

AGENDA  
Putnam County Board of Education  
1400 East Spring Street  
January 10, 2008  
5:30 PM

*5:30 – 5:35 PM*

**Approval of the Agenda**

*5:35 – 5:45 PM*

**Announcements**

- Recognize *I Make A Difference Award*
- Recognize Sharon Griggs, Curriculum Supervisor, with an announcement regarding U.S. News and World Report selecting Monterey and Upperman High schools for the Bronze Medal Schools Award
- Note Preliminary Report completion

*5:45 – 5:50 PM*

**Approval of the Minutes**

Regular Board Meeting – December 6, 2007 @ 5:30 PM

Special Called Board Meeting – December 6, 2007 @ 5:15 PM

*5:50 – 6:00 PM*

**Approval of the Consent Agenda**

(All Consent Agenda items are the recommendation of the Director of Schools.)

**I. Consent Agenda**

**A. Approval of Purchases/Payments**

1. Consider approval of payment in the amount of \$28,263.40 to Cockrill Design and Planning – Knoxville, Tennessee for initial payment (Article 1.5.7) and 2% completion of the schematic design phase relative to new Putnam Middle School to be paid from 179-91300-304-MIDDL, Capital Projects – Architects.

2. Consider approval of payment in the amount of \$2,066.40 to Cockrill Design and Planning – Knoxville, Tennessee for 2% completion of the schematic design phase relative to new Putnam Elementary School to be paid from 179-91300-304-ELEM, Capital Projects – Architects.
3. Consider approval of the following computer purchases to be paid from 141-1100-722-BEP.2:
  - Three (3) Mac Book 5-packs and One (1) Mac Book 2.0 Ghz Intel Core in the amount of \$15,684 for Northeast Elementary School; and
  - Combo Computer Cart 32; Two (2) 5-packs super drives; and Two (2) Mac Books in the amount of \$35,887 for Cookeville High School
4. Consider approval of purchase to Cookeville Heating and Cooling – Cookeville, Tennessee to replace two (2) existing boilers at Capshaw Elementary School in the amount of \$34,990 to be paid from 141-72620-399, Maintenance – Contracted Services.
5. Consider approval of payment in the amount of \$35,271.29 to Cockrill Design and Planning – Knoxville, Tennessee for 100% completion of the design development phase relative to Algood Elementary School to be paid from 179-91300-304-ALGOO, Capital Projects – Architects.
6. Consider approval of the Special Education purchase of fourteen (14) Apple laptop computers to replace older teacher laptops at a cost of \$1,199 each in the total amount of \$16,786 to be paid from General Purpose School funds 141-71200-725.
7. Consider approval of payment in the amount of \$1,500 to Monte Gaw, Appraiser – Cookeville, Tennessee for market value appraisal to be paid from 179-91300-308-PCMS, Capital Projects – Consultants.

8. Building Projects – New Algood
  - a. Consider approval to rescind action Agenda Item II.D.2.b. (see attached) taken by the Board on October 4, 2007
  - b. Consider approval to authorize Cockrill Design and Planning – Knoxville, Tennessee, in accordance with their prime contract, to enter into and transfer the civil engineering contract from Pennoni & Associates (who has closed its Knoxville offices) to Cannon & Cannon, Inc. – Knoxville, Tennessee in a total civil engineering services and administrative amount not to exceed \$27,025. (Replacing the action taken on Agenda Item II.D.2.b. from the October 4, 2007, Board meeting.)

**B. Bids**

1. Consider approval to correct the finish materials bid awarded on December 6, 2007, as follows:

Bidder	Previously Approved Award	Correct Award
Potter's	\$1,271.18	\$1,249.58
Williams Wholesale	808.70	833.69

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

1. Consider approval of the following General Purpose School Budget Amendment, Fund 141, as submitted:
  - a. Adult Education – new grant
  - b. LEAPS Program
  - c. SPED - Knights of Columbus
2. Consider approval of the following General Purpose School Line Item Transfer, Fund 141, as submitted:
  - a. Adult Education Program – 71600
  - b. BEP 2.0 Funds – STARS Program
  - c. RISK Funds
  - d. Adult Education Program 72260
  - e. Special Education TLAS Grant

3. Consider approval of the following Federal Projects Budget Amendments, Fund 142, as submitted:
  - a. Title I.A., Sub fund 101 – Burks
  - b. Title I.A., Sub fund 101 – PreK
  - c. Title II., Sub fund 201
  - d. Math and Science Partnership Grant, Sub fund 962
  - e. Title V., Sub fund 501
  - f. Title II.A., Sub fund 201
  
4. Consider approval of the following Federal Projects Line Item Transfers, Fund 142, as submitted:
  - a. Title I.A., Sub fund 101 – Baxter
  - b. Title I.A., Sub fund 101 – Park View
  - c. Title I.A., Sub fund 101 – PreK
  - d. Reading First, Sub fund 121
  - e. Title II.A., Sub fund 201
  - f. Title II.D., Sub fund 231
  - g. Title III., Sub fund 301
  - h. Title IV., Sub fund 411
  - i. Title V., Sub fund 501
  - j. Carl Perkins, Sub fund 801
  - k. IDEA Preschool, Sub fund 912

**D. Consider approval of the Overnight/Out-of-State Field Trip Report, as submitted.**

**E. Grant**

1. Consider approval of Grant Report item #77 to apply; and #79 to accept, as submitted.

**F. Other**

1. Consider approval of the budget calendar for the 2008-2009 school year, as submitted.
2. Consider approval of the school budgets for the 2007-2008 school year, as submitted.
3. Consider approval of the cell phone proposal from Verizon, as submitted.

4. Consider approval of the architectural proposal for bidding documents for Monterey High School bleachers.
5. Consider approval of the proposal for bidding documents for tile at Park View and Sycamore Elementary schools.
6. Consider approval of the Putnam County Job Descriptions, as submitted.

END OF THE CONSENT AGENDA

**II. Considerations for Board Discussion and/or Action**

**A. Building Projects**

*6:00 – 6:05 PM*

1. New Putnam County Elementary School (Grades PreK-4th)
  - a. Discuss location and possible property option

*6:05 – 6:15 PM*

- 2.. New Putnam County Middle School (Grades 5<sup>th</sup> – 8<sup>th</sup>)
  - a. Discuss “Bullington” property option

*6:15 – 6:20 PM*

3. New Algood Elementary School (Grades Pre-K-4<sup>th</sup>)

*6:20 – 6:25 PM*

**B. Insurance Recovery**

1. Jere Whitson Elementary School Demolition Status Report

*6:25 – 6:30 PM*

**C. Cookeville High School (CHS) athletic requests**

1. Consider approval of the submitted proposal for the construction of a CHS football field house.
2. Consider approval of the submitted proposal for the construction of a CHS wrestling field house.

3. Consider approval for the booster clubs to raise funds for the proposed construction of the football and wrestling field houses.

*6:30 – 7:00 PM*

D. Policies

1. Consider approval of Policy 6.312, Use of Personal Communication Devices and Electronic Devices, on third and final reading, as submitted.
2. Annual Review - Policy Section 2, Fiscal Management

- a. Policy 2.100 – Fiscal Management Goals

*Budget*

- b. Policy 2.200 – Annual Operating Budget
- c. Policy 2.201 – Line Item Transfer Authority
- d. Policy 2.300 – State & Federal Aid Eligibility Determination

*Revenue*

- e. Policy 2.400 - Revenues
- f. Policy 2.401 – Gifts and Bequests
- g. Policy 2.402 – Investment Earnings
- h. Policy 2.403 – Personal Property Sales
- i. Policy 2.404 – School Support Organizations
- j. Policy 2.500 – Deposit of Funds
- k. Policy 2.600 – Bonded Employees

*Accounting*

- l. Policy 2.700 – Accounting System
- m. Policy 2.701 – Financial Reports and Records
- n. Policy 2.702 – Inventories
- o. Policy 2.703 – Audits

*Expenditures and Purchasing*

- p. Policy 2.800 – Expenditure of Funds
- q. Policy 2.801 – Petty Cash Accounts
- r. Policy 2.802 – Payroll Procedures
- s. Policy 2.803 – Salary Deductions
- t. Policy 2.804 – Expenses and Reimbursements
- u. Policy 2.805 – Purchasing
- v. Policy 2.806 – Bids and Quotations
- w. Policy 2.807 – Requisitions
- x. Policy 2.808 – Purchase Orders and Contracts
- y. Policy 2.809 – Vendor Relations
  
- z. Policy 2.900 – Student Activity Funds Management