

Regular Board of Education Meeting

January 25, 2021 6:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

B. Volunteer Recognitions

C. School Board Appreciation Week

V. Public Forum

VI. Consent Agenda

A. Board Minutes

VII. Items for Action

A. Extension of Superintendent's Contract

B. FY21 Budget Transfer #3 - Second Reading

C. Purchase and Installation of District Warehouse Building

D. Purchase of Replacement Cooling Tower Bundle for Robertsville Middle School

E. Purchase of Replacement Cooling Tower Bundle for ORHS

F. Board Policy 1.901 Charter School Applications - Second Reading

G. Board Policy 4.400 Textbooks and Instructional Materials - Second Reading

H. Board Policy 4.605 Graduation Requirements - Second Reading

I. FY'22 ORHS New Course Offerings

J. Board Policy 5.302 Sick Leave - Second Reading

K. Board Policy 5.303 Personal and Professional Leave - Second Reading

L. Board Policy 6.303 Interrogations and Searches - Second Reading

M. Board Policy 6.402 Physical Examinations and Immunizations - Second Reading

N. Board Policy 6.405 Medicines - Second Reading

O. Board Policy 6.500 Special Education Students - Second Reading

VIII. Items for Information

A. Financial Reports

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *Pat*
Subject: FY'21 Budget Transfer #3
Date: January 5, 2021

The attached FY'21 Budget Transfer #3 includes the following budget transfer requests for Board of Education approval:

- Mid-Year analysis, adjustment, and re-alignment of all general fund salary, benefit, and expenditure budget items (budget/actual/encumbrances) based on current YTD analysis
- Place unencumbered budget funds (after above changes) into instructional expenditure account code for purchase of teacher/staff devices
- Place unencumbered budget funds (after above changes) into career technology expenditure account code to complete purchase of Portable Event Recording equipment.
- Place unencumbered budget funds (after above changes) into capital outlay expenditure account code for purchase of warehouse building at ORHS
- All routine budget transfers and revisions from November 16, 2020 through January 5, 2021 (grants) for Board Approval

FY 21 FYTD Budget Summary - Budget Transfer #3

Fund	FY21 Original Approved Budget	Budget Transfer #1, #2, & #3	FY21 Revised Budget Total
Fund 141 (General Fund)	\$ 61,154,449.00	\$ (197,428.64)	\$ 60,957,020.36
Fund 142 (Federal)	\$ 4,798,134.00	\$ 194,998.26	\$ 4,993,132.26
Fund 143 (Food Service)	\$ 2,508,891.00		\$ 2,508,891.00
Fund 145 (Other Education)	\$ 236,719.00	\$ 2,430.38	\$ 239,149.38
Fund 146 (Extended Child Care)	\$ 456,651.00		\$ 456,651.00
TOTAL All Funds	\$ 69,154,844.00	\$ (0.00)	\$ 69,154,844.00

Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish UCOR Grant Budget for Purchase of Student Devices	141 R 44570 000 000 00000 000	\$ 80,000.00	\$ -
	141 R 44570 000 000 00000 113	\$ -	\$ 80,000.00

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Establish UCOR Grant Budget for Purchase of Student Devices	141 E 71100 722 000 00000 113	\$ 80,000.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 80,000.00

Realign Pre-K State Grant to Meet Program Needs	141 E 73400 116 011 00043 000	\$ -	\$ 830.00
	141 E 73400 201 011 00043 000	\$ -	\$ 120.00
	141 E 73400 204 011 00043 000	\$ -	\$ 278.00
	141 E 73400 207 011 00043 000	\$ -	\$ 3,000.04
	141 E 73400 208 011 00043 031	\$ -	\$ 59.96
	141 E 73400 299 011 00043 000	\$ -	\$ 19.04
	141 E 73400 163 011 00043 000	\$ 3,220.02	\$ -
	141 E 73400 217 011 00043 000	\$ 175.00	\$ -
	141 E 73400 429 011 00043 000	\$ 1,159.94	\$ -
	141 E 73400 206 011 00043 000	\$ 0.04	\$ -
	141 E 73400 201 011 00043 031	\$ -	\$ 49.96
	141 E 73400 204 011 00043 031	\$ -	\$ 197.00
	141 E 73400 299 011 00043 031	\$ -	\$ 1.00

TOTAL		\$ 164,555.00	\$ 164,555.00
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GENERAL FUND - Mid Year Salary, Benefit, & Expense Realignment

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
New Spending Requests			
Warehouse Building at ORHS	141-76100-707-00000-436	\$ 95,000.00	
New teacher/staff devices - 407 at \$1,354 each	141-72210-790 - - - 207	\$ 551,078.00	
Portable Event Recording Equipment	141-72230-599-00078	\$ 4,562.00	
TOTAL New Spending Requests	\$	650,640.00	

Payroll, Benefit, & Other Budetary Changes: Based on current Budget to Actual vs Payroll Encumbrances on 12/30/20 and Departmental Release of Funds

Regular Education Teachers	141-71100-116		\$ (100,000.00)
Educational Assistants (TA Substitute Pay)	141-71100-163 - - -195		\$ (17,500.00)
Educational Assistants	141-71100-163		\$ (7,500.00)
Other Salaries / Wages	141-71100-189 - - -320		\$ (2,500.00)
Substitutes	141-71100-195		\$ (50,000.00)
Social Security	141-71100-201		\$ (45,000.00)
State Retirement	141-71100-204		\$ (40,000.00)
Medical Insurance	141-71100-207	\$ 30,000.00	
Dental Insurance	141-71100-208		\$ (2,500.00)
Employer Medicare	141-71100-212		\$ (8,000.00)
SRT State Retirement	141-71100-217	\$ 11,000.00	

Alternative Education Teachers	141-71150-116	\$	5,100.00	
Secretaries	141-71150-161	\$	1.00	
Educational Assistants (To account for TA Substitute pay)	141-71150-163 - - -195			\$ (2,500.00)
Substitutes	141-71150-195			\$ (3,000.00)
Social Security	141-71150-201			\$ (250.00)
Medical Insurance	141-71150-207			\$ (3,000.00)
Vision Insurance	141-71150-299			\$ (120.00)
Special Education Teachers	141-71200-116			\$ (20,000.00)
Educational Assistants (To account for TA Substitute pay)	141-71200-163 - - -195			\$ (7,500.00)
Substitutes	141-71200-195			\$ (15,000.00)
Social Security	141-71200-201			\$ (6,000.00)
State Retirement	141-71200-204			\$ (6,000.00)
Life Insurance	141-71200-206	\$	50.00	
Medical Insurance	141-71200-207			\$ (9,000.00)
Dental Insurance	141-71200-208	\$	200.00	
Employer Medicare	141-71200-212			\$ (1,500.00)
SRT State Retirement	141-71200-217			\$ (3,000.00)
Vision Insurance	141-71200-299	\$	25.00	
Vocational Education Teachers	141-71300-116			\$ (29,000.00)
Substitutes	141-71300-195			\$ (6,000.00)
Social Security	141-71300-201			\$ (3,000.00)
State Retirement	141-71300-204			\$ (12,000.00)
Life Insurance	141-71300-206	\$	225.00	
Medical Insurance	141-71300-207			\$ (22,000.00)
Dental Insurance	141-71300-208	\$	175.00	
Employer Medicare	141-71300-212			\$ (750.00)
SRT State Retirement	141-71300-217	\$	1,200.00	
Vision Insurance	141-71300-299	\$	75.00	

Instructional Contingency

Instructional Contingency	141-71900-599		\$ (1,128.88)
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Health Services Supervisor/Director CSH

	141-72120-105	\$ 5,900.00	
Medical Personnel	141-72120-131		\$ (8,850.00)
Substitutes	141-72120-195		\$ (1,000.00)
Social Security	141-72120-201		\$ (2,300.00)
State Retirement	141-72120-204	\$ 2,000.00	
Medical Insurance	141-72120-207		\$ (5,000.00)
Employer Medicare	141-72120-212		\$ (400.00)
SRT State Retirement	141-72120-217		\$ (1,000.00)

Other Student Support

Overtime	141-72130-187		\$ (5,000.00)
Other Salaries & Wages	141-72130-189		\$ (10,000.00)
Social Security	141-72130-201		\$ (2,500.00)
State Retirement	141-72130-204		\$ (7,500.00)
Medical Insurance	141-72130-207	\$ 4,000.00	
Employer Medicare	141-72130-212		\$ (500.00)
SRT State Retirement	141-72130-217	\$ 1,300.00	
ORHS Document Scanning	141-72130-399- - 00035	\$ 3,500.00	

Instructional Support

Curriculum & Technology Integration Facilitators	141-72210-138		\$ (7,625.00)
Secretaries	141-72210-161	\$ 6,264.00	
Inservice Stipends (Glenwood)	141-72210-196-00015		\$ (1,500.00)
Inservice Stipends (JMS)	141-72210-196-00025		\$ (3,000.00)
Inservice Stipends (Linden)	141-72210-196-00030		\$ (1,500.00)
Inservice Stipends (ORHS)	141-72210-196-00035		\$ (4,500.00)
Inservice Stipends (RMS)	141-72210-196-00040		\$ (2,000.00)
Inservice Stipends (Willow Brook)	141-72210-196-00045		\$ (1,000.00)
Inservice Stipends (Woodland)	141-72210-196-00050		\$ (1,500.00)
Other Salaries & Wages	141-72210-189		\$ (18,000.00)
Social Security	141-72210-201		\$ (3,000.00)

State Retirement	141-72210-204		\$	(2,000.00)
Dental Insurance	141-72210-208	\$	5.00	
Employer Medicare	141-72210-212		\$	(600.00)
SRT State Retirement	141-72210-217	\$	5.00	
Vision Insurance	141-72210-299	\$	75.00	
Professional Development (Pupil Services)	141-72210-524 - - - 301		\$	(3,300.00)
Professional Development (Ex Dir School Leadership)	141-72210-524 - - - 311		\$	(3,500.00)
Professional Development (Glenwood)	141-72210-524-00015		\$	(2,000.00)
Professional Development (JMS)	141-72210-524-00025		\$	(2,500.00)
Professional Development (Linden)	141-72210-524-00030		\$	(2,100.00)
Professional Development (ORHS)	141-72210-524-00035		\$	(6,000.00)
Professional Development (RMS)	141-72210-524-00040		\$	(2,400.00)
Professional Development (Willow Brook)	141-72210-524-00045		\$	(1,800.00)
Professional Development (Woodland)	141-72210-524-00050		\$	(2,000.00)
Special Education Support Supervisor/Director	141-72220-105	\$	1.00	
Psychologist	141-72220-124	\$	1.00	
Secretaries	141-72220-161	\$	1.00	
Inservice Stipends	141-72220-196		\$	(6,600.00)
Social Security	141-72220-201		\$	(525.00)
State Retirement	141-72220-204	\$	20.00	
SRT State Retirement	141-72220-208	\$	5.00	
Vision Insurance	141-72220-212		\$	(70.00)
Professional Development	141-72220-524		\$	(6,000.00)
Technology Career Support Supervisor/Director	141-72230-105	\$	1.00	
Social Security	141-72230-201		\$	(50.00)
State Retirement	141-72230-204	\$	15.00	
Employer Medicare	141-72230-212		\$	(20.00)
SRT State Retirement	141-72230-217		\$	(10.00)
Vision Insurance	141-72230-299	\$	1.00	
Professional Development	141-72230-524		\$	(2,850.00)

Technology Services

Secretaries	141-72250-161	\$	(4,498.00)
Social Security	141-72250-201	\$	(1,250.00)
State Retirement	141-72250-204	\$	(3,300.00)
Medical Insurance	141-72250-207	\$	14,500.00
Dental Insurance	141-72250-208	\$	10.00
Employer Medicare	141-72250-212	\$	(1,500.00)
SRT State Retirement	141-72250-217	\$	500.00
Vision Insurance	141-72250-299	\$	(10.00)

Communications Supervisor/Director

State Retirement	141-72290-105	\$	1.00
Vision Insurance	141-72290-204	\$	15.00
Professional Development	141-72290-299	\$	1.00
	141-72290-524	\$	(1,487.12)

Board of Education

Social Security	141-72310-201	\$	625.00
State Retirement	141-72310-204	\$	1,000.00
Employer Medicare	141-72310-212	\$	150.00
Termination Benefits (Multiple Mid-year Retirements)	141-72310-214	\$	10,000.00
Other Contracted Services	141-72310-399	\$	(11,000.00)
Worker's Compensation Insurance	141-72310-513	\$	(25,000.00)
Professional Development/Travel	141-72310-524	\$	(7,000.00)

Office of Superintendent

Secretaries	141-72320-161	\$	2,088.00
Social Security	141-72320-201	\$	810.00
State Retirement	141-72320-204	\$	205.00
Dental Insurance	141-72320-208	\$	1.00
Postal Charges	141-72320-348	\$	(4,000.00)

Office of Principal Principals	141-72410-104		\$ (11,000.00)
Assistant Principals	141-72410-139	\$ 12,800.00	
Secretary	141-72410-161	\$ 2,000.00	
Clerical Personnel (Substitutes)	141-72410-162- - -195		\$ (16,000.00)
Social Security	141-72410-201	\$ 1,800.00	
State Retirement	141-72410-204	\$ 20,000.00	
Life Insurance	141-72410-206	\$ 355.00	
Medical Insurance	141-72410-207	\$ 33,000.00	
Dental Insurance	141-72410-208	\$ 675.00	
Employer Medicare	141-72410-212	\$ 550.00	
SRT State Retirement	141-72410-217		\$ (1,000.00)
Vision Insurance	141-72410-299	\$ 290.00	
Professional Development (Glenwood)	141-72410-524-00015		\$ (1,250.00)
Professional Development (JMS)	141-72410-524-00025		\$ (1,250.00)
Professional Development (Linden)	141-72410-524-00030		\$ (1,250.00)
Professional Development (ORHS)	141-72410-524-00035		\$ (1,250.00)
Professional Development (RMS)	141-72410-524-00040		\$ (1,250.00)
Professional Development (Willow Brook)	141-72410-524-00045		\$ (1,250.00)
Professional Development (Woodland)	141-72410-524-00050		\$ (1,250.00)
Fiscal Services			
Purchasing Personnel	141-72510-122	\$ 1.00	
Clerical Personnel	141-72510-162	\$ 1.00	
Overtime	141-72510-187		\$ (7,500.00)
Social Security	141-72510-201		\$ (850.00)
State Retirement	141-72510-204		\$ (500.00)
Dental Insurance	141-72510-208	\$ 5.00	
Employer Medicare	141-72510-212		\$ (185.00)
SRT State Retirement	141-72510-217		\$ (400.00)
Professional Development	141-72510-524		\$ (7,500.00)

Human Resources Supervisor/Director	141-72520-105	\$	1.00	
Secretaries	141-72520-161			\$ (12,700.00)
Other Salaries & Wages	141-72520-189	\$	4,600.00	
Social Security	141-72520-201			\$ (600.00)
State Retirement	141-72520-204			\$ (600.00)
Life Insurance	141-72520-206	\$	5.00	
Medical Insurance	141-72520-207			\$ (6,000.00)
Dental Insurance	141-72520-208	\$	15.00	
Employer Medicare	141-72520-212			\$ (140.00)
SRT State Retirement	141-72520-217			\$ (575.00)
Vision Insurance	141-72520-299	\$	2.00	
Professional Development	141-72520-524			\$ (3,000.00)
 Operation of Plant				
Custodial Personnel	141-72610-166			\$ (20,000.00)
Social Security	141-72610-201			\$ (4,500.00)
State Retirement	141-72610-204			\$ (6,000.00)
Medical Insurance	141-72610-207	\$	10,000.00	
Employer Medicare	141-72610-212			\$ (900.00)
SRT State Retirement	141-72610-217			\$ (2,500.00)
Disposal Fees	141-72610-359			\$ (5,000.00)
 Maintenance of Plant Secretaries				
Maintenance Personnel	141-72620-161	\$	1.00	
Maintenance Personnel	141-72620-167			\$ (16,500.00)
Social Security	141-72620-201			\$ (2,800.00)
State Retirement	141-72620-204			\$ (5,500.00)
Employer Medicare	141-72620-212			\$ (500.00)
SRT State Retirement	141-72620-217			\$ (150.00)
Maintenance/Repair-Buildings	141-72620-335			\$ (2,000.00)
Maintenance/Repair-Vehicles	141-72620-338			\$ (3,000.00)

Preschool Program Principals	141-73401-104	\$ 5,332.00	
Teachers	141-73401-116		\$ (50,000.00)
Medical Personnel	141-73401-131		\$ (1,550.00)
Secretaries	141-73401-161		\$ (1,715.00)
Educational Assistants	141-73401-163	\$ 30,000.00	
Custodial Personnel	141-73401-166		\$ (12,000.00)
Social Security	141-73401-201	\$ 1,200.00	
State Retirement	141-73401-204		\$ (1,500.00)
Life Insurance	141-73401-206	\$ 100.00	
Medical Insurance	141-73401-207		\$ (2,000.00)
Dental Insurance	141-73401-208	\$ 300.00	
Employer Medicare	141-73401-212	\$ 400.00	
Vision Insurance	141-73401-299	\$ 85.00	
Transportation			
Contracts with Private Agencies	141-72710-312		\$ (25,000.00)
Diesel Fuel	141-72710-412		\$ (20,000.00)
TOTAL		\$ 875,209.00	\$ (875,209.00)



OFFICE OF MAINTENANCE AND OPERATIONS

DATE: January 15, 2021

TO: Bruce Lay, Executive Director of Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Purchase and Installation of District Warehouse Building

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase and installation of a district warehouse building from R and R buildings of Oak Ridge, TN in the amount of \$94,515.00. The building was originally bid in March of 2020, but with the unknown impact of COVID, the project was temporarily placed on hold. The bid was advertised in accordance with state guidelines with three vendors responding. The original bid from R and R Buildings of \$73,441.71 was reviewed and the cost from the vendor increased due to inflationary costs and impacts surrounding the COVID pandemic. The increased cost remained below the original bids from the other two vendors. The warehouse will be installed in the gravel parking area behind g-building and will provide needed space for ORHS and Maintenance supplies. Once constructed, the storage areas in g-building will be vacated and prepared for future CTE program opportunities.

Funding for this project will be from 76100 708 Capital Outlay and is part of the mid-year spend.

Thank You,

Allen Thacker
Supervisor of Maintenance and Operations



Oak Ridge Schools

OFFICE OF
Business & Support Services

Telephone (865) 425-9005
Fax: (865) 425-9060

DATE: March 10, 2020

TO: Pat Smith, Finance Director

cc: Jennifer VanDyke, Allen Thacker, Casey Laymance

FROM: Mary Ann Riley, Purchasing Specialist, Oak Ridge Schools

SUBJECT: Recommendation of RFP 20-007 – Maintenance Storage Building

I recommend that the Oak Ridge Board of Education accept the bid from R&R Buildings Oak Ridge, for the above mentioned bid. Their bid of \$73,441.71 was the lowest bid that met all of the specifications. Bids ranged from \$73,441.71 to \$139,500.00.

Bids were advertised in accordance with state guidelines and also available on the Oak Ridge Schools' website and Vendor Registry. Three companies responded with bids.

Attachment: Bid Minutes



Oak Ridge Schools

OFFICE OF
Business & Support Services

Telephone (865) 425-9005
Fax: (865) 425-9060

Bid Minutes
3/6/2020
Maintenance Storage Building (RFP 20-007)
Business Services Conference Room
Administration Building

Present for the bid opening were:

David Decker
Casey Laymance
Allen Thacker
Mary Ann Riley
Candy Jett

Holston Construction Services, LLC
Oak Ridge Schools
Oak Ridge Schools
Oak Ridge Schools
Oak Ridge Schools

Bid responses were received from the following companies:

Brooke/MacDonald Custom Construction Knoxville, TN	\$139,500.00
Holston Construction Services, LLC Knoxville, TN	\$109,557.50
R & R Buildings Oak Ridge Oak Ridge, TN	\$73,441.71 *

***Recommended Bidder**



Oak Ridge Schools

OFFICE OF
Business & Support Services

Telephone (865) 425-9005
Fax: (865) 425-9060

Bid Minutes

3/6/2020

Maintenance Storage Building (RFP 20-007)

Business Services Conference Room

Administration Building

Present for the bid opening were:

David Decker
Casey Laymance
Allen Thacker
Mary Ann Riley
Candy Jett

Holston Construction Services, LLC
Oak Ridge Schools
Oak Ridge Schools
Oak Ridge Schools
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Bid responses were received from the following companies:

Brooke/MacDonald Custom Construction Knoxville, TN	\$139,500.00
Holston Construction Services, LLC Knoxville, TN	\$109,557.50
R & R Buildings Oak Ridge Oak Ridge, TN	\$73,441.71 *

*Recommended Bidder

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
RE: (20-007) Maintenance Storage Building
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: Maintenance Storage Building
RFP (20-007)

Bid Opening: Friday, March 6, 2020, 02:30 PM EDT
Business Services Conference Room

Company Name: Brooke / MacDonald Custom Construction

Address: 5720 Holston Hill Rd

Knowville, Tennessee 37914

Phone Number: 865-660-3573

Email: cbntrc@gmail.com

Main Bid: This amount is for the **Construction of a 40ft. X 60ft. Storage Building for the rear of the Secret City Academy building including all specifics as listed on Page 2.**

Bid Amount: one hundred thirty nine thousand ^{500 dollars} USD.

\$ 139,500.00

Company: Brooke / MacDonald

Signature: Philly MacDonald

Title: owner operator / President

Date: 3/4/2020

Please attach detailed specifications for storage building bid.

Please include TN License number, expiration date, classifications and limitations on outside of bid envelope.

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
RE: **(20-007) Maintenance Storage Building**
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: **Maintenance Storage Building**
RFP (20-007)

Bid Opening: **Friday, March 6, 2020, 02:30 PM EDT**
Business Services Conference Room

Company Name: Holston Construction Services, LLC

Address: 1719 6th Avenue

Knoxville, TN 37917

Phone Number: 865-686-8761

Email: ddecker@holstonllc.com

Main Bid: This amount is for the **Construction of a 40ft. X 60ft. Storage Building for the rear of the Secret City Academy building including all specifics as listed on Page 2.**

Bid Amount: One Hundred Nine Thousand, Five Hundred USD.

Fifty-Seven and 50/100 Dollars (\$109,557.50)

Company: Holston Construction Services, LLC

Signature: Wayne Decker

Title: Vice President

Date: 3/2/2020

Please attach detailed specifications for storage building bid.

Please include TN License number, expiration date, classifications and limitations on outside of bid envelope.

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
RE: **(20-007) Maintenance Storage Building**
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: **Maintenance Storage Building**
RFP (20-007)

Bid Opening: **Friday, March 6, 2020, 02:30 PM EDT**
Business Services Conference Room

Company Name: R and R Buildings Oak Ridge

Address: 100 Melton Lake Dr
Oak Ridge, TN 37830

Phone Number: 865-685-0344

Email: randrbuildingsor@gmail.com

Main Bid: This amount is for the **Construction of a 40ft. X 60ft. Storage Building for the rear of the Secret City Academy building including all specifics as listed on Page 2.**

Bid Amount: 73,441.71 USD.

Company: R & R Buildings Oak Ridge

Signature: Tommy Stewart

Title: OWNER

Date: 2-25-2020

Please attach detailed specifications for storage building bid.

Please include TN License number, expiration date, classifications and limitations on outside of bid envelope.

Taxes: Oak Ridge Schools is exempt from federal excise taxes and from state sales taxes on purchases of tangible personal property. Copies of the appropriate exemption documentation will be provided upon request. Contractors are responsible for the payment of taxes on tangible personal property which they use in the completion of their contracts, for which sales taxes have not otherwise been paid, irrespective of who holds title to the property or for whom the work is done.

Tie Bids: If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

Warranty: The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

Our Company. American Building Network is an online Dealer/Broker for multiple manufacturers nationwide. We have the right to correct any errors made by the Building Dealer concerning pricing or taxes. Your order may be transferred at any time to one of American Building Network's other partnering manufacturers in order to keep price quoted and expedite delivery and installation. American Building Network strives to inform the Customer of any state, manufacturer, or situational requirements and cost adjustments prior to installation based on the most current information available. Our goal is to provide a 100% satisfaction experience. Please contact American Building Network first with any issues at 1-336-673-6020, before attempting to contact the manufacturer/installer.

Fabrication/Scheduling. American Building Network is not responsible and/or has no involvement in the fabrication or scheduling of your structure, but acts as a liaison to assist the Customer with questions or concerns regarding fabrication and scheduling. Each manufacturer's scheduling department will contact the Customer generally 2 to 5 days or more before installation. The manufacturer will provide the Customer with an estimated time of arrival to your property. You are not required to be present, if balance is paid in full prior to contractor arrival and the area is clearly marked. With the approval of the Customer, the installers will erect the building. The manufacturer will not install until the Customer is ready, and in most cases can hold the building for up to a year. If the Customer cannot accept delivery on the time or date set by the manufacturer, please note that the "lead time" may be delayed until another run is scheduled for the area. Unforeseen issues such as inclement weather or canceled installations on the Customer's run may delay the original estimated installation date, and Customer agrees that neither American Building Network nor the manufacturer/installer will be held responsible for these delays. American Building Network will assist the Customer to the best of our resources to provide a solution. A site visit may be required for all 32' - 60' wide buildings so location can be evaluated prior to scheduling the actual installation. The Customer must provide a telescopic lift at the time of installation on 32' - 60' wide units and also on 26' - 30' wide units that have a side entry garage door or frame-outs greater than 36' wide and buildings greater than 12' tall. Applicable lifts have to be telescopic forklift. American Building Network and the manufacturer/installer are not responsible for changes in delivery dates caused by circumstances beyond American Building Network's control, including without limitation weather, accidents, and the like.

Ground Preparation. It is the sole responsibility of the Customer to prepare the area where the building is to be installed prior to the arrival of the material and installers. The area must be leveled within 3" of slope for proper installation. The area can consist of compact dirt, gravel, decking, asphalt or concrete. If the area is not leveled to the manufacturer's/installer's specifications, the Customer may incur additional costs for materials and labor in order to install the building. If the area is not properly leveled and the installers are unable to make adjustments to install the building, the Customer will incur and agrees to pay a return trip fee of a minimum of \$200 or up to 10% of the retail price of the building, whichever is greater, and Customer understands that the "lead time" may not be immediate to return to install the building. Customer is responsible for informing American Building Network and/or the manufacturer/installer of any underground cables, gas lines, utility hazards, or other relevant matters prior to commencement of installation. Customer is required to call 811 or go to call811.com for marking of any underground lines before the installation date. Customer shall clearly mark any cable or electrical lines before installation date. Customer agrees to indemnify and hold harmless American Building Network and/or the manufacturer/installer related to any damage done to

yards, pets, submerged lines, pipes, cables, or other utility instrumentalities during installation. In addition, a labor charge will be added for additional labor not included in routine installation, including without limitation leveling, cutting legs/posts, building over objects (such as RVs), and moving materials to remote locations.

Permit Policy. A building permit may or may not be required by the Customer's city or county. It is the responsibility of the Customer to investigate whether a building permit is required. If a permit is required, it is not the responsibility of American Building Network to submit a permit application, but American Building Network will inform the Customer to the best of our resources if the Customer is in an area that has a history of requiring permitting. If a permit is required, it is highly recommended that the Customer purchase a "Certified" building. A "Certified" building is defined as designed and engineered to meet and or exceed local building codes and, depending on the state, Generic Engineered Plans are included in the Certified price, although a few states may require the payment of an additional cost. Customer agrees to indemnify and hold American Building Network and any manufacturer/installer harmless for violation of any city or county ordinance or code. The denial of a building permit by local municipalities will NOT constitute a refund of the building payment or down payment placed on the building order.

Florida Permit Policy. In most cases, a building permit will be required in the State of Florida. Accordingly, all buildings in the State of FL are sold as Certified buildings to meet and or exceed local engineering requirements. All buildings will come with free FL stamped Generic plans with the exception of the following counties: Lee, St-John, Hernando, Pasco, Hillsborough, Volusia. The foregoing named counties require "As built plans" and costs will range from \$125-\$200 or more ("As-built plans" are defined as engineered plans designed specifically for the exact size and specifications of the Customer's building). Processing for "As built plans" can take up to 6 weeks or more. In most cases a permit number will be required before the building can be scheduled.

Order Payment, Refund Policy, and Payment. Upon the purchase of a structure with American Building Network, we will require an Order Payment of 10% - 20% or more, dictated by revenue size of the sale as well as the manufacturer's Order Payment requirements. The Order Payment will be applied towards Customers ending balance. A copy of the receipt for the Order Payment will be emailed to the Customer and a binding contract with the order details will be emailed to the Customer with an "E-Signature" required confirming all the details of the order are accurate. ("E- Signature" is defined as an electronic authorization between American Building Network and the Customer).

ALL ORDER PAYMENTS ARE NONREFUNDABLE. The Order Payment is a nonrefundable fee for the configuration, design, engineered drawings, and administrative costs in connection with Customer's order. The Customer understands that there has been time and effort on behalf of American Building Network leading up to and finalizing the sale. The manufacturer requires a 50% order payment on all orders \$20,000 and larger upon the scheduling of your structure for installation. The collection of this money will take place when the Customer is contacted by the manufacturer to confirm the date of installation; at that time, the manufacturer will collect 50% of the remaining balance. If Customer changes or cancels an order, in addition to the nonrefundable Order Payment, Customer may be charged, and agrees to pay, a restocking fee to American Building Network up to 15% of the quoted structure price. ALL SALES ARE FINAL. Payment in full is required upon or prior to installation.

American Building Network and/or the manufacturer/installer, as applicable, retains a security interest in and to the structure, and Customer hereby grants to American Building Network and/or the manufacturer/ installer a security interest in and to the structure. Customer agrees that American Building Network and/or the manufacturer/installer may repossess any structure that is not paid for in full (including any additional labor or other charges hereunder). American Building Network will accept only Cash, Certified Checks, Money Orders, Debit or Credit Cards as forms of payment, and Credit Card payments may require a 2% charge in addition to the balance due (3% if American Express). Any structure being paid by Credit Card must be prepaid at time of scheduling call, prior to Installation.

Warranties and Limitation of Liability. If Customer alters the structure in any manner, including without limitation any interior or exterior modifications, all warranties shall be void. Installation on block, wood, loose dirt, or foundation that is not level will void any warranties. Any and all warranties assume normal care and maintenance of the structure by Customer. Customer agrees that American Building Network shall not be liable to Customer for punitive, indirect, incidental, special, or consequential damages resulting from any defect or deficiencies in the structure or the installation of the structure.

Governing Law, Jurisdiction, and Forum. This Agreement (including but not limited to the "Terms and Agreement" sheet and all purchase orders related hereto) shall be interpreted and construed according to, and governed by, the laws of the State of North Carolina, without reference to its conflicts of laws principles. Customer agrees: (i) to submit itself/himself/herself to the personal jurisdiction of any state or federal court sitting in the County of Surry, State of North Carolina, in any action or proceeding arising out of or relating to this Agreement; (ii) that all claims relating to any such action or proceeding shall be decided by such court; (iii) that Customer shall not contest such jurisdiction or forum by motion or other request for leave from any such court; and (iv) not to bring any action or proceeding arising out of or relating to this Agreement in any other court. Customer hereby waives any defense of forum non conveniens to the maintenance of any action or proceeding so brought in any state or federal court in the County of Surry, State of North Carolina, and waives any bond, surety, or other security that might be required of American Building Network with respect thereto. The parties agree that this Agreement (including the "Terms and Agreement" and all purchase orders related hereto) is the complete and exclusive statement of the agreement between the parties and supersedes all prior written or oral communications, representations, statements, and agreements relating to the subject matter hereof.

The terms of this Agreement, save and except for the pricing terms in the event of a pricing error, a change order, a tax miscalculation, or additional labor or installation costs as set forth in Sections 3 and 6 hereof, may be modified or amended only by a written instrument executed by the parties hereto.

Supplemental Terms & Conditions:

Documentation. Your Metal Structure Order Agreement (the "Agreement") is made up of the following documents:

1. Sales Order Contract: The Metal Structure Configuration describes the structure that you configured and ordered, including pricing based on your Metal Structure Configuration and will include taxes, and may include labor and transport fees. (excluding zoning permits).

2. Installation Information Sheet: The Installation Information Sheet describes the surface preparation requirements. Describes the transportation vehicle and area requirements.

3. Terms & Conditions: These Terms & Conditions are effective as of the date you place your order and make your Non-Refundable Order Payment (the "Order Date").

Agreement to Purchase. You agree to purchase the metal structure (the "structure") described in your Sales Order Contract from American Building Network or its affiliate ("we," "us" or "our"), pursuant to the terms and conditions of this Agreement. A member of the manufacturing team will contact you to coordinate final payment and delivery of the Metal Structure. Because the Metal Structure is galvanized steel and transported on an open trailer, it may exhibit signs of normal wear and tear in line with its respective final delivery destination.

Purchase Price, Taxes and Official Fees. The purchase price of the Metal Structure is indicated in your Metal Structure Sales Order. This purchase price may include taxes and official or government fees, which could amount to up to 10% or more of the Metal Structure purchase price. Because these taxes and fees are constantly changing and will depend on other factors, such as where your metal structure will be delivered. You will be responsible for paying these additional taxes and fees. You may also incur additional costs if the Metal Structure needs to be shipped from a different location.

Cancellation; Default: We incur significant costs in the configuration, design, and reserving the Metal Structure for you, coordinating the sale and also incur significant costs for remarketing and reselling the Metal Structure if you cancel or default in this Agreement. As a result, your Order Payment is non-refundable. You acknowledge that the Order Payment amount is a fair and reasonable estimate of the actual damages that we have incurred or may incur costs that are otherwise impracticable or extremely difficult to determine. You acknowledge that this Sales Order Contract and this Agreement are made and entered for the purchase of a metal structure of service.

Delivery. If you are picking up your Metal Structure, your Metal Structure will be ready for pickup at the Metal Structure nearest Manufacture Center, or other location as we may agree to. You agree to schedule and take delivery of your Metal Structure within one or two weeks of the Schedule Date. If you are unable to take delivery within the specified period, your Metal Structure may be made available for sale to other customers.

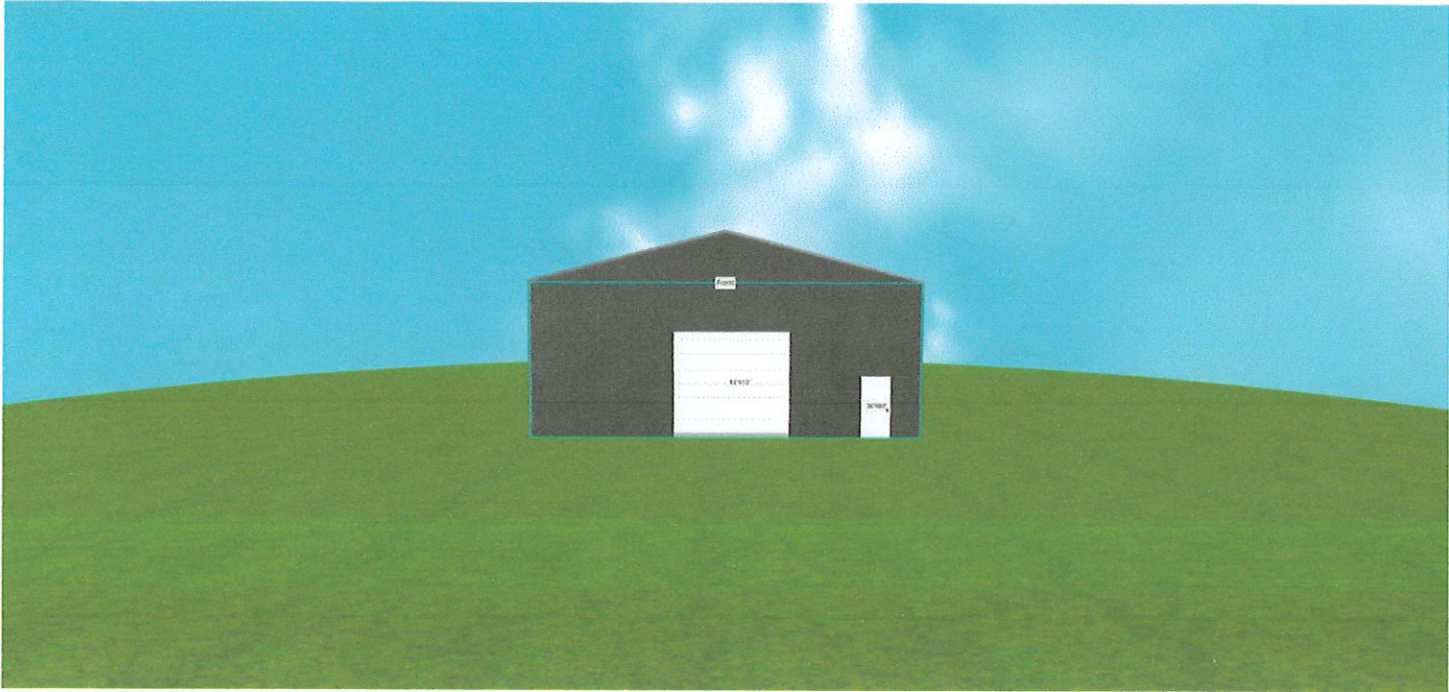
The shipping of the Metal Structure to you via a third-party contractor carrier. You agree that delivery of the Metal Structure, including the transfer of manufacture contract and risk of loss to you, will occur at the time your Metal Structure is loaded onto the Contractor carrier's transport (i.e., FOB shipping point).

The estimated delivery date of your Metal Structure can take from two week and up to eight months or later, depending on the delivery location. The delivery indicated in this Agreement is an estimate only and is not a guarantee of when your Metal Structure will actually be delivered. To secure your final payment and performance under the terms of this Agreement, we will retain a security interest in the Metal Structure and all proceeds therefrom until your obligations have been fulfilled. Final payment must be received at your delivery appointment, or prior to any shipment of your Metal Structure.

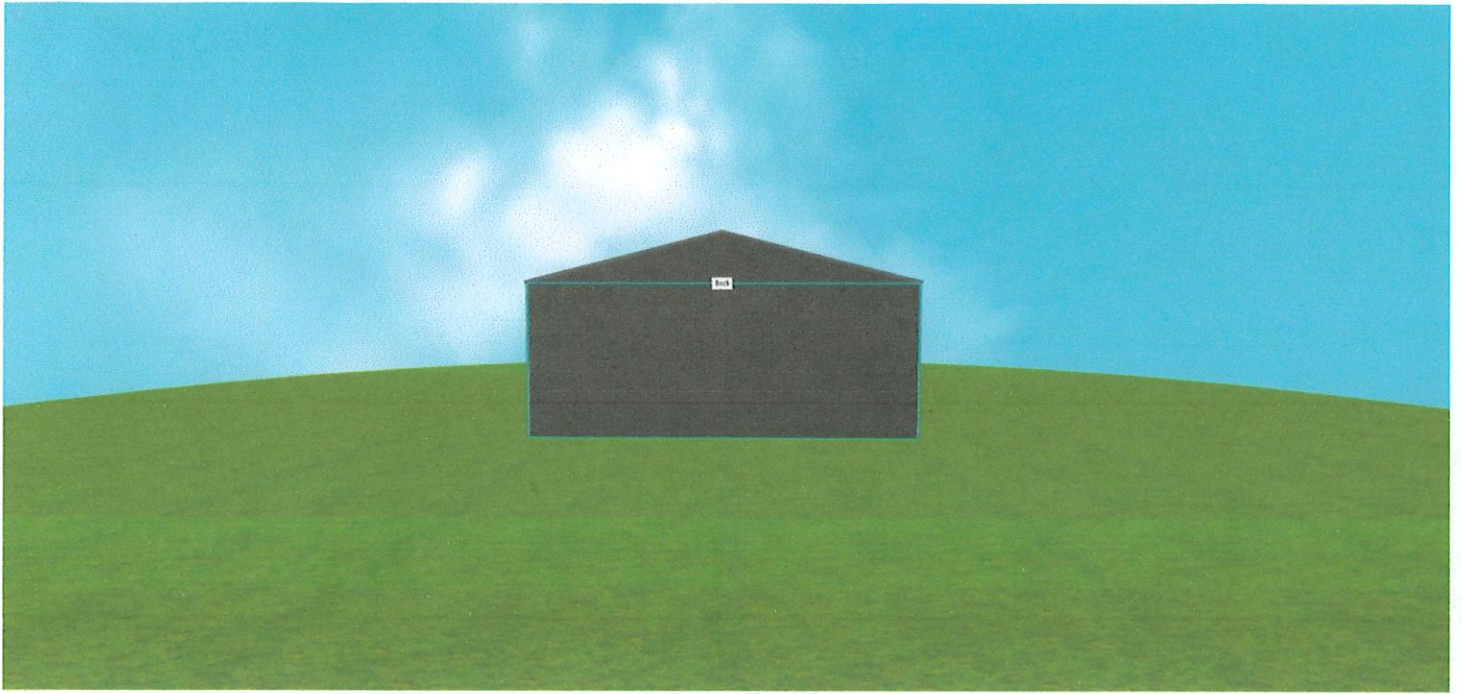
If you have a concern or dispute, you must send a written notice describing your dispute, and desired resolution to:
Attention: Processing Department P.O. Box 1308, Mount Airy, NC 27030

Front

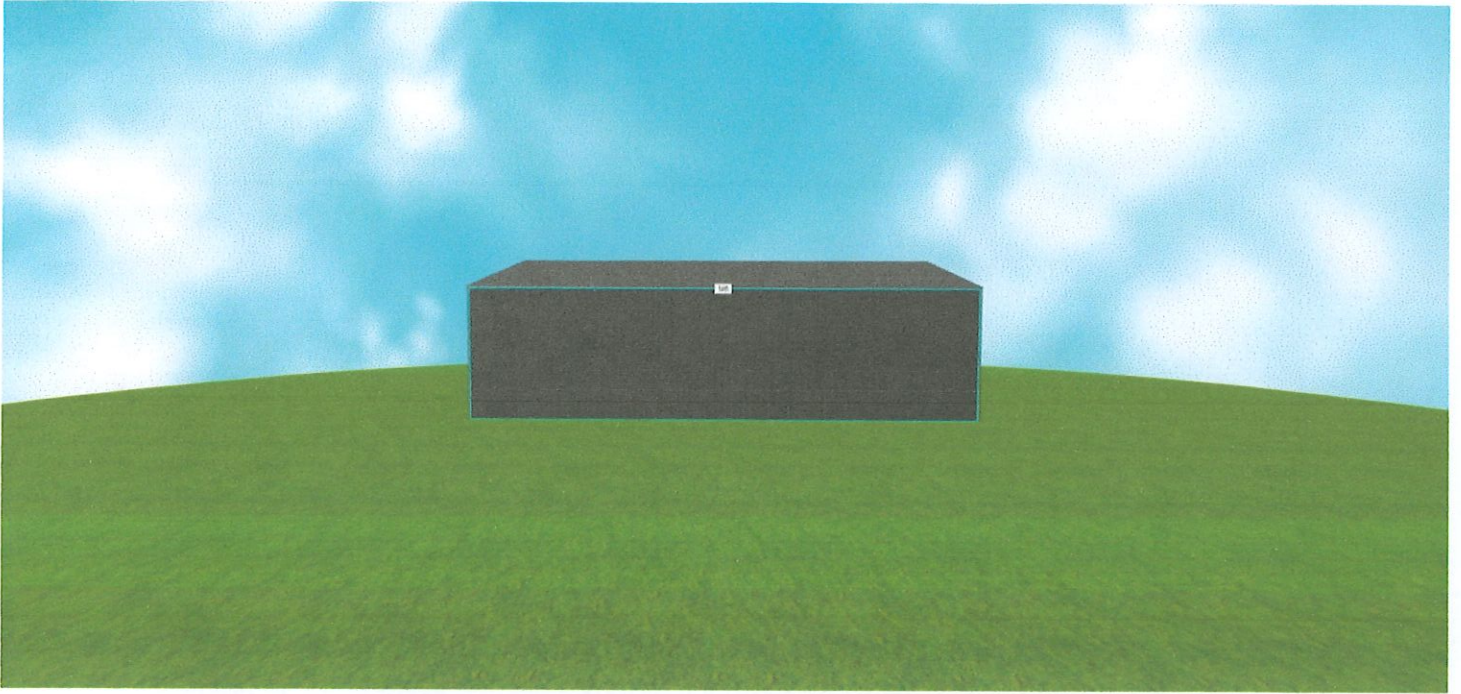
Building Images



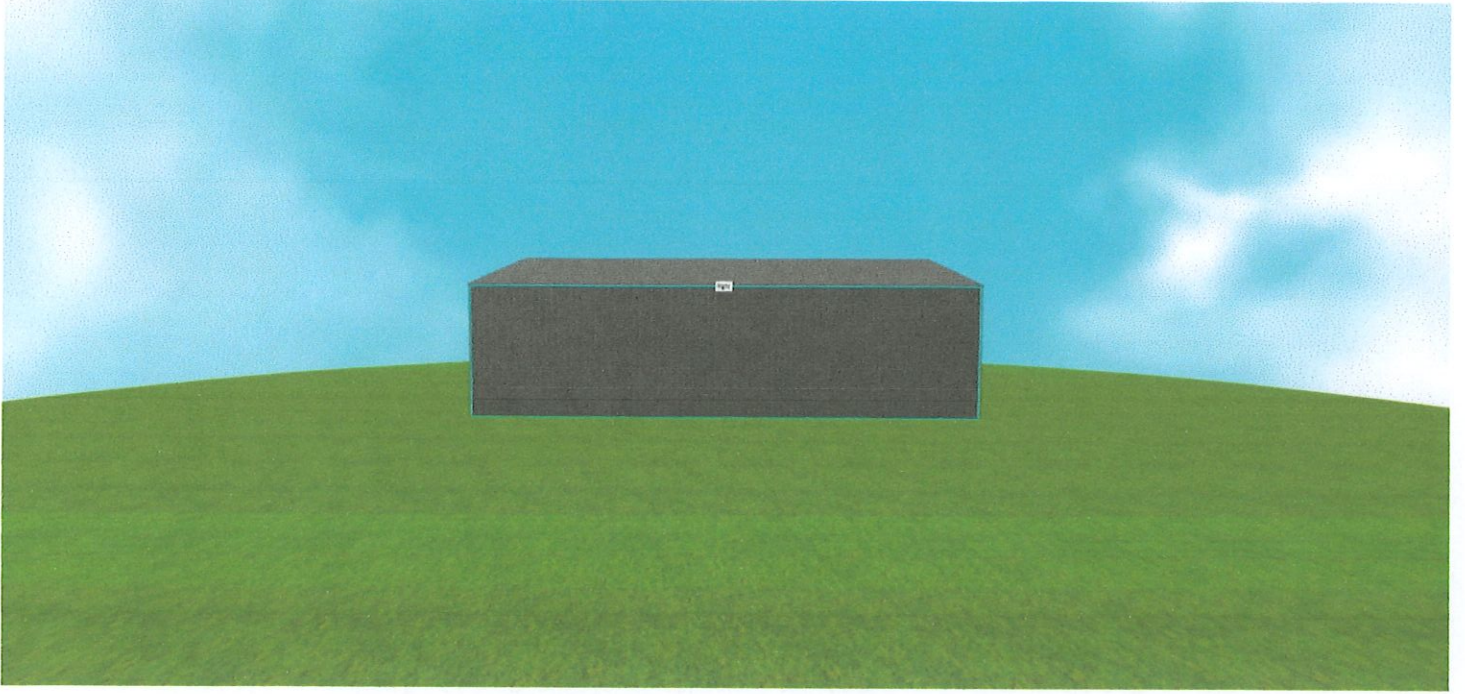
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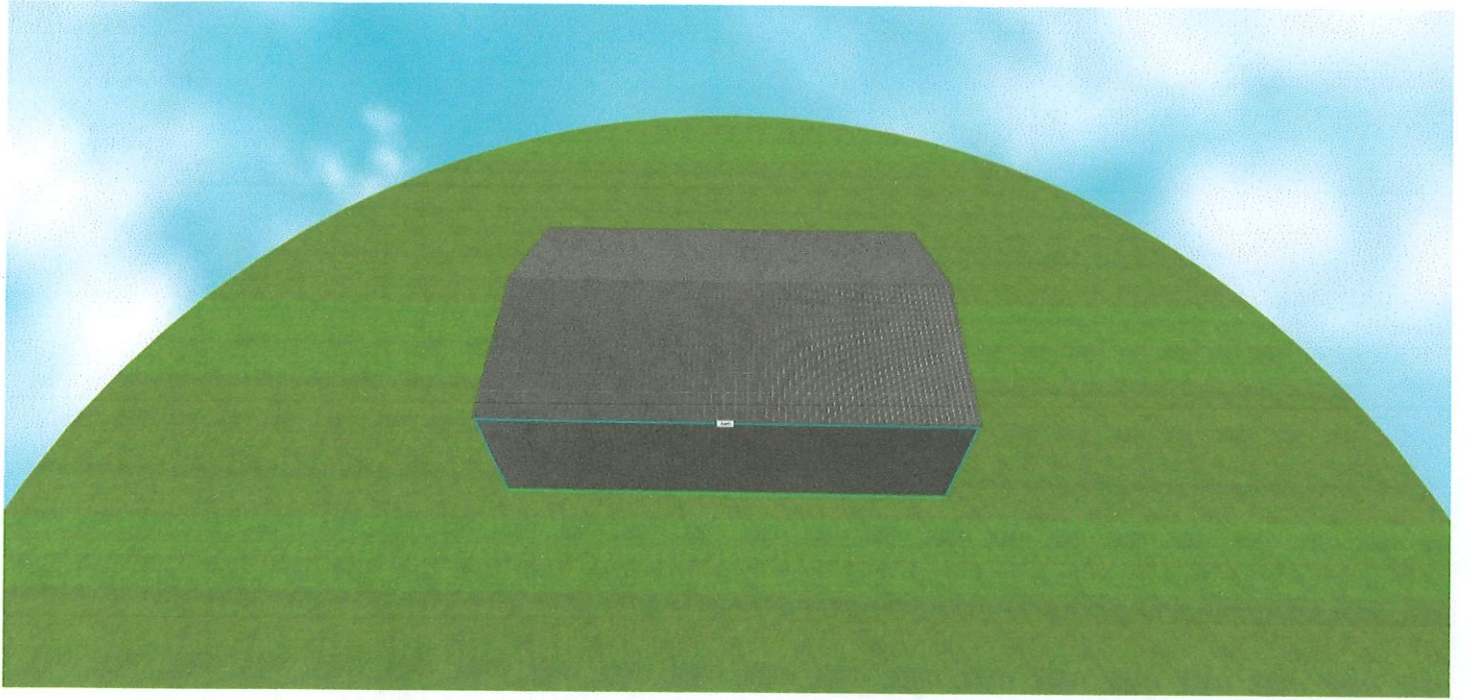
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OFFICE OF MAINTENANCE AND OPERATIONS

DATE: January 15, 2021

TO: Bruce Lay, Executive Director of Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Purchase of Replacement Cooling Tower Bundle for RMS Tower #2

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of a replacement cooling tower bundle for cooling tower #2 at Robertsville Middle School from Hoffman & Hoffman, Inc. in the amount of \$59,477.00. Due to a failure of a valve that provides water to the bundle for freeze protection, the tower suffered an unrepairable failure of a key operating component. The cooling tower serves the 94 addition of the building. This component is an OEM part and is only available from the dealer serving this area. A sole source letter from the vendor is attached.

Replacement of this part will require a week of down time for the cooling system and the part has a 6 – 8 week lead time for delivery. Funding for this part will be from the city Capital Improvement Program (CIP) – maintenance funds.

Thank You,

Allen Thacker
Supervisor of Maintenance and Operations



HOFFMAN & HOFFMAN, INC.

P.O. Box 77258
Greensboro, NC 27417-7258

3816 Patterson St.
Greensboro, NC 27407

January 11, 2021

To Whom It May Concern,

Evapco, Inc. markets and sells products through independent representatives with exclusive contracts and establishes territories in which these representatives promote and sell equipment, parts and service. The territories form the basis of our contracts with the representatives.

This letter is to confirm that Hoffman & Hoffman is the sole representative of Evapco for parts and units in North and South Carolina, and Eastern Tennessee in the HVAC applications market.

I hope this letter is helpful. If there are any questions regarding this letter, please feel free to contact me.

Sincerely,

Gary Marshall
Aftermarket Business Leader
Hoffman & Hoffman Inc
Phone:336-292-8777
Greensboro NC 27407

HOFFMAN & HOFFMAN, INC. PARTS PROPOSAL



P.O. Box 77258
Greensboro, NC 27417-7258

3816 Patterson St.
Greensboro, NC 27407

Phone 800-332-2295
Fax 336-252-1734
parts@hoffman-
hoffman.com

Hoffman HVAC Parts and supplies

Proposal To
Oak Ridge Schools Mitchell Harper

Project
Evapco ATWB-12-3J12-Z, 10-386803

Item	Quantity	Description	Cost
A	1	12 X 12 Galv Coil Section, insulated and with crossover piping. Section has two galvanized 6 X 12 coils inside the casing. You will reuse the existing drift eliminators. Section comes with a new spary header, Section will ship with seal tape and screws for assembling.	\$56,977.00
		Leadtime: please allow 5-6 weeks ground shipping for delivery,	
		Freight: please note shipping charges are not included and will Be added to your invoice. Unfortunately, as of 1/18/17, we will NOT be able to process 3rd party nor freight collect shipments.	
		This quote provides for parts only and does not include any labor To install, uninstall or service your equipment.	
		Prices are good for thirty[30]Days only and DO NOT include taxes	

We give a Honest lead time as provided to us!
LEADTIMES can change!

Freight: F.O.B. Factory ALLOWED x ADD

BY: Mark Sauerbrey (336-252-1717)
email: Mark.sauerbrey@Hoffman-Hoffman.com

Where Hoffman & Hoffman is the seller, all sales are subject to Hoffman & Hoffman's standard Terms and Conditions. These Terms and Conditions may be found on the reverse side of our Proposal forms or our Form TC 501. Otherwise, all sales are subject to the manufacturer's terms and conditions. If you do not have a copy of our Terms and Conditions, please request one.

TERMS AND CONDITIONS OF SALE: REPLACEMENT PARTS

8/20

"H&H" shall mean Hoffman & Hoffman, Inc., and its officers, employees, and agents. "Buyer" shall mean the person or entity entering into this Agreement with H&H to purchase parts/goods. Sale is of parts/goods only, and without limitation, no installation, removal or repair labor is provided or included in the purchase price.

1. Controlling Terms & Conditions: This Agreement, upon Buyer's acceptance, is limited to the terms and conditions stated herein, despite any additional or conflicting terms and conditions contained in any purchase order, any other document presented by Buyer, or any contract document between Buyer and any third-party (i.e. an owner, other contractor, etc.), all of which additional or conflicting terms are hereby rejected by H&H. No waiver of, or modification to, these Terms and Conditions shall be valid unless made in writing and signed by an authorized representative of H&H. H&H salespeople are not authorized to waive or modify any Terms and Conditions. The terms of any written proposal / quote made by H&H ("proposal") and these Terms and Conditions of Sale: Replacement Parts ("H&H's Terms and Conditions") shall constitute the entire agreement of the parties. H&H rejects any revision of, addition to, or deletion of any term in this Agreement not specifically accepted by an authorized representative of H&H in writing.

2. Acceptance: Any H&H proposal expires if not accepted by Buyer within thirty (30) days from the date of the proposal. Prices are firm after acceptance provided the Buyer releases the order for production by written notice to H&H within sixty (60) days of placing the order. Otherwise, prices are subject to escalation. Typographical and clerical errors in quotations, orders and acknowledgments are subject to correction. Buyer is deemed to have accepted any H&H proposal to purchase goods, including these Terms and Conditions, when Buyer either (a) receives and retains an acknowledgment from H&H without written objection within ten (10) days, (b) accepts delivery of all or any part of the goods ordered, (c) provides to H&H delivery dates, shipping instructions, or other instructions evidencing acceptance, or (d) otherwise executes or assents to any proposal or these Terms and Conditions. If Buyer accepts any proposal, without the addition of any other terms and conditions or any other Buyer modification, Buyer's order shall be deemed acceptance of the proposal subject solely to H&H's terms and conditions. If Buyer's order is expressly conditioned upon H&H's acceptance or assent to terms and/or conditions other than those stated herein, return or acknowledgment of such order by H&H with H&H's Terms and Conditions attached or referenced serves as H&H's notice of objection to, and rejection of, Buyer's terms and as H&H's counter-offer to provide goods in accordance with the H&H proposal and H&H's Terms and Conditions. If thereafter Buyer does not reject or object in writing to H&H within ten (10) days by written notice to Legal@hoffman-hoffman.com, H&H's counter-offer will be deemed accepted by Buyer. In any event, Buyer's acceptance of all or any part of any goods ordered will constitute Buyer's acceptance of H&H's proposal subject to H&H's Terms and Conditions.

3. Terms of Payment / Taxes: Payment is due net thirty (30) days from the date of each H&H invoice to Buyer. Interest at the rate of 1 1/2% per month (or the highest interest rate allowed by applicable law, if lower) may be charged after the 30-day period until payment is received. H&H accepts credit card payments. If Buyer chooses to pay by credit card, Buyer is subject to an additional convenience fee of 3.0% of the total amount paid by credit card. Buyer shall pay all costs of collection incurred by H&H including, but not limited to, reasonable attorneys' fees, collection fees, and court costs. H&H may suspend all further services and transactions (regardless of their status) without liability if Buyer's account is more than thirty (30) days past due or if Buyer's credit, in the sole judgment of H&H, is impaired at any time. Partial invoices may be submitted for any portion of completed work and/or delivered materials. While risk of loss passes to Buyer, Seller will have a purchase-money security interest in all goods (including any accessories and substitutions) purchased under this Agreement to secure payment in full of all amounts due H&H, and the underlying proposal, together with these Terms and Conditions, form a security agreement (as defined by the UCC.) Buyer shall keep all goods purchased under this Agreement free of all taxes and encumbrances, shall not remove said goods from their original installation point and shall not assign or transfer any interest in said goods until all payments due H&H have been made. The purchase-money security interest granted herein attaches upon H&H's acceptance or acknowledgment of this Agreement and Buyer's receipt of said goods, but prior to installation. Buyer will have no rights to set off against any amounts which become payable to H&H under this Agreement or otherwise. Notwithstanding any Buyer form or document to the contrary, H&H shall not release any rights to make a lien and/or bond claim, or other claim for damages, in connection with goods purchased until H&H has obtained payment in full for such goods and any damages. Furthermore, Buyer is responsible to pay in full for the goods provided by H&H regardless of whether such goods are funded for Buyer pursuant to any extraneous contract and/or by an applicable project owner or contractor. Unless otherwise agreed by H&H in writing, Buyer shall pay to H&H, in addition to the contract price, all sales, use, excise, privilege or other taxes imposed by any local, state or federal taxing authority payable in connection with the goods furnished.

4. Shipments / Claims: All shipments of goods are at Buyer's risk, i.e., factory, or if shipped from another location, i.e., point of shipment, with charges either allowed, added to invoice, or collected as noted. Any claims for damage or shortage or loss in transit must be filed by Buyer against the applicable carrier. If requested, H&H will reasonably assist the Buyer when making its claim for damages and/or losses while in transit.

5. Warranties and Liability: Upon condition that H&H receives payment in full for all amounts owed, H&H extends to Buyer the manufacturer's warranty (a copy of which is available upon request), and manufacturer's warranty is in lieu of any warranties contained in any applicable project contract, conditions, plans, or specifications. H&H ITSELF MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, IMP LIED WARRANTIES OF DESIGN OR FITNESS FOR A PARTICULAR PURPOSE. H&H SHALL HAVE NO LIABILITY FOR ANY DIRECT DAMAGES BY REASON OF FAILURE OF THE EQUIPMENT TO OPERATE OR FAULTY OPERATION OR MISUSE OF THE EQUIPMENT, AND UNDER NO CIRCUMSTANCES SHALL H&H BE LIABLE TO BUYER OR TO ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, EXEMPLARY OR LIQUIDATED DAMAGES OR LOSSES, INCLUDING BUT NOT LIMITED TO, LOSS OF USE, INCOME, PROFIT OR PRODUCTION, LOST DATA, SPOILAGE, DELAY, OR INCREASED COST OF OPERATION. SAID EXCLUSIONS APPLY EVEN IF H&H HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SUCH POSSIBLE DAMAGES WERE REASONABLY FORESEEABLE. Buyer acknowledges that H&H is not responsible for the design of goods purchased and that H&H did not participate in any project design in connection with such goods. Manufacturer specifications and designs are subject to change without notice. When applicable, for goods containing motor-compressor, furnaces, etc., Buyer must supply manufacturer with a start-up / registration form within the timeframe required by the manufacturer.

6. Limitation of Remedy: H&H shall have no liability for any damage caused by negligence, accident, misuse, improper storage, improper installation, improper service, maintenance or operation of equipment by Buyer or any third party. To the extent H&H is liable to Buyer under any legal theory (whether under warranty, negligence, strict liability or contract), Buyer's sole and exclusive remedy is limited to one of the following, which H&H shall elect in its sole and absolute discretion: (a) repair or replacement of purchased equipment or its parts by H&H or its duly authorized representative or (b) refund of the purchase price. In no event shall H&H's liability exceed the purchase price paid by Buyer under this Agreement, and Buyer waives all other remedies at law or in equity. Furthermore, Buyer waives any claim with respect to quantity or quality of goods purchased, unless Buyer notifies H&H in writing within ten (10) days of the date Buyer discovered, or by reasonable inspection should have discovered, the basis for such claim. Under no event shall H&H owe any duty or have any obligation whatsoever to any customer or client of Buyer or to any other third party.

7. Hazards: H&H is not responsible for the identification, detection, abatement, encapsulation or removal of hazardous substances, such as (without limitation) asbestos, products or materials containing asbestos, mold, fungi, mildew, or bacteria. At all times now and in the future, H&H takes no responsibility for and makes no representations or warranties concerning any existing or future hazardous substance or condition (i.e., mold) or the remedy or prevention thereof.

8. Indemnification: To the fullest extent permitted by law, Buyer shall indemnify, hold harmless and defend H&H and its officers, employees and agents from and against all claims, demands, liabilities, suits, judgments, awards, or expenses of any kind (including reasonable attorneys' fees and costs incurred defending such claims or demands, regardless of whether they result in legal action or are prosecuted to final judgment or award), which result or arise from Buyer's purchase, installation, or use of goods provided by H&H. Buyer shall indemnify H&H against, without limitation, liability arising from any acts or omissions whether deemed negligent, accidental or intentional, which is caused, in part, by the active or passive negligence or other fault of H&H. To the fullest extent permitted by law, the obligations of defense and indemnification set forth herein shall be binding upon Buyer no matter what the nature of the claim asserted may be (whether it be for negligence, warranty, strict liability, or otherwise) and shall be binding even if H&H is alleged or proven to have acted negligently; provided, however, that Buyer shall have no obligation to provide indemnification to H&H if the claim asserted arises in negligence and is finally adjudicated to have arisen solely from the negligence of H&H. Buyer shall also indemnify and hold harmless H&H from all liability for taxes owing in connection with Buyer's purchase of goods. The obligations and rights to indemnify herein shall not negate, abridge or reduce other such rights or obligations under law. This Agreement does not require Buyer to indemnify H&H for H&H's own negligent or intentional acts or omissions to the extent that doing so would violate applicable law. Buyer and H&H jointly authorize and request any court or arbitrator considering the enforceability of this paragraph to re-write this paragraph so that it requires Buyer to defend, indemnify, and hold H&H harmless to the fullest extent permitted by applicable law.

9. Claims Resolution / Governing Law: Unless H&H elects otherwise, all claims and disputes between Buyer and H&H arising out of or relating to performance of any agreement or breach thereof must be decided by binding arbitration in accordance with the Construction Industry Arbitration rules of the American Arbitration Association (AAA). Demand for Arbitration must be filed in the regional office of the AAA closest to Greensboro, North Carolina, and the filing party must serve such Notice upon the other party in accordance with AAA rules. The procedural and substantive law of the State of North Carolina must apply in and to all arbitration proceedings, and Greensboro, North Carolina, is designated as the sole and exclusive venue for such proceedings. Any award arising from such proceedings shall be final and binding upon the parties and enforceable in accordance with the Federal Arbitration Act. H&H and Buyer agree that their transactions involve interstate commerce. This Agreement shall be governed by and construed solely in accordance with the laws of the State of North Carolina, without regard to principles of conflicts of laws. H&H shall have the sole and exclusive right, at H&H's sole and absolute discretion, to waive the arbitration provision and to elect to litigate any claim or dispute in a court of appropriate jurisdiction. Unless H&H elects another court of appropriate jurisdiction in H&H's sole and absolute discretion, the state courts located in Greensboro, Guilford County, North Carolina, shall be the sole and exclusive forum for any litigation between H&H and Buyer. Buyer consents to the jurisdiction of the state and federal courts located in Greensboro, Guilford County, North Carolina.

10. Delays / Penalties / Force Majeure: Delivery dates are approximate and not guaranteed. In no event and under no circumstances whatsoever will H&H be liable for any damages or expenses caused by any failure or delay in making delivery of goods hereunder. No penalty clause or liquidated damages of any kind (for delays or otherwise) apply to H&H unless pre-approved in writing by an H&H officer. Furthermore, in no event and under no circumstances whatsoever will H&H be liable under this Agreement for any event of force majeure, or an event or cause beyond H&H's reasonable control.

11. Cancellations / Returns: If an order is canceled through no fault of H&H, the Buyer shall reimburse H&H for all expenses, costs, damages and losses (including lost profits) incurred by H&H in connection with the order and its cancellation. Goods may not be returned except by written preapproval of a representative of H&H. If an H&H representative approves a return, Buyer will be entitled to a refund of amounts paid minus applicable shipping, restocking, handling, and any additional H&H and manufacturer fees. Specially made goods may not be returned.

12. Equal Employment Opportunity / Affirmative Action Clause: H&H and Buyer shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

13. Government Contracts / Disadvantaged Business Entities: If Buyer's purchase of goods is in any way connected to any federal, state, or local government project, which implicates or utilizes any Small, Minority or Disadvantaged Business Incentives or qualifications (or other similar laws or regulations), Buyer represents and certifies to H&H that Buyer is performing a commercially useful function on such project.

14. Trust Funds: Buyer agrees that all funds Buyer receives that result from the labor, materials, and/or equipment furnished by H&H will be considered "Trust Funds." Buyer will hold all Trust Funds in trust for the sole and exclusive benefit of H&H. Buyer will segregate Trust Funds from other funds. Buyer will account for all Trust Funds and deliver all Trust Funds to H&H. Buyer will not use Trust Funds for any purpose other than paying H&H.

Mitchell Harper

From: Mark Sauerbrey <mark.sauerbrey@hoffman-hoffman.com>
Sent: Friday, January 8, 2021 8:33 AM
To: Mitchell Harper
Subject: [EXTERNAL] RE: EVAPCO Coil Section

WARNING: This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender.

Mitchell,

EVAPCO estimate on freight is \$2500.00

Thanks

Mark C Sauerbrey
Aftermarket Parts Tech
Hoffman & Hoffman Inc.
800-332-2295
Mark.sauerbrey@hoffman-hoffman.com

-----Original Message-----

From: Mark Sauerbrey
Sent: Tuesday, January 5, 2021 1:31 PM
To: mharper@ortn.edu
Subject: EVAPCO Coil Section

Mitchell,

Attached is the quote you requested.
Please let me know if I can place an order for you.
Thanks

Mark C Sauerbrey
Hoffman & Hoffman Inc.
800-332-2295
Mark.sauerbrey@hoffman-hoffman.com



OFFICE OF MAINTENANCE AND OPERATIONS

DATE: January 15, 2021

TO: Bruce Lay, Executive Director of Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Purchase of Replacement cooling Tower Bundle for ORHS East Tower

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of a replacement cooling tower bundle for the East cooling tower at ORHS from Rome, Eddleman & Associates in the amount of \$30,697.87. Due to a failure in freeze protection programming in the software, the tower suffered an unrepairable failure of a key operating component. The cooling tower serves the Performing Arts and the East wing of the Comprehensive Studies building at ORHS. This component is an OEM part and is only available from the dealer serving this area. A sole source letter from the vendor is attached.

Replacement of this part will require a week of down time for the cooling system and the part has a 6 – 8 week lead time for delivery. Funding for this part will be from the city Capital Improvement Program (CIP) – maintenance funds.

Thank You,

Allen Thacker
Supervisor of Maintenance and Operations



RELA Parts LLC,

620 Reliability Circle
Knoxville, TN 37932
865-675-4822

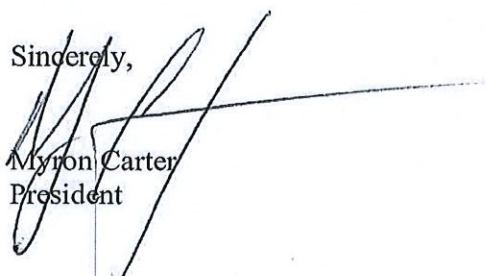
January 15,2021

To Whom It May Concern:

Baltimore Aircoil Company(BAC) is solely represented in Middle and East Tennessee by RELA, Inc. This representation includes both equipment and parts with a staff dedicated to meeting the needs of the customers. With three offices that support both sales, service, and parts our goal is to be the best in the evaporative cooling market.

We appreciate your interest in RELA and BAC and look forward to serving the needs of your facilities. Please us know if you have any additional questions.

Sincerely,



Myron Carter
President



**BALTIMORE
AIRCOIL COMPANY**

QUOTE

REA, INC. (dba Rome, Eddleman & Assoc)
620 RELIABILITY CIRCLE KNOXVILLE, TN 37932 United States

Contact: NELSON WESTOVER
Email: nwestover@reahvac.com
Phone: 865/389-2581 Fax:

BAC Quote # Q210009825
Project: UNKNOWN
Date: 1/5/2021
Expiration Date: Quote expires 30 days from date issued

TO Oak Ridge Schools
Oak Ridge Schools Maintenance, 100 Woodbury Lane, Oak Ridge, TN, 37830, USA
Customer ID: 25587
Attn: Mitchel Harper

We are pleased to provide you with the following quote for BAC Factory Authorized parts.

SERIAL #	MODEL #	SHIPPING METHOD	LEAD TIME
U070557601	FXV-663	Bestway Freight Included	

#	QTY	PART #	DESCRIPTION	UNIT \$	TOTAL \$
1	1	SPQ00096 71	ASME Coil (12x18x10R), HDG	43,798.95	43,798.95
2	1	COIL0293	Coil (FXV[L]663,1Req,12X18,10Row)	30,064.45	30,064.45
3	6	6C5180M 5	GLV PLT CONN SEAL 4 PA	35.88	215.28
4	6	6C5181M 5	GLV PLT BACKUP PA	47.61	285.66
5	6	651396	"O" Ring 4" Pipe, NPR	22.08	132.48
TOTAL					\$74,496.82

BAC will do its best to meet or improve the scheduled ship date. However, circumstances beyond our control may cause this ship date to change. In the event that it does change, BAC will not be held liable for any damages that may occur. BAC's standard "Terms and Conditions of Sale" apply to this order and may be viewed at www.BaltimoreAircoil.com/terms.

Notes:

- Prices are quoted in USD currency.
- The Quote number is required to place an order.
- The unit Serial and Model numbers are required to help ensure that the proper parts are ordered.
- A Purchase Order (made out to Baltimore Aircoil Company) with Ship To Address, Bill To Address, and Signature must be sent to the above location.
- Minimum order value is \$125 USD (\$150 CAD) for standard part orders -- minimum order value for credit card orders is \$75 USD (\$90 CAD).
- Sales Tax will be added to the final invoice -- if the project is tax exempt, a Certificate will be required.
- Visa, MasterCard, and American Express are accepted for payment up to \$25,000 USD (\$30,000 CAD) -- POs are not required for credit card orders.
- Pricing includes shipment via Bestway Freight Allowed.

THANK YOU FOR YOUR BUSINESS!

Oak Ridge Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 11/27/17 01/27/17
		Rescinds:	Issued: <u>11/27/17</u> <u>01/04/16</u>

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools, ~~pursuant to TCA 49-~~
4 ~~13-106 (b) (2) Proposals from existing charter school operators or replicators and applicants proposing~~
5 ~~to contract with educational service providers shall be in accordance with state law.~~¹

6 DEFINITION

7 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
8 within a public school district. It shall be subject to all state and federal laws and constitutional
9 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
10 origin, religion, ancestry or need for special education services.⁺

11 The purposes of charter schools are to:²

- 12 1) Improve learning for all students and close the achievement gap between high and low
13 students;
- 14 2) Provide options for parents to meet educational needs of students in high priority schools;
- 15 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
16 making authority to schools and teachers in exchange for greater responsibility for student
17 performance;
- 18 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
19 reach proficiency on state academic assessments;
- 20 5) Create new professional opportunities for teachers; and
- 21 6) Afford parents substantial meaningful opportunities to participate in the education of their
22 children.

28 APPLICATION PROCESS³²

29 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
30 days prior to ~~April~~**February** 1 of the year preceding the year in which the proposed charter school plans
31 to begin operation as a public charter school.

1 A sponsor seeking board approval of an initial charter school application must complete the forms
 2 provided by the Tennessee Department of Education. The application must provide all the information
 3 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
 4 prescribed by law for the formation of a charter school and the proposed charter school will be able to
 5 implement a viable program of quality education for its students.³

6 Applications must be submitted to ~~the~~ Board and Department of Education on or before 4:30 p.m. on
 7 ~~April~~February 1 of the year preceding the
 8 year in which the proposed charter school plans to begin operation as a public charter school.
 9 ~~Applications will be accepted only between March 1 and April 1.~~ If the 1st of ~~April~~February falls on a
 10 Saturday, Sunday, or holiday on which the school district offices are closed, applications will be
 11 accepted on the next business day on or before 4:30 p.m. Late applications will not be accepted,
 12 without exception. The sponsor shall pay an application fee of \$2,500.00.³²

13 **REVIEW TEAM¹**

14 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
 15 applications. The team shall be composed of: members of the administrative staff for the district;₂
 16 community members;₂ and a member of the board with relevant educational, organizational, financial,
 17 and legal experience. At the board meeting in ~~February~~November each year, the Director of Schools
 18 shall make a recommendation to the board of which members of his administrative staff should be
 19 appointed to the team. The board shall name the members of the team at its meeting in ~~March~~January
 20 of each year. The board shall designate a chairman of the review team as the contact person for
 21 answering questions about the application process and receiving applications.

22 The board shall require a procedure for receiving, reviewing and ruling on applications for the
 23 establishment of charter schools. The procedure must include a timeline for the application and review
 24 process. A copy of the procedure, including the review criteria, shall be available to any interested
 25 party upon request.

26 The review team shall:

- 27 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 28 2) Recommend one of the following options to the board for each application: approve, reject, or
 29 reject with stipulations for reconsideration; and
- 30 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.
- 31
- 32

33 **APPROVAL, DENIAL OF APPLICATION⁴**

34 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
 35 calendar days of receipt of the completed application or the application shall be deemed approved by
 36 law. The director of schools shall report the action taken by the board to the department of education.

37 **Approval**

1 The sponsor of a public charter school that is approved by the board shall enter into a written
 2 agreement with the board, which shall be binding on the charter school's governing body. This
 3 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. ~~In~~
 4 ~~the application, the sponsor must demonstrate that the proposed charter school meets the purpose~~
 5 ~~prescribed by law for the formation of a charter school and the proposed charter school will be and~~
 6 ~~shall include all aspects of the sponsor's approved application as well as any reporting requirements~~
 7 ~~prescribed under state or federal laws.~~⁵

8 ~~Starting in the 2018-2018 school year, t~~The board will receive an annual authorizer fee of three percent
 9 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
 10 whichever is less.⁷⁵

11 Charter schools approved by the board of education are expected to implement the application as
 12 submitted and approved. Material variations in operations from the approved application require
 13 amendment pursuant to statute and the charter school agreement.⁶

14 The board should not be expected to provide services to charter schools that are not requested during
 15 the application process except for those services that are required under state or federal laws. Services
 16 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
 17 board and charter school shall execute a service contact for any additional services.

18 New public charter school agreements are approved for a ten- ~~(10)~~ year period.⁶⁷ The board may
 19 revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in ~~TCA~~
 20 ~~49-13-122~~state law.⁸

21 Denial

22 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to
 23 submit an amended application to correct the deficiencies. The board shall have thirty ~~(360)~~ calendar
 24 days either to deny or to approve the amended application or the application shall be deemed approved
 25 by law.⁴

26 ~~A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the~~
 27 ~~final decision to deny to the State Board of Education.~~

28 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
 29 School Commission.⁹

Legal References

1. ~~TCA 49-13-105; TCA 49-13-111(a)-(e)~~
2. ~~TCA 49-13-102~~
3. ~~TCA 49-13-107, 108; TCA 1-3-102; TCA 49-13-108(a)(5)~~

Cross References

- ~~4. TCA 49-13-108; TRR/MS 0520-14-1-01 & .02~~
- ~~5. TCA 49-13-110~~
- ~~6. TCA 49-13-121~~
- ~~7. TCA 49-13-143~~

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Oak Ridge Schools			
Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date:
		Rescinds:	Issued: 11/24/14

1 *General*

2 All classrooms and learning centers shall be equipped with the textbooks and instructional materials
3 needed to provide quality learning experiences for students in accordance with state law.¹ The Board
4 seeks to provide a wide range of textbooks and instructional materials that cover all levels of difficulty,
5 generate critical thinking, and support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. **Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.**

11 The Superintendent of Schools shall establish a procedure for providing citizens of the community with
12 an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Executive Director of Teaching and Learning shall post the
15 list of all approved textbooks and instructional materials on the school district’s website and send a copy
16 of the list to the Commissioner of Education.²

17 **COMPLAINTS AND RECONSIDERATION**

18 The Superintendent of Schools/designee shall develop forms and procedures to enable citizens to file
19 complaints regarding the selection or content of approved textbooks. Following the conclusion of this
20 administrative process, a complainant may appeal an outcome to the Board.

21 **DISTRIBUTION**

22 The Superintendent of Schools shall designate an employee to be responsible for the purchase and
23 distribution of textbooks and instructional materials in each school. The principal shall be responsible
24 for seeing that each students receives these items at no cost.

25 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

26 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
27 school year, upon completion of the course, or upon withdrawal from a course or school.
28 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
29 instructional materials received and used by their children. The Superintendent of Schools/designee shall

1 be responsible for developing an administrative procedure regarding the replacement of lost or damaged
2 textbooks and instructional materials.

3 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
4 books:

5	<u>Age of Book</u>	<u>Amount Collected</u>
6	1-2 years	100% of replacement cost
7	3-4 years	75% of replacement cost
8	5 or more years	50% of replacement cost

9 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
10 the book is damaged to the extent it is no longer usable, the amount collected shall conform to the
11 reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent
12 damages, loses or defaces the textbook either through willful intent or neglect.

13 Following an interview with parties and an investigation, if needed, the principal may assess the
14 appropriate fine and notify the parents in writing.

15 The principal may include with the notice a provision stating that failure to pay the fine imposed within
16 a reasonable time may result in the imposition of one of the following sanctions.

- 17 1. Refusal to issue any additional textbooks until restitution is made;
- 18 2. Withholding of diplomas or transcripts until restitution is made;
- 19 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course
20 for which the textbook is prescribed until restitution is made; or

21 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
22 uncontrollable circumstance and not responsible for the damages.

23 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

24 A list of textbooks and instructional materials shall be revised annually by the Executive Director of
25 Teaching and Learning under the direction of the Superintendent of Schools.

26 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
27 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
28 and graded by their child's teacher.

29 The Superintendent of Schools/designee shall develop procedures for the inspection of materials and
30 distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 09/23/19
		Rescinds: II-6	Issued: 09/23/19 04/23/18 11/24/14

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 1. Beginning with the 2021-2022 graduating class, students must meet the core requirements
4 and take elective courses to add up to a total of twenty-two (22) credits required local for
5 graduation with a regular Oak Ridge High School diploma.

6
7 2. Beginning with the 2022-2023 graduating class, students must meet the core requirements
8 and take elective courses to add up to a total of twenty-four (24) credits required local for
9 graduation with a regular Oak Ridge High School diploma.

10
11 3. Beginning with the 2023-2024 graduating class, students must meet the core requirements
12 and take elective courses to add up to a total of twenty-six (26) credits required local for
13 graduation with a regular Oak Ridge High School diploma.

14
15 4. Beginning with the 2024-2025 graduating class, students must meet the core requirements
16 and take elective courses to add up to a total of twenty-eight (28) credits required local for
17 graduation with a regular Oak Ridge High School diploma.

18
19 5. In instances where a student does not have the opportunity to earn the 32 credits that are
20 available with block scheduling, the required number of credits for graduation from Oak
21 Ridge High School will be four less than the total available. In extenuating circumstances,
22 with Superintendent or designee approval, a student who earns the state minimum
23 requirement of 22 credits may receive a state issued regular high school diploma.

1

2 Before high school graduation, every student shall:¹

- 3 1. Achieve the specified twenty-two (22) units of credit;
- 4 2. Take the required end of course exams;
- 5 3. Have satisfactory records of attendance and conduct;
- 6 4. Take the ACT or SAT prior to graduation;²
- 7 5. Pass a United States civics test³, and
- 8 6. Complete three (3) credits in an elective focus. The elective focus may be:
 - 9 a. AP
 - 10 b. Dual Enrollment
 - 11 c. Dual Credit
 - 12 d. Fine Arts
 - 13 e. Humanities
 - 14 f. Science and Math
 - 15 g. CTE
- 16

17 **SPECIAL EDUCATION STUDENTS⁴**

18 ~~Special education students who earn the prescribed twenty-two (22) credit minimum shall be~~
19 ~~awarded a regular high school diploma. Special education students who earn the core~~
20 ~~requirements and elective courses to meet the required credits specified above will be awarded~~
21 ~~an Oak Ridge High School diploma. Special education students who earn the prescribed~~
22 ~~twenty-two (22) credit minimum shall be awarded a state issued regular high school diploma.~~

23

24 *Special Education Diploma*

25 A special education diploma shall be awarded to students who have not met the requirements for a regular
26 high school diploma,⁵ but have:

- 27 1. Completed four (4) years of high school;
- 28 2. Made satisfactory progress on their IEP; and
- 29 3. Maintained satisfactory records of attendance and conduct.

30 *Occupational Diploma*

31 Special education students who do not meet the requirements for a regular high school diploma may be
32 awarded an occupational diploma if the student has:^{1,4}

- 33 1. Completed at least four (4) years of high school;
- 34 2. Made satisfactory progress on their IEP;
- 35 3. Maintained satisfactory records of attendance and conduct;
- 36 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
37 (SKEMA); and

1 5. Completed two (2) years of paid or non-paid work experience.

2 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
3 year or two (2) academic years prior to the expected graduation date.

4 Students who have received a special education diploma or an occupational diploma shall continue to
5 make progress towards a regular high school diploma until the end of the school year in which they turn
6 twenty-two (22) years old.

7 *Alternate Academic Diploma*

8 Special education students who do not meet the requirements for a regular high school diploma may be
9 awarded an alternate academic diploma if the student has:⁴

- 10 1. Completed at least four (4) years of high school;
- 11 2. Participated in the high school alternate assessments;
- 12 3. Earned the prescribed twenty-two (22) credit minimum;
- 13 4. Made satisfactory progress on their IEP;
- 14 5. Maintained satisfactory records of attendance and conduct; and
- 15 6. Completed a transition assessment that measures postsecondary education and training,
16 employment, independent living, and community involvement.

17 ~~STUDENT LOAD~~YEARS IN ATTENDANCE⁶

18 ~~All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum~~
19 ~~of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal~~
20 ~~this requirement to the Superintendent or designee and then to the board.~~⁶

21 A planned program of four (4) years in high school is required for high school graduation, except for
22 special circumstances. The four-year high school attendance requirement may be modified for a
23 limited number of students, based upon meeting each of the following conditions:

24

25 1. Students must have completed the minimum units required by the State Department of
26 Education and any additional units required by the local Board.

27

28 2. Students must have a special need to leave high school in less than four (4) years and must have
29 an appropriately planned post-secondary education experience. Students must complete an
30 Application for Early Graduation/Early Release.

31

32 3. Students meeting the above conditions to the satisfaction of school officials, may be permitted
33 to leave school before completing four (4) years of attendance, if the school officials feel it is in

1 the best interest of the student, school and community. A transcript shall be given to each
 2 student showing the credits earned.

3
 4 4. Students successfully completing the approved planned educational experience (as outlined
 5 above) shall be eligible to receive their high school diploma at the most current graduation
 6 period.

7
 8 **EARLY GRADUATION MOVE ON WHEN READY**⁷

9 ~~High school students shall be permitted to complete an early graduation program. The *Move on When*~~
 10 ~~*Ready Act* provides public high school students who wish to graduate early with the opportunity to~~
 11 ~~graduate high school early and gain entry into a postsecondary institution. Students intending to~~
 12 ~~graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as~~
 13 ~~soon thereafter as the intent is known.~~

14 -Students intending to graduate early shall inform the school principal of this intent prior to the
 15 beginning of 9th grade or as soon thereafter as the intent is known.

16 In order to graduate early, students must meet the following requirements:

- 17 1. Earn the required eighteen (18) credits;
 18 2. Achieve a benchmark score for each required end-of-course exam;
 19 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
 20 4. Meet the minimum ACT or SAT benchmark score;
 21 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
 22 6. Complete at least two (2) types of the following courses:
 23 a. AP;
 24 b. IB;
 25 c. Dual enrollment; or
 26 d. Dual credit.

27 The Superintendent or designee shall develop administrative procedures to ensure that the early
 28 graduation program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
 2. TCA 49-6-6001(b); State Board of Education Policy 2.103
 3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
 State Board of Education Policy 2.103
 4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
 Policy 2.103
 5. TCA 49-6-6005; State Board of Education Policy 2.103
 6. TRR/MS 0520-01-03-.06(1)(a)(7)

Cross References

- Basic Curriculum Program 4.201
 Alternative Credit Options 4.209
 Honor Roll, Awards, & Class Ranking 4.602

7. TCA 49-6-8303; State Board of Education Policy 2.103



Course Requests

Date: 1/14/2021

Name of Proposed Course: AP Spanish Literature and Culture

Course Description: AP Spanish Literature is equivalent to a college level introductory survey course of literature written in Spanish. Students continue to develop their interpretive, interpersonal, and presentational skills in Spanish language as well as critical reading and analytical writing as they explore short stories, novels, plays, essays, and poetry from Spain, Latin America, and U.S. Hispanic authors along with other non-required texts. <https://apcentral.collegeboard.org/courses/ap-spanish-literature-and-culture/course?course=ap-spanish-literature-and-culture>

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Advanced Placement
3. Would this course count toward an area of focus? Please explain. Humanities Could it be counted as an enhancer to an area of focus? Please explain. Not applicable; Enhancers are used when students waive their world language credits. This course is an advanced course in world language.
4. Is this a year-long or semester course? Semester Block If you chose *Other*, please explain. Click or tap here to enter text.
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course? Provides students with a learning experience equivalent to that of a college/university survey literature course written in Spanish at the first level. It can be counted towards a major in this subject area.
7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. None
8. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? None. Moving to a block schedule opens space in this teacher's schedule to accommodate this course.
10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes.
11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? Not applicable
12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. None.
13. Does this course require any special equipment and/or changes to the physical space? None.

Amber Roberts

Name and signature of person requesting course or pathway

Dr. Garfield Adams

Name and signature of school principal



Course Requests

Requests for credit-bearing courses are due by December 1 of the school year preceding implementation.

Date: 12/29/2020

Name of Proposed Course: Biology II, Honors

Course Description: The academic standards for high school Honors Biology II are built on the foundation provided by Biology I (a prerequisite course) and are research-based, supported by the National Research Council's Framework for K-12 Science Education. Biology II provides students with the opportunity to focus on a particular aspect of life science in more detail while continuing to provide knowledge that is rooted in the same crosscutting concepts and practices utilized throughout all of the sciences. The academic standards for Biology II focus on organism classification and evolution with in depth analysis of plants and animals.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Honors
3. Would this course count toward an area of focus? Please explain. No Could it be counted as an enhancer to an area of focus? Please explain. This honors level course is designed for students desiring an in-depth, formal background in biology and to gain the foundations needed to continue into the AP Biology course. It includes laboratory work, projects, and a thorough understanding of scientific inquiry. This course is a semester course on the block schedule, and it counts for one high school science lab credit.
4. Is this a year-long or semester course? Semester course on the block schedule. If you chose *Other*, please explain. Click or tap here to enter text.
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course? This course will allow students to gain the foundations needed to be successful on the AP Biology exam.
7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. There are no disadvantages or challenges by adding this class. No other classes will have to be cut.
8. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? The block schedule will allow teachers in the science department to teach this course in addition to the courses currently being taught.
10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes. The teacher is interested in teaching this course to further prepare students for the AP exam.
11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A



12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. No.
13. Does this course require any special equipment and/or changes to the physical space? No.

Dr. Garfield Adams

Sharon Thomas _____

Name and signature of person
requesting course or pathway

A handwritten signature in black ink, appearing to read "Garfield Adams", written over a horizontal line.

Name and signature of school principal



Course Requests

Requests for credit-bearing courses are due by December 1 of the school year preceding implementation.

Date: 12/29/2020

Name of Proposed Course: Chemistry II, Honors

Course Description: The Chemistry II standards build on topics that were introduced in Chemistry I with increased rigor. Students should explore these advanced chemistry concepts and the seven core concepts (patterns; cause and effect; scale, proportion, and quantity; systems and system models; energy and matter; structure and function; and, stability and change) through laboratory techniques, manipulation of chemical quantities, and advanced problem-solving practices. Within the Chemistry II standards, scientific and engineering practices are embedded as a means to learn about specific topics identified for the course. Engaging in these practices with current applications will help students become scientifically literate and astute consumers of scientific information.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Honors
3. Would this course count toward an area of focus? Please explain. No Could it be counted as an enhancer to an area of focus? Please explain. This honors level course is designed for students desiring an in-depth, formal background in chemistry and to gain the foundations needed to continue into the AP Chemistry course. It includes laboratory work, projects, and a thorough understanding of scientific inquiry. This course is a semester course on the block schedule, and it counts for one high school science lab credit.
4. Is this a year-long or semester course? Semester course on the block schedule. If you chose *Other*, please explain. Click or tap here to enter text.
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course? This course will allow students to gain the foundations needed to be successful on the AP Chemistry exam.
7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. There are no disadvantages or challenges by adding this class. No other classes will have to be cut.
8. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? The block schedule will allow teachers in the science department to teach this course in addition to the courses currently being taught.
10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes. The teacher is interested in teaching this course to further prepare students for the AP exam.
11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A



12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. No.
13. Does this course require any special equipment and/or changes to the physical space?No.

__Sharon Thomas_____

Name and signature of person
requesting course or pathway

Dr. Garfield Adams

_____

Name and signature of school principal



Course Request

Date: 12/31/2020

Name of Proposed Course: Cybersecurity 1

Course Description:

Cybersecurity I is a course intended to teach students the basic concepts of cybersecurity. The course places an emphasis on security integration, application of cybersecurity practices and devices, ethics, and best practices management. The fundamental skills in this course cover both in house and external threats to network security and design, how to enforce network level security policies, and how to safeguard an organization's information. Upon completion of this course, proficient students will be demonstrate and understanding of cybersecurity concepts, identify fundamental principles of networking systems, understand network infrastructure and network security, and be able to demonstrate how to implement various aspects of security within a networking system Click or tap here to enter text.

.This course aligns with primarily which Key? Key 7

1. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? No
2. Would this course count toward an area of focus? Please explain.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster.

3. Is this a year-long or semester course? Semester on a block. If you chose *Other*, please explain.
4. How many credits would a student receive for passing this course? 1
5. What are the benefits of adding this course?

Adding this course creates a second course sequence in our information technology career cluster, giving students with IT interests additional course options in one of today's hottest fields. This is a high-skill, high-wage, high-demand career field.

6. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced.



There are no disadvantages to adding this course. It enhances the programs we are already offering with coding, AP Computer Science, AP Computer Science Principles, and dual enrollment IT courses through Roane State.

7. Do we already have Oak Ridge Staff who are certified to teach this course?

Keith Jackson is the staff member certified to teach this course.

8. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course?
N/A

9. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes, it was Keith who came to us to tell us he is now certified to teach this course, and wants to add it to his schedule next year. He has the sectional space to do so.

10. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A

11. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate.

This course does not require additional partnerships, but will pair well with the courses we do have in partnership with RSCC.

12. Does this course require any special equipment and/or changes to the physical space? No.

Amber Roberts

Dr. Holly Cross

Name and signature of person requesting course or pathway

Dr. Garfield Adams

Name and signature of school principal



Course Request

Date: 12/31/2020

Name of Proposed Course: Dual Enrollment Gross Anatomy

Course Description:

This will be a Dual Enrollment partnership with Lincoln Memorial University. Students will learn the gross anatomy of the following systems: skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, and reproductive. Students will achieve the following: Learn names and functions of anatomical structures; Learn anatomical structures and concepts to help them succeed in a college program; Understand the "big picture" of how anatomic systems work together; Understand and apply clinical relevance of anatomic structure. The lab component of the course parallels and reinforces lecture concepts through the use of prosected cadavers.

Lectures meet two times per week via media-sited lectures at ORHS. Students will attend one 2-hour lab per week at LMU DCOM Medical School. This course is offered tuition-free by LMU. Students will be required to purchase a textbook and scrubs at a total out-of-pocket cost of approximately \$100. Students will also be required to provide their own transportation to the LMU DCOM Medical School one day per week.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Dual Enrollment
3. Would this course count toward an area of focus? Please explain.

This course would be a part of an area of focus in Health Science and/or STEM. Could it be counted as an enhancer to an area of focus? Please explain. This course could be an enhancer to an area of focus in Health Science and/or STEM should the student choose to waive World Language and/or Fine Art.

4. Is this a year-long or semester course? Semester on a block. If you chose *Other*, please explain.
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course?

Adding this course would create another dual enrollment opportunity in our Health Science Academy and would also be the first dual enrollment course in our Science department. Students would be able to earn a college credit in the course. This will also allow for more student access to the very popular Health Science Academy. Careers in Health Science are poised to be among the most stable as technological advances in artificial intelligence impact the job market.



- 7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced.

There are no disadvantages to adding this course. Moving to a block schedule will allow the addition of this course without requiring any current course to be cut.

- 8. Do we already have Oak Ridge Staff who are certified to teach this course?

A member of the LMU faculty will be the teacher of record for this course. ORHS will provide space and supervision of students on the days they are not in lab, but no certification is required. Choose an item.

- 9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course?
N/A

- 10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? N/A

- 11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A

- 12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate.

This course is a partnership with Lincoln Memorial University. Our contact there is Dr. Jody Goins, former Principal of ORHS and current Vice President and Dean of Enrollment and Student Affairs at LMU.

- 13. Does this course require any special equipment and/or changes to the physical space? No.

Amber Roberts

Dr. Holly Cross

Name and signature of person requesting course or pathway

Dr. Garfield Adams

Name and signature of school principal



Course Requests

Date: 1/6/2021

Name of Proposed Course: Dual Enrollment Photography

Course Description: This course is designed for the student who is interested in art as it relates to photography. The student will study an overview of the history of photography and understand the mechanics of both 35 MM film and digital cameras. Students will study composition and design and apply this knowledge to the taking of photographs. Students learn the basic techniques of developing and printing of black and white film and photos in the darkroom, as well as best practices for printing digital images on inkjet printers. As students develop basic skills of working a camera and in a darkroom, we will begin creative manipulation of photographs both digitally and manually.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Dual Enrollment
3. Would this course count toward an area of focus? Please explain. Yes, Visual Arts Focus Could it be counted as an enhancer to an area of focus? Please explain. No.
4. Is this a year-long or semester course? Semester If you chose *Other*, please explain. Based on the 4x4 block
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course? Students would have the opportunity to earn a college credit while in high school.
7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. None
8. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? None
10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes
11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? -NA-
12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. This course would require a partnership with a college or university. While we have not yet secured this partnership, we already have a partnership with Roane State for DE Ceramics and plan to pursue expanding this DE art offering.
13. Does this course require any special equipment and/or changes to the physical space? None

Joseph Moseley

Name and signature of person
requesting course or pathway

Dr. Garfield Adams

Name and signature of school principal



Course Requests

Requests for credit-bearing courses are due by December 1 of the school year preceding implementation.

Date: 12/29/2020

Name of Proposed Course: Environmental Science, Honors

Course Description: The academic standards for Environmental Science establish the content knowledge and skills for Tennessee students necessary to prepare them for the rigorous levels of higher education and future job markets. The course provides students with an opportunity to develop an understanding of interrelationships in the natural world. In addition, it allows them to identify natural and man-made environmental problems and design and evaluate possible solutions for these problems. The academic standards for Environmental Science are research-based, supported by the National Research Council's Framework for K-12 Science Education. The standards establish the core ideas and practices of science and engineering that will prepare students to use scientific thinking to examine and evaluate knowledge encountered throughout their lives.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Honors
3. Would this course count toward an area of focus? Please explain. No Could it be counted as an enhancer to an area of focus? Please explain. This honors level course is designed for students desiring an in-depth, formal background in environmental science and to gain the foundations needed to continue into the AP Environmental Science course. It includes laboratory work, projects, and a thorough understanding of scientific inquiry. This course is a semester course on the block schedule, and it counts for one high school science lab credit.
4. Is this a year-long or semester course? Semester course on the block schedule. If you chose *Other*, please explain. Click or tap here to enter text.
5. How many credits would a student receive for passing this course? 1
6. What are the benefits of adding this course? This course will allow students to gain the foundations needed to be successful on the AP Environmental Science exam.
7. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. There are no disadvantages or challenges by adding this class. No other classes will have to be cut.
8. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
9. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? The block schedule will allow teachers in the science department to teach this course in addition to the courses currently being taught.
10. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes. The teacher is interested in teaching this course to further prepare students for the AP exam.



11. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A
12. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. No.
13. Does this course require any special equipment and/or changes to the physical space? No.

____Sharon Thomas_____

Name and signature of person
requesting course or pathway

Dr. Garfield Adams

____*Garfield Adams*_____

Name and signature of school principal



Course Requests

Date: 10/9/2020

Name of Proposed Course: Technical Writing

Course Description: Technical writing is often broadly defined as any writing that takes place in the workplace. To be more specific, it is any writing that is intended to convey information, especially that which is related to scientific or technical information or processes. Students who take this course will be expected to read, analyze, and evaluate a variety of technical literature, in addition to producing their own in multiple formats and on numerous topics. The writing process will be a cornerstone of the course, with added emphasis on the importance of revision and peer-editing. By the end of the course, students will be required to produce multiple products of varying lengths, including emails, memos, product and process descriptions, proposals, press releases, user guides, and one long work such as a manual, prospectus, or a white paper.

1. This course aligns with primarily which Key? Key 7
2. Does this course have any special designation (e.g. honors, dual enrollment, industry certification, Advanced Placement)? No
3. Would this course count toward an area of focus? Please explain. Yes, this course could be included in a humanities area of focus.
4. Could it be counted as an enhancer to an area of focus? Please explain. Yes. This course would be a universal enhancer to any area of focus should a student waive world language and/or fine art.
5. Is this a year-long or semester course? Semester on a block if you chose *Other*, please explain.
6. How many credits would a student receive for passing this course? 1.0
7. What are the benefits of adding this course? This course will give students the opportunity to explore a type of writing that is not emphasized in regular English courses. Further, it will expose them to, and give them experience in, the types of writing used by the scientific community in this region. This course would also lend itself to collaboration with the STEM and CTE programs, and could potentially interface with outside entities such as the Oak Ridge National Laboratory.
8. What are the disadvantages and/or challenges of adding this course? Please specify if any courses will have to be cut if this course is introduced. We see no disadvantages.
9. Do we already have Oak Ridge Staff who are certified to teach this course? Yes
10. If we already have Oak Ridge Staff who are certified to teach this course, what responsibilities do they currently have that they would no longer be able to fulfill if they teach this course? None. The responsibilities would remain the same.
11. If we already have Oak Ridge staff who are certified to teach this course, are they interested in teaching this course? Why or why not? Yes.
12. If we do not already have Oak Ridge staff who are certified to teach this course, what are the plans to fill this FTE? N/A
13. Does this course require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. No
14. Does this course require any special equipment and/or changes to the physical space? No.

Amber Roberts

Name and signature of person requesting course or pathway

Dr. Garfield Adams

Name and signature of school principal



Pathway Requests

Requests for new pathways are due by December 1 of the school year preceding implementation.

Date: 12/30/2020

Name of Proposed Pathway: BioSTEM

Pathway Description: BioSTEM is for students interested in learning more about careers in science, technology, engineering and mathematics with emphasis in Biotechnology. This culminating course in this pathway, BioSTEM Practicum provides opportunity for students to use skills and content learned during the first three courses in a realworld university or industry lab setting. Upon completion of this course, proficient students are able to identify, explain, and execute lab-based research utilizing the scientific inquiry processes. They will conduct research to develop meaningful questions, define simple problem scenarios and scientific investigations, develop fundamental design solutions, conduct basic mathematical modeling and data analysis, and effectively communicate solutions and scientific explanations to others. Students also will gain knowledge in how a biotechnology business works.

1. This pathway aligns with primarily which Key? Key 7
2. Do the courses in this pathway have special designations (e.g. honors, dual enrollment, industry certification, Advanced Placement)? Industry Certification
3. How will students use this pathway as an area of focus? Please explain. Yes. This course satisfies one of three credits required for an elective focus when taken in conjunction with other *BioSTEM* courses. Courses in this pathway could also be paired with other science and/or math courses for a STEM area of focus. Can courses within this pathway be counted as an enhancer to another area of focus? Please explain. Should students choose to waive world language and/or art, BioSTEM courses would enhance many other areas of focus.
4. Are the courses within this pathway semester or year-long courses? Semester on a block If you chose *Other*, please explain. Click or tap here to enter text.
5. How many credits would a student receive within each course in this pathway? 1 credit per course in the pathway
6. What are the benefits of adding this pathway? "The need for fully integrated K–12 STEM education in Tennessee has never been more critical. STEM (science, technology, engineering, and math) is the fifth-fastest-growing occupational cluster in the South and the seventh-largest employer with projected employment of 2.6 million workers by 2020. In order to prepare our students to take advantage of the vast opportunities in this field, we must equip students with the knowledge and skills to successfully embark upon a STEM pathway and ultimately a high-demand STEM-related career. Too many STEM jobs are being left unfilled, meaning our graduates are missing valuable opportunities to join one of the fastest growing industries in the nation. STEM education stands as a key strategy to address these gaps, provide additional opportunities to Tennessee students, and to strengthen Tennessee's economic future." STEM Strategic Plan: An Integrated K–12 STEM Proposal for Tennessee, January 2018
7. What are the disadvantages and/or challenges of adding this pathway? Please specify if any courses will have to be cut if this pathway is introduced. There are no disadvantages or



challenges by adding this class. This pathway would replace Genetics 1 and Genetics 2 in our current course catalog; courses in this pathway would cover the same content.

8. Do we already have Oak Ridge Staff who are certified to teach the courses in this pathway? Yes
9. If we already have Oak Ridge Staff who are certified to teach the courses in this pathway, what responsibilities do they currently have that they would no longer be able to fulfill if they teach these courses? The block schedule will allow teachers in the science department to teach this course in addition to the courses currently being taught.
10. If we already have Oak Ridge staff who are certified to teach the courses in this pathway, are they interested in teaching the courses? Why or why not? Yes. The teacher is interested in teaching this course to better prepare students entering the STEM field.
11. If we do not already have Oak Ridge staff who are certified to teach the courses in this pathway, what are the plans to fill this FTE? N/A
12. Does this pathway require any partnerships with colleges, universities or other organizations? If so, have they been contacted? Please elaborate. The last course in the pathway would require student internships and/or partnerships with local organizations and/or post-secondary institutions.
13. Does this pathway require any special equipment and/or changes to the physical space? No.

Amber Roberts

A handwritten signature in black ink, appearing to read 'Amber Roberts', written over a horizontal line.

Name and signature of person
requesting course or pathway

Dr. Garfield Adams

A handwritten signature in black ink, appearing to read 'Garfield Adams', written over a horizontal line.

Name and signature of school principal

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.302</h3>	Issued Date: <h3 style="text-align: center; color: red;">11/28/16</h3>
		Rescinds: IV-58/V-22/V-23 <h3 style="text-align: center; color: red;">5.302</h3>	Issued: <h3 style="text-align: center; color: red;">11/28/16</h3> <h3 style="text-align: center;">11/01/16</h3>

1 LICENSED PERSONNEL

2 Licensed personnel shall earn one (1) day of sick leave for each month employed during the school year,
3 and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or
5 illness or death of a member of the immediate family of an employee, including the employee's wife or
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter- in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the superintendent of schools/designee and shall promptly be given to the immediate supervisor in
10 support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A certificate from the physician may be required in support of any claim for sick leave pay.⁺

12 The principal shall notify the human resources' office at once if an employee is sick beyond the limit of
13 his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active licensed employee shall be kept in the payroll
15 office.

16 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school system, provided that the superintendent of schools of the system in which the accumulated leave
18 was held provides notarized verification.³

19 ~~Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of~~
20 ~~actual physical disability only. A physician's statement will be required by the superintendent of schools~~
21 ~~when determining the period of actual physical disability. Any employee who is ineligible for the leave~~
22 ~~provided above due to lack of actual physical disability may use up to thirty (30) days of accumulated~~
23 ~~sick leave following the birth or adoption of a child. If both parents are teachers, only one parent may~~
24 ~~request leave. In the case of adoption of a child, written verification from the adoption agency or other~~
25 ~~entity handling the adoption shall be required before the leave is granted.⁴~~

26 SUPPORT PERSONNEL

27 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

1 At the termination of the employment of any employee, all unused sick leave accumulated by the
2 employee shall be forfeited unless used in accordance with TCRS retirement rules.

3 The immediate supervisor may require a physician's certificate stating the reason for absence.

4 **SICK LEAVE BANK FOR LICENSED STAFF**

5 The purpose of the sick leave bank is to provide sick leave to all employees⁶⁴ who have suffered an
6 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

7 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
8 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
9 be appointed and shall operate as the governing body of the sick leave bank and shall enacted rules and
10 regulations consistent with state law.⁵⁶ Employees wishing to participate shall initially give a maximum
11 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
12 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
13 nontransferable.⁷

14 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
15 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
16 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
17 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
18 employee.⁷

19 An employee who is a member of the sick leave bank may request an allotment of days (for the
20 employee's personal illness only) in the manner designated by the trustees. The need for these days must
21 be verified by a statement from a doctor.

22 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
23 year.⁸ Membership withdrawal results in forfeiture of all days contributed.

24 The sick leave bank shall be operated in accordance with state law.⁹

Legal References

1. ~~TCA 49-5-710~~
2. ~~TRR/MS 0520-1-2-04(2)~~
3. ~~TCA 49-5-710(a)(5)~~
4. ~~TCA 49-5-710(a)(2)~~
5. ~~TCA 49-5-804; TCA 49-5-805~~
6. ~~TCA 49-5-811~~
7. ~~TCA 49-5-807~~
8. ~~TCA 49-5-806~~

Legal References

Cross References

- ~~Family and Medical Leave 5.305~~
~~Physical Assault Leave 5.307~~

Cross References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. TCA 49-5-806
9. TCA 49-5-801 *et seq.*

Workers' Compensation 3.602
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <u>Personal and Professional Leave</u> <u>Personal and Professional Leave</u>	Descriptor Code: 5.303	Issued Date:
		Rescinds: IV-47	Issued: <u>01/26/15</u>

1 Personal ~~and professional~~ leave shall be granted in accordance with the laws of the State of Tennessee
2 and the rules and regulations of the State Board of Education.

3 Licensed employees shall receive ~~three~~two (32) days of personal ~~and professional~~ leave required by the
4 State of Tennessee and one (1) day of local personal leave granted by the Oak Ridge School Board.
5 Any personal leave remaining unused at the end of a school year shall be credited to sick leave
6 according to the following:¹

- 7
- 8 • A balance of 3.00 days equals 2.00 days converted to sick leave
- 9 • A balance of 2.50 days equals 1.50 days converted to sick leave
- 10 • A balance of 2.00 days equals 1.00 days converted to sick leave
- 11 • A balance of 1.50 days equals 0.50 days converted to sick leave
- 12 • A balance of 1.00 days equals 0.00 days converted to sick leave

13 If, at the termination of services, any employee has been absent for more days than leave has been
14 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final
15 salary payment.

16 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 17 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
18 of intent to take leave;
- 19 2. The approval of the principal of the school shall be required:²
 - 20 a. If more than ten percent (10%) of the teachers in any given school request its use on the
21 same day;
 - 22 b. If requested during any prior established student examination period;
 - 23 c. If requested on the day immediately preceding or following a holiday or vacation
24 period;
 - 25 d. If personal leave is requested for days scheduled for professional development or in-
26 service training, according to a school calendar adopted by the local board of education
27 prior to the commencement of the school year; or

1 e. If personal leave is requested for days scheduled for parent-teacher conferences,
2 according to a school calendar adopted by the local board of education prior to the
3 commencement of the school year.

4 Professional leave is a short, temporary absence for the purpose of attending workshops and other
5 meetings relating to school business or serving on boards and commissions which meet during daytime
6 hours when appointed by a mayor, city council, county executive or county commission.³

7 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

8

Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711 (c)(1)
3. TCA 49-5-205

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date:
		Rescinds: III-42	Issued: <u>09/28/15</u>

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student. However, the interrogation may proceed
13 without attendance of the parent(s)/guardian(s), ~~and~~but the principal or his/her designee shall be
14 present during the interrogation.¹

15 The use of police women or female staff members is recommended in the interrogation of female
16 students.

17 POLICE-INITIATED INTERROGATIONS

18 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
19 crimes committed outside of school hours, the police department shall first contact the principal
20 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
21 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless
22 circumstances require otherwise. The interrogation may proceed without attendance of the
23 parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

24 SEARCHES BY SCHOOL PERSONNEL

25 In order to ensure a safe and secure learning environment, the Superintendent of schools/designee shall
26 develop procedures regarding the searching of students, lockers, vehicles, and containers which are
27 consistent with state law and regulations. The ~~director~~Superintendent/designee shall develop
28 additional procedures to ensure compliance with all of the provisions of the School Security Act of
29 1981.^{1,2}

1

2

Legal References

1. ~~TCA 49-6-4201 through 4218~~

Cross References

- ~~Procedural Due Process 6.302~~
~~Child Abuse and Neglect 6.409~~

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 et seq.; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

- Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 01/04/16
		Rescinds: III-3	Issued: 01/04/16 03/27/00

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time;^{1,2} and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity program.^{2,3}

5 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in
6 the principal's office.³

7 ~~Screening tests for vision, hearing, BMI and lice will be conducted. Screening tests as required by the Tennessee~~
8 ~~Department of Education and the Department of Health will be conducted.~~ Parents/Guardians will receive written
9 notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's
10 progress. ~~The Tennessee Department of Education encourages screening of all sixth graders for scoliosis.~~
11 ~~However this screening is not mandated.~~

12 ~~In general, t~~The school district will not conduct physical examinations of a student without parental consent to do
13 so or by court order, unless the health or safety of the student or others is in question.⁴

14 IMMUNIZATIONS

15 ~~No students entering school, including those entering kindergarten or first grade, those from out of state and those~~
16 ~~from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by~~
17 ~~the Commissioner of Public Health.^{1,5}—Students will not be permitted to attend school without proof of~~
18 ~~immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law~~
19 ~~prevent a students from producing such records.^{2,5} It is the responsibility of the parents or guardians to have their~~
20 children immunized and to provide such proof to the principal of the school which the student is to attend.^{5,4}

21 ~~Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent~~
22 ~~or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her~~
23 ~~religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor~~
24 ~~excusing him from such immunization.⁶~~

25 ~~Proof of exceptions will be in writing and filed in the same manner as other immunization records.~~

26 ~~A list of transfer students shall be kept at each school in order that their records may be monitored by the~~
27 ~~Department of Health.~~

28 ~~Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,~~
29 ~~written statement that such measures conflict with one of the following:~~

1 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
 2 epidemic;⁶ or
 3

4 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
 5 him/her from the immunization.⁷

6 The Director of Schools/designee shall ensure that appropriate immunization records are maintained
 7 for each student.

8
 9
Legal References

1. ~~TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(c)(1)~~
2. ~~TRR/MS 0520-1-3-.08(2)(b)~~
3. ~~TCA 49-6-5001(b)(1)~~
4. ~~*No Child Left Behind*, Part F § 1061-(1)(D); (2)(B) & (4)(B)~~
5. ~~TCA 49-6-5001(a)~~
- 6-1. ~~TCA 49-6-5001(b)(2)~~

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Oak Ridge Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 03/26/18 03/26/18
		Rescinds:	Issued: <u>03/26/18</u> <u>09/28/15</u> 09/27/10

1 Prescription and non-prescription medication may be administered only with the written request and
2 permission of a parent or guardian. The physician must complete the ORS-191 Authorization Form for
3 prescription medications (and for any non-prescription medication to be administered for more than two
4 (2) consecutive weeks). If under exceptional circumstances a child is required to take non-prescription
5 or prescription medication during school hours and the parent cannot be at school to administer the
6 medication, the principal, the principal's designee or the school nurse will assist in self-administration
7 of the medication if the student is competent to self-administer medicine with assistance in compliance
8 with the following regulations: ¹

9 Written instructions signed by the parent and the treating physician will be required for prescribed
10 medication and will include:

- 11 1. Child's name;
- 12 2. Name of medication;
- 13 3. Name of physician;
- 14 4. Time to be self-administered;
- 15 5. Dosage and directions for self-administration (non-prescription medicines must have label
16 direction);
- 17 6. Possible side effects, if known; and
- 18 7. Termination date for self-administration of the medication.

19 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
20 inhalers if the additional information is provided by a parent/guardian:

- 21 1. Written statement from the prescribing health care practitioner that the student suffers from
22 asthma and has been instructed in self-administration; and
- 23
- 24 2. Purpose of the medication.

25 The medication must be delivered to the principal's office in person by the parent or guardian of the
26 student unless the medication must be retained by the student for immediate self-administration. (i.e.
27 students with asthma, diabetes, hypersensitivity)

28 The administrator/designee will:

- 29 1. Inform appropriate school personnel of the medication to be self-administered;
- 30 2. Keep written instructions from parent or physician in student's record;

- 1 3. Keep an accurate record of the self-administration of the medication;
- 2 4. Keep all medication in a locked cabinet except medication retained by a student per physi-
3 cian's order;
- 4 5. Return unused prescription to the parent or guardian only; and
- 5 6. Ensure that all guidelines developed by the Department of Health and the Department of
6 Education are followed.

7 The parent or guardian is responsible for informing the designated official of any change in the student's
8 health or change in medication.

9 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
10 administration of medication.

11 **BLOOD GLUCOSE SELF-CHECKS²**

12 Upon written request of a parent or guardian, and if included in the student's medical management plan
13 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer
14 insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student
15 shall be permitted to perform the testing in any area of the school or school grounds at any time
16 necessary.

17 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
18 such sharps is appropriate.

19 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
20 Occupational Safety and Health Administration (TOSHA).³

21 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³⁴**

22 If age appropriate. Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be
23 permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare
24 provider without additional assistance or direction. The Superintendent (or designee) shall develop
25 procedures for the development of an IHP for every student that wishes to self-administer.

26 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴⁵**

27 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
28 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 29 1. The district shall train school personnel who will be responsible for administering the
30 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
31 medication.
- 32 2. The district shall maintain a record of all school personnel who have completed this training.

34

- 1 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
 - 2 professional may administer the prescribed medication to the student. If a school nurse or other
 - 3 licensed health care professional is not immediately available, trained school personnel may
 - 4 administer the prescribed medication.
- 5 The Superintendent or designee shall develop procedures on the administration of medications that
- 6 treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412

Oak Ridge Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date:
		Rescinds:	Issued: 09/28/15

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive
2 the benefit of a free appropriate public education. These students shall be educated with the general
3 student population to the maximum extent appropriate and should be placed in separate or special
4 classes only when the severity of the disability is such that education in regular classes, even with the
5 use of supplementary aids and services, cannot be accomplished satisfactorily.¹

6 Eligibility standards and options of service for special education services shall be based upon the
7 criteria specified in state regulations.²

8 Students receiving special education services shall not be restrained, except as permitted by state law
9 and regulations.^{3,4} The Superintendent/or designee shall develop administrative procedures to govern
10 the following:

11

- 12 1. Personnel authorized to use isolation and restraint;
- 13 2. Training requirements for personnel working with special education students; and
- 14 3. Incident reporting procedures.⁴

15

Legal References

1. ~~TCA 49-10-103 (e) & (e)~~
2. ~~TRR/MS 0520-1-9-.01, et. seq.~~
- 3-1. ~~Tenn. Code Ann. § 49-10-1301, et seq., TRR/MS~~
~~0520-1-9-.23~~

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 et seq.
4. TRR/MS 0520-01-09-.23

Cross References

- Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319

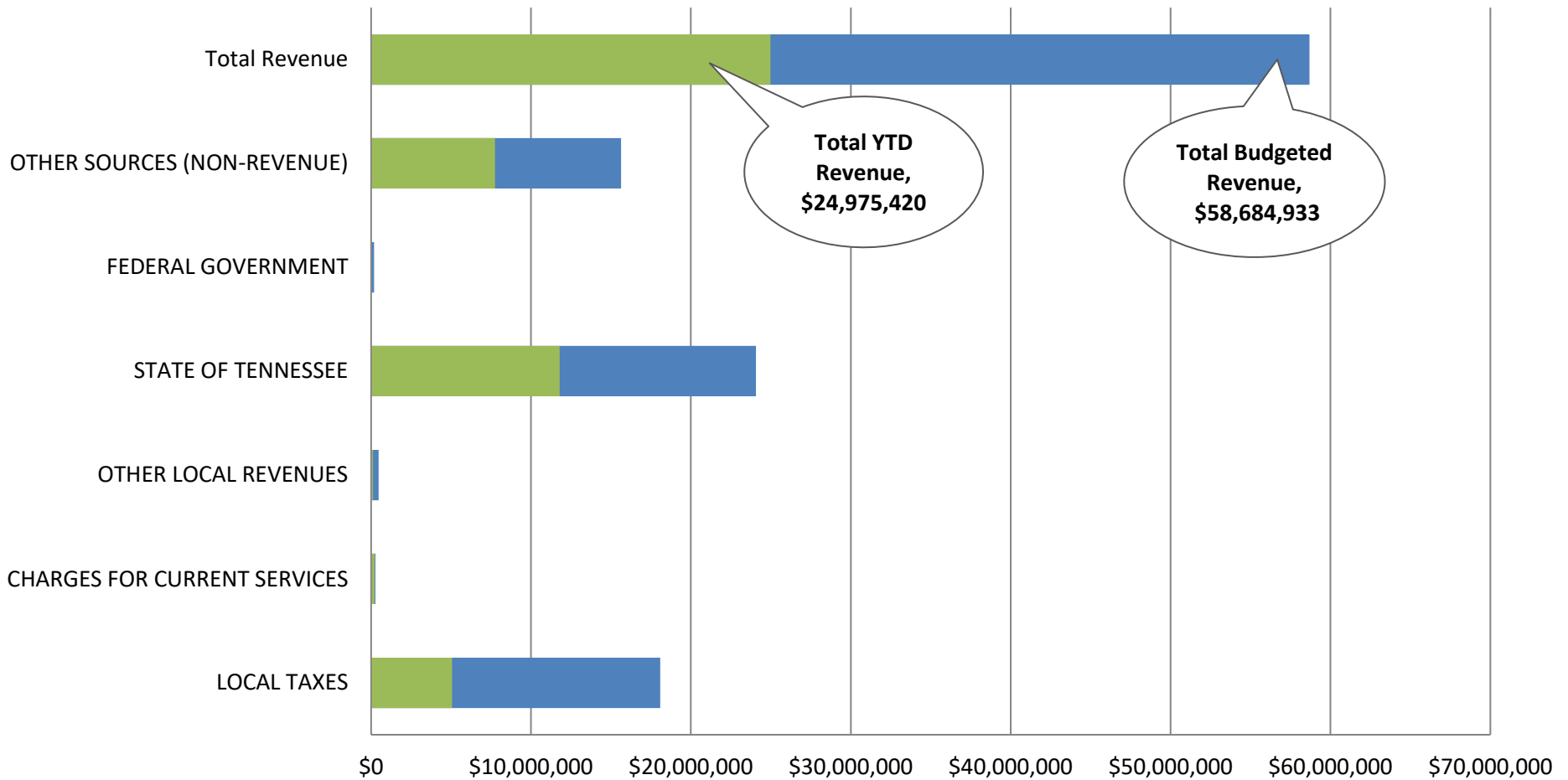
Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	2020-21 Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,711,350.00	1,506,449.09	1,890,401.57	16.14%	9,820,948.43		9,820,948.43
40210	Local Option Sales Tax	6,366,339.00	637,238.14	3,168,146.93	49.76%	3,198,192.07		3,198,192.07
40275	Mixed Drink Tax	125.00	23.71	168.06	134.45%	-43.06		-43.06
40280	Mineral Severance Tax	125.00		5.30	4.24%	119.70		119.70
43511	Tuition - Regular Day Students	245,000.00	41,184.26	213,934.91	87.32%	31,065.09		31,065.09
43513	Tuition - Summer School	12,000.00		150.00	1.25%	11,850.00		11,850.00
43533	Transportation Fees	5,000.00		70.00	1.40%	4,930.00		4,930.00
44110	Interest Earned	140,000.00	1,382.16	10,738.16	7.67%	129,261.84		129,261.84
44120	Lease/Rentals	18,000.00		205.00	1.14%	17,795.00		17,795.00
44170	Miscellaneous Refunds	2,500.00	4,404.44	4,739.22	189.57%	-2,239.22		-2,239.22
44530	Sale of Equipment	35,000.00	1,753.60	11,771.20	33.63%	23,228.80		23,228.80
44570	Contributions & Gifts	195,553.00		81,589.00	41.72%	113,964.00		113,964.00
44990	Other Local Revenues	75,000.00	528.00	1,790.50	2.39%	73,209.50		73,209.50
46511	Basic Education Program	23,331,000.00	2,310,500.00	11,552,500.00	49.52%	11,778,500.00		11,778,500.00
46515	Early Childhood Education	460,110.64	33,044.21	147,706.14	32.10%	312,404.50		312,404.50
46590	Other State Education Funds	75,000.00	7,001.92	25,069.23	33.43%	49,930.77		49,930.77
46610	Career Ladder Program	133,500.00		64,081.94	48.00%	69,418.06		69,418.06
46980	Other State Grants	29,459.72				29,459.72		29,459.72
46990	Other State Revenues	45,189.00		9,250.50	20.47%	35,938.50		35,938.50
47143	Special Education Grants	50,000.00				50,000.00		50,000.00
47630	Public Law 874 - Maint/Operat.	55,000.00		32,032.00	58.24%	22,968.00		22,968.00
47640	ROTC Reimbursement	73,772.00		7,401.82	10.03%	66,370.18		66,370.18
49700	Insurance Recovery	6,947.00		5,761.00	82.93%	1,186.00		1,186.00
49800	Transfers In	125,000.00	926.02	926.02	0.74%	124,073.98		124,073.98
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	7,746,981.48	50.00%	7,746,981.52		7,746,981.52
-----	Revenue	58,684,933.36	5,835,599.13	24,975,419.98	42.56%	33,709,513.38		33,709,513.38
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	27,470,622.47	2,288,238.23	11,626,960.58	42.33%	15,843,661.89	14,771,013.10	1,072,648.79
71150	Alternative Instruction Prgm	825,308.00	69,438.17	340,748.02	41.29%	484,559.98	460,898.64	23,661.34
71200	Special Education Prgm	4,539,968.53	375,937.25	1,819,613.27	40.08%	2,720,355.26	2,436,603.97	283,751.29
71300	Career/Technical Education Prg	1,514,538.36	125,343.23	584,188.48	38.57%	930,349.88	814,543.65	115,806.23
71900	Contingency	1,640,123.48				1,640,123.48		1,640,123.48
72120	Health Services	613,722.00	53,404.50	267,316.90	43.56%	346,405.10	280,850.30	65,554.80
72130	Other Student Support	1,725,337.00	125,950.19	828,648.96	48.03%	896,688.04	740,482.90	156,205.14
72210	Regular Inst. Support	2,827,241.00	200,666.26	1,206,675.38	42.68%	1,620,565.62	1,167,114.25	453,451.37
72220	Special Education Support	846,190.00	69,679.54	384,089.01	45.39%	462,100.99	423,323.64	38,777.35
72230	Career & Technical Prg Support	114,806.00	17,010.98	59,450.45	51.78%	55,355.55	48,954.61	6,400.94
72250	Technology Services	2,554,648.31	188,940.13	1,292,853.86	50.61%	1,261,794.45	981,329.59	280,464.86

Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	2020-21 Encumbered Amount	Unencumbered Budget Remaining
72290	Communications	120,306.00	9,049.21	56,355.68	46.84%	63,950.32	51,480.93	12,469.39
72310	Board of Education	1,140,815.69	76,009.84	623,168.31	54.62%	517,647.38	3,484.73	514,162.65
72320	Director of Schools	357,817.00	27,035.86	176,962.94	49.46%	180,854.06	167,255.40	13,598.66
72410	Office of the Principal	3,830,978.53	327,617.05	1,842,767.28	48.10%	1,988,211.25	1,969,593.74	18,617.51
72510	Fiscal Services	869,108.00	67,901.12	426,689.54	49.10%	442,418.46	378,304.46	64,114.00
72520	Human Resources/ Personnel	433,440.00	28,679.45	212,490.76	49.02%	220,949.24	179,299.49	41,649.75
72610	Operation of Plant	4,479,209.91	318,794.55	2,061,930.89	46.03%	2,417,279.02	1,109,858.31	1,307,420.71
72620	Maintenance of Plant	1,711,983.99	121,565.72	851,857.54	49.76%	860,126.45	656,237.51	203,888.94
72710	Transportation	1,607,142.00	128,885.25	618,417.67	38.48%	988,724.33		988,724.33
73400	Early Childhood Education	460,110.64	38,956.06	186,728.56	40.58%	273,382.08	266,026.60	7,355.48
73401	Pre-K General Fund	708,219.45	61,000.14	299,991.56	42.36%	408,227.89	274,956.40	133,271.49
76100	Regular Capital Outlay	482,205.00	154.42	44,172.86	9.16%	438,032.14	57,539.57	380,492.57
99100	Transfers Out	83,179.00				83,179.00		83,179.00
-----	Expense	60,957,020.36	4,720,257.15	25,812,078.50	42.34%	35,144,941.86	27,239,151.79	7,905,790.07
-----	General Purpose School Fund	-2,272,087.00	1,115,341.98	-836,658.52	42.45%	-1,435,428.48	-27,239,151.79	25,803,723.31
Grand Revenue Totals		58,684,933.36	5,835,599.13	24,975,419.98	42.56%	33,709,513.38		33,709,513.38
Grand Expense Totals		60,957,020.36	4,720,257.15	25,812,078.50	42.34%	35,144,941.86	27,239,151.79	7,905,790.07
Grand Totals		2,272,087.00	1,115,341.98	836,658.52	36.82%	1,435,428.48	27,239,151.79	25,803,723.31
		Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 1206

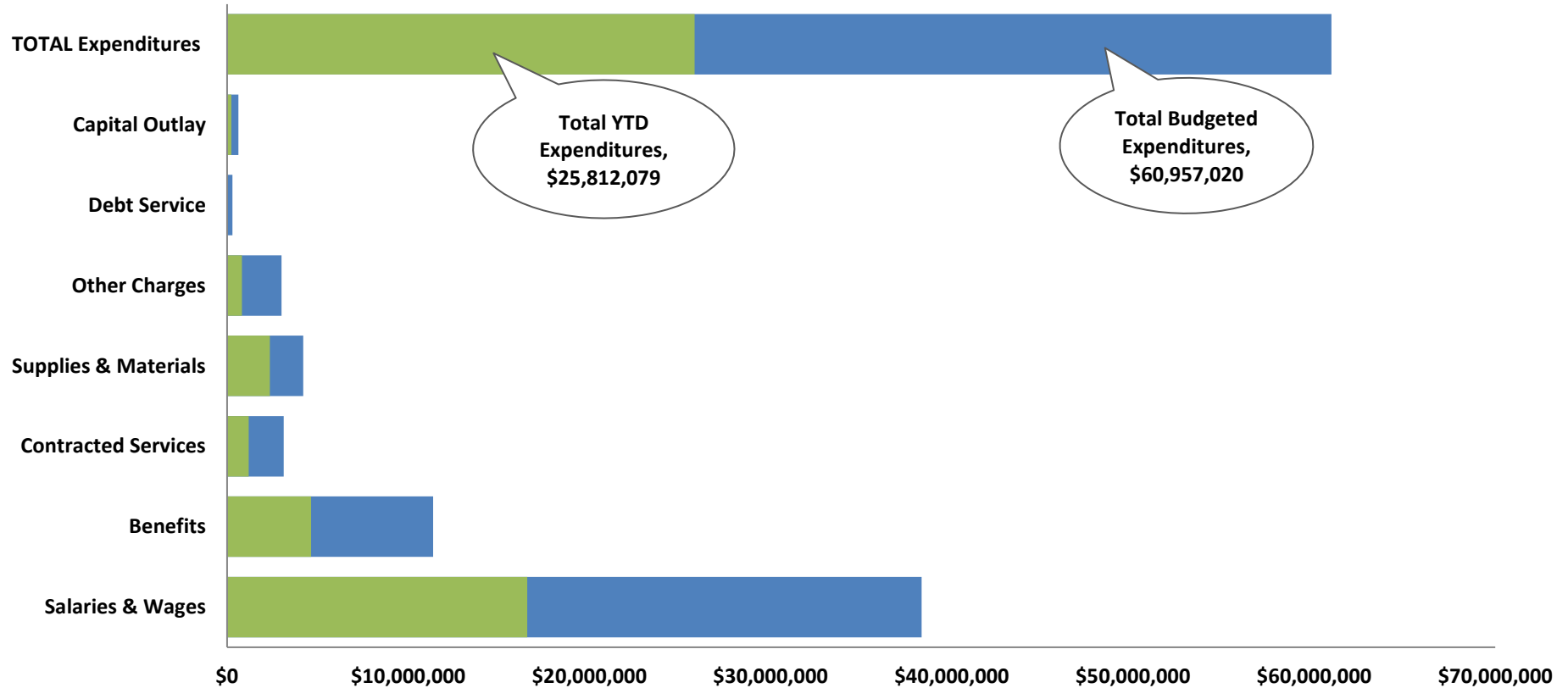
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General Fund Revenue Budget to Actual Summary - December, 2020



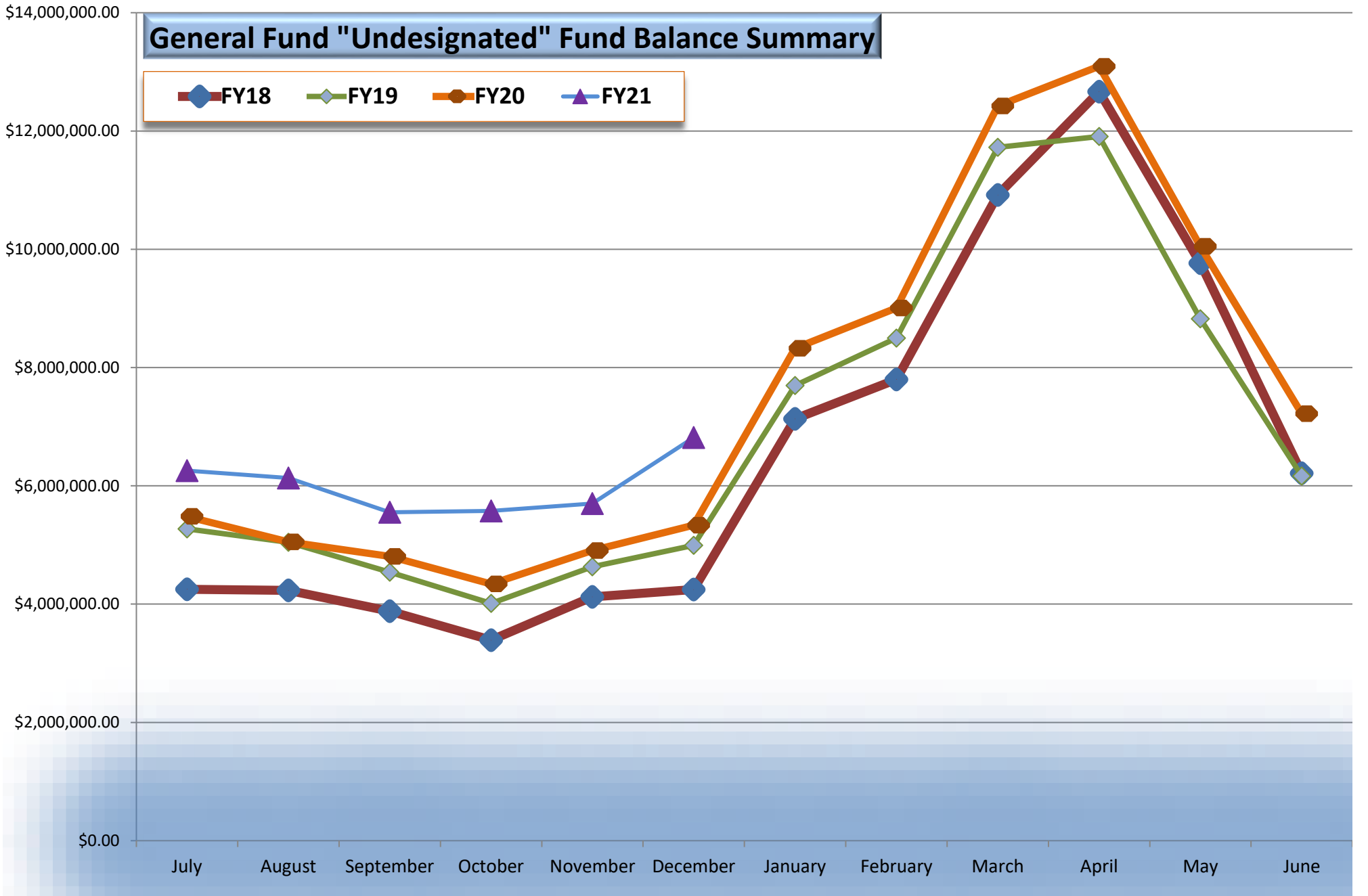
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	27.98%	81.74%	23.78%	49.01%	22.06%	49.62%	42.56%
■ Year-To-Date	5,058,721.86	214,154.91	110,833.08	11,798,607.81	39,433.82	7,753,668.50	\$24,975,420
■ FYTD Budget	18,077,939.00	262,000.00	466,053.00	24,074,259.36	178,772.00	15,625,910.00	\$58,684,933

General Fund Expenditure Budget to Actual Summary by Object December, 2020



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
FYTD %	43.69%	41.09%	38.80%	56.50%	27.94%	0	18.30%	42.34%
FYTD Activity	16,566,865.39	4,636,123.97	1,196,193.55	2,363,285.23	815,824.19	0	233,786.17	\$25,812,079
FYTD Revised Bdg	38,337,227.11	11,367,798.61	3,129,511.93	4,197,740.69	3,008,859.30	287,205.00	628,677.72	\$60,957,020

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	119,932.50	22,463.16	66,174.89	55.18%	53,757.61		53,757.61
47139	Other Vocational	150,000.00		128,321.46	85.55%	21,678.54		21,678.54
47141	Title I	1,013,484.09	135,220.24	362,867.81	35.80%	650,616.28		650,616.28
47143	Special Education Grants	1,166,454.62	108,208.46	347,041.54	29.75%	819,413.08		819,413.08
47145	Special Ed Pre-School Grants	44,904.87	2,544.02	10,172.96	22.65%	34,731.91		34,731.91
47146	English Lang Acq Grants	28,088.51		5,332.11	18.98%	22,756.40		22,756.40
47147	Title IV Part B, 21st Century	166,148.98	19,951.77	40,939.57	24.64%	125,209.41		125,209.41
47189	Title II	168,560.54	5,379.47	39,642.54	23.52%	128,918.00		128,918.00
47301	ESSER	756,515.31		541,709.83	71.61%	214,805.48		214,805.48
47303	COVID19 Grant	100,000.00	100,000.00	100,000.00	100.00%			
47304	Remote Technology Grant	90,940.35		90,940.35	100.00%			
47305	Internet Connectivity Grant	45,000.00	41,084.83	41,084.83	91.30%	3,915.17		3,915.17
47590	Other Federal Through State	84,728.55	1,714.34	15,542.55	18.34%	69,186.00		69,186.00
47990	Other Direct Fedral Revenue	1,058,373.94	142,596.97	318,515.06	30.09%	739,858.88		739,858.88
-----	Revenue	4,993,132.26	579,163.26	2,108,285.50	42.22%	2,884,846.76		2,884,846.76
E	Expense							
71100	Regular Instruction Prgm	1,682,428.75	61,717.39	1,010,866.29	60.08%	671,562.46	408,418.63	263,143.83
71200	Special Education Prgm	904,953.46	80,748.03	332,089.01	36.70%	572,864.45	397,233.96	175,630.49
71300	Career/Technical Education Prg	245,974.96	11,948.46	204,182.99	83.01%	41,791.97	33,412.37	8,379.60
72120	Health Services	16,946.00	1,311.23	6,541.16	38.60%	10,404.84	7,867.35	2,537.49
72130	Other Student Support	98,893.74	5,309.80	29,497.52	29.83%	69,396.22	32,179.31	37,216.91
72210	Regular Inst. Support	411,494.84	38,693.89	186,624.47	45.35%	224,870.37	105,304.01	119,566.36
72220	Special Education Support	252,827.48	28,341.53	122,086.64	48.29%	130,740.84	157,984.06	-27,243.22
72230	Career & Technical Prg Support	6,100.00				6,100.00		6,100.00
72250	Technology Services	9,990.24	202.98	202.98	2.03%	9,787.26		9,787.26
72610	Operation of Plant	20,533.00	769.08	3,915.44	19.07%	16,617.56	8.99	16,608.57
73300	Community Services	1,207,500.42	96,302.84	461,099.96	38.19%	746,400.46	470,857.23	275,543.23
99100	Transfers Out	135,489.37	926.02	926.02	0.68%	134,563.35		134,563.35
-----	Expense	4,993,132.26	326,271.25	2,358,032.48	47.23%	2,635,099.78	1,613,265.91	1,021,833.87
-----	School Federal Projects		252,892.01	-249,746.98	44.72%	249,746.98	-1,613,265.91	1,863,012.89

Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
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143	Central Cafeteria							
R	Revenue							
43521	Lunch Payments - Children	237,298.00		11,131.95	4.69%	226,166.05		226,166.05
43522	Lunch Payments - Adults	4,000.00	158.00	296.25	7.41%	3,703.75		3,703.75
43523	Income From Breakfast	28,866.00		1,758.60	6.09%	27,107.40		27,107.40
43525	A la Carte Sales	332,340.00	1,304.75	5,605.10	1.69%	326,734.90		326,734.90
43990	Other Charges for Food Service	10,000.00		10,521.95	105.22%	-521.95		-521.95
44110	Interest Earned	3,800.00	139.95	716.55	18.86%	3,083.45		3,083.45
46520	School Food Service	17,069.00				17,069.00		17,069.00
47111	USDA School Lunch Program	1,030,734.00		285,757.70	27.72%	744,976.30		744,976.30
47112	USDA Commodities	138,470.00				138,470.00		138,470.00
47113	Breakfast	360,119.00		138,000.08	38.32%	222,118.92		222,118.92
47114	USDA - Other	166,195.00	22,155.66	107,678.85	64.79%	58,516.15		58,516.15
-----	Revenue	2,328,891.00	23,758.36	561,467.03	24.11%	1,767,423.97		1,767,423.97
E	Expense							
73100	Food Service	2,508,891.00	288,565.85	676,323.31	26.96%	1,832,567.69	53,168.54	1,779,399.15
-----	Expense	2,508,891.00	288,565.85	676,323.31	26.96%	1,832,567.69	53,168.54	1,779,399.15
-----	Central Cafeteria	-180,000.00	-264,807.49	-114,856.28	25.59%	-65,143.72	-53,168.54	-11,975.18
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Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	32,929.00	8,850.00	33,155.00	100.69%	-226.00		-226.00
46590	Other State Education Funds	123,041.38	25,007.68	106,796.68	86.80%	16,244.70		16,244.70
49800	Transfers In	83,179.00				83,179.00		83,179.00
-----	Revenue	239,149.38	33,857.68	139,951.68	58.52%	99,197.70		99,197.70
E	Expense							
72130	Other Student Support	112,790.65	8,381.99	45,984.48	40.77%	66,806.17	53,630.11	13,176.06
72210	Regular Inst. Support	2,500.00				2,500.00		2,500.00
72620	Maintenance of Plant	90,929.73		80,891.18	88.96%	10,038.55		10,038.55
73300	Community Services	32,929.00	4,359.08	23,392.50	71.04%	9,536.50	1,618.21	7,918.29
-----	Expense	239,149.38	12,741.07	150,268.16	62.83%	88,881.22	55,248.32	33,632.90
-----	Other Education Funds		21,116.61	-10,316.48	60.68%	10,316.48	-55,248.32	65,564.80
			=====	=====	=====	=====	=====	=====
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	456,651.00	23,641.30	138,542.00	30.34%	318,109.00		318,109.00
-----	Revenue	456,651.00	23,641.30	138,542.00	30.34%	318,109.00		318,109.00
E	Expense							
73300	Community Services	446,651.00	23,939.95	135,448.05	30.33%	311,202.95	120,040.34	191,162.61
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	456,651.00	23,939.95	135,448.05	29.66%	321,202.95	120,040.34	201,162.61

Acct	Acct	2020-21 FYTD Budget	December 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
-								
-----	Extended School Program		-298.65	3,093.95	30.00%	-3,093.95	-120,040.34	116,946.39
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Grand Revenue Totals	8,017,823.64	660,420.60	2,948,246.21	36.77%	5,069,577.43		5,069,577.43
Grand Expense Totals	8,197,823.64	651,518.12	3,320,072.00	40.50%	4,877,751.64	1,841,723.11	3,036,028.53
Grand Totals	180,000.00	8,902.48	371,825.79	206.57%	191,825.79	1,841,723.11	2,033,548.90
	Loss	Profit	Loss		Profit	Loss	Profit

Number of Accounts: 440

***** End of report *****

Combined Fund Balance and YTD Operating Statement Summary

December, 2020

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2020	10,022,093.25	0.00	953,368.79	7,783.83	75,957.36
Plus YTD Revenue per books 12/31/20	24,975,419.98	2,108,285.50	561,467.03	139,951.68	138,542.00
Less YTD Expenditures per books 12/31/20	(25,812,078.50)	(2,358,032.48)	(676,323.31)	(150,268.16)	(135,448.05)
Revenues Over (Under) Expenditures as of 12/31/20	(836,658.52)	(249,746.98)	(114,856.28)	(10,316.48)	3,093.95
Ending Fund Balance per books as of 12/31/20	9,185,434.73	(249,746.98)	\$838,512.51	(2,532.65)	79,051.31

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue		\$ -	\$ 38,226.11		
Inventory					
Restricted for Career Ladder Program	-5,078.96				
Restricted for Operation of Non-Instructional Services			620,286.40		79,051.31
Committed for Other Purposes (Vehicles- ERR Fund)	283,570.52				
Assigned for Instruction- Coordinated School Health	2,533.96				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	2,790.55				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				17,546.33	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY21 Budget	2,072,087.00	0.00	180,000.00		
Unassigned Fund Balance 12/31/20	\$ 6,817,251.71	-249,746.98		-20,078.98	
Total Fund Balance 12/31/20	9,185,434.73	\$ (249,746.98)	\$ 838,512.51	(\$2,532.65)	\$ 79,051.31