

Regular Board of Education Meeting

August 2, 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

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 6-21-21

B. Oak Ridge Schools Personnel Advisory Board

VII. Items for Action

A. Board Policy 1.8011 Emergency Closings - First and Second Reading

B. Board Policy 2.806 Bids and Quotations - First and Second Reading

C. Board Policy 3.211 New Project Planning - First and Second Reading

D. Board Policy 4.301 Interscholastic Athletics - First and Second Reading

E. Board Policy 4.700 Testing - First Reading

F. Board Policy 5.106 Application and Employment - First and Second Reading

G. Board Policy 5.117 Teacher Tenure - First and Second Reading

H. Board Policy 5.200 Separation Practices for Tenured Teachers - First and Second Reading

I. Board Policy 5.201 Separation Practices for Non-Tenured Teachers - First and Second Reading

J. Board Policy 5.802 Qualifications and Duties of the Director of Schools - First and Second Reading

K. Board Policy 6.200 Attendance - First and Second Reading

L. Board Policy 6.202 Home Schools - First and Second Reading

M. Board Policy 6.319 Alternative Education - First and Second Reading

N. Home Depot Blanket Purchase Order

O. JMS Field Trip to Williamsburg

P. FY22 Audit Firm Engagement

Q. FY22 Governor's Civics Seal Grant

R. Addition of Temporary IT Labor Position

S. Addition of a 1.0 Teaching Position at Linden Elementary

T. FY22 Family Resource Center Grant

VIII. Items for Information

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment

Oak Ridge Board of Education

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| Monitoring: Review: Annually, in September | Descriptor Term: Emergency Closings | Descriptor Code: 1.8011 | Issued Date: 04/16/20 |
| | | Rescinds: I-50 | Issued: <u>04/16/20</u> <u>04/28/14</u> |

1 *General*

2 The Board authorizes the Superintendent to close schools in the event of hazardous weather, a public
3 health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members or school property.¹

5 As soon as the decision to close schools is made, the Superintendent/designee will notify the public
6 media and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the
8 Superintendent/designee in consultation with the principal(s) of the impacted school(s) shall determine
9 if all scheduled activities in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Superintendent/designee is authorized to continue to pay employees who are not able to
13 physically report for duty as a result. These employees shall receive their regular wages. Such payments
14 shall not exceed the number of days budgeted for each employee.

15 **ESSENTIAL EMPLOYEES**

16 ~~During such emergencies, the Superintendent/designee may designate certain employees as essential.~~
17 ~~Such employees shall work as directed by the Superintendent/designee, whether that is by physical~~
18 ~~appearance at work or teleworking under Policy 5.1151. Essential employees must use leave to be~~
19 ~~excused from work absent special permission as determined by the Superintendent/designee.~~

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-
31(1)(a)(1)(i); TCA 58-2-101; Public Acts of 2021,
Chapter No. 96

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

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Legal References

~~1.2. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-02(1)(b)~~

Cross References

~~Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151~~

Oak Ridge Board of Education

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|---|--|----------------------------------|----------------------------|
| Monitoring: <u>Review: Annually, in January</u> <u>Review: Annually, in September</u> | Descriptor Term: Bids and Quotations | Descriptor Code: 2.806 | Issued Date: |
| | | Rescinds: | Issued: <u>08/11/14</u> |

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
2 thousand dollars (\$25,000), including those of individual schools, shall be based on ~~formal sealed~~
3 competitive bids.¹ These bids shall be solicited by advertisement in a newspaper of general circulation
4 within the school ~~system~~ district. However, said newspaper advertisement may be waived by the
5 purchasing agent in an emergency.² The purchasing specialist shall advertise for bids and receive
6 quotations.⁴ Sealed bids shall be obtained from at least three bidders, whenever feasible, and shall be
7 opened in public. Recommended bids shall be submitted to and approved by the Board of Education.

8 All purchases between \$2,500 and \$25,000, including those of individual schools, may be made in the
9 open market without newspaper notice, but shall, whenever possible, be based on at least three (3)
10 competitive bids through direct mail request to prospective bidders, telephone, facsimile machine,
11 email, or online.²

12 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
13 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by
14 reasons relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time
15 for the opening of bids. Any bid received after the time and date specified shall not be considered.

16 The bidder to whom the award is made may be required to enter into a written contract.

17 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
18 or other purchasing procedures is strictly prohibited.

19 EXEMPTIONS FROM COMPETITIVE BIDDING

20 ~~All purchases between \$2,500 and \$24,999, including those of individual schools, may be made in the~~
21 ~~open market without newspaper notice, but shall, whenever possible, be based on at least three (3)~~
22 ~~competitive bids through direct mail request to prospective bidders, telephone, facsimile machine,~~
23 ~~email, or online.~~

24 Contracts for legal services, educational consultants, and similar services by professional persons or
25 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
26 basis of recognized competence and integrity.^{2,34}

27 Insurance purchased through a plan authorized and approved by an organization of governmental
28 entities representing cities and counties shall also be exempted.⁵

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Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2021, Chapter No. 310
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)
3. TCA 49-2-203(a)(3)(C)
4. TCA 12-3-1209; TCA 12-4-107
5. TCA 29-20-407

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

Legal References

1. ~~TCA 49-2-203(a)(3)(A)(B); TCA 49-2-206(b)(2)~~
2. ~~TCA 12-4-106~~
3. ~~TCA 29-20-407~~

Oak Ridge Board of Education

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|--|---|----------------------------------|---|
| Monitoring: Review: Annually, in October | Descriptor Term: New Project Planning | Descriptor Code: 3.211 | Issued Date: |
| | | Rescinds: 3.211 | Issued: 11/24/14 04/26/04 |

1 SELECTION OF ARCHITECT ¹

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or maintenance
3 as required by law. The Board shall execute a contract with such architect for each project.

4 SELECTION OF ENGINEER ¹

5 Following the execution of a contract for architectural services, the architect or architectural firm shall select a
6 registered engineer for each project.

7 SITE SELECTION

8 The Board shall have sole discretion with choosing sites for construction.² -When determining where to begin
9 new projects, the Board shall consider the current and future populations of the area, transportation routes, and
10 accessibility to utilities. Land acquired shall not be less than eighty percent (80%) usable.

11 BUILDING ACCESSIBILITY³

12 The construction, remodeling, renovation, expansion, or modification of a school building shall comply with
13 state and federal requirements regarding building accessibility.

14 EQUIPMENT AND FURNITURE SELECTION

15 A special committee shall be appointed in order to select equipment and furniture needs. The purchase of such
16 items shall be conducted utilizing the process outlined in *Board Policy 2.806*.

17 ~~CHILDREN WITH DISABILITIES~~³

18 ~~Prior to the construction, remodeling, renovation, expansion or modification of a school building for use by~~
19 ~~children with disabilities, plans and specifications shall be submitted for review to the Commissioner of the~~
20 ~~Department of Education. Such plans and specifications shall meet federal requirements.~~

21 FINANCIAL METHODS

1. Bond indebtedness/limitations as established by the City Council.

2. ~~Issurance~~Issuance of Bonds

- 22
- a. By county financial advisory when approved by initial resolution and bond resolution.
 - b. Length of term as established by City Council.
 - c. Sale of bonds as advised by financial consultant

- 3. Temporary investment shall be determined by the Superintendent of schools, chairman of board and city manager.
- 4. Short-term borrowing shall be provided by the City Council with the City manager acting as borrower.

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TAX LEVIES

As determined by the City Council

DETERMINATION OF COST

- 1. Preliminary estimates.
- 2. Periodic computations during construction.
- 3. Final computation upon construction completion.

PAYMENT TO CONTRACTOR

- 1. Periodic, as recommended to the Board by the architect
- 2. Adjustments and corrections, as recommended to the Board by the architect
- 3. Final.
 - a. After completion of punch list
 - b. Copies of working drawings given to board members
 - c. Copies of hardware schedule given to board members.

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FUNDING

- 1. Board will determine need.
- 2. Board will appear before Finance Committee of City Council to discuss the need.
- 3. After the need is substantiated by the manager of finance, the Board shall proceed by selecting an architect to plan the particular project and have bids opened as to the cost.
- 4. Following the opening of bids, the Board will then request this sum of money from the Council.
- 5. Contracts for the construction or renovation of school facilities shall be developed in strict accordance with both local and state codes and shall be approved by the Board of Education. All construction contracts shall incorporate appropriate material and labor bond requirements, liability insurance requirements, and assurance of compliance with federal and state personal safety regulations.

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Legal References

- ~~1. TCA 62-2-107~~
- ~~2. TCA 49-2-203(a)(3); Rutherford County Board of~~

Education v. Rutherford County Commission, 2000
Tenn. App. LEXIS 703
3-1. TRR/MS 0520-01-04-.01(4)

Legal References

2. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
3. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission, 2000*
Tenn. App. LEXIS 703
4. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Oak Ridge Board of Education

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|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in November | Descriptor Term: Interscholastic Athletics | Descriptor Code: 4.301 | Issued Date: 08/28/17 |
| | | Rescinds: 4.301 | Issued: 08/28/17 03/30/06 |

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
4 shall only be allowed to participate in athletic activities or events that align with the student's sex
5 indicated on his/her original birth certificate.² The Superintendent of Schools/designee shall require the
6 parent/guardian to provide the student's original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
9 the student's sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
12 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/
13 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
14 approved by the building level administration.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of athletics.²³ The Superintendent/designee shall develop a code of conduct for all coaches to follow in
17 order to ensure the health and safety of athletes.⁴

INSURANCE & PHYSICAL EXAMINATIONS

19 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
20 provide proof of independently secured catastrophic coverage and liability coverage, with the school
21 system as a named insured, of not less than the limits set forth in ~~TCA § 29-20-403~~state law.⁵ It shall be
22 the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all
23 students participating in interscholastic athletics.

24 Prior to participation in interscholastic athletics, every student must complete an annual physical
25 examination.³⁶ The parents/guardians of each student shall be responsible for covering the cost of the
26 examination, and these records shall be on file in the principal's office. ~~It shall be the responsibility of~~
27 ~~the parent(s) or guardian to provide health and hospitalization insurance for all students participating in~~
28 ~~interscholastic athletics.~~

SCHEDULING CONFLICTS

29 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
30 group of students for the purpose of attending the practice of any interscholastic sport during the school
31

1 day without written permission from the Superintendent or designee.⁷ This does not prevent the inclusion
2 of regular physical training lessons in the daily school program.⁴

3 Students shall not be required to attend a school athletic event, or event related to participation on a
4 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
5 holiday. The student’s parent or legal guardian shall notify the coach in writing three (3) full school
6 days prior to the event.⁵⁸

7 **SEVERE WEATHER⁴**

8 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
9 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
10 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
11 discussed with all players, coaches, and officials, if applicable.

12 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
13 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
14 receive training on activity modifications based on environmental conditions.

15 **PROHIBITION AGAINST HAZING**

16 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
17 tolerate hazing activities.⁶⁹

Legal References

- 1. ~~34 CFR § 106.41~~
- 2. ~~TRR/MS 0520-01-02-.08(1)~~
- 3. ~~TRR/MS 0520-01-03-.08(2)(b)~~
- 4. ~~TCA 49-6-1002~~
- 5. ~~Public Acts of 2017, Chapter No. 260~~
- 6. ~~TCA 49-2-120~~

Cross References

- ~~Attendance 6.200~~
- ~~Student Insurance Program 3.601~~

Legal References

Cross References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [Public Acts of 2021, Chapter No. 40](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [Public Acts of 2021, Chapter No. 272](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)

- [Special Use of School Vehicles 3.402](#)
- [Student Insurance Program 3.601](#)
- [Extracurricular Activities 4.300](#)
- [Attendance 6.200](#)

Oak Ridge Board of Education

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|---|---|----------------------------------|---|
| Monitoring: Review: Annually, in November | Descriptor Term: Testing Programs | Descriptor Code: 4.700 | Issued Date: 03/29/21 |
| | | Rescinds: | Issued: 03/29/21 09/23/19 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;

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

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

8

9 **WEIGHTING TCAP SCORES**

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

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

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

14 ~~b) 2021-2022 school year—15%~~

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

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

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

21 ~~b) 2021-2022 school year—15%~~

22 ~~TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:~~

23 ~~1) Grades 3-5 – 15%~~

24 ~~2) Grades 6-8 – 15%~~

25 ~~3) Grades 9-12 – 15%~~

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

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

1 INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶

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

4 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
5 school plan of study. Upon receiving the results from these assessments, the school shall provide students
6 with information on any available career and technical education opportunities in which the student is
7 eligible to participate in.

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9 TESTING INFORMATION AND PARENTAL CONSENT

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

13 Results of all group tests shall be recorded on the students' permanent records and shall be made
14 available to appropriate personnel in accordance with established proceduresboard policies.⁷

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

18

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

27 Testing information shall also be placed in student handbooks or other school publications that are
28 provided to parents/guardians on an annual basis.

Legal References

1. TCA 49-10-108

Cross-References

Student Surveys, Analyses, and Evaluations 6.4001

- ~~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~~
- ~~8.1. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103~~

~~Student Records 6.600~~

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
7. TCA 10-7-504(a)(4)(A)
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: Application and Employment | Descriptor Code: 5.106 | Issued Date: 08/27/18 08/27/18 |
| | | Rescinds: 5.106 | Issued: 08/27/18 09/28/15 01/26/15 12/01/09 |

1 **APPLICATION**

2 An individual desiring a position with the Oak Ridge Schools shall make application to the system on
3 forms developed by the district. To ensure the safety and welfare of students and staff, the district shall
4 require criminal history background checks and fingerprinting of applicants for teaching positions and
5 any other positions that require proximity to children.¹ If applying for a teaching position, the District
6 shall also check the applicant’s license status in the State Board of Education’s database to determine if
7 there is a hold on that applicant’s license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the district.⁴

12 *Professional Employees*

13 The application must include degrees and credits earned at the colleges or universities attended along
14 with references from persons such as previous employers, college professors, and supervisors of student
15 teachers. Other information shall include whether such applicant has been dismissed for cause from a
16 school system.⁵ If previously employed by a local board of education, the applicant shall provide
17 evidence of acceptable resignation.

18 No person shall be employed:

- 19 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
20 of Education;⁶
- 21 2. Who has been identified by the Department of Children’s Services as a perpetrator of child
22 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
23 threat to the health, safety, or welfare of children;⁷
- 24 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
25 of Health;⁷
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any
27 contagious or communicable disease in such form that might endanger the health of school
28 children;⁸
- 29 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
30 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰
- 4

5 *Support Employees*

6 No person shall be employed:

- 7 1. Who has any contagious or communicable disease in such form that might endanger the health
- 8 of the children;⁸
- 9 2. Who has been identified by the Department of Children's Services as a perpetrator of child
- 10 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
- 11 threat to the health, safety, or welfare of children;⁷
- 12 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 13 of Health;⁷
- 14 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 15 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 16 employment for cause; or
- 17 6. Who does not receive a satisfactory background check.¹⁰

18 *Administrative Positions Requiring Oak Ridge Residency*

19 Because of the need for persons in administrative positions who have direct contact with students to be
20 thoroughly familiar with the community and to be available beyond the regular day, the following
21 administrative positions will require residency within the City of Oak Ridge:

- 22 ▪ Superintendent
- 23 ▪ Executive Director of School Leadership
- 24 ▪ Director of Pupil Services
- 25 ▪ Executive Director of Teaching and Learning
- 26 ▪ Principals
- 27 ▪ Assistant Principals

28 Any present employee who requests and receives a transfer to a full-time administrative position shall
29 be subject to this policy. The Superintendent may give a person hired under this policy up to one year
30 from the effective date of his/her contract to move into the city. Any further extension of the residency
31 requirement may be recommended by the superintendent to the Board of Education for approval. The
32 residency requirement will be included in all vacancy advertisements of required administrative
33 positions and included in the individual's employment contract.

34 All persons hired under this policy will be subject to adhere to all tuition regulations/policies.
35 Specifically, hired employees under this policy may register their children in Oak Ridge City Schools
36 with tuition waived with proof of housing contract. Tuition will be waived for a 60-day period from the
37 effective date of the employment contract in accordance with Board Policy.

38 **EMPLOYMENT**

1 *Licensed Employees*

2 After checking references and receiving written recommendations, the superintendent may hire and
3 assign qualified applicants.

4 *Initial Employment*

5 Upon initial employment, the superintendent shall notify such person, in writing, of the offer and
6 conditions of employment. Upon receipt of employment notification, such person shall ~~have fourteen~~
7 ~~(14) days to accept or reject, in writing, the offered employment.~~[†] respond within the timeline established
8 by state law.¹² From the date of the written acceptance, such person is considered to be under
9 employment with the ~~Board~~district and is subject to all rights, privileges and duties.

10 *Support Employees*

11 After checking references and receiving written recommendations from principals and/or supervisors,
12 the superintendent may hire and assign qualified applicants.

†. —

Legal References

1. ~~TCA 49-5-406~~
2. ~~State Board of Education Policy 5.501~~
3. ~~TCA 49-5-406 (a)(2)(A)~~
4. ~~TCA 49-5-413(e)~~
5. ~~Public Acts of 2018, Chapter No. 938~~
6. ~~TCA 49-5-403; TCA 49-5-101~~
7. ~~TCA 49-5-413(e)~~
8. ~~TCA 49-5-404; TRR/MS 0520-01-03-08(2)(f)~~
9. ~~TCA 49-5-405~~
10. ~~Public Acts of 2018, Chapter No. 1006~~
11. ~~Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359~~

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131

Cross References

- ~~Orientation and Probation 5.107~~
~~Compensation Guides & Contracts 5.110~~
~~Background Investigations 5.118~~
~~Recommendations and File Transfers 5.203~~
~~Qualifications and Duties of the Director of Schools 5.802~~

Cross References

- Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Oak Ridge Board of Education

| | | | |
|---|--|----------------------------------|--|
| Monitoring: Review: Annually, in February | Descriptor Term: <u>Procedure for Granting Tenure Teacher Tenure</u> | Descriptor Code: 5.117 | Issued Date: 10/23/17 |
| | | Rescinds: | Issued: 10/23/17 08/03/15 |

1 *General*

2 To attain tenure status,¹ a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the Superintendent of schools;⁺ and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY²**

5 Teachers that meet the following requirements are eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
7 the equivalent amount of training established and is licensed by the state board of education;
8
- 9 2. Holds a valid teacher license issued by the state board of education, based on training covering
10 the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period, the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the state board of education, during the last two (2) years of the probationary
19 period.

20 If a teacher has met all other requirements for tenure eligibility but has not acquired an official
21 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable
22 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available
23 evaluation scores achieved during the probationary period to become eligible for tenure.³

24 **ACQUISITION OF TENURE STATUS**

25 Once a teacher is eligible for tenure, he/she shall be either recommended by the Superintendent of
26 schools for tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.³⁴

27 The following additional guidelines shall apply:

- 28 1. The Superintendent of schools will recommend persons eligible for tenure at a board meeting in
29 ample time to provide notice of non-renewal to each teacher not recommended for tenure within

1 five (5) business days following the last instructional day for the school year.⁴⁵

2
3 2. The decision to grant tenure is solely within the discretion of the board.⁵⁶ Only those teachers who
4 receive a majority vote of the membership of the board will be granted tenure.⁶⁷

5
6 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond
7 the current contract year.⁷⁴

8 **TEACHER RETURNING TO EMPLOYMENT**

9 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year
10 probationary period upon reemployment, unless the probationary period is waived by the board upon
11 request of the Superintendent of schools. Upon completion of the two-year period, the teacher shall either
12 be recommended by the Superintendent of schools for tenure or non-renewed. If tenure is denied by the
13 board, the teacher shall be dismissed.⁷⁸

14 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL ~~SYSTEM~~DISTRICT⁸⁹**

15 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
16 school system to begin employment in the Oak Ridge School ~~System~~District shall serve the regular
17 probationary period. The board, upon the recommendation of the Superintendent of schools, may waive
18 the probationary period and grant tenure status or shorten the probationary period.

19 If a nontenured teacher with fewer than five (5) years of service transfers from another school
20 ~~system~~district, such teacher shall not be eligible for tenure status until the teacher has served at least five
21 (5) years when service in both school systems is counted.

22 All tenure decisions made under this section are subject to the requirements concerning overall teacher
23 performance effectiveness levels.

24 **TEACHER RETURNING TO PROBATIONARY STATUS⁹¹⁰**

25 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
26 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
27 returned to probationary status by the Superintendent of schools until the teacher has received two (2)
28 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
29 expectations” or “significantly above expectations.”

30 When a teacher who has returned to probationary status has received two (2) consecutive years of
31 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
32 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
33 recommended by the Superintendent of schools for tenure or nonrenewed; provided, however, that the
34 teacher shall be dismissed if tenure is denied by the board.

35 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No. 378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Cross References

- Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Legal References

1. ~~TCA 49-5-503; TCA 49-5-504(b)~~
2. ~~TCA 49-5-503~~
3. ~~TCA 49-5-504(b)~~
4. ~~TCA 49-5-409~~
5. ~~TCA 49-2-203(a)(1)~~
6. ~~TCA 49-2-202(g)~~
7. ~~TCA 49-5-504(d)~~
8. ~~TCA 49-5-509~~
- 9-11. ~~TCA 49-5-504(e), (f)~~

Oak Ridge Board of Education

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|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in February | Descriptor Term: Separation Practices for Tenured Teachers | Descriptor Code: 5.200 | Issued Date: 9/25/17 |
| | | Rescinds: IV-76 | Issued: 09/25/17 01/26/15 |

1 **SUSPENSION PENDING AN INVESTIGATION** ¹

2 The superintendent of schools may suspend a tenured employee at any time that may seem necessary, pending
3 investigation or final disposition of a case before the board or an appeal. If the matter under investigation is not
4 the subject of an ongoing criminal investigation or a department of children's services investigation, and if no
5 charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in
6 duration. Under no circumstances shall the superintendent of schools suspend a teacher with pay. If vindicated
7 or reinstated, the teacher shall be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS** ^{2,3,4}

9 The superintendent of schools/designee may suspend a tenured employee for incompetence, inefficiency, neglect
10 of duty, unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
11 provided with written notice, including the reasons for the suspension along with an explanation of the evidence;
12 (2) given an opportunity to respond to the superintendent at a conference, if requested within five (5) days; and
13 (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel
14 at the conference, which shall be recorded.

15 Under no circumstances shall a superintendent of schools suspend a tenured employee with pay. If reinstated, the
16 tenured employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed
17 to be an appropriate penalty.

18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS** ⁵

19 The district shall maintain a list of qualified individuals who have indicated a willingness to act as impartial
20 hearing officers, as defined under Tennessee law.

21 When charges are made against a tenured employee, charging the employee with offenses which may justify
22 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the
23 offenses which are charged and shall be signed by the party or parties making the charges.

24 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than
25 three days of the employee, the superintendent of schools shall give the employee a written notice of this decision,
26 a copy of the charges against the employee, and a copy of a form provided by the Commissioner of Education
27 advising the employee of his/her legal duties, rights and recourse.

28 A tenured employee who has been given notice of charges against him/her may within thirty (30) days after receipt
29 of notice give written notice to the superintendent of schools of his/her request for a hearing.

1 The superintendent of schools shall, within five (5) days after receipt of request, assign a hearing officer from the
2 list maintained by the district.

3 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
4 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
5 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
6 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
7 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
8 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of
9 the proceedings.

10 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten
11 (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The
12 superintendent of schools shall prepare a copy of the proceedings, including all transcripts and evidence,
13 documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice
14 of appeal.

15 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
16 appealing party may appear before the Board to argue why the adverse ruling should be over- turned. In no event
17 should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time.
18 At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer,
19 send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render
20 its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the
21 Board is appealed to the Chancery court, the Board shall transmit the entire record prepared by the superintendent
22 and reviewed by the Board to the Chancery court for its review.

23 RESIGNATION

24 A tenured employee shall give the superintendent of schools notice of resignation at least thirty (30) days before
25 the effective date of the resignation. An employee who fails to give such notice, in the absence of justifiable
26 extenuating circumstances, shall forfeit all tenure status. The district may waive the thirty (30) days' notice
27 requirement and permit an employee to resign in good standing.⁵

28 The conditions under which it is permissible to break a contract with the district are as follows:⁶

- 29 1. The incapacity on the part of the employee to perform the contract as evidenced by the certified statement
30 of a physician;
- 31 2. The release by the district of the employee from the contract which the employee has entered into with
32 the district.⁶

33 Any employee on leave shall notify the superintendent of schools in writing at least thirty (30) days prior to the
34 date of return if the employee does not intend to return to the position from which he/she has taken leave. Failure
35 to render such notice may be considered a breach of contract.⁷

36 Upon a breach of contract with the district, the Board, upon a motion recorded in its minutes, may file a complaint
37 with the ~~Commissioner~~State Board of Education and request the suspension of a employee's license. After the
38 ~~Commissioner~~State Board of Education has provided the employee an opportunity for defense during a hearing,
39 the ~~Commissioner~~State Board of Education may suspend the license for no less than thirty (30) and no more than
40 three hundred sixty-five (365) days.⁸

1 RETIREMENT

2

3 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
4 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
5 at any age according to the provisions of the retirement system.

6 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
7 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
8 office. It shall be the responsibility of the retiring employee to file for benefits.

9 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
10 of retirement benefits. Retired teachers may substitute teach for additional- days if the superintendent of schools
11 certifies in writing that no other qualified personnel are available to substitute teach.⁹

12 The superintendent of schools may employ employees retired for at least one year for full-time employment as a
13 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or
14 suspended under certain conditions, which include but are not limited to the following: ¹⁰

15 1. The superintendent of schools of the employing system must certify in writing that no other qualified
16 individuals are available to fill the position;

17 2. The Commissioner of Education must certify that the employing school system serves an area that lacks
18 qualified employees to serve in the position to be filled;

19 3. The retired employee must hold a valid license and shall not be entitled to tenure status;

20 ~~4.~~ The retired employee shall not be eligible to accrue additional retirement benefits, accrue leave or receive
21 medical insurance coverage; and

22 ~~4.—~~

23 ~~5.—~~ The salary paid to the retired member shall not be less than the rate of compensation set by the district for
24 teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate
25 of compensation set by district for teachers with comparable training and years of experience filling
26 similar positions.

Legal References

1. ~~TCA 49-5-511(a)(3)~~
2. ~~TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)~~
3. ~~TCA 49-5-511(a)(2)~~
4. ~~TCA 49-5-511—513~~
5. ~~TCA 49-5-508(a)~~
6. ~~TCA 49-5-508(e)~~
7. ~~TCA 49-5-706~~
8. ~~TCA 49-5-411(b)~~
9. ~~Public Acts of 2017, Chapter No. 287~~
10. ~~TCA 8-36-821~~

Cross References

~~Recommendations and File Transfers 5.203~~

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
9. TCA 8-36-805
10. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Oak Ridge Board of Education

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|---|--|----------------------------------|--|
| Monitoring: Review: Annually, in February | Descriptor Term: Separation Practices for Non-Tenured Licensed Employees | Descriptor Code: 5.201 | Issued Date: 09/25/17 |
| | | Rescinds: IV-76 | Issued: 09/25/17 08/03/15 01/26/15 |

1 **SUSPENSION PENDING AN INVESTIGATION**¹

2 The superintendent of schools may suspend an employee at any time that may seem necessary, pending
3 investigation or final disposition of a case before the board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a department of children's services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the superintendent of schools
7 suspend a non-tenured employee with pay. If vindicated or reinstated, the non-tenured teacher shall be
8 paid full salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS**²

10 A superintendent of schools/designee may suspend an employee for incompetence, inefficiency, neglect
11 of duty, unprofessional conduct and insubordination. Before an employee is suspended he/she shall be:
12 (1) provided with written notice, including the reasons for the suspension along with an explanation of
13 the evidence; (2) given an opportunity to respond to the superintendent at a recorded conference, if
14 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
15 Both parties may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the superintendent of schools suspend a non-tenured teacher with pay. If
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**²

20 The superintendent of schools may dismiss or suspend for more than three (3) days any non-tenured
21 employee **during the contract year** for incompetence, inefficiency, insubordination, improper conduct
22 or neglect of duty after giving the non-tenured employee, in writing, due notice of the charges.

23 The superintendent of schools shall give the non-tenured employee an opportunity for a full and complete
24 hearing before an impartial hearing officer.

25 The district will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
26 hear the case and the employee shall have the right to:

- 27 1. be represented by counsel;
- 28 2. call and subpoena witnesses;

- 1 3. examine all witnesses; and
- 2 4. require that all testimony be given under oath.

3 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
4 affected employee within ten (10) working days following the close of the hearing. The employee may
5 appeal the decision to the district within ten (10) working days of the hearing officer rendering the written
6 decision to the employee. Written notice of appeal to the district shall be given to the superintendent of
7 schools. Within twenty (20) days¹ of receipt of notice, the superintendent shall prepare a copy of the
8 proceedings, transcript, documentary and other evidence presented and provide the district a copy of the
9 same.

10 The superintendent of schools shall also have the right to appeal any adverse ruling by the Hearing
11 Officer in same manner as the non-tenured employee.

12 The district shall hear the appeal. No new evidence shall be introduced. The non-tenured employee may
13 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
14 The district shall take one of the following actions:

- 15 1. sustain the decision;
- 16 2. send the record back if additional evidence is necessary; or
- 17 3. revise the penalty or reverse the decision.

18 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
19 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
20 after the conclusion of the hearing.

21 ~~The superintendent of schools shall also have the right to appeal any adverse ruling by the Hearing~~
22 ~~Officer in same manner as the non-tenured employee.~~

23 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
24 the chancery court in the county where the school system is located. The Board shall provide the entire
25 record of the hearing to the court.

26 **NONRENEWAL**

27 Non-tenured employees are subject to the same rules and regulations and are entitled to the privileges of
28 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
29 or tenure protections.

30 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
31 tenured employee and providing assistance for overcoming these deficiencies.

32 The superintendent of schools is under no obligation to re-employ non-tenured teachers at the end of
33 their contract period. If the superintendent of schools determines not to renew the contract of a non-
34 tenured employee,² the following action shall be taken:

- 1 1. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail
2 so that it will be received by the employee within five (5) business days following the last
3 instructional day for the school year.³

4 **RESIGNATION**

5 A teacher shall give the superintendent of schools notice of resignation at least thirty (30) days before
6 the effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
7 permit an employee to resign in good standing.

8 The conditions under which it is permissible to break a contract with the district are as follows:⁵

- 9 1. The incapacity on the part of the employee to perform the contract as evidenced by the certified
10 statement of a physician;
- 11 2. The release by the district of the teacher from the contract which the employee has entered into
12 with the district.

13 Any employee on leave shall notify the superintendent of schools in writing at least thirty (30) days¹
14 prior to the date of return if the employee does not intend to return to the position from which he/she has
15 taken leave. Failure to render such notice may be considered a breach of contract.⁵⁶

16 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
17 the ~~Commissioner~~State Board of Education and request the suspension of an employee's license. After
18 the ~~Commissioner~~State Board of Education has provided the employee an opportunity for defense during
19 a hearing, the ~~Commissioner~~State Board of Education may suspend the certificate for no less than thirty
20 (30) and no more than three hundred sixty-five (365) days.⁶⁷

21 **RETIREMENT**

22 Retirement shall mean a termination of services under conditions which will allow the employee to draw
23 benefits from retirement plans and/or social security benefits.

24 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
25 the retirement system. Central office personnel shall assist employees in securing retirement benefits;
26 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
27 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for
28 benefits.

29 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
30 without loss of retirement benefits. Retired employees may substitute teach for additional days if the
31 superintendent of schools certifies in writing to the Board that no other qualified personnel are available
32 to substitute teach.⁷⁸

33 The superintendent of schools may employ licensed staff retired for at least one year for full-time
34 employment as a kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits
35 will not be lost or suspended under certain conditions, which include but are not limited to the
36 following:⁸⁹

- 1 1. The superintendent of schools of the employing system must certify in writing that no other
- 2 qualified individuals are available to fill the position;
- 3 2. The Commissioner of Education must certify that the employing school system serves an area
- 4 that lacks qualified employees to serve in the position to be filled;
- 5 3. The retired employee must hold a valid license and shall not be entitled to tenure status;
- 6 4. The retired employee shall not be eligible to accrue additional retirement benefits, accrue leave
- 7 or receive medical insurance coverage; and
- 8 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
- 9 district for teachers with no experience filling similar positions, nor more than eighty-five percent
- 10 (85%) of the rate of compensation set by district for teachers with comparable training and years
- 11 of experience filling similar positions.

12 *(Note: Nonrenewal of non-tenured employees after the contract year is not suspension or dismissal and*
 13 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
 14 *non-tenured employees after the contract year follows the nonrenewal procedures outlined in this*
 15 *policy.)*
 16

Legal References

1. ~~TCA 49-5-511(a)(3)~~
2. ~~TCA 49-2-301 (b)(1)(GG), TCA 49-5-512(d)~~
3. ~~TCA 49-5-409~~
4. ~~TCA 49-5-508~~
5. ~~TCA 49-5-706~~
6. ~~TCA 49-5-411(b)(4)~~
7. ~~Public Acts of 2017, Chapter No. 287~~
8. ~~TCA 8-36-821~~

Cross References

~~Recommendations and File Transfers 5.203~~

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409; Public Acts of 2021, Chapter No. 378
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
8. TCA 8-36-805
9. TCA 8-36-821

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Oak Ridge Board of Education

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| Monitoring: Review: Annually, in March | Descriptor Term: <h2 style="text-align: center;">Qualifications and Duties of Superintendent</h2> | Descriptor Code: <h3 style="text-align: center;">5.802</h3> | Issued Date: <h3 style="text-align: center; color: red;">08/27/18</h3> |
| | | Rescinds: | Issued: <h3 style="text-align: center; color: red;">08/27/18 03/26/18 01/26/15</h3> |

1 **QUALIFICATIONS:**

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the superintendent shall extend
11 to all activities of the district, to all phases of the educational program, to all aspects of the financial
12 operation, to all facility management, and to the conduct of such other duties as may be assigned by the
13 Board. The superintendent may delegate these duties together with appropriate authority, but may not
14 delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS:**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those
18 board-established priorities.
- 19 2. Prepares and recommends short- and long-range plans for board approval and implements those
20 plans when approved.
- 21 3. Prepares, in conjunction with the board chairman, agenda recommendations relative to all
22 matters requiring board action, including all facts, information, options, and reports needed to
23 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 24 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
25 of the proceedings of all meetings of the Board and of its official acts.

- 1 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
2 Recommends policies or courses of staff action.
- 3 6. Develops administrative procedures to implement board policy or for the items deemed
4 necessary for the efficient operation of the schools and disseminates these procedures to
5 appropriate staff.
- 6 7. Keeps the Board informed regarding development in other districts or at state and national levels
7 that would be helpful to the district.
- 8 8. Ensures that all local, state/federal standards for the health and safety of the students and staff
9 are maintained and that required reports are maintained.
- 10 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
11 the rules and regulations of the State Board.¹

12 **Financial Management**

- 13 1. Provides direction to and supervision of school business functions. Encourages development and
14 implementation of sound business practices. Continually assesses business practices to achieve
15 efficiency.
- 16 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget
17 to the appropriate local funding body for adoption.
- 18 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the
19 public school funds and submits them to the local funding body.
- 20 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
21 district's financial and physical resources.

22 **Personnel Administration**

- 23 1. Establish lines of authority which shall be approved by the Board and shown on the system
24 organization chart. Lines of authority shall not restrict the practical working relationships of all
25 staff members at all levels.
- 26 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
27 recommends to the Board teachers who are eligible for tenure.
- 28 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
29 professional positions.
- 30 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
31 to the Board for information and record.
- 32 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
33 concerning the welfare and improvement of the schools.

6. Communicates directly or through delegation all actions of the Board relating to personnel matters to all and receives from employees' communications to be made to the Board.
7. Evaluates principals annually.
8. Informs the Office of Educator Licensing of licensed educators or educators who have a temporary teaching permit who have been suspended or dismissed, who have resigned, following allegations of conduct, including sexual misconduct, which, if substantiated, would warrant consideration for license suspension or revocation, or who have been convicted of a felony. The report shall be submitted within thirty (30) days of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

10 Instructional Leadership

1. Serves as the chief school executive. Ensures the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensures that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in tests and time schedules to be used in the schools.
3. Oversees the timely revisions of all curriculum guides and courses of study.
4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
5. Conducts a periodic audit of the total school program and advises the Board of recommendations or the educational advancement of the schools.
6. Seeks out available sources for grant funding to support programs and projects.
7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

25 Community/Public Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.
2. Identifies available community resources and links to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

1 5. Ensures that the district interests will be represented in meetings and activities of municipal and
2 other governmental agencies.

3 6. Represents the school system and its interests in community organizations, activities, and
4 projects.

5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
6 and the superintendent. Salary to be determined by the Board.

7 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
8 and the board's policy on evaluation of the superintendent.

9 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
10 level of work being performed by the person assigned to this position. They are not intended to be a
11 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. ~~TCA 49-2-301~~
2. ~~1. TRR/MS 0520-02-03-.09(2); Public Acts of 2018, Chapter No. 935~~

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); Public Acts of 2021, Chapter No. 211

Cross References

- ~~Executive Committee 1.301
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Application and Employment 5.106
Evaluation of the Director of Schools 5.803~~

Cross References

- Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Oak Ridge Board of Education

| | | | |
|--|--|----------------------------------|--|
| Monitoring: Review: Annually, in April | Descriptor Term: <h2 style="margin: 0;">Attendance</h2> | Descriptor Code: 6.200 | Issued Date: 03/30/20 |
| | | Rescinds: 6.200 | Issued: 03/30/20 11/25/19 10/28/19 08/27/18 09/28/15 02/25/13 |

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
 2 each day school is in session.

3
 4 The Superintendent of Schools/designee shall develop appropriate administrative procedures to
 5 implement this policy.

6
 7 The attendance supervisor shall oversee the entire attendance program which shall include: ¹

- 8
 9
- 10 1. All accounting and reporting procedures and their dissemination;
 - 11 2. Alternative program options for students who severely fail to meet minimum attendance requirements;
 - 12 3. Ensuring that all school age children attend school;
 - 13 4. Providing documentation of enrollment status upon request for students applying for new or
 - 14 reinstatement of driver's permit or license; and
 - 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
 - 16 withdraws from school. ²

17
 18 Student attendance records shall be given the same level of confidentiality as other student records. Only
 19 authorized school officials with legitimate educational purposes may have access to student information
 20 without the consent of the student or parent(s)/guardian(s). ³

21
 22 Absences shall be classified as either excused or unexcused as determined by the principal/designee.

23
 24 Excused absences shall include:⁴

- 25 1. Personal illness/injury;
- 26 2. Verifiable family emergency;
- 27 3. Death in the family;
- 28 4. Extreme weather conditions;
- 29 5. Religious observances;⁵
- 30 6. Pregnancy;
- 31 7. School endorsed activities

- 1 8. Summons, subpoena, or court order; or
- 2 9. Circumstances which in the judgment of the principal create emergencies over which the
- 3 student has no control.
- 4

5 **SCHOOL SPONSORED ACTIVITIES AND POSTSECONDARY SCHOOL VISITS**

6 Students participating in a school sponsored field trip, excursion, competition or postsecondary school
7 visit will be counted present. Board Policy 6.2001 provides specific information regarding
8 postsecondary school visits as well as the required documentation to be counted present during a
9 postsecondary school visit.

10 The principal shall be responsible for ensuring that: ⁶

- 11 1. Attendance is checked and reported daily for each class;
- 12 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 13 for the majority of the day;
- 14 3. All student absences are verified;
- 15 4. Written excuses are submitted for absences and tardiness; and
- 16 5. System-wide procedures for accounting and reporting are followed.
- 17

18 **TRUANCY**

19
20 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)
21 that attendance at school is required. Students shall be present at least fifty percent (50%) of the
22 scheduled school day in order to be counted present. Students may attend part-time days, alternating
23 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan
24 and shall be considered present for school attendance purposes.⁸ If a student is required to participate
25 in a remedial instruction program outside of the regular school day where there is no cost to the
26 parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these
27 programs shall be reported in the same manner.⁷

28
29 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent
30 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
31 student's absence. If a parent does not provide documentation within adequate time excusing those
32 absences, or request an attendance hearing, then the Superintendent of Schools/designee shall
33 implement the progressive truancy intervention plan described below prior to referral to juvenile court.

34 35 *Progressive Truancy Intervention Plan*⁸

36
37 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
38 implemented.

39 40 **Tier I**

1 Tier I of the progressive truancy plan shall apply to all students within the district and include
2 schoolwide prevention-oriented supports to assist with satisfactory attendance. Tier I of the progressive
3 truancy intervention plan shall include the following:

- 4
- 5 1. A conference with the student and the student's parent(s)/guardian(s);
- 6
- 7 2. An attendance contract, based on the conference, signed by the student, the
8 parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
9
 - 10 a. A specific description of the school's attendance expectations for the student;
 - 11 b. The period for which the contract is effective; and
 - 12 c. Penalties for additional absences and alleged school offenses, including additional
13 disciplinary action and potential referral to juvenile court; and
- 14
- 15 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 16

17 **Tier II**

18
19 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
20 the student will be subject to Tier II.

21
22 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a
23 student has been absent from school. The employee may refer the student to counseling, community-
24 based services, or other services to address the student's attendance problems.

25 **Tier III**

26
27
28 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

29
30 These interventions shall be determined by a team formed at each school. The interventions shall
31 address student needs in an age-appropriate manner. Finalized plans shall be approved by the
32 Superintendent of Schools/designee.

33 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

34
35
36 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
37 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
38 absences each school year. No later than seven (7) business days prior to the student's absence, the
39 student shall provide documentation to the school as proof of the student's participation along with a
40 written request for the excused absence from the student's parent/guardian. The request shall include
41 the following:

- 42
- 43 1. Student's name and personal identification number;
- 44
- 45 2. Student's grade;
- 46

- 1 3. The dates of the student's absence;
- 2
- 3 4. The reason for the student's absence; and
- 4
- 5 5. The signatures of the student and parent/guardian.
- 6
- 7
- 8

9

10 **MAKE-UP WORK**

11 Make up work for excused or unexcused absences must be requested by the student or parent no later
12 than three (3) days after returning to school.

13 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

14
15 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
16 excuse or must have been given an excused release by the principal prior to testing to receive an excused
17 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
18 students will receive an incomplete in the course until they have taken the End of Course Exam.

19
20 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
21 averaged into their final grade.

22

23 **CREDIT/PROMOTION DENIAL**

24
25 Credit/promotion denial determinations may include student attendance, however, student attendance
26 may not be the sole criterion.¹¹⁹ If attendance is a factor prior to credit/promotion denial, the following
27 shall occur:

- 28
- 29 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
30 to excessive absenteeism.
- 31 2. Procedures in due process are available to the student when credit or promotion is denied.
- 32

33 **DRIVER'S LICENSE REVOCATION**²

34
35 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
36 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

37
38 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
39 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

40

41 **ATTENDANCE HEARING**¹²¹⁰

42
43 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
44 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the

1 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
 2 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
 3 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
 4 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
 5 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
 6 send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the
 7 student of any action taken regarding the excessive unexcused absences. The notification shall advise
 8 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent
 9 of Schools/designee.

10
 11 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

12
 13 Within five (5) school days of the Superintendent of schools/designee rendering a decision, the student's
 14 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 15 Following the review, the Board may affirm or overturn the decision of the Superintendent of
 16 schools/designee. The action of the Board shall be final.

17
 18 The Superintendent of schools/designee shall ensure that this policy is posted in each school building
 19 and disseminated to all students, parents, teachers and administrative staff.

Legal References

1. ~~TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006~~
2. ~~TCA 49-6-3017(e)~~
3. ~~20 USCA § 1232g~~
4. ~~TRR/MS 0520-01-02-.17(1)(c)~~
5. ~~TCA 49-6-2904(b)(5)~~
6. ~~TCA 49-6-3007~~
7. ~~TCA 49-6-3021~~
8. ~~TCA 49-6-3007; TCA 49-6-3009~~
9. ~~TCA 49-6-3022~~
10. ~~TCA 49-2-130; Public Acts of 2019, Chapter No. 272~~
11. ~~TCA 49-2-203(b)(7); TCA 49-6-3002(b)~~
12. ~~TRR/MS 0520-01-02-.17~~

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021

Cross References

- ~~School Calendar 1.800~~
~~Extracurricular Activities 4.300~~
~~Interscholastic Athletics 4.301~~
~~Field Trips/Excursions/Competitions 4.302~~
~~Reporting Student Progress 4.601~~
~~Promotion and Retention 4.603~~
~~Recognition of Religious Beliefs, Customs, & Holidays 4.803~~
~~Voluntary Pre-K Attendance 6.2011~~
~~Students in Foster Care 6.505~~
~~Students from Military Families 6.506~~
~~Student Records 6.600~~

Cross References

- School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503

- 8. [TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223](#)
- 9. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\)](#)
- 10. [TRR/MS 0520-01-02-.17\(7\)](#)

- [Students in Foster Care 6.505](#)
- [Students from Military Families 6.506](#)
- [Student Records 6.600](#)

Oak Ridge Board of Education

| | | | |
|--|---|----------------------------------|--|
| Monitoring: Review: Annually, in April | Descriptor Term: Home Schools | Descriptor Code: 6.202 | Issued Date: |
| | | Rescinds: 6.202 | Issued: <u>09/28/15</u> 09/26/11 |

- 1 A "home school" is a school conducted or directed by a parent or parents or legal guardian or
 2 guardians for their own children. Home schools which teach K-12 where the parents are associated
 3 with an organization that conducts church-related schools¹ (~~as defined by §49-50-801~~) are exempt from
 4 the following provisions, but must follow procedures issued by the State Department of Education.
- 5 A parent wishing to conduct a home school shall meet the following requirements:¹²
- 6 1. Provide annual notice to the superintendent of schools/designee before the commencement of each
 7 school year of the intent to conduct a home school;
 - 8 2. Submit to the superintendent of schools/designee the name, number, age, grade level of children
 9 involved, location of the school, curriculum to be offered, proposed hours of instruction,
 10 qualifications of the parent/teacher;
 - 11 3. Maintain attendance records, subject to inspection of the local ~~director~~superintendent of
 12 schools/designee;
 - 13 4. Submit attendance records to the ~~director~~superintendent of schools/designee at the end of each
 14 school year;
 - 15 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
 16 are required by state law ~~for public schools~~³;
 - 17 6. Possess a high school diploma, ~~or~~ GED or ~~college degree~~HiSET⁴;
 - 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
 19 of Education, his/her designee or by a professional testing service in grades five (5), seven (7), and
 20 nine (9);
 - 21 8. Take actions according to state law if home school student falls behind appropriate grade level;
 - 22 9. Submit proof to the superintendent of schools/designee ~~that the home school student has been~~
 23 vaccinated as required by state law⁵;
 - 24 10. Submit proof to the superintendent of schools/designee that other health services and examinations
 25 as required by state law have been received by the home school student; and
 - 26 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
 27 employ a tutor having the same qualifications as required of parent/teacher.

1 If one or more of these requirements are not met, the Board authorizes the superintendent of
2 schools/designee to take formal action to bring the child into compliance with the compulsory
3 attendance law (until the child has reached age 17), either in the home school or in a public, private or
4 church-related school.

5 **FACILITIES USE**

6 It shall be the policy of this Board that public school facilities shall be available for home school in-
7 struction only when *all* of the following conditions exist:

- 8 1. Requests for services are made known by the home school parent when notice is given to the
9 superintendent of schools/designee of the intent to conduct a home school;
- 10 2. Special needs courses are being taught which require services unavailable to the home school
11 student;
- 12 3. These services cannot be provided through any means other than the public schools;
- 13 4. The superintendent of schools/designee investigates request and make recommendations to the
14 Board;
- 15 5. No overcrowding, additional expenses, including providing transportation, or other special situ-
16 ations which interfere with the normal operation of the school system shall be incurred; and
- 17 6. Approval by the Board on a case-by-case basis.

18 **RECORDS ACCESS**

19 The superintendent of schools, through the attendance supervisor, shall have the attendance records of
20 the home school inspected at least two (2) times each school year in order to provide assistance in
21 implementing the Compulsory Attendance Law.

22 **STUDENT PERFORMANCE⁶**

23 The Superintendent/designee shall develop administrative procedures regarding necessary
24 consultations with home school parents in regard to student performance.

25 ~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her~~
26 ~~comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have~~
27 ~~taught the child at his/her grade level determines through appropriate means that the student is not~~
28 ~~learning disabled, the superintendent of schools/designee shall require the parents to enroll the child in~~
29 ~~a public, private or church related school.~~

30

Legal References

1. ~~TCA 49-6-3050~~

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001
6. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Oak Ridge Board of Education

| | | | |
|--|--|----------------------------------|--|
| Monitoring: Review: Annually, in April | Descriptor Term: Alternative Education | Descriptor Code: 6.319 | Issued Date: 09/21/20 |
| | | Rescinds: | Issued: 09/21/20 03/26/18 09/28/15 |

1 *General*¹

2 The board shall operate an alternative school program for students in grades seven through twelve (7-
3 12) who have been suspended or expelled from regular school programs. However, the Board may
4 elect to serve additional groups of students or grades.

5 An alternative program is a short-term intervention program designed to provide educational services
6 outside the regular school program for students who have been suspended or expelled. The alternative
7 program is located in a separate facility from the regular school program.

8 The alternative school program shall be operated in accordance with state laws and the rules of the
9 State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
10 instructional programs at the student's home school. The Superintendent or designee shall develop
11 procedures that provide appropriate educational opportunities for all students assigned to an alternative
12 education program. These educational opportunities shall utilize Tennessee's academic standards.²

13 ~~Annually, the Superintendent or designee shall submit the following information to the Department of~~
14 ~~Education:~~

15 ~~1. Alternative school(s) or program(s) currently in operation in the district;~~

16 ~~2. Number and grade level of students served in an alternative education program;~~

17 ~~3. Primary reason for student assignment to an alternative education program; and~~

18 ~~4. Number of faculty and staff serving each alternative education program.~~

22 **ASSIGNMENT**

23 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
24 alternative school or program if there is staff and space available.³ Availability of staff and space shall
25 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
26 make this determination by evaluating factors including, but not limited to, the following:

27 1. Level of supervision available;

- 1 2. Safety considerations; and
- 2 3. Type of infraction.

3 The Superintendent of Schools/designee is not required to assign a student to the alternative school or
4 program if the student committed one of the following:

- 5 1. A zero tolerance offense;⁴ or
- 6
- 7 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
8 students at the school, if the location of the alternative school or program is on the same grounds
9 as the school from which the student was disciplined.⁵

10 ~~Students who have committed zero tolerance offenses are not required to be assigned to alternative~~
11 ~~schools or programs.⁴~~

12 Consideration to assign these students to the alternative school or program will be determined by the
13 Superintendent of Schools/designee on a case-by-case basis.

14 Prior to the assignment of the student to an alternative school program, the Superintendent or designee
15 shall provide written notice to the student’s parent/guardian stating the reason for the student’s
16 placement.⁵⁶

17 Placement in an alternative education setting shall be reserved for students who significantly disrupt
18 the educational process and/or whose educational needs can be best met in an alternative school
19 setting. If a student has an active Individualized Education Plan, a 504 plan, or is suspected of having a
20 disability, all state and federal laws, rules, and regulations related to special education shall be
21 followed. The Superintendent or designee shall develop procedures regarding placement of students in
22 the program, taking into consideration the impact of exclusionary discipline practices.⁶⁷

23 Attendance in alternative school programs shall be mandatory, and students attending an alternative
24 school located outside of the school district shall provide their own transportation.

25 The Superintendent or designee shall monitor and regularly evaluate the academic progress of each
26 student enrolled in an alternative education program.

27 **REMOVAL⁷⁸**

28 A student may be removed from the alternative school or program if:

- 29 1. He/she violates the rules of the alternative school or program; or
- 30 2. He/she is not benefitting from the assignment and all interventions have been exhausted
31 unsuccessfully.

32 **ADDITIONAL OFFENSES⁸⁹**

1 Any new disciplinary offense committed during a student’s original suspension or expulsion period
 2 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
 3 original suspension or expulsion.

4 **TRANSITION PLANS**⁹¹⁰

5 The Superintendent or designee shall develop procedures regarding the implementation of transition
 6 plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
5. TRR/MS 0520-01-02-.09(9)(i)
6. TRR/MS 0520-01-02-.09(9)(h)
7. Public Acts of 2020, Chapter No. 603
8. TRR/MS 0520-01-02-.09(9)(g)(2)
9. TRR/MS 0520-01-02-.09(m)

Cross References

- Special Education 4.202
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

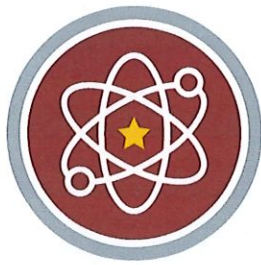
Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)

Cross References

- Special Education 4.202
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

- 9. [TRR/MS 0520-01-02-.09\(9\)\(g\)\(2\)](#)
- 10. [TRR/MS 0520-01-02-.09\(9\)\(m\)](#)



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: July 19, 2021

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Board Approval of Home Depot Purchase Order

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve a purchase order in the amount of \$50,000.00 for incidental purchases at Home Depot for FY 2022. Over the course of the year, Maintenance and Operations will utilize supplies and materials from Home Depot in excess of \$25,000.00 on multiple individual purchases for a variety of maintenance work orders. Single purchases typically are less than \$2,500.00, but collectively will exceed \$25,000.00 from this single vendor. I am requesting that the blanket purchase order be approved to expedite maintenance activities and comply with board purchasing policies. Home Depot is currently the only local vendor that stocks the variety of materials needed to perform daily maintenance activities and is a member of the US Communities buying cooperative, which provides a prequalified pricing structure for district purchases. Other vendors that may carry the needed items at a competitive price would require additional travel time, labor costs, and a delay of completing repairs.

Thank you for your consideration,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

Memorandum

The attached documentation details the Jefferson Middle School American History field trip to Williamsburg, Jamestown, Yorktown, and Charlottesville, Virginia. Included is our itinerary, a trip cost breakdown spreadsheet, campus leave request form, and bid information for hotel, transportation, meals, guided tours and programs. The total cost of trip expenses exceeds \$10,000. We sent out an informal poll in May 2021 to parents/guardians of rising 8th graders to gauge student interest. Approximately 55 students expressed an interest in attending the trip. We expect that number to reach our goal of 80 students participating. The final permission forms and information packet with pricing will be sent home in mid-August 2021, pending Board approval of the trip. Trip dates, which have traditionally been in the Fall, are March 11-March 14, 2022, at the beginning of Spring Break. Scholarship assistance is provided as possible to eligible students based on contributions from the JMS staff and community members.

WILLIAMSBURG FIELD TRIP 2022 ITINERARY

Friday, March 11

| | | |
|-------|------|--|
| 11:00 | A.M. | Leave Jefferson Middle School |
| 6:00 | P.M. | Dinner, Wood Grill Buffet, Charlottesville, VA |
| 9:00 | | Check in, Embassy Suites, Williamsburg |
| 11:00 | | Lights out |

Saturday, March 12

| | | |
|------------|------|--|
| 6:15 | A.M. | Wake up |
| 7:15 | | Breakfast, Embassy Suites |
| 9:00 | | Tour Jamestown Settlement |
| 11:30 | | Lunch, Jamestown Settlement Cafe |
| 12:45-1:15 | P.M. | Tour Jamestown Island |
| 2:00 | | Tour American Revolution Museum at Yorktown |
| 5:30 | | Dinner, Golden Corral, Williamsburg |
| 7:00 | | In Defense of Liberty/African American Music, Williamsburg |
| 8:30 | | African American Music/In Defense of Liberty, Williamsburg |
| 9:45 | | Return to Embassy Suites |
| 11:00 | | Lights out |

Sunday, March 13

| | | |
|-------|------|--|
| 6:15 | A.M. | Wake up |
| 7:00 | | Breakfast, Embassy Suites |
| 8:00 | | William and Mary |
| 9:00 | | Tour Colonial Williamsburg |
| 11:45 | | Lunch, Shield's Tavern, Colonial Williamsburg |
| 1:00 | P.M. | Tour Colonial Williamsburg |
| 3:00 | | Shopping, Merchants' Square, Williamsburg |
| 4:45 | | Return to hotel, dress for dinner |
| 6:00 | | Dinner and program, Captain George's, Williamsburg |
| 8:30 | | "Shadows of the Past," Colonial Williamsburg |
| 9:45 | | Return to Embassy Suites/Pack for departure |
| 11:00 | | Lights out |

Monday, March 14

| | | |
|-------|------|---|
| 6:00 | A.M. | Wake up |
| 6:30 | | Breakfast, Embassy Suites |
| 7:30 | | Departure, Embassy Suites |
| 10:00 | | Tour Monticello, Charlottesville |
| 12:30 | P.M. | Lunch, Michie Tavern, Charlottesville |
| 1:30 | | Depart Charlottesville |
| 6:00 | | Snack supper, Bristol, TN |
| 8:30 | | Estimated arrival, Jefferson Middle School, Oak Ridge |

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

School: Jefferson Middle School Date: June 7, 2021

The following group requests permission to leave the school campus to participate in the educational activity indicated below. Parental permission to be obtained for each student.

Class/Group Requesting Permission: 8th Grade American History

Educational Activity: Williamsburg Field Trip

Destination: Williamsburg, Jamestown, Yorktown, Charlottesville, Virginia

Purpose of Trip: Students will explore colonial and revolutionary history in a hands-on, living history museum.

Departure Date: March 11, 2022 Departure Time: 11:00 AM

Return Date: March 14, 2022 Return Time: 8:30 PM

Name of School Sponsor: Scott Linn and Ben Brewer Cell #: SL: 865-661-9458

of Students: 80 # of Adults: 11 Chaperone/Student Ratio: 1:8

Minimum required teacher to student ratio:
Pre-K – 3 year olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 year olds 1:6

Professional Staff Chaperone(s):

1. Name: Scott Linn Cell #: 865-661-9458
2. Name: Ben Brewer Cell #: 865-719-7953
3. Name: Jen Laurendine Cell #: 865-338-2904
4. Name: David Tracey Cell #: 865-599-8158

Other Chaperone(s):

1. Name: John Beard Cell #: 865-314-1887
2. Name: Theresa Davis Cell #: 775-223-2874
3. Name: Lauren Van Fleet Cell #: 865-307-1557
4. Name: Chandler Sprouse Cell #: 865-250-9976

Oak Ridge Schools CAMPUS LEAVE REQUEST – Overnight Trip

Field Trips which exceed \$25,000 must be approved by the School Board, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

1. Submit an "Item for Action" for the Board Agenda (Principals have directions on submitting Board Agenda Items).
2. Attach as documentation the following items:
 - Completed Campus Leave Request
 - Details of Trip/itinerary
 - Justification/Explanation of Cost (per student/chaperone/total)
 - Financial Arrangements for students who cannot afford trip (if any)
 - Insurance Details
 - Out of country travel requires a release for each student participant.

Financial Arrangements: (please indicate method)

No Cost Paid by Students Paid by School Paid by School System

Substitute Required Acct to be charged for Substitute _____

\$ 560 _____ Per Student TOTAL TRIP AMOUNT: \$ 560 x 80 = \$44,800

Provisions for those students unable to pay: Scholarship assistance is available on a limited basis.

Scholarships are dependent upon donations by JMS
staff members and the community.

Other information, comments, and special arrangements: (foreseeable hazards must be identified)

We will have a school, or ORS, nurse on the trip or a doctor from the community. Oftentimes a
medical doctor who is the parent of student attending the trip travels with us.

Mode of Transportation: (circle below)

First Student Transportation Contractor School System Van Air Travel

Note: Only ORS employees are authorized to drive school system vans.

School System Van – Name of Driver _____

Valid Driver's License Verified? Yes No Verified by: _____
Attach copy/copies of driver's license

Transportation Contractor: Priority Bus Lines Phone #: 865-556-8509
(Only approved transportation companies may be used, see ORS website for a list of approved companies)

Air Travel Flight #'s: _____

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

Accommodations: Overnight lodging for students must be appropriately selected with student safety, quality of accommodations, cost and location to events as central considerations. Students should be appropriately assigned to rooms and an overnight adult supervision and contact plan should be established and communicated to students.

Hotel/Motel Name: Embassy Suites Hotel
Address: 3006 Mooretown Road
City: Williamsburg State: Virginia Zip: 23185
Phone: 757-229-6800 Contact Person: Heidi Watkins

Number of Nights: 3 Hotel Rating: \$109.00 Two Queen Beds/Rollout Couch

School Sponsor Signature: C. Scott Linn, Jr

Date: May 12, 2021

This Section for Athletic Trip Only

At the high school level up to three events and/or tournaments per season can involve an overnight trip. However, no more than one day of school may be missed for these trips. (Under certain conditions, the Superintendent of Schools or designee may approve additional events.) These trips must be paid entirely from funds outside the Oak Ridge High School Athletic Department. TSSAA Tournament games would be an exception to this policy. (All overnight trips involving middle school athletics require Superintendent or designee approval.)

Number of overnight trips (including this request) requested during the current school year: _____

Athletic Director Signature: [Signature]

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature: [Signature] Date: 6-7-21

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

| MARCH 2022 expenses | | WILLIAMSBURG VIRGINIA | |
|----------------------------|---|-----------------------|-------------|
| | | Vendor cost | Per Student |
| | | | 80 Students |
| Transportation | | | 70 Students |
| Lodging | 35 rooms X \$109 x taxes | \$8000/80 | \$100.00 |
| | Includes breakfast 3 mornings | \$13028.40/80 | \$162.85 |
| | | | |
| | | | |
| Security | 8 hours x 3 nights x 2 guards x \$40 per hour | \$1920/80 | \$24 |
| Emergency fund | | \$300/80 | \$3.75 |
| Trip Booklets | | \$200/80 | \$2.50 |
| | | | |
| Wood Grill Buffet | \$21.00 x 91 drivers comp | \$1911/80 | \$23.88 |
| Jamestown Settlement Cafe | \$ 12.00 x 91 | \$1092 /80 | \$13.65 |
| Golden Corral Williamsburg | \$10.45x80 \$15.95x11 drivers comp | \$1011.45/80 | \$12.64 |
| Shield's Tavern | \$20 x 91 | \$1820/80 | \$22.75 |
| Captain George's | \$37 x 80 \$46x11 drivers comp | \$3466/80 | \$43.32 |
| Miche Tavern | \$18x80 \$24X11 drivers comp | \$1704/80 | \$21.30 |
| Snacks on way home | \$225/80 | | \$2.81 |
| | | | |
| | | | |
| | | | |
| Jamestown/Yorktown | \$10.50 x 80 \$28 x 3 8 comp | \$924/80 | \$11.55 |
| CWF African/American Music | \$14.50 x 91 | \$1319.50/80 | \$16.49 |
| CWF Defense of Liberty | \$14.50 x 91 | \$1319.50/80 | \$16.49 |
| CWF Study | \$27.50 /80 \$33.50 x11 | \$2568.50/80 | \$32.10 |
| CWF Shadows of the Past | \$14.50 x 91 | \$1319.50/80 | \$16.49 |
| Monticello | \$10 x 80 \$31 x 8 3 comp | \$1048/80 | \$13.10 |
| UVA | no charge | | |
| | | | \$539.67 |
| | | | \$586.73 |

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Priority Bus Lines Phone 865 556 8509
 Address 2628 Clinton Highway Fax 865 938 0938
 City/State/Zip Powell, TN 37849 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|----------|--------------------------------|------------|-------------|
| | | TWO 56 Passenger Motor Coaches | \$ | 8000 |
| | | <i>Student</i> | \$ | |
| | | <i>Adults</i> | \$ | |
| | | <i>Contact name</i> | \$ | |
| | | <i>#</i> | \$ | |
| | | TOTAL | \$ | 8000 |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

Priority Coach, Inc



2628 Clinton Hwy
Powell, TN 37849

May 03, 2021

Phone: 865-556-8509/Fax: 865-938-0938
www.prioritybus.com
prioritycoachinc@gmail.com

Group Name: Jefferson Middle School
200 Fairbanks Road
Oak Ridge, TN 37830

Name: Scott Linn
Email: slinn@ortn.edu
Phone: 865-661-9458

| | Date: | Time | # Vehicles |
|---|--------------|-------------|----------------------------|
| Pickup: Jefferson Middle School 200 Fairbanks Road Oak Ridge, TN 37830 | 03/11/2022 | TBD | 2-56 Passenger Motor Coach |

Drop-Off: Williamsburg, VA

| | | | |
|---|------------|-----|----------------------------|
| Pickup: Williamsburg, VA | 03/14/2022 | TBD | 2-56 Passenger Motor Coach |
| Drop-Off: Jefferson Middle School 200 Fairbanks Road Oak Ridge, TN 37830 | | | |

Total Cost: \$8,000.00
Deposit:
Balance of \$8,000.00

Itinerary and Results:

PLEASE REVIEW THE INFORMATION ABOVE AND SIGN BELOW. REMIT ONE COPY TO THE ADDRESS ABOVE.

Customer Signature _____

C. Scott Linn, Jr.

Date _____

5.5.21



[Signature]



Felicia Story

From: terri@olympuscnc.com
Sent: Wednesday, May 5, 2021 2:04 PM
To: Felicia Story
Subject: [EXTERNAL] RE: Jefferson Middle School

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

Hi Felicia,

The cost for 1-56 passenger motorcoach for the itinerary you provided will be \$4,400 plus the cost of the drivers room. If you would like to book this please let me know as soon as possible because I did quote this year's rate rather than next year.

Thank you,
Terri Shelande
Director of Events
865-523-2796

From: Felicia Story <FStory@ortn.edu>
Sent: Tuesday, May 4, 2021 12:22 PM
To: terri@olympuscnc.com
Subject: Jefferson Middle School

Please see the attached. I will be leaving at 2:30 today so tomorrow will be fine.

Thank you,
Felicia Story

Acceptance



1500 Breda Drive, Knoxville, TN 37918*126 Bohannon Avenue, Greenville, TN 37745*1619 Shepherd Road Ste 109, Chattanooga, TN 37421
Phone: 865-684-0304 Fax: 865-689-5552

JEFFERSON MIDDLE SCHOOL-OAK RIDGE
200 FAIRBANKS ROAD
OAK RIDGE, TN 37830

Thank you for your interest in using Premier Transportation for your charter needs. With the exception of our Activity Buses, all of our coaches are equipped with complimentary Wireless Internet Access, CD and DVD players. For added safety, Premier utilizes 3-Point Seat Belts, GPS Tracking and an on-board Electronic Logging system.

| | | | |
|--|--|--|--|
| Quotation ID Date | 12805/15989 5/5/2021 | Client Ref 1 Client Ref 2 | Felicia Story 865-426-9303 |
| First Pick-up Pick-up Date Single Journey Vehicle To Stay | Jefferson Middle School Oak Ridge Fri 3/11/2022 Time 07:59 No Yes | Destination Arrival Date Leave Date Back Date | Williamsburg, VA Fri 3/11/2022 Time Mon 3/14/2022 Time Mon 3/14/2022 Time 23:59 |
| Passengers | | Distance | 1057 |

| | |
|----------------------------|--------------------------|
| First Pick-up Instructions | Destination Instructions |
|----------------------------|--------------------------|

200 Fairbanks Road
Oak Ridge, TN

| Quantity | Seats | Vehicle Description | Unit Price | Price | Tax % | Tax | Total |
|-----------------|-------|-----------------------|------------|------------|-------|--------|------------|
| 1 | 56 | 56- Deluxe Motorcoach | \$4,755.00 | \$4,755.00 | 0 | \$0.00 | \$4,755.00 |
| 1 | 56 | 56- Deluxe Motorcoach | \$4,755.00 | \$4,755.00 | 0 | \$0.00 | \$4,755.00 |
| | | | | \$9,510.00 | | \$0.00 | \$9,510.00 |
| Movement Totals | | | | \$9,510.00 | | \$0.00 | \$9,510.00 |

*Our charters are reserved on a first come/first serve basis. Buses are reserved and scheduled only upon receipt of the signed Acceptance and Terms & conditions sheets and a deposit.
Where applicable, group is responsible for driver(s) lodging for each nights stay, all parking fees and tolls. Unless otherwise stated.

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Embassy Suites Phone 757-229-6800
 Address 3006 Mooretown Road Fax _____
 City/State/Zip Williamsburg, VA 23185 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|-----------------------------------|-----------------|-------------------|
| | <u>26</u> | <u>Student</u> | \$ <u>109</u> | \$ <u>2834</u> |
| | <u>9</u> | <u>Adults</u> | \$ <u>109</u> | \$ <u>981</u> |
| | | <u>Contact name Heidi Watkins</u> | \$ _____ | \$ _____ |
| | | <u># 757-229-6800</u> | \$ _____ | \$ _____ |
| | | <u>15.08 Taxes</u> | \$ <u>15.08</u> | \$ <u>527.80</u> |
| | | TOTAL | | \$ 4342.80 |

Handwritten:
 X27
 01182901
 1093

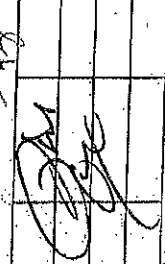
OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

Oak Ridge Schools Competitive Quote Sheet

Work Order #

| Vendor Name | | Embassy Suites | | Holiday Inn | | Wolf Creek Lodge | |
|-----------------------|-----|---|------------|--------------------------------------|------------|--|-----------|
| Address | | 3006 Mooretown Williamsburg, VA 23185 | | 515 Bypass Rd Williamsburg, VA 23185 | | 549 E. Rochambeau Dr. Williamsburg, VA 23185 | |
| Quote Number | | 23185 | | | | | |
| Contact Name | | Heidi Watkins | | Ginger Jenkins | | Kristen Collins | |
| Phone Number | | 757-229-6800 | | 757-941-2164 | | 757-345-7962 | |
| Item | Qty | Description | Unit Price | Ext Price | Unit Price | Ext Price | Ext Price |
| | 35 | DOUBLE/DOUBLE SUITE 11% Tax and \$2 Room Fee | \$109.00 | | | | |
| | 35 | 3815 x 3, 11445 x 1170, 125895 F&D QUEEN/QUEEN SUITE | | | | | |
| | | 4865 x 3, 14595 1605 45 | | | \$139 | | |
| | 35 | STANDARD SUITE | | | | | \$236.08 |
| | | 8262.0 24,788.40 | | | | | |
| | | 2726.72 210 | | | | | |
| | | 11% tax \$2 room fee mail | | | | | |
| Shipping and Handling | | | | | | | |
| Quote taken by: | | | | | | | |
| Req. No. | | | | | | | |
| Total: | | | \$11,445 | 12913.8 | 16410.6 | 27725.12 | |
| Terms: | | | | | | | |
| Delivery Date: | | | | | | | |
| FOB Point: | | | | | | | |
| | | | | | \$14,595 | 24,788.40 | |


 Shipping and Handling
 Quote taken by: *[Signature]*



EMBASSY SUITES
HOTEL®

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

GROUP SALES AGREEMENT

1a DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

Embassy Suites Hotel®: Williamsburg
3006 Mooretown Road, Williamsburg, VA 23185
and Jefferson Middle School and outlines specific conditions and services to be provided.

| Especially Prepared for: | | Event & Hotel Information: | |
|--------------------------|---------------------------------|----------------------------|---------------------------------|
| Group Contact: | Ben Brewer | Name "Event": | Jefferson Middle School |
| Company Name: | Jefferson Middle School | Date(s) of Event: | March 11, 2022 - March 14, 2022 |
| Address: | 200 Fairbanks Road Oak Ridge | Hotel Contact: | Heidi Watkins |
| City, State, Zip: | TN 37830 | Title: | Director of Sales |
| Phone: | 865-425-9301 | Phone: | 757-229-6800 |
| Email: | btb Brewer@ortn.edu | Email: | heldi.watkins@hilton.com |

NAME OF EVENT: Jefferson Middle School

2a GUEST ROOM & RATES COMMITMENT

The Hotel agrees that it will provide and group agrees that it will utilize guest rooms in the pattern set forth below: Based upon Jefferson Middle School's total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

| | Fri 03/11/2022 | | Sat 03/12/2022 | | Sun 03/13/2022 | |
|---------------------|----------------|----------|----------------|----------|----------------|----------|
| | Rooms | Rate | Rooms | Rate | Rooms | Rate |
| Double/Double Suite | 35 | \$109.00 | 35 | \$109.00 | 35 | \$109.00 |

Hotel room rates are subject to applicable state and local taxes (currently 12% and \$2 nightly) in effect at the time of check in. Rate includes full cooked to order breakfast, complimentary evening cocktail reception, complimentary Wi-Fi and complimentary parking.
Complimentary Suite policy is 1 per 20 actualized per night.
Commissionable 7% to Book My Group.

3a METHOD OF RESERVATIONS: Rooming List

A rooming list must be provided to facility to your room block. Organization must provide a list of guest name(s), arrival date(s), departure date(s), room type requested, and any special requests. Rooming list is due to the Hotel Sales Department no later than 5:00pm on Wednesday, February 9, 2022.

4a GUARANTEED RESERVATIONS / BILLING: Master Account with Deposit

The Jefferson Middle School is responsible for the room and tax for the above mentioned room block and event. The hotel requires a \$500 deposit amount to guarantee the space by January 11, 2022.

5a CUTOFF DATE

Reservations by attendees must be received on or before 5:00pm, Wednesday, February 9, 2022 (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Jefferson Middle School group rate after this date.

6a CANCELLATION

Jefferson Middle School agrees to provide Hotel with written notice of any decision to cancel or to otherwise essentially abandon its use of the Total Room Nights ("a cancellation") within five (5) business days of such a decision. If cancellation period has passed, the Jefferson Middle School reservations will be assessed a cancellation charge of the first night's room

PC Client Initials
[Signature]

_____ Hotel Representatives Initials



EMBASSY SUITES
HOTEL®

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

XFP

and tax. Cancellation for this group is 30 days prior to the first arrival date. In the event, the group is cancelled due to COVID-19 or other pandemic related causes, the group may reschedule or cancel without penalty with written notice to the hotel.

7a ATTRITION-Walved for Jefferson Middle School

8a REWARDS PROGRAM – HILTON HONORS EVENT PLANNER POINTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Jefferson Middle School has otherwise complied with the material terms and conditions of this Agreement, the Hotel will either award Points or submit an award for airline miles:

CHECK ONE OPTION BELOW:

- Reward Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Member Name _____ Hilton Honors Number _____

9a IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

10a ACCEPTANCE

When presented by the Hotel to Jefferson Middle School, this document is an invitation by the Hotel to Jefferson Middle School to make an offer. Upon signature by Jefferson Middle School this document will be an offer by Jefferson Middle School. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Jefferson Middle School at any time prior to Jefferson Middle School's execution of this document, the outlined format and dates will be held by the Hotel for Jefferson Middle School on a first-option basis until Tuesday, May 18, 2021. If Jefferson Middle School cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon signature by both parties, Jefferson Middle School and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

11a SIGNATURES

Approved and authorized by:

Approved and authorized by Hotel:

Name: (Print) Phel Cox
 Title: (Print) Principal
 Signature: *[Signature]*
 Date: 5-13-21

Name: (Print) Heidi Watkins
 Title (Print) Director of Sales
 Signature: _____
 Date: _____

[Signature]

____ Client Initials

____ Hotel Representatives Initials

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Security via Embassy Suites Phone _____
 Address _____ Fax _____
 City/State/Zip _____ Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|----------|---------------------|--------------|----------------------------|
| | | SECURITY | 40 HR @ 8Hrs | \$ 360 320 |
| | | <u>Student</u> | 3 Nights | \$ 360 320 |
| | | <u>Adults</u> | | \$ 360 320 |
| | | <u>Contact name</u> | | \$ 900 |
| | | <u>#</u> | | \$ 12 |
| | | | TOTAL | \$ 1080.00 1920 |

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Precision Printing Phone 865 483 9000
 Address 98 West Tennessee Fax _____
 City/State/Zip Oak Ridge, TN 37830 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|----------|---------------------|------------|-------------|
| | | TRIP BOOKLETS | \$ | 200 |
| | | <i>Student</i> | \$ | |
| | | <i>Adults</i> | \$ | |
| | | <i>contact name</i> | \$ | |
| | | <i>#</i> | \$ | |
| TOTAL | | | \$ | 200.00 |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

**Jefferson Middle School
REQUEST FOR PURCHASE**

Staff requesting purchase Linn / Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered _____ Purchased for what reason FIELD TRIP
 Vendor WOOD GRILL BUFFET Phone 434-975-5613
 Address 570 BRANCHLANDS BLVD Fax _____
 City/State/Zip CHARLOTTESVILLE, VA 22901 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|---------------------------------|--------------------|--------------------|
| | <u>80</u> | <u>Student</u> | <u>\$ 18.89</u> | <u>\$ 1511.20</u> |
| | <u>11</u> | <u>Admits</u> | <u>\$ 18.89</u> | <u>\$ 207.79</u> |
| | | <u>+ 2 Comped Drivers</u> | <u>0</u> | <u>\$</u> |
| | | <u>Contract name Rob Carter</u> | <u>\$</u> | <u>\$</u> |
| | | <u># 434-975-5613</u> | <u>\$</u> | <u>\$</u> |
| | | TOTAL | \$ 1,718.99 | \$ 1,718.99 |

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn / Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Jamestown Cafe Phone N/A
 Address PO Box 1607 Fax _____
 City/State/Zip Jamestown, VA 23187 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|-----------------------------------|-----------------|-------------------|
| | <u>80</u> | <u>Student</u> | \$ <u>12.00</u> | \$ <u>960</u> |
| | <u>11</u> | <u>Adultery</u> | \$ <u>12.00</u> | \$ <u>132</u> |
| | | <u>contact name Paula Barrack</u> | | |
| | | <u># nobodyathome57@yahoo.com</u> | | |
| TOTAL | | | \$ | \$ <u>1092.00</u> |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

**Jefferson Middle School
REQUEST FOR PURCHASE**

Staff requesting purchase Luan / Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered _____ Purchased for what reason FIELD TRIP
 Vendor GOLDEN CORAL Phone 757-229-3785 / 512-825-9189 CAROLINA
 Address 218 BYPASS ROAD Fax 512-532-0694
 City/State/Zip WILLIAMSBURG, VA 23185 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|---------------|----------------------------------|-----------------|--------------------------|
| | 80 | <u>Student</u> | \$ <u>10.45</u> | \$ <u>836.00</u> |
| | <u>11</u> | <u>Directly</u> | \$ <u>15.95</u> | \$ <u>175.45</u> |
| | | <u>+ 2 Compd Drives</u> | \$ _____ | \$ _____ |
| | | <u>Contact name Carolyn Boss</u> | \$ _____ | \$ _____ |
| | | <u># 512-825-9189</u> | \$ _____ | \$ _____ |
| | | | TOTAL | \$ <u>1011.45</u> |

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SEGME, Sp. ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Colonial Williamsburg Hotels (Catering) Phone 757 220 7620
 Address PO Box 1776 Fax _____
 City/State/Zip Williamsburg VA 23187 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|---|-----------------|-------------------|
| | <u>80</u> | <u>Student</u> | \$ <u>18.00</u> | \$ <u>1440</u> |
| | <u>11</u> | <u>Chicken Meal includes Tax and Gratuity</u> | \$ <u>18.00</u> | \$ <u>198</u> |
| | | <u>Adults</u> | \$ _____ | \$ _____ |
| | | <u>Contract name Jennifer Dickerson</u> | \$ _____ | \$ _____ |
| | | <u>Shield's Tavern #</u> | \$ _____ | \$ _____ |
| | | <u>TOTAL</u> | \$ _____ | \$ <u>1638.00</u> |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Captain George's Seafood Buffet Phone 757 565 2323
 Address 5363 Richmond Road Fax 757 565 3731
 City/State/Zip Williamsburg VA 23188 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|-----------------------------------|-----------------|-------------------|
| | <u>80</u> | <u>Student</u> | \$ <u>37.00</u> | \$ <u>2960</u> |
| | <u>11</u> | <u>Adults</u> | \$ <u>46</u> | \$ <u>506</u> |
| | <u>2</u> | <u>Drivers</u> | \$ <u>0</u> | \$ <u>0</u> |
| | | <u>Contact name Bonnie Tobias</u> | \$ _____ | \$ _____ |
| | | <u>#</u> | \$ _____ | \$ _____ |
| TOTAL | | | \$ | \$ <u>3466.00</u> |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS:

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn / Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 202 Purchased for what reason Williamsburg Field Trip
 Vendor Michie Tavern Phone 434 977 12134
 Address _____ Fax 434 296 7203
 City/State/Zip _____ Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|----------|---------------------|------------|-------------|
| | 80 | <i>Student</i> | \$ 18 | \$ 1440 |
| | 11 | <i>Adults</i> | \$ 24 | \$ 264 |
| | 2 | Drivers | \$ 0 | \$ |
| | | <i>Contact name</i> | \$ | \$ |
| | | <i>#</i> | \$ | \$ |
| TOTAL | | | \$ | \$ 1704.00 |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp, ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Luan Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 201 Purchased for what reason Jamestown / Yorktown Field Trip
 Vendor Jamestown / Yorktown Group Reservations Phone 757 253-4939
 Address P.O. BOX 1607 Fax _____
 City/State/Zip Williamsburg, VA 23187-1607 Catalog Date _____

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|-----------|------------------------------------|-----------------|-----------------|
| | <u>80</u> | <u>Student</u> | <u>\$ 10.50</u> | <u>\$ \$840</u> |
| | <u>3</u> | <u>Adults</u> | <u>\$ 28.00</u> | <u>\$ 84</u> |
| | <u>8</u> | <u>COMPS</u> | <u>\$</u> | <u>\$ 0</u> |
| | | <u>Contact name Taylor Horwatt</u> | <u>\$</u> | <u>\$</u> |
| | | <u># 757 253 4165</u> | <u>\$</u> | <u>\$</u> |
| TOTAL | | | <u>\$</u> | <u>\$ 924</u> |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
141-71100-429-10-25 Classroom 141-72410-499-10-25 Instruc. / Adm. 141-71100-449-10-25 Textbooks
141-71100-722-10-25 New/Replace Class 141-72410-701-10-25 New/Replace Adm. 141-72120-499-10-25 Clinic
141-72210-432-10-25 Library 141-72210-437-10-25 Periodicals Other (SECME, Sp. ED)

COMMENTS: _____

Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase Lynn Brewer Date 5/3/21 Account to be charged _____
 Room # for item(s) to be delivered 201 Purchased for what reason Monticello Field Trip
 Vendor Monticello Phone 434 984-9880
 Address PO BOX 316 Fax _____
 City/State/Zip Charlottesville, VA 22902 Catalog Date 2021

| Item/Catalog # | Quantity | Description | Unit Price | Total Price |
|----------------|----------|---------------------------------------|------------|-------------|
| | 80 | <i>Student</i> | \$ 10 | \$ 800 |
| | 8 | <i>Adults</i> | \$ 31 | \$ 248 |
| | | <i>contact name Sofia Spidaleri #</i> | | |
| | | 434 984 9880 | | |
| TOTAL | | | \$ | \$ 1048 |

OFFICE USE ONLY:

Date Received by Bookkeeper _____ Purchase Order Needed _____ Purchase Order # _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 _____ 141-71100-429-10-25 Classroom _____ 141-72410-499-10-25 Instruc. / Adm. _____ 141-71100-449-10-25 Textbooks
 _____ 141-71100-722-10-25 New/Replace Class _____ 141-72410-701-10-25 New/Replace Adm. _____ 141-72120-499-10-25 Clinic
 _____ 141-72210-432-10-25 Library _____ 141-72210-437-10-25 Periodicals _____ Other (SECME, Sp. ED)

COMMENTS: _____



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *Pat*
Subject: Recommendation of Audit Firm for FY '22 Audit
Date: July 20, 2021

I recommend that Oak Ridge Schools approve the Audit Firm of Brown Jake & McDaniel, PC for performance of the FY22 Annual Audits. The attached Engagement Letters for FY22 total \$54,410 (Board of Education audit contract amount of \$38,710 and Internal School Funds audit contract amount of \$15,700). The auditing services are budgeted in account code 141-72310-305.

Please let me know if you have questions or need additional information.

BROWN JAKE & McDANIEL, PC

CERTIFIED PUBLIC ACCOUNTANTS
2607 KINGSTON PIKE, SUITE 110
KNOXVILLE, TENNESSEE 37919-3336
865/637-8600 • fax: 865/637-8601
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JOE L. BROWN, CPA, CGFM, CGMA
FRANK D. McDANIEL, CPA, CGFM, CGMA
TERRY L. MOATS, CPA, CGFM, CGMA
JAMES E. BOOHER, CPA, CGMA
HALEY A. SLAGLE, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

July 16, 2021

Pat Smith
Finance Director
Oak Ridge Schools
PO Box 6588
Oak Ridge, Tennessee 37831-6588

We are pleased to confirm our understanding of the services we are to provide the Oak Ridge Schools (the Schools) for the year ending June 30, 2022. We will audit the financial statements of the governmental activities, business type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Schools as of and for the year ending June 30, 2022. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Schools' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Schools' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net Pension Liability (Asset) and Related Ratios Based on Participation in the Public Employee Pension Plan of TCRS
- 3) Schedule of Oak Ridge School System's Contributions Based on Participation in the Public Employee Pension Plan of TCRS
- 4) Schedule of Oak Ridge School System's Proportionate Share of the Net Pension Asset – Teacher Legacy Pension Plan of TCRS
- 5) Schedule of Oak Ridge School System's Contributions – Teacher Legacy Pension Plan of TCRS
- 6) Schedule of Oak Ridge School System's Proportionate Share of the Net Pension Liability (Asset) – Teacher Hybrid Pension Plan of TCRS
- 7) Schedule of Oak Ridge School System's Contributions – Teacher Hybrid Pension Plan of TCRS
- 8) Schedule of Changes in the Net Pension Liability (Asset) and Related Ratios Based on Participation in the Hybrid Employee Pension Plan of TCRS

- 9) Schedule of Oak Ridge School System's Contributions Based on Participation in the Hybrid Employee Pension Plan of TCRS
- 10) Schedule of Changes in Total OPEB Liability and Related Ratios Based on Participation in the TGOP OPEB Plan
- 11) Schedule of Changes in Total OPEB Liability and Related Ratios Based on Participation in the TNP OPEB Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Schools' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Fund Financial Statements:
 - a) Combining Balance Sheet – Nonmajor Governmental Funds
 - b) Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds
 - c) Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Nonmajor Governmental Funds
- 2) Schedule of Expenditures of Federal and State Awards
- 3) Notes to Schedule of Expenditures of Federal Awards
- 4) Schedule of Noncash Federal Awards
- 5) Schedule of Changes in Long-Term Debt by Individual Issue

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory Section
- 2) Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope

of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to Board of Education of Oak Ridge Schools. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as your auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Schools' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Schools' major programs. The purpose of these procedures will be to express an opinion on the Schools' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the Schools in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant

agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 1, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary

information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Oak Ridge Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown Jake & McDaniel, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit (if applicable) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit

documentation will be provided under the supervision of Brown Jake & McDaniel PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

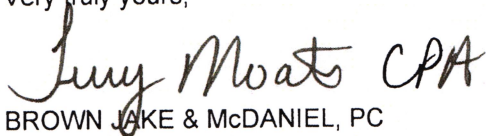
We expect to begin our audit on approximately June 30, 2022 and to issue our reports no later than December 31, 2022. Terry Moats is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$38,710.00 and additional fees at normal hourly rates for any work related to CARES Act funding or non-audit services related to implementation of new GASB Standards/Pronouncements and the related changes to the financial statement presentation. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Oak Ridge Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


BROWN JAKE & McDANIEL, PC

RESPONSE:

This letter correctly sets forth the understanding of Oak Ridge Schools.

By: _____

Title: _____

Date: _____



CERTIFIED PUBLIC ACCOUNTANTS
CHATTANOOGA | MEMPHIS

Report on the Firm's System of Quality Control

November 28, 2018

To The Partners of Brown, Jake & McDaniel, P.C. and the Peer Review Committee of the Tennessee Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of Brown, Jake & McDaniel, P.C. (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brown, Jake & McDaniel, P.C. in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency or fail*. Brown, Jake & McDaniel, P.C. has received a peer review rating of *pass*.

*Henderson Hutcherson
& McCullough, PLLC*

1200 Market Street, Chattanooga, TN 37402 | T 423.756.7771 | F 423.265.8125

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TSCPA Peer Review Program
Administered in Tennessee
By the Tennessee Society of CPAs

AICPA Peer Review Program
Administered In Tennessee
By the Tennessee Society of CPAs

March 04, 2019

Joe Brown
Brown, Jake & McDaniel, P. C.
2607 Kingston Pike Ste 110
Knoxville, TN 37919-3336

Dear Joe Brown:

It is my pleasure to notify you that on February 26, 2019, the Tennessee Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2021. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Katie B. Cheek

Katie Cheek
Peer Review Manager
kcheek@tscpa.com 615-377-3825
Tennessee Society of CPAs

cc: Randy Dummer, Frank McDaniel

Firm Number: 900010096645

Review Number: 563728

BROWN JAKE & McDANIEL, PC

CERTIFIED PUBLIC ACCOUNTANTS
2607 KINGSTON PIKE, SUITE 110
KNOXVILLE, TENNESSEE 37919-3336
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JOE L. BROWN, CPA, CGFM, CGMA
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TERRY L. MOATS, CPA, CGFM, CGMA
JAMES E. BOOHER, CPA, CGMA
HALEY A. SLAGLE, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

July 16, 2021

Pat Smith
Finance Director
Oak Ridge Schools
PO Box 6588
Oak Ridge, Tennessee 37831-6588

We are pleased to confirm our understanding of the services we are to provide the Oak Ridge Schools (the Schools) for the year ending June 30, 2022. We will audit the combined and individual fund balance sheets and the related combined and individual statements of revenues, expenditures and changes in fund balance, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Oak Ridge Schools Internal School Funds as of and for the year ending June 30, 2022.

We have also been engaged to report on supplementary information other than RSI that accompanies the School's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Balance Sheet – Regulatory Basis (Per School)
- 2) Statement of Revenues, Expenditures and Changes in Fund Balance – Regulatory Basis (Per School)
- 3) Schedule of Interfund and Interaccount Transfers (By School)
- 4) Schedule of Salary Supplements (By School)
- 5) Schedule of Fidelity Bond Coverage

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), if applicable.

□ □ □

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to Board of Education of Oak Ridge Schools. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as your auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state

awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Schools' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Schools' major programs. The purpose of these procedures will be to express an opinion on the Schools' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the Schools in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance

that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 1, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Oak Ridge Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 30, 2022 and to issue our reports no later than December 31, 2022. Terry Moats is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$15,700.00 and additional fees at normal hourly rates for any work related to CARES Act funding or non-audit services related to implementation of new GASB Standards/Pronouncements and the related changes to the financial statement presentation. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Oak Ridge Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

 Terry Moats CPA
BROWN JAKE & McDANIEL, PC

RESPONSE:

This letter correctly sets forth the understanding of Oak Ridge Schools.

By: _____

Title: _____

Date: _____



CERTIFIED PUBLIC ACCOUNTANTS
CHATTANOOGA | MEMPHIS

Report on the Firm's System of Quality Control

November 28, 2018

To The Partners of Brown, Jake & McDaniel, P.C. and the Peer Review Committee of the Tennessee Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of Brown, Jake & McDaniel, P.C. (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brown, Jake & McDaniel, P.C. in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Brown, Jake & McDaniel, P.C. has received a peer review rating of *pass*.

Henderson Hutcherson
& McCullough, PLLC

1200 Market Street, Chattanooga, TN 37402 | T 423.756.7771 | F 423.265.8125

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA



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March 04, 2019

Joe Brown
Brown, Jake & McDaniel, P. C.
2607 Kingston Pike Ste 110
Knoxville, TN 37919-3336

Dear Joe Brown:

It is my pleasure to notify you that on February 26, 2019, the Tennessee Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2021. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Katie B. Cheek

Katie Cheek
Peer Review Manager
kcheek@tscpa.com 615-377-3825
Tennessee Society of CPAs

cc: Randy Dummer, Frank McDaniel

Firm Number: 900010096645

Review Number: 563728

Governor's Civics Seal Grant

The Governor's Civics Seal grant recognizes schools and districts that prioritize teaching our nation's history and civic values. This year, Oak Ridge Schools was awarded the Governor's Civics Seal grant in the amount of \$32,000 to support the implementation of high-quality civic education programs that results in readiness for college, career and civic life. The district was awarded \$20,000, Roberstville Middle School was awarded \$7,000 and Willow Brook Elementary School was awarded \$5,000. We will use a portion of these funds to supplement our newly adopted Character Strong Curriculum by purchasing high qualities materials that will be used by students in our SEL classes. We will also purchase sensory hallways and positive affirmation stickers designed to improve the physical climate of some of our schools. The grant will also provide Civics education for our parents during Parent Engagement Nights with an emphasis on our EL families. Finally, this grant will provide funds to support Professional Development in Civics Education.

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Civics Seal Grant - Rev 0 - Civics Seal Grant

Filter by Location: All - \$32,000.00 ▼

| Line Item Number | Account Number | 71100 - Regular Instruction Program | 72210 - Support Services/Regular Instruction Program | Total |
|--|----------------|-------------------------------------|--|-----------|
| 429 - Instructional Supplies & Materials | | 15,000.00 | | 15,000.00 |
| 499 - Other Supplies and Materials | | 750.00 | 1,000.00 | 1,750.00 |
| 524 - In-Service / Staff Development | | | 6,000.00 | 6,000.00 |
| 599 - Other Charges | | 9,250.00 | | 9,250.00 |
| Total | | 25,000.00 | 7,000.00 | 32,000.00 |
| | | Adjusted Allocation | | 32,000.00 |
| | | Remaining | | 0.00 |



Memorandum

To: Dr. Kelly Williams
From: Doug Cofer
Subject: Temporary Labor Position for Salvage

Kelly,

I am writing a request for a temporary labor position to help with the surge in the Technology Department's salvage operations. We are in the process of moving above average amounts of equipment through our department's salvage procedures. All of our salvage operations have to abide by both the State and Oak Ridge Schools' protocols for salvage/disposing of assets. Due to these protocols, it is not efficient to use outside contractors or to bid out this process. I have funding to cover the cost of a temporary employee using the consulting line item within the Technology Department's budget. The estimated time from Trent to process this surge in surplus is between 6 and 9 months. Approximate time and costs will not exceed 9 months and \$15,000 (which is the total of the line item).

Thanks,

Doug Cofer

Director of Technology | Oak Ridge Schools

127 Providence Road – STE 100, Oak Ridge, TN 37830

865-425-9015 | dcofer@ortn.edu | www.ortn.edu

OAK RIDGE SCHOOLS
P. O. BOX 6588
Oak Ridge, TN 37831-6588
(865) 425-9008

VACANCY ANNOUNCEMENT

POSITION: INFORMATIONAL TECHNOLOGY SUPPORT

LOCATION: IT DEPARTMENT

BEGINNING DATE: IMMEDIATE

HOURLY RANGE: \$15.00

JOB GOALS:

Responsible for the life cycle of technology parts and equipment including but not limited to inventory, pickup/delivery, restocking, and surplus disposal.

JOB EXPECTATIONS:

- Adhere to Oak Ridge Schools Policies and Procedures.
- Communicate regularly with supervisor about workplace issues.
- Consistently report to work on time and prepared.
 - Distribute parts and spares to technicians as needed
 - Any other duties as assigned by management
 - Strong documentation and presentation skills
 - Perform miscellaneous job duties as assigned

QUALIFICATIONS:

- Education and Experience Requirements
- High school diploma or GED.

PHYSICAL DEMANDS:

- Individual may be required to exert up to 50 pounds of force occasionally.
- Individual may also be required to work on scaffolds, ladders, and other aerial work platforms.
- Individual must pass a physical range of motion test for job suitability.
- Driving to remote sites, as needed

PRINCIPALS: Please post this announcement on school bulletin boards.

Interested persons meeting the above qualifications apply on-line at www.ortn.edu. DO NOT contact the Principal or Director.

OAK RIDGE SCHOOLS IS AN EEO/AA EMPLOYER



MEMORANDUM
OAK RIDGE SCHOOLS

Bruce Lay
Office of the Executive Director of School Leadership

TO: Dr. Borchers and Board of Education

DATE: 07/27/20

SUBJECT: Additional Teaching Position

Due to increased enrollment at Linden Elementary, I recommend a 1.0 teaching position be added for an additional kindergarten teacher. We have four kindergarten teachers at Linden and 83 kindergarten students currently enrolled. Enrollment is equally high in grades 1-3. The TDOE requires that we maintain a class average of 20 students for grades K-3. Our current average is above 20 which requires us to hire an additional 1.0 certified teacher.

ATTACHMENT B**GRANT BUDGET****GRANTEE****OAK RIDGE SCHOOLS****PROGRAM AREA:****[Family Resource Center 2021-2022]**

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: [07/01/21] through [06/30/22]

| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable) | GRANT CONTRACT | GRANTEE MATCH (participation) | TOTAL PROJECT |
|---|--|--------------------|----------------------------------|---------------------|
| 1 | Salaries | \$24,018.65 | \$56,581.35 | \$80,600.00 |
| 2 | Benefits & Taxes % | \$0.00 | \$20,202.00 | \$20,202.00 |
| 4, 15 | Professional Fees / Grant Awards (detail attached) | \$0.00 | \$0.00 | \$0.00 |
| 5 | Supplies | \$3,093.00 | \$0.00 | \$3,093.00 |
| 6 | Telephone | \$0.00 | \$0.00 | \$0.00 |
| 7 | Postage & Shipping | \$500.00 | \$0.00 | \$500.00 |
| 8 | Occupancy | \$0.00 | \$0.00 | \$0.00 |
| 9 | Equipment Rental & Maintenance | \$0.00 | \$0.00 | \$0.00 |
| 10 | Printing & Publications | \$0.00 | \$0.00 | \$0.00 |
| 11, 12 | Travel / Conferences & Meetings | \$2,000.00 | \$0.00 | \$2,000.00 |
| 13 | Interest (detail attached) | \$0.00 | \$0.00 | \$0.00 |
| 14 | Insurance | \$0.00 | \$0.00 | \$0.00 |
| 16 | Specific Assistance to Individuals | \$0.00 | \$0.00 | \$0.00 |
| 17 | Depreciation (detail attached) | \$0.00 | \$0.00 | \$0.00 |
| 18 | Other Non-Personnel (detail attached) | \$0.00 | \$0.00 | \$0.00 |
| 20 | Capital Purchase (detail attached) | \$0.00 | \$0.00 | \$0.00 |
| 22 | Indirect Cost [] | \$0.00 | \$0.00 | \$0.00 |
| 24 | In-Kind Expense | \$0.00 | \$0.00 | \$0.00 |
| 25 | GRAND TOTAL | \$29,611.65 | \$76,783.35 | \$106,395.00 |

GRANT BUDGET DETAIL

| LINE-ITEM DETAIL FOR: [PROFESSIONAL FEE/ GRANT & AWARD] | AMOUNT |
|--|---------------|
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| TOTAL | \$0.00 |

| LINE-ITEM DETAIL FOR: [INTEREST] | AMOUNT |
|--|---------------|
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| TOTAL | \$0.00 |

| LINE-ITEM DETAIL FOR: [DEPRECIATION] | AMOUNT |
|--|---------------|
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| TOTAL | \$0.00 |

| LINE-ITEM DETAIL FOR: [OTHER NON-PERSONNEL] | AMOUNT |
|--|---------------|
| | \$0.00 |
| | \$0.00 |
| TOTAL | \$0.00 |

| LINE-ITEM DETAIL FOR: [CAPITAL PURCHASE] | AMOUNT |
|--|---------------|
| | \$0.00 |
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| TOTAL | \$0.00 |

| LINE-ITEM DETAIL FOR: [SUBJECT LINE-ITEM] | AMOUNT |
|--|---------------|
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| [SPECIFIC, DESCRIPTIVE, DETAIL (REPEAT LINE AS NECESSARY)] | \$0.00 |
| TOTAL | \$0.00 |

**Family Resource Center
Key Points of Interest for BOE
2020/21 School Year**

- ❖ The FRC began in 1993 with 13 centers. The Oak Ridge Schools was one of the original centers. The director has been with the program since the conception of the program. We added a part time staff member eleven years ago to operate the satellite office at Glenwood. This has allowed us to meet the needs of students and families though out the Oak Ridge community. This is our 27th year of service. The mission of the Family Resource Center is to break down barriers to a child's educational success and to eliminate problems that keep families from becoming fully functioning and independent members of our community. A volunteer board of at least 50% parents (per grant requirement) governs the FRC. The FRC met all grant requirements for the 2020/21 school year.
- ❖ The center directly served 324 unduplicated families affecting 1102 children. Many families received multiple services.
- ❖ The FRC received \$48,770.00 in monetary donations and \$316,115.62 in kind services to benefit our ORS children and families this school year totaling \$364,885.62.
- ❖ During the 2021/22 school year, the FRC provided case management to 95 families impacting 169 children. We provided direct emergency assistance to 68 families by utilizing donations made to the FRC. The barriers that our families encountered ranged from homelessness and job loss, medical needs and attendance issues to assistance accessing community resources and navigating the social services systems.
- ❖ The FRC networked with over 175 professional, medical and social service providers to meet the needs of children and families. A total of 1,617 referrals were made through the information and referral process to meet each family's individual needs.
- ❖ FRC collaborated with ADFAC to provide school supplies to 288 WB and GW children and served as a resource for other Oak Ridge schools to identify students in need of school supplies resulting in school supply assistance for a total of 1,102 students receiving needed school supplies. The in kind donation was \$55,100. The FRC director presently serve on the ADFAC Board of Directors and sits on the School Supply and Housing Assistance committees.
- ❖ The FRC partnered with Second Harvest and the First United Methodist Church of Oak Ridge to provide food each week through the *Backpack Food 4 Kids* program for 643 children in the Oak Ridge Schools by utilizing monthly volunteers to pack and deliver packed food bags to all OR schools. 258 volunteers logged 632.55 hours backing and delivering these food bags to all ORS. The total in kind donation is \$81,505.36.
- ❖ Partnership in the form of a \$4,416.37 gift card from Rack Room Shoes to purchase shoes for children throughout the year. We also received shoes from Milestone Church.

- ❖ The FRC served 252 families impacting 660 children at Christmas. The center coordinated the Angel Tree project system-wide by utilizing 28 community partners, 42 generous individual sponsors and multiple private donations.
- ❖ The FRC coordinated efforts to provide 183 families with Thanksgiving meals, 44 families with Easter food baskets and 25 families with summer food baskets.
- ❖ Food insufficiency is also a concern for the families the center serves. During our school closure, the concerns grew exponentially. We partnered with Compassion Coalition providing \$300.00 food boxes to 190 families. By utilizing community volunteers, the FRC participated in the school summer food project and delivered daily summer meals to 115 children. Also organized and supervised a volunteer base called the Food Angels that was supported through an Arby's Aspire Grant and local donations that purchased and delivered food to families during crisis impacting 68 children. We also partnered with local food pantries and churches to make sure families had access to food.
- ❖ Through a United Way grant to Legal Aid of Middle Tennessee and the Cumberland, families identified through the FRC are able to receive legal well checks. We made ten referrals this school year. These referrals allowed our children and families to resolve issues that were preventing them from being contributing independent members of our community.
- ❖ FRC director has assisted /mentored students that have struggled with their behavior and /or classwork in their homeroom classes and offered parenting support to their families. This is an opportunity to problem solve with students and assist them in being successful in the classroom. As a member of the WB leadership team, the FRC participates in PBIS data team and provides Tier 2 Behavior RTI strategies such as BEARS check in/check out program. FRC director served as a liaison to Helen Ross McNabb Center therapist assigned to Willow Brook. This program served 44 students this school year. Therapist also collaborated with WB to provide trauma training to staff.
- ❖ During the pandemic many volunteers found creative ways to connect to their students utilizing the FRC as the connector between tutor and student. They dropped off books and letters to have delivered. When approved by the parent they also called and co-read with students. A few tutors even arranged Zoom meetings with their students after FRC worked with parent for permission and also to educate the parent on Zoom.
- ❖ Attendance continued to be an important component of the FRC and chronic absenteeism is now a mandated FRC area of service. It was extremely challenging this school year as we navigated through the pandemic. We will share this updated data with the school's parent involvement committee and the FRC Advisory Council regarding the continuation of this goal and what other interventions to add. FRC director will share the results with Oak Ridge Board of Education

- ❖ FRC Staff served on host school committees to include host school safety response team, attendance teams, Parent Advisory Committee, PBIS support team, attended parent teacher conferences and IEP meetings and served on various community boards and committees. The FRC director has also provided professional development for ORS and civic organizations in the community.

Submitted by: Jo Bruce

Date: 6/7/2021