

Regular Board of Education Meeting

March 29, 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. OREA Salary Proposal

C. Principals' Salary Proposal

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 2-22-21

VII. Items for Action

A. Board Policy 1.700 School District Goals - Second Reading

B. Board Policy 4.700 Testing Programs - Second Reading

C. Board Policy 5.100 Personnel Goals - Second Reading

D. District Occupational Safety and Health Program Plan

E. FY22 Non-Resident Tuition Rates

F. Fire Alarm Replacement at Willow Brook Elementary School

G. Elementary and Middle School Technology Refresh

H. FY22 CTE Perkins Basic Grant

I. FY22 Preschool Voluntary Pre-K Grant

J. FY22 Head Start Selection Criteria

K. FY22 Head Start Training and Technical Plan

L. FY22 Head Start Grant

VIII. Items for Information

A. Attendance and Enrollment Reports

B. Finance Report

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment

Oak Ridge Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 04/28/14
		Rescinds:	Issued:

1 ~~The Board is charged with the responsibility of determining the educational goals of the school system.~~
2 ~~In discharging that responsibility, the Board has adopted the following goals in four primary areas:~~
3 ~~Instruction, personnel, students and operations.~~

4 ~~The Board shall develop policies to implement the goals within each area and shall annually review~~
5 ~~these goals and revise them as necessary so that each program will at all times support the stated goals.~~

6 ~~The Superintendent is responsible for developing procedures and strategies to implement the goals of~~
7 ~~the Board.~~

8 The Board shall determine the educational goals of the school district. In discharging that
9 responsibility, the Board has adopted the following goals:

10 INSTRUCTION

- 11 1. To promote a plan for the organized improvement of school curriculum, including the
12 articulation~~transition~~ between elementary and secondary schools;
- 13 2. To ~~provide offerings which explore~~ offer a wide range of career and service opportunities;
- 14 3. To promote an integration of academic, physical, social and emotional growth experiences for
15 each student; and
- 16 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).

17 STUDENTS

- 18 1. To structure the ~~overall~~ instructional program to provide ~~sufficient~~necessary alternatives to
19 meet a variety of individual needs and aspirations;
- 20 2. To ensure that each student's interests, capacities and objectives are considered in his/her
21 learning program;
- 22 ~~3. To develop a comprehensive program for disabled students providing the least restrictive~~
23 ~~programs; and~~
- 24 4.3. To help students gain understanding of themselves, as well as skills and techniques in living
25 and working with others and being responsible citizens.

26 PERSONNEL

1 1. To ~~provide~~promote high quality performance by the staff, including both professional and
2 support personnel;

3 2. To establish acceptable performance standards for all personnel;

4 2.3.To set goals for educator diversity that take into consideration the diversity of the student
5 population;¹

6 3.4.To provide in-service training and professional growth experiences for teachers and
7 administrators; and

8 4.5.To maintain an evaluation system for the improvement of the instructional system.

9 OPERATIONS

10 1. To make every effort to secure adequate funding for the educational program in support of the
11 stated goals;

12 2. To maintain an adequate system of fiscal and business management;

13 3. To develop plans for the efficient use of school facilities; and

14 4. To ensure appropriate communication between the Superintendent and the Board.

15 The Board shall annually review these goals and revise them as necessary.

16 The Superintendent of Schools is responsible for developing procedures and strategies to implement
17 the goals of the Board.

18
19 4.
20

Cross References

Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Goals 4.100
Personnel Goals 5.100
Student Goals 6.100

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

- Role of the Board of Education 1.101
- Board Member Development Opportunities 1.204
- Fiscal Management Goals 2.100
- Business Management Goals 3.100
- Instructional Program 4.100
- Evaluations of Instructional Programs 4.702
- Personnel Goals 5.100
- Student Goals 6.100

Oak Ridge Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 09/23/19
		Rescinds:	Issued: 05/21/18 01/08/18 05/22/17 01/02/17 06/27/16 01/04/16 11/24/14

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5 2. Determine the progress of students;
- 6 3. Assess the effectiveness of the instructional program and student learning;
- 7 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 8 5. Analyze the improvements needed in a given instructional area;
- 9 6. Assist in the screening of students with learning difficulties;¹
- 10 7. Assist in placing students in remedial programs;
- 11 8. Provide information for college entrance and placement; and
- 12 9. Assist in educational research by providing data.²

13 The Superintendent of Schools or designee shall be responsible for planning and implementing the
14 program, which includes:

- 15 1. Determining specific purposes for each test;
- 16 2. Selecting the appropriate test to be given;
- 17 3. Establishing procedures for administering the tests;

- 1 4. Making provision for interpreting and disseminating the results;
- 2 5. Maintaining testing information in a consistent and confidential manner; and
- 3 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
- 4 special learning program might be necessary.

5 State-mandated student testing programs shall be undertaken in accordance with procedures published
6 by the State Department of Education.³

7 **WEIGHTING TCAP SCORES**

9 ~~TNReady⁴ scores will be included in students' final grades for the spring semester as follows:~~

10 ~~—— Grades 3-8 — 15%~~

11 ~~EOC⁵ scores will be included in students' final grades as follows:~~

12 ~~—— Grades 9-12 — 15%~~

13 ~~The methodology that is used to change raw scores provided by the state into student grades is called~~
14 ~~Standard Deviation (10). This method determines how far a given raw score is from the average raw~~
15 ~~score on the test. In general, students who are within ± 1 standard deviations would score between 75~~
16 ~~and 95. Anything above or below one standard deviation would score above 95 or below 75 respectively.~~

17 ~~The Superintendent may exclude these scores from students' final grades if scores are not received by~~
18 ~~the district at least five (5) instructional days before the end of the course.^{4,5}~~

19 TNReady⁴ scores will not be included in 3rd-4th grade students' standards-based grades.

20 TNReady⁴ scores will be included in 5th-8th grade students' final grades for the spring semester as
21 follows:

22 a) 2020-2021 school year – 15% if it raises the final course grade

23 b) 2021--2022 school year – 15%

24 The methodology that is used to change raw scores provided by the state into student grades is called
25 Standard Deviation (10). This method determines how far a given raw score is from the average raw
26 score on the test. In general, students who are within ± 1 standard deviations would score between 75
27 and 95. Anything above or below one standard deviation would score above 95 or below 75 respectively.

28 EOC⁵ scores will be included in students' final grades as follows:

29 a) 2020-2021 school year - 15% if it raises the final course grade

30 b) 2021-202 school year - 15%

1 The methodology that is used to change raw scores provided by the state into student grades is called
2 Standard Deviation (10). This method determines how far a given raw score is from the average raw
3 score on the test. In general, students who are within ± 1 standard deviations would score between 75
4 and 95. Anything above or below one standard deviation would score above 95 or below 75 respectively.

5 The Superintendent may exclude these scores from students' final grades if scores are not received by
6 the district at least five (5) instructional days before the end of the course.^{4,5} For the 2020-2021 spring
7 semester test administration, scores will only be included in students' grades if they benefit the student.

8 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

9 Interest inventories shall be made available to middle schoolers. These will include assessments such as
10 the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

11 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
12 school plan of study.

13 **TESTING INFORMATION AND PARENTAL CONSENT**

14 Any test directly concerned with measuring student ability or achievement through individual or group
15 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
16 of the system without first obtaining written consent of the parents or guardians.²

17 Results of all group tests shall be recorded on the students' permanent records and shall be made
18 available to appropriate personnel in accordance with established procedures.⁷

19 No later than July 31 of each year, the Board shall publish on its website information related to state
20 and board mandated tests that will be administered during the school year. The information shall
21 include:⁸

- 22 1. The name of the test;
- 23 2. The purpose and use of the test;
- 24 3. The grade or class in which the test will be administered;
- 25 4. The tentative date or dates that the test will be administered; and
- 26 5. The time and manner in which parents and students will be notified of the results of the test.
- 27 6. How parents can access the questions and answers on their student's state-required test.
- 28 7. If a district-mandated test, how the test complements and enhances student instruction and
29 learning and how it serves a purpose distinct from state-required tests.
30

- 1 Testing information shall also be placed in student handbooks or other school publications that are
- 2 provided to parents on an annual basis.
- 3

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Oak Ridge Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date: 1/26/15
		Rescinds:	Issued:

- 1 The ~~Oak Ridge Schools Board's~~ personnel goals are:
- 2 1. To ensure that the Superintendent of Schools or designee recruits and employs the best
- 3 qualified individuals to staff the school ~~system~~district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 ~~2.3.~~To set goals for educator diversity that take into consideration the diversity of the student
- 7 population;¹
- 8 ~~3.4.~~ To provide an in-service training program for all employees to improve their performance; and
- 9 ~~4.5.~~ To conduct an evaluation program that will contribute to the continuous improvement of staff
- 10 performance; ~~and~~
- 11 ~~5. To ensure that personnel are assigned so that they are utilized as effectively as possible.~~

Cross References

~~School District Goals 1.700~~

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

School District Goals 1.700



Oak Ridge

SCHOOLS

Maintenance and Operations

Date: March 9, 2021

To: Bruce Lay, Executive Director of Leadership

From: Allen Thacker, Supervisor of Maintenance and Operations

Subject: Updated District Occupational Safety and Health Program Plan

Mr. Lay,

I am recommending the Oak Ridge Schools Board of Education approve the updated District Occupational Safety and Health Plan. The plan is required to be updated every seven (7) years and is currently due. Changes include a revised organizational chart, location changes for Preschool, address changes, and current employee count per location.

A copy of the plan and the Educational Board Agreement will be sent to the Department of Labor and Workforce Development after BOE approval.

Thank You,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

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EDUCATIONAL BOARD AGREEMENT

AGREEMENT TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the (Educational Board/etc) Oak Ridge Schools Board of Education hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT AGREED BY THE (Council/Board/etc) Oak Ridge Schools Board of Education, that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of Oak Ridge Schools

PURPOSE:

The Oak Ridge Schools Board of Education in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or

practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of (Educational Board/etc) Oak Ridge Schools Board of Education shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the (Educational Board/etc) Oak Ridge Schools Board of Education are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this agreement, (Name of Official or Title) The Supervisor of Maintenance and Operations is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this agreement shall be made available as authorized by the (Educational Board/etc) Oak Ridge Schools Board of Education.

SEVERABILITY:

SECTION 2. BE IT FURTHER AGREED that if any section, sub-section, sentence, clause, phrase, or portion of this agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER ASSURED that this agreement shall take effect from and after the date it shall have

been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the (Educational Board/etc) Oak Ridge Schools Board of Education requiring it.

(Director of Schools)

(Date)

_____ (Passed First Reading)

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF (School Board/etc) Oak Ridge Schools Board of Education

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of Oak Ridge Schools.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Oak Ridge Schools Board of Education in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the Oak Ridge Schools System and includes each administrative department, Educational Board, educational board, commission, division, or other agency of the Oak Ridge Schools Board of Education.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or DIRECTOR means the person designated by the establishing agreement, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of Oak Ridge Schools.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated

powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.

- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the Board of Education, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local School System, or schools to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, Director of Education, Director of Schools, Superintendent of Schools, etc., as may be applicable.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed

standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.

- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
 1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application

is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.

- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the

governing body.

- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Agreement, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 2. Records are made of the inspections, any discrepancies found, and corrective actions taken. This

information is forwarded to the Safety Director.

- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMEDIATE DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of immediate danger shall be handled in accordance with the following procedures:
 1. The Safety Director shall immediately be informed of the alleged immediate danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged immediate danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged immediate danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitute an immediate danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the immediate danger exists, or his authorized representative, shall be responsible for determining the manner in which the immediate danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The immediate danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the immediate danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
 6. A written report shall be made by or to the Safety Director describing in detail the immediate danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
 1. Any refusal to abate an immediate danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
 2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.

2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (agreement, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency or Safety Director within 30 days, after the alleged discrimination

occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, agreement, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, agreement, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, agreement, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)**

{For this section make a list of each work location wherein (School System/etc) your employees work, such as each school, bus garage, maintenance shop, main office, etc. covered under this Program Plan. Include, the address for the workplace, phone number at that workplace, and number of employees who work there.}

Robert J. Smallridge School Administration Building - 43 employees
304 New York Avenue
Oak Ridge, TN 37830
865-425-9001

Oak Ridge Schools Preschool 45 employees
157 Carver Avenue
Oak Ridge, TN 37830
865-425-9101

Glenwood Elementary School 56 employees
125 Audubon Road
Oak Ridge, TN 37830
865-425-9401

Linden Elementary School – 57 employees
700 Robertsville Road
Oak Ridge, TN 37830
865-425-5701

Willow Brook Elementary School – 60 employees
298 Robertsville Road
Oak Ridge, TN 37830
865-425-3201

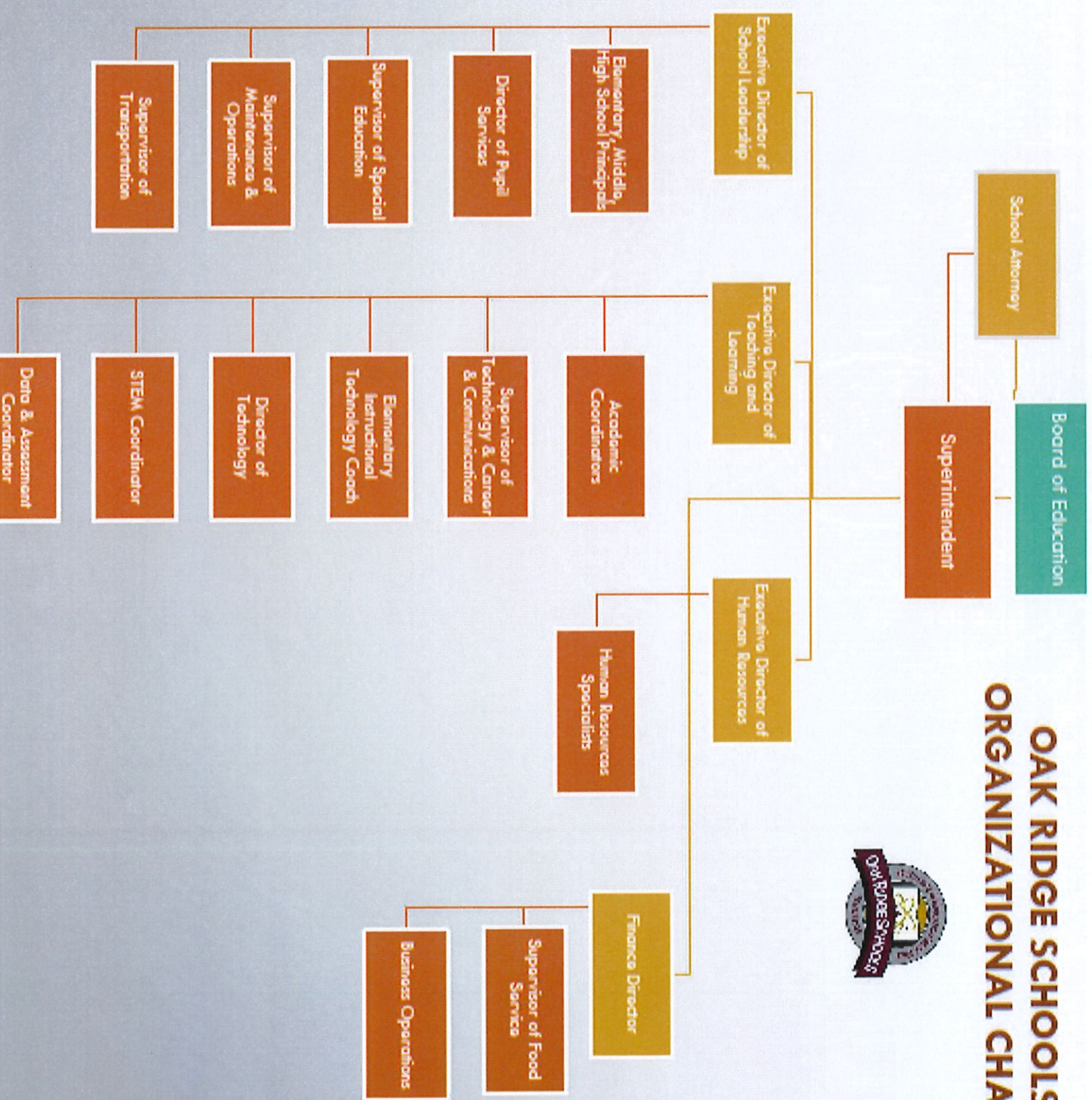
Woodland Elementary School – 62 Employees
168 Manhattan Avenue
Oak Ridge, TN 37830
865-425-9501

Jefferson Middle School – 200 Fairbanks Road Oak Ridge, TN 37830 865-425-9301	76 <u>employees</u>
Robertsville Middle School – 245 Robertsville Road Oak Ridge, TN 37830 865-425-9201	80 <u>employees</u>
Oak Ridge High School – 1450 Oak Ridge Turnpike Oak Ridge, TN 37830 865-425-9601	142 <u>employees</u>
Secret City Academy - 1440 Oak Ridge Turnpike Oak Ridge, TN 37830 865-425-3151	18 <u>employees</u>
Oak Ridge Schools IT Department - 127 Providence Road Oak Ridge, TN 37830 865-425-9036	14 <u>employees</u>
Oak Ridge Schools Maintenance and Operations Department - 100 Woodbury Lane Oak Ridge, TN 37830 865-425-3171	19 <u>employees</u>

TOTAL NUMBER OF EMPLOYEES : 670

{Once each work location has been listed, record the total number of employees that the school system employees.}

OAK RIDGE SCHOOLS ORGANIZATIONAL CHART



APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF OAK RIDGE SCHOOLS

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Superintendent of Schools.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before The Affirmative Actions Concerns Committee for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of Oak Ridge Schools is available for inspection by any employee at the Office of Maintenance and Operations during regular office hours.

Signature: (Educational Board) OR DIRECTOR OF SCHOOLS/ DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that (Name of the School Board) Oak Ridge Schools Board of Education has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, inpatient hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

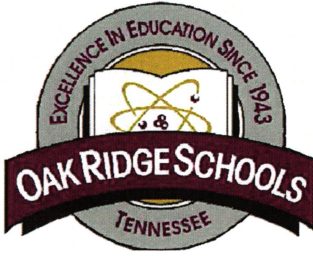
Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body Board of Directors, etc.

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.



Oak Ridge Schools

Business Office

Telephone (865)425-9004
Fax: (865)425-9060

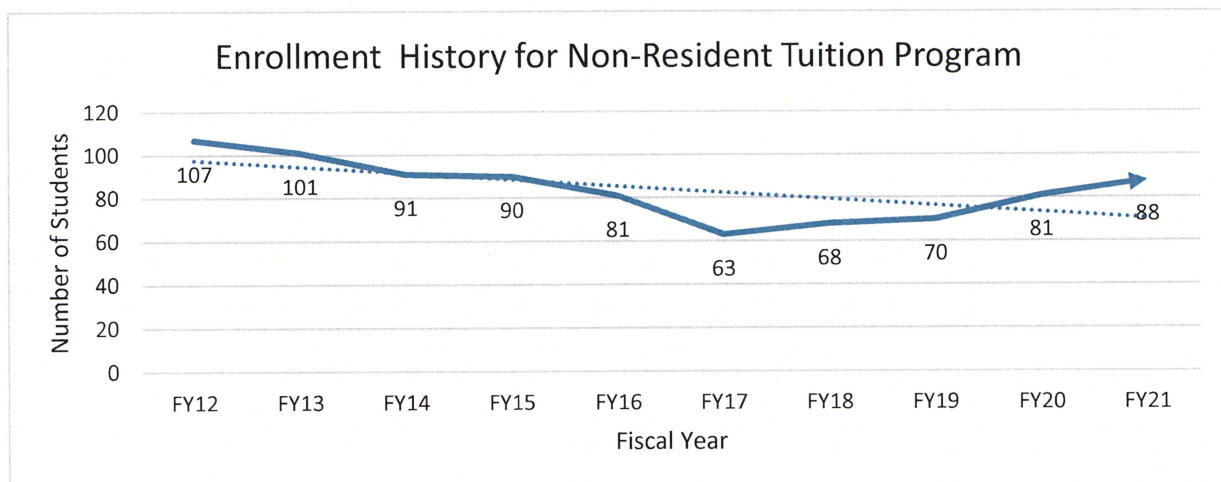
Memorandum

To: Dr. Bruce Borchers, Superintendent
From: Pat Smith, Finance Director *Pat*
Date: March 9, 2021
Re: Tuition Rates for 2021-2022 School Year

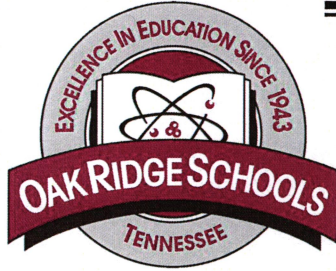
Board Policy 6.204 requires students who are not legal residents of Oak Ridge to pay tuition as approved annually by the Board of Education. A copy of the proposed tuition rates for the 2021-22 school year is attached. We are projecting a slight increase in non-resident tuition enrollment for FY22.

The Non-Resident Tuition Statistics for 2020-21 School Year are as follows:

- **Total Tuition Students** 88
- **Tuition Revenue** \$316,975.80
- **Percentage by County:** 41% Anderson County; 25% Roane County; 26% Knox County; and 8% Other Tennessee Counties
- **Enrollment by Grade:** 65% Grades 7-12; 35% Grades K-6



Attachment: 2021-22 Tuition Rates



Oak Ridge Schools

Non-Resident Tuition Rates

2021-2022 School Year

		FY 2021	FY 2022
Anderson County Residents	Grades K-12	\$3,593	\$3,802
Roane County Residents	Grades K-12	\$3,593	\$3,802
Other Tennessee County Residents	Grades K-12	\$7,180	\$7,476
Out of State Residents	Grades K-12	\$12,556	\$12,791

**Please refer to Board Policy 6.204 for information relating to employees and non-resident tuition rates.

Non-resident tuition rates - Calculation Details

Non-resident tuition rates for each school year for residents of **Roane and Anderson Counties** are calculated by adding prior year revenues received from the City of Oak Ridge, Federal Funds for Maintenance and Operation, and current non-tax revenue, and dividing this total by the ADM for the prior year. The difference between the per pupil amount contributed to Oak Ridge Schools by Anderson and Roane Counties is added to the tuition rate for the county contributing the lesser amount.

Tuition rates for residents of **Tennessee outside of Anderson and Roane Counties** are calculated by adding prior year revenues received from Roane and Anderson Counties, the City of Oak Ridge, Federal Funds for Maintenance and Operation, and current tax revenue, and dividing this total by the ADM for the prior year.

Tuition for **out-of-state residents** is calculated THE SAME AS ABOVE EXCEPT THAT THE PRIOR YEAR BALANCE AND THE State revenue received by the Oak Ridge Schools is added to the total, prior to dividing by the ADM for the prior year.



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: March 11, 2021

TO: Bruce Lay, Executive Director of Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Willow Brook Fire Alarm Replacement

Mr. Lay,

I am recommending the Oak Ridge Schools Board of Education accept the bid from Commercial Building Systems of Knoxville TN in the amount of \$121,114.70 for the replacement of the Willow Brook fire alarm system. The current system is over 30 years old and is in need of upgrading due to increased maintenance issues and to bring the system up to the current Life Safety Code requirements. The district maintenance department has developed a replacement schedule for building life safety systems to be carried out on a biannual schedule for district buildings starting with Willow Brook.

The bid was advertised in accordance with state guidelines with one vendor responding.

Funding for this project will be spread over two fiscal years from 76100 707 Building Improvements, \$50,000.00 from FY 2021 and \$75,000.00 from FY 2022.

Thank You,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: **Willow Brook Elementary Fire Alarm
RFP 21-002**

Bid Opening: **2:00 PM EDT, March 10, 2021**

Company Name: Commercial Building Systems Inc.

Address: 9821 Log Kill Rd. Suite 41A
Knoxville, TN 37932

Phone Number: 865-824-3063

Email: rwilson@cbssystem.com

Main Bid: **This Price is to be for the complete specified equipment and installation as outlined on page 2 of this RFP 21-002. ALL COSTS ARE TO BE INCLUDED IN THE FINAL PRICE.**

Bid Amount: \$ 121,114.70 USD

Company: Commercial Building Systems Inc.

Signature: 

Title: CEO

Date: 3-9-21

Please attach detailed specifications.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between Commercial Building Systems Inc
Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: Commercial Building Systems Inc

By: Anthony Wilson

Title: CEO

STATE OF TN

County of Knox

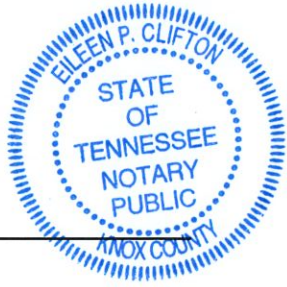
Anthony Wilson personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of Commercial Building Systems Inc.

[Signature]
Signature

Witness by hand and Notaries seal at office this 9 day of March,
year of 2021.

Eileen P Clifton
Notary Public

My Commission Expires: 11-2-21



NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of TN

County of Knox

Anthony Wilson, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

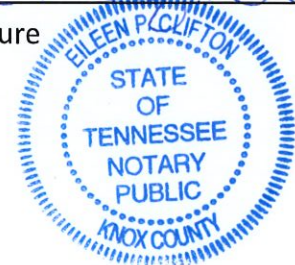
Subscribed and sworn to (or affirmed) before me this 9 day

of March, 2021.

[Signature]
Signature of Officer

[Signature]
Notary Signature

Anthony Wilson
Typed Name of Officer



Office

Notary Seal

WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TN

COUNTY OF KNOX

The undersigned, principal officer of Commercial Building Systems, an employer of five (5) or more employees contracting with Oak Ridge School District to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of Commercial Building Systems (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113 which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with the terms of T.C.A. § 50-9-113.

Further affiant saith naught.

Principal Officer: [Signature]

STATE OF TN

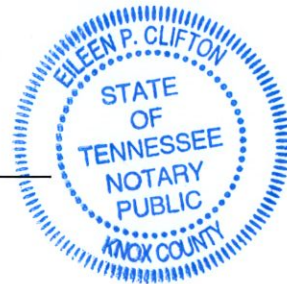
COUNTY OF KNOX

Before me personally appeared Anthony Wilson with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the CEO of Commercial Building Systems Inc and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this 9 day of March, 2021.

Notary Public: [Signature]

My commission expires: 11-2-21



CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF TN

COUNTY OF KNOX

The undersigned, principal officer of Commercial Building Systems, an Employer contracting with the Oak Ridge School Board of Education to provide services having direct contact with children or access to grounds of an Oak Ridge public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of Commercial Building Systems (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-413 as amended effective September 1, 2007, for entities entering into contracts with a local board of education where the Company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer: [Signature]

STATE OF TN

COUNTY OF KNOX

Before me personally appeared Anthony Wilson with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the CEO of Commercial Building Systems Inc. and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this 9 day of March, 2021.

Notary Public: Eileen P Clifton

My commission expires: 11-2-21



IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.



Signature

3-9-21

Date

Anthony Wilson

Printed Name

CEO

Title

Commercial Building Systems Inc

Name of Firm/Company

*https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Annotation_12-12-106._Iran_Divestment_Act-July.pdf

OAK RIDGE SCHOOLS

Technology Department

Telephone: (865) 425-9015 | Fax: (865) 425-9062



Oak Ridge
SCHOOLS

MEMORANDUM

Date: March 11, 2021

To: Kelly Williams

From: Doug Cofer ^{DC}

Subject: RFP21-006 – Elementary and Middle Schools Technology Refresh

I recommend the approval for 241 Newline Interactive Boards from Howard Technology in the total amount of \$545,624.00. Purchase would come from ESSR Grant; account 142-72130-790-938-00000-000.

Purchasing requirements were met by bid advertised in the Knoxville News Sentinel and District Website. A total of 3 bids were received, which Howard Technology was the lowest bidder.



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

DATE: March 10, 2021

TO: Pat Smith, Finance Director

cc: Jennifer VanDyke, Susan Dundore

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

SUBJECT: Recommendation of RFP 21-006 Interactive Boards: Elem & Middle

I recommend that the Oak Ridge Board of Education accept the bid from Howard for the above mentioned bid. Their bid of \$545,624.00 (\$584,184.00 with installation) was the lowest bid that met all of the specifications. Bids ranged from \$545,624.00 to \$624,913.00 (no installation quote).

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
03/09/2021

Elementary & Middle School Technology: Interactive Boards (RFP 21-006)
Business Services Conference Room
Administration Building

Present for the bid opening were:

Susan Dundore
Mary Ann Riley
Jenifer Van Dyke
Elizabeth McFall

Oak Ridge Schools
Oak Ridge Schools
Oak Ridge Schools
Oak Ridge Schools

Bid responses were received from the following companies:

	<u>Boards Only</u>	<u>Boards plus install</u>
AVES Audio Visual Systems, Inc. Sugar Land, TX	\$624,913.00	no installation quote
Howard Technology Solutions Ellisville, MS/Laurel, MS	\$545,624.00	\$584,184.00 *
Insight Public Sector, Inc. Tempe, AZ	\$590,789.81	no installation quote

***Recommended Bidder**

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: Elementary & Middle School Technology:
Interactive Boards (RFP 21-006)

Bid Opening: **2:00 PM EDT, March 9, 2021**
Howard Technology Solutions

Company Name: A division of Howard Industries, Inc.

Address: P.O. Box 1590
Laurel MS 39441

Phone Number: 601.425.3181

Email: bids@howardcomputers.com

Main Bid: *This Price is to be for the complete package (including any fees/charges),
materials, licenses, and labor.*

Bid Amounts:

Interactive Boards as Specified on Pages 2-3 \$ 545,621.00 USD (241 total & delivery)
Interactive Boards including installation \$ 584,184.00 USD (stated above & install)

Company: Howard Technology Solutions
~~A division of Howard Industries, Inc.~~

Signature: Jessica Hays

Title: Bid Specialist

Date: 3/5/21

Please attach detailed specifications. ***All shipping is to be included in final price.***

Phone: 1.888.912.3151
 Fax: 1.601.399.5077
 Online: www.howardcomputers.com



Howard Computers
 P.O. Box 1588
 Laurel, MS 39441

Online Quotation

Quote No:	MS5 1095754.00	Quote Date:	March 05, 2021
Customer Name:	Mary Ann Riley	Phone Number:	8654259005
Company Name:	Oak Ridge Schools	Fax Number:	
Quote Name:	RFP 21-006 Response		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	4K Display Newline Interactive TruTouch 750 Ultra-HD LED Multi-touch Display. 76" RS Series, 4K, 20 points of touch (10 for Android), Anti-Glare Tempered Glass, Built-in Android OS, Wireless Casting, and access to Google Drive sharing. Comes with ideaMax software & Qwizdom Oktopus software license keys. Stylus & Remote included. HDMI, USB, Microphone A/V inputs (front), HDMI, DisplayPort, VGA, USB, RS232, RJ45 A/V Inputs (rear). 5 year advanced replacement warranty included. MPN: TT-7519RS	241	\$1,925.00	\$463,925.00
2:	Mobile Stand Newline Interactive TruTouch Mobile Stand - Standard fixed height mobile stand - Supports 65in to 86in panels. - Fork Base Mobile Stand: Ideal for Pre-K and younger children. MPN: EPR8A50500-DIW	140	\$339.00	\$47,460.00
3:	Mobile Stand Newline Interactive TruTouch Mobile Stand - Standard fixed height mobile stand - Supports 65in to 86in panels.- Square Base Mobile Stand: Ideal for older children MPN: EPR8A50500-SQR	101	\$339.00	\$34,239.00
4:	***OPTIONAL*** Longer Power Cord 15 Foot Power Cable for TruTouch Panels MPN: EPR5A31021-000	1	\$20.00	\$20.00

Sub-Total: \$545,644.00

Parts & Accessories Shipping: Included

Taxes: Tax Exempt

Total for Item 1: \$545,644.00

This quote will expire April 04, 2021.
 To expedite your order, please include your quote number with your Purchase Order.

Item 2

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Installation for Oak Ridge Schools RFP 21-006. Installation will take place at each of the 6 school locations as specified in the RFP. Panels/Stands will be distributed from the central location at the school to each specified classroom, where the stand will be assembled and the panel mounted to the stand. Panels will be tested for functionality, have the latest firmware loaded, and connected to wireless as well as cloud management. Trash will be disposed of in the on-site dumpsters for each location. Pricing comes out to \$160 per panel for Installation & Setup. MPN: Oak Ridge RFP 21-006 Installation	1	\$38,560.00	\$38,560.00
Sub-Total:				\$38,560.00
Parts & Accessories Shipping:				Included
Taxes:				Tax Exempt
Total for Item 2:				\$38,560.00

This quote will expire April 04, 2021.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$584,204.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total:	\$584,204.00

Notes:

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

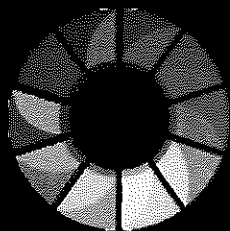
HOWARD

888.912.3151 | howardcomputers.com



Response To
Oak Ridge Schools
Request for Proposals
For
21-006
Due:
March 9, 2021 @ 2:00 PM

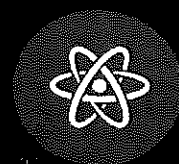
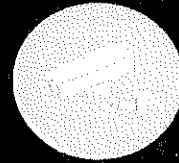
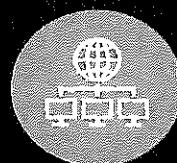
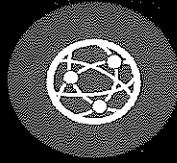
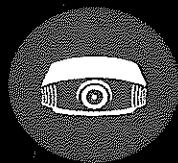
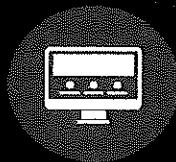
Presented By



HOWARDedu

Our Vision and Strategy

We do IT





Business

Department

School Administration Building

304 New York Ave

Oak Ridge, Tennessee 37830

Phone (865) 425-9003

Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education is soliciting proposals for Newline Interactive Boards (RFP 21-006) **Elementary & Middle School Technology: Interactive Boards.**

General Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00 PM EDT, March 9, 2021**. Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist
Re: Elementary & Middle School
Technology: Interactive Boards
(RFP 21-006)
Oak Ridge Schools
304 New York Ave
Oak Ridge, TN 37830

DEVICE SPECIFICATIONS:

Make Model	Description
Newline Interactive Board	MFG: TT-7519RS <u>Quantity: 241</u>
	Newline Interactive TruTouch 750 Ultra-HD Led Multitouch Display. 75" RS+ Series, 4 K 20 points of touch (10touch for Android), Anti-Glare Tempered Glass, Built-in Android OS, Wireless Casting, and access to Google Drive Sharing.
Software	ideaMax software & Qwizdom Oktopus software license keys
Accessories	Stylus and Remote
Inputs – Front	HDMI, USB, Microphone A/V Inputs
Inputs – Back	HDMI, DisplayPort, VGA, USB, RS232, RJ45 A/V Inputs
Warranty	5 year advance replacement
Training	Free and Unlimited
Mobile Stands	Description
EPR8A50500-DIW	Newline Interactive TruTouch Mobile Stand – Supports 65in to 86 in – Fork Base Mobile Stand – Elementary Schools
	Qty: 140
EPR8A50500-SQR	Newline Interactive TruTouch Mobile Stand – Supports 65in to 86 in – Square Base Mobile Stand – Middle Schools
	Qty: 101
Installation (Optional)	Description
	Installation of boards at individual school.
	Assembly of stand and mounting panel to stand to be done in classroom – due to possible elevator issue
	Testing panel for functionality, connecting to wireless, connecting to cloud management, and loading latest firmware
	Safe storage area within each building will be provided for delivery – installer to pick up boards/ stands in storage area and deliver to classroom for assembly
	Dumpster on site for trash disposal

SHIPPING AND RECEIVING:

All shipping costs are included in final price. Shipping will be to 6 different locations. No loading docks are at any of these locations. Notification of delivery 1 day and 1 hour prior to arrival for each location is required.

Jefferson Middle School
200 Fairbanks Rd
Oak Ridge, TN 37830
Qty: 51

Robertsville Middle School
245 Robertsville Rd
Oak Ridge, TN 37830
Qty: 50

Glenwood Elementary
125 Audubon Rd
Oak Ridge, TN 37830
Qty: 35

Willow Brook Elementary
298 Robertsville Rd
Oak Ridge, TN 37830
Qty: 32

Linden Elementary
700 Robertsville Rd
Oak Ridge, TN 37830
Qty: 36

Woodland Elementary
168 Manhattan Ave
Oak Ridge, TN 37830
Qty: 37

Submission Requirements:

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. Two full copies of the proposal must be submitted, with original Bid Forms included with each copy.
3. A detailed description of all warranties and support for equipment and software must be included.
4. Any license or renewal costs (if any) shall be included in notes on the Bid Form. Specifically, anticipated annually recurring costs for maintenance, support, and software updates and upgrades, if any, must be listed.

Functional Equivalents:

No functional equivalents allowed. Only specified items accepted. Warranties must be NEWLINE, no 3rd party.

Schedule:

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at 2:00 PM EDT, March 9, 2021.

Bidding Procedures

Location: All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,
Purchasing Specialist
Elementary & Middle School
Technology: Interactive Boards
RFP 21-006
304 New York Ave.
Oak Ridge, TN 37830

Award of Contract: The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

Bid Document: For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

Facsimile transmissions: Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Legal Issues: Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit.

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person, unless there is an emergency situation.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

Taxes: Oak Ridge Schools is tax exempt.

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.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between Howard Technology Solutions
A division of Howard Industries, Inc.
Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: Howard Technology Solutions
A division of Howard Industries, Inc.

By: Jessica Hayes

Title: Bid Specialist

STATE OF Mississippi
County of Jones

Jessica Hayes personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of Howard Technology Solutions
A division of Howard Industries, Inc.

Jessica Hayes
Signature

Witness by hand and Notaries seal at office this 5th day of March,
year of 2021.

Regina D. Parker
Notary Public

My Commission Expires: _____



NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of Mississippi

County of Jones

_____, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this 5th day

of March, 2021.

[Signature]

Signature of Officer

[Signature]

Notary Signature

David Perkins

Typed Name of Officer

Executive VP

Office



WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

Jessica Hayes
Signature

Jessica Hayes
Printed Name

Howard Technology Solutions
A division of Howard Industries, Inc.
Name of Firm/Company

3/5/21
Date

Bid Specialist
Title

*https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn_Code_An_n_12-12-106_Iran_Divestment_Act-July.pdf

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P.O. Box 1590 · Laurel, MS 39441

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NewLine Proposal

This is an **estimated budget** for next year. Actual TDOE allocations are not yet uploaded.

Account Number Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	Total
163 - Educational Assistants	22,655.96			22,655.96
201 - Social Security	642.00	0.00	0.00	642.00
212 - Employer Medicare	328.00	0.00	0.00	328.00
355C - Travel (CTSO)		2,500.00		2,500.00
399C - Other Contracted Services (CTSO)		500.00		500.00
429 - Instructional Supplies & Materials	5,000.00			5,000.00
429C - Instructional Supplies & Materials (Consumables)	1,000.00			1,000.00
499 - Other Supplies and Materials	4,050.00		2,120.00	6,170.00
524 - In-Service / Staff Development			3,000.00	3,000.00
524PD - In-Service / Staff Development (PD)		4,000.00		4,000.00
730 - Vocational Instruction Equipment	22,000.00			22,000.00
Total	55,675.96	7,000.00	5,120.00	67,795.96
Adjusted Allocation				67,795.96
Remaining				0.00

Rationale for Board of Ed approval of VPK Grant Proposal:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K grant for 2021-2022 (FY 2022). This grant has traditionally provided funding for 5 pre-k classrooms to provide services to 100 4-year old students.

Once the grant is approved, the budgetary amounts will be entered into e-plan.

Respectfully,

Lisa Downard

Principal

Oak Ridge Schools' Preschool/Head Start

1. In 500 words or less, please describe the district's plan for supporting Pre-K teachers' implementation of state-approved curriculum for Pre-K, TN Foundational Skills Curriculum Supplement (or other research-based, sounds-first foundational skills supplement), and the use of high-quality instructional materials as part of everyday instructional practice.

The program's administration met with the district's Literacy Coordinator to provide training and support for implementation of Sounds First. As a result, of this meeting a professional development was planned to provide training to the teachers led by the Literacy Coordinator. During the training, the teachers were given an in-depth overview which included why the state was adopting the supplemental curriculum, the scope and sequence, visual examples, and opportunities to practice. Additional online training opportunities for continuing education were shared with the staff. Appropriate placement of Sounds First lessons within their daily schedules was also discussed. The teachers then adjusted their schedules and began implementation immediately. Ongoing support via sample videos, additional tips for implementation and online courses on foundational skills have been sent as additional resources. When the administration was planning the professional development for this school year they considered suggestions gathered from staff surveys that indicated that the staff felt teaching assistants would benefit from training on the district's curriculum, which include Sounds First. The program decided to create a professional development day for teaching assistants and included a designated time for training on Sounds First. During this training, the support staff were given an in-depth overview that included why the state was adopting the supplemental curriculum, observed video examples, and given opportunities to practice with their peers. All teachers were provided a copy of the curriculum's Fidelity Tool for Teachers and were provided training on the use of this tool. The curriculum coach formulated a succession plan that divided the Fidelity Tool into subsections and provided dates by which the curriculum coach would give feedback on each of those subsections. The feedback includes indicators of implementation observed as well as tips for future implementation in areas as needed. The program has a Curriculum Coach on staff that utilizes Practiced Based Coaching with select teachers and support staff to set goals, create action plan steps, and discuss the results of their efforts to increase student learning. The PLC coach is leading PLC groups to take an in-depth look at the TN State Standards and how they correlate to the program's curriculum and the curriculum's objectives for learning. Teachers and support staff are observed twice a year with the CLASS observation tool. An individual development plan is created that is reflective of those observations.

2. In 500 words or less, please explain how the district meets the statutory requirements for family engagement as well as at-home learning supports and any other wrap around services.

The program stresses the importance of effective parent engagement during the preschool years as an important contributor to each child's learning experience and academic outcomes. The program spends time building relationships with families so that they have an understanding that their participation in parent/teacher conferences and home visits is essential to understanding their child's strengths and needs. A home visit is scheduled before the start of the school year. This home visit is intended to give teachers an opportunity to become acquainted with the family and the student. Teachers share basic information about the preschool program and answer any questions from the families regarding their child's participation. Teachers encourage the family's participation in the school community and their child's education. During subsequent family conferences and home visits, a review of the curriculum and assessment is discussed with the family. Teachers use the Family Conference Form provided in TSG (Teaching Strategies Gold) which highlights the child's individual strengths and provides a plan to encourage ongoing development and learning at home. As another layer of at-home learning support the program acquired access to Ready Rosie and Ready for K which provide families strategies to incorporate learning in their everyday home life. In addition, the program began using Seesaw, a uniform communication tool to further support family engagement and school wide. Families receive a weekly school-wide newsletter as well a weekly classroom newsletter via Seesaw. These newsletters provide the families information on the week's activities, insights into the school's curriculum, upcoming events, and community resources. The program utilizes the Family Information Survey form to gain needed data to provide meaningful program activities and community resources. Each family is assigned to a Family Services Advocate. This advocate uses the information gathered from the Family Information Survey to assess needs. They then work to help the needs of the families with the help of the program's community partnerships. Our Family Services' staff provide assistance for parents throughout the referral process to these community agencies.

3. In 500 words or less, please provide responses to both A) and B) parts of this question:

A) Describe the district's plan and consistent efforts in FY20 and FY21 to prioritize enrollment of low-income eligible four and three-year old children with without IEPs.

To ensure we are serving students most at risk and income eligible, the school utilizes multiple strategies. Our recruitment process includes our presence within the community by serving on boards of community agencies and attending community wide events such as, Secret City Festival, City Wellness Fair, City Halloween Festival and Oak Ridge City Christmas Parade. The program utilizes social media with a presence on Facebook, Twitter and Instagram. This has helped increase our presence in the community and increased parent

engagement. The program will continue to use these platforms and additional opportunities as they become available.

The program also holds an annual child find event in the spring. In preparation for this event, flyers are placed throughout the community; in local doctor offices, dental offices, the local library, and local businesses that are frequented by families. Flyers are also placed with the local housing authority and in the offices of local low-income housing/apartment complexes. COVID-19 had a drastic effect on recruitment of eligible students for 2020-2021. Due to restrictions, we were unable to conduct our annual Child Find event. We have a plan in place for this event to take place in April 2021 while following social distancing and other health guidelines.

We also collaborate with local service agencies such as United Way, ADFAC, YWCA, and Oak Ridge Housing, from whom we receive referrals as well as support for our families. Members of our staff are also active with the local agencies, sitting on governing boards and developing strong relationships.

The program is part of the Oak Ridge City school district and can utilize the resources of the district's Homeless Liaison to ensure services are provided for all families experiencing homelessness.

To ensure we are serving students with disabilities, our program collaborates with local physicians and TEIS throughout the year to ensure students receive services regardless of the time of year or placement.

We have a strong relationship with current and past parents that support the school in recruiting students.

Our school is also a Head Start site, as a delegate, with Anderson County Schools as the grantee. Through the Head Start funding, three and four year old students are served, with a focus on three-year-old students. VPK funding is utilized for four-year-old students who are income eligible.

In March 2020, the city of Oak Ridge built a new preschool facility in which we now serve students. The location of this site is pivotal for recruiting students who are most at risk. The new site is in the Scarboro Community within Oak Ridge. Many families from this community qualify for VPK services, and the nearby location of the school has been beneficial in recruiting income eligible students.

B) Describe the district's plan and consistent efforts in FY20 and FY21 to prioritize in-person Pre-K program delivery.

While COVID-19 restrictions forced the closure of schools in the spring of 2020, the school continued to serve students and parents in multiple ways. Daily meals were made available for pick-up, and as needed, delivered to individual families. Supplies were delivered to families for student use and teachers communicated with families virtually with ideas to continue learning at home and utilizing the curriculum's family outreach. The challenge within this plan was the lack of consistency from classroom to classroom.

For 2020-2021, the district developed a virtual learning platform with specific plans for every classroom to follow. The school developed a "Re-opening Plan" that includes health and safety guidelines such as restricting visitors to the school, student and staff wearing of masks, and social distancing where possible. This plan includes extensive cleaning and sanitizing procedures to ensure the health and safety of all students.

The school has been committed to and successful in remaining open for in-person learning the entire 2020-2021 school year. This is in alignment with the district. There were periods of time in which a classroom may be closed to in-person learning due to a COVID-19 exposure. During that time, the students moved to a virtual format to continue learning.

The plan for 2021-2022 is to provide in-person learning for all students. If the need arises due to health regulations within the Oak Ridge community, the school is prepared to transition to virtual learning.

4. In 500 words or less, describe the district's goals and strategies for ensuring all VPK classrooms are physically designed and materially equipped to support children's physical, cognitive, language, and social-personal development through play-based learning experiences and interaction.

The teachers choose Studies from the curriculum. These studies include topics that naturally capture the child's interest due to their occurrence in the child's everyday environment. The Studies have a "Question of the Day" that sparks discussion and supports children's cognitive thinking and language development. The children participate in discussions during Large Group time and questions and responses are charted. These charts are then posted within the Interest Areas where the children spend most of their day in play-based learning experiences. Classrooms are divided into Interest Areas, which are driven by our curriculum. These Interest Areas include: Dramatic Play, Blocks, Art, Library, Discovery, Sand & Water, Toys & Games, Cooking, and Music. Interest Areas are equipped based off student interest and teacher knowledge of developmentally appropriate materials. Children's classroom experiences also include "Wow Experiences!" and Site Visits. These enrich and deepen the children's knowledge of each Study. Another part of the

student's day is participating in "Daily Intentional Teaching Experiences" that are facilitated using the curriculum's "Intentional Teaching Cards." The week is balanced with learning activities that focus on objectives in Language & Literacy, Math, Physical, and Social-Emotional learning. All teachers begin the year completing a Teaching Practice Needs Assessment, which allows them to identify what effective teaching practices they would like to focus on for the school year. This self-reflection and the curriculum's Fidelity Tool Checklist help to drive teacher goal setting.

5. In 500 words or less, describe the district's VPK program impact on child, family, and community outcomes.

Throughout the 2020-2021 school year, the Oak Ridge Schools have worked to develop a "Portrait of a Graduate" (POG). POG is a vertically aligned plan for continuous improvement beginning with Pre-K and continuing through 12th grade. POG specifically identifies indicators in four major areas, including College and Career Readiness, Competency in the 4 C's (Critical Thinking, Communication, Collaboration, and Creativity), Understanding Career Options, and Life Readiness. Through conversations and data at each level of schooling, pre-k, elementary, middle, and high, as well as parent and community stakeholder input, the selected indicators are agreed upon as indicators that ensure success and preparedness for the next level; ultimately preparing a student for college, career, and life success. At the current time, rubrics and specific measures of achievement are being developed for each indicator. These will be prepared before the end of the school year. This data will then be utilized as a "school scorecard" and ultimately a "district scorecard". Scorecards will be used to drive school improvement and to keep parents and other stakeholders informed of the students', school's and district's progress.

Pre-K student growth and achievement is measured in multiple ways. Through Creative Curriculum, the program uses Teaching Strategies GOLD as a digital portfolio platform. Using the curriculum's objectives and levels of development, teachers provide evidence to support "scoring" a student's level of development. Evidence is collected on an ongoing basis authentically during children's play. This supports teachers in planning next steps for each child's instruction so as to provide scaffolding to support each child in his/her development. In addition to TSG data, teachers also create common formative assessments to capture student development at specific points throughout the school year.

The program's Family Advocates work directly with families. Every family completes a "Family Needs Survey." This survey provides important information for the advocates to best support the family with community resources. In addition, every family is encouraged to set a family goal based on their needs. The program provides resources and supports the family as they work to fulfill their goal.

Rationale for Approval of Preschool/Head Start Selection Criteria

2021-2022

The attached Selection Criteria was developed in collaboration with Anderson County Head Start and our preschool Policy Committee (parent group). This document lays out the criteria with which we select/qualify students for our preschool/Head Start program. This also assists in creating a wait list prioritized by level of need.

Child's Name _____ Birth date _____ Age _____

OAK RIDGE SCHOOLS' PRESCHOOL SELECTION CRITERIA

Children are eligible to apply for Oak Ridge Schools' Preschool if they reside in the City of Oak Ridge and if they are three and not yet five years old before August 15th of the school year for which they are applying. Each applicant will be ranked on the following admission criteria and those with the highest number will be accepted for available program slots.

Eligibility Determination

Disabilities

Diagnosed - _____
TEIS - _____

Family Income Status (documented at time of application)

Head Start guidelines

Income at Federal poverty level	100	130%	___	Over ___
TANF, SSI, Families First	100			
Foster child	100			
Homeless or Relative Care	100			
EHS	___			

or

PreK/Title I guidelines

Income at Federal poverty level	100	130%	___	Over ___
TANF, SSI, Families First	100			
Foster child	100			
Homeless or Relative Care	100			

Additional criteria (other risk factors determined locally)

Points

Financial

TennCare insurance	5
No insurance	8
Head of household attending school - _____	4
Head of household without high school diploma or GED	4
Head of household employed	4

Family Status

Non-parental custody – Who? _____	10
Family crisis/stress during past year (Covid-19, death, illness, job loss, incarceration etc)	15
Parent or sibling with a disability, mental health or medical problem	6
Parent under 18 years old when child born – Teen parent	6
Parental concerns re: development _____	3
Concern from Child Find Screening _____	10
Parent deployed away from home _____	5

Applicant status

Meets three year old age requirement by August 15 of school term for which child is applying	5
Meets four year old age requirement by August 15 of school term for which child is applying	3
Early Head Start	10
Health or behavioral problems that may impact learning (documented by a physician)	10
Referral by another public or private agency – Which Agency? _____	8
English Language Learner – Language spoken _____	4
Limited opportunities for peer socialization	2
Lack of affordable and accessible childcare	5

TOTAL POINTS _____

Child's Name _____ Birth date _____ Age _____

OAK RIDGE SCHOOLS' PRESCHOOL SELECTION CRITERIA

Children are eligible to apply for Oak Ridge Schools' Preschool if they reside in the City of Oak Ridge and if they are three and not yet five years old before August 15th of the school year for which they are applying. Each applicant will be ranked on the following admission criteria and those with the highest number will be accepted for available program slots.

Eligibility Determination

Disabilities

Diagnosed - _____
 TEIS - _____

Family Income Status (documented at time of application)

Pre-K and Title 1 Guidelines

Income at Federal poverty level	100	130%	___	Over	___
TANF, SSI, Families First	100				
Foster child	100				
Homeless or Relative Care	100				
Income at USDA free or reduced lunch level	___				

Additional criteria (other risk factors determined locally)

Points

Financial

TennCare insurance	5
No insurance	8
Head of household attending school - _____	4
Head of household without high school diploma or GED	4
Head of household employed	4

Family Status

Non-parental custody – Who? _____	10
Family crisis/stress during past year (Covid-19, death, illness, job loss, incarceration etc)	15
_____ Parent or sibling with a disability, mental health or medical problem	6
_____ Parent under 18 years old when child born – Teen parent	6
_____ Parental concerns re: development	3
_____ Concern from Child Find Screening	10
_____ Parent deployed away from home	5

Applicant status

Meets four year old age requirement by August 15 of school term for which child is applying	5
Early Head Start	10
Health or behavioral problems that may impact learning (documented by a physician)	10
Referral by another public or private agency – Which Agency? _____	8
English Language Learner – Language spoken _____	4
Limited opportunities for peer socialization	2
Lack of affordable and accessible childcare	5

TOTAL POINTS _____

Revised and approved by Community Pre-K Advisory Committee _____

Board of Education Approval
T/TA (Training & Technical Assistance) Plan
Preschool/Head Start
2021-2022

I respectfully request approval of the T/TA Plan for 2021-2022. This plan lays out how \$8,933 of T/TA Head Start funds will be utilized for our program throughout the 2021-2022 school year. The items specified in the plan are based on results from the Community Assessment and Self-Assessment and support the Head Start Grant Broad Goals.

Respectfully,

Lisa Downard

T/TA Goal #1 -The Oak Ridge Preschool/Head Start program will provide training and support for staff and families to improve family engagement and strengthen overall wellbeing of the family.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies/Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1) Staff and parents become more knowledgeable in ways to make parent trainings informative, yet fun and more appealing to parents * Resulting in stronger families with parents being more involved with their children	* Family services staff find teaching staff will receive training re: the incorporation of parent trainings into family events * Resulting in more participation in training activities	training sign-in sheets, agenda, family outcomes data	*Staff will receive training on the integration of parent training into family events and incorporating curriculum materials to do so	ECKLC webinars, T/TA Network	FCS Manager, Family advocates Classroom Staff	Director and FCS Manager	SY 2021-2022	ECKLC Webinars or T/TA Network
2) Staff are more knowledgeable in providing support for families. Families become stronger as lifelong learners.	* Staff trained to assist parents with writing Long term goals * Increase in family outcome scores	sign in sheets, training agenda, family surveys	*Provide family partnership training for family advocates to help them meet the requirements necessary to serve families.	ECKLC webinars, T/TA Network, Community Partners, WKU, or other sources	Family Service Staff	FCS Manager	SY 2021-2022	Provided by T/TA Network or community partners
3) Staff more knowledgeable in how to provide support for males and their children *Resulting in stronger bonds between males and their children. *Increased male involvement with children's education	*More effective male involvement activities and an increase in male involvement	sign in sheets, agenda, training surveys, male volunteers documented in Child Plus	* Provide male involvement training for staff to learn ways to support fathers or significant males involved in the children's lives *Provide training for male family figures	ECKLC webinars, T/TA Network, Community Partners	Parents, FCS Manager, Family advocates, teaching staff	Director and FCS Manager	SY 2021-2022	Provided by T/TA Network or Community Partners, WKU
4) Staff more knowledgeable in best practices for supporting students using trauma informed instruction and support through "Conscious Discipline" and "Teaching with Love and Logic" *Improved mental health of students. *Improved behavior management in classrooms.	*Staff to utilize trauma informed teaching strategies as evidenced by use of "Conscious Discipline" "Teaching staff to learn best practices for children with challenging behavior *Families participate in Love and Logic *Increased family engagement *Increased student outcomes	training sign-in sheets, agenda	*Provide Conscious Discipline materials and training. *Provide Parenting with Love and Logic training for families	Conscious Discipline materials Love and Logic Facilitator	Teaching Staff Parents	Education Coordinator	SY 2021-2022	\$1,000
5) Staff will implement family engagement piece of the curriculum with fidelity * Families empowered in their support of their child's learning *Increased positive school experience	Fidelity Checklist Tool	*Train teaching staff regarding the Family Engagement pieces embedded in the curriculum	Creative Curriculum	Classroom Teachers, Family advocates	Education Coordinator	SY 2020-2021	Provided by Program Staff	

Total to support Goal 1

\$1,000

T/TA Goal # 2: Oak Ridge Schools' Preschool/Head Start will strengthen educational services to improve the learning experiences for all students to enter Kindergarten with a solid foundation for academic success.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies/Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1) Strengthen the school readiness framework by providing appropriate professional development in instruction during Professional Learning Communities (PLC)	* Staff attending PLCs *Increase in child outcomes scores *Training staff, parents, and board regarding the Early Learning Outcomes Framework and Developmentally Appropriate Practices	sign in sheets, agenda, Teaching Strategies Gold scores-3 checkpoints annually	*Continue established Professional Learning Communities (PLC) to provide ongoing professional development training	PLC program data, Early Learning Outcomes Framework, and TN Dept of Ed Resources	Teaching Staff	Education Coordinator	SY 2021-2022	Provided by Program Staff, ORS Staff, TN Dept of Ed
2) Implement curriculum with fidelity	*Increased student outcomes	Fidelity Tool, TSG data	*Curriculum training for teaching staff during monthly professional development opportunities *Complete training modules on TSG	Education Coordinator, Curriculum Coach	Teaching Staff	Education Coordinator	SY 2021-2022	\$300
3) Accurately assess student development with authentic, objective, and frequent documentation	*Increased student outcomes *Authentic and accurate data	sign-in sheets, training agenda, certificates of completion, Anecdotal records, Student Outcome data	*assessment training for staff *TSG inter-rater reliability	Education Coordinator, Curriculum Coach	Teaching Staff	Education Coordinator	SY 2021-2022	Provided by Program staff
4) Staff receive mental health training to manage their own mental health, as well as supporting the children and families' mental health	*Staff attend training *Increase in classroom mental health activities *Happler children and staff *Teachers with improved classroom management skills *Increased child outcomes	sign in sheets, agenda, behavior/social skills screenings	*Provide mental health training in regards to stress reduction	Mental Health Consultant	All Staff	Education Coordinator	SY 2021-2022	\$2,000
5) Any new teaching staff will gain confidence in working with children with challenging behaviors, thereby creating a positive learning environment as well as social emotional health for all children.	*Happler children and staff *Teachers with improved classroom management skills *Increased child outcomes	Training certificates; sign in sheets, agenda, lesson plans	*Provide Pyramid Model (CESFEL) training	TN Voices	Teaching Staff	Education Coordinator	SY 2021-2022	Provided by Community Partner
6) Staff will gain knowledge about the Child Plus software system	*accurate tracking of Child Plus data	sign-in sheets, training agenda	*Provide Child Plus training as needed for all staff	Child Plus Consultant, program staff	All Staff	Education Coordinator, Compliance Manager	SY 2021-2022	\$2,000
7) Staff will increase understanding of classroom environment scales and implications for instruction.	*Increased student outcomes *Increased CLASS rating	CLASS Scores, TSG Data, ECERS scores-as appropriate	*Provide CLASS training for all classroom staff *Provide ECERS training for all classroom	Director, Education Coordinator	Classroom Staff	Director, Education Coordinator	SY 2021-2022	Provided by program staff
Total to Support Goal 2								\$4,300

T/TA Goal # 3: Oak Ridge Preschool/Head Start program will collaborate with families and work with community partners to support families' progress toward improved well being and financial stability.

Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies, Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1) Managers will be well versed in the Head Start performance standards and Head Start requirements and will be equipped to meet the requirements and effectively monitor the program	* More effective ongoing monitoring * Program compliance * Improved family well being * Increased resources for families	Training certificates, agendas	* Attend HS trainings such as: Region IV Conference, State Conferences, THSA meetings/trainings, NHSA, Leadership Forums	T/TA Network, Regional HS Office, THSA, WKU	Director, Management Staff, Family Advocates, Teachers, Teaching Assistants	Director, Compliance Manager	SY 2021-2022	\$2,500
2) Governing Board and Policy Committee members will be more informed and knowledgeable of their roles and responsibilities.	* Members will be more confident in their role * Increased member input	sign in sheets, agendas,	* Provide governance training to Governing Body and Policy Committee members	Director	Governing Board and Policy Committee members	Director, Compliance Manager	SY 2021-2022	Provided by Program Staff
3) Staff will be knowledgeable of the data available and how to effectively input and access it	* Accurate program data * Accurate PIR data	Training documentation, data collected	* Attend Child Plus User Group meetings and other Child Plus training opportunities * Staff training	Compliance Manager, Data Manager	Program managers, family advocates, classroom staff	Compliance Manager, Education Coordinator	SY 2021-2022	\$600
4) Develop a better understanding of the self-assessment process, therefore performing a more thorough assessment of program operations and outcomes	* more in-depth, accurate self-assessment and data	training documentation, self-assessment documentation	* collaborate with grantee for training specific to self-assessment and data analysis	T/TA Network, program staff	Director, Compliance Manager, program managers	Compliance Manager	SY 2021-2022	Provided by Program Staff
5) Provide support for families to live healthier, active lives	* Staff and parents will receive nutrition training to help combat obesity in the program and community * Healthier staff and families * Encourage participation in "Power Up Peanuts" morning program	sign in sheets, agendas, growth assessments, surveys	* Provide nutrition training/classes for staff and parents * Provide training for staff regarding "Power Up Peanuts" or other similar program	UT Extension Office, company representatives	Parents and Staff	FCS Manager, Education Coordinator, Director	SY 2021-2022	Provided by Community Partners and other free resources
6) Parents will learn to create a budget and better manage their finances	* Families will become more in control of their financial situations * Families will be more self-sufficient	sign in sheets, agendas, family outcomes	* Provide financial training for families-group and individual	UT Extension Y-12 Credit Union program staff	Families	FCS Manager	SY 2021-2022	Provided by UT Extension Community Partners
Total to support Goal 3								\$3,100

Required Head Start Training

Required Training	Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>Child CPR First Aid and Safety</p> <p>Additional Required Trainings :</p> <ul style="list-style-type: none"> • Childhood emergencies • Health policies • Childhood safety • Medication Administration procedures • Poison Control • Blood Borne Pathogen Control • Food Allergies 	<p>State Certified Trainers, Oak Ridge Schools' system-wide nurse</p> <p>Certified Trainers, Oak Ridge Schools' system-wide nurse,</p>	All staff	Appropriate safety practices and first aid procedures followed in the event of an emergency situation	Health Manager	New staff within the first 2 weeks on the job/other staff as needed by existing expiration date and/or SY2021-2022	Program Staff or Oak Ridge Schools' Employee
<p>Supervision during high risk activities such as eating and outdoor play</p> <p>Identification and Reporting of Child Abuse & Neglect:</p> <ul style="list-style-type: none"> • Definitions • Laws/regulations • Program policies/procedures 	Dept. of Children and Families & Prevent Child Abuse TN	All staff	Staff will recognize and report any known and/or suspected child abuse and neglect according to laws and regulations	Compliance Manager	August 2021	Community Partners
<p>Child Growth & Development for parents:</p> <ul style="list-style-type: none"> *Planned learning activities discussed at parent meetings; parent/teacher conferences, workshops, and home visits *Newsletters share information on several of these areas also: 	Management staff, community agencies, T/TA network	Parents and family members	Head Start parents/caregivers will increase their knowledge and confidence regarding child development and how to best meet their own child's needs	Family/Community Manager, Education Coordinator	SY 2021-2022	Community Partners
<p>Parent/Child Activities</p>	Family Advocates	Children & families	Parents will become more involved in child's education	FCS Manager	SY 2021-2022	Provided by ORS and Program Staff
<p>Nutrition Staff will attend HS and CACFP Nutrition Training</p>	CACFP, T/TA Network	Nutrition Manager	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Director	SY 2021-2022	\$533
Total to support Required Head Start Training						\$533.00

Required State & Local Training

Required Training	Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>Head Start Education Trainings:</p> <ul style="list-style-type: none"> ~ Classroom environment ~ Child Development ~ Assessment ~ Discipline & Guidance ~ Literacy & Handwriting ~ Math ~Science ~Discovery ~ Art & Music ~ Dramatic Play ~ Cultural Diversity ~ Health & Wellness ~ Special curricula <p>Training on Head Start performance standards</p> <p>~STEM</p>	<p>Direct Service & Management staff</p> <p>T/TA network</p>	Teaching staff	Teaching staff will become more knowledgeable and confident in providing quality educational services to children and their families	Education Coordinator	SY 2021-2022	Provided by ORS and Program Staff

Required Training, continued	Resource	Target Audience	Expected Outcomes	Responsible	Timeline	Estimated Cost
<ul style="list-style-type: none"> ~ Agency policies and procedures, including program philosophy ~ Emergency Procedures ~ Job Description ~ Reporting requirements for suspected cases of child abuse and neglect ~ Discipline policies; *Policies for dismissing and receiving children ~ Parent-Teacher Communication ~ Disease Control ~ Health Promotion ~ Overview of Licensing Requirements ~ Information on Risks (Infection, Stress, CMV) 	Admin. Staff	All Staff	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Director, Education Coordinator	SY 2021-2022	Provided by Program staff and Community Partners
<ul style="list-style-type: none"> ~ Parent-Teacher Communication ~ Disease Control ~ Health Promotion ~ Overview of Licensing Requirements ~ Information on Risks (Infection, Stress, CMV) 	Admin. Staff	All Staff	Knowledgeable staff that follow program policies and state licensure requirements	Family & Community Services Manager, Health Manager, and Education Coordinator	SY 2021-2022	Provided by Education Coordinator and Health Manager
24 Clock Hours of Training as follows: <ul style="list-style-type: none"> ~ Six (6) hours (CPR/First Aid, CACFP, Childhood Food Allergies, Injury Control) ~ Two(2) Hours in identifying and reporting child abuse ~ Ten (10) Hours of other related training (one to one consulting sessions, academic course, etc.) Supervision, parent communication, ~ Six (6) hours Literacy 	Admin. Staff	All Staff	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Health Manager, and Education Coordinator	SY 2021-2022	Provided by Program staff and Community Partners
Total to support Required Training						\$0

Total T/TA Plan 8,933

Board of Education Request for Approval
Preschool Head Start Grant 2021-2022

I respectfully request the approval of the Preschool Head Start Grant proposal for 2021-2022. This grant is the Continuation Grant. The amount requested in the grant is \$863,532. This provides the funding for 118 3 and 4 year old students.

The grant proposal is included.

Respectfully,

Lisa Downard

as of 2/28/21
sent to Shelly
2/28
2:10 pm

2021-2022

Head Start Continuation Grant

Oak Ridge Schools' Head Start-Delegate

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Sub-Section A: Goals

1. Additions, Deletions, or Revisions to Program Goals, Measurable Objectives, and Expected Outcomes

2A Progress on Objectives and Expected Outcomes

2B Challenges

Broad Program Goal #1

<p>Broad Program Goal #1 -. Oak Ridge Schools' Preschool/Head Start Program will increase family engagement within the program to build relationships with families to establish a positive school experience, strengthen the overall well-being of the family, and promote healthy child development.</p>
<p>There are no additions, deletions, or revisions to our Broad Program Goal #1.</p>
<p>Measurable Objective #1- The program will utilize Creative Curriculum to engage families in the daily plans and learning experiences to support "at-home" learning. The program will show an increase from using under 10 percent to using 100 percent in 5 years as measured by our program checklist and curriculum fidelity tool.</p>
<p>There are no additions, deletions, or revisions to our Measurable Objective #1.</p>
<p>Progress/Outcomes MO#1- The Measurable Objective for 2020-2021 is for each classroom to utilize 20% of the Family Engagement components from Creative Curriculum. Currently all classrooms are utilizing 3 out of 8 components, or 37.5%. Eight major components make up the Family Engagement Checklist. Of these eight components, three components are included and implemented by all classrooms. All classrooms are now utilizing the <i>Letter to Families</i> at the beginning of each study, all classrooms have the lesson plans displayed and sent to families, and all classrooms utilize a uniform communication tool.</p> <p>In addition to the items on the checklist, families also receive two newsletters each week. They receive a classroom newsletter and a school-wide newsletter. The program adopted an online communication tool, See Saw, to streamline communication with families. All classrooms, family services, and administration utilize See Saw to communicate with families.</p> <p>Through the school-wide newsletter each week, families receive information regarding school readiness and child development. Sections have included features of each interest area and the value of what students are learning through their participation, and how parents can extend the interest area at home. Other topics have included the value of outside play, reading aloud, understanding phonological awareness, and supporting literacy at home.</p>
<p>Challenges MO#1- The COVID-19 pandemic has created a challenge regarding parent engagement. No visitors are permitted into the building; thus, parents are not able to visit the classrooms. Many of the means of contact with parents involves technology. If a parent does not have access to wifi or the device on which to</p>

communicate, then other means must be utilized. In these circumstances, paper copies of newsletters are sent, paper copies of classroom lesson plans, and any other communication is done through whatever means the parent has available. In addition, Family Services has worked with community partners to get computers donated for families who are without a computer.

Measurable Objective #2 – The program will show an increase, school-wide, in family volunteering and/or participation to become actively engaged in the development and learning of their child(ren). The program will show an increase from approximately 6% of families volunteering to 30%, as measured by Child Plus data.

There are no additions, deletions, or revisions to Measurable Objective #2.

Progress/Outcomes MO#2- As of 2/15/21, we have 6.8% families virtually volunteering in classrooms as measured by Child Plus data, with 7 classroom volunteers. In addition, we have had 28 participants for the virtual Parent Committee meetings. One way we are making progress toward families engaging with our program is through parent education related to our curriculum and learning objectives. Each week the program's newsletter highlights a key component of the curriculum to help parents understand how the classroom functions to enable them to feel more comfortable volunteering in the classroom. In addition, classrooms have invited family members into the classroom via "Zoom" to speak as "experts" related to a study or to simply read aloud or spend time with the students virtually. While this percentage of volunteers has not increased from last year, the program is confident there will be marked improvement next year as we work toward our original goal of 30% by the fifth year of our grant cycle. The program is engaging families in multiple ways with virtual options and various communication strategies. We are educating our families and preparing them to best support their child. This will lead to a comfort level for parents in the future and a preparedness to volunteer in the classrooms when restrictions are lifted to allow visitors into the building.

Challenges MO#2- Challenges to family engagement have centered around limitations due to COVID-19. There is a "no visitor" policy in place which means families may not enter the building; thus, unable to visit classrooms or volunteer in person. While some parents are comfortable enough with technology to volunteer virtually, many are not. This has reduced the number of volunteers in our program. One way we have attempted to overcome this challenge is the use of "Zoom" for virtual visits. Teachers have used "Zoom" to conduct virtual home visits and parent/teacher conferences as well as invited parents into the classroom as "experts" related to a study. Another strategy to overcome this challenge was the purchase of Ready Rosie. Ready Rosie is a family engagement app. Ready Rosie is used to support families with suggestions for family activities, features video read-alouds, and other resources for families to access. If a family expressed the need for a computer, Family Services worked with community partners to provide a computer for the family. Through a survey, families had the opportunity to express if they had a need for various components of technology, including an actual device or internet. The 3 who

were in need of a device were provided one through United Way. The 2 families who expressed a need for internet received support through a local company providing internet for a small monthly fee. If any family had expressed this as a hardship, the program is prepared to collaborate with the LEA to provide a personal wi-fi device as needed. That has not been necessary at this time.

Measurable Objective #3 - The program will decrease the number of absences by working with families on the importance of on-going child development with daily learning opportunities. The number of severely chronic absences will decrease to less than 5% by the end of the 5-year grant cycle, as measured by absenteeism within Child Plus.

There are no additions, deletions, or revisions to Measurable Objective #3.

Progress/Outcomes MO#3- As of 2/15/21, there are 7 students considered to be chronically absent. This results in 6.8% of enrolled students chronically absent with unexcused absences. Each of these families have received support from family services as well as the classroom staff to problem solve the reason for the absence as well as provide support and services to improve attendance. Overall, and considering the situation with COVID-19, the program's Average Daily Attendance has been consistent with previous years. The current Average Daily Attendance is 90.63%.

Challenges MO#3- Due to COVID-19, it has been a challenge to meet with families to share data and information regarding the importance of attendance. While this has been done via virtual meetings and phone calls, that is not as powerful as a face to face meeting with a parent. In addition, many of the families are experiencing stress related to unemployment, substance misuse, mental health issues, among other stressors. While we offer support and resources for the families, it is often not a quick fix with immediate results.

Broad Program Goal #2

Broad Program Goal #2- Oak Ridge Schools' Preschool/Head Start program will enhance educational services within classrooms, in the family setting, and within the community through professional development, family support, and community engagement in order to improve literacy, math, and cognitive skills.

There are no additions, deletions, or revisions to Broad Program Goal #2.

Measurable Objective #1- The program will show a decrease of 2% each year in students scoring below widely held expectations in the end of year data in literacy, as measured by Teaching Strategies Gold Assessment Tool.

Revision to MO#1-Baseline will be established using Spring 2020-2021 data instead of Spring 2019-2020 data.

Baseline- will be established using Spring 2020-2021 data

2021-2022 - The program will show a decrease of 2% in students scoring below widely held expectations.

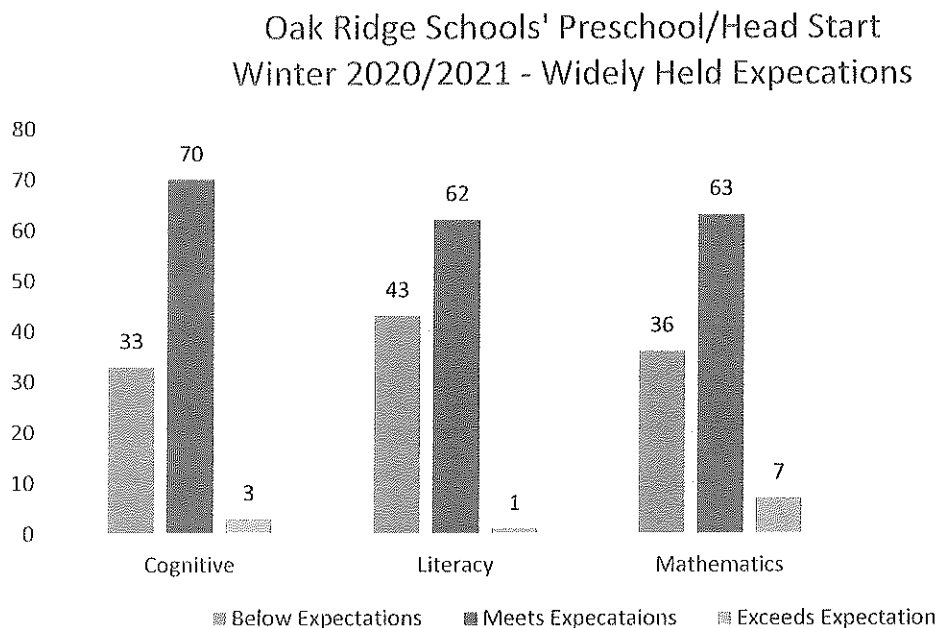
2022-2023 - The program will show a decrease of 2% in students scoring below widely held expectations.

2023-2024 - The program will show a decrease of 2% in students scoring below widely held expectations.

2024-2025 - The program will show a decrease of 2% in students scoring below widely held expectations.

Progress/Outcomes MO#1-

Literacy



The above graph shows data from Winter 2020-2021. Baseline will be determined using data collected at the end of the 2020-2021 year. As of the winter data collection point, the Program has 40.19% of students scoring below widely held expectations.

The program has offered several opportunities for professional development related to curriculum implementation. All teachers participated in a virtual book study on the Literacy and Mathematics guide books associated with the curriculum. The program has also spent an extensive amount of time offering coaching and training around data collection. At the beginning of 2020-2021 school year, the program dedicated time during in-service days towards training teachers on setting up the classroom environment to support the curriculum and adaptations due to COVID-19. In winter 2021, the program invited the LEA district Literacy Coordinator to provide training on

the state's "Sounds First" supplemental curriculum and developmentally appropriate practices related to literacy. In addition, in winter 2021, the program's teaching assistants and recurring substitutes attended training on curriculum implementation, data collection, developmentally appropriate practices, and program policies and initiatives.

Teaching staff have completed the interrater reliability tool related to the curriculum. In addition, the teaching staff meet weekly in the Professional Learning Communities (PLC's). The focus in 2020-2021 has been establishing school-wide learning expectations for each Objective and Development of Learning. This will support teachers to collect valid data to drive instruction.

Beginning with the 2020-2021 school year, the program provided families with information on key components of the curriculum. The program also plans to offer virtual trainings for families related to Objectives for Development and Learning.

Challenges MO#1- The Program planned to establish baseline data with Spring 2019-2020. Due to COVID-19, the program was closed to in-person learning. Therefore, the Program was unable to establish the baseline with Spring 2019-2020 data. The Program will utilize Spring 2020-2021 data to establish the baseline.

Measurable Objective #2- The program will show a decrease of 2% each year in students scoring below widely held expectations in the end of year data in math, as measured by Teaching Strategies Gold Assessment Tool.

Revision to MO#2- Baseline will be established using Spring 2020-2021 data instead of Spring 2019-2020 data.

Baseline- will be established using Spring 2020-2021 data

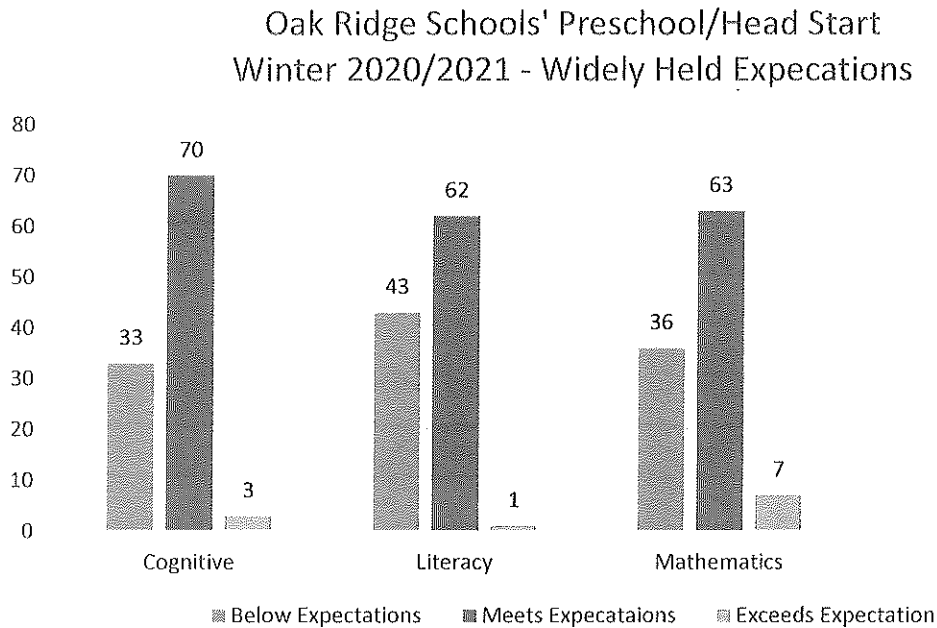
2021-2022 - The program will show a decrease of 2% in students scoring below widely held expectations.

2022-2023 - The program will show a decrease of 2% in students scoring below widely held expectations.

2023-2024 - The program will show a decrease of 2% in students scoring below widely held expectations.

2024-2025 - The program will show a decrease of 2% in students scoring below widely held expectations.

**Progress/Outcomes MO#2-
Mathematics**



The above graph shows data from Winter 2020-2021. Baseline will be determined using data collected at the end of the 2020-2021 year. As of the last data collection point the Program has 33.33% of students scoring below widely held expectations.

The program has offered several opportunities for professional development related to curriculum implementation. All teachers participated in a virtual book study on the Literacy and Mathematics guide books associated with the curriculum. The program has also spent an extensive amount of time offering coaching and training around data collection. At the beginning of 2020-2021 school year, the program dedicated time during in-service days towards training teachers on setting up the classroom environment to support the curriculum and adaptations due to COVID-19. In addition, in winter 2021, the program's teaching assistants and recurring substitutes attended training on curriculum implementation, data collection, developmentally appropriate practices, and program policies and initiatives.

Teaching staff have completed the interrater reliability tool related to the curriculum. In addition, the teaching staff meet weekly in the Professional Learning Communities (PLC's). The focus in 2020-2021 has been establishing school-wide learning expectations for each Objective and Development of Learning. This will support teachers to collect valid data to drive instruction.

Beginning with the 2020-2021 school year, the program provided families with information on key components of the curriculum. The program also plans to offer virtual trainings for families related to Objectives for Development and Learning.

Challenges MO#2- The Program planned to establish baseline data with Spring 2019-2020. Due to COVID-19, the program was closed to in-person learning. Therefore, the Program was unable to establish the baseline with Spring 2019-2020 data. The Program will utilize Spring 2020-2021 data to establish the baseline.

Measurable Objective #3- The program will show a decrease of 2% each year in students scoring below widely held expectations in end of year data in the cognitive domain, as measured by Teaching Strategies Gold Assessment Tool.

Revision to MO#3- Baseline will be established using Spring 2020-2021 data instead of Spring 2019-2020 data.

Baseline-will be established using Spring 2020-2021 data

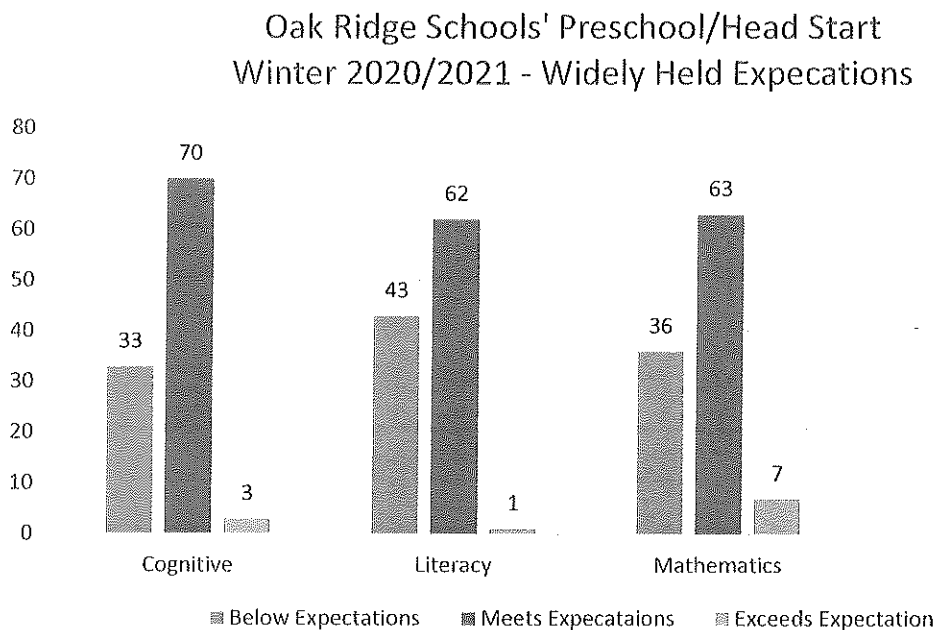
2021-2022 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations.

2022-2023 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations.

2023-2024 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations.

2024-2025 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations.

Progress/Outcomes MO#3-
Cognitive



The above graph shows data from Winter 2020-2021. Baseline will be determined using data collected at the end of the 2020-2021 year. As of the last data collection point the Program has 30.56% of students scoring below widely held expectations.

The program has offered several opportunities for professional development related to curriculum implementation. All teachers participated in a virtual book study on the Literacy and Mathematics guide books associated with the curriculum. The program has also spent an extensive amount of time offering coaching and training around data collection. At the beginning of 2020-2021 school year, the program dedicated time during in-service days towards training teachers on setting up the classroom environment to support the curriculum and adaptations due to COVID-19. In addition, in winter 2021, the program's teaching assistants and recurring substitutes attended training on curriculum implementation, data collection, developmentally appropriate practices, and program policies and initiatives.

Teaching staff have completed the interrater reliability tool related to the curriculum. In addition, the teaching staff meet weekly in the Professional Learning Communities (PLC's). The focus in 2020-2021 has been establishing school-wide learning expectations for each Objective and Development of Learning. This will support teachers to collect valid data to drive instruction.

Beginning with the 2020-2021 school year, the program provided families with information on key components of the curriculum. The program also plans to offer virtual trainings for families related to Objectives for Development and Learning.

Challenges MO#3- The Program planned to establish baseline data with Spring 2019-2020. Due to COVID-19, the program was closed to in-person learning. Therefore, the Program was unable to establish the baseline with Spring 2019-2020 data. The Program will utilize Spring 2020-2021 data to establish the baseline.

Broad Program Goal #3

Broad Program Goal #3- Oak Ridge Schools' Preschool/Head Start program will collaborate with families and work with community partners to support families' progress toward improved well-being and financial stability.

There are no additions, deletions, or revisions to Broad Program Goal #3

Measurable Objective #1- The program will work to have 90% of families reporting that the resources provided by the school helped inform them on decisions to further their education to obtain a livable wage. This will be measured by surveys two times a year to ensure the families' needs are being met.

There are no additions, deletions, or revisions to Measurable Objective #1.

Progress/Outcomes MO#1- Parents completed the Family Needs Survey at the beginning of the year. This survey supports Family Services as they work with families to set Family Goals. In the 2020-2021 school year, 25 parents/caregivers are currently enrolled in school. Before the end of this year, a survey will be distributed to

all families to provide feedback related to resources and referrals provided by the program.

Challenges MO#1- Families have experienced multiple challenges this year. COVID-19 restrictions forced colleges and trade schools to instruct virtually. The program supported parents in their needs for computers and/or internet for their home; thus enabling them to continue with their schooling.

Measurable Objective #2- The program will increase the overall well-being for health, mental health and nutrition of our parents and families through gained knowledge.

There are no additions, deletions, or revisions to Measurable Objective #2.

Progress/Outcomes MO#2- The program is working to develop a survey to be used at the beginning of 2021-2022 to measure the growth of knowledge and understanding of our parents and families regarding overall well-being.

While a more general survey is being developed, specific surveys are utilized following parent training opportunities. During 2020-2021, parents participated in "Parenting with Love and Logic". Following the training, parents completed a survey to provide feedback regarding what they learned as well as feedback related to the training and any adjustments that can be made to be more effective. Of the participants who completed the follow-up survey:

100% felt the presenter was knowledgeable about the material

100% felt the classes were organized well and ran smoothly

100% benefitted from the class and material presented

100% felt the class met or exceeded their expectations

No participants felt they would change anything for future classes

Challenges MO#2- COVID-19 has continued to create a challenge in the area of parent training. With the restrictions on visitors to the building, all trainings have been conducted virtually. Virtual opportunities to offer an advantage in that parents may participate from home, thus eliminating the challenge of transportation and/or childcare. This does open up an opportunity for the future in which trainings may be provided in both in-person and virtual options. The program continues to support families as they face the challenge with computer devices and home internet in order to participate in virtual options.

3. School Readiness

There were no additions, deletions, or revisions to the program's School Readiness

Goals. The School Readiness Goals have been shared with families.

4. There were no additions, deletions, or revisions to our Program's three Broad Goals.

Sub-Section B: Service Delivery

1. Service and Recruitment Area

There were no changes to the service and recruitment area.

2. Needs of Children and Families

(a-c)

As evidenced by the Community Assessment update in 2020, areas of need include:

- Continued updating regarding CDC and community partner recommendations for providing a safe and healthy environment for staff and children to reduce the risk of COVID and other viruses.
- Continued collaboration with community partners so that appropriate referrals for children and parents are made to support a healthy and safe life.
- Provide families and staff with resources that support good mental health for staff members and families.
- Provide families and staff with resources to reduce food insecure homes.

The above listed needs are reflective of the Community Assessment Update and COVID-19 pandemic that has occurred since the Community Assessment in 2019.

In response to these needs, the program has collaborated with the LEA and community partners to follow CDC requirements in order to provide a safe environment for staff and children. The program has purchased Conscious Discipline for use in the classrooms. Conscious Discipline supports a mentally healthy culture for classrooms and throughout the school. In addition, to support the mental health of staff, the program has collaborated with a mental health consultant through whom training and support has

been provided. In response to the food insecurity for the families, the program collaborated with the LEA to provide breakfast, lunch and snack throughout the program's closure for in-person learning March 2020-June 2020. Meals were available for pick-up at our school site. If a family expressed a need for meal delivery, program staff delivered food daily, upon such request. The program also collaborates with community partners and local churches to keep families informed of available food pantries and meal availability.

3. Chosen Program Option(s) and Funded Enrollment Slots

There are no changes to the program options or the funded enrollment slots.

4. Centers and Facilities

a. There are no changes to the Centers and Facilities. The program serves students in the new facility at 157 Carver Rd., Oak Ridge, TN 37830.

b. There are no renovations or repairs requested with this application.

c. There are no activities requested that are subject to 1303 Subpart E.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

Eligibility

There have been no changes to Eligibility for the program. The program continues to follow The Head Start Performance Standards to ensure all requirements are being met to serve the most vulnerable and at-risk families. Ongoing monitoring ensures compliance.

Recruitment

- a. COVID-19 has had a direct effect on program recruitment. Previously, the program held a large presence within the community through various community events. Beginning in March 2020, community-wide events such as Secret City Festival, City Wellness Fair, City Halloween Festival and Oak Ridge City Christmas Parade were all canceled. The program continues to maintain a community presence through the use of social media by having Facebook, Twitter and Instagram accounts.

An additional change to recruitment due to COVID-19 restrictions was the cancelation of our "Child Find" recruitment event that is held in the spring each year. The cancelation of the 2020 event caused multiple challenges. This event provides the program staff the opportunity to meet parents face-to-face, collect information regarding their child as well as their family situation, and often actually meet the child to provide some initial observation. All of this information is critical to developing the relationship with families. The Program has a plan in place for a socially distanced Child Find event to be held this spring.

- i. The program continues to collaborate with local physicians and TEIS, local agencies, and the LEA to recruit and enroll vulnerable children. This year 11% of the program's enrollment is under the selection criteria guidelines for relative care, homeless or foster care and 17.8% of the enrolled students receive special education services.

Selection

As reflected in the Community Assessment update, the community continues to face the challenges of COVID-19. In response to these challenges, the program has made the following adjustments to the Selection Criteria:

- Added-“COVID-19” to the Family Crisis section

Enrollment

The program continues with funding for 118 Head Start students.

In response to the COVID-19 Pandemic, the program has utilized the flexibility provided by Head Start to serve students and families. The program has offered enrollment in both a virtual and in-person setting. The program began the school year with 24% of the students receiving virtual instruction. The students received virtual instruction using Ready Rosie and See Saw app communication and resources. These families were offered daily meals and support through family advocate resources.

As of 1/14/21, the Program serves 11% of the students virtually. As COVID statistics improve and families return to work and/or school, they are choosing to send their children in-person.

Attendance

- b. In response to efforts for continuous improvement, the program addresses chronic absenteeism in Broad Program Goal #1, Measurable Objective #3.

Due to the COVID-19 pandemic, the program follows the CDC recommendations regarding student illness and exclusion from school due to symptoms. These absences are considered to be “excused” and do not effect a student’s enrollment.

The following chart reflects the program’s current Average Daily Attendance and a comparison with the previous year.

2019-2020	90.17%
2020-2021	90.26% as of 2/17/21

It is important to note that students who must quarantine due to COVID-19 close contact are not considered absent. These students participate in the program’s virtual learning model.

6. Education and Child Development

a. The program continues to be a center-based program.

i. Due to COVID-19, the program made adaptations to the current curriculum for virtual learning opportunities. Families may choose a virtual format for their child due to the COVID-19 pandemic. The virtual learning option, called ConnectOR, follows the same format of instruction as in-person learning. Modifications have been made for families to understand learning and use materials that are in the home. The program supplied all Connect OR families with materials that they would have received during in-person learning. Each week, Connect OR families receive communication through See Saw from an assigned Connect OR teacher. This communication includes a full lesson plan, possible videos for modeling instruction, possible additional links to related

materials, links to read-alouds, a customized Ready Rosie learning plan based on the child's data, learning games, and customized See Saw activities based on communication between the teacher and family. The families have the opportunity to communicate with the Connect OR teacher through See Saw, and there is standard communication at least weekly. The Connect OR students also have access to the program's HATCH "Ignite Early Learning" program. This program provides game-like activities for the students in which data is collected to further drive instruction.

ii. No changes have occurred in this area.

iii. No changes have occurred in this area.

iv. No changes have occurred in this area.

- c. For students receiving virtual instruction, the teachers conducted the ASq3, Social/Emotional Brigance Screener, and Ages and Stages 3rd edition—all conducted through communication with the parent. Where appropriate, the parent completed questionnaires/surveys and submitted it back to the virtual teacher. Due to the instruction being conducted virtually, data collection has been a challenge. Data has been collected from multiple sources that include HATCH Learning (app that directly links to TS GOLD), communication with the parent through See Saw, and information submitted by the parent such as picture or video of the child.
- d. No changes have occurred in this area.
- e. The program still does not serve AIAN children.

The program's agreement with the Treatment and Research Institute for Autism Spectrum Disorders (TRIAD) has now come to an end. The classroom staff will continue to use environment enhancements as well as teaching practices and behavioral support. TRIAD is still available for consulting if our staff needs assistance.

In response to the Community Assessment update, as well as stress brought on by the COVID-19 pandemic, an additional curricular enhancement, Conscious Discipline, is being implemented. Conscious Discipline supports the mental health of the students through trauma informed instruction. Funding from the CARES Federal dollars given to Head Start programs was used to purchase the self-regulation supplement for each classroom as well as an opportunity for a consulting session to assist in creating a trauma sensitive school. A group of classroom teachers are participating in 9 professional development sessions throughout the year on this topic. The intent is for full implementation for the 2021-2022 school year.

Ongoing program oversight indicated a need for support regarding data collection and rich supporting evidence. To continue the support for staff, the program has begun weekly feedback to teachers related to the data entered into the TS GOLD data system. The curriculum's fidelity tool is used to provide guidance by the curriculum coach and education coordinator. In addition, the program is utilizing the weekly Professional Learning Communities to analyze data based on priority objectives and continue to grow in teaching practices.

7. Health

a. Any changes or adjustments in the area of Health Services has been directly related to COVID-19. A re-opening plan was developed and shared with all families and staff prior to the opening of school for 2020-2021. This plan reflects the CDC guidelines regarding health and safety due to COVID-19. The Community Assessment update also indicated the need for continued updating regarding CDC and community partner recommendations for providing a safe and healthy environment for staff and children to reduce the risk of COVID-19 and other viruses. In addition, the Community Assessment update indicated the need for continued collaboration with community partners to support the health and safety of children and families as well as supporting the mental health of staff and families.

In response to CDC recommendations related to COVID-19, the school facility has been restricted to all visitors. As a result, all meetings, consultations, and communication have been conducted via phone, "Zoom", e-mail, See Saw, and/or text messaging.

Families receive information related to current CDC guidelines, available health resources, and information related to nutritional, mental, social/emotional, and oral health through a weekly newsletter. Each week the "Health" section focuses on a topic and provides information and/or resources.

The program has taken precautionary measures to maintain the health and safety of students and staff. The CDC Guidelines are followed related to students who exhibit any signs of illness. Every child's temperature is checked prior to entry into the building. Their temperature is taken again at the end of the

day prior to going home. Throughout the building, hand sanitizer stations have been placed for adult use. Within the classrooms, all soft or absorbent materials have been removed with the exception of classroom rugs. In addition to standard cleaning, all used toys and manipulatives are sanitized every day with the use of a sanitizing fogger. Every classroom is sanitized with the fogger at the end of every day. Students have a personal set of supplies as opposed to a community set of tools. The playground structures are sanitized with the fogger after every class and prior to the next class use. All used gym items are sanitized with the fogger after each use. Nap mat covers are cleaned after two uses. All students and staff wear face masks and practice social distancing wherever possible.

i. The program continues the oversight to ensure up-to-date health, dental, and ongoing care for students. Due to the COVID-19 pandemic, the program is honoring a parent's request to postpone well-visit type of appointments at this time. These requests are documented.

8. Family and Community Engagement

a. The program strives to fully engage families even during these difficult times of the COVID-19 pandemic. The staff have ensured that families are informed and included. The program uses educational apps, Zoom meetings, social media, and phone calls to remain up to date on what is occurring in the classroom. In addition, parents receive two weekly newsletters via See Saw. One newsletter comes directly from the teacher with classroom related information. The other is a school-wide newsletter with program-wide information as well as information from each service area

and community information and resources. Even within the confines of the current restrictions, parents have opportunity to volunteer with the program. Parents may participate with the Parent Committee (Parent Advisory Team), serve on Policy Committee, and participate in various parent training opportunities like Parenting With Love and Logic. Parents are also invited to virtually visit their child's classroom and participate by reading a book or presenting as an "expert" in a topic related to the curriculum. To date, there have been 7 classroom volunteers, 28 total participants with Parent Advisory Team.

b. This year has been a challenge regarding family events. The program looks very forward to continuing the annual events such as the family picnic, Dad's Night Out, and Family STEM Night when health risks have reduced and restrictions are lifted. In the meantime, the program is working collaboratively with the Division of Teaching at The University of Tennessee to provide a Virtual Family STEM Night. The students from UT will provide materials to be sent home to all families. The families will then participate virtually while the teachers and UT students present STEM based activities.

c. The program has continued with the use of Parenting with Love and Logic as the parenting curriculum. Due to COVID-19 restrictions, the classes have been conducted virtually. There is a second session scheduled for the spring as well as a session for our Spanish-speaking families.

d.

i. and ii. The program has continued to support families through the use of the Family Needs Survey and Family Goal Setting. 95% of the families have set

goals for 2020-2021. This includes 3 families who have set goals with outside agencies. Program staff support these families while they work on the goals with these other agencies.

Family Goals **Some family goals fall under more than one category

PFCE Framework	Percent of family goals
Family well-being	63%
Positive Parent-Child Relationships	15%
Parents as Lifelong Educators	2%
Families as Learners	19%
Family Engagement in Transitions	6%
Family Connection to Peers and Community	2%
Families as Advocates and Leaders	2%
Goals with Other Agencies	2%

e. The program continues to facilitate access to services and resources in the community that are responsive to family partnerships and children’s needs. This continues to be done through community partnerships such as UT Extension, WIC, United Way, and ADFAC, among others. The program has facilitated resources for families for things such as assistant with rent and/or utilities, needed technology such as laptops, and Food For Kids. Unfortunately, due to COVID-19 restrictions, multiple events were unable to take place this year. This created an even greater need for

teachers and family advocates to maintain frequent contact with families and to continually assess the families' needs in order to provide necessary resources.

9. Services for Children with Disabilities

a. and b. We continue to collaborate with the LEA and offer services on-site. The only changes to Disability Services are a result of COVID-19 restrictions. If a child with a disability was required to quarantine due to exposure to COVID-19, services were provided virtually in accordance with each child's specific IEP. All IEP meetings and consultations have been conducted virtually. As of 1/31/21, 17.8% are receiving special education services.

10. Transition

- a. Due to COVID-19 restrictions, all meetings have been conducted virtually.
- b. Due to COVID-19 restrictions, all parent events and meetings are being conducted virtually. At this time, the preschool visits to the kindergarten classrooms and screening events are still scheduled to take place.
- c. No changes have occurred.

11. Services to Enrolled Pregnant Women

The delegate program does not serve pregnant women with an Early Head Start service. However, we do refer to the grantee, who serves Early Head Start infants through 3 years old.

12. Transportation

There have been no changes to transportation. We partner with the LEA to provide transportation services.

Sub-Section C: Governance, Organizational, and Management Structures

1. Governance

As the Grantee, the Anderson County Board of Education (ACBOE) serves as the governing body for the delegate agency Oak Ridge Schools' Preschool. Oak Ridge Schools' Preschool reports to Oak Ridge Schools Board of Education as well (ORSBOE). Due to COVID-19 restrictions, all Policy Committee and Parent Committee meetings have been conducted virtually.

The ORSBOE continues with the same liaison to work in conjunction with the program and policy committee.

2. Human Resource Management

a.-d. The program continues to operate under the auspices of the Oak Ridge City Schools' Human Resources Department.

Due to COVID-19, all staff were required to participate in specific training related to maintaining a safe and healthy environment during a pandemic. This training was conducted through "Safe Schools" online training program.

In response to continuous improvement, the program's classroom support staff and recurring substitutes participated in professional development that specifically focused on developmentally appropriate practices, curriculum implementation, and health and

safety regulations. This training was developed based on feedback received on the Program's Needs Assessment.

The program hired two additional floater teaching assistants using the Quality Improvement funds. These two assistants' job is to provide additional support in a classroom in which a student may be in emotional distress. This assistant's presence allows the classroom teacher to support the struggling student while instruction continues for the other remaining students. In addition, due to COVID-19, the program has experienced a shortage in the number of substitute teachers. The two floater assistants are available to take on the role of substitute teacher or teaching assistant in the event a substitute is not available.

3. Program Management and Quality Improvement

There are no additions, deletions, or changes to this area at this time.

Due to COVID-19, all training opportunities have been conducted virtually.

Section II. Budget and Budget Justification Narrative

1. The delegate, in submission of this application, is requesting \$863,532 for the basic grant and \$8,933 for T&TA, totaling \$872,465. The total funded enrollment is 118.

a.-b.) Salaries & Fringe Benefits: ORS Preschool/Head Start personnel are paid on the Oak Ridge City Schools' pay scale. These costs run high because employees receive step increases and any COLA approved by the board of education or mandated by the state. A step increase (an added year of experience) is added to all classified and certified personnel salaries each year up to 15 years of service with an additional

step increase at 20 years of service. A benefit package that includes health, dental, vision and life insurance is provided as an option for all full time employees. Full time employees also receive Tennessee Consolidated Retirement System membership. All school employees receive paid personal leave paid sick leave, and have the opportunity to invest in tax-deferred annuities and cafeteria plans for medical and childcare needs. There is no information at this time regarding a change in the cost of medical, dental, or retirement. At this time, there is no available information on whether there will be an increase to the closed pension plan contribution rate for certified personnel, the hybrid retirement plan or the rate for classified personnel participating in TCRS, so those amounts have remained the same.

ORS Preschool/Head Start hires teachers certified in early childhood in accordance with Oak Ridge Schools' policies. This provides the program with teachers who are highly qualified in early education and are experts in working with children to achieve the school readiness goals.

When calculating the FY21 budget the following factors were considered:

- Prepare budgets with salary increases according to the district's salary schedule.
- Prepare budgets with no increase in any of the retirement plans, or medical, life, dental, or vision insurance

c.) Travel: Within this category, monies are allotted to administrative and support staff for professional development. It is advantageous for the administration and staff to attend training opportunities to enhance the program's scope of services. While the program's basic travel dollars remain at a minimum, the program plans to utilize these funds to take advantage of conferences, workshops, trainings and lectures that are

content area specific. Staff development will include conferences and/or trainings in the areas of Head Start, CLASS, Child Plus, CSEFEL, Creative Curriculum, Teaching Strategies GOLD, and other opportunities that align with the school readiness goals, self-assessment goals, community assessment goals, and research based assessment. These trainings may be in-person or virtual in nature.

d.) Equipment: The program has no plans to purchase equipment at this time.

e.) Supplies: Funds will also be used to purchase supplies. Supplies necessary for administering the program include office, instructional, and miscellaneous supplies that allow the program to adhere to program performance standards and state licensing requirements. The program supplies toothbrushes and toothpaste for the Head Start children to use in their classrooms. Due to COVID-19 restrictions, oral hygiene supplies were not used in the classrooms during the 2020-2021 school year. Supplies were provided for students' use at home. The intent is to regain this practice in the 2021-2022 school year, as long as CDC guidelines support the practice. The program also purchase gloves for the staff to wear when performing hygiene activities with the children, as well as for situations that warrant a personal protection barrier. Other supplies such as diapers, baby wipes, facial tissue, band aids etc. are purchased as needed, but the program strives to utilize community partnerships to fulfill those needs whenever possible. If a child with a disability has a special need for materials in the classroom, those materials are purchased as well. Classroom instructional supplies include, but are not limited to, crayons, construction paper, glue, manipulative materials, evaluating tools, and any other supplies needed to maintain an educationally appropriate learning environment for the Head Start children. The better the classrooms are supplied with age-appropriate

materials for the children and proper teaching materials for our staff, the better equipped both parties will be to attain school readiness goals. Having the necessary supplies and support to carry out program goals is critical.

f.) Contractual Services: The Oak Ridge Schools' Preschool/Head Start program has an agreement with the Anderson County Health Department to provide dental services to children who are not established with a private dentist. If the family does not have TennCare (Medicaid) or private insurance, the dental staff bills Oak Ridge Schools' Preschool/Head Start Program using their sliding fee scale for services. The health department also provides physicals for children when the parent has not yet secured a medical home. The program strives to exhaust all other avenues before any program monies are spent for these purposes. The program also contracts with a licensed mental health consultant to provide classroom observations, recommendations, feedback and training regarding program improvements in the area of establishing a caring and nurturing environment. In order to provide continuity of services, the mental health consultant and the mental health coordinator meet throughout the year. It is understood within the health and education arena that a child will be at their optimum learning ability when health and nutrition issues do not present themselves as barriers. Therefore, to foster school readiness in our program's children, it is imperative we continue to fortify parents and children with appropriate avenues to meet these basic needs. The program currently serves all children breakfast, lunch, and snack (no snack on Wednesdays due to short days) with funds received through a CACFP grant. In addition, contractual dollars are used for Head Start dues, student database software, and educational software.

g.) Construction: The program is not requesting funds for the purchase, construction or major renovation of facilities.

h.) Other: The program budgets for parent activities throughout the year to offer opportunities for socialization with other parents of young children, as well as educational trainings that increase parent's knowledge of school readiness and that meet required trainings. In 2018-2019, the program purchased the evidence based parent curriculum, Love and Logic. The program has a Family Advocate on staff who is a certified Love and Logic facilitator. The program will purchase additional parent workbooks as needed to continue this program for the 2021-2022 school year. Although during the 2020-2021 school year our family engagement activities were either canceled or conducted virtually due to COVID-19, we are hopeful to resume these activities for the 2021-2022 school year. These activities are scheduled throughout the year, and include the whole family. In addition, separate activities are offered that provide fathers an opportunity to actively participate in their child's learning experience. These activities have incidental expenses. Parents and children are afforded extra-curricular activities. Monies are set aside to enhance the children's learning experiences by offering field trips outside the classroom. Due to COVID-19 restrictions, no field trips have been permitted this school year. The program hopes to resume these activities for the 2021-2022 school year. Also included in this category of the budget are expenses that are incurred on a regular basis such as funds for staff to make home visits, maintenance for office equipment, vehicles, and playground equipment. The program must also budget for copying and postage charges.

i.) Direct Costs: All direct costs are outlined in sections a. – h. as detailed above.

j.) Indirect Costs: The indirect cost is calculated and removed from the delegate's budget prior to receiving any funds.

2. Delegate Agency Contract: Oak Ridge Schools' Preschool/Head Start is a delegate agency and the only contract is with the grantee.

3. COLA: At this time, the program has not been instructed to request any COLA funds.

4. Financial and Property Management System: The Oak Ridge Schools' Preschool/Head Start program is fully integrated within the management and oversight of the policy committee, the Oak Ridge School District's Board of Education (ORSBOE) and ultimately Anderson County Schools' Board of Education (ACSBOE). The financial management of the program is accomplished by using the structure set by the ORSBOE. This is a distributive system that lends itself to providing strong internal controls and segregation of duties, while also providing proper oversight and management of all aspects of the financial management system. Additionally, annual audits are conducted by an independent audit firm to ensure compliance with federal, state, and local laws. The Oak Ridge Schools' Preschool/Head Start program follows the policies and procedures set by the school district to maintain effective control of and accountability for grant funds, property and other assets. These policies can be found on the Oak Ridge School district's website under the "Central Office" tab, then by clicking the "Policies" link. These policies follow, at a minimum, the State and Federal requirements for effective control and accountability for grant funds, property and other assets.

5. Non-Federal Resources: Our 20% non-Federal share match is accomplished through:

- A portion of the salaries and benefits of 4 Head Start teachers who are paid out of state and/or local funds. Each of these teachers' classrooms are blended classrooms with Head Start students, VPK students, and Title 1 students. The total of these salaries and benefits equals \$190,265.
- A portion of the cost of afternoon bus transportation for our Head Start students that is paid with local funds. The total used for non-Federal share is \$27,851.

6. **Non-Federal Share Waiver:** The program is not proposing a waiver of the non-federal share.

7. **Administrative Cost Waiver:** The program is not proposing a waiver of the 15% limitation on development and administrative costs.

8. **Enrollment Reduction:** The program is not requesting an enrollment reduction.

9. **Conversion:** The program is not requesting a conversion.

10. **Purchase, Construction, or Major Renovation:** The program is not requesting funds for the purchase, construction, or major renovation of facilities.

11. **Equipment:** The program is not requesting funds for equipment.

Oak Ridge City Schools' Head Start Program

Grant #04CH011524-02-001

GRANT STAFF:

<u>Position</u>	<u>Annual Salary</u>	<u>OHDS Share</u>	<u>USDA Share</u>	<u>% Time OHDS Grant</u>	<u>Hours</u>
<u>Director</u>	\$107,668	\$48,451	0	45%	936
<u>Ed Coordinator</u>	\$66,885	\$50,164	0	75%	832
<u>Bookkeeper</u>	\$44,286	\$22,143	0	50%	904
<u>ERSEA/Compliance Manager</u>	\$43,976	\$26,386	0	60%	989
<u>Facilities/Health Manager</u>	\$40,940	\$30,705	0	75%	1236
<u>Secretary</u>	\$37,416	\$18,708	0	50%	964
<u>Family Advocate (3)</u>	\$80,888	\$48,533	0	60%	2218
<u>Data Manager</u>	\$15,106	\$7,553	0	50%	343
<u>Curriculum Coach</u>	\$31,725	\$19,035	0	60%	494
<u>Cert. Teachers (9)</u>	\$349,058	\$174,529	0	50%	5 3820
	\$300,146	\$75,037	0	25%	4 1528
<u>Assist. Teachers (10)</u>	\$28,589	\$28,589	0	100%	2
	\$124,509	\$62,255	0	50%	6 4073
	\$24,555	\$7,367	0	30%	1
	\$65,883	\$16,471	0	25%	3
<u>Duration - 30 minutes every morning X 7 Staff</u>	\$9,800	\$9,800	0	100%	
<u>TOTAL</u>	\$1,371,430	\$645,725			

FRINGE BENEFITS:

<u>ITEM</u>	<u>PERCENTAGE</u>	<u>X</u>	<u>BASE</u>	<u>AMOUNT</u>
<u>Social Security</u>	0.062	X	\$645,725	\$40,035
<u>Medicare</u>	.0145	X	\$645,725	\$9,363
(Base is computed using actual salaries - pre-tax Cafeteria Plan)				
<u>Retirement - Cert.</u>	Variable		\$367,216	\$37,713
<u>Retirement - Class.</u>	Variable		\$278,508	\$19,910
<u>Life Insurance</u>	25 Employees x \$12.60 per month x 10 months (Based on % of time per program)			\$1,411
<u>Dental Insurance</u>	26 Employees x \$35.50 per month x 10 months (Based on % of time per program)			\$4,088
<u>Vision Insurance</u>	26 Employees x \$10.30 per month x 10 months (Based on % of time per program)			\$1,221
<u>Health Insurance</u>	21 Employees at Variable rates			\$72,050
<u>TOTAL</u>	(Based on % of time per program)			\$185,791

TOTAL SALARIES:

\$645,725

TOTAL FRINGE:

\$185,791

Oak Ridge City Schools' Head Start Program

Grant #04CH011524-02-001

***TRAVEL: P.A. 22 Basic Funding**

<u>Number of Trips</u>	<u>Destination</u>	<u>Length of Stay</u>	<u>Purpose</u>	<u>Staff</u>	<u>Cost</u>
2	Tennessee (Fall or Spring)	2-3 Days	TN Head Start Mtg.	Director	\$1,000
1	Atlanta	3 Days	RIVHSA Conf. Leadership Institute	2-3 Staff	\$2,500
1	Atlanta	2 Days	ChildPlus	3 Staff	\$2,500
1	Tennessee	2 Days	Curriculum/ Pre-K Education	Class Staff	<u>\$2,000</u>
TOTAL P.A. 22 - TRAVEL					\$8,000

***TRAVEL: P.A. 20 T/TA**

					<u>Cost</u>
1	Atlanta	2-3 Days	RIVHSA Annual Conference	4-5 Staff	\$4,314
1	Tennessee	2 Days	CACFP Trng.	Director/ Nutrition Manager	<u>\$750</u>
TOTAL P.A. 20 - TRAVEL					\$5,064

*Note: All travel will be in the contiguous United States

EQUIPMENT: P.A. 22

	<u>Cost</u>
We have no plans to purchase equipment at this time	<u>\$0</u>
TOTAL P.A. 22 EQUIPMENT	\$0

SUPPLIES: P.A. 22 Basic Funding

	<u>Cost</u>
Office Supplies/Postage	\$1,500
Medical/Dental Supplies	\$400
Local Travel (Home Visits)	\$500
Disabilities Supplies (if needed)	\$200
Classroom Supplies	\$10,416
Data Processing	\$500
Other Supplies	<u>\$2,000</u>
TOTAL P.A. 22 SUPPLIES	\$15,516

Oak Ridge City Schools' Head Start Program

Grant #04CH011524-02-001

CONTRACTUAL: P.A. 22 Basic Funding

<u>Organization</u>	<u>Purpose/Scope of Work</u>	<u>Period</u>	<u>Cost</u>
Robin Hardy	Monitoring and Training	Same as grant	\$2,000
Anderson Co. Health Dept./dentists/drs.	Medical and dental services for Head Start Children/families	Same as grant	\$500
Mental Health Consultant	Mental Health services for Head Start Children/families	Same as grant	\$3,000
ChildPlus.net	To enable program staff to enter, access & retrieve program information timely and effectively	Same as grant	\$1,375
Other Contracted Services	Social/Emotional Screener, classroom software, and to provide services for misc. areas when needed.	Same as grant	\$1,625
TOTAL P.A. 22 - CONTRACTUAL			\$8,500

CONTRACTUAL: P.A. 20 - T/TA

			<u>Cost</u>
Teaching Strategies Gold	To provide digital resources that allow teachers to upload curriculum studies and align individual student assessment data.	Same as grant	\$2,965
NHSA/RIVHSA/TNHSA	Annual Fees/Dues		\$904
TOTAL P.A. 20 - CONTRACTUAL			\$3,869

GRAND TOTALS:

P.A. 22 - BASIC FUNDING	\$863,532
P.A. 20 - T/TA TOTAL	\$8,933
<u>TOTAL REQUEST FOR FEDERAL FUNDS</u>	\$872,465

Oak Ridge Schools

6th Attendance Period

March 5, 2021

These numbers reflect the **2020-2021** Skyward Student Management System (Entity) active student enrollment count as of **March 5, 2021**.

The total includes **35** private school and home schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 6th RP 2020-21

March 5, 2021

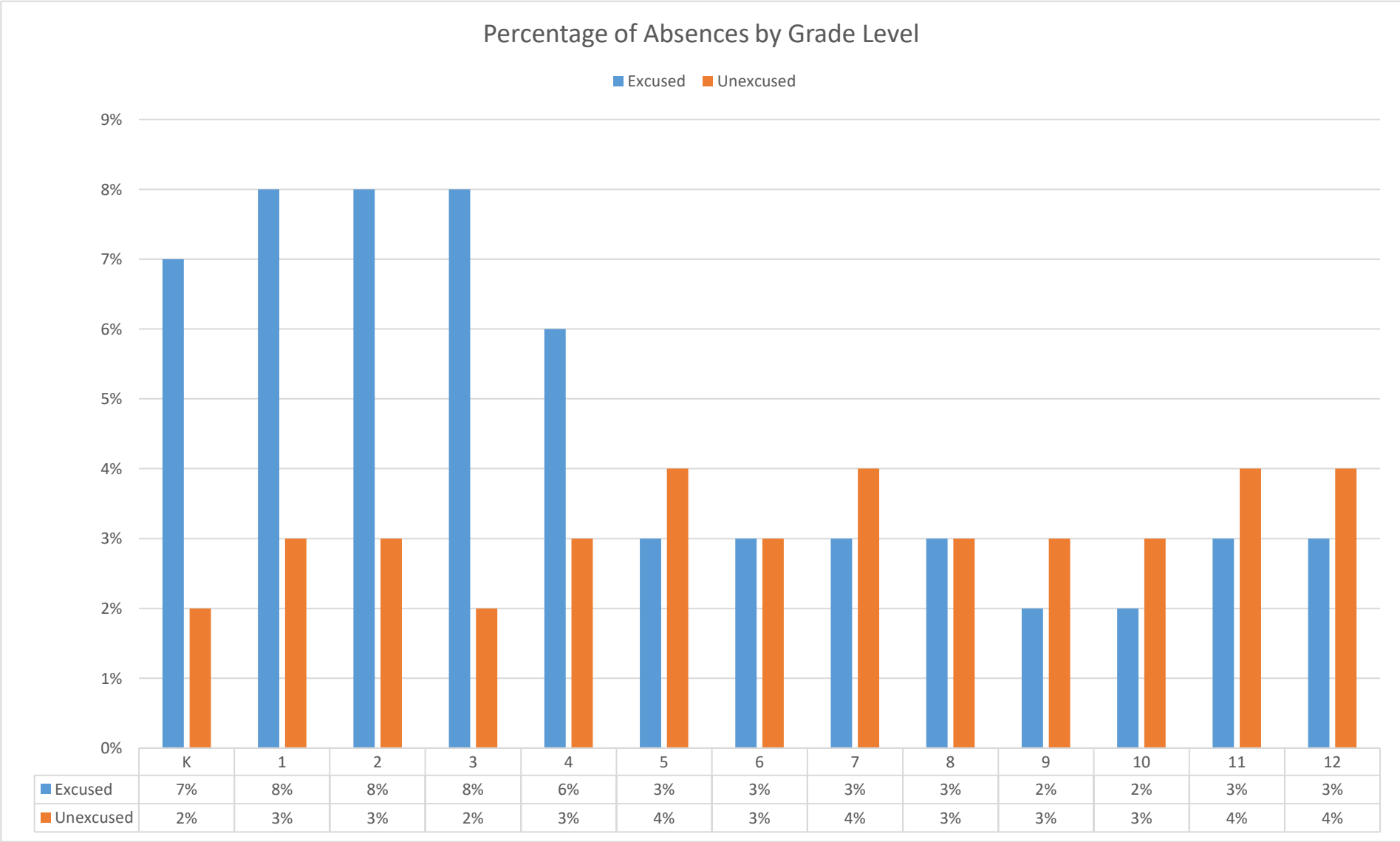
School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2020-21	Previous 5th RP 2020-21	Diff
Preschool	88	101														189	167	22
Glenwood			58	66	73	67	80									344	346	-2
Linden			80	101	97	79	69									426	430	-4
Willow Brook			77	78	65	69	71									360	359	1
Woodland			85	75	83	80	85									408	411	-3
JMS								175	181	179	170					705	705	0
RMS								172	159	182	191					704	703	1
ORHS												394	382	359	376	1511	1518	-7
Enrollment 2020-21	88	101	300	320	318	295	305	347	340	361	361	394	382	359	376	4647	4639	8
Prev. 5th RP 2020-21	68	99	304	320	317	297	308	348	340	360	360	396	381	363	378	4639		
Difference	20	2	-4	0	1	-2	-3	-1	0	1	1	-2	1	-4	-2	8		

This report compares the 2020-21 6th RP period enrollment with the 2020-21 5th RP period.

Attendance Graphs

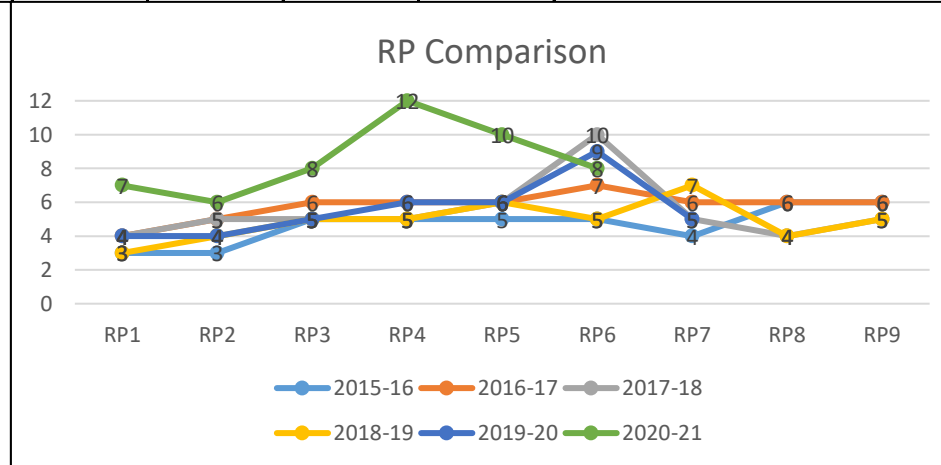
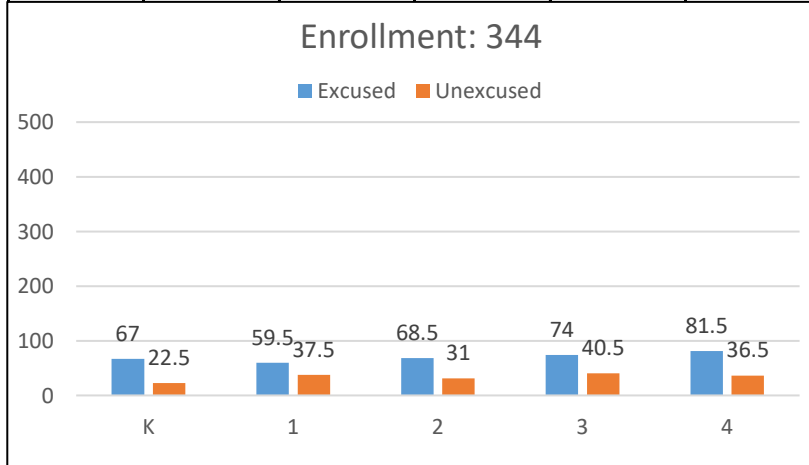
The graphs below display excused and unexcused absence totals, total enrollment, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.

Reporting Period 6: 1/22/2020-2/19/2020



2015-16	RP1: 3%	RP2: 3%	RP3: 5%	RP4: 5%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 6%	RP9: 6%
2016-17	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 6%
2017-18	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 10%	RP7: 5%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 5%	RP7: 7%	RP8: 4%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%			

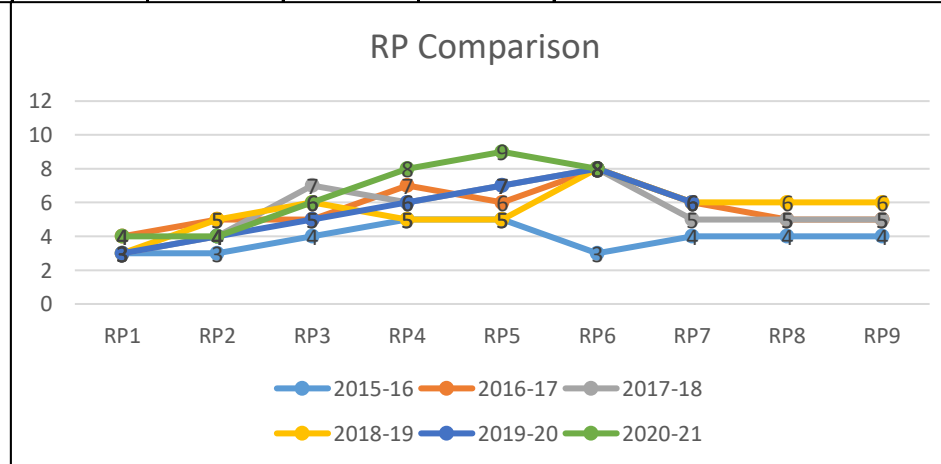
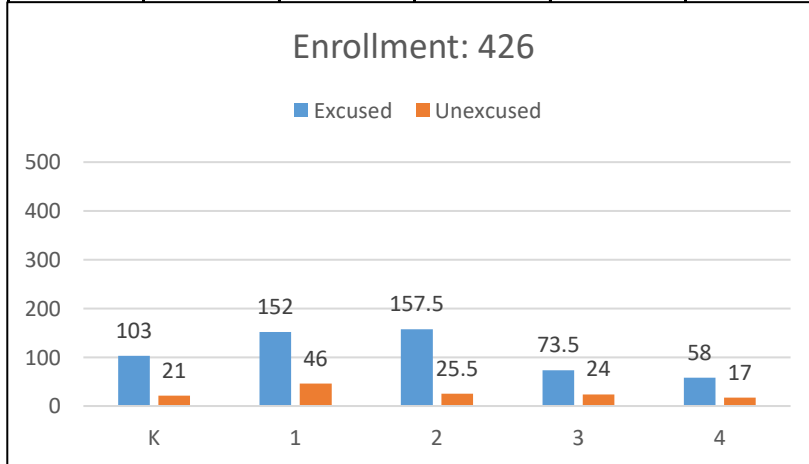
Glenwood



Goal
5.5

2015-16	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 3%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 7%	RP5: 6%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 5%
2017-18	RP1: 3%	RP2: 4%	RP3: 7%	RP4: 6%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 5%
2018-19	RP1: 3%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 6%	RP9: 6%
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%			

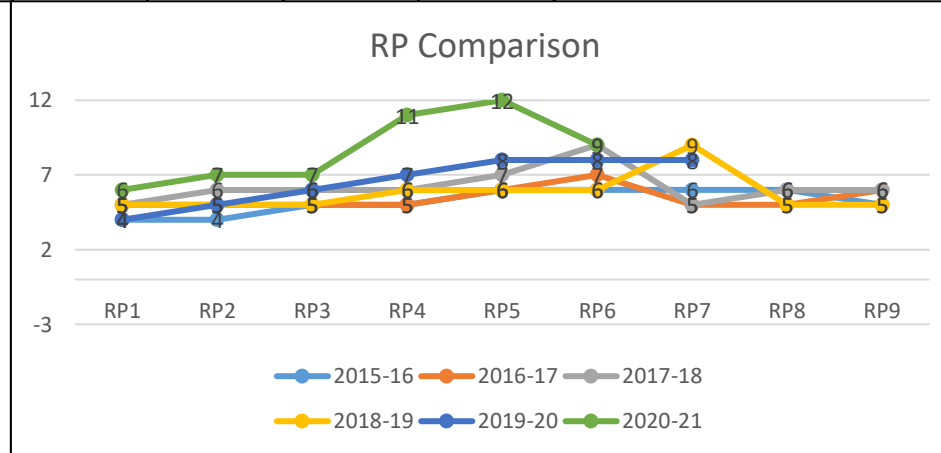
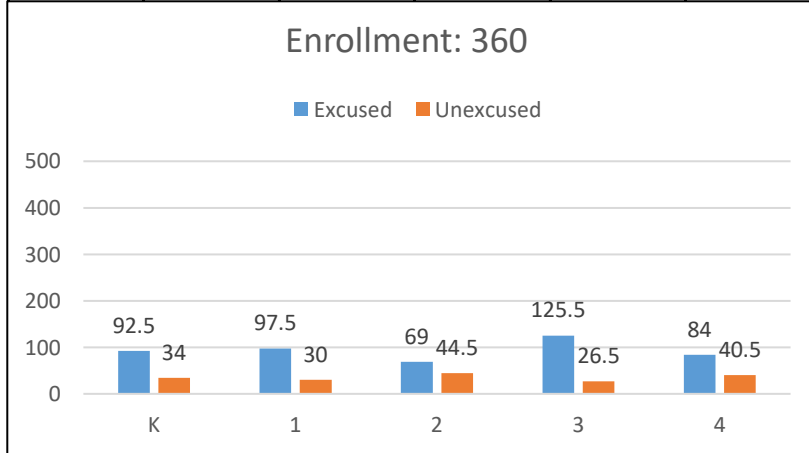
Linden



Goal
5

2015-16	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 6%	RP7: 6%	RP8: 6%	RP9: 5%
2016-17	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 7%	RP7: 5%	RP8: 5%	RP9: 6%
2017-18	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 6%	RP5: 7%	RP6: 9%	RP7: 5%	RP8: 6%	RP9: 6%
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%			

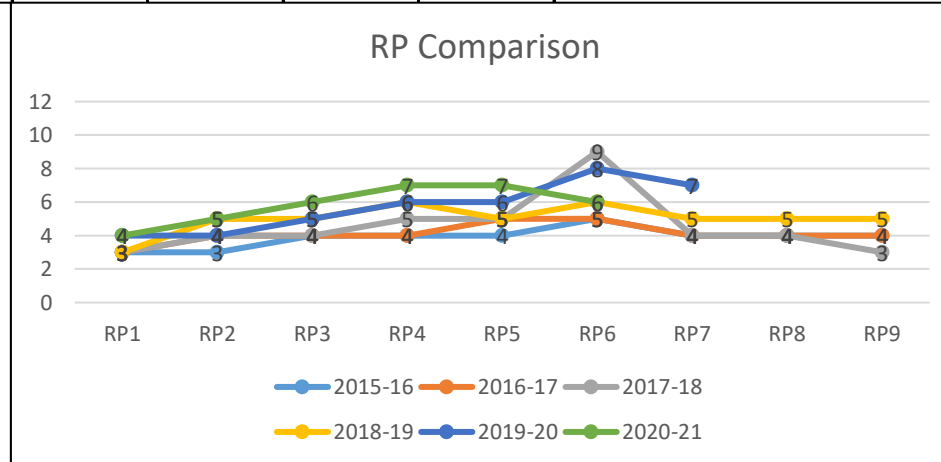
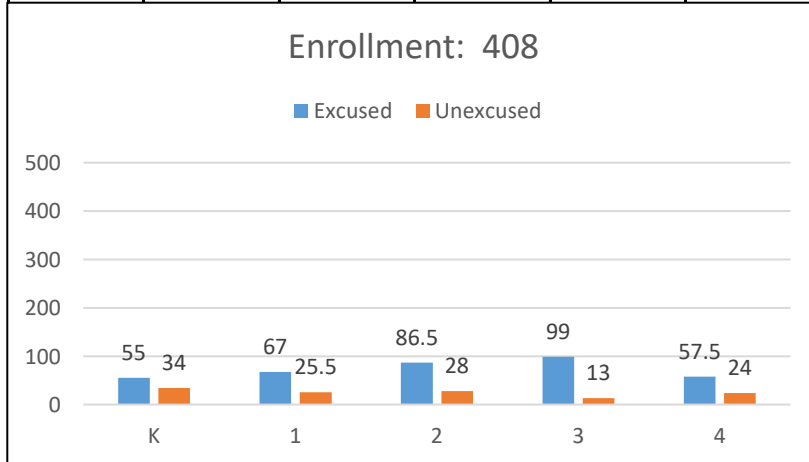
Willow Brook



Goal
6

2015-16	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 4%	RP5: 4%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 4%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2017-18	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 9%	RP7: 4%	RP8: 4%	RP9: 3%
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%			

Woodland

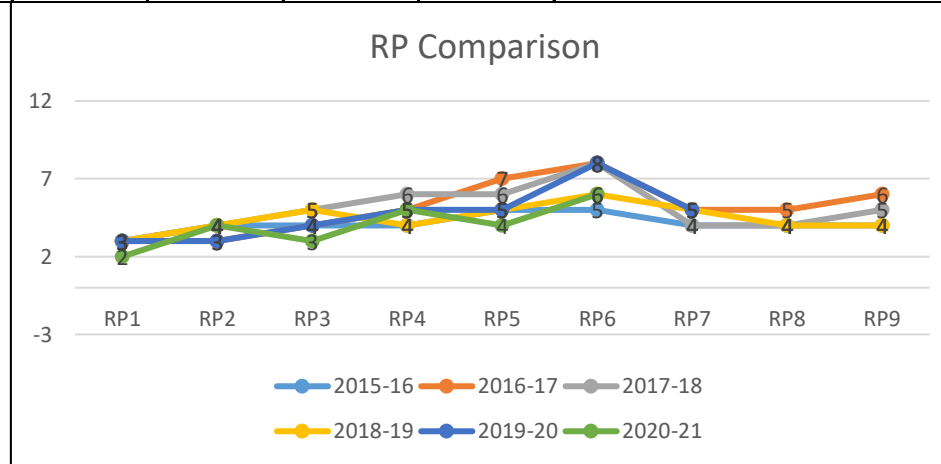
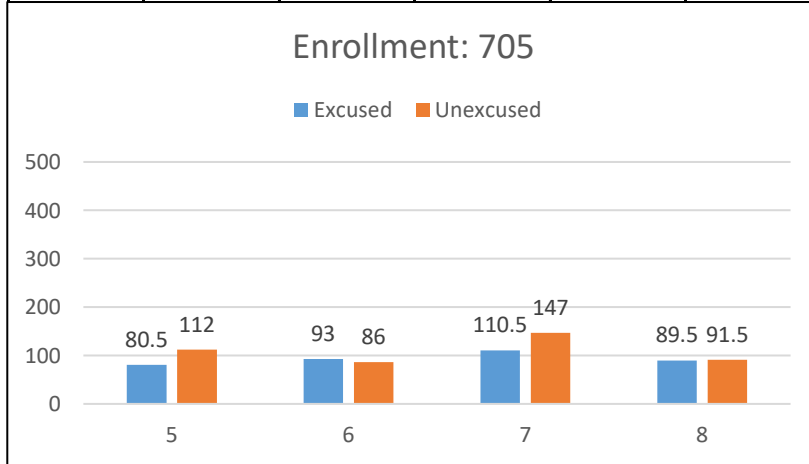


Goal
4

2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 4%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
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2016-17	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 6%
2017-18	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 8%	RP7: 4%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%			

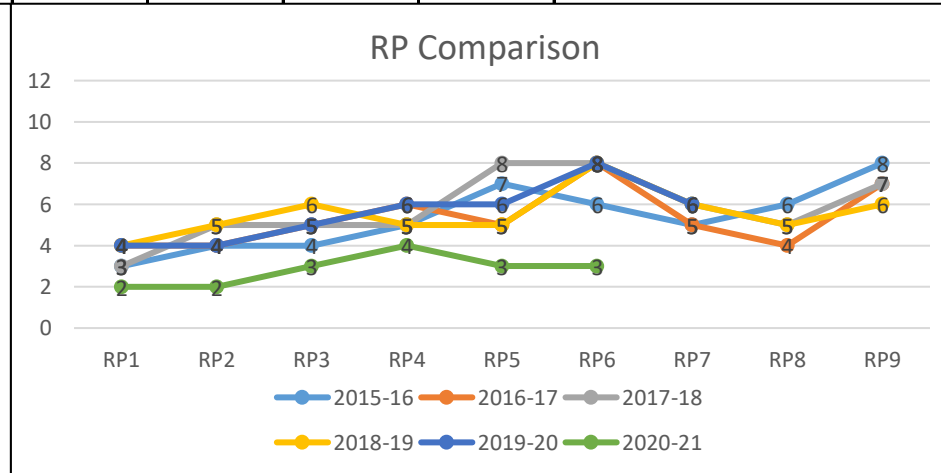
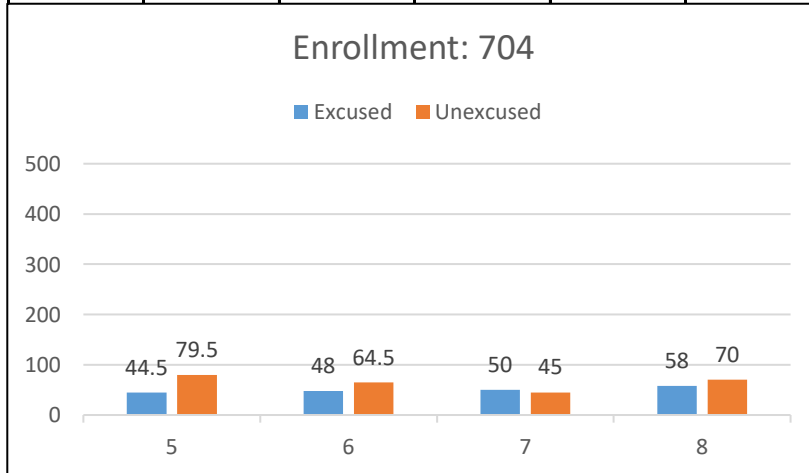
Jefferson



Goal
4.5

2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 6%	RP7: 5%	RP8: 6%	RP9: 8%
2016-17	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 8%	RP7: 5%	RP8: 4%	RP9: 7%
2017-18	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 8%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 7%
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%			

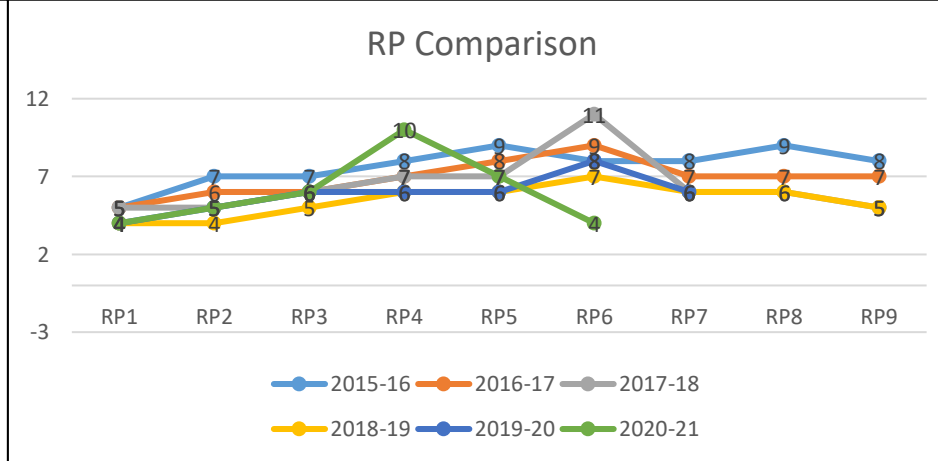
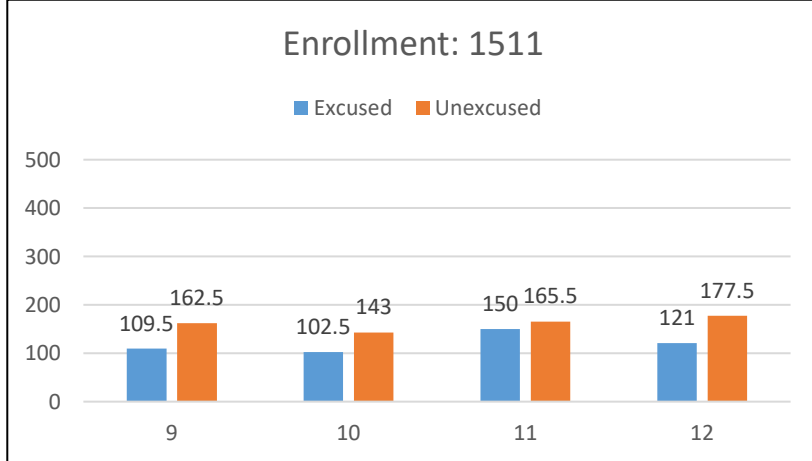
Robertsville



Goal
5

ORHS

2015-16	RP1: 5%	RP2: 7%	RP3: 7%	RP4: 8%	RP5: 9%	RP6: 8%	RP7: 8%	RP8: 9%	RP9: 8%
2016-17	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 7%	RP5: 8%	RP6: 9%	RP7: 7%	RP8: 7%	RP9: 9%
2017-18	RP1: 5%	RP2: 5%	RP3: 6%	RP4: 7%	RP5: 7%	RP6: 11%	RP7: 6%	RP8: 6%	RP9: 5%
2018-19	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.2%	RP5: 6.4%	RP6: 7.6%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 3.6%	RP2: 4.6%	RP3: 5.5%	RP4: 9.9%	RP5: 6.9%				



Goal
6

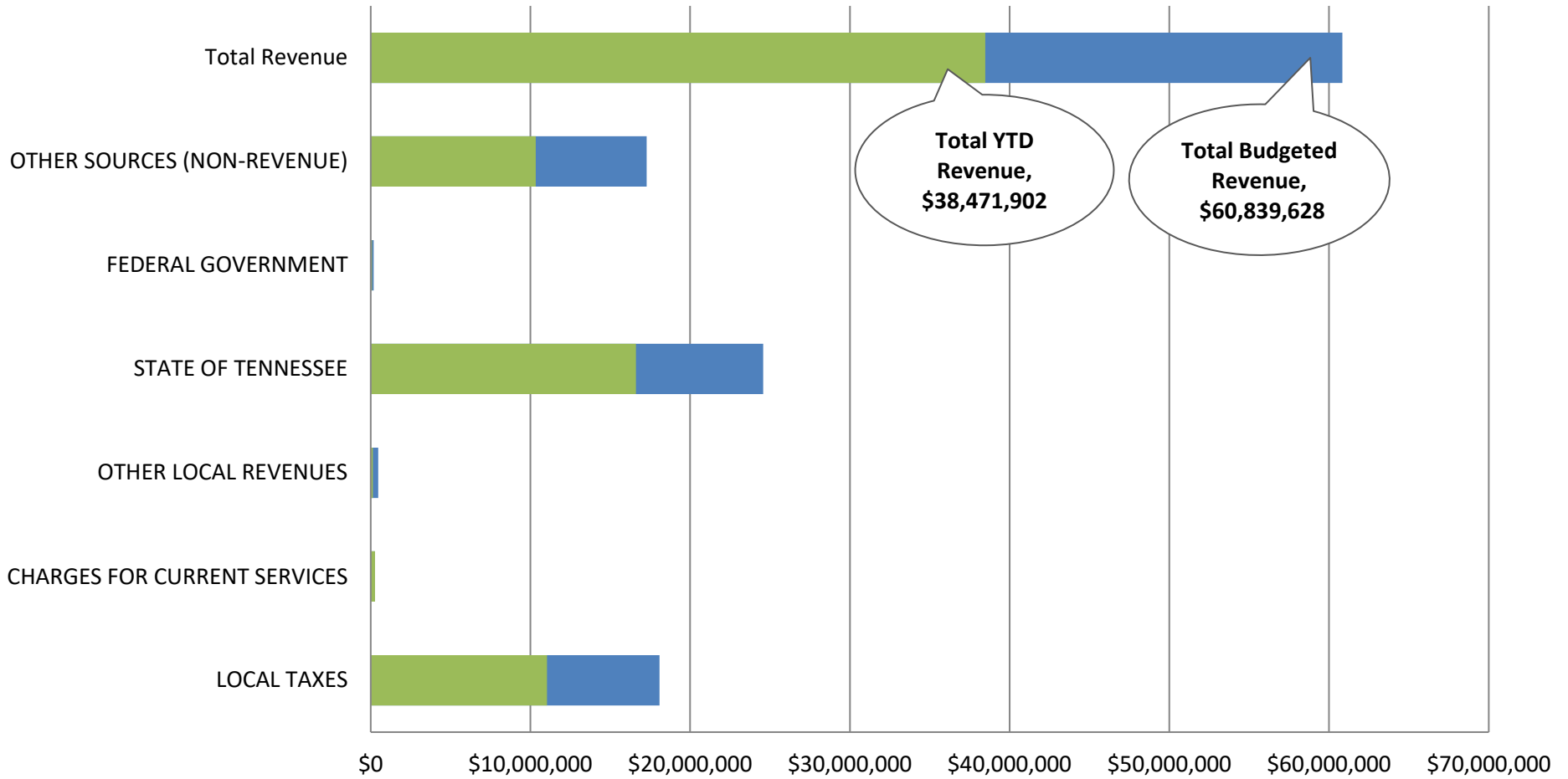
Acct	Acct	2020-21 FYTD Budget	February 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	2020-21 Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,711,350.00	1,316,888.79	6,681,226.64	57.05%	5,030,123.36		5,030,123.36
40210	Local Option Sales Tax	6,366,339.00	545,189.84	4,357,235.96	68.44%	2,009,103.04		2,009,103.04
40275	Mixed Drink Tax	125.00	14.70	189.01	151.21%	-64.01		-64.01
40280	Mineral Severance Tax	125.00		5.30	4.24%	119.70		119.70
43511	Tuition - Regular Day Students	245,000.00	8,701.72	263,022.37	107.36%	-18,022.37		-18,022.37
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	1,241.68	13,544.47	9.67%	126,455.53		126,455.53
44120	Lease/Rentals	18,000.00	140.00	345.00	1.92%	17,655.00		17,655.00
44170	Miscellaneous Refunds	2,500.00	408.00	5,147.22	205.89%	-2,647.22		-2,647.22
44530	Sale of Equipment	35,000.00		27,063.30	77.32%	7,936.70		7,936.70
44570	Contributions & Gifts	195,553.00	5,140.00	86,729.00	44.35%	108,824.00		108,824.00
44990	Other Local Revenues	75,000.00	496.00	2,624.50	3.50%	72,375.50		72,375.50
46511	Basic Education Program	23,331,000.00	2,389,100.00	16,265,300.00	69.72%	7,065,700.00		7,065,700.00
46515	Early Childhood Education	460,110.64	39,190.94	225,919.50	49.10%	234,191.14		234,191.14
46590	Other State Education Funds	75,000.00	7,148.49	44,203.77	58.94%	30,796.23		30,796.23
46610	Career Ladder Program	133,500.00		64,081.94	48.00%	69,418.06		69,418.06
46980	Other State Grants	534,154.77				534,154.77		534,154.77
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		63,300.00	115.09%	-8,300.00		-8,300.00
47640	ROTC Reimbursement	73,772.00	19,096.04	26,497.86	35.92%	47,274.14		47,274.14
49300	Capital Leases Issued	1,650,000.00				1,650,000.00		1,650,000.00
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	0.74%	124,073.98		124,073.98
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	10,329,308.64	66.67%	5,164,654.36		5,164,654.36
-----	Revenue	60,839,628.41	5,623,919.78	38,471,902.00	63.23%	22,367,726.41		22,367,726.41
=====								
71100	Regular Instruction Prgm	28,893,822.47	2,222,197.61	16,013,870.35	55.42%	12,879,952.12	10,572,507.05	2,307,445.07
71150	Alternative Instruction Prgm	821,539.00	68,679.61	477,568.19	58.13%	343,970.81	320,203.76	23,767.05
71200	Special Education Prgm	4,472,243.53	375,647.16	2,557,352.93	57.18%	1,914,890.60	1,723,487.70	191,402.90
71300	Career/Technical Education Prg	1,443,463.36	122,944.65	831,422.42	57.60%	612,040.94	585,520.16	26,520.78
71900	Contingency	2,143,689.65	-1,291.50	-1,291.50	-0.06%	2,144,981.15		2,144,981.15
72120	Health Services	603,072.00	49,934.75	370,395.43	61.42%	232,676.57	191,140.66	41,535.91
72130	Other Student Support	1,708,637.00	119,525.22	1,077,497.47	63.06%	631,139.53	516,127.82	115,011.71
72210	Regular Inst. Support	3,307,643.00	204,989.38	1,627,665.17	49.21%	1,679,977.83	1,376,493.12	303,484.71
72220	Special Education Support	833,023.00	68,314.09	518,487.64	62.24%	314,535.36	292,395.96	22,139.40
72230	Career & Technical Prg Support	116,455.00	7,958.87	76,572.59	65.75%	39,882.41	38,311.83	1,570.58

Acct	Acct	2020-21 FYTD Budget	February 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
72250	Technology Services	2,559,100.31	177,362.80	1,663,638.15	65.01%	895,462.16	698,439.80	197,022.36
72290	Communications	118,835.88	7,958.75	75,795.18	63.78%	43,040.70	31,986.58	11,054.12
72310	Board of Education	1,109,590.69	38,195.29	743,334.68	66.99%	366,256.01		366,256.01
72320	Director of Schools	356,921.00	28,024.86	233,949.04	65.55%	122,971.96	111,597.08	11,374.88
72410	Office of the Principal	3,865,698.53	323,750.36	2,491,296.26	64.45%	1,374,402.27	1,317,343.91	57,058.36
72510	Fiscal Services	852,180.00	66,588.42	558,814.61	65.57%	293,365.39	246,573.58	46,791.81
72520	Human Resources/ Personnel	414,448.00	29,463.64	280,244.88	67.62%	134,203.12	117,697.79	16,505.33
72610	Operation of Plant	4,450,309.91	337,204.77	2,748,212.62	61.75%	1,702,097.29	774,331.68	927,765.61
72620	Maintenance of Plant	1,681,534.99	134,177.00	1,108,241.28	65.91%	573,293.71	468,373.62	104,920.09
72710	Transportation	1,562,142.00	136,458.06	864,111.86	55.32%	698,030.14		698,030.14
73400	Early Childhood Education	460,110.64	43,994.92	269,914.42	58.66%	190,196.22	188,139.86	2,056.36
73401	Pre-K General Fund	676,871.45	57,971.33	420,230.13	62.08%	256,641.32	185,413.91	71,227.41
76100	Regular Capital Outlay	577,205.00	12,913.00	86,261.93	14.94%	490,943.07	141,030.47	349,912.60
99100	Transfers Out	83,179.00				83,179.00		83,179.00
-----	Expense	63,111,715.41	4,632,963.04	35,093,585.73	55.61%	28,018,129.68	19,897,116.34	8,121,013.34
-----	General Purpose School Fund	-2,272,087.00	990,956.74	3,378,316.27	59.35%	-5,650,403.27	-19,897,116.34	14,246,713.07
Grand Revenue Totals		60,839,628.41	5,623,919.78	38,471,902.00	63.23%	22,367,726.41		22,367,726.41
Grand Expense Totals		63,111,715.41	4,632,963.04	35,093,585.73	55.61%	28,018,129.68	19,897,116.34	8,121,013.34
Grand Totals		2,272,087.00	990,956.74	3,378,316.27	-148.69%	5,650,403.27	19,897,116.34	14,246,713.07
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1231

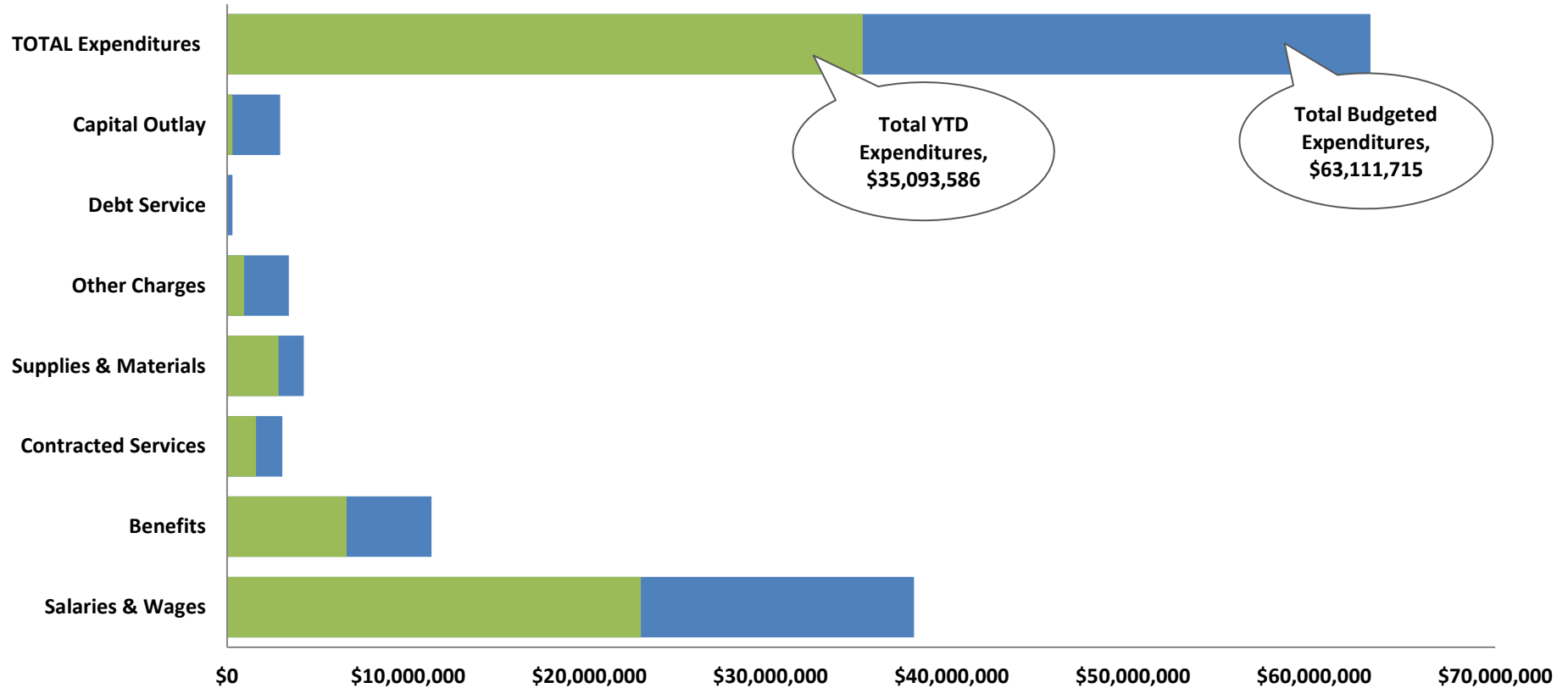
***** End of report *****

General Fund Revenue Budget to Actual Summary - February, 2021



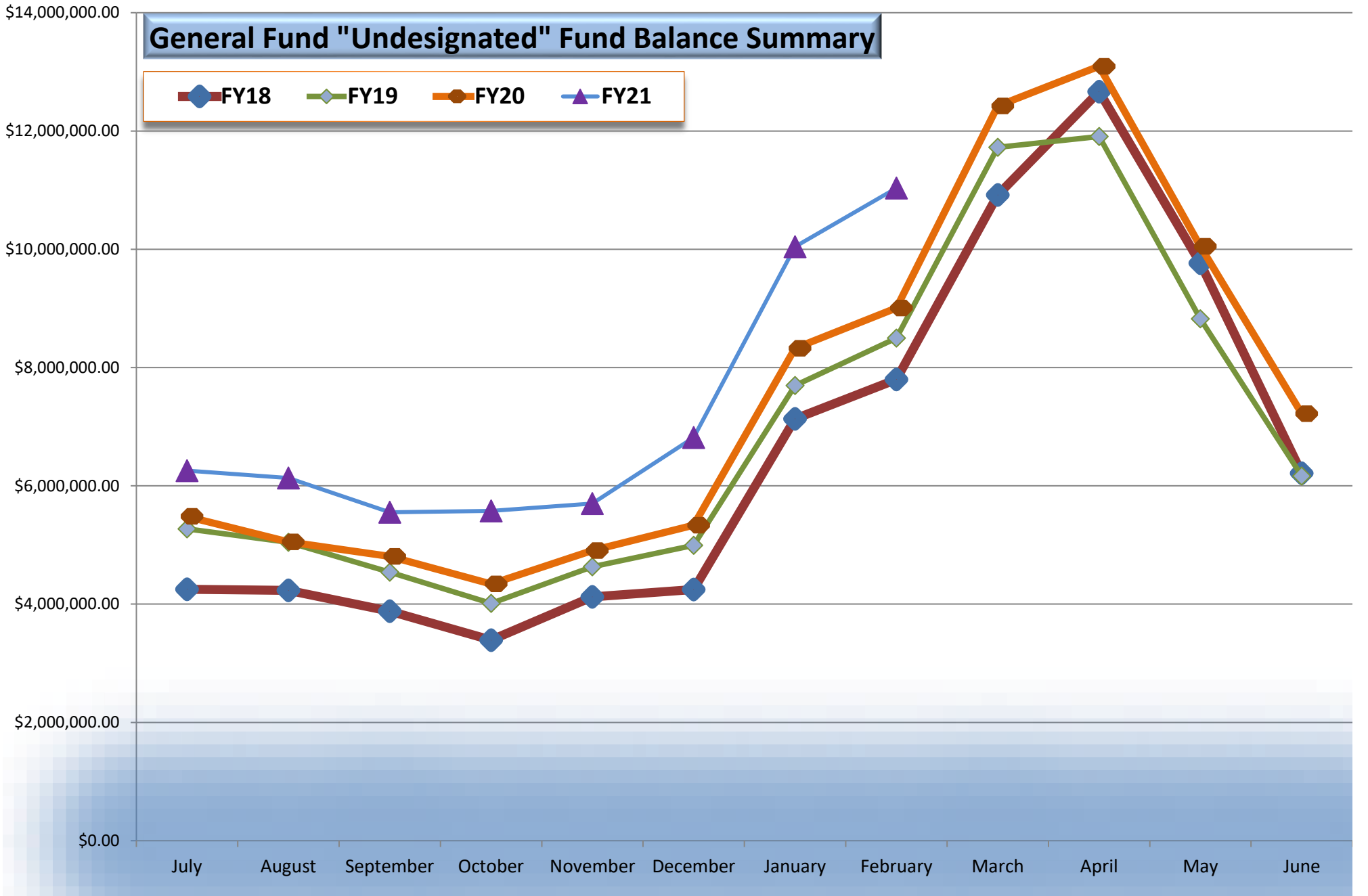
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	61.06%	100.47%	29.06%	67.57%	50.23%	59.83%	63.23%
■ Year-To-Date	11,038,656.91	263,242.37	135,453.49	16,608,755.71	89,797.86	10,335,995.66	\$38,471,902
■ FYTD Budget	18,077,939.00	262,000.00	466,053.00	24,578,954.41	178,772.00	17,275,910.00	\$60,839,628

General Fund Expenditure Budget to Actual Summary by Object February, 2021



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
FYTD %	59.82%	58.18%	52.51%	66.85%	35.12%	0	10.11%	55.61%
FYTD Activity	22,843,615.18	6,590,663.37	1,593,916.12	2,832,607.87	935,632.10	0	297,151.09	\$35,093,586
FYTD Revised Bdg	37,922,583.11	11,283,918.61	3,051,446.29	4,231,084.27	3,405,806.95	287,205.00	2,929,671.18	\$63,111,715

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2020-21 FYTD Budget	February 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	124,801.54	9,122.45	83,109.10	66.59%	41,692.44		41,692.44
47139	Other Vocational	150,000.00	13,990.00	146,917.93	97.95%	3,082.07		3,082.07
47141	Title I	1,013,484.09	72,867.36	500,995.52	49.43%	512,488.57		512,488.57
47143	Special Education Grants	1,166,454.62	85,493.89	520,684.03	44.64%	645,770.59		645,770.59
47145	Special Ed Pre-School Grants	44,904.87	2,544.02	15,261.00	33.99%	29,643.87		29,643.87
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	10,092.20	63,522.58	38.23%	102,626.40		102,626.40
47189	Title II	168,560.54	4,828.34	74,029.60	43.92%	94,530.94		94,530.94
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	100.00%			
47304	Remote Technology Grant	90,940.35		90,940.35	100.00%			
47305	Internet Connectivity Grant	45,000.00		41,084.83	91.30%	3,915.17		3,915.17
47590	Other Federal Through State	3,205,437.91	3,025.50	20,669.79	0.64%	3,184,768.12		3,184,768.12
47990	Other Direct Fedral Revenue	1,058,373.94	74,186.40	473,624.49	44.75%	584,749.45		584,749.45
-----	Revenue	8,118,710.66	276,150.16	2,677,881.16	32.98%	5,440,829.50		5,440,829.50
E	Expense							
71100	Regular Instruction Prgm	2,728,138.11	59,173.66	1,153,322.56	42.28%	1,574,815.55	266,463.98	1,308,351.57
71200	Special Education Prgm	904,953.46	61,290.87	455,758.98	50.36%	449,194.48	277,383.76	171,810.72
71300	Career/Technical Education Prg	268,681.54	5,645.50	232,392.94	86.49%	36,288.60	30,192.27	6,096.33
72120	Health Services	16,946.00	1,311.23	9,163.62	54.08%	7,782.38	5,244.90	2,537.48
72130	Other Student Support	662,593.74	4,636.52	43,824.56	6.61%	618,769.18	18,668.49	600,100.69
72210	Regular Inst. Support	411,494.84	21,074.52	223,989.04	54.43%	187,505.80	82,011.77	105,494.03
72220	Special Education Support	252,827.48	25,658.81	173,404.26	68.59%	79,423.22	106,129.54	-26,706.32
72250	Technology Services	9,990.24		202.98	2.03%	9,787.26		9,787.26
72610	Operation of Plant	20,533.00		3,915.44	19.07%	16,617.56	8.99	16,608.57
73300	Community Services	1,207,500.42	85,631.66	631,044.22	52.26%	576,456.20	339,317.45	237,138.75
76100	Regular Capital Outlay	1,500,000.00				1,500,000.00		1,500,000.00
99100	Transfers Out	135,051.83		926.02	0.69%	134,125.81		134,125.81
-----	Expense	8,118,710.66	264,422.77	2,927,944.62	36.06%	5,190,766.04	1,125,421.15	4,065,344.89
-----	School Federal Projects		11,727.39	-250,063.46	34.52%	250,063.46	-1,125,421.15	1,375,484.61

Acct	Acct	2020-21 FYTD Budget	February 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	19.55	339.50	8.49%	3,660.50		3,660.50
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	2,259.55	9,460.65	2.85%	322,879.35		322,879.35
43990	Other Charges for Food Service	10,000.00	9,524.08	23,607.13	236.07%	-13,607.13		-13,607.13
44110	Interest Earned	3,800.00	125.68	994.49	26.17%	2,805.51		2,805.51
46520	School Food Service	17,069.00	20,560.37	20,560.37	120.45%	-3,491.37		-3,491.37
47111	USDA School Lunch Program	1,030,734.00	188,042.40	556,445.30	53.99%	474,288.70		474,288.70
47112	USDA Commodities	138,470.00				138,470.00		138,470.00
47113	Breakfast	360,119.00	81,409.72	259,960.98	72.19%	100,158.02		100,158.02
47114	USDA - Other	166,195.00	21,531.41	134,042.60	80.65%	32,152.40		32,152.40
-----	Revenue	2,328,891.00	323,472.76	1,018,301.57	43.72%	1,310,589.43		1,310,589.43
E	Expense							
73100	Food Service	2,508,891.00	125,789.40	806,546.87	32.15%	1,702,344.13	44,300.71	1,658,043.42
-----	Expense	2,508,891.00	125,789.40	806,546.87	32.15%	1,702,344.13	44,300.71	1,658,043.42
-----	Central Cafeteria	-180,000.00	197,683.36	211,754.70	37.72%	-391,754.70	-44,300.71	-347,453.99
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Acct	Acct	2020-21 FYTD Budget	February 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	5,500.00	40,385.00	122.64%	-7,456.00		-7,456.00
46590	Other State Education Funds	123,041.38	43.33	106,840.01	86.83%	16,201.37		16,201.37
49800	Transfers In	83,179.00				83,179.00		83,179.00
-----	Revenue	239,149.38	5,543.33	147,225.01	61.56%	91,924.37		91,924.37
E	Expense							
72130	Other Student Support	112,790.65	8,333.30	62,754.83	55.64%	50,035.82	36,795.23	13,240.59
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	8,000.00	2,038.55
73300	Community Services	32,929.00	2,186.55	27,648.56	83.96%	5,280.44	500.00	4,780.44
-----	Expense	239,149.38	10,519.85	171,294.57	71.63%	67,854.81	45,295.23	22,559.58
-----	Other Education Funds		-4,976.52	-24,069.56	66.59%	24,069.56	-45,295.23	69,364.79
			=====	=====	=====	=====	=====	=====
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	456,651.00	43,443.00	213,492.60	46.75%	243,158.40		243,158.40
-----	Revenue	456,651.00	43,443.00	213,492.60	46.75%	243,158.40		243,158.40
E	Expense							
73300	Community Services	446,651.00	32,016.81	191,070.89	42.78%	255,580.11	81,062.41	174,517.70
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	456,651.00	32,016.81	191,070.89	41.84%	265,580.11	81,062.41	184,517.70

Acct	Acct	2020-21 FYTD Budget	February 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							
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-----	Extended School Program		11,426.19	22,421.71	44.30%	-22,421.71	-81,062.41	58,640.70
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Grand Revenue Totals	11,143,402.04	648,609.25	4,056,900.34	36.41%	7,086,501.70		7,086,501.70
Grand Expense Totals	11,323,402.04	432,748.83	4,096,856.95	36.18%	7,226,545.09	1,296,079.50	5,930,465.59
Grand Totals	180,000.00	215,860.42	39,956.61	22.20%	140,043.39	1,296,079.50	1,156,036.11
	Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 436

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

Combined Fund Balance and YTD Operating Statement Summary

February, 2021

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 2/28/21	38,471,902.00	2,677,881.16	1,018,301.57	147,225.01	213,492.60
Less YTD Expenditures per books 2/28/21	(35,093,585.73)	(2,927,944.62)	(806,546.87)	(171,294.57)	(191,070.89)
Revenues Over (Under) Expenditures as of 2/28/21	3,378,316.27	(250,063.46)	211,754.70	(24,069.56)	22,421.71
Ending Fund Balance per books as of 2/28/21	13,400,409.52	(250,063.46)	\$1,165,123.49	(16,285.73)	98,379.07

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue		\$ -	\$ 37,714.01		
Inventory					
Restricted for Career Ladder Program	-5,078.96				
Restricted for Operation of Non-Instructional Services			947,409.48		98,379.07
Committed for Other Purposes (Vehicles- ERR Fund)	283,570.52				
Assigned for Instruction- Coordinated School Health	2,673.96				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	769.56				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				20,520.27	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY21 Budget	2,072,087.00	0.00	180,000.00		
Unassigned Fund Balance 2/28/21	\$ 11,034,107.49	-250,063.46		-36,806.00	
Total Fund Balance 2/28/21	13,400,409.52	\$ (250,063.46)	\$ 1,165,123.49	(\$16,285.73)	\$ 98,379.07