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	$ 3,270.74
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 64.01
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	$ 19,996.93
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ 41.56
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 160.14
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 764.97
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	$ 1,363.05
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement	Direct	$ 11,039.84
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ 222.68
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ 2,861.84
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	$ 239.76
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	$ 2,473.67
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 88.14
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	$ 19,009.04
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 126.09
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 578.54
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ 1,277.58
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Dental Services	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	FICA	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Health Insurance	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ 1,248.54
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	FICA	Direct	$ 1,111.52
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 44.56
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Health Insurance	Direct	$ 8,818.97
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 47.12
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 259.95
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ 549.40
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ 1,800.48
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ 7,729.21
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401K Match	Direct	$ 477.90
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	$ 691.95
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	$ 10,465.36
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 425.64
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	$ 48,829.52
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ 1,272.15
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 312.90
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 2,447.72
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	$ 1,061.93
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	$ 12,723.11
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ 3,514.45
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	$ 7,675.25
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	$ 511.47
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	$ 10,904.49
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	$ 374.28
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	$ 58,800.44

ONE-STOP OPERATING BUDGET								
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	$ 1,430.89
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	$ 443.09
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	$ 2,550.40
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	$ 1,365.06
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	$ 13,770.13
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	$ 3,552.19
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Communications	Telecommunications	FTE	$ 281.70
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure Costs	Communications	Telecommunications	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Communications	Telecommunications	FTE	$ 340.98
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Communications	Telecommunications	FTE	$ 340.98
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Communications	Telecommunications	FTE	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Communications	Telecommunications	FTE	$ 195.36
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Communications	Telecommunications	FTE	$ 750.19
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Communications	Telecommunications	FTE	$ 750.19
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	$ 2,632.50
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	$ 2,632.50
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	$ 7,695.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	$ 2,632.50
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 6,764.70
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 13,977.37
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 10,401.45
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 4,562.52
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 1,822.85
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 38,457.19
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	$ 42,292.83
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Nor-State Agencies	FTE	$ 894.56
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building Janitorial	FTE	$ 3,014.02
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ 1,118.08
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ 1,145.65
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ 6,989.26
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	FTE	$ 6,125.38
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 2,378.00
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 1,361.16
Upper Cumberland	Cookeville	Comprehensive	JVSG - DVOP	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	JVSG - LVER	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 4,948.60
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Printing and reproduction by State Agencies	FTE	$ 29.93
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 1,791.32
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 4,993.53
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 1,261.80
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 4,753.41
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 1,257.42
Upper Cumberland	Cookeville	Comprehensive	TAA - Case Management	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Third Party Professional	OSO-Third Party	FTE	$ 11,282.41
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ (22.86)
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 16,157.07
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Printing and reproduction by State Agencies	FTE	$ 81.30
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 7,967.40
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Data Processing Services	FTE	$ 13,138.52
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Printing and reproduction by State Agencies	FTE	$ 127.09
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Telephone Billing	FTE	$ 6,528.02
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Third Party Professional	OSO-Third Party	FTE	$ 4,102.89
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 12,859.07
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 17,387.09
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	$ 336.12
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 9,814.53
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ -

ONE-STOP OPERATING BUDGET								
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 12,521.53
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 35,736.41
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	$ 773.14
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	FTE	$ 29,855.29
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	$ 1,771.82
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Administrative Bereavement Leave with Pay	Direct	$ 292.02
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	$ (4.43)
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Annual	Direct	$ 2,063.62
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 2,628.15
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 1,576.90
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 28,242.31
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Annual	Direct	$ 3,499.68
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 3,196.08
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 988.83
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 50,281.16
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 2,808.71
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 662.17
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 41,511.54
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Family and Medical Leave	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Annual	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Administrative leave	Direct	$ 239.54
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Annual	Direct	$ 2,463.22
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 2,627.92
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 1,973.38
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 12,038.75
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	$ 10,753.50
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Family and Medical Leave	Direct	$ 6,648.91
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	$ (6,612.00)
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Longevity	Direct	$ 4,050.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Annual	Direct	$ 11,572.97
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 9,720.14
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 3,341.44
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 146,185.13
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	$ 2,190.72
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Longevity	Direct	$ 4,500.00
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Annual	Direct	$ 11,510.06
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Holiday	Direct	$ 10,349.85
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	$ 7,744.66
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	$ 153,600.75
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	$ 119.16
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	$ 291.53
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	$ 1,433.04
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 2,597.03
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ -
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Third Party Professional	OSO-Third Party	FTE	$ 5,128.07
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ 288.59
Upper Cumberland	Cookeville	Comprehensive	RESEA - State	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 3,710.41
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ 91.09
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 1,967.29
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ -
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ 28.85
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 1,016.08
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Professional Services	Other Maintenance and Services of Building Janitorial	FTE	$ 6,631.23
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ 599.47
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 6,061.83
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	Interpreting Services	Direct	$ 120.90
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Third Party Professional	Document Destruction Services	FTE	$ 285.11
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Third Party Professional	General Business Consulting Services	Direct	$ 5,352.41

ONE-STOP OPERATING BUDGET								
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Training for Employees	Payments for Out-Service Training	Direct	$ 637.50
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Travel	In-State Mileage	Direct	$ 1,876.26
Upper Cumberland	Cookeville	Comprehensive	JVSG - CONS	Non-Shared Direct	Travel	Out-of-State Travel	Direct	$ 247.50
Upper Cumberland	Cookeville	Comprehensive	SNAP - State	Non-Shared Direct	Travel	In-State Mileage	Direct	$ -
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	$ 322.50
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Non-Shared Direct	Travel	In-State Mileage	Direct	$ 581.70
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Lodging	Direct	$ 2,154.75
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	$ 834.00
Upper Cumberland	Cookeville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Mileage	Direct	$ 1,638.74
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Mileage	Direct	$ 4,761.63
Upper Cumberland	Crossville	Comprehensive	JVSG - CONS	Infrastructure Costs	Utilities	Electricity	FTE	$ -
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Other Maintenance and Services of Building Janitorial	FTE	$ 3,014.02
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Third Party Professional	OSO Third-Party	FTE	$ 4,412.32
Upper Cumberland	Crossville	Comprehensive	RESEA - State	Infrastructure Costs	Utilities	Electricity	FTE	$ 933.02
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Third Party Professional	OSO Third-Party	FTE	$ 4,412.32
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	$ 268.50
Upper Cumberland	Crossville	Comprehensive	SNAP - State	Infrastructure Costs	Utilities	Electricity	FTE	$ 1,068.64
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building Janitorial	FTE	$ 3,781.48
Upper Cumberland	Crossville	Comprehensive	WIOA Title III - Wagner Peyser	Infrastructure Costs	Utilities	Electricity	FTE	$ 2,821.73

Row Labels	Cost
Direct	$ 1,712,275.27
Non-Shared Direct	**$ 1,712,275.27**
Cookeville	$ 1,057,727.83
Crossville	$ 584,362.57
Jamestown	$ 35,818.56
Sparta	$ 34,366.31
FTE	$ 525,412.86
Infrastructure Costs	**$ 525,412.86**
Cookeville	$ 301,282.94
Crossville	$ 224,129.92
Grand Total	**$ 2,237,688.13**

Full- Time Equivalent (FTE)[1]

Partner Program	Location	# of Staff	Weekly Staff Hours	FTEs	% of Total FTEs	FTE Cost	FTE Cost Breakdown by Cost Category	
							Infrastructure Costs	Additional Costs
WIOA Title I - Adult	Cookeville	3	38	1.0	8.92%	$ 24,252.57	$ 24,252.57	
WIOA Title I - Dislocated Worker	Cookeville	3	38	1.0	8.92%	$ 26,531.08	$ 26,531.08	
WIOA Title I - Youth	Cookeville	3	38	1.0	9.04%	$ 26,750.25	$ 26,750.25	
WIOA Title II - Adult Education	Cookeville	2	75	2.0	17.84%	$ 56,579.42	$ 56,579.42	
WIOA Title III - Wagner Peyser	Cookeville	3	103	2.7	24.52%	$ 87,259.41	$ 87,259.41	
WIOA Title IV - Vocational Rehabilitation	Cookeville	1	8	0.2	1.78%	$ 4,108.15	$ 4,108.15	
RESEA - State	Cookeville	2	47	1.2	11.15%	$ 33,383.88	$ 33,383.88	
SNAP - State	Cookeville	0	0	0.0	0.00%	$ -	$ -	
JVSG - CONS	Cookeville	1	38	1.0	8.92%	$ 21,877.38	$ 21,877.38	
SCSEP	Cookeville	1	38	1.0	8.92%	$ 20,540.80	$ 20,540.80	
WIOA Title I - Adult	Crossville	2	25	0.7	7.24%	$ 20,298.23	$ 20,298.23	
WIOA Title I - Dislocated Worker	Crossville	2	25	0.7	7.24%	$ 20,351.83	$ 20,351.83	
WIOA Title I - Youth	Crossville	2	25	0.7	7.24%	$ 20,351.83	$ 20,351.83	
WIOA Title II - Adult Education	Crossville	2	75	2.0	21.71%	$ 40,694.39	$ 40,694.39	
WIOA Title III - Wagner Peyser	Crossville	3	113	3.0	32.71%	$ 66,594.81	$ 66,594.81	
WIOA Title IV - Vocational Rehabilitation	Crossville	1	8	0.2	2.17%	$ 4,207.78	$ 4,207.78	
RESEA - State	Crossville	1	38	1.0	10.85%	$ 25,979.37	$ 25,979.37	
SNAP - State	Crossville	1	38	1.0	10.85%	$ 25,651.68	$ 25,651.68	
				0.0	0.00%	$ -		
WIOA Title I - Adult	Jamestown	1	13	0.3	33.33%	$ -		
WIOA Title I - Dislocated Worker	Jamestown	1	13	0.3	33.33%	$ -		
WIOA Title I - Youth	Jamestown	1	13	0.3	33.33%	$ -		
				0.0	0.00%	$ -		
				0.0	0.00%	$ -		
WIOA Title I - Adult	Sparta	1	13	0.3	33.33%	$ -		
WIOA Title I - Dislocated Worker	Sparta	1	13	0.3	33.33%	$ -		
WIOA Title I - Youth	Sparta	1	13	0.3	33.33%	$ -		
				0.0	0.00%	$ -		
				0.0	0.00%	$ -		

Direct Costs

Cost	Column Labels		
Row Labels	Direct	FTE	Grand Total
Cookeville	$ 1,057,727.83	$ 301,282.94	$ 1,359,010.77
JVSG - CONS	$ 58,073.93	$ 21,877.38	$ 79,951.31
RESEA - State	$ 116,584.26	$ 33,383.88	$ 149,968.14
SNAP - State	$ -	$ -	$ -
WIOA Title III - Wagner Peyser	$ 336,835.17	$ 87,259.41	$ 424,094.58
JVSG - DVOP		$ -	$ -
JVSG - LVER		$ -	$ -
TAA - Case Management		$ -	$ -
WIOA Title I - Adult	$ 127,348.56	$ 24,252.57	$ 151,601.13
WIOA Title I - Dislocated Worker	$ 63,641.07	$ 26,531.08	$ 90,172.15
WIOA Title I - Youth	$ 296,736.44	$ 26,750.25	$ 323,486.69
WIOA Title II - Adult Education		$ 56,579.42	$ 56,579.42
SCSEP	$ 58,508.40	$ 20,540.80	$ 79,049.20
WIOA Title IV - Vocational Rehabilitation		$ 4,108.15	$ 4,108.15
Crossville	$ 584,362.57	$ 224,129.92	$ 808,492.49
JVSG - CONS	$ -	$ -	$ -
RESEA - State	$ 86,638.32	$ 25,979.37	$ 112,617.69
SNAP - State	$ 37,905.67	$ 25,651.68	$ 63,557.35
WIOA Title III - Wagner Peyser	$ 346,313.10	$ 66,594.81	$ 412,907.91
WIOA Title I - Adult	$ 35,832.69	$ 20,298.23	$ 56,130.92
WIOA Title I - Dislocated Worker	$ 16,918.62	$ 20,351.83	$ 37,270.45
WIOA Title I - Youth	$ 60,754.17	$ 20,351.83	$ 81,106.00
WIOA Title II - Adult Education		$ 40,694.39	$ 40,694.39
WIOA Title IV - Vocational Rehabilitation		$ 4,207.78	$ 4,207.78
Jamestown	$ 35,818.56		$ 35,818.56
WIOA Title I - Adult	$ 9,958.18		$ 9,958.18
WIOA Title I - Dislocated Worker	$ 5,229.64		$ 5,229.64
WIOA Title I - Youth	$ 20,630.74		$ 20,630.74
Sparta	$ 34,366.31		$ 34,366.31
WIOA Title I - Adult	$ 10,958.18		$ 10,958.18
WIOA Title I - Dislocated Worker	$ 6,229.64		$ 6,229.64
WIOA Title I - Youth	$ 17,178.49		$ 17,178.49

Total Partner Contributions - By Cost Category

Partner Program	Location	Infrastructure Costs	Additional Costs	Non-Shared Direct	Total	Billed Amount
WIOA Title I - Adult	Cookeville	$ 24,252.57	$ -	$ 127,348.56	$ 151,601.13	$ 24,252.57
WIOA Title I - Dislocated Worker	Cookeville	$ 26,531.08	$ -	$ 63,641.07	$ 90,172.15	$ 26,531.08
WIOA Title I - Youth	Cookeville	$ 26,750.25	$ -	$ 296,736.44	$ 323,486.69	$ 26,750.25
WIOA Title II - Adult Education	Cookeville	$ 56,579.42	$ -		$ 56,579.42	$ 56,579.42
WIOA Title III - Wagner Peyser	Cookeville	$ 87,259.41	$ -	$ 336,835.17	$ 424,094.58	$ 87,259.41
WIOA Title IV - Vocational Rehabilitation	Cookeville	$ 4,108.15	$ -	$ -	$ 4,108.15	$ 4,108.15
RESEA - State	Cookeville	$ 33,383.88	$ -	$ 116,584.26	$ 149,968.14	$ 33,383.88
SNAP - State	Cookeville	$ -	$ -	$ -	$ -	$ -
JVSG - CONS	Cookeville	$ 21,877.38	$ -	$ 58,073.93	$ 79,951.31	$ 21,877.38
SCSEP	Cookeville	$ 20,540.80	$ -	$ 58,508.40	$ 79,049.20	$ 20,540.80
		$ -	$ -		$ -	$ -
		$ -	$ -		$ -	$ -
WIOA Title I - Adult	Crossville	$ 20,298.23	$ -	$ 35,832.69	$ 56,130.92	$ 20,298.23
WIOA Title I - Dislocated Worker	Crossville	$ 20,351.83	$ -	$ 16,918.62	$ 37,270.45	$ 20,351.83
WIOA Title I - Youth	Crossville	$ 20,351.83	$ -	$ 60,754.17	$ 81,106.00	$ 20,351.83
WIOA Title II - Adult Education	Crossville	$ 40,694.39	$ -	$ -	$ 40,694.39	$ 40,694.39
WIOA Title III - Wagner Peyser	Crossville	$ 66,594.81	$ -	$ 346,313.10	$ 412,907.91	$ 66,594.81
WIOA Title IV - Vocational Rehabilitation	Crossville	$ 4,207.78	$ -		$ 4,207.78	$ 4,207.78
RESEA - State	Crossville	$ 25,979.37	$ -	$ 86,638.32	$ 112,617.69	$ 25,979.37
SNAP - State	Crossville	$ 25,651.68	$ -	$ 37,905.67	$ 63,557.35	$ 25,651.68
WIOA Title I - Adult	Jamestown	$ -	$ -	$ 9,958.18	$ 9,958.18	$ -
WIOA Title I - Dislocated Worker	Jamestown	$ -	$ -	$ 5,229.64	$ 5,229.64	$ -
WIOA Title I - Youth	Jamestown	$ -	$ -	$ 20,630.74	$ 20,630.74	$ -
		$ -	$ -		$ -	$ -
		$ -	$ -		$ -	$ -
WIOA Title I - Adult	Sparta	$ -	$ -	$ 10,958.18	$ 10,958.18	$ -
WIOA Title I - Dislocated Worker	Sparta	$ -	$ -	$ 6,229.64	$ 6,229.64	$ -
WIOA Title I - Youth	Sparta	$ -	$ -	$ 17,178.49	$ 17,178.49	$ -
		$ -	$ -		$ -	$ -
		$ -	$ -		$ -	$ -

EXHIBIT
tabbies
VIII F 21
09-01-26

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: Karen Trentham KT

Date: 8/17/2026

RE: Install electric for Marquee Sign

__x__ Backup included

_____ Backup to follow

Agenda Item for September 3, 2026 Board Meeting

Statement to be Included:

Request for Approval to hire Smith Electric , LLC to install electricity to the Marquee Sign being donated from First National Bank at the front of the building. To be paid from the Cookeville High School general account 403.001 O/M Contracted Service.

Director of Schools

8-17-26
Date

received
8-17-26 MT

SMITH ELECTRIC LLC

226 A West Stevens Street
COOKEVILLE, TN 38501

Phone: (931) 526-2898
Fax: (931) 520-3824

PROPOSAL

67

PHONE: 931-520-2287
DATE: 8/14/2026

TO: Putnam County Board Of Education
Cookeville High School

Attention: Brenna Flatt 931-267-9386

JOB NAME/LOCATION

1 Cavalier Dr
Cookeville, TN 38506

JOB NUMBER: JOB PHONE:

We hereby submit specifications and estimates for:

Smith Electric License Information: TN License #21345: Class CE: Limit $1,500,000.00: Expiration 7/31/2027

Estimate to trench and install 20 amp circuit for marquee sign, 450' from property line to small display Located in middle of roadway. Asphalt will have to be cut or bored under to run conduit. estimate includes labor, rental and material.

Any extra work will be done at an extra charge!

"This Proposal is good for 10 days from date listed above"

We propose hereby to furnish material and labor -- complete in accordance with the above specifications for the sum of:

dollars ($ $13,500.00)

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized
Signature:

Note: This proposal may be withdrawn by us if not accepted within: 10 days.

acceptance of proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Date of Acceptance:

Signature:

LAKELAND ELECTRIC, INC.

1560 Brown Avenue/P.O. Box 809/Cookeville, TN 38503
931/526-7216 Fax 931/526/9408

Commercial / Industrial
Electrical Contractors - State Licensed
- Electrical Construction
- Maintenance & Repair Services
- Infrared Thermography
- Machine Controls
- Voice / Data Cable Installation

PROPOSAL

To: Cookeville High School

Attn: Brenna Flatt

Date: August 13, 2026
Job Name: Entrance Sign

Location: Washington Avenue

We hereby submit specifications and estimates for:

Scope of work includes the following:
1) Rework existing service at pole and install new panel with breakers
2) Direct bore from pole to sign (app. 500') 1 1/4" Conduit
3) Install 3-#6 Thhn and 1-#8 Gr, from new panel to sign
4) Provide M.L.O. panel at sign with breakers as needed
5) Connect circuit to sign

THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE ABOVE DATE

We Propose hereby to furnish material - complete in accordance with above specifications for the sum of : 17,000.00

seventeen thousand dollars

**Payment is due immmediately upon completion of the above specified work.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: Billy Moore

Accepted by: _____ Date: _____

Van De Voorde SERVICES LLC

PO Box 1322 Cookeville, TN 38503 Phone 931-528-4040 Fax 931-528-3999

Van De Voorde Services LLC proposes to furnish the material and labor for the new Cookeville High School Median Sign.

Location: Cookeville High School
1 Cavalier Dr, Cookeville, TN 38501

A site visit has been made to the project.

Scope of Work to Include:

- Furnish & Install 1&1/4" pvc raceway from the existing pole to the new median sign roughly 500'
- Furnish & Install Copper conductors (3 #6 wires and 1 #10 ground)
- Furnish & Install 1 new 30A fused disconnect to go on the median sign for means of disconnect. This will have 20A fuses in it. Others provide wiring to this disconnect.
- Furnish Mini X to dig the ditch
- Furnish & Install boring under the street by the median sign roughly 35'
- Furnish Air Compressor for the Boring Machine
- Furnish Boring Machine
- Removal of vegetation near existing pole to clear path for ditch digging
- Backfill of existing dirt
- We will put grass seed back down after backfilling
- Furnish permits and inspections
- Furnish taxes and insurance

Excluded:

- Lay out and stacking
- Installation of the sign
- Grade layout
- Painting of any type
- Speaker wiring and mounting
- Conduit painting
- Concrete cutting and pour back
- Asphalt Work
- Dirt Spoils Left on Site
- Rock digging, Trenching, Blasting or Chipping
- Concrete encasement of conduits

Notes:

Total..... $ 16,350.00

Due to the volatility of commodities this proposal is good for 15 days from submission of proposal dated 8/11/2026.

Van De Voorde Services LLC
License # 00065669
Type: CE; CMC-A
Limit: $ Unlimited
Status: Active
Exp. Date 01/31/2028

If you have any questions, call Jeremy @615-971-9090.

Thank you.

Steven Van De Voorde
Owner

EXHIBIT
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09-01-26

PCSS Board Agenda Request

Date 8/6/2026

Department Teaching and Learning; Office of Educator Support

Person Submitting Judy Schinbeckler

Account Number (if appropriate) N/A

Check one:

___X___ Backup included

_____ Backup to follow

Consider approval of the following for the September 1st, 2026 BOE meeting:

Approval of the attached research request for Gabriana Whited, a doctoral candidate at Tennessee Tech University.

Purpose of the study

The purpose of the proposed study is to broaden the current research on third grade retention policies by focusing specifically on the third-grade retention law in the state of Tennessee. The research seeks to determine the perspectives of Upper Cumberland teachers in Tennessee on the third-grade retention policy.

Judy Schinbeckler 8-6-26

Signature of Person Making Request Date

8-6-26

Signature of Director of Schools Date

received
8-6-26 MT

Timestamp	4/29/2026 9:15:08
Email Address	gpyoung42@tntech.edu
During which semester will you conduct your research?	Fall (approvals begin July 1 prior to the semester)
Candidate Last Name	Whited
Candidate First Name	Gabrianna
Your Mailing Address	288 Ridge Road, Quebeck, TN 38579
Your Phone Number	(931)808-4459
Research level	Doctoral
Name of your Graduate School	Tennessee Tech
Name of course professor or committee chair	Dr. Janet Kesterson Isbell
What is the working title of your research project? NOTE: This is the proposed title of your paper NOT the course you are taking.	Third Grade Teachers' Perspectives on Third Grade Retention in Tennessee
Please provide a brief description of your topic, background, and purpose of your research project.	The purpose of the proposed study is to broaden the current research on third grade retention policies by focusing specifically on the third-grade retention law in the state of Tennessee. The research seeks to determine the perspectives of Upper Cumberland teachers in Tennessee on the third-grade retention policy.
From which school site(s) will you request data or survey participation? (Check all that apply.)	Algood Elementary School, Baxter Primary School, Burks Elementary School, Cane Creek Elementary School, Capshaw Elementary School, Cornerstone Elementary School, Jere Whitson Elementary School, Northeast Elementary School, Parkview Elementary School, Prescott South Elementary School, Sycamore Elementary School
For what data sources are you requesting access? Check all that apply.	TCAP, I will be seeking interviews and classroom observations with third grade teachers. I am not seeking student data for this study.ent
Which grade level data are you requesting? Check all that apply.	3rd Grade
Will you be conducting a survey? NOTE: All survey instruments must be submitted to Dr. Anderson for approval at least 30 calendar days prior to the date you wish to distribute the survey.	No
Dispersement of survey or related data 1. Upon the approval of the research/survey by the PCSS, the researcher will submit surveys to the Continuous Improvement Supervisor (Dr. Anderson)for release to the schools. The procedure for collecting student data will be developed through a meeting between the graduate student and the Continuous Improvement Supervisor. 2. The approval of the proposal indicates that it has met the standards required by the committee, but it in no way commits schools, principals, teachers, staff, or students to participate in the research or survey project. 3. Staff and students cannot be coerced or compelled to participate in research or survey activities against their will.	I agree
Once the research or survey project has been concluded, the researcher shall submit a brief on the study results. The brief should be written for an audience of district staff and the Board of Education and must include the survey in an appendix.	I agree

PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

Procedures for Request to Conduct Research

The process for requesting permission to conduct research/surveys begins with submitting a letter of intent to Mrs. Judy Schinbeckler, Educator Support Supervisor for the Putnam County School System.

The research/survey proposal must include the following information:

1. Full name, address, telephone number, email address, and Graduate School
2. A brief description of the topic, background, purpose, and explanation of how the results will be used, reported, displayed, and/or disseminated.
3. An explicit description of the sample, the number and type of schools, and the project timeline.
4. If a survey is to be conducted, a copy of the survey instrument.
5. A copy of the approved IRB
6. A timeline of the research process

Review of submitted proposals

The proposals will be judged on the following criteria:

1. Is the proposal designed so that the researcher will obtain valid and reliable results?
2. Is there a reasonable chance that the study will contribute something useful and of value to the school system?
3. Does the study make adequate provisions for protecting personal rights and privacy?
4. Does the study's potential justify the interruption of the work of pupils, teachers, and/or staff?
5. Does the study duplicate research or data collection recently completed within the school system?

Dispersement of survey or related data

1. Upon the approval of the research/survey by PCSS, the researcher will submit surveys to the Educator Support Supervisor for release to the schools. The procedure for collecting student data will be developed through a meeting between the graduate student and the Educator Support Supervisor.

2. The approval of the proposal indicates that it has met the standards required by the committee, but it in no way commits schools, principals, teachers, staff, or students to participate in the research or survey project.
3. Staff and students cannot be coerced or compelled to participate in research or survey activities against their will.

Once the research or survey project has been concluded, the researcher shall submit a brief on the study results. The brief should be written for an audience of district staff and the Board of Education and must include the survey in an appendix.

Signature Jahnianna Whited

Date 8/13/26

PUTNAM COUNTY SCHOOL SYSTEM

Engage, Inspire, Achieve.

PCSS External Researcher **Statement of Assurances**

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

Signature Deborianna White

Date 8/13/26

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

schinbecklej@pcsstn.com

Every Child, Every Day, No Exceptions!

Revised May 2022

Putnam County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Attendance of Non-Resident Students**	**6.204**	**00/00/26**
		Rescinds: **6.204**	Issued: **04/07/05**

Students residing outside the boundaries of the Putnam County school district may attend schools within the school district under the following conditions:

1. APPLICATION

a) They shall be approved by the Director of Schools.[1]

b) Non-resident students shall make application at least one week prior to the first day of school.[3] The Director of Schools/designee shall provide non-resident students notice of eligibility for re-enrollment by the end of the school year.

2. ADMISSION CRITERIA

Admission to Putnam County Schools is based on the following criteria:

- Space must be available
- Appropriate academic or support programs are available
- The student has acceptable attendance and discipline records
- The student has a satisfactory academic record
- The student is in good financial standing regarding any owed fees

Requests from students from adjoining states to attend school shall be considered on a case-by-case basis.[4]

Enrollment of a nonresident student is a privilege and is subject to annual review and approval by the school system. Continued enrollment shall be contingent upon the student and the student's parent or guardian complying with all applicable Board policies, school rules, attendance requirements, behavioral expectations, tuition requirements, and reasonable administrative procedures.

The Director of Schools or designee may deny continued enrollment or decline to approve a nonresident student's enrollment for a subsequent school year when, in the Director's judgment, the student's continued enrollment, or circumstances associated with the student's enrollment,

places an undue administrative, operational, financial, staffing, safety, disciplinary, or other substantial burden upon the school, school system, its employees, or its educational programs.

In making such a determination, the Director of Schools may consider, among other relevant factors, repeated or unreasonable demands or conduct by a parent or guardian that substantially interferes with school operations or the ability of school personnel to perform their duties.

Nothing in this provision shall authorize discrimination prohibited by state or federal law or limit any rights afforded to a student under applicable law. Any termination of enrollment during a school year shall be made only as permitted by applicable law and Board policy.

3. ADMISSIONS PRIORITY

Non-resident students will at no time have priority in attendance over students residing in Putnam County and attending the school to which they are zoned.

4. TUITION RATES

Non-resident students shall pay a tuition fee established annually by the Board. Annual tuition may not exceed, per student, per annum, the amount of local funds actually used for school purposes by the school district during the preceding school year, minus any funds received from the student's resident district. Tuition for out-of-state students shall be charged at the same rate as the average cost per student (state and local funds) in the district attended.[2]

5. PAYMENT

Tuition may be paid in two installments and must be paid by the first day of the semester at the time of enrollment. Tuition fees and payment applications are available at the PCSS Attendance Office.

Students who become residents of the school district shall be refunded any unused portion of their tuition on a pro rata basis.

Students under the age of eighteen (18) years of age who reside in the county with someone other than their legal guardians will not be permitted to remain in the school system unless declared emancipated.

The Board may enter into an agreement, whether formal or informal, with other Boards of Education on matters concerning the convenience of student transportation. Students enrolled under an agreement with another board of education will be exempt from tuition costs.

If a Board-employed teacher or full-time non-certified staff member resides outside Putnam County, those employees' children may be allowed to enroll in Putnam County schools, subject to the criteria required for all students.[5]

This policy will be interpreted consistently with all applicable Federal laws and regulations, including but not limited to the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Stewart McKinney Homeless Act.

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f)
3. TCA 49-6-3105
4. TCA 49-6-3108; TCA 49-6-403(f)
5. TCA 49-6-3113; TCA 49-6-3103

Cross References

Revenues 2.400
Students from Military Families 6.506

CROSS BOUNDARY APPLICATION – 2026 - 2027

Putnam County Schools
Cookeville, TN 38506

Please provide the following information and return the completed form to the ***Attendance Office***, Board of Education. **You may email the form to pierceb2@pcsstn.com or by mail to: Putnam County Schools Central Office, Attention: Cross Boundary Applications, 1400 East Spring Street, Cookeville, TN 38506.**

We reserve the right to rescind any placement if enrollment significantly changes. If enrollment changes occur that will affect your child, you will be contacted by phone immediately. ***IF the application is approved, transportation will not be provided by Putnam County Schools.***

<table>
<tr><td colspan="3">Student's Name:</td><td>Home Phone:</td></tr>
<tr><td colspan="3">Street Address:</td><td>Cell phone or email:</td></tr>
<tr><td>City:</td><td>County:</td><td>State:</td><td>Zip:</td></tr>
<tr><td colspan="3">Legal Parent/Guardian Name:</td><td>Grade Entering:</td></tr>
<tr><td>Student's Date of Birth:</td><td>School Last Attended including Telephone #</td><td>School Requesting to Attend:</td><td>2nd Choice:</td></tr>
</table>

Parent /Legal Guardian must submit the following documents with application for Cross Boundary:

□ Student's most recent report card/progress report;
□ Attendance record;
□ Discipline record; and
□ Documentation from current school administration stating student is currently in good standing.
□ If high school, please attached current transcript.
□ Parent Agreement Terms for Open Enrollment

Has the above named student required (or currently receiving) special education services? Yes, No or 504 services If yes, please explain: _____

Has the above named student had disciplinary/attendance problems at school? Yes ◯ No ◯

If yes, check disciplinary measure(s) taken: Suspended _☐_ Expelled _☐_ other _☐_
Please explain: _

I have read the school's policy relative to tuition students and agree to the terms as stipulated. I understand tuition students are accepted only if student enrollment permits. I give permission to contact my child's former school to obtain addition information for approval of my child's application. By signing this form, you are acknowledging the above information to be true and accurate.

_____ _____

Signature of Parent/Legal Guardian Date

For office use only: Application: Granted _____ Probationary ___ Denied _____ If denied, please state reason(s):_____

Signature of Principal _____ Date _____

Signature of Student Services Executive Director _____

Date _____

The school system shall have the right to reject the application of any pupil who fails to meet satisfactory scholastic standards, or maintain satisfactory daily attendance, or maintain satisfactory behavior.

There shall be no obligation for Putnam County Schools to provide transportation for Cross Boundary Students.

PUTNAM COUNTY SCHOOLS
TUITION FINANCIAL AGREEMENT

6.204 ATTENDANCE IN PUTNAM COUNTY SCHOOLS BY NON-RESIDENTS

Students who are not legal residents, as defined in 6.204 of the Putnam County School Board policy, shall pay tuition charges as approved annually by the Board of Education. Tuition students shall be accepted only if current enrollment permits.

A. Requests by new non-resident students to enroll in Putnam County Schools must be made by applying to the Attedance Office. Applications and financial agreement forms should be emailed to pierceb2@pcsstn.com.

B. During the spring pre-enrollment period, a non-resident student may request approval to attend Putnam County Schools by submitting the appropriate application. Appropriate school documentation must be attached to the tuition application.

C. Tuition students shall be enrolled in a school as determined by the Superintendent or his designee.

D. The school system shall have the right to reject the application of any student who fails to meet satisfactory scholastic standards, attendance standards, or who does not exhibit good citizenship behavior. The Superintendent shall not accept students who have been expelled or suspended from other schools without prior written approval.

E. Tuition shall be payable by contract, in advance, on an annual, semester, or monthly basis. With the Superintendent's approval, a monthly payment schedule may be used.

F. If a tuition student withdraws from Putnam County Schools during the school year or becomes a resident, a proportional refund shall be made for the remaining period covered by tuition payment. The tuition for a non-resident student who moves into the school district during the first grading period of the school year will be refunded.

G. There shall be no obligation for Putnam County Schools to provide transportation for non-resident students.

H. Students whose parents move from the city during the school year shall pay proportionate tuition charges for attendance during the remainder of the school year. Resident students who move from the city during the school year will be permitted to remain upon filing and approval of a tuition application.

(Please see reverse side)

Tuition rates for non-resident students, computed in accordance with Putnam County Board of Education Policy for the school year 2026-2027 are as follows:

	ANNUAL	SEMESTER
Grades K-12		
Grades K-12		
Other Tennessee County Residents		
Grades K-12		
Out of State Residents		
Grades K-12		

Please select a method of payment

- ☐ Annual Total amount of tuition paid on or before August 1, 2026.
- ☐ Semester: 50% annual tuition paid on or before August 1, 2026, and on/before January 3, 2027.
- ☐ Monthly: Written request attached.

Any payment not received on or before the sixth (6th) day after the due date will be assessed a $25.00 late fee. Any payment, plus the $25.00 late fee, not received by the fifteenth (15th) day of the month it is due will result in the student's withdrawal from school, effective the twentieth (20th) day of that month.

*Any other method of payment must be requested in writing to Dr. Bruce Borchers, Superintendent, stating the reasons why an exception to board policy should be allowed. Approval of an alternative payment plan must be obtained prior to the due date of your first payment.

Payments should be mailed to the Putnam County Schools Finance Office, Attention: Mark McReynolds, 1400 East Spring Street, Cookeville, TN 38506. If you have any payment questions, call Mrs. Waites at 931-526-9777. Payments for FY2026-2027 will be accepted beginning July 1, 2026.

By signing this agreement, I certify that I am the legal custodial parent or guardian and that I assume all financial and transportation responsibilities for my child.

Parent/Guardian's Name (Print) _____ Parent/Guardian's Signature _____

Student's Name _____ Student's School _____ Grade _____

Street Address _____ County _____

City _____ State _____ Zip Code _____

Home Telephone _____ Email _____ Work Telephone _____

PUTNAM COUNTY SCHOOL SYSTEM

NON-RESIDENT TUITION RATES

2026-2027 School Year

Tennessee and Out of State Residents	**Grades K-12**	**$3,995.00**

**** Please refer to Board Policy 6.204 for information relating to employees and non-resident tuition rates.**

Non-resident tuition rates - Calculation Details

Non-resident tuition rates for each school year are calculated by dividing local tax revenues by the K-12 ADM for the prior year.

Tuition for out-of-state residents is calculated THE SAME AS ABOVE.

TUITION APPLICATION – 2026 - 2027

Putnam County Schools
Cookeville, TN 38506

Date Received by:_____

Please provide the following information and return the completed form to the ***Attendance Office***, at the Board of Education. **You may email the form to Putnam County Schools at pierceb2@pcsstn.com or mail to the Putnam County School System Central Office, Attention: Tuition Applications, 1400 East Spring Street, Cookeville, TN 38506.**

We reserve the right to rescind any placement if enrollment significantly changes. If enrollment changes occur that will affect your child, you will be contacted by phone immediately. ***IF the application is approved, transportation will not be provided by Putnam County Schools.***

Student's Name:			Home Phone:
Street Address:			Cell phone or email:
City:	County:	State:	Zip:
Legal Parent/Guardian Name:			Grade Entering:
Student's Date of Birth:	School Last Attended including Telephone #	School Requesting to Attend:	2nd Choice:

Parent /Legal Guardian must submit the following documents with application for Tuition(if the child is an incoming K student, we understand these reports do not exist):

□ Student's most recent report card/progress report;
□ Attendance record;
□ Discipline record; and
□ Documentation from current school administration stating student is currently in good standing.
□ If high school, please attached current transcript.
□ Parent Agreement Terms for Open Enrollment

Has the above named student required (or currently receiving) special education services? Yes, No or 504 services If yes, please explain: _____

Has the above named student had disciplinary/attendance problems at school? Yes ◯ No ◯

If yes, check disciplinary measure(s) taken: Suspended _☐_ Expelled _☐_ other _☐_
Please explain: _

I have read the school's policy relative to tuition students and agree to the terms as stipulated. I understand tuition students are accepted only if student enrollment permits. I give permission to contact my child's former school to obtain addition information for approval of my child's application. By signing this form, you are acknowledging the above information to be true and accurate.

_____ _____

Signature of Parent/Legal Guardian Date

A response for acceptance/denial of tuition status as well as method of payment request will be emailed to you.

For office use only: Application: Granted ☐ Probationary ☐ Denied ☐ If denied, please state reason(s): _____

Signature of Principal _____ Date _____

Signature of Student Services Executive Director _____

There shall be no obligation for Putnam County Schools to provide transportation for non-resident pupils.

Parents must also sign the parental agreement form and the financial agreement form and return with this application.

March 2026