

CONTRACT OF EMPLOYMENT

Comes now the undersigned, the Campbell County Board of Education, hereinafter referred to as the "**BOARD**," and Jennifer Fields, hereinafter referred to as "**EMPLOYEE**," and do hereby enter into the following Contract of Employment:

I.

TERM OF CONTRACT

The **BOARD**, in accordance with its action of April 4, 2024, hereby entered into a Contract of Employment with the **EMPLOYEE**, whereas the **EMPLOYEE** would serve as the Director of the Campbell County School System for a period of two (2) years commencing on the 13th day of April, 2025, and ending on the 12th day of April, 2027. Pursuant to the terms of this Contract of Employment, the **EMPLOYEE** will resign from the position of Director of Schools for the Campbell County School System effective December 31, 2025. From January 1, 2026 through September 30, 2026, the **EMPLOYEE** will remain employed in a transition role to allow the **BOARD** to appoint an interim Director of Schools and ultimately employ a full time Director of Schools. The **EMPLOYEE** will serve in this transition role from January 1, 2026 through September 30, 2026, at the conclusion of which the **EMPLOYEE** will officially retire, and the **BOARD** will pay a one (1) time lump sum for the remainder of her contract, covering the period of October 1, 2026 through April 12, 2027, with the lump sum buyout of the Contract of Employment to be made from Reserved Funds of the Undesignated Funds established for such purpose.

II.

TENURE

By signing this Contract of Employment, the **EMPLOYEE** does not waive her tenure with the Campbell County School System, and the **BOARD** acknowledges that at all time until the date of October 1, 2026, she will remain a tenured employee of the Campbell County Board of Education and will be entitled to all of the benefits provided therein. By signing this Contract of Employment nothing will affect the **EMPLOYEES'** rate of pay; retirements benefits; insurance benefits; and/or any other benefits awarded to a tenured employee.

III.

DUTIES

- A. The **EMPLOYEE** shall perform all of the duties necessary to assist the interim Director during the transition process, and to assist the next Director of Schools so that there will be a smooth and easy transition. The **EMPLOYEE** will perform reasonable transition and advisory duties to support the interim Director and the subsequent Director of Schools to ensure a smooth and easy transition of leadership. See attached annexure.

IV.
COMPENSATION

The **EMPLOYEE** shall be paid the same annual compensation that she was awarded in her Contract of Employment as Director of Schools in the amount of One Hundred Thirty Thousand, Six Hundred Dollars (\$130,600.00) per annum in bi-weekly installments until October 1, 2026, at which time she will receive a one (1) time lump sum payout of the remaining balance due on her original Employment Contract that ends on April 12, 2027 with such payment to be made from Reserved Funds of the Undesignated Funds established for such purpose.

V.
INSURANCE BENEFITS

The **EMPLOYEE** shall be provided with the insurance benefits that were provided to her in the agreement signed on November 4, 2024, and the **BOARD** shall pay all membership dues to any professional societies, associations, or civic clubs of which the employee is currently a member including, but not limited to, AASA, TOSS, South Campbell County Rotary, and the Campbell County Chamber of Commerce until September 30, 2026.

VI.
PROFESSIONAL LIABILITY

The **BOARD** shall maintain liability insurance covering alleged wrongful acts and omissions of the **EMPLOYEE** pursuant to the same terms that were set forth in the contract of November 4, 2024.

VII.
SICK LEAVE

The **EMPLOYEE** shall be granted one (1) day of sick leave for each month of contractual employment. Sick leave days shall be cumulative, and unused sick leave days may be used for retirement credit in accordance with the policies set forth by the Tennessee Consolidated Retirement System. It is further acknowledged and agreed that the **EMPLOYEE** has accrued sick leave through her previous employment with the Campbell County Board of Education. The **EMPLOYEE** is not required to forfeit said sick days, but may not use said sick days during the term of this contract without the expressed written permission of the **BOARD**. The **EMPLOYEE** will be allowed to use the sick days at the end of the terms of this contract in accordance with **BOARD** policy and State law.

VIII.
WORKYEAR

The **EMPLOYEE'S** work year shall consist of between two hundred fifty-seven (257) and two hundred sixty-three (263) days, as decided by the calendar. Non-duty days will include all holidays observed by the Campbell County Board of Education and fifteen (15) annual leave days.

IX.
CONTRACT TERMINATION

This employment contract may be terminated for the following reasons:

- A. Mutual Agreement - The employment contract may be terminated by mutual agreement of the parties; retirement; disability or death of the **EMPLOYEE**.
- B. For Cause-The employment contract may be terminated for cause upon sufficient proof of willful misconduct, gross negligence, or failure by the **EMPLOYEE** to adhere to any of the contract requirements or failure to follow **BOARD** policies and directives, and any and all enumerated reasons for termination for cause as set forth by the Tennessee Code Annotated. If the **BOARD** terminates this contract for cause, the **EMPLOYEE** would be entitled to no further benefits or compensation pursuant to this Contract. The procedure for termination for cause will be set forth by the Tennessee Code Annotated.

X.
AMENDMENTS

Any modification to this contract shall be made by mutual agreement of both parties and only in writing. Neither party shall be bound by any oral representation concerning modification of this contract.

XI.
ENTIRE AGREEMENT

This contract constitutes the entire agreement among the parties and the parties hereto acknowledge that neither has relied upon any oral representation or any agreements by the other in that no such oral representations or agreements shall in any way affect the term of this agreement in that this agreement may not be modified or changed except by a written instrument executed by the parties.

Date this _____ day of _____, 2025.

CHAIRMAN

DIRECTOR

VICE CHAIRMAN

Position Title: Transition Consultant – Office of the Director of Schools

Position Purpose:

The Transition Consultant will serve in an advisory and support capacity to the Interim Director of Schools and subsequent Director of Schools to ensure a smooth, effective transition of leadership within the district. This position is intended as a temporary, non-renewable role concluding with retirement in September 2026.

Essential Functions:

- Provide consultation and mentorship to the Interim Director of Schools and newly appointed Director of Schools regarding district operations, policies, and strategic priorities.
- Assist in orienting new leadership to ongoing projects, initiatives, and compliance requirements at the local, state, and federal levels.
- Serve as a resource for historical knowledge of the district's policies, procedures, and community partnerships.
- Support continuity in district leadership by advising on best practices for board relations, staff communications, and community engagement.
- Facilitate the handoff of key responsibilities, initiatives, and reports to ensure uninterrupted services and operations.
- Maintain confidentiality and exercise discretion in all matters relating to personnel, students, and district operations.
- Perform other duties as assigned by the Board of Education that contribute to the effective transition of leadership.

Minimum Qualifications:

- Master's degree in Educational Leadership, Administration, or related field.
- Prior experience as a Director of Schools or equivalent executive leadership role within public education.
- Comprehensive knowledge of Tennessee educational policies, statutes, and accountability frameworks.
- Demonstrated ability to communicate effectively with the Board of Education, administrators, staff, and community stakeholders.
- Strong organizational, analytical, and advisory skills.

Physical and Mental Demands:

- Requires mobility to work in office setting.
- Requires ability to communicate effectively in both oral and written form.
- Requires ability to handle multiple priorities, meet deadlines, and work in high-pressure situations.

**Annexure: Contract of Employment (2025
Fields)**

Terms of Employment:

This is a temporary, non-renewable consultant position beginning January 1, 2026, and concluding September 30, 2026. Compensation will be established by the Board of Education.

Campbell County Board of Education
172 Valley St., Jacksboro, TN 37757

TIPS Contract #250101

The Interlocal Purchasing System (TIPS) is sponsored by the Region VIII Education Service Center (ESC8) located at 4845 US Highway 271 North, Pittsburg, Texas (Camp County) and is governed by the Region 8 ESC Board of Directors. The Interlocal Purchasing System is available for use by all public and private schools, colleges, universities, cities, counties, and other government entities. All awarded contracts through the TIPS program have been awarded under the Competitively Bid Process and received a Contract from TIPS Governing Board of Directors. The below quotation is based on the product requested under contract number TIPS #250101

Pro-Vision	CLDC-1YR	CloudConnect Device License	32	\$360.00	\$11,520.00
Pro-Vision	Shipping	Standard UPS Shipping	1	\$0.00	\$0.00
* Pricing does not include any state or local taxes				Annual Total	\$11,520.00
** Program / Data billed annually (1-YR)				Contract Total	\$11,520.00
*** Discounted pricing based on a combination of all equipment and services					

Contact Information for TIPS Contract #250101
Supplier Contact Information
Pro-Vision Video Systems
8625 Byron Commerce Dr. S.W.
Byron Center, MI 49315
1.800.576.1126

Oct 1st, 2025

September 30, 2025

Campbell County Public Schools
172 Valley Street
Jacksboro, Tennessee 37757

c/o Brian McDonald, Architects Weeks Ambrose McDonald
Attention: Jennifer Fields, Director of Schools
Reference: **Proposal for Geotechnical Exploration
Campbell County High School Indoor Practice Facility**
129 Cougar Lane, Jacksboro, Tennessee 37757
S&ME Proposal No. 24430277 REV 01

Dear Ms. Fields,

S&ME, Inc. (S&ME) appreciates the opportunity to submit this revised proposal for the referenced project. The purpose of our services will be to explore subsurface conditions at the site, evaluate those conditions, and provide recommendations for site preparation, foundation support, and pavement support. This proposal describes our understanding of the project, discusses the intended scope of services, outlines the project schedule, and presents the associated compensation for our services. An Agreement for Services (AS-071) is attached and is incorporated as part of this proposal.

Project Information

Initial project information was provided on August 28, and September 3, 2024 via emails between Mr. Brian McDonald, AIA of Architects Weeks Ambrose McDonald and Mr. Dan Boles, PE (formerly of S&ME) and a follow-up email from Mr. McDonald to Mr. Josh Baines of S&ME on September 24, 2025. Appended to the original emails was the following document:

Request for Subsurface Information.pdf, dated January 10, 2024, prepared by Southeastern Engineering, Inc. which included Drawing A1.1 through A5.2

Based on the provided information, we understand a new, approximately 9,105 square foot indoor practice facility will be built on a nearly 1.5-acre parcel located at 129 Cougar Lane, Jacksboro, Tennessee. The facility is generally oriented southeast to southwest. A gravel access road will be constructed parallel to the southwest side of the building with a chain link fence surrounding the facility. The facility includes a practice court, weight room, restrooms, and a utility room, as well as a future exterior practice field addition.

While the project design is in the preliminary stages, we anticipate the structure will be a pre-engineered metal building (PEMB) supported by shallow foundation and have a concrete slab-on-grade. We estimate maximum column and wall loads of 150 kips and 3 kips per linear foot, respectively. We anticipate floor slab loads to be 200

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Campbell County High School Indoor Practice Facility
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pounds per square foot (psf) throughout the facility. While grading plans are not available yet, we anticipate maximum cuts and fills of less than 5 feet will be required to reach planned grades across the site.

Review of available aerial images on Google Earth show the site is currently developed as a grass football practice field. No clearing will be required to reach desired boring locations. No noted closed depressions are visible in the aerial images and available topographic mapping.

We have been requested to provide this proposal to perform a geotechnical exploration for the subject project. The project information and assumptions detailed in this proposal should be reviewed and confirmed by the appropriate team members. Modifications to our proposed scope of services may be required if the actual conditions vary from the project information and assumptions described herein.

Scope of Services

Field Services

Public Utility Location Coordination

We will proceed with our services upon receiving written authorization. Upon your authorization, we will contact Tennessee 811 who will facilitate the location of their member utilities; location of other utilities will be the responsibility of the client. We request that facility personnel with knowledge of site utilities be present during our location layout to help identify potential and/or known conflicts. We will move our borings to help avoid potential and/or known conflicts. We are not responsible for damage or loss of service to any utilities which have not been marked for us or which are mis-located by others. If desired, we can retain the services of a private utility location consultant to check our boring locations for potential underground obstructions, for an additional fee.

Test Location Layout

A member of our engineering staff will establish the test locations by using a commercial grade, hand-held global positioning system (GPS) device with points established using Google Earth™. Select locations can be cross referenced by estimating right angles and pacing or measuring distances from existing site features (i.e. property corners, building corners, etc.). The ground surface elevation at each test location will be estimated if topographic information is provided. If more specific location and elevation data are desired, we recommend retaining a professional licensed surveyor to obtain that information.

Test Borings

We will mobilize an all-terrain vehicle (ATV) or truck mounted drill rig to perform 4 borings in general accordance with ASTM D6151, the *Standard Practice for Using Hollow-Stem Augers for Geotechnical Exploration and Soil Sampling*. Borings B-01 through B-04 will be located within the main facility footprint and advanced to depths of 20 feet, or shallower auger refusal, whichever is encountered first.

Four standard penetration resistance tests (SPT) will be performed in general accordance with ASTM D1586, the *Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils* in the upper 10 feet of each boring. The SPT sampling will then be continued at 5-foot intervals thereafter

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until the proposed termination depth or auger refusal is met. Upon completion of the borings, subsurface water will be checked and measured in each borehole at the time the drilling and the following day. Following completion of the drilling and water level measurements, each hole will be backfilled with auger cuttings and a borehole closure device.

Borehole Closure

The work described in this section will involve the drilling or boring of test holes on the property being explored. Open boreholes on any site expose the property owner and other parties to a multitude of liability risks. These include physical risk of injury or damage to the owner or third parties on the property of the owner. Additionally, other real property may be at risk due to the presence of the boreholes. While no method of closing a borehole is totally foolproof, we have found the use of borehole closure appliances will improve the stability of the surface in the vicinity of completed boreholes. Unless otherwise directed, we will close the boreholes made in this study using this standard protocol. The cost quoted in this proposal includes the cost of closing the boreholes in accordance with this protocol. If grouting of boreholes is desired, we can close the boreholes using that method for an additional fee.

Laboratory Testing Services

The obtained soil samples will be returned to our laboratory and visually classified by a member of our geotechnical staff in general accordance with ASTM D2488, the *Standard Practice for Description and Identification (Visual-Manual Procedure)*. To aid in our classification and analyses, we plan to perform up to 5 moisture contents tests (ASTM D2216), 1 Grain Size Analyses (ASTM D6913) and 1 Atterberg Limits tests (ASTM D4318) on select samples.

Report

Upon completion of our field and laboratory testing, we will issue a geotechnical report. The report will be prepared by members of our engineering staff under the direction of an S&ME senior engineer licensed in Tennessee. Our report will include:

- A summary of the project and provided information;
- A summary of current site conditions, topography, and area geology;
- A summary of the field exploration methods;
- A summary of the subsurface conditions encountered in the test borings;
- A summary of the laboratory test methods and results;
- Geotechnical site assessment;
- Recommendations for site preparation, including subgrade preparation, excavation, structural fill placement, and groundwater control;
- Recommendations for foundation design and construction for the structure;
- Recommendations for design and construction of the concrete slab-on-grade;
- Recommendations for design and construction of retaining walls;
- Recommendations for pavement section thickness design and construction (see note below);
- Recommended seismic site classification in accordance with the 2021 International Building Code (IBC) based on the N-value method; and

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An Appendix with Site Location Plan, Test Location Plan, individual boring logs for each test boring, and individual laboratory test reports.

Note: If traffic loading information is not provided to us, our evaluation of the recommended pavement section thickness will be based on estimates of vehicle types and frequencies. Our evaluation will use estimates of subgrade support conditions based on the soil boring and laboratory data, our experience, and other sources. If site specific subgrade support data are desired, additional laboratory testing can be performed for an additional fee.

Excluded Services

Without attempting to be a list of all services or potential services excluded, the following services are specifically excluded from this proposal. If any of the excluded services are desired or required, please contact us so we can modify this proposal or prepare a proposal for additional services.

- Surveying of boring locations and elevations.
- Private utility location services.
- Site shear wave testing and Site-specific Seismic Response Analysis (SSRA).
- Group or lateral pile analysis.
- Infiltration and seasonal high water table evaluation.
- California Bearing Ratio (CBR) testing for pavement section design.
- Environmental assessment services, including special handling/drumming of soil cuttings or groundwater and analytical testing of soil and groundwater. We understand there are no known environmental contaminants in soil or groundwater at the site.
- Construction Phase Services, including the monitoring of construction, testing of construction materials and Special Inspections.
- Preparation or review of plans, specifications, submittals, or other construction documents.
- Retaining wall design.
- Re-landscaping or otherwise restoring the site to its original condition.
- Clearing of trees for drill/CPT rig access.
- Evaluation of the possible existence of geologic sinkhole conditions at the site. If conditions are found indicating the potential for geologic sinkhole conditions, we will notify you to discuss a modification to the exploration program.
- Project meetings.

Limitations

The following limitations apply to our scope of services:

We assume others will provide right-of-entry to access the property. We anticipate our fieldwork can be completed during normal business hours (i.e. 7AM to 5PM, Monday through Friday). If we are required to perform our field services during non-business hours (i.e. nights or weekends), both our schedule and compensation could be affected.

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The generalized subsurface information obtained is intended to convey trends in subsurface conditions. The boundaries between strata will be approximate and will be developed by interpretations of widely spaced borings. Therefore, actual subsurface conditions may vary between test locations. Soil test borings have limitations with assessing debris in existing fills (if present) and test pits may be needed to further evaluate the subsurface conditions at this site. The scope does not constitute or imply approval of permits by regulatory agencies. Soil evaluations are done based on interpretations of the rules governing storm water management systems and are not guarantees for site approval. The proper regulatory agencies will need to evaluate and permit each stormwater management system.

Client Responsibilities

The Scope of Services, fees, and project schedule presented herein are contingent upon the client providing the following:

- Signed authorization of our services.
- Access to the site.
- A digital copy of site plans showing pertinent information, other than those already provided.
- Personnel familiar with existing utility locations (if applicable) to meet with our personnel.
- Confirmation of structural loading and traffic loading assumptions.
- Information on any utilities serving the project site and the presence and accurate locations of hidden or obscure man-made objects relative to field tests or boring locations.

Use of Proposal/Report

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

Schedule

Based on our current schedule, we plan to complete the geotechnical services outlined herein within 7 weeks after authorization to proceed. Our field crew can typically mobilize to a project within 4 weeks and we expect the field work will take about 1 day to complete. Preliminary geotechnical findings, conclusions, and recommendations can normally be given shortly after completion of the field work, subject to confirmation by laboratory testing and further engineering analysis. The field work schedule is subject to inclement weather.

Compensation

Our lump sum fee to complete the geotechnical exploration scope described is **\$9,900**. This price is valid for 90 days from the date of the proposal.

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If we encounter conditions that indicate additional services would be in the best interest of the project, we will contact the client with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization.

Authorization

An Agreement for Services (AS-071) is attached and incorporated as a part of this proposal. Please sign the agreement and return it to our office as your authorization of the proposed scope of services and the associated fee. Upon receipt of the signed agreement, we will execute the agreement, return a copy to you, and proceed with the performance of our services. Any changes or modifications to AS-071 or the proposal are required to be acknowledged by both parties initialing acceptance of this proposal and agreement for services next to the change or modification.

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, and are hereby specifically rejected, as our agreement is for services which are not compatible with purchase order agreements.

If this proposal is transmitted to you via email, and if you choose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.

Closure

We appreciate the opportunity to submit this proposal and look forward to being of service on this project. Please contact us with any questions or comments.

Sincerely,
S&ME, Inc.

Joshua A Baines, E.I.
Geotechnical Services Manager
jbaines@smelinc.com

Jason S. Reeves, P.E.
Principal Geotechnical Engineer
jreeves@smelinc.com

Attachments: Agreement for Services Form (AS-071)

2025 Local Education Agency Compliance Report

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

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 28, 2025**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

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

LEA Name: Campbell County

Director of Schools/Superintendent Name: Jennifer Fields

Director of Schools/Superintendent Signature:

School Board Chair Name: Jeffrey Miller

School Board Chair Signature:

Date of School Board Approval: 10/7/2025

UPLOAD COMPLETED REPORT TO ePlan BY

(including the corresponding corrective action plan if applicable).

Upload instructions are accessible .

2025 Noncompliance Corrective Action Plan

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

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

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)

The following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2025 legislative session:

Current and pending SBE rules:

Tennessee Code Annotated:

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

CAMPBELL COUNTY BOARD OF EDUCATION

BUS DRIVER CONTRACT ADD/CHANGE NOTICE

FISCAL YEAR 2025-2026

Notification Date October 3, 2025 Effective Date September 29, 2025
 Bus Owner/Business Name Gilbert Lay Department Transportation
 Social Security #/EIN # _____
 Mailing Address _____
 Bus/Route Number 45 Phone # _____

CALCULATION COMPONENTS:

	Annualized Original Contract	YTD Closeout Calculations
MILAGE	60	60
MILAGE RATE	\$1.88	\$1.88
180 Contract Period Days	Total \$20,304.00	36 days \$4,060.80 (Cont. Period)
SEAT CAPACITY	42	42
SEAT RATE	\$23.50	\$23.50
9 months	Total \$8,883.00	\$1,776.60
SUPPLEMENT AMOUNT	\$15,300.00	\$3,060.00
Other		\$0.00
Missed Days Adjustment		days \$0.00
	Total \$44,487.00	Earned \$8,897.40
Daily Rate	\$247.15	
Original Contract Amount	\$44,487.00	Paid to Date \$6,810.75
Number of Original Pays	23	Pays to Date 5
Average Pay Period Amount	\$1,934.22	

	Annualized Revised Contract	Remaining Contract Calculations
	68	68
	\$1.88	\$1.88
\$23,011.20	144 days \$18,408.96 (Cont. Period)	
	42	42
\$23.50	\$23.50	\$23.50
\$8,883.00	\$8,883.00	\$7,106.40
\$15,300.00	\$15,300.00	\$12,240.00
		\$0.00
\$47,194.20	Remain \$37,755.36 Earned \$8,897.40	
\$262.19		
Adjusted Contract Amount	\$46,652.76	
Amount Paid to Date	\$6,810.75	
Remaining Amount	\$39,842.01	
Number of Remaining Pays	18	
Average Pay Period Amount	\$2,213.45	

Changes/Remarks

Gilbert Lay's Bus 45 route changed by 8 miles a day in order to get a student for Jellico High School

** I hereby certify and agree to the changes noted above as an addendum to my current
 2025-2026 bus contract with the Board of Education to provide Student Bus Transportation.

Bus Owner _____ Date _____

Director of Schools _____ Date _____

Board Chairman _____ / Date _____

Finance Director _____ Date _____