

Regular Board of Education Meeting

March 28, 2022 6:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

B. OREA Salary Proposal

C. Principals' Salary Proposal

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 2/28/22

VII. Items for Action

A. Selection of Oak Ridge Schools Volunteer of the Year

B. FY23 Non Resident Tuition Rates

C. Preschool Head Start Grant and Budget

D. Preschool Head Start Training and Technical Assistance (T/TA) Grant

E. Preschool Selection Criteria for PreK/Title 1 and Head Start

F. FY23 Preschool Voluntary Pre-K Grant

G. FY22 Best for All District Grant

H. FY22 Fiscal Pre-Monitoring Supports Grant

I. Purchase of Replacement Fleet Vehicle

J. Purchase of Cafeteria Equipment

K. Purchase of Newline Panels for ORHS and SCA

L. Purchase of Laguna Fiber Laser Cutting Machine for the iSchool Program

M. FY22 Budget Transfer #4 - First Reading

N. Remodel of Woodland, Jefferson and Robertsville Cafeterias

O. Board Policy 6.206 Transfers Within the System - First and Second Reading

VIII. Items for Information

A. Enrollment and Attendance Reports

B. Financial Report

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Oak Ridge Schools

Business Office

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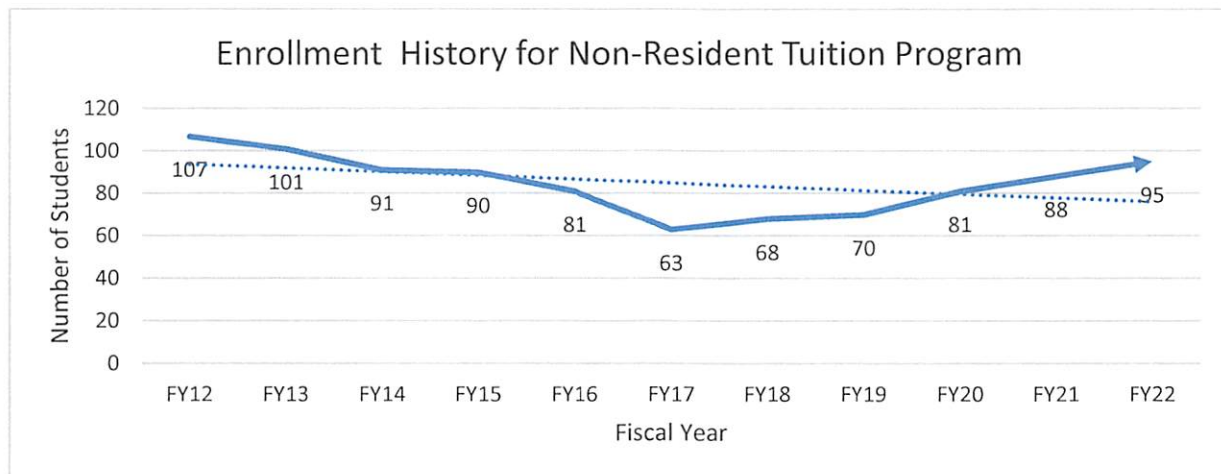
Memorandum

To: Dr. Bruce Borchers, Superintendent
From: Jenifer Van Dyke, Interim Finance Director *JVD*
Date: March 9, 2022
Re: Tuition Rates for 2022-2023 School Year

Board Policy 6.204 requires students who are not legal residents of Oak Ridge to pay tuition as approved annually by the Board of Education. A copy of the proposed tuition rates for the 2022-23 school year is attached. Non-resident tuition availability for FY23 will be determined by actual enrollment of resident students and capacity at each school.

The Non-Resident Tuition Statistics for 2021-22 School Year are as follows:

- **Total Tuition Students** 95
- **Tuition Revenue** \$335,948.35
- **Percentage by County:** 41% Anderson County; 23% Roane County; 30% Knox County; and 6% Other Tennessee Counties
- **Enrollment by Grade:** 63% Grades 7-12; 37% Grades K-6



Attachment: 2022-23 Tuition Rates



Oak Ridge Schools
Non-Resident Tuition Rates
2022-2023 School Year

		FY 2022	FY 2023
Anderson County Residents	Grades K-12	\$3,802	\$3,794
Roane County Residents	Grades K-12	\$3,802	\$3,794
Other Tennessee County Residents	Grades K-12	\$7,476	\$7,761
Out of State Residents	Grades K-12	\$12,791	\$13,221

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

Non-resident tuition rates - Calculation Details

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

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

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



Oak Ridge Schools

PRESCHOOL

Board of Education Request for Approval

Preschool Head Start Grant 2022-2023

I respectfully request the approval of the Preschool Head Start Grant proposal for 2022-2023. This grant is the Continuation Grant. The amount requested in the grant is \$881,672. The basic grant is in the amount of \$872,775 and the T/TA is \$8,897 for the total of \$881,672. This grant provides the funding for 118 3 and 4 year old students.

The grant proposal is included.

Respectfully,

Lisa M Downard

Mrs. Lisa M Downard

Principal

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Oak Ridge Schools

PRESCHOOL

2022-2023

Head Start Continuation Grant Year 3

Oak Ridge Schools' Head Start-Delegate

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Sub-Section A: Goals

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

2A Progress on Objectives and Expected Outcomes

2B Challenges

1. Broad Program Goal #1

Broad Program Goal #1 - Oak Ridge Schools' Preschool/Head Start Program will increase family engagement within the program to build relationships with families to establish a positive school experience, strengthen the overall well-being of the family, and promote healthy child development.

There are no additions, deletions, or revisions to our Broad Program Goal #1.

Measurable Objective #1- The program will utilize Creative Curriculum to engage families in the daily plans and learning experiences to support "at-home" learning. The program will show an increase from using less than 10 percent of the Family Engagement components in Creative Curriculum to using 100 percent of the components in 5 years as measured by our program checklist and curriculum fidelity tool.

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

2.a. Progress/Outcomes MO#1- The Measurable Objective for 2020-2021 is for each classroom to utilize 20% of the Family Engagement components from Creative Curriculum. Currently all classrooms are utilizing 5 out of 8 components, or 62.5%. Eight major components make up the Family Engagement Checklist. Of these eight components, five components are included and implemented by all classrooms. All classrooms are now utilizing the *Letter to Families* at the beginning of each study, all classrooms have the lesson plans displayed and sent to families, all classrooms are using the Family Conference Form, all classrooms are sending home a Weekly Newsletter, and all classrooms utilize a uniform communication tool. The program adopted an online platform, See Saw, as the uniform communication tool to streamline communication with families. All classrooms, family services, and administration utilize See Saw to communicate with families.

In addition to the items on the checklist, families also receive an additional school-wide newsletter each week. Through the school-wide newsletter, families receive information regarding school readiness and child development. Sections have included features of each interest area within the classroom and the value of what students are learning through their participation and suggestions and ideas for parents to extend the interest area at home. Other topics have included the value of outside play, reading aloud, understanding phonological awareness, and supporting literacy at home.

b. Challenges MO#1- Two of the three remaining components relate directly to parents as visitors in the building or students taking field trips to local sites as related

to their study. The COVID-19 pandemic has still created a challenge regarding parent engagement and utilizing the final three components. While the program allows visitors in the building, the classrooms are mindful of the number of people at a time and the parents may be hesitant to be inside in a group setting. This limits the opportunity for parents as visitors in the classrooms. The third component is related to a home connection with learning games. Training is needed for teachers as well as parents for this component.

Action Plan to Address Challenges:

1. Continued professional development with classroom teachers to support in the utilization of these components to the Family Engagement piece of Creative Curriculum.
2. Train teachers regarding documentation on their specific lesson plans.
3. Require documentation of all Family Engagement components on teachers' lesson plans.
4. Support teachers with utilization of virtual options for family engagement. Assist teachers with Microsoft Teams to allow families to engage virtually with their child and the curriculum.
5. Support teachers in seeking out local businesses or other locations to conduct related field trips either in-person or virtually.
6. Provide training for teachers for the learning games included with Creative Curriculum.
7. Provide training for parents for the learning games included with Creative Curriculum.
8. Provide training/modeling for families to support them in their use of the curriculum at home to further engage with their child's education.

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

Baseline- August 2019-February 2020- 6% of families volunteering within the school

2020-2021- Increase school-wide family volunteer participation by 4% (6.8%-increase from 6%)

2021-2022- Increase school-wide family volunteer participation by 5% (22%-increase from 6.8%)

2022-2023- Increase school-wide family volunteer participation by 5%

2023-2024- Increase school-wide family volunteer participation by 5%

2024-2025- Increase school-wide family volunteer participation by 5%

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

2.a. Progress/Outcomes MO#2- As of 2/20/22, the program has had 22% of the families volunteering as measured by data collected throughout the year. As policies change around COVID-19, families are allowed in classrooms, and the resuming of field trips, the program saw an increase in the number of volunteers. Another way the program is making progress toward families engaging with the program is through parent education related to the curriculum and learning objectives. Each week the program's newsletter highlights a key component of the curriculum to help parents understand how the classroom functions to enable them to feel more comfortable volunteering in the classroom. The program has planned family events to revolve around educating parents on what they can expect in the classrooms. One of these events was a walk-and-talk where families walked together on the track near the program's building. Advocates were in attendance and available to answer questions on how they could volunteer throughout the school year. The program continues to utilize the family engagement pieces in the curriculum such as inviting parents to speak to students as an "expert" related to a study.

b. Challenges MO#2- While the percentage of volunteers with the program has increased, the number may still be limited due to COVID-19. While visitors are allowed, many parents have chosen to limit their time in the building. While some parents are comfortable enough with technology to volunteer virtually, many are not. This has reduced the number of volunteers in our program.

Action Plan to Address Challenges:

1. Family Engagement Manager to meet with families who have expressed the desire to volunteer to provide guidance regarding virtual options, at-home volunteer options, as well as in-classroom options.
2. Family Engagement Manager to meet with families to train/provide support around what "volunteering" looks like and what all volunteering entails.
3. Training for teachers and family services' team for utilization of parent volunteers
4. Training families in the Creative Curriculum components as well as training regarding developmentally appropriate interactions with students in the classroom setting, how to read aloud, knowledge of interest areas and supporting children's play

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

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

2 a. Progress/Outcomes MO#3- As of 2/18/22, there are 8 students considered to be chronically absent. This results in 6.8% of enrolled students chronically absent with unexcused absences. Each of these families has received support from family services as well as the classroom staff to discuss the reason for the absences as well as provide support and services to improve attendance. Overall, and considering the situation with COVID-19, the program's Average Daily Attendance has been consistent with previous years. The current Average Daily Attendance is 87.81%.

b. Challenges MO#3- Due to COVID-19, we have had families keep their child at home during various times when the community positivity rate has increased. Lack of morning bus transportation to our building is also a challenge the program faces.

Action Plan to Address Challenges:

1. Family Engagement Manager to reach out to local doctors to communicate the need for students to be in attendance and raise awareness with them. Encourage the doctors' offices to minimize length of recommended absences due to illness.
2. Train parents regarding the daily instruction and interactions taking place within the curriculum to emphasize the importance and value in daily attendance.
3. Continue to strengthen relationships between family advocates, teachers, and parents to enhance communication between all parties.
4. Encourage parents' participation in various training opportunities.
5. Continue to educate parents regarding precautions being taken at the school to prevent the spread of all infectious diseases.
6. Seek alternate transportation for specific families—possibly connect them with other families to "ride share"

Broad Program Goal #2

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

There are no additions or deletions to Broad Program Goal #2. A revision to Broad Program Goal #2 involves the timeline. The original goal stated baseline data would be collected in spring 2019-2020. Due to COVID, the baseline data was collected in spring 2020-2021.

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

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

Baseline 2020-2021- 18.63% Below Expectations

Expected Outcomes:

2021-2022- The program will show a decrease of 2% in students scoring below widely held expectations. 16.63%

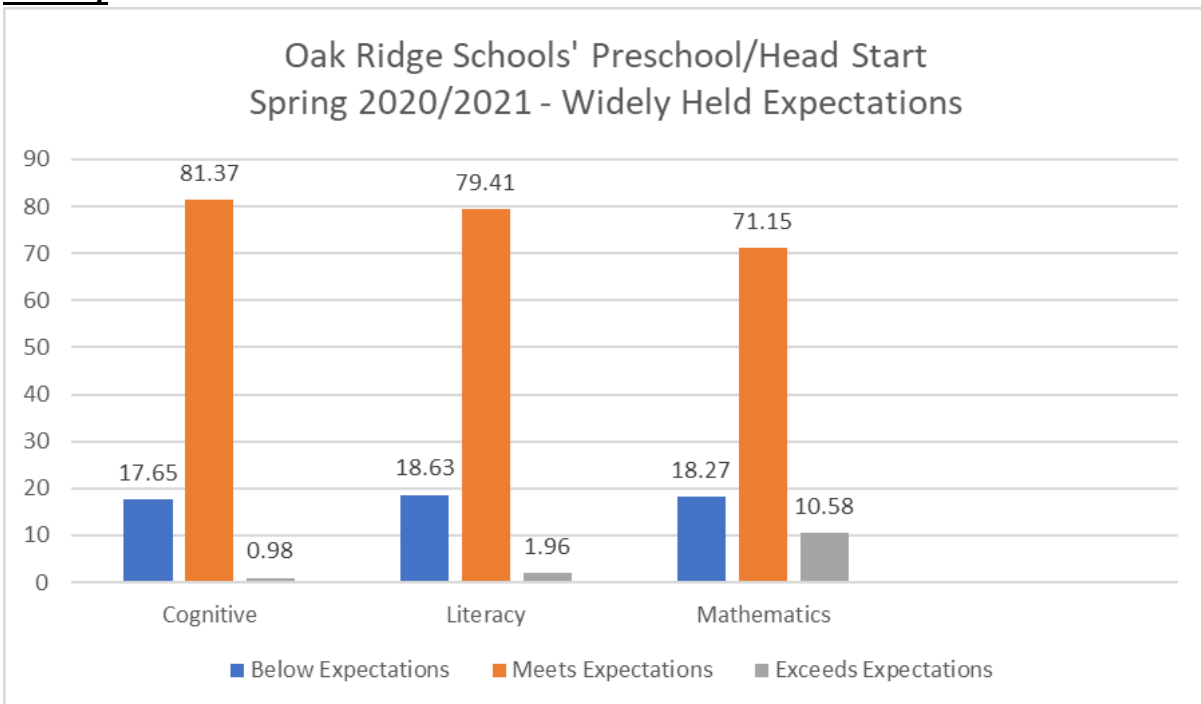
2022-2023 - The program will show a decrease of 2% in students scoring below widely held expectations. 14.63%

2023-2024 - The program will show a decrease of 2% in students scoring below widely held expectations. 12.63%

2024-2025 - The program will show a decrease of 2% in students scoring below widely held expectations. 10.63%

2 a. Progress/Outcomes MO#1-

Literacy



The above graph shows data from Spring 2020-2021. This data was used to determine the baseline. 2021-2022 Outcomes will be established at the end of the final data collection checkpoint occurring in May 2022.

The program has spent time on the implementation of the state’s “Sounds First” supplemental curriculum and developmentally appropriate practices related to literacy. The LEA’s Literacy Coordinator has provided ongoing training on the implementation of the Sounds First curriculum. Teaching staff has completed Interrater Reliability Certification related to the Creative Curriculum/Teaching Strategies Gold. In addition, the teaching staff meets weekly in Professional Learning Communities (PLC’s). During these collaborate team meetings, the teaching staff has spent time working with the literacy learning objectives within Teaching Strategies

Gold (TSG) which is the data collection system. They have analyzed these objects and correlated them to the Head Start Early Learning Outcome Framework (ELOF) as well as the Tennessee Early Learning Developmental Standards (TN-ELDS). Collaboration has been a focus for this school year and during these meetings each PLC team has been working together to decrease the number of children falling “below expectations” in the literacy domain.

b. Challenges MO#1- Implementing the curriculum to fidelity and ensuring the validity of specific data. Turn-over of classroom staff and a need to support them with curriculum implementation. A high number of students entering the program with special needs presents as a challenge for meeting our goal.

Action Steps to Address Challenges:

1. Present continuing professional development regarding curriculum implementation.
2. Present continuing professional development regarding data collection and validity of data.
3. Teachers’ full engagement in Professional Learning Communities (PLC’s) to discuss child data and teaching practices.
4. Utilize district and program staff resources to train teachers regarding inclusion and adapting the curriculum and practices to meet the needs of students with special needs.
5. Provide training for families regarding curriculum and developmental expectations to strengthen parent understanding for child development and learning.

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

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

Expected Outcomes:

2020-2021 Baseline- 18.27% Below Expectations

2021-2022-The program will show a decrease of 2% in students scoring below widely held expectations. 16.27%

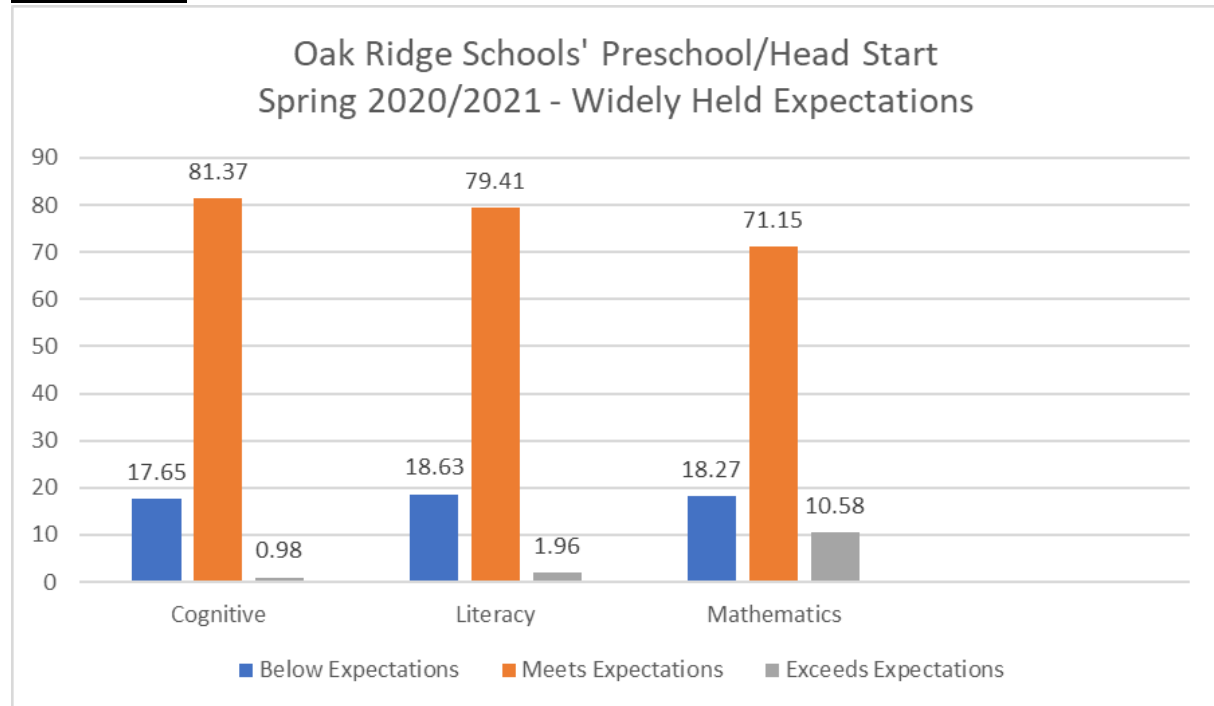
2022-2023 - The program will show a decrease of 2% in students scoring below widely held expectations. 14.27%

2023-2024 - The program will show a decrease of 2% in students scoring below widely held expectations. 12.27%

2024-2025 - The program will show a decrease of 2% in students scoring below widely held expectations. 10.27%

2 a. Progress/Outcomes MO#2-

Mathematics



The above graph shows data from Spring 2020-2021. This data was used to determine the baseline. 2021-2022 Outcomes will be established at the end of the final data collection checkpoint occurring in May 2022.

The program has spent an extensive amount of time offering coaching and training around curriculum implementation and data collection. Teaching staff has completed the Interrater Reliability Certification related to Creative Curriculum/Teaching Strategies Gold. In addition, the teaching staff meets weekly in Professional Learning Communities (PLC's). During these collaborative team meetings, the teaching staff has spent time working with the math learning objectives within Teaching Strategies Gold (TSG) which is the data collection system. They have analyzed the curriculum objects and correlated them to the Head Start Early Learning Outcome Framework (ELOF) and the Tennessee Early Learning Developmental Standards (TN-ELDS). Collaboration has been a focus for this school year and during these meetings each Professional Learning Community (PLC) team has been working together collectively to decrease the number of children falling "below expectations" in the math domain. This year the program's Early Childhood Environment Rating Scale- Revised (ECERS-R) scores revealed the need to increase math materials within the classrooms. Items purchased for all classrooms to increase mathematic opportunities included supplies for the classroom to cook (measuring supplies) and items to enhance the Discovery Interest Area. The program is working with the LEA's Math Coordinator to provide all classroom staff with professional development around embedding math materials and experiences throughout the day.

b. Challenges MO#2- Implementing the curriculum to fidelity and ensuring the validity of specific data. Turn-over of classroom staff and a need to support them with curriculum implementation. A high number of students entering the program with special needs presents as a challenge for meeting our goal. An additional challenge presented itself through ECERS classroom observations revealing the need for additional classroom materials related to Math and Science.

Action Steps to Address Challenges:

1. Present continuing professional development regarding curriculum implementation.
2. Present continuing professional development regarding data collection and validity of data.
3. Teachers' full engagement in Professional Learning Communities (PLC's) to discuss child data and teaching practices.
4. Utilize district and program staff resources to train teachers regarding inclusion and adapting the curriculum and practices to meet the needs of students with special needs.
5. Provide training for families regarding curriculum and developmental expectations to strengthen parent understanding for child development and learning.
6. Utilize funding to purchase additional developmentally appropriate materials related to math and science instruction.

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

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

Baseline- 17.65% Below Expectations

Expected Outcomes:

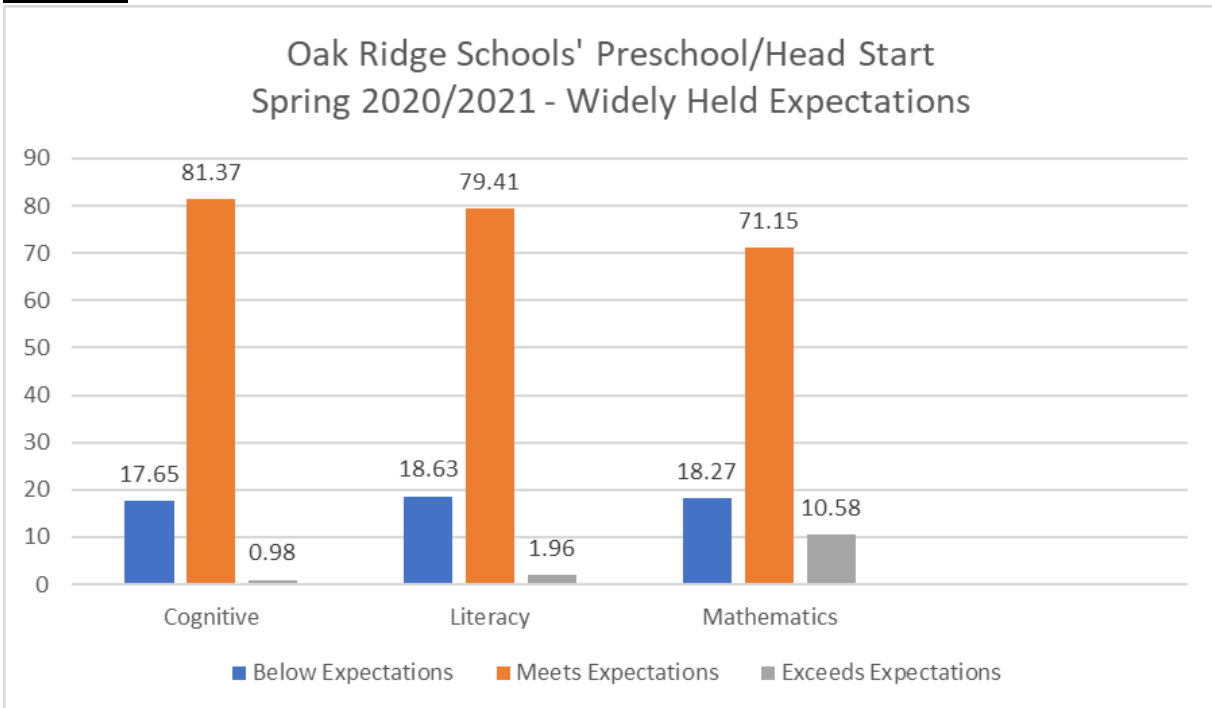
2022-2023 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations. 15.65%

2023-2024 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations. 13.65%

2024-2025 - The program's end of year data for cognition will show a decrease of 2% in students scoring below widely held expectations. 11.65%

2 a. Progress/Outcomes MO#3-

Cognitive



The above graph shows data from Spring 2020-2021. This data was used to determine the baseline. 2021-2022 Outcomes will be established at the end of the final data collection checkpoint occurring in May 2022.

The program has spent an extensive amount of time offering coaching and training around curriculum implementation and data collection. Teaching staff has completed the Interrater Reliability Certification related to Creative Curriculum/Teaching Strategies Gold. In addition, the teaching staff meet weekly in Professional Learning Communities (PLC's). During these collaborate team meetings, the teaching staff has spent time working with the cognitive learning objectives within Teaching Strategies Gold (TSG) which is the data collection system. They have analyzed these objectives and correlated them to the Head Start Early Learning Outcome Framework (ELOF) and Tennessee Early Learning Developmental Standards (TN-ELDS). Collaboration has been a focus for this school year and during these meetings each PLC Team has been working together collectively to decrease the number of children falling "below expectations" in the Cognitive domain.

b. Challenges MO#2- - Implementing the curriculum to fidelity and ensuring the validity of specific data. Turn-over of classroom staff and a need to support them with curriculum implementation. A high number of students entering the program with special needs presents as a challenge for meeting our goal.

Action Steps to Address Challenges:

1. Present continuing professional development regarding curriculum implementation.
2. Present continuing professional development regarding data collection and validity of data.
3. Teachers' full engagement in Professional Learning Communities (PLC's) to discuss child data and teaching practices.
4. Utilize district and program staff resources to train teachers regarding inclusion and adapting the curriculum and practices to meet the needs of students with special needs.
5. Provide training for families regarding curriculum and developmental expectations to strengthen parent understanding for child development and learning.

Broad Program Goal #3

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

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

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

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

2 a. Progress/Outcomes MO#1- According to the Family Strengths and Interest Assessment, the average Financial Stability score for families in the program is 2.38, which falls in the Vulnerable Range. Utilizing the Family Strengths and Interests Assessment, The Program has identified 22 families who have reported needing assistance with job search/training, enrolling in college/technical school, or obtaining their GED/ HISET. The program is currently researching and establishing working partnerships with community agencies and programs which can assist these families. Family Advocates are providing families with information and support in accessing the available resources and services. Parents are provided with free tax assistance and other legal services through Legal Aide to address some barriers to education or employment. In the spring, we will survey these families to determine if the information and supports provided were considered helpful in reaching these goals.

b. Challenges MO#1- COVID-19 has continued to impact educational and job resources to Tennessee families. Enrollment in our local community college alone is down 10% among 21–34-year olds from Fall 2020 to Fall 2021. While we have seen

a slight increase in available jobs, we haven't experienced growth in resources to equip and connect our parents for these jobs. Many parents are also hesitant to seek out the necessary childcare to allow full time work or educational pursuits as the uncertainty of the pandemic continues.

Action Plan to Address Challenges:

1. Connect families with training and resources needed to pave the way to obtain trade school certifications that will provide them with a livable wage based on the opportunities within the community.
2. Provide training in job skills such as resume writing and interview skills
3. Create a dedicated parent space where family advocates can support parents with on-line applications, resumes, etc.
4. Connect families with local resources such as Roane State Community College and career/job resources offered by the state.
5. Connect parents with other child-care programs within the community who provide child-care in the evenings.

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

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

2 a. Progress/Outcomes MO#2- Parents completed a specific Family Wellness Survey. Results indicate 73% of parents are somewhat or very comfortable with accessing information about their family's mental health and wellbeing from The Program. Dealing with stress was the number one requested assistance topic, followed by nutrition and managing possible symptoms of depression and anxiety. These results will assist with planning programming for parents and focusing the Parent Advocates interactions with our families. Virtual Seminars available to parents at this time include Early Childhood Parenting Made Fun, Stewards of Children (abuse prevention), Adverse Childhood Experiences, Parenting the Love and Logic Way, and Mental Health 101 for Parents and Guardians. The program has also developed a partnership with a local mental health center and now has a full-time mental health therapist in the building to assess and serve children and families as needed. The program will offer CPR training to parents to increase their knowledge and confidence in keeping their families safe and will promote participation in the Walk Across Tennessee campaign in the spring to encourage physical activity as a way to decrease stress levels.

b. Challenges MO#2- COVID-19 continues to impact services to families. The program currently offers some in-person training opportunities as safely as possible. Virtual opportunities are also provided as individual families have different levels of comfort with both of these choices. Nutrition classes have been exceptionally difficult to implement with safety.

Action Plan to Address Challenges:

1. The program will continue to work with UT Extension to explore and provide these opportunities for families.
2. Connect parents with resources from the LEA's coordinated school health coordinator.
3. Provide resources from the McNabb Center for mental health.
4. Provide training and resources to families related to preventative practices to improve overall health needs
5. Continue to utilize surveys to monitor basic knowledge of physical, mental and nutritional health.
6. Seek community resources/locations to enable the presentation of nutrition/cooking classes in a safe manner.

3. School Readiness

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

4. Program Goals

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

Sub-Section B: Service Delivery

1. Service and Recruitment Area

There were no changes to the service and recruitment area.

2. Needs of Children and Families

(a-c)

As evidenced by the Community Assessment update in 2021-2022, areas of need include:

- Continued collaboration with community partners so that appropriate referrals for children and parents are made to support a healthy and safe life. Specific needs indicated by the Community Assessment included families experiencing

homelessness as well as families experiencing domestic violence and opioid misuse.

- Continue to provide families and staff with resources that support good mental health for staff members and families.
- Provide families and staff with resources to reduce food-insecure homes.

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

The program has purchased Conscious Discipline for use in the classrooms. Five staff members attended a training event to support the implementation of Conscious Discipline school-wide. Additional training is scheduled during the 2021-2022 school year for all staff. Conscious Discipline supports a mentally healthy culture for classrooms and throughout the school. In addition, to support the mental health of staff, children, and families, the program has collaborated with a mental health consultant through whom training, and support have been provided. This partnership is also providing a school-based counselor to serve our students and families. In response to food insecurities, the program collaborates with community partners and local churches to keep families informed of available food pantries and community-wide meal availability. The program's updated Selection Criteria for 2022-2023 is reflective of the Community Assessment needs such as homelessness and opioid misuse.

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

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

4. Centers and Facilities

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

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

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

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

Eligibility

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

Recruitment

- a. The program continues recruitment within the community through various community events. Some examples include: in spring 2021, the program participated in an event at the Oak Ridge Housing Authority. Flyers and application packets were distributed. In fall 2021, the program participated in an event with the Scarboro Community Center at which time tours of the building were given and flyers and application packets were distributed. Participation in this event was valuable due to the program's recent location within the Scarboro Community. The program continues to maintain a community presence through the use of social media by having Facebook, Twitter and Instagram accounts. These accounts are also linked to the LEA's social media accounts for broader

outreach. In spring 2021 the program conducted their annual Child Find event. This event provides the program staff the opportunity to meet parents face-to-face, collect information regarding their child as well as their family situation, and often meet the child to provide some initial observation. All of this information is critical to developing the relationship with families.

- i. The program continues to collaborate with local physicians and TEIS, local agencies, and the LEA to recruit and enroll vulnerable children. To date, 27.1% of the enrolled students receive special education services.

Selection

In response to identified needs within the Community Assessment update and recommendations by the Policy Committee, the program has added the following updates to the selection criteria:

- Added- “Non-custodial Relative Care”
- Added- “Receive WIC or SNAP”
- Added- Single parent family”
- Added- “Prenatal exposure to drugs or alcohol/parent substance misuse”
- Added- “Previously in foster care or protective services”
- Added- “Unserved student on waitlist for >1 year”

Enrollment

The program continues with funding for 118 Head Start students. The program has maintained full enrollment all year.

Attendance

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

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

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

2019-2020	90.17%
2020-2021	90.26%
2021-2022	87.81% as of 2/18/22

It is important to note that students who must quarantine due to COVID-19 close contact are not considered absent. These students receive at-home activities from their teacher that correlate with the current Study.

6. Education and Child Development

- a. The program continues to be a center-based program.
- i. There are no changes to this area. The program continues to implement the Creative Curriculum for Preschool.
 - ii. No changes have occurred in the area of curriculum.
 - iii. No changes have occurred in the curriculum alignment.
 - iv. No changes have occurred in the support of staff to implement curriculum with fidelity.

- c. The program at this time is only providing in person learning and all children are being screened with the Brigance Screening Instrument. No other changes have occurred in this area.
- d. No changes have occurred in the opportunities offered to parents to engage in their child's education.
- e. The program still does not serve AIAN children.

7. Health

a. The Community Assessment update indicated the need for continued collaboration with community partners to support the health and safety of children and families as well as supporting the mental health of staff and families. The program is partnering with a local agency to provide a full-time, school-based counselor to provide mental health support for students, families, and staff.

The program continues to follow all CDC guidelines related to sanitizing as prevention for the spread of contagious diseases. Families receive information related to current CDC guidelines, available health resources, and information related to nutritional, mental, social/emotional, and oral health through a weekly newsletter. Each week the "Health" section focuses on a topic and provides information and/or resources.

The program has taken precautionary measures to maintain the health and safety of students and staff. The CDC Guidelines are followed related to students who exhibit any signs of illness. Throughout the building, hand sanitizer stations have been placed for adult use. Every classroom is sanitized with the fogger machine at the end of every day. Nap mat covers are cleaned after two

uses. Staff, children and families are encouraged to wear masks and masks are provided.

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

8. Family and Community Engagement

a. The program strives to fully engage families even during these difficult times of the COVID-19 pandemic. The staff has ensured that families are informed and included. The program uses educational apps, "Microsoft Teams" meetings, social media, and phone calls to remain up to date on what is occurring in the classroom. In addition, parents receive two weekly newsletters via See Saw. One newsletter comes directly from the teacher with classroom related information. The other is a school-wide newsletter with program-wide information as well as information from each service area and community information/resources. Parents are encouraged to volunteer within the program. Volunteering may be done in-person or virtually. Family Members may read with the class, participate during Interest Area Time, assist during meals or rest time, present as an "expert" in a topic related to the curriculum, or assist the teacher with classroom tasks. Parents may participate with the Parent Committee (Parent Advisory Team), serve on Policy Committee, and participate in various parent training opportunities like Parenting with Love and Logic. To date, there have been 7 classroom volunteers, 28 total participants with Parent Advisory Team.

b. This year has been a challenge regarding in-person family events. The program looks very forward to continuing the annual events such as the family picnic, Dad’s Night Out, and Family STEM Night over the next year. We plan to hold a Family STEM Night in April. As long as local COVID numbers are low, this event will be in person. If numbers rise, the plan is to host a virtual STEM event.

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

d. i. and ii. The program has continued to support families through the use of the Family Needs Survey and Family Goal Setting. 90% of the families have set goals for 2020-2021. This includes 3 families who have set goals with outside agencies. Program staff support these families while they work on the goals with these other agencies.

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

PFCE Framework	Percent of family goals
Family well-being	82%
Positive Parent-Child Relationships	34%
Parents as Lifelong Educators	19%
Families as Learners	32%
Family Engagement in Transitions	12%
Family Connection to Peers and Community	21%

Families as Advocates and Leaders	23%
Goals with Other Agencies	1%

e. The program continues to facilitate access to services and resources in the community that are responsive to family partnership goals and children’s needs. This continues to be done through community partnerships such as UT Extension, Legal Aid, WIC, United Way, and ADFAC, among others. The program has connected families to resources to provide assistance for things such as assistance with rent and/or utilities and Food For Kids. Due to the program’s return to in-person learning, there was no need to connect families to resources to assist with needed technology such as providing families with laptops. Due to the community’s response to CDC COVID guidelines surrounding events, many community resources opted to hold virtual events, while others cancelled all-together.

No other updates or changes have been made to this area.

9. Services for Children with Disabilities

a. and b. We continue to collaborate with the LEA and offer services on-site. Following the LEA’s recommendations all services are now on site and virtual is not an option. All IEP meetings are held in-person unless the family is unable to attend due to COVID related quarantining. Allowances have been made to complete these meetings virtually to accommodate the families. As of 2/21/22, 27.1% of students are receiving Special Education Services.

10. Transition

- a. All transition meetings are being conducted in person and not virtually, as was done last year.
- b. All parent events and meetings are being conducted in person and not virtually, as was done last year. At this time, preschool visits to the kindergarten classrooms and screening events are scheduled to take place.
- c. No changes have occurred in supporting successful transitions.

11. Services to Enrolled Pregnant Women

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

12. Transportation

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

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

1. Governance

There are no changes in the structure of members in the governing body.

2. Human Resource Management

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

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

The program has a teaching assistant who acts as a “floater” to provide classroom support. This assistant’s presence allows the classroom teacher to support a struggling student while instruction continues for the other remaining students. In addition, due to COVID-19, the program has experienced a shortage in the number of substitute teachers. The floater assistant is available to take on the role of substitute teacher or teaching assistant in the event a substitute is not available.

3. Program Management and Quality Improvement

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

This year all training opportunities have been conducted socially distanced in person.

Section II. Budget and Budget Justification Narrative

1. The delegate, in submission of this application, is requesting \$872,775 for the basic grant and \$8,897 for T&TA, totaling \$881,672. The total funded enrollment is 118.

a.-b.) Salaries & Fringe Benefits: ORS Preschool/Head Start personnel are paid on the Oak Ridge City Schools' pay scale. These costs run high because employees receive step increases and any COLA approved by the board of education or mandated by the state. A step increase (an added year of experience) is added to all classified and certified personnel salaries each year up to 15 years of service with an additional step increase occurring at 20 years of service. A benefit package that includes health, dental, vision and life insurance is provided as an option for all full-time employees. Full-time employees also receive Tennessee Consolidated Retirement System membership. All school employees receive paid personal leave, paid sick leave and have the opportunity to invest in tax-deferred annuities and cafeteria plans for medical and childcare needs. There is no information at this time regarding a change in the cost of medical, dental, or retirement. At this time, there is no available information on whether there will be an increase to the closed pension plan contribution rate for certified personnel, the hybrid retirement plan or the rate for classified personnel participating in TCRS, so those amounts have remained the same.

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

When calculating the FY22 budget the following factors were considered:

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

c.) Travel: Within this category, monies are allotted to administrative and support staff for professional development. It is advantageous for the administration and staff to attend training opportunities to enhance the program's scope of services. While the program's basic travel dollars remain at a minimum, the program plans to utilize these funds to take advantage of conferences, workshops, training, and lectures that are content area specific. Staff development will include conferences and/or training in the areas of Head Start, CLASS, Child Plus, Conscious Discipline, Creative Curriculum, Teaching Strategies GOLD, and other opportunities that align with the school readiness goals, self-assessment goals, community assessment goals, and research-based assessment. These training opportunities may be in-person or virtual in nature.

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

e.) Supplies: Funds will also be used to purchase supplies. Supplies necessary for administering the program include office, instructional materials, and miscellaneous supplies that allow the program to adhere to program performance standards and state licensing requirements. The program supplies toothbrushes and toothpaste for the Head Start children to use in their classrooms. Due to COVID-19 restrictions, oral hygiene supplies are not being used in the classrooms. Dental supplies are provided for students' use at home. The program also purchases gloves for the staff to wear when performing hygiene activities with the children, as well as for situations that warrant a personal protection barrier. Other supplies such as diapers, baby wipes, facial tissue, band-aids,

etc. are purchased as needed, but the program strives to utilize community partnerships to fulfill those needs whenever possible. If a child with a disability has a special need for materials in the classroom, those materials are purchased as well. Classroom instructional supplies include, but are not limited to, crayons, construction paper, glue, manipulative materials, evaluating tools, and any other supplies needed to maintain an educationally appropriate learning environment for the Head Start children. The better the classrooms are supplied with age-appropriate materials for the children and proper teaching materials for our staff, the better equipped both parties will be to attain school readiness goals. Having the necessary supplies and support to carry out program goals is critical.

f.) Contractual Services: The Oak Ridge Schools' Preschool/Head Start program has an agreement with the Anderson County Health Department to provide dental services to children who are not established with a private dentist. If the family does not have TennCare (Medicaid) or private insurance, the dental staff bills Oak Ridge Schools' Preschool/Head Start Program using their sliding fee scale for services. The health department also provides physical exams for children when the parent has not yet secured a medical home. The program strives to exhaust all other avenues before any program monies are spent for these purposes. The program also contracts with a licensed mental health consultant to provide classroom observations, recommendations, feedback, and training regarding program improvements in the area of establishing a caring and nurturing environment. In order to provide continuity of services, the mental health consultant and the mental health coordinator meet throughout the year. It is understood within the health and education arena that a child will be at their optimum

learning ability when health and nutrition issues do not present themselves as barriers. Therefore, to foster school readiness in our program's children, it is imperative we continue to fortify parents and children with appropriate avenues to meet these basic needs. The program currently serves all children breakfast, lunch, and snack (no snack on Wednesdays due to short days) with funds received through a Child and Adult Care Food Program (CACFP) grant. In addition, contractual dollars are used for Head Start dues, student database software, and educational software.

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

h.) Other: The program budgets for parent activities throughout the year to offer opportunities for socialization with other parents of young children, as well as educational training that increases parents' knowledge of school readiness and that meets required training. In 2018-2019, the program purchased the evidence-based parent curriculum, Love and Logic. The program will purchase additional parent workbooks as needed to continue this program for the 2022-2023 school year. Parent activities are scheduled throughout the year and include the whole family. In addition, separate activities are offered that provide fathers an opportunity to actively participate in their child's learning experience. These activities have incidental expenses. Parents and children are afforded extra-curricular activities. Monies are set aside to enhance the children's learning experiences by offering field trips outside the classroom. Also included in this category of the budget are expenses that are incurred on a regular basis such as funds for staff to make home visits, maintenance of office equipment, vehicles, and playground equipment. The program must also budget for copying and postage charges.

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

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

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

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

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

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

- A portion of the salaries and benefits of 4 Head Start teachers who are paid out of state and/or local funds. Each of these teachers' classrooms are blended classrooms with Head Start students, VPK students, and Title 1 students. The total of these salaries and benefits equals \$194,848.07.
- A portion of the cost of afternoon bus transportation for our Head Start students is paid with local funds. The total used for non-Federal share is \$25,569.93.

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

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

8. **Enrollment Reduction:** The program does not request an enrollment reduction.

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

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

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



Oak Ridge Schools

PRESCHOOL

Board of Education Approval
T/TA (Training & Technical Assistance) Grant
Preschool
2022-2023

I respectfully request approval of the T/TA Plan for 2022-2023. This plan lays out how \$8,897 of T/TA Head Start funds will be utilized for our program throughout the 2022-2023 school year. The items specified in the plan are based on results from the Community Assessment and Self-Assessment and support the Head Start Grant Broad Goals.

Respectfully,

Lisa M Downard

Mrs. Lisa M Downard

Principal

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Every student prepared for college, career, and life success



Oak Ridge Schools
PRESCHOOL

T/TA Plan 2022-2023
 Delegate: Oak Ridge Schools' Preschool/Head Start

T/TA Goal #1 -The Oak Ridge Preschool/Head Start program will provide training and support for staff and families to improve family engagement and strengthen overall wellbeing of the family.								
Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1) Staff and parents become more knowledgeable in ways to make parent trainings informative, yet fun and more appealing to parents * Resulting in stronger families with parents being more involved with their children	* Family services staff and teaching staff will receive training re: the incorporation of parent trainings into family events *Resulting in more participation in training activities	training sign-in sheets, agenda, family outcomes data	*Staff will receive training on the integration of parent training into family events and incorporating curriculum materials to do so	ECKLC, webinars, T/TA Network	FCS Manager, Family advocates Classroom Staff	Director and FCS Manager	SY 2022-2023	ECKLC Webinars or T/TA Network
2) Staff are more knowledgeable in providing support for families. Families become stronger as lifelong learners.	* Staff trained to assist parents with writing long term goals *Increase in family outcome scores	sign in sheets, training agenda, family surveys	*Provide family partnership training for family advocates to help them meet the requirements necessary to serve families.	ECKLC, webinars, T/TA Network, Community Partners, WKU, or other sources	Family Service Staff	FCS Manager	SY 2022-2023	Provided by T/TA Network or community partners
3) Staff more knowledgeable in how to provide support for males and their children *Resulting in stronger bonds between males and their children. *Increased male involvement with children's education	*More effective male involvement activities and an increase in male involvement	sign in sheets, agenda, training surveys, male volunteers documented in Child Plus	* Provide male involvement training for staff to learn ways to support fathers or significant males involved in the children's lives *Provide training for male family figures	ECKLC, webinars, T/TA Network, Community Partners	Parents, FCS Manager, Family advocates, teaching staff	Director and FCS Manager	SY 2022-2023	\$1,000
4) Staff more knowledgeable in best practices for supporting students using trauma informed instruction and support through "Conscious Discipline" and "Teaching with Love and Logic" *Improved mental health of students. *Improved behavior management in classrooms.	*Staff to utilize trauma informed teaching strategies as evidenced by use of "Conscious Discipline" *Teaching staff to learn best practices for children with challenging behavior *Families participate in Love and Logic Parenting Class to improve behavior management at home	training sign-in sheets, agenda	*Provide Conscious Discipline materials and training. *Provide Parenting with Love and Logic training for families	Conscious Discipline materials Love and Logic Facilitator	Teaching Staff; Parents	Education Coordinator	SY 2022-2023	\$2,000
5) Parents gain knowledge and understanding, becoming more comfortable volunteering within their child's classroom/school.	*Increased number of parents volunteering * Improved student outcomes	Sign-in sheets for training sessions Sign-in sheets for volunteers	*Training sessions/workshops provided for parents	Staff knowledge ECKLC	Families	FCS manager	SY 2022-2023	Provided by Program Staff
6) Decreased absenteeism/improved over-all student attendance	*Improved student attendance	Attendance reports-Child Plus	Information shared with local community--doctors' offices, social media	Family Resource Manager; ORS Family Resource Center	Community	FCS Manager	SY 2022-2023	\$250
Total to support Goal 1								\$3,250
T/TA Goal # 2: Oak Ridge Schools' Preschool/Head Start will strengthen educational services to improve the learning experiences for all students to enter Kindergarten with a solid foundation for academic success.								
Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1) Strengthen the school readiness framework by providing appropriate professional development in instruction during Professional Learning Communities (PLC)	* Staff attending PLCs *Increase in child outcomes scores *Training staff, parents, and board regarding the Early Learning Outcomes Framework and Developmentally Appropriate Practices	sign in sheets, agenda, Teaching Strategies Gold scores-3 checkpoints annually	*Continue established Professional Learning Communities (PLC) to provide on-going professional development training	PLC, program data, Early Learning Outcomes Framework, and TN Dept of Ed Resources	Teaching Staff	Education Coordinator	SY 2022-2023	Provided by Program Staff, ORS Staff, TN Dept of Ed
2) Implement curriculum with fidelity	*Increased student outcomes	Fidelity Tool, TSG data	*Curriculum training for teaching staff during monthly professional development opportunities *Complete training modules on TSG	Education Coordinator, Curriculum Coach	Teaching Staff	Education Coordinator	SY 2022-2023	\$833

T/TA Plan 2022-2023
 Delegate: Oak Ridge Schools' Preschool/Head Start

3) Accurately assess student development with authentic, objective, and frequent documentation	*Increased student outcomes *Authentic and accurate data	sign-in sheets, training agenda, certificates of completion, Anecdotal records, Student Outcome data	*assessment training for staff inter-relater reliability *TSG	Education Coordinator, Curriculum Coach	Teaching Staff	Education Coordinator	SY 2022-2023	Provided by Program staff
4) Staff receive mental health training to manage their own mental health, as well as supporting the children and families' mental health	*Staff attend training *Increase in classroom mental health activities *Mentally healthy children and staff	sign in sheets, agenda, behavior/social skills screenings	* Provide mental health training in regards to stress reduction	Mental Health Consultant	All Staff	Education Coordinator	SY 2022-2023	Paid from Base Grant
5) Any new teaching staff will gain confidence in working with children with challenging behaviors, there-by creating a positive learning environment as well as social emotional health for all children.	*Teachers with improved classroom management skills *Increased child outcomes	Training certificates, sign in sheets, agendas, lesson plans	*Provide Pyramid Model (CESFEL) training	TN Voices	Teaching Staff	Education Coordinator	SY 2022-2023	Provided by Community Partner
6) Staff will gain knowledge about the Child Plus software system	*accurate tracking of Child Plus data	sign-in sheets, training agenda	* Provide Child Plus training as needed for all staff	Child Plus Consultant, program staff	All Staff	Education Coordinator, Compliance Manager	SY 2022-2023	Paid from Base Grant
7) Staff will increase understanding of classroom environment scales and implications for instruction.	*Increased student outcomes CLASS rating	*increased CLASS Scores , TSG Data, -as appropriate	*Provide CLASS training for all classroom staff	Director, Education Coordinator	Classroom Staff	Director, Education Coordinator	SY 2022-2023	Provided by program staff
Total to Support Goal 2								\$833

T/TA Plan 2022-2023
 Delegate: Oak Ridge Schools' Preschool/Head Start

T/TA Goal # 3: Oak Ridge Preschool/Head Start program will collaborate with families and work with community partners to support families' progress toward improved well being and financial stability.								
Expected Outcomes	Indicators	Documentation/Frequency of Measurement	T/TA Strategies Events/Activities	Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1)Managers will be well versed in the Head Start performance standards and Head Start requirements and will be equipped to meet the requirements and effectively monitor the program	* More effective ongoing monitoring *Program compliance *improved family well being *increased resources for families	Training certificates, agendas	*Attend HS trainings such as: Region IV Conference, State Conferences, THSA meetings/trainings, NHSA, Leadership Forums	T/TA Network, Regional HS Office, THSA, WKU	Director, Management Staff, Family Advocates, Teachers, Teaching Assistants	Director, Compliance Manager	SY 2022-2023	\$4,564
2) Governing Board and Policy Committee members will be more informed and knowledgeable of their roles and responsibilities.	*Members will be more confident in their role *Increased member input	sign in sheets, agendas,	*Provide governance training to Governing Body and Policy Committee members	Director	Governing Board and Policy Committee members	Director, Compliance Manager	SY 2022-2023	Provided by Program Staff
3) Staff will be knowledgeable of the data available and how to effectively input and access it	*Accurate program data * Accurate PIR data	Training documentation, data collected	*Attend Child Plus User Group meetings and other Child Plus training opportunities *Staff training	Compliance Manager, Data Manager	Program managers, family advocates, classroom staff	Compliance Manager, Education Coordinator	SY 2022-2023	Paid from Base Grant
4) Develop a better understanding of the self-assessment and community assessment process, therefore performing a more thorough assessment of program operations and outcomes	* more in-depth, accurate self-assessment and data	training documentation, self-assessment documentation	* collaborate with grantee for training specific to self-assessment and data analysis	T/TA Network, program staff	Director, Compliance Manager, program managers	Compliance Manager	SY 2022-2023	Provided by Program Staff
5) Provide support for families to live healthier, active lives	*Staff and parents will receive nutrition training to help combat obesity in the program and community *Healthier staff and families *Encourage participation in "Power Up Peanuts" morning program	sign in sheets, agendas, growth assessments, surveys	*Provide nutrition training/classes for staff and parents *Provide training for staff regarding "Power Up Peanuts" or other similar program	UT Extension Office, company representatives	Parents and Staff	FCS Manager, Education Coordinator, Director	SY 2022-2023	Provided by Community Partners and other free resources
6) Parents will learn to create a budget and better manage their finances	*Families will become more in control of their financial situations * Families will be more self-sufficient	sign in sheets, agendas, family outcomes	* Provide financial training for families-group and individual	UT Extension Y-12 Credit Union program staff	Families	FCS Manager	SY 2022-2023	Provided by UT Extension Community Partners
Total to support Goal 3								\$4,564

T/TA Plan 2022-2023
 Delegate: Oak Ridge Schools' Preschool/Head Start

Required Training	Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost		
Child CPR First Aid and Safety	State Certified Trainers, Oak Ridge Schools' system-wide nurse	Teaching Staff	Appropriate safety practices and first aid procedures followed in the event of an emergency situation	Health Manager	By existing expiration date and/or SY2022-2023	ORS District staff and certified trainer		
Additional Required Trainings: <ul style="list-style-type: none"> • Childhood emergencies • Health Policies • Childhood safety • Medication Administration procedures • Poison Control • Blood Borne Pathogen Control • Food Allergies • Supervision during high risk activities such as eating and outdoor play Identification and Reporting of Child Abuse & Neglect: <ul style="list-style-type: none"> • Definitions • Laws/regulations • Program policies/procedures Child Growth & Development for parents: *Planned learning activities discussed at parent meetings, parent/teacher conferences, workshops, and home visits *Newsletters share information on several of these areas also:	Certified Trainers , Oak Ridge Schools' system-wide nurse,	All staff	Appropriate safety practices and first aid procedures followed in the event of an emergency situation	Health Manager	New staff within the first 2 weeks on the job/other staff as needed by existing expiration date and/or SY2022-2023	Program Staff or Oak Ridge Schools' Employee		
Parent/Child Activities	Family Advocates	Children & families	Parents will become more involved in child's education	FCS Manager	SY 2022-2023	Provided by ORS and Program Staff		
Nutrition Staff will attend HS and CACFP Nutrition Training	CACFP, T/TA Network	Nutrition Manager	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Director	SY2022-2023	\$250		
Total to support Required Head Start Training						\$250.00		
Required Training	Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost		
Head Start Education Training: ~Classroom environment ~ Child Development ~ Assessment ~ Discipline & Guidance ~ Literacy & Handwriting ~Math ~Science ~Discovery ~ Art & Music ~ Dramatic Play ~ Cultural Diversity ~ Health & Wellness ~ Special curricula Training on Head Start performance standards ~STEM	Direct Service & Management staff T/TA network	Teaching staff	Teaching staff will become more knowledgeable and confident in providing quality educational services to children and their families	Education Coordinator	SY2022-2023	Provided by ORS and Program Staff		
Required Training, continued	Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost		
~ Agency policies and procedures, including program philosophy ~ Emergency Procedures ~ Job Description ~ Reporting requirements for suspected cases of child abuse and neglect ~ Discipline policies ~Policies for dismissing and receiving children	Admin. Staff	All Staff	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Director, Education Coordinator	SY 2022-2023	Provided by Program staff and Community Partners		
~ Parent-Teacher Communication ~ Disease Control ~ Health Promotion ~ Overview of Licensing Requirements ~ Information on Risks (Infection, Stress, CMV)	Admin. Staff	All Staff	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Family & Community Services Manager, Health Manager, and Education Coordinator	SY2022-2023	Provided by Education Coorinator and Health Manage		

T/TA Plan 2022-2023
 Delegate: Oak Ridge Schools' Preschool/Head Start

24 Clock Hours of Training as follows: ~ Six (6) hours (CPR/First Aid, CACFP, Childhood Food Allergies, Injury Control) ~ Two(2) Hours in Identifying and reporting child abuse ~ Ten (10) Hours of other related training (one to one consulting sessions, academic course, etc.) Supervision, parent communication, ~ Six (6) hours Literacy	Admin. Staff	All Staff	Knowledgeable staff that follow program policies, Head Start Performance Standards and state licensure requirements	Health Manager, and Education Coordinator	SY2022-2023	Provided by Program staff and Community Partners		
Total to support Required Training						\$0		
Total T/TA Plan						8,897		



Oak Ridge Schools

PRESCHOOL

Rationale for Approval of Preschool/Head Start Selection Criteria

2022-2023

The attached Selection Criteria were developed in collaboration with Anderson County Head Start and our preschool Policy Committee (parent group). These documents lay out the criteria with which we select/qualify students for our Voluntary Pre-K and Head Start programs. This also assists in creating a wait list prioritized by level of need for both programs.

Respectfully,

Lisa M Downard

Mrs. Lisa M Downard

Principal

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Oak Ridge Schools

PRESCHOOL

Child's Name _____ Birth Date _____ Age _____

OAK RIDGE SCHOOLS' PRESCHOOL/PRE-K AND TITLE 1

2022-2023

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

CATEGORY	CRITERIA	POINTS	
Family Income Status	Income at or below Federal poverty level	100	
	Categorically eligible: receive TANF, SSI, Families First	100	
	Foster family	100	
	Homeless or Non-custodial Relative Care	100	
INCOME ELIGIBLE CHILDREN			
Disabilities	Diagnosed disability—(specify)	30	
	TEIS	30	
ADDITIONAL CRITERIA (other risk factors determined locally)			
Financial	Tenn Care Recipient	5	
	No Insurance	8	
	Receive WIC or SNAP	3	
	Head of household attending school—(specify)	4	
	Head of household without high school diploma or GED	4	
	Head of household employed	4	
Family Status	Non-parental custody—(specify)	10	
	Family crisis/stress during past year (COVID-19, death, illness, job loss, incarceration, documented child abuse, etc)	15	
	Parent or sibling with a disability, mental health or medical issue	6	
	Parent under 18 years old when child born—teen parent	6	
	Parental concerns regarding development	3	
	Concern from Child Find screening—(specify)	10	
	Parent absent from home due to military service	5	
	Single parent family	10	
	Applicant Status	Meets three year old age requirement by August 15 of school term	3
		Meets four year old age requirement by August 15 of school term	5
Transitioning from Early Head Start		10	
Prenatal exposure to drugs or alcohol/parent substance misuse		10	
Health or behavioral concerns that may impact learning-(documented by dr.)		10	
Referral by other public or private agency—(specify)		8	
English Language Learner—(specify language spoken)		4	
Limited opportunities for peer socialization		2	
Lack of affordable and accessible childcare		5	
Previously in foster care or protective services		5	
Unserved student on waitlist for >1 year		5	
OVER INCOME CHILDREN AND FAMILIES			
	Diagnosed disability or health impairment (over income only)—(specify)	50	
	Suspected disability or health impairment (over income only)—(specify)	30	
	TOTAL POINTS		

Revised and approved by Pre-K Advisory Committee (CPAC) _____



Oak Ridge Schools

PRESCHOOL

Rationale for Board of Ed approval of VPK Grant Proposal:

I respectfully request Board of Education approval of the proposal for the State's Voluntary Pre-K grant for 2022-2023 (FY 23). This grant has traditionally provided funding for 5 pre-k classrooms to provide services to 100 4-year old students.

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

Respectfully,

Lisa M Downard

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

lmdownard@ortn.edu | (865) 425-9101

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools
PRESCHOOL

Oak Ridge (012) Public District - FY 2023 - Voluntary Pre-K - Rev 0 - Voluntary Pre-K

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

- The specific state-approved curriculum and sounds-first foundational skills supplement used,
- Examples of how high-quality instructional materials are being used to support teaching and learning,
- How the district ensures coordination between VPK classrooms and elementary schools within the LEA with the goal of ensuring that elementary grade instruction builds upon pre-kindergarten classroom experiences.

The program currently implements Creative Curriculum and the TN Foundational Skills Curriculum Supplement. Creative Curriculum offers guidance for the teachers in including everyday items to engage children in meaningful hands-on investigations around Studies that are relevant to the children in the classroom. Studies are approximately 6 weeks long and curriculum guides provide suggestions to rotate materials in the Interest Areas to match the Study. All classrooms are required to have 60 minutes of free-choice play in their daily schedule. During this time teachers are interacting and supporting children's learning through play. For example, during the Clothing Study, a teacher used burlap, yarn, and plastic needles to teach the children how to sew. This one activity encompasses learning in many different domains: Fine motor, Cognition, Communication/Language, Art, and Math to name a few. Also, during the Study of Simple Machines, teachers used various items such as our program's Mobile Magnetic Wall to investigate inclined planes and pulleys. Creative Curriculum also provides teachers with short transition activities called Mighty Minutes. These activities include songs, chants, rhymes, and games to maximize learning time throughout the day. They cover objectives in Mathematics, Social/Emotional, Physical, Cognition, Language, and Literacy. Literacy activities align well with the TN Foundational Skills Curriculum Supplement.

The program has a Curriculum Coach that works closely with new teachers, as well as other identified staff members, to provide curriculum support for implementation. A "teaching practices needs assessment" is given in the

fall and is used to set individual goals that are monitored, achieved and reset in coaching cycles throughout the school year.

The program has a PLC Coach who works with the teachers in weekly collaborative teams. They have focused on setting SMART Goals around learning objectives and have focused on Social/Emotional (fall 2021), Cognition (winter 2021), Literacy (spring 2022) and Math (spring 2022) domains.

Our LEA has developed a districtwide initiative titled "Portrait of a Graduate". The main goal of this initiative is to ensure that every student attains the district vision: Every student receives the highest quality education in graduating, prepared for college, career, and life success. To achieve this end goal the district has created a vertical alignment that begins in PreK and goes through graduation. As part of this alignment, the program worked with the LEA's Kindergarten teams in fall 2021 to develop priority objectives based on skills needed to have a successful Kindergarten experience. The program has worked closely with the LEA's Literacy Coordinator to support the continuation of implementing the TN Foundational Skills Curriculum Supplement. She provided in-person training to all teaching staff in February 2022. She has also helped the program ensure that classroom experiences lay a foundation for the curriculum used in the LEA's elementary schools. In order to support the TN Department of Education's focus on early reading, the LEA provided full-day professional development in January 2022 to focus on Reading 360 training. The LEA's Literacy Coordinator was available to support teachers in their understanding as they worked through the modules.

2. In 500 words or less, please explain how the district focuses on engaging parents and families throughout the school year. Please submit the following artifacts:

- Agenda (s) from parent meetings
- Flyers for district and school-wide events
- Ongoing communication

The district puts a great deal of time and emphasis on building relationships with families. Each family is assigned to a Family Services Advocate. The Advocate uses the "Family Information Survey" at the beginning of the year to gather information so they can provide meaningful program activities and community resources. The advocates also use the information gathered from the survey to assess needs. They then work to meet the needs of the families with the help of the program's community partnerships. The Family Services staff support parents throughout the

referral process to seek support from these community agencies. The Family Services department helps bridge the community and resources with the program and families. The program begins the year with an orientation that all families attend. Community Parent Advisory Committee (CPAC) meetings are quarterly. In order to accommodate and include all families who may have concerns surrounding COVID 19, a new family engagement activity was created. This activity, called Parent Connection Walk-N-Talk provided parents a safe opportunity to meet up with fellow preschool parents and Family Advocates to encourage connections between the families. We began by implementing this twice a year with the goal of continuing and increasing the frequency to once a month. The program provides training events to families at least once a month including parenting seminars like *Love and Logic*, money management classes, and mental health guidance. Families receive a weekly school-wide newsletter as well as a weekly classroom newsletter via Seesaw. These newsletters provide the families with information on the week's activities, insights into the school's curriculum, upcoming events, and community resources. Teachers schedule a home visit before the start of the school year (July). This home visit is intended to give teachers an opportunity to become acquainted with the family and the student. Teachers share basic information about the preschool program and answer any questions from the families regarding their child's participation. Teachers encourage the family's participation in the school community and their child's education. During subsequent family conferences (October and April) and home visits (February), they review the curriculum and assessment data with the family. Teachers use the Family Conference form that is provided in Teaching Strategies Gold (TSG) which highlights the child's individual strengths and provides a plan to encourage ongoing development and learning at home. As another layer of at-home learning support, families are encouraged to sign up to the *Ready for K* program which provides families strategies to incorporate learning in their everyday home life. The program continues to use Seesaw as an open line of communication.

3. In 500 words or less, please describe the district's professional development plan for maintaining and supporting a high- quality teaching and assistant teaching workforce to ensure that your students have a high-quality VPK experience. Please submit your District Professional Development Plan for VPK as your artifact.

The program supports classroom staff to increase the depth of implementation of the curriculum and the comprehensive assessment system. Teachers have access to the Teacher Fidelity Checklist to allow them to “self-check” their implementation of the curriculum. The Curriculum Coach sends the teachers an additional virtual copy of this checklist in the fall. The Curriculum Coach works with teachers to provide feedback and support individual goals targeting the depth of implementation using the Administrator's Fidelity Checklist as a guide. The Principal,

Education Coordinator, and Curriculum Coach check off implementation observations on the Fidelity Tool as they are noticed in classroom interactions. A final Fidelity Checklist is provided to the teachers in May which encompasses observations and feedback from throughout the year.

The LEA began the 2021-2022 school year with 3 days of professional development in July 2021 focusing on enhancing Professional Learning Communities with the goal of improving student experiences and outcomes. This work is tied directly to the LEA's "Portrait of a Graduate". The district has implemented ten system-wide professional development afternoons, which occur monthly from August through May, for the teachers to attend. This time is set aside to support the PLC process that was initiated during the initial 3-day professional development. Teachers engage weekly within their PLC to ask questions, examine data, and support peers around the implementation of the Creative Curriculum's Studies. Teachers also collaborate during their PLCs to discuss support materials needed to enhance their teaching and support the curriculum. As a result, the program has responded by purchasing materials that have provided higher-quality interactions. These materials were distributed to teachers in the fall of 2021. The program is currently looking at another purchase in spring of 2022 of materials to enhance science, math, and diversity. This purchase is based on the recommendations during PLC discussions. To prepare all staff (teachers and teaching assistants) for upcoming CLASS and ECERS-R evaluations, the Education Coordinator provided training on the CLASS Observation Tool and the Principal provided training on ECERS-R. This training was provided to classroom staff in the Fall of 2021 at the beginning of the school year and was intended to lay out a trajectory for high-quality instruction and environments for the school year. Feedback from the evaluations, both of which were completed at the end of Fall 2021, was provided during Winter 2021 with plans to provide additional resources and support to address the areas of need.

4. In 500 words or less, please describe the district's plan and consistent efforts in FY22 to prioritize enrollment of income-eligible three and four-year-old children, including children with disabilities. The district plan should include the following:

- Current utilization rate,
- Waiting list to show need for more classrooms (if applicable),
- Efforts to ensure prioritization of income-eligible children, including children with disabilities,
- Districts long-range plan for serving all four-year old children regardless of income.

Please submit the following artifacts:

- Advertisements, social media postings, flyers, etc. to increase enrollment
- Plan to accommodate children with disabilities

The program currently has a utilization rate of 89% and continues to prioritize enrollment of income-eligible three and four-year-old children in the community. The program seeks opportunities to participate in recruiting events that are intentional and specific to individuals within the community who are most at-risk as a strategy to target the population of students whose families would be income-eligible for our program. Recruiting efforts took place as the Principal and Education Coordinator presented at the NAACP back-to-school event in the Scarborough community in August 2021. The principal was present for the Oak Ridge Housing Authority's Strong Families Celebration in July 2021, at which time flyers and applications were distributed. The principal spoke and led building tours during the Scarborough 85 community event in September 2021, held at the Scarborough Community Center. Various preschool staff (Education Coordinator, PLC Coach, Family Services Staff, Recruitment Coordinator, School Secretary, School Psychologist, Teaching Assistants and Teachers) volunteer at local events, such as the city-wide Halloween Bash in October 2021, to connect with local families. Informational brochures are placed by Family Advocates and the Enrollment/Recruitment Coordinator throughout the community in areas such as laundromats, grocery stores, and doctors' offices in an effort to target eligible families. The program's Family Service department works closely with the YWCA, United Way, ADFAC, and Oak Ridge Housing Authority, from whom we receive referrals. These community partners provide resources for our families. Members of the staff are also active with local agencies, sitting on governing boards and developing strong relationships that generate referrals. The program has an established selection criteria rubric that places an emphasis on income-eligible children, children with disabilities, and other risk factors. The program is also a Head Start site, as a delegate, with Anderson County Schools as the grantee. Through the Head Start funding, income eligible three- and four-year-old students are served. This program also serves as the location for the LEA's special education preschool services, which also helps to serve the grant's prioritized child population. Serving as the LEA's special education preschool program allows us to provide Child Find Services all year. During spring, the program holds Pre-K round-up, during this event the program utilizes the LEA's related services department (OT, PT, Speech/Language) to conduct screenings to identify children to be referred for an evaluation. The Education Coordinator and Curriculum Coach also administer Brigance Screenings during this event to help identify children who are most at risk. This event takes place in April of each year. Should the need arise to serve all four-year-old children in the community regardless of income, the program currently has two additional classrooms within the building. The LEA has four elementary schools which could possibly house satellite classrooms.

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

The teachers chose studies from the curriculum in the spring of 2021 to complete this school year (2021-2022). These Studies include topics that naturally capture the children's interest due to their occurrence in the everyday environment. The studies have a "question of the day" that sparks discussions and supports children's cognitive thinking and language development. The Interest Areas are where the children spend most of their day, in play-based learning experiences. Classrooms are divided into Interest Areas, which are driven by the curriculum. These Interest Areas include: Dramatic Play, Blocks, Art, Library, Discovery, Sand & Water, Toys & Games, Cooking, and Music. Interest Areas are equipped based off student interest and teacher knowledge of developmentally appropriate materials. The students also participate in "Daily Intentional Teaching Experiences" that are facilitated using the curriculum's "Intentional Teaching Cards". The week is balanced with learning activities focusing on objectives in Language & Literacy, Cognition, Math, Physical, and Social-Emotional learning. In 2020-2021, the curriculum's Fidelity Tool Checklist indicated the need for more multicultural and diversity materials within the classroom and a need to enhance the interest areas of Discovery and Art. The program used funds to purchase items for art, discovery and cooking areas with plans to purchase items for multicultural experiences this school year. The ECERS-R data from 2021-2022 revealed the need to enhance mathematics within the classroom environment. The program is planning professional development to be completed at the beginning of the school year 2022-2023 around mathematic environments as well as purchasing materials in spring 2022 to enhance mathematics. CLASS 2021-2022 fall data revealed a need to focus on using advanced language naturally throughout the day. Individual feedback was given after the observations as well as follow-up discussions with the Education Coordinator. The teachers were given strategies on using the vocabulary within the curriculum's studies to enhance advanced language. In addition, supplements were purchased that aid in displaying pictures related to the vocabulary words within the study. The program identified a need for intervention within the Social-Emotional domain for many children this year. The program plans to target this social emotional need by providing training that offers support through a trauma-informed lens using Conscious Discipline. The program is beginning to pilot a program within Conscious Discipline that strengthens attachment, attunement, and social play. Through the use of The Fidelity Tool Checklist, a need has been identified for the classrooms to fully implement the use of Small Group/Intentional Teaching Cards related to Physical Development. The Principal, Education Coordinator, and Curriculum Coach will meet and plan how best to support the teachers in accomplishing this in addition to their current daily outdoor play time and bi-weekly creative movement gym time. This winter the teachers focused on the objectives within the Cognitive Domain. They looked at weekly data on these objectives and took tours of each

other's classrooms to observe how the environment and materials would support Cognitive Objectives. After the tours, teachers spent time reflecting and took one new idea to implement in their own classroom.

Resources

[Click here to open the FY23 VPK Rubric](#)



MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education
DATE: 3/8/22
SUBJECT: Best for All Funding Application

New grant funds will allow for the purchase of needed additional technology for students. The attached budget outlines the innovative ways these funds will be used to support a wide range of student opportunities. Some examples include interactive projection tools for elementary physical education spaces, student presentation equipment at ORHS, and replacement student devices.

These state grant funds, totaling \$200,000.00, will begin supporting students not only now, but also for many school years to come.

Budget

Oak Ridge (012) Public District - FY 2022 - Best for All District Grant - Rev 0 - Best for All District Grant

Account Number	Total
71100 - Regular Instruction Program	\$71,260.00
71150 - Alternative Instruction Program	\$0.00
71200 - Special Education Program	\$0.00
71300 - Vocational Education Program	\$0.00
72110 - Attendance	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$128,740.00
72210 - Support Services/Regular Instruction Program	\$0.00
72215 - Support Services/Alternative Instruction Program	\$0.00
72220 - Support Services/Special Education Program	\$0.00
72230 - Support Services/Vocational Education Program	\$0.00
72250 - Education Technology	\$0.00
72320 - Office of the Superintendent	\$0.00
72410 - Office of the Principal	\$0.00
72510 - Fiscal Services	\$0.00
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00

73300 - Community Services		\$0.00
73400 - Early Childhood Education		\$0.00
	Total	\$200,000.00
	Adjusted Allocation	\$200,000.00
	Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Best for All District Grant - Rev 0 - Best for All District Grant

71100 - Regular Instruction Program - \$71,260.00 ▼

Budget Detail		Narrative Description
Account Number:	71100 - Regular Instruction Program	Purchase 50 additional student devices ipads for inventory completion, replacement purposes, and repair loans. \$20,150 Student Devices for grades 5-12. Purchase 60 additional lenovo student devices for inventory completion, replacement purposes, and repair loans. \$51,110
Line Item Number:	722 - Regular Instruction Equipment	
Focus Area:	Educational Technology	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$71,260.00	
Line Item Total:	\$71,260.00	
Total for 71100 - Regular Instruction Program:		
Total for all other Account Numbers:		\$128,740.00
Total for all Account Numbers:		\$200,000.00

Adjusted Allocation: \$200,000.00

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Best for All District Grant - Rev 0 - Best for All District Grant

72130 - Other Student Support - \$128,740.00 ▼

Budget Detail		Narrative Description
Account Number:	72130 - Other Student Support	Equipment needed to update HS student presentation space - projection and sound replacements. \$40,000 Cases for student computers. - Increase life of student computers with protective cases. \$2000 Interactive projection tools (Lu Interactive Playground) for physical education spaces so that students can combine academic practice with physical movement activities. \$80,000 Webcams compatible with new classroom technology - used for Tier 1, 2, 3 learning opportunities.\$6,740
Line Item Number:	790 - Other Equipment	
Focus Area:	Educational Technology	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$128,740.00	
Line Item Total:	\$128,740.00	
Total for 72130 - Other Student Support:		\$128,740.00
Total for all other Account Numbers:		\$71,260.00
Total for all Account Numbers:		\$200,000.00

Adjusted Allocation: \$200,000.00

Remaining: \$0.00



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Jenifer Van Dyke, Interim Finance Director
Subject: **Fiscal Pre-Monitoring Supports Grant**
Date: March 18, 2022

The Fiscal Pre-Monitoring Supports Grant is to assist Oak Ridge Schools in contracting with a professional vendor (CPA or Law Firm) to:

- Review current written policies to further strengthen & ensure alignment between written policies & daily practice;
- Test internal controls for material weaknesses in procurement standards;
- Ensure compliance with all program & expenditure requirements of ESSER 1.0, ESSER 2.0, & ESSER 3.0

These funds cannot be used to pay for our District audit but are instead intended to provide additional support to review documents for allowability and compliance with federal ESSER guidelines.



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- [Data and Information](#)
- [Reimbursement Requests](#)
- [Project Summary](#)
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- [ePlan Sign Out](#)

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Fiscal Pre-Monitoring Supports Grant - Rev 0 - Fiscal Pre-Monitoring Supports Grant

Go To

Filter by Location:

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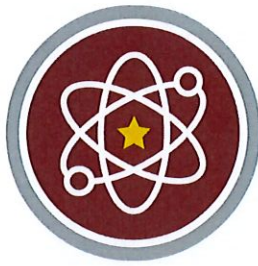
	Account Number	72510 - Fiscal Services	Total
Line Item Number			
399 - Other Contracted Services		46,200.00	46,200.00
Total		46,200.00	46,200.00
		Adjusted Allocation	46,200.00
		Remaining	0.00

VanDyke, Jenifer

Production

Session Timeout
00:29:45

Go To



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: March 24, 2022

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Purchase of Replacement Fleet Vehicle

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of a 2022 Ford Explorer from National Auto Fleet Group for \$49,129.94. This purchase will replace fleet vehicle S-5, a 2011 Dodge Caravan, that has reached its scheduled replacement life and has exceeded the recommended mileage for its intended service.

The purchase will be made in accordance with state guidelines, utilizing the Sourcewell buying cooperative pricing discount. Funding for this purchase is allocated from 72620 718.

Thank You,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



National Auto Fleet Group

A Division of Chevrolet of Watsonville
 490 Auto Center Drive, Watsonville, CA 95076
 (855) 289-6572 • (831) 480-8497 Fax
 Fleet@NationalAutoFleetGroup.com

3/23/2022

Quote ID: 19923

Order Cut Off Date: TBA

Oakridge Schools

127 Providence Rd Suite 100

Oak Ridge, Tennessee, 37830

Dear Oakridge Schools,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2022 Ford Explorer (K8G) ST 4WD,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$51,085.00	\$49,129.94	3.827 %	\$1,955.06
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$49,129.94		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99C	ENGINE: 3.0L ECOBOOST V6, -inc: auto start-stop technology (STD)
TRANSMISSION	
Code	Description
44T	TRANSMISSION: 10-SPEED AUTOMATIC, (STD)
PRIMARY PAINT	
Code	Description
B3	ATLAS BLUE METALLIC
PAINT SCHEME	
Code	Description
	STANDARD PAINT
SEAT TYPE	
Code	Description
V6	EBONY, LEATHER HTD/VENTILATED SPORT CAPTAIN'S CHAIRS, -inc: 10-way power driver w/memory (power function for tilt, lumbar and recline), 8-way power front passenger (power function for lumbar and recline) and 4-way manually adjustable driver and front passenger head restraints
ADDITIONAL EQUIPMENT	
Code	Description
942	DAYTIME RUNNING LAMPS (DRL) (NON-CONFIGURABLE)
OPTION PACKAGE	
Code	Description
400A	EQUIPMENT GROUP 400A

2022 Fleet/Non-Retail Ford Explorer ST 4WD

WINDOW STICKER

2022 Ford Explorer ST 4WD		
CODE	MODEL	MSRP
K8G	2022 Ford Explorer ST 4WD	\$49,745.00
OPTIONS		
99C	ENGINE: 3.0L ECOBOOST V6, -Inc: auto start-stop technology (STD)	\$0.00
44T	TRANSMISSION: 10-SPEED AUTOMATIC, (STD)	\$0.00
B3	ATLAS BLUE METALLIC	\$0.00
—	STANDARD PAINT	\$0.00
V6	EBONY, LEATHER HTD/VENTILATED SPORT CAPTAIN'S CHAIRS, -Inc: 10-way power driver w/memory (power function for tilt, lumbar and recline), 8-way power front passenger (power function for lumbar and recline) and 4-way manually adjustable driver and front passenger head restraints	\$0.00
942	DAYTIME RUNNING LAMPS (DRL) (NON-CONFIGURABLE)	\$45.00
400A	EQUIPMENT GROUP 400A	\$0.00
Please note selected options override standard equipment		
	SUBTOTAL	\$49,790.00
	Advert/ Adjustments	\$0.00
	Manufacturer Destination Charge	\$1,295.00
	TOTAL PRICE	\$51,085.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 3.0L EcoBoost V6 -inc: auto start-stop technology
Transmission: 10-Speed Automatic
3.58 Non-Limited-Slip Rear Axle Ratio
GVWR: 6,160 lbs
50 State Emissions System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles with the 3.3L Ti-VCT V6 FFV engine.
Transmission w/Driver Selectable Mode
SelectShift Capability w/Paddle Shifters
Automatic Full-Time Four-Wheel Drive
Battery w/Run Down Protection
Regenerative Alternator
Class IV Towing Equipment -inc: Hitch and Trailer Sway Control
Trailer Wiring Harness
Gas-Pressurized Shock Absorbers
Front And Rear Anti-Roll Bars
Sport Tuned Suspension
Electric Power-Assist Speed-Sensing Steering
20.2 Gal. Fuel Tank
Dual Stainless Steel Exhaust w/Chrome Tailpipe Finisher
Auto Locking Hubs
Strut Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Descent Control, Hill Hold Control and Electric Parking Brake

EXTERIOR

Wheels: 20" Machined Aluminum w/Painted Pockets
Tires: P255/55R20 AS BSW
Steel Spare Wheel
Compact Spare Tire Mounted Inside Under Cargo
Clearcoat Paint
Body-Colored Front Bumper w/Black Bumper Insert
Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent and Black Bumper Insert
Black Side Windows Trim, Black Front Windshield Trim and Black Rear Window Trim
Body-Colored Door Handles
Black Bodyside Insert, Black Bodyside Cladding and Black Wheel Well Trim

Black Power Heated Side Mirrors w/Manual Folding
Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
Deep Tinted Glass
Speed Sensitive Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Lip Spoiler
Black Grille
Power Liftgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Autolamp Auto On/Off Aero-Composite Led Low/High Beam Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
LED Brake Lights
Headlights-Automatic Highbeams
Perimeter/Approach Lights
Front Fog Lamps
Laminated Glass

ENTERTAINMENT

Radio: AM/FM Stereo -inc: MP3 capability, 6 speakers, speed-compensated volume and SiriusXM radio w/a 3 month prepaid subscription, Service is not available in Alaska and Hawaii, SiriusXM audio and data services each require a subscription sold separately, or as a package, by Sirius XM radio inc, If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates, Fees and taxes apply, To cancel you must call SiriusXM at 1-866-635-2349, See SiriusXM customer agreement for complete terms at www.siriusxm.com, All fees and programming subject to change, Trial subscriptions not available in Alaska and Hawaii
Radio w/Seek-Scan, Clock, Steering Wheel Controls and Internal Memory
Streaming Audio
Integrated Roof Antenna
Bang & Olufsen Speakers
SYNC 3 Communications & Entertainment System -inc: enhanced voice recognition, 8" LCD capacitive touchscreen in center stack w/swipe capability, AppLink, 911 Assist, Apple Car Play and Android Auto compatibility and 1 "A" and 1 "C" USB ports in the media hub,
Bluetooth Wireless Phone Connectivity
2 LCD Monitors In The Front

INTERIOR

leather/Miko Simulated Suede/Leather Front Seats w/Leatherette Back Material
8-Way Driver Seat
6-Way Passenger Seat
Bucket Folding Captain Front Facing Manual Reclining Fold Forward Seatback leatherette/Miko

Simulated Suede/Leather Rear Seat w/Manual Fore/Aft
Front Center Armrest and Rear Seat Mounted Armrest Outboard Only
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Oil Level, Trip Odometer and Trip Computer
Power Rear Windows, Fixed 3rd Row Windows and w/Manual Sun Blinds
Fixed 50-50 Bench leather/Miko Simulated Suede/Leather 3rd Row Seat Front, Power Fold Into Floor, 2 Manual and Adjustable Head Restraints
Sport Heated Leather/Metal-Look Steering Wheel
Front Cupholder
Rear Cupholder
Compass
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button
Remote Releases -Inc: Power Cargo Access
Proximity Key For Doors And Push Button Start
Keypad
Cruise Control w/Steering Wheel Controls
Voice Activated Dual Zone Front Automatic Air Conditioning
Rear HVAC w/Separate Controls
HVAC -inc: Underseat Ducts and Headliner/Pillar Ducts
Locking Glove Box
Driver Foot Rest
Interior Trim -inc: Metal-Look/Piano Black Instrument Panel Insert, Metal-Look/Piano Black Door Panel Insert, Piano Black Console Insert and Chrome/Metal-Look Interior Accents
Full Cloth Headliner
Leatherette Door Trim Insert
Leather Htd/Ventilated Sport Captain's Chairs -inc: Miko micro-perforated inserts and city silver accent stitching and ST logo, 10-way power driver w/memory (power function for tilt, lumbar and recline), 8-way power front passenger (power function for lumbar and recline) and 4-way manually adjustable driver and front passenger head restraints
Day-Night Rearview Mirror
Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination, Driver And Passenger Auxiliary Mirror
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage, Rear Console w/Storage and 4 12V DC Power Outlets
Front And Rear Map Lights
Fade-To-Off Interior Lighting
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
Carpet Floor Trim
Trunk/Hatch Auto-Latch
Cargo Area Concealed Storage
Cargo Space Lights

Smart Device Remote Engine Start
FOB Controls -inc: Cargo Access and Remote Engine Start
Memory Settings Include
FordPass Connect -inc: 4G LTE Wi-Fi hotspot connects up to 10 devices w/wireless data trial that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features, To activate, go to www.att.com/ford , remotely start, lock and unlock vehicle, schedule specific times to remotely start vehicle, locate parked vehicle and check vehicle status (FordPass Connect, the Ford Pass App, and Complimentary Connected Services are required for remote features (see FordPass terms for details), Connected Service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, Connected services excludes Wi-Fi hotspot.), Note: Ford Telematics and data services prep included for fleet only: FordPass Connect 4G Wi-Fi modem provides data to support telematics and data services including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts, Device enables telematics services through Ford or authorized providers, Activate at www.fleet.ford.com or call 833-FCS-Ford, (833-327-3673)
Driver / Passenger And Rear Door Blns
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Systems Monitor
Trip Computer
Outside Temp Gauge
Redundant Digital Speedometer
Digital/Analog Appearance
2 Seatback Storage Pockets
Manual w/Tilt Front Head Restraints and Manual Adjustable Rear Head Restraints
1st Row Heated Seats
Securilock Anti-Theft Ignition (pats) Engine Immobilizer
Perimeter Alarm
Air Filtration
4 12V DC Power Outlets

SAFETY

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
Terrain Management System ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Ford Co-Pilot360 - BLIS (Blind Spot Information System) Blind Spot
Lane Keeping Alert Lane Keeping Assist
Lane Keeping Alert Lane Departure Warning
Collision Mitigation-Front
Driver Monitoring-Alert

Ford Co-Pilot360 - Active Park Assist 2.0 Rear Parking Sensors
Ford Co-Pilot360 - Pre-Collision Assist with Pedestrian Detection and Ford Co-Pilot360 - Reverse Brake Assist
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st, 2nd And 3rd Row Airbags
Airbag Occupancy Sensor
Driver And Passenger Knee Airbag
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
Back-Up Camera w/Washer



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

DATE: March 9, 2022

TO: Jenifer Van Dyke, Interim Finance Director

cc: Dana Paolucci, Jennifer Taylor

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

SUBJECT: Recommendation of RFP 22-010 Cafeteria Equipment

I recommend that the Oak Ridge Board of Education accept the bid from Hubert for microwave steamer ovens, shelving, and food storage pans/lids for three cafeteria locations. Their bid of \$27,936.45 met all required specifications. Bids ranged from \$27,936.45 to \$30,012.75.

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

Attachment: Bid Minutes



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

Bid Minutes
3/08/2022
Cafeteria Equipment (RFP 22-010)
Business Services Conference Room
Administration Building

Present for the bid opening were:

Jennifer Taylor
Vol Crettol
Mary Ann Riley
Dana Paolucci

Aramark
Aramark
Oak Ridge Schools Purchasing
Oak Ridge Schools Interim Business Coordinator

Bid responses were received from the following companies:

	<u>Bid Amount</u>
Hubert Harrison, OH	\$27,936.45 **
Strategic Equipment, LLC Knoxville, TN	\$30,012.75

**** Recommended Bid Winner**



MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 3/22/22

SUBJECT: Newline Boards – Purchase Recommendation

I recommend the approval for 113 Newline Boards purchase with installation from Howard Technology Solutions in the total amount of \$291,427.00. Purchase would come from ESSER 3.0 grant, account 142-72130-790.

Purchasing requirements were met by bid advertised in the Knoxville News Sentinel and District Website. A total of 2 bids were received, which Howard was the lowest bidder. Bid Minutes and RFP details follow this cover memo for reference.



OAK RIDGE SCHOOLS

Technology Department


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



MEMORANDUM

Date: March 21, 2022

To: Kelly Williams

From: Doug Cofer 

Subject: RFP 22-012 – High School / SCA Newline Boards

I recommend the approval for 113 Newline Boards purchase with installation from Howard Technology Solutions in the total amount of \$291,427.00. Purchase would come from ESSR 3.0 grant, account 142-72130-790.

Purchasing requirements were met by bid advertised in the Knoxville News Sentinel and District Website. A total of 2 bids were received, which Howard was the lowest bidder.



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

DATE: March 18, 2022

TO: Jenifer Van Dyke, Interim Finance Director

cc: Dana Paolucci, Kelly Williams, Susan Dundore

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

SUBJECT: Recommendation of RFP 22-012 Newline Interactive Boards

I recommend that the Oak Ridge Board of Education accept the bid from Howard Technology Solutions for the above-mentioned bid. Their bid of \$291,427.00 met all required specifications. This bid price includes 113 interactive boards, delivery, and installation at all locations. Bids ranged from \$255,832.00 to 343,684.00.

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

Attachment: Bid Minutes



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

Bid Minutes

3/18/2022

Newline Interactive Boards Machine (RFP 22-012)

Business Services Conference Room

Administration Building

Present for the bid opening were:

Susan Dundore
Mary Ann Riley
Dana Paolucci

Oak Ridge Schools IT
Oak Ridge Schools Purchasing
Oak Ridge Schools Interim Business Coordinator

Bid responses were received from the following companies:

CCS Presentation Systems
Knoxville, TN

Bid Amount

\$312,784.00 (113 boards & delivery)

\$343,684.00 (as above with installation)

Howard Technology Solutions
Laurel, MS

\$255,832.00 (113 boards & delivery)

\$291,427.00 (as above with installation)**

**** Recommended Bid Winner**



Business

Department

School Administration Building

304 New York Ave

Oak Ridge, Tennessee 37830

Phone (865) 425-9003

Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education is soliciting proposals for Newline Interactive Boards **(RFP 22-012) Newline Interactive Boards.**

General Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00 PM, March 18, 2022**. Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist

Re: Newline Interactive Boards

(RFP 22-012)

Oak Ridge Schools

304 New York Ave

Oak Ridge, TN 37830

Specifications:

Below please find specifications for Newline Interactive Boards:

Quantity: 113

Make Model	Description
Newline Interactive Board	MFG: TT-7519RS
	Newline Interactive TruTouch 750 Ultra-HD Led Multitouch Display. 75" RS+ Series, 4 K 20 points of touch (10touch for Android), Anti-Glare Tempered Glass, Built-in Android OS, Wireless Casting, and access to Google Drive Sharing.
Software	ideaMax software & Qwizdom Oktopus software license keys
Accessories	Stylus and Remote
Inputs – Front	HDMI, USB, Microphone A/V Inputs
Inputs – Back	HDMI, DisplayPort, VGA, USB, RS232, RJ45 A/V Inputs
Warranty	5 year advance replacement
Training	Free and Unlimited
Mobile Stands	Description
EPR8A50500-DIW	Newline Interactive TruTouch Mobile Stand – Supports 65in to 86 in – Fork Base Mobile Stand – Younger age
	Qty: 4
EPR8A50500-SQR	Newline Interactive TruTouch Mobile Stand – Supports 65in to 86 in – Square Base Mobile Stand – Older age
	Qty: 109
	Wall Mount
	Qty: 25
Installation (Optional)	Description
	Installation of boards at individual school.
	Assembly of stand and mounting panel to stand to be done in classroom – due to possible elevator issue
	Testing panel for functionality
	Safe storage area will be provided for delivery – installer to pick up boards/ stands in storage area and deliver to classroom for assembly
	Dumpster on site for trash disposal

Shipping & Receiving:

All shipping costs are included in the final price.

Delivery address is:

Oak Ridge High School Technology Department

127 Providence Rd, Suite 100

Oak Ridge, TN 37830

Submission Requirements:

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

Functional Equivalents:

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

Schedule:

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at **2:00 PM EDT, March 18, 2022, in the Business Office Conference Room.**

Bidding Procedures

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

Mary Ann Riley,
Purchasing Specialist
Newline Interactive
Boards
RFP 22-012
304 New York Ave.
Oak Ridge, TN 37830

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

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

EDGAR Certification: The EDGAR certifications and provisions are required and applied when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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

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

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

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

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

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

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person, unless there is an emergency situation.

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

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

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

Taxes: Oak Ridge Schools is tax exempt.

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

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

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

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

Bid Form

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

Project: Newline Interactive Boards
(RFP 22-012)

Opening: **2:00 PM EDT, March 18, 2022**
Howard Technology Solutions
a division of Howard Industries, Inc.

Company Name: _____

Address: P.O. Box 1590

Laurel, ms 39441

Phone Number: 601.425.3181

Email: bids@howardcomputers.com

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

Bid Amounts:

Newline Interactive Boards as specified on pages 2-3 \$265,732.00 USD (113 total & delivery)
\$291,427.00 USD (as above with installation)

Howard Technology Solutions
a division of Howard Industries, Inc.

Company: _____

Signature: Michelle Bradley

Title: Bid specialist

Date: 3.16.22

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

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between Howard Technology Solutions
a division of Howard Industries, Inc.

Name of Contractor

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

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

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

By: Michelle Brady

Title: Bid specialist

STATE OF Mississippi

County of Jones

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

Howard Technology Solutions
a division of Howard Industries, Inc.

Michelle Brady
Signature

Witness by hand and Notaries seal at office this 16 day of March,
year of 2020.

Michael F. B...
Notary Public 73613
Commission Expires
10/28/2022
My Commission Expires: 10/28/2022
NOTARY PUBLIC
JONES COUNTY

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of Mississippi

County of Jones

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

Subscribed and sworn to (or affirmed) before me this 16 day

of March, 2022.

Michelle Brady
Signature of Officer

Janet Barlow
Notary Signature

Michelle Brady
Typed Name of Officer

Howard Technology Solutions
a division of Howard Industries, Inc.
Office



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

IRAN DIVESTMENT ACT REQUIREMENTS

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

CERTIFICATION

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

Michelle Brady
Signature

3-10-22
Date

Michelle Brady
Printed Name
Howard Technology Solutions
a division of Howard Industries, Inc.

Bid specialist
Title

Name of Firm/Company

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

EDGAR CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Oak Ridge Schools is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to Oak Ridge Schools along with your proposal.

The following certifications and provisions are required and apply when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Oak Ridge Schools expends federal funds, Oak Ridge Schools reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Oak Ridge Schools also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Oak Ridge Schools believes, in its sole discretion that it is in the best interest of the District to do so. Vendor will be compensated for work performed and accepted and goods accepted by the District as of the termination date if the contract is terminated for convenience of the District. Any award under this procurement process is not exclusive and Oak Ridge Schools reserves the right to purchase goods and services from other vendors when it is in the District's best interest.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when Oak Ridge Schools expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES MB Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Oak Ridge Schools expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when SAISD expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by SAISD resulting from this procurement process.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by SAISD resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- (1) Pursuant to Federal Rule (I) above, when federal funds are expended by Oak Ridge Schools, the vendor certifies that during the term and after the awarded term of an award for all contracts by Oak Ridge Schools resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:
- (2) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (3) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

**EMPLOYMENT VERIFICATION
FAR 22.18**

As applicable, and as a condition for the award of any Federal contract at \$50,000 or greater, Vendor certifies that vendor is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services. A breach in compliance with immigration laws and regulations shall be deemed a material breach of the contract and may be subject to penalties up to and including termination of the contract.

Does vendor agree? YES MB Initials of Authorized Representative of vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Oak Ridge Schools for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH EPA REGULATIONS
APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS, AND CONTRACTS
IN EXCESS OF \$50,000 OF FEDERAL FUNDS**

When federal funds are expended by Oak Ridge Schools, and/or its cooperative members, for any contract resulting from this procurement process in excess of \$50,000, the vendor certifies that the vendor is in compliance with all applicable standards, orders, regulations, and/or requirements issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Oak Ridge Schools expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS — 2 C.F.R. § 200.336

Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES MB Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Howard Technology Solutions

Corporate/Company Name: a division of Howard Industries, Inc.

Authorized Signature: Michelle Brady

Printed Name: Michelle Brady

Title: Bid specialist

Date: 3.16.22

Address: P.O. Box 1590

City, State, Zip Code: Laurel, MS 39441

Phone #: 601.425.3181

Fax #: 601.399.5077

Email Address: bids@howardcomputers.com

Corporate/Company Website: www.howardcomputers.com

DUNS #: 04-341-7476

CAGE #: 12602

Oak Ridge Schools RFP#: 22-012

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



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

Online Quotation

Quote No:	CH5 1188914.00	Quote Date:	March 10, 2022
Customer Name:	Susan Dundore	Phone Number:	8654259093
Company Name:	Oak Ridge Schools	Fax Number:	
Quote Name:	OPP-015206 RFP 22-012 Newline Interactive Panels		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	4K Display Newline Interactive TruTouch 750 Ultra-HD LED Multi-touch Display. 75" RS Series, 4K, 20 points of touch (10 for Android), Anti-Glare Tempered Glass, Built-in Android OS, Wireless Casting, and access to Google Drive sharing. Comes with ideaMax software & Qwizdom Oktopus software license keys. Stylus & Remote included. HDMI, USB, Microphone A/V Inputs (front), HDMI, DisplayPort, VGA, USB, RS232, RJ45 A/V Inputs (rear). 5 year advanced replacement warranty included. MPN: TT-7519RS	113	\$1,925.00	\$217,525.00
2:	Wall Mount Newline Interactive TruTouch Wall Mount - included with purchase of TruTouch Panel - must be included on purchase order. MPN: EPR8A50600-000	25	\$0.00	\$0.00
3:	Mobile Stand Newline Interactive TruTouch Mobile Stand - Standard fixed height mobile stand - Supports 65in to 86in panels.- Square Base Mobile Stand: Ideal for older children MPN: EPR8A50500-SQR	109	\$339.00	\$36,951.00
4:	Mobile Stand Newline Interactive TruTouch Mobile Stand - Standard fixed height mobile stand - Supports 65in to 86in panels. - Fork Base Mobile Stand: Ideal for Pre-K and younger children. MPN: EPR8A50500-DIW	4	\$339.00	\$1,356.00

Sub-Total:	\$255,832.00
Shipping & Handling :	Included
Taxes:	Tax Exempt
Total for Item 1:	\$255,832.00

This quote will expire April 09, 2022.
 To expedite your order, please include your quote number with your Purchase Order.

Item 2

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Installation of one Newline Interactive TruTouch panel for Oak Ridge Schools. Includes the cost to assemble Newline mobile stands, mounting of the panels to the mobile stands, included cables connected, firmware updated, and tested for functionality. Pricing is based on the expected quantity of 113 panels being ordered MPN: OPP-015206 Labor	113	\$315.00	\$35,595.00

Sub-Total: \$35,595.00

Shipping & Handling : Included

Taxes: Tax Exempt

Total for Item 2: \$35,595.00

This quote will expire April 09, 2022.

To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total: \$291,427.00

Shipping & Handling : Included

Taxes: Tax Exempt

Total: \$291,427.00

Notes:

FREE Shipping on orders including Panels

Add \$75.00 for Liftgate (10+ panels free)

Add \$50.00 for Inside Delivery (10+ panels free)

Add \$125.00 per mobile stand delivery w/o panels (Qty 1-4)

Add \$75.00 per mobile stand delivery w/o panels (Qty 5+)

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

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

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

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

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

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

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



MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 3/22/22

SUBJECT: Fiber Laser Cutting Machine – Purchase Recommendation

I recommend that the Oak Ridge Board of Education accept the bid from Laguna Tools, Inc. per the recommendation of RFP 22-011 for a Fiber Laser Cutting Machine. Their bid of \$127,980.00 met all required specifications. Bids ranged from \$127,980.00 to \$145,000.00. Bids were advertised in accordance with state guidelines and made available on the Oak Ridge Schools' website and Vendor Registry. Three companies responded to the RFP which will be funded with iSchool grant funds.

Bid Minutes and RFP details follow this cover memo for reference.



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

DATE: March 11, 2022

TO: Jenifer Van Dyke, Interim Finance Director

cc: Dana Paolucci, Holly Cross

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

SUBJECT: Recommendation of RFP 22-011 Fiber Laser Cutting Machine

I recommend that the Oak Ridge Board of Education accept the bid from Laguna Tools, Inc. for the above-mentioned bid. Their bid of \$127,980.00 met all required specifications. Bids ranged from \$127,980.00 to \$145,000.00.

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

Attachment: Bid Minutes



Oak Ridge Schools

OFFICE OF
Business & Support Services

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

Bid Minutes

3/08/2022

Fiber Laser Cutting Machine (RFP 22-011)

Business Services Conference Room

Administration Building

Present for the bid opening were:

Holly Cross
Tammy Souza
Mary Ann Riley
Dana Paolucci

Oak Ridge Schools CTE
Oak Ridge Schools CTE
Oak Ridge Schools Purchasing
Oak Ridge Schools Interim Business Coordinator

Bid responses were received from the following companies:

	<u>Bid Amount</u>
Laguna Tools, Inc. Grand Prairie, TX	\$127,980.00 **
Midwest Technology Products Sioux City, IA	\$144,645.00
Technology International, Inc. Lake Mary, FL	\$145,000.00

**** Recommended Bid Winner**



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Jenifer Van Dyke, Interim Finance Director
Subject: **FY'22 Budget Transfer #4**
Date: March 18, 2022

The attached FY'22 Budget Transfer #4 includes the following budget transfer requests for Board of Education approval:

- Mid-Year adjustment & re-alignment of general fund salary, benefit, and expenditure budget items (budget/actual/encumbrances) based on current YTD analysis
- Place unencumbered budget funds (after above changes) into capital outlay expenditure account code for required additional funds JMS & RMS signs based on bid results
- Place unencumbered budget funds (after above changes) into Maintenance & Operations accounts due to increased prices & additional needed projects throughout the District
- Place unencumbered budget funds (after above changes) into capital outlay expenditure account for projected bleacher purchase
- Place unencumbered budget funds (after above changes) into a software account code for the Local Government server migration
- All routine budget transfers and revisions from January 3, 2022 through March 18, 2022 for Board Approval

FY 22 FYTD Budget Summary - Budget Transfer #4 & Amendment #4

Fund	FY22 Original Approved Budget	Budget Amendments #1, #2, #3 & #4	Budget Transfers #1, #2, #3 & #4	FY22 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 61,572,213.00		\$ (31,974.46)	\$ 61,540,238.54
Fund 142 (Federal)	\$ 12,266,732.00	\$ 4,638,612.92	\$ 25,183.81	\$ 16,930,528.73
Fund 143 (Food Service)	\$ 2,578,498.00	\$ 100,000.00		\$ 2,678,498.00
Fund 145 (Other Education)	\$ 226,395.00		\$ 6,790.65	\$ 233,185.65
Fund 146 (Extended Child Care)	\$ 362,340.00			\$ 362,340.00
TOTAL All Funds	\$ 77,006,178.00	\$ 4,738,612.92	\$ (0.00)	\$ 81,744,790.92

GENERAL FUND - Mid Year Salary, Benefit, & Expense Realignment

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
New Spending Requests			
Sod for Track	141-72620-499	\$ 11,000.00	
Gasoline (Price Increases)	141-72620-425	\$ 5,000.00	
Construction Materials	141-72620-426	\$ 25,230.00	
Carpet	141-72620-335	\$ 6,000.00	
Consultants & Engineering	141-76100-321	\$ 25,000.00	
Signs for RMS & JMS	141-76100-707-455	\$ 16,000.00	
Landscaping & Sprinkler System	141-76100-724	\$ 5,000.00	
Maintenance Software Changeover	141-72620-471	\$ 6,770.00	
Local Government Server Migration	141-72510-471	\$ 13,000.00	
Bleachers	141-76100-707-409	\$ 60,000.00	
TOTAL New Spending Requests	\$	173,000.00	

Payroll, Benefit, & Other Budetary Changes			
Alternative Education			
Secretaries (Substitutes)	141-71150-161	\$ 600.00	
Educational Assistants	141-71150-163		\$ (600.00)
Special Education			
State Retirement	141-71200-204		\$ (50.00)
Retirement (Hybrid)	141-71200-217	\$ 50.00	
Instructional Contingency			
Instructional Contingency	141-71900-599		\$ (185,280.00)

Health Services

Medical Personnel	141-72120-131	\$	4,390.00	
Social Security	141-72120-201	\$	275.00	
State Retirement	141-72120-204	\$	455.00	
Employer Medicare	141-72120-212	\$	65.00	

Other Student Support

Overtime	141-72130-187	\$	255.00	
Other Salaries & Wages	141-72130-189			\$ (255.00)

Instructional Support

Curriculum & Technology Integration Facilitators	141-72210-138	\$	4,125.00	
Other Salaries & Wages	141-72210-189			\$ (4,125.00)
State Retirement	141-72210-204	\$	12,000.00	
Life Insurance	141-72210-206	\$	50.00	
Medical Insurance	141-72210-207			\$ (5,000.00)
Vision Insurance	141-72210-299	\$	45.00	

Office of Principal

State Retirement	141-72410-204			\$ (400.00)
Retirement (Hybrid)	141-72410-217	\$	400.00	

Fiscal Services Accountants

Accountants	141-72510-119			\$ (2,650.00)
Other Salaries & Wages	141-72510-189	\$	2,650.00	

TOTAL			\$ 198,360.00	\$ (198,360.00)
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Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Budget for ARP Homeless Grant (to 142)	141 R 44570 00 000 00000 000	\$ 50,158.76	\$ -
Update CRESO Budget (From 142)	141 E 44570 000 000 00000 000	\$ -	\$ 77,302.74
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Transfer from Unpaid Student Fees to Other Contracted Services	141 E 72210 429 000 00000 352	\$ -	\$ 6,500.00
	141 E 72130 399 000 00000 000	\$ 6,500.00	\$ -
Establish Budget for ARP Homeless Grant (to 142)	141 E 71900 599 000 00000 000	\$ -	\$ 50,158.76
IT Funds to Consultants	141 E 72250 308 000 00000 000	\$ 6,915.69	\$ -
	141 E 72250 189 000 00000 000	\$ -	\$ 6,915.69
AVID Transfer from Salary and Supplies to Staff Development	141 E 72130 189 000 00000 605	\$ -	\$ 3,000.00
	141 E 72130 499 000 00000 605	\$ -	\$ 5,000.00
	141 E 72130 524 000 00000 605	\$ 8,000.00	\$ -
Transfer from In-Service Stipend, Staff Development, and Textbooks to Instructional Supply (JMS)	141 E 72210 196 000 00025 000	\$ -	\$ 6,000.00
	141 E 71100 429 000 00025 000	\$ 6,000.00	\$ -
	141 E 72210 524 000 00025 000	\$ -	\$ 3,496.05
	141 E 71100 429 000 00025 000	\$ 3,496.05	\$ -
	141 E 71100 449 000 00025 000	\$ -	\$ 3,833.00
	141 E 71100 429 000 00025 000	\$ 3,833.00	\$ -

Literacy - Transfer from In-Service Stipend to Instructional Supplies	141 E 72210 196 000 00084 000	\$ -	\$ 4,000.00
	141 E 72210 429 000 00084 000	\$ 4,000.00	\$ -
Transfer from Staff Development to In-Service Stipend (WB)	141 E 72210 524 000 00045 000	\$ -	\$ 2,000.00
	141 E 72210 196 000 00045 000	\$ 2,000.00	\$ -
Transfer from Unpaid Student Fees to Contracted Services	141 E 72210 429 000 00000 352	\$ -	\$ 8,000.00
	141 E 71100 399 000 00000 000	\$ 8,000.00	\$ -
Transfer from Staff Development to Homebound Teachers	141 E 72220 524 000 00000 000	\$ -	\$ 2,500.00
	141 E 71200 128 000 00000 000	\$ 2,500.00	\$ -
Update CRESO Budget (From 142)	141 E 71900 599 000 00000 000	\$ 77,302.74	\$ -
CTSO Travel Adjustment - from CTE Local Travel to CT Prg Spt Local Travel	141 E 72230 355 000 00078 000	\$ 6,200.00	\$ -
	141 E 71300 355 000 00078 000	\$ -	\$ 6,200.00
Math & Science from Stipends and Local Travel to Instructional Supplies	141 E 72210 196 000 00081 000	\$ -	\$ 2,940.00
	141 E 72210 355 000 00081 000	\$ -	\$ 500.00
	141 E 72210 429 000 00081 000	\$ 3,440.00	\$ -
TOTAL		\$ 188,346.24	\$ 188,346.24

Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
Update CRESO Budget (To 141)	142 R 47990 000 058 00000 000	\$ 77,302.74	\$ -
Establish ARP Homeless Grant Budget	142 R 47404 000 701 00000 000	\$ -	\$ 50,158.76
FUND 142 EXPENDITURES		Increase	Decrease
Establish ARP Homeless Grant Budget	142 E 72130 307 701 00000 000	\$ 8,106.21	\$ -
	142 E 72130 399 701 00000 000	\$ 17,430.40	\$ -
	142 E 72210 355 701 00000 000	\$ 2,360.36	\$ -
	142 E 72210 499 701 00000 000	\$ 14,488.00	\$ -
	142 E 72710 599 701 00000 000	\$ 2,027.95	\$ -
	142 E 73100 599 701 00000 000	\$ 5,745.84	\$ -
21st Century Grant Budget Adjustment	142 E 73300 189 431 00045 000	\$ -	\$ 2,000.00
	142 E 73300 169 431 00045 000	\$ 2,000.00	\$ -
	142 E 73300 189 431 00015 000	\$ -	\$ 3,500.04
	142 E 73300 169 431 00015 000	\$ 3,500.04	\$ -
Innovative High School Grant Transfers to Match ePlan	142 E 72130 499 951 00035 000	\$ -	\$ 16,000.00
	142 E 71300 499 951 00035 000	\$ 16,000.00	\$ -

	142 E 71100 599 952 00000 000	\$	-	\$	2,399.60
	142 E 71100 722 952 00000 000	\$	2,399.60	\$	-
	142 E 71100 599 952 00040 000	\$	-	\$	500.00
	142 E 71100 429 952 00040 000	\$	500.00	\$	-
	142 E 71100 599 952 00045 000	\$	-	\$	1,250.00
Civics Seal Grant Budget Adjustment	142 E 71100 429 952 00045 000	\$	650.10	\$	-
	142 E 71100 722 952 00045 000	\$	599.90	\$	-
	142 E 72210 524 952 00040 000	\$	-	\$	475.00
	142 E 71100 429 952 00040 000	\$	475.00	\$	-
	142 E 72210 524 952 00045 000	\$	-	\$	1,000.00
	142 E 71100 429 952 00045 000	\$	1,000.00	\$	-

	142 E 71200 599 905 00000 000	\$	-	\$	50,699.17
ARP IDEA Part B Grant Transfers to match ePlan	142 E 71200 312 905 00000 000	\$	50,269.86	\$	-
	142 E 71200 208 905 00050 000	\$	255.71	\$	-
	142 E 71200 299 905 00015 000	\$	129.71	\$	-
	142 E 71200 299 905 00050 000	\$	43.89	\$	-

Carl Perkins Grant Budget Adjustment	142 E 72130 524 801 00000 000	\$	-	\$	1,000.00
	142 E 72230 524 801 00000 000			\$	1,000.00
	142 E 72130 355 801 00000 000	\$	2,000.00	\$	-

ARP IDEA Part B Grant Transfers to match ePlan	142 E 71200 116 905 00000 000	\$	17,034.00	\$	-
	142 E 71200 201 905 00000 000	\$	3,000.00	\$	-
	142 E 71200 204 905 00000 000	\$	3,922.50	\$	-
	142 E 71200 206 905 00000 000	\$	1,000.00	\$	-
	142 E 71200 207 905 00000 000	\$	10,000.00	\$	-
	142 E 71200 212 905 00000 000	\$	2,625.00	\$	-
	142 E 99100 504 905 00000 000	\$	2,929.89	\$	-
	142 E 71200 725 905 00000 000	\$	-	\$	40,511.39

	142 E 73300 189 058 00000 000	\$	-	\$	2,288.00
	142 E 73300 201 058 00000 000	\$	-	\$	283.71
	142 E 73300 204 058 00000 000	\$	-	\$	471.33
	142 E 73300 212 058 00000 000	\$	-	\$	66.35
	142 E 73300 308 058 00000 000	\$	-	\$	6,200.00
Update CRESO Budget	142 E 73300 399 058 00000 000	\$	-	\$	52,800.00
	142 E 73300 429 058 00000 000	\$	-	\$	7,085.94
	142 E 73300 504 058 00000 000	\$	-	\$	1,584.00
	142 E 73300 524 058 00000 000	\$	-	\$	1,874.40
	142 E 73300 599 058 00000 000	\$	-	\$	4,500.00
	142 E 73300 722 058 00000 000	\$	4,500.00	\$	-
	142 E 73300 790 058 00000 000	\$	-	\$	4,649.01

TOTAL		\$	252,296.70	\$	252,296.70
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**Fund 142 Budget Amendment
To Be Presented to City Spring 2022**

Fund 142 REVENUES			
	Account Number	Decrease	Increase
Establish Budget for Best for All Grant	142 R 47307 000 930 00000 000	\$ -	\$ 200,000.00
Fund 142 EXPENDITURES			
	Account Number	Increase	Decrease
Establish Budget for Best for All Grant	142 E 71100 722 930 00000 000	\$ 71,260.00	\$ -
	142 E 72130 790 930 00000 000	\$ 128,740.00	\$ -
TOTAL		\$ 200,000.00	\$ 200,000.00

Fund 143 Budget Amendment
To Be Presented to City Spring 2022

Fund 143 REVENUES	Account Code	Decrease	Increase
Update Food Service Budget	143 R 46520 000 000 00000 000	\$ -	\$ 100,000.00
FUND 143 EXPENDITURES		Increase	Decrease
Update Food Service Budget	143 E 73100 710 000 00000 000	\$ 100,000.00	\$ -
TOTAL		\$ 100,000.00	\$ 100,000.00

Fund 145 Budget Transfers

Fund 145 REVENUES	Account Code	Decrease	Increase
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Fund 145 EXPENDITURES	Account Code	Increase	Decrease
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Adjust Safe Schools Grant Budget from Staff	145 E 72210 524 047 00000 000	\$ -	\$ 1,000.00
Development to Admin Equipment	145 E 72620 701 047 00000 000	\$ 1,000.00	\$ -

TOTAL		\$ 1,000.00	\$ 1,000.00
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Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: March 22, 2022

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Supervisor of Maintenance and Operations

SUBJECT: Remodeling Work in district Kitchens by Skilled Services LLC

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education accept the proposal for construction services from Skilled Services Quality Construction LLC of Knoxville TN in an amount not to exceed available budget funds of \$98,000.00. The proposals provided for Woodland, Jefferson, and Robertsville schools total \$89,100.00, but due to possible remediation requirements and fluctuating building costs, the remainder of the funds will be allocated as a contingency until the primary project is completed. Remaining funds would be used as an add / alternate item for the remaining district kitchens.

Funds for this project were allocated from Capital Outlay 76100 707 456 and work will be performed on a "piggy back" of the contract with Knox County Procurement Division.

Thank you,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



SKILLED SERVICES

2533 HOITT AVE | KNOXVILLE, TN 37917

PROPOSAL

Date: 3/15/2022

To: Oak Ridge Schools
100 Woodbury Lane,
Oak Ridge, TN 37831

Attn: Kim Farmer

Project: Woodland Elementary- Kitchen & Dishroom Renovations

Skilled Services LLC proposes to furnish labor, materials, equipment, and supervision required for completion of the Work as specified below, at project address: 168 Manhattan Ave, Oak Ridge, TN 37830.

Duration of Work: Skilled Services LLC proposes to complete the specified Work promptly.

Scope of Work:

- 1 Remove all drop ceiling and ceiling grid in kitchen, hallway, and dish room. Remove lighting and hvac grilles. Dispose of debris properly off-site.
- 2 Remove VCT flooring and rubber base in kitchen, office, and hallway.
- 3 Install new 6" x 6" quarry tile with high strength grout on existing concrete substrate. Install new tile base to match new tile floors.
- 4 Repaint walls in kitchen, dishroom, serving area, and kitchen office. Oak Ridge Schools to remove wall hung bulletins, posters, documents, etc.
- 5 Install new aluminum 2' x 2' drop ceiling grid and and vinyl coated gypsum ceiling tiles in kitchen, hallway, and dishroom.
- 6 Install new LED Flat Panel Light Fixtures and new HVAC grilles.
- 7 Progressive Clean Up.
- 8 Project Management/Safety.

Bond: Not Included in Proposal Amount

Proposal Amount: Skilled Services LLC proposes to perform the Work as described above for the sum of Fifty Two Thousand Two Hundred (\$52,200.00) Dollars US

Signed by:

Eric Rochat

Eric Rochat
Estimator, Skilled Services LLC
Office (865) 637-7687
Cell (865) 244-8036
Fax (865) 637-4238
eric@sksservicesllc.com

Accepted by:

Kim Farmer

date



SKILLED SERVICES

2533 HOITT AVE | KNOXVILLE, TN 37917

PROPOSAL

Date: 3/15/2022

To: Oak Ridge Schools
100 Woodbury Lane,
Oak Ridge, TN 37831

Attn: Kim Farmer

Project: Robertsville Middle School- Renovations to Kitchen/Dishroom/Office

Skilled Services LLC proposes to furnish labor, materials, equipment, and supervision required for completion of the Work as specified below, at project address: 200 Fairbanks Rd, Oak Ridge, TN 37830.

Duration of Work: Skilled Services LLC proposes to complete the specified Work promptly.

- Scope of Work:**
- 1 Remove all drop ceiling and ceiling grid in kitchen and dish room. Remove lighting and hvac grilles. Dispose of debris properly off-site.
 - 2 Repaint walls in kitchen, dishroom, serving area, and kitchen office. Oak Ridge Schools to remove wall hung bulletins, posters, documents, etc.
 - 3 Install new aluminum 2' x 2' drop ceiling grid and vinyl coated gypsum ceiling tiles in kitchen and dishroom.
 - 4 Install new LED Flat Panel Light Fixtures and new HVAC grilles.
 - 5 Progressive Clean Up.
 - 6 Project Management/Safety.

Bond: Not Included in Proposal Amount

Proposal Amount: Skilled Services LLC proposes to perform the Work as described above for the sum of Twenty Thousand One Hundred (\$20,100.00) Dollars US

Signed by:

Eric Rochat

Eric Rochat
Estimator, Skilled Services LLC
Office (865) 637-7687
Cell (865) 244-8036
Fax (865) 637-4238
eric@sksservicesllc.com

Accepted by:

Kim Farmer

date



SKILLED SERVICES

2533 HOITT AVE | KNOXVILLE, TN 37917

PROPOSAL

Date: 3/15/2022

To: Oak Ridge Schools
100 Woodbury Lane,
Oak Ridge, TN 37831

Attn: Kim Farmer

Project: Jefferson Middle School- Renovations to Kitchen/Dishroom/Office

Skilled Services LLC proposes to furnish labor, materials, equipment, and supervision required for completion of the Work as specified below, at project address: 200 Fairbanks Rd, Oak Ridge, TN 37830.

Duration of Work: Skilled Services LLC proposes to complete the specified Work promptly.

- Scope of Work:**
- 1 Remove all drop ceiling and ceiling grid in kitchen, dishroom, and office.. Remove lighting and hvac grilles. Dispose of debris properly off-site.
 - 2 Install new aluminum 2' x 2' drop ceiling grid and vinyl coated gypsum ceiling tiles.
 - 3 Install new LED Flat Panel Light Fixtures and new HVAC grilles.
 - 4 Progressive Clean Up.
 - 5 Project Management/Safety.

Bond: Not Included in Proposal Amount

Proposal Amount: Skilled Services LLC proposes to perform the Work as described above for the sum of Sixteen Thousand Eight Hundred (\$16,800.00) Dollars US

Signed by:

Eric Rochat

Eric Rochat
Estimator, Skilled Services LLC
Office (865) 637-7687
Cell (865) 244-8036
Fax (865) 637-4238
eric@skservicesllc.com

Accepted by:

Kim Farmer

date



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

**Knox County Procurement Division
Extension of Purchase Contract**

Knox County Government desires the extension of the following described Contract with your company.

Vendor: SKILLED SERVICES

Date: December 22, 2021

E-mail: ROBSMITH@SKSERVICESLLC.COM

Contact: Rob Smith

Name of Bid: Miscellaneous Construction Services

Bid Number: 2614

Date of Original Award: February 1, 2018

Buyer: Todd Hickman

Phone Number: 865-215-5603

Fax Number: 865-215-5778

Length of Contract Extension: February 1, 2022 through January 31, 2023

Additional Options to Renew: Yes

Number of renewals remaining: 0 - zero (after this renewal)

NOTE: Please sign and e-mail back to the Procurement Division at todd.hickman@knoxcounty.org indicating your intent to renew or not to renew as indicated below immediately. Please include a current Certificate of Insurance, as well as all endorsement pages, naming Knox County as additionally insured as well as an updated Criminal History Records Check Affidavit.

Yes, I agree to extend the Contract specified above.

Yes, with Amendment. I agree to extend the Contract specified above with amendment. Please attach amendment to this extension.

No, I do not wish to extend the Contract specified above.

Print Name: ROBERT SMITH Title: OWNER

Signature: [Signature] Date: 1-14-22

AFFIDAVIT OF COMPLIANCE
WITH
DRUG-FREE WORKPLACE REQUIREMENTS OF
TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with proposal by construction contractor with 5 or more employees)

I, ROBERT SMITH, President or other Principal
Officer of SKILLED SERVICES, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this proposal submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 50-9-113.

[Signature]

President or Principal Officer

For: SKILLED SERVICES
Name of Company

STATE OF TENNESSEE }
COUNTY OF Knox }

Subscribed and sworn before me by Rob Smith,
President or Principal Officer of skilled services,

On this 18th day of January, 2022.

Ashley Mitchell

Notary Public

My Commission expires: July 6, 2025



AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

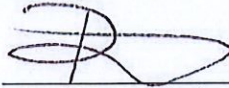
TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, Rob Smith, president or other principal

Officer of Skilled Services, swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.



President or Principal Officer

For: Skilled Services
Name of Company

STATE OF TENNESSEE }
COUNTY OF Knox }

Subscribed and sworn before me by Rob Smith,

President or Principal Officer of Skilled Services.

On this 18th day of January, 2022.

Ashley Mitchell
Notary Public

My Commission expires: July 6, 2025



IRAN DIVESTMENT ACT SIGNATURE PAGE

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

Authorized Signature: _____



(Sign in BLUE ink)

DEPARTMENT OF
COMMERCE AND INSURANCE

SKILLED SERVICES QUALITY CONSTRUCTION, LLC
377160

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: November 30, 2022

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET


SKILLED SERVICES QUALITY CONSTRUCTION, LLC
2533 HOITT AVE
KNOXVILLE, TN 37917

State of Tennessee 12383897

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
SKILLED SERVICES QUALITY CONSTRUCTION, LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 34266
LIC STATUS: ACTIVE
EXPIRATION DATE: November 30, 2022
\$3,000,000; BC; CE; CMC



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

KNOX COUNTY GOVERNMENT

AND

SKILLED SERVICES QUALITY CONSTRUCTION LLC

This Contract made and entered into this 26TH day of FEBRUARY, 2018 by and between **Knox County Government** through its governing body and authorized representative, hereinafter referred to as “**Knox County**” and **Skilled Services Quality Construction LLC** hereinafter referred to as “**Contractor.**”

Whereas, County requested sealed bids for the provision of Miscellaneous Construction/Renovation Services for Knox County Government, (Invitation for Bid #2614);

Whereas, Contractor submitted a Bid in accordance with said requested specifications, the response of which is the most responsible and responsive bid meeting specifications accepted by Knox County;

Whereas, Contractor agrees and undertakes to provide Miscellaneous Construction/Renovation Services to Knox County, as set forth in the Invitation for Bid, and at the price quoted for said services by Contractor. Further, in accordance with the lawful directions of the Knox County Government, the Contractor agrees in all respects, to be governed by the Invitation for Bid specifications and the Contractor’s response.

Now, therefore in consideration of mutual covenants and promises contained herein, the parties hereto wish to enter into this contract to set forth their respective rights and obligations and do mutually agree that;

Witnesseth:

- 1. Terms of this contract.** This contract commences on the 1st day of February 2018 and ends the 31st day of January 2019, unless terminated in conformity with the terms of this contract as contained in paragraphs 7 and 8. Upon the mutual agreement of Knox County and the Contractor, the award may be extended for four (4) additional years, one (1) year at a time. This may result in a total of five (5) years.

2. Payment. Knox County shall pay Contractor the amount as agreed upon in Knox County's Invitation for Bid #2614 for Miscellaneous Construction/Renovation Services as follows:

See Attachment "B" Contractor's Written Response to Invitation for Bid #2614

pursuant to all payments being subject to the County's review and approval. The Contractor shall receive, upon the need of the County, written notification to proceed.

3. Placement of Orders. Knox County departments and agencies will place orders with the Knox County Procurement Division. Knox County Procurement will issue purchase orders to the Contractor. Only purchase orders issued by Knox County Procurement shall be honored.

4. Invoicing and reporting requirements. Contractor shall invoice Knox County upon the successful completion of all aspects of a particular job. Contractor is hereby cautioned that it can take a minimum of 30 days to process invoices.

As several different departments may use this contract, please adhere to the following guidelines:

For KCSMO mail all invoices to:

Knox County Schools Maintenance & Operations
Purchasing Supervisor
900 East Fifth Avenue
Knoxville, Tennessee 37917

For Knox County or other Knox County Schools Departments mail all invoices to:

The address listed on the Purchase Order for the ordering department.

5. Pricing and Escalation. Contractor warrants that the unit pricing stated in Attachment "B" shall remain firm for a period of one (1) year from the first day of the contract period. If the Contractor's price is increased after the first year, Knox County must give written approval before the increase shall become effective. Requests for price adjustments must be submitted at least sixty (60) days in advance of the date the price increase is requested. Justification for the requested adjustment (costs of labor and/or materials) must be accompanied by appropriate documentation.

Escalation shall not exceed the increase, if any, in the Consumer Price Index for all Urban Consumers (CPI-U: U.S. City Average, All Items), published by the U.S. Department of Labor, Bureau of Labor Statistics, during the immediately preceding contract year.

6. **Safety.** The successful vendor shall exercise all safety measures associated with the services to be performed under this contract and hereby warrants that all employees working under this contract have been trained in the proper and safe practices of General and Miscellaneous Construction Services and related duties.

7. **Termination.** Knox County may terminate this contract with or without cause, upon written notice of not less than thirty calendar days. Upon termination, County will pay for services satisfactorily completed but not yet invoiced. Contractor shall not perform additional work without the expressed written permission of Knox County. The agencies utilizing this Contract may also terminate their individual participation by written notice.

Should the Contractor fail to provide Miscellaneous Construction/Renovation Services as detailed herein, Knox County will communicate the **problem(s) to the Contractor** verbally and keep a written record as to what the problem(s) are and when the contractor was contacted. **The Contractor shall have 72 hours** to rectify the problems. If the same or other problems persist or reoccur, Knox County may terminate the contract.

In the event Contractor intends to interrupt or discontinue service under this contract, Contractor agrees to give Knox County 90 day advance written notice of said interruption or discontinuance of service prior to interrupting or discontinuing same. Any interruption or discontinuance of service without said advance written notice shall constitute a material breach of this contract.

8. **Appropriations.** In the event no funds are appropriated by Knox County for Miscellaneous Construction/Renovation Services in any fiscal year or insufficient funds exist to provide the services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no obligations owed to or by either party.

9. **Independent contractor.** Contractor and Contractor's employees shall serve as independent contractors and County shall not be in any manner responsible for any payment, insurance, or incurred liability.

10. Compliance with all federal, state, and municipal laws. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of Miscellaneous Construction/Renovation Services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

11. Criminal background check. Contractor agrees to comply with Tennessee Code Annotated Section 49-5-413. As required under the statute, Contractor will provide fingerprinting and criminal history records checks, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation, for all employees, subcontractor personnel and students that will enter the grounds of any of the schools (previously defined as premises) in performance of the Services in this contract before permitting the employee, subcontractor personnel or student to have contact with students or enter school grounds when students are present. Criminal background checks are the expense of the Contractor. If the employee or subcontractor personnel has previously had a criminal history check in accordance with Tennessee Code Annotated Section 49-5-413, Contractor shall provide a copy of the criminal background check to the Knox County and this will serve as compliance with said requirement.

12. Severability clause. If any provision of this contract is declared illegal, void, or unenforceable the remaining provisions shall not be affected but shall remain in force and in effect.

13. Prohibition against assignment. Contractor shall not assign this contract to any party, company, partnership, incorporation, or person without prior specific written consent of Knox County.

14. Jurisdiction. This Contract shall be governed by the laws of the State of Tennessee both as to interpretation and performance. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.

15. Right to inspect. Knox County reserves the right to make periodic inspections of the manner and means the services are performed.

16. Nondiscrimination and non-conflict statements. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract, or in the employment practices of Contractor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

17. Books and records. Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the service under this contract and make such materials available at their offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under the contract for inspection by Knox County or by any other governmental entity or agency participating in the funding of this contract, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this contract.

18. Limitations of liability. In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.

19. Contractor shall indemnify, defend, save and hold harmless, Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the contract by Contractor, its subcontractors, suppliers, agents or employees or due to any negligent act or occurrence or omission or commission of Contractor, its subcontractors, suppliers, agents, or employees.

20. Delivery. Contractor shall render Miscellaneous Construction/Renovation Services for Knox County in accordance with the Contractor's schedule and coordinated with Knox County or its designee.

21. Tax Compliance. Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its bid and signature that it is current in its respective Federal, State, County, and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.

22. **Contract documents.** It is mutually agreed by both parties that the following documents are made part of this contract and are incorporated herein by reference:

- a. Invitation for Bid #2614
- b. Contractor's Written Response to Invitation for Bid #2614

It is agreed that this contract, represents the **entire contract** between the parties and no prior representations, promises, and agreements, oral or otherwise, not embodied herein, shall be of any force or effect.

In witness whereof, the parties hereto have caused this contract to be executed on the day and year first above written.

Knox County Government

by: _____
Tim Burchett
Knox County Mayor

Knox County Schools

by: _____
Bob Thomas
Superintendent

Skilled Services Quality Construction

by: _____
Print Name: _____
Title: _____

Contract #: _____

Approved as to Legal Form:

See attached signature page

Knox County Law Director's Office
Date: _____

KNOX COUNTY BOARD OF EDUCATION


This document is approved by the Knox County Board of Education on the 10th day of January, 2018 as reflected in its minutes, and certified by its Chairperson.


BOARD CHAIR - Signature

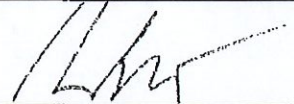
Date: 1-10-18

PATTI LOU BOUNDS, Board Chair
KNOX COUNTY BOARD OF EDUCATION

Approved by
Knox County Board of Education

1/10/2018 

KNOX COUNTY GOVERNMENT

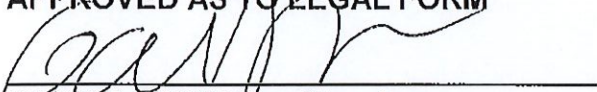

MAYOR - Signature

Date: 1/26/18

TIM BURCHETT, Mayor
KNOX COUNTY, TENNESSEE

KNOX COUNTY LAW DIRECTOR

CONTRACT NO. 17-1033
APPROVED AS TO LEGAL FORM


GARY T. DUPLER - Signature

Date: 12/21/17

GARY T. DUPLER, Deputy Law Director
KNOX COUNTY LAW DIRECTOR

VENDOR/AGENCY/COMPANY


AUTHORIZED SIGNATURE

SKILLED SERVICES QUALITY CONSTITION LLC
NAME OF VENDOR/AGENCY/COMPANY

Date: 2-26-18

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Miscellaneous Construction/Renovation Services** as specified herein. Bids must be received by **2:00 p.m. on December 5, 2017**. Late bids will be neither considered nor returned.

Please Deliver Bids to:

**Bid Number 2614
Knox County Procurement Division
Suite 100, 1000 North Central Street
Knoxville, Tennessee 37917**

The Bid Envelope must show the Bid Number, Bid Name and Bid Opening Date.

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Tom Seagle, Construction and Contract Specialist at 865.215.5603. Questions may be faxed to 865.215.5778 or emailed to tom.seagle@knoxcounty.org. Information about the Knox County Procurement Division may be obtained on the Internet at www.knoxcounty.org/procurement.
- 1.2 **ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) calendar days from the date of the bid opening, unless otherwise indicated in their bid.
- 1.3 **ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bid.
- 1.4 **AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, who presents the product or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an item by item or an "all or none" basis whichever is in the best interest of the County. Knox County reserves the right to not make an award. The award criteria are listed in section 3.13.
- 1.5 **BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. The time clock in the Procurement Division shall become the official record of time. Electronic submissions are recorded electronically. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than one (1) hour prior to the bid opening time.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.

- 1.6 **BID EXPENSES:** Expenses for developing the bids are entirely the responsibility of the bidder and shall not be chargeable in any manner to Knox County.
- 1.7 **BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services.

If you are a small, minority or woman owned business and would like additional information about our Business Outreach Program please contact:

Diane Woods, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
E-Mail: diane.woods@knoxcounty.org

Lori Holmann, Coordinator of Business Outreach
Knox County Procurement
Telephone: 865.215.5757
Fax: 865.215.5778
Email: lori.holmann@knoxcounty.org

- 1.8 **CONFLICT OF INTEREST:** Vendors must have read and complied with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.9 **COOPERATIVE PURCHASING:** Bidders must indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.
- 1.10 **DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.
- 1.11 **DRUG-FREE WORKPLACE:** If Contractor has five (5) or more employees receiving pay: Contractor shall have a drug-free workplace program that complies with Title 50, Chapter 9 of the Code of Tennessee, shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce, and shall Provide the Affidavit required by Public Acts, 2000, Chapter 918. Contractor shall ensure that it is in compliance with Public Acts, 2000, Chapter No. 918.
- 1.12 **DUPLICATE COPIES:** Knox County requires that bids being submitted by hand be submitted with one (1) marked original and two (2) exact copies. If bidding electronically, no additional copies are required.
- 1.13 **ELECTRONIC SUBMISSION OF BIDS:** Knox County's Procurement Division will not accept electronically transmitted bids through the County's On-Line Procurement System. Facsimile submission is strictly prohibited.
- 1.14 **HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "Knox Procurement On-Line." The system provides our clients (vendors, County departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our County departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, "Knox Procurement On-Line," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in subsection 1.1 of this document.
- 1.15 **INSURANCE CHECKLIST:** Vendors and their insurance agents must sign the attached insurance requirement form and submit it with their bid. This serves as proof that the vendor can and will obtain and maintain the insurance required for this Contract. Upon notification of Intent to Award, the successful vendor shall be required to submit a Certificate of Insurance (COI) showing the specified coverage and naming Knox County Government as additional insured. It shall be the successful bidder's responsibility to keep a current COI on file with Knox County Procurement at all times.
- 1.16 **MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.17 **NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.18 **PAYMENT:** Knox County utilizes two (2) methods of placing orders for products. The first is the use of Purchase Orders. These purchase orders will be issued from the Knox County Procurement Division via the method selected by the Vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.

The second method is the use of the Knox County Credit Card (VISA). Orders placed on the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction for the requesting department. Vendors must indicate in their bid response if the Vendor will accept the Knox County Credit Card (VISA) as form of payment.

Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.

- 1.19 **POSSESSION OF WEAPONS:** All Vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a Vendor whose Contract requires possession of firearms or other weapons to successfully complete their Contract, Vendor must provide personnel who are bonded to bear said weaponry.
- 1.20 **PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.21 **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Bidders must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the bidder's ability.
- 1.22 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that bids be sent electronically. Bids being submitted on paper shall:
 - 1.22.1 Be submitted on recycled paper;
 - 1.22.2 Not include pages of unnecessary advertising;
 - 1.22.3 Be made on both sides of each sheet of paper.
- 1.23 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bid packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Division no less than five (5) business days prior to the time set for bid opening. These requirements also apply to specifications that are ambiguous.
- 1.24 **SIGNING OF BIDS:** When submitting your bid, **other than electronically**, in order to be considered, all bids must be signed. Please sign the original in blue ink. When submitting electronically, the submission of the bid constitutes the acceptance of all terms and conditions and will legally bind the vendor to the County's request for goods, services and the vendor's subsequent response.
- 1.25 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.26 **TERM BID AGREEMENTS:** If this bid results in a term bid Contract with the Vendor, Knox County must receive all general price decreases that other similar customers receive.
- 1.27 **TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs" - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.28 **USE OF BID FORMS:** Vendors are to complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.
- 1.29 **VENDOR DEFAULT:** Knox County reserves the right, in case of Vendor default, to procure the articles or services from other sources and hold the defaulting Vendor responsible for any excess costs occasioned thereby. Should Vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the Vendor from the County's bidder's list for twenty-four (24) months.
- 1.30 **VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Procurement Division. A vendor application may be submitted online at www.knoxcounty.org/procurement. Select the Vendor Registration link and complete the forms. Vendors must be registered with the Procurement Division **prior** to submitting their bid.
- 1.31 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 **BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for three (3) years from the date of the final payment under this agreement for inspection by Knox County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 **CHILD LABOR:** Contractor agrees that no products or services will be provided or preformed under this Contract, which have been manufactured or assembled by child labor.
- 2.6 **COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and Local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 **CRIMINAL HISTORY RECORDS CHECK:** Any and all successful vendors, vendor employees, and any vendor sub-contractors and it's employees that perform any services at Knox County Schools must submit to a criminal history records check, at vendors expense, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413.
- 2.8 **DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
- 2.9 **GOVERNING LAW:** This Contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.
- 2.10 **INCORPORATION:** All specifications, drawings, technical information, Invitation to Bid, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 **INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 **INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.

- 2.13 **IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.14 **LIMITATION OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.15 **NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of Vendor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable.
- Contractor covenants that it does not engage in any illegal employment practices. Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.16 **ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item Description, (2) Invitation to Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.17 **REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to, rejection of goods, rescission, right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorneys fees.
- 2.18 **RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.19 **SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.20 **TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its bid and signature that it is current in its respective Federal, State, County, and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.21 **TERMINATION:** Knox County may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.22 **WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 **INTENT:** The Knox County Schools Maintenance and Operations Department {KCSMO} and Knox County intend for these specifications to result in an "all or none" selection of multiple vendors for Miscellaneous Construction Services. For purposes of this bid document "KCS" shall be used to refer to any and all departments or agencies that may utilize this Contract.

- 3.1.1 As needs arise, successful vendors will be offered the opportunity to quote a project. Final vendor selection will be based upon project cost, availability and vendor expertise. Those that are Contracted vendors will be asked to quote the job based on the prices quoted herein. Unless delivery timeframes, expertise or other mitigating factors apply, the job will normally be placed with the approved vendor quoting the least cost to KCS.
- 3.1.2 Vendors may be asked to work and price jobs in two different ways. First, vendors, may be ask to work and charge by the hour. Invoices would simply reflect the number of hours multiplied by the bid rate. Materials would be listed and the markup applied. Secondly, vendors may be asked to price work by the job. Again, the quote would be based upon the labor rates quoted herein and the materials would have the appropriate markup. However, the vendors will have quoted a not to exceed price. In this case, the invoice would not itemize the charges.
- 3.2 **ADDITIONS / DELETIONS:** Knox County reserves the right to add items and/or services to this term bid or delete items and/or services that have become obsolete in demand. If items and/or services are to be added, Knox County and the Contractor will arrive at a mutually agreed upon price.
- 3.3 **AWARD LENGTH:** Knox County intends to issue a one (1) year award. Upon the mutual agreement of each vendor, and Knox County, the awards may be extended for four (4) additional years, one (1) year at a time. This may result in a total of five (5) years. Knox County reserves the right to purchase these items/services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor. Should Knox County desire not to renew, no reason needs to be given.
- 3.4 **BIDDER OBLIGATION:** Each bidder shall become fully acquainted with conditions relating to the scope and restriction attending the execution of the work under this IFB. The failure or omission of a bidder to become acquainted with existing conditions shall no way relieve the bidder of any obligations with respect to this IFB or to the Contract.
- 3.5 **BID ENVELOPE COVER:** The bid envelope cover sheet must be filled out completely and attached to the outside of your bid. **Failure to do so will result in the rejection of your bid.**
- 3.6 **BONDING:** Vendors are advised that all bonding companies must be listed in the Federal Register, Department of the Treasury Fiscal Service, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; Notice. All required bonds must be issued through companies licensed to do business in the State of Tennessee.
- 3.7 **COMMUNICATIONS:** The successful execution of this Contract will require extensive communication between all parties involved. While information may be transmitted via telephone, it should always be followed up with a fax transmission or email. It is essential that the successful vendor(s) have an efficient and properly working fax machine as well as email capabilities. The successful vendor(s) will be required to submit a list of individuals, along with direct phone numbers, cell phone numbers, fax numbers and email addresses for the Agency Contacts. These individuals must be familiar with the Knox County Contract and have the authority to make adjustments as requested by Knox County.
- 3.8 **COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this Contract. If the Vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Vendor shall bear all costs arising from them.
- 3.9 **CONTRACT EXECUTION:** The award of this bid will result in a Contract between Knox County and the successful Vendor(s). The Contract must be voted on by the Knox County Commission and receive a majority vote. The successful Vendor(s) may be required to be present at the full Commission Meeting to answer questions relating to the equipment provided and services performed. Adequate notification will be given by Knox County Procurement Division if the Vendor(s) will need to attend this meeting(s). There shall be no cost to Knox County for attendance at this meeting. The Knox County Procurement Division will draft the Contract. The Knox County Procurement Division will not accept any vendor's Contract. If these types of Master Agreements, Service Agreements, Terms of Agreements or other submitted Contract agreements are submitted, they will be rejected.
- 3.10 **COST FOR PERFORMANCE BOND:** KCS will reimburse the vendor for the actual cost of any required performance bonds. Vendor is to provide a price for the bond with the bid submission. However, vendor will not be required to obtain the bond until the first project is assigned to the vendor.

- 3.11 **ENTRANCE TO KNOX COUNTY SCHOOL SITES:** Only authorized employees of the successful Contractor(s) are allowed on the premises of KCS buildings. Contractor(s) employees are not to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Contractor(s). All employees must wear a company uniform, or name badges identified with the Company name at all times. Contractor and/or employees of contractor must contact KCSMO's Environmental Department prior to reporting to a site for work.
- 3.12 **ESTIMATE PREPARATION:** Contractor may be required upon request to prepare and submit (prior to commencing work) a written quotation or estimate for each project. Estimation shall include but not be limited to the cost of; labor, material, blueprint preparation, detailed description of the scope of work, inspection services, and any required subcontracted services. Quotations shall be based upon the contract rates. Quotation shall remain firm for thirty days from acceptance by Knox County Schools. All estimation and quotation preparation shall be provided at no cost or obligation to KCS.
- 3.13 **EVALUATION CRITERIA:**
- 3.13.1 Pricing 70 Points
- 3.13.2 Vendor Experience, Business Capabilities and Resources 30 Points
- Bidders are advised that these criteria are edified by all of the criteria contained or asked for herein.
- 3.14 **EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information (also learned from sources other than disclosed in the solicitation process) that might affect the County's judgment as to the appropriateness of an award to the best-evaluated bidder. This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award which is in the best interest of Knox County.
- 3.15 **IDENTIFICATION AND UNIFORMS:** Employees of the Contractor shall have proper photo identification displayed, at all times, while on School property. If needed, KCSMO can provide temporary photo identification for a fee of \$2.50 per badge. Additionally, as appropriate, Contractor is encouraged to have its employees in a standard uniform. This is a preference but not a requirement. Additionally, many schools require visitors to obtain and wear visitor passes issued by that particular site. If so, visitors will obtain such pass and display it as instructed.
- 3.16 **INVOICING:** Knox County requests that invoices be easy to read and understand. Each participating agency to this Contract may require different invoicing information and procedures. This information and procedures shall be provided to the successful vendor(s) prior to Contract execution. There shall be no additional charges for this information and procedures to be included. Vendors shall submit a sample copy of their invoice along with their bid. Account information may be deleted.
- 3.17 **INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variations found on the invoices will result in the rejection of those invoices. Rejected invoices will be returned to the vendor(s) for correction. Repeated variations may result in the termination of the Contract with a vendor.
- 3.18 **LAST DAY FOR QUESTIONS:** All questions regarding this bid must be submitted in writing to Tom Seagle, CPPB, no later than **November 22, 2017 by 4:30 p.m.** Please submit questions by e-mail to tom.seagle@knoxcounty.org.
- 3.19 **LICENSING:** All Contractors must be properly licensed by the State of Tennessee and all other authorities having jurisdiction. **COPIES OF ALL SUCH LICENSES AND/OR PERMITS ARE TO BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT COPIES OF SUCH MAY LEAD TO BID REJECTION.**
- 3.20 **MATERIAL/LABOR QUALITY:** Unless otherwise specified all materials must be of a commercial grade or better.
- 3.21 **MINIMUM STATE GENERAL CONTRACTOR LICENSE AMOUNT:** Vendors must have a minimum of \$500,000 licensing capability as described by the State of Tennessee.

- 3.22 **MOST FAVORABLE PRICING:** Contractor agrees to guarantee that Knox County will receive the lowest price offered by your company for similar services and products. If at any time during the Contract period your company offers a lower price to another customer and prior notification of said price reduction is not properly communicated to Knox County, upon discovery Knox County reserves the right to take any or all of the following actions:
- a. Cancel the Contract, if it is currently in effect.
 - b. Determine the amount that the participating agency was overcharged, and submit a request for payment from the Contractor for that amount.
- 3.23 **NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of Knox County.
- 3.24 **NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Invitation for Bid is strictly prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 3.25 **PERFORMANCE AND PAYMENT BONDS:** The successful contractor(s) will be required to submit a Performance Bond and a Payment Bond (each equal to 100% of the job cost) when any one project exceeds \$100,000 in value. Knox County and/or KCS reserve the right to require a Performance Bond and a Payment Bond on any project regardless of the value of the project. The bonds will be returned upon the successful and satisfactory completion of the project.
- 3.26 **PRICE INCREASES:** The vendor(s) warrants that the unit price stated shall remain firm for a period of twelve (12) months from the first day of the Contract period. If the vendor's price is increased after the initial year, Knox County must be given a written notice to consider. Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at the renewal period(s). If the price increase is rejected the vendor may:
- a. Continue with the existing prices;
 - b. Request a lower price increase;
 - c. Not accept the renewal offer.
- Any price increase shall not exceed the Consumer Price Index (CPI) for all Urban Consumers. However, Contractor(s) must submit proof of price increase. If a price increase is approved by Knox County Procurement and the requesting department the approval notification will be done in writing and the Contractor(s) will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.
- 3.27 **RECORDS:** Contractor will maintain records of items and quantities purchased by KCS and make them available on request.
- 3.28 **REMOVAL OF CONTRACTORS EMPLOYEES:** The successful Contractor(s) agrees to utilize only experienced responsible and capable people in the performance of the work. KCS may require that the successful Contractor(s) remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of KCS.
- 3.29 **SAFETY AND PROTECTION:** The contractor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Furthermore, the Contractor is solely responsible for the training of all of their employees on all safety issues as required by the Occupational Safety and Health Act (OSHA) and the Environmental Protection Agency (EPA) regulations for the service. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on-site and other persons including, but not limited to, the general public who may be affected thereby. All work is to be done as required by OSHA, EPA, and AHERA.

The Contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health Regulations and any other Regulatory Agency.

Contractor shall be required to furnish their employees with the proper personal protective clothing and equipment. Contractor shall also be required to dispose of this clothing and equipment in compliance with all regulatory requirements.

- 3.30 **SCHEDULING OF WORK:** Contractor(s) shall cooperate with school officials in performing work so that interference with the normal program will be held to a minimum.
- 3.31 **SIGN-IN:** Contractors must sign the Contractor Check-In Log at each school site where work is to be performed. Look for the white notebook (in the office area) entitled "Knox County Schools Maintenance & Operations Department & Contractor Sign In Book." Failure to sign-in will negate KCS's responsibility to pay the resulting invoice. Additionally certain schools may require the Contractor to sign-in on the school's own log. Finally, vendors may be required to affix name tags required at an individual school to their uniforms. These are the self-adhesive label type tags.
- 3.32 **SUB-CONTRACTING:** Any sub-contracting must be approved, in advance, by both Knox County and KCS. The Contract may be terminated if sub-contracting is done without approval.
- 3.33 **SUB-CONTRACTORS:** Contractors are strongly encouraged to solicit minority owned and operated sub-contractors for this bid and during the duration of the award.
- 3.34 **VALUE ADDED RELATIONSHIP:** Knox County and KCS intend for this bid to result in a relationship with a Contractor. Knox County and KCS desire a long-term relationship with a Contractor in which common goals are shared. Among those goals are:
- 3.34.1 Fair and equitable treatment of Contractor and owner;
 - 3.34.2 Contractor expertise in methods of cost reduction. Contractors are encouraged to suggest ways in which costs can be reduced by product substitution or process modification;
 - 3.34.3 Contractor involvement in the School system or a specific school on a non-business basis. One example is involvement with the Knox County Schools Teacher Depot. The Teacher Depot accepts the donation of equipment and supplies for distribution to teachers.
- 3.35 **WORKMANSHIP:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.

BIDDERS NEED NOT RETURN PAGES ONE (1) THROUGH NINE (9) WITH THEIR BID

SECTION IV VENDOR INFORMATION AND PRICING FOR BID NUMBER 2614, MISCELLANEOUS CONSTRUCTION/RENOVATION SERVICES

- 4.1 Vendor Name _____
- 4.2 Knox County Vendor Number _____
- 4.3 Vendor Address _____
- 4.4 City _____ State _____ Zip _____
- 4.5 Telephone Number _____ Fax Number _____
- 4.6 Contact Person _____
- 4.7 E-Mail Address _____

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

Authorizing Signature _____
(Sign in blue ink)

- 4.9 Vendor's Knox County Business License Number _____
(If Applicable) *Attach A Copy Of The License.*
- 4.10 I Acknowledge the Receipt Of: (Please Write "Yes" If You Received One)
Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

4.11 Do you accept the terms and conditions of the bid? YES NO YES WITH EXCEPTION
(Please circle your answer). If you do not fully accept the terms and conditions, please note the exceptions below:

(You must state any exception taken)

4.12	KCSMO needs to provide ID for my employees	Yes _____ No _____
4.13	Number of Non-Clerical Employees	
4.14	Years In Business	
4.15	Annual Sales	
4.16	Number of Employees	
4.17	Major Equipment Owned	Attach list to your bid
4.18	Number of Service Trucks	

- 4.19 May other Government Agencies in Tennessee purchase these items at the same prices per Section 1.9 of this bid? Yes _____ No _____
- 4.20 Did you include the Drug Free Affidavit as per 1.11? Yes _____ No _____
- 4.21 Did you include the Criminal History Records Check as per 2.7? Yes _____ No _____

4.22 Did you attach bid envelope coversheet to the outside of your bid per 3.5? Yes _____ No _____

4.23 Did you include the Insurance Checklist as per 1.15? Yes _____ No _____

SERVICES TO BE QUOTED

	DESCRIPTION	UNIT PRICE
4.24	Material (Cost plus %)	%
4.25	Site Foreman/Supervisor	Per Hour
4.26	General Laborer TOTAL NUMBER OF GENERAL LABORERS AVAILABLE: _____	Per Hour
4.27	Subcontractors (Cost plus %) (Sub-contractors quote must accompany your quote)	%
4.28	Bond (cost per thousand) (see section 3.10)	Per Thousand Dollars
4.29	Do you agree to offer a turn-key price (if requested by Knox County Schools)	Yes/ No
4.30	Craftsman (Mason, Glazier, Painter, Electrician, Plumber, HVAC Technician, etc.)	Per Hour

ATTACHMENT A
INVITATION FOR BID #2614

**KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE'S & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24

REQUIRED	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT
YES	3.	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO-SYMBOL (1)	COMBINE SINGLE LIMIT (Per -Accident) \$ 1,000,000
			BODY INJURY (Per -Person)
			BODY INJURY (Per-Accident)
			PROPERTY DAMAGE (Per-Accident)
YES	4.	COMMERCIAL GENERAL LIABILITY	LIMITS
		<input type="checkbox"/> CLAIM MADE <input checked="" type="checkbox"/> OCCUR	EACH OCCURRENCE \$1,000,000
			FIRE LEGAL LIABILITY \$100,000
			MED EXP (Per person) \$5,000
		GEN'L AGGREGATE LIMITS APPLIES PER	PERSONAL & ADV INJURY \$1,000,000
		<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	GENERAL AGGREGATE \$2,000,000
		PRODUCTS-COMPLETED OPERATIONS/AGGREGATE \$2,000,000	
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE
YES	8.	XCU COVERAGE	NOT TO BE EXCLUDED
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000
		PROFESSIONAL LIABILITY	
NO	10.	<input type="checkbox"/> ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM
NO		<input type="checkbox"/> ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM
NO		<input type="checkbox"/> MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM
NO		<input type="checkbox"/> MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)
NO	13.	MOTOR CARGO INSURANCE	
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE; \$500,000 COLLISION
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$
NO	17.	DISHONESTY BOND	\$
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.
NO	19.	USL&H	FEDERAL STATUTORY LIMITS

20. CARRIER RATING SHALL BE BEST'S RATING OF A-V OR BETTER OR ITS EQUIVALENT.
21. NOTICE OF CANCELLATION, NON-RENEWABLE OR MATERIAL CHANGES IN COVERAGE SHALL BE PROVIDED TO COUNTY AT LEAST 30 DAYS PRIOR TO ACTION. THE WORDS "ENDEAVOR TO" AND "BUT FAILURE TO" (TO END OF SENTENCE) ARE TO BE ELIMINATED FROM THE NOTICE OF CANCELLATION PROVISION ON STANDARD ACCORD CERTIFICATES.
22. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL NAMED INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO.
23. CERTIFICATE OF INSURANCE SHALL SHOW THE BID NUMBER AND TITLE.
24. OTHER INSURANCE REQUIRED _____

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE BIDDER NAMED BELOW AND HAVE ADVISED THE BIDDER OF REQUIRED COVERAGE NOT PROVIDED THROUGH THIS AGENCY.

AGENCY NAME: _____ AUTHORIZING SIGNATURE: _____

BIDDER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

BIDDER'S NAME: _____ AUTHORIZING SIGNATURE: _____

AFFIDAVIT OF COMPLIANCE
WITH
DRUG-FREE WORKPLACE REQUIREMENTS OF
TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with bid by contractor with 5 or more employees)

I, _____, President or other Principal
Officer of _____, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 50-9-113.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE }
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____, 2____.

Notary Public

My Commission expires: _____

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by Contractor)

I, _____, President or other Principal

Officer of _____, swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE }
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

Oak Ridge Board of Education

Monitoring: <u>Review: Annually, in April</u> <u>Review: Annually, in March</u>	Descriptor Term: Transfers Within the System Cross Boundary	Descriptor Code: 6.206	Issued Date: 09/28/15
		Rescinds: 6.206	Issued: <u>09/28/15</u> 09/26/11

1 General¹

2 Each year, the Superintendent of Schools/designee shall review the number of spaces available in each
3 school by grade, class, and program levels. This information shall be posted on the district's website
4 along with the dates of the district's open enrollment period. The open enrollment period shall last for
5 thirty (30) days and information about the number of seats available shall be posted for at least
6 fourteen (14) days prior. The Superintendent of Schools/designee shall reserve a reasonable number of
7 enrollment spaces at each school to account for the enrollment of zoned students, siblings of students,
8 and students who have a parent/guardian employed at the school.²

9 During the district's open enrollment period in the month of April each year, a parent/guardian may
10 request that his/her child attend a school within the system other than the one to which the child is
11 zoned.** The ~~s~~Superintendent/~~or his/her~~ designee shall review such requests and, if adequate space is
12 available, grant such transfers unless a transfer would be adverse to the best interests of the child or the
13 school system. If the number of requests exceeds the number of available spaces, the
14 Superintendent/designee shall implement a lottery to fill the available spaces. If granted, the student
15 must provide his/her own transportation to and from the school.¹

16 The open enrollment process shall be completed before other nonresident transfers are approved.

17 Teachers who reside in Oak Ridge may be allowed to enroll their children as students in the school in
18 which they teach, on a space available basis with the understanding that in subsequent years there will
19 be no guarantee that space will be available for them to continue in that school. Teachers will also need
20 to complete the appropriate forms for cross boundary requests.

21 **POST ENROLLMENT¹**

22 Once accepted, the student shall provide his/her own transportation to and from the school. The student
23 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

24 **CHANGE IN RESIDENCE¹**

25 ~~Except within the first ten (10) days of a school year where a parent/guardian may appeal the~~
26 ~~assignment of a student to the Board,² after a student has enrolled in one (1) school within the system,~~
27 ~~he/she shall not be permitted to transfer to another unless there is a change in residence of the student's~~
28 ~~parents or guardian outside the area in which the student enrolled. Any exception to this policy must~~
29 ~~be brought before the superintendent of schools or his/her designee for evaluation and decision.~~

1 Students whose families transfer their residence to another school area after the first month of school
 2 may complete the school year at their former school. Students who present evidence that they will
 3 move during the school year and who desire to enroll in a new school in the new area may do so with
 4 prior written request for a change of school area. ~~The superintendent or his/her designee may grant~~
 5 ~~other exceptions to this policy for good and sufficient reasons.~~

6 ~~Principals shall allow credit for work transferred from other schools only when substantiated by~~
 7 ~~official transcripts or successful completion of comprehensive written examinations approved,~~
 8 ~~administered and graded by the principal or his/her designated representative.³~~

9 ~~Teachers who reside in Oak Ridge may be allowed to enroll their children as students in the school in~~
 10 ~~which they teach, on a space available basis with the understanding that in subsequent years there will~~
 11 ~~be no guarantee that space will be available for them to continue in that school. Teachers will also need~~
 12 ~~to complete the appropriate forms for cross boundary requests.~~

13 ~~Continuation of any cross boundary assignment is contingent upon the student remaining in good~~
 14 ~~standing which is defined as maintaining appropriate/high levels of attendance, behavior and~~
 15 ~~achievement.~~

16 ~~Cross boundary requests for the upcoming school year must be completed and submitted each year~~
 17 ~~during the spring pre-enrollment period.~~

18 ~~**~~Not effective in event of federally mandated desegregation order.³

Legal References

1. ~~TCA 49-2-128~~
2. ~~TCA 49-6-3201~~
3. ~~TRR/MS 0520-1-3-03 (11)(a-e)~~

Cross References

~~Student Assignments 6.205~~

Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

Cross References

Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505

Oak Ridge Schools

6th Attendance Period

March 2, 2022

These numbers reflect the **2021-2022** Skyward Student Management System (Entity) active student enrollment count as of **March 2, 2022**.

The total includes **46** private school and home-schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 6th RP 2021-22

March 2, 2022

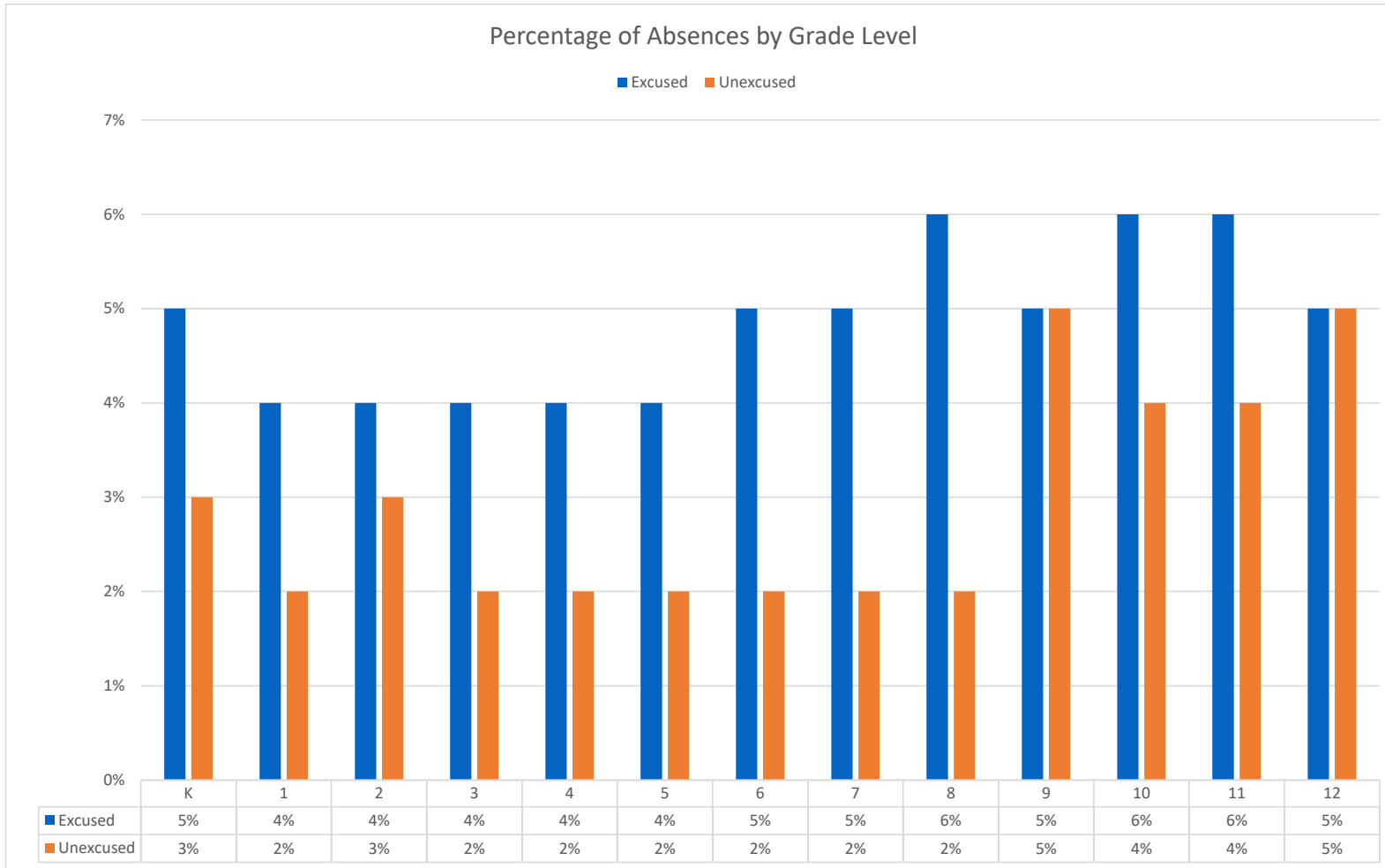
School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2021-22	Previous 5th RP 2021-22	Diff
Preschool	120	120														240	237	3
Glenwood			81	56	78	68	75									358	361	-3
Linden			88	95	107	112	94									496	491	5
Willow Brook			86	79	83	71	69									388	390	-2
Woodland			85	82	78	75	88									408	411	-3
JMS								157	183	198	187					725	725	0
RMS								159	176	163	192					690	691	-1
ORHS												391	405	373	337	1506	1509	-3
Enrollment 2021-22	120	120	340	312	346	326	326	316	359	361	379	391	405	373	337	4811	4815	-4
Prev. 5th RP 2021-22	118	119	339	313	348	326	327	316	361	361	378	392	404	376	337	4815		
Difference	2	1	1	-1	-2	0	-1	0	-2	0	1	-1	1	-3	0	-4		

This report compares the 2021-22 6th RP period enrollment with the 2021-22 5th RP period.

Attendance Graphs

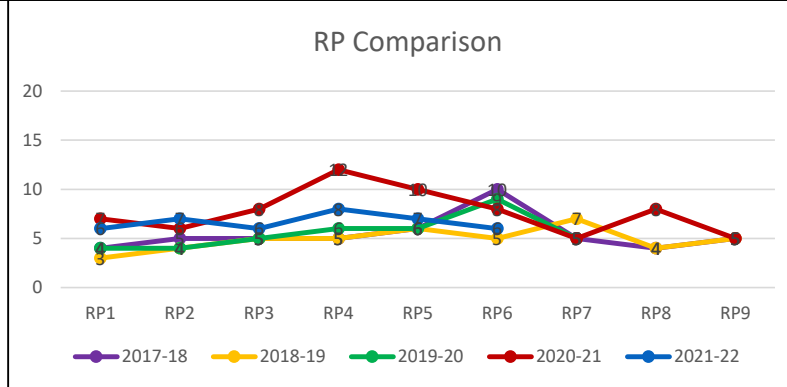
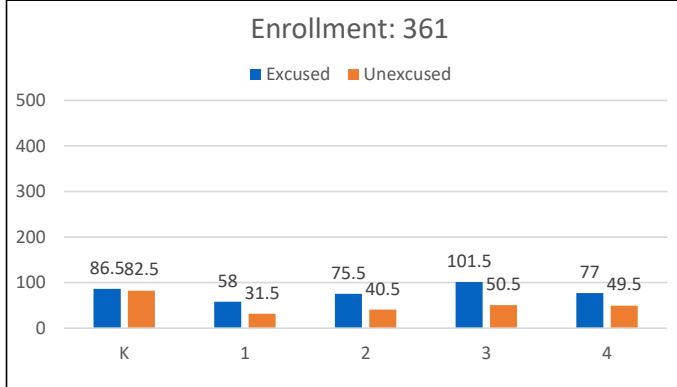
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.

Reporting Period 5: 1/24/2022-3/3/2022



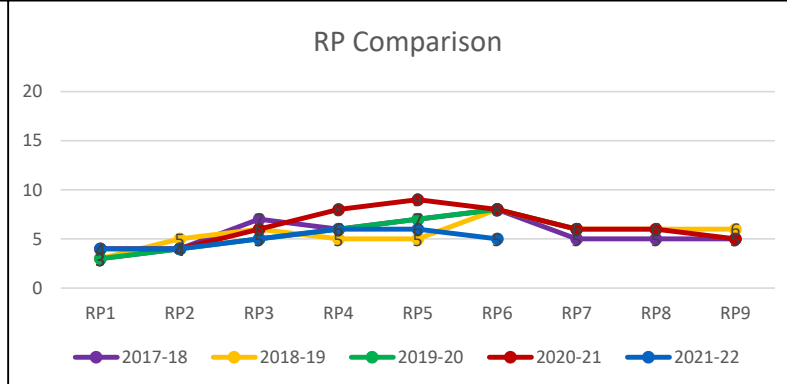
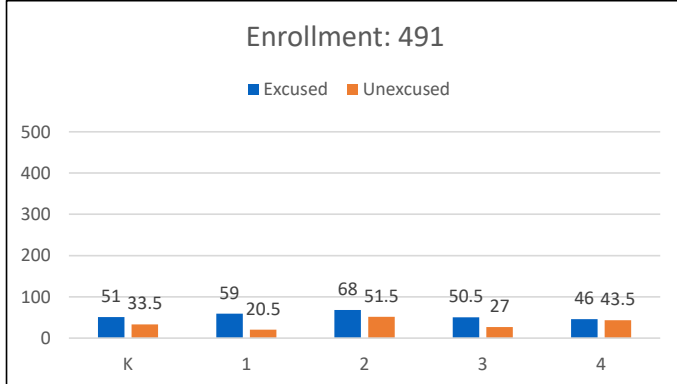
2017-18	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 10%	RP7: 5%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 5%	RP7: 7%	RP8: 4%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%	RP8: 8%	RP9: 5.4%
2021-22	RP1: 6.3%	RP2: 6.7%	RP3: 6.3%	RP4: 7.7%	RP5: 6.9%	RP6: 5.8%			

Glenwood



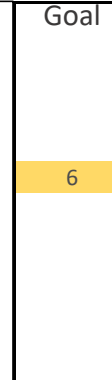
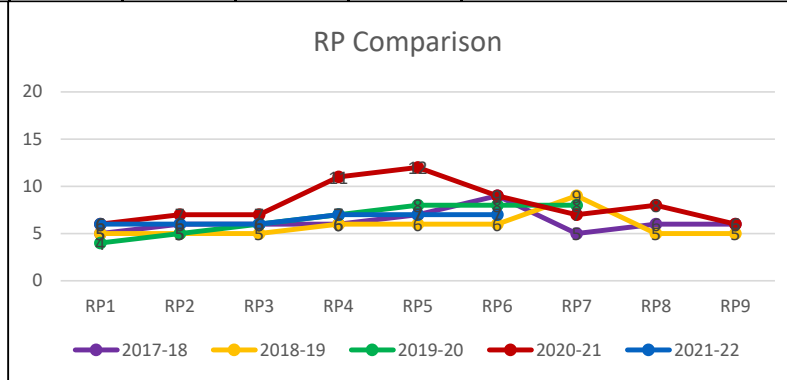
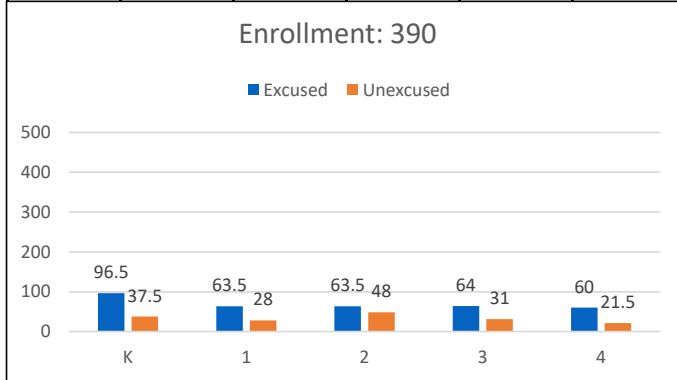
2017-18	RP1: 3%	RP2: 4%	RP3: 7%	RP4: 6%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 5%
2018-19	RP1: 3%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 6%	RP9: 6%
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%	RP8: 5.6%	RP9: 5.3%
2021-22	RP1: 4.4%	RP2: 4.2%	RP3: 4.8%	RP4: 6.4%	RP5: 5.8%	RP6: 4.6%			

Linden



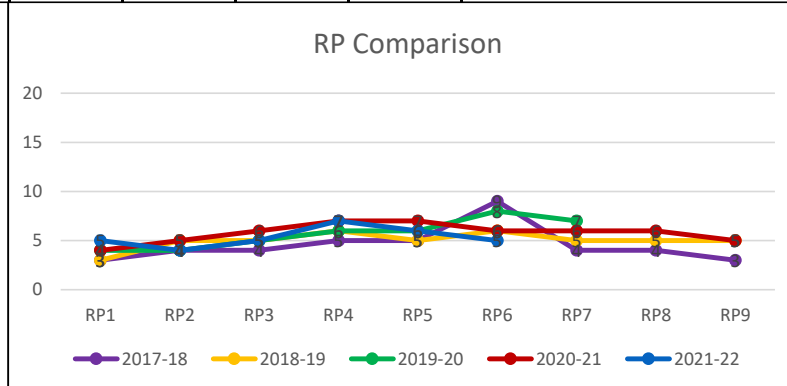
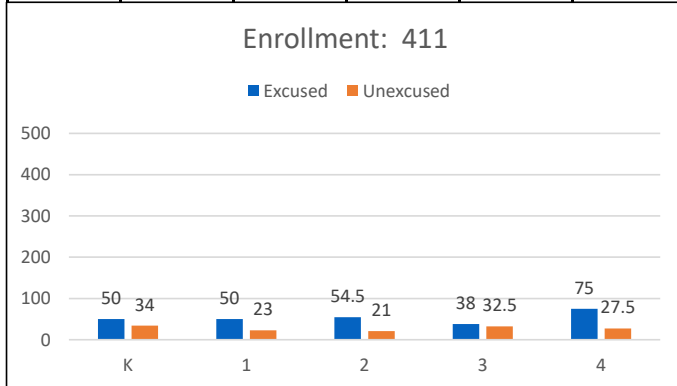
2017-18	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 6%	RP5: 7%	RP6: 9%	RP7: 5%	RP8: 6%	RP9: 6%
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%
2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%			

Willow Brook



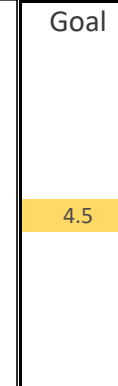
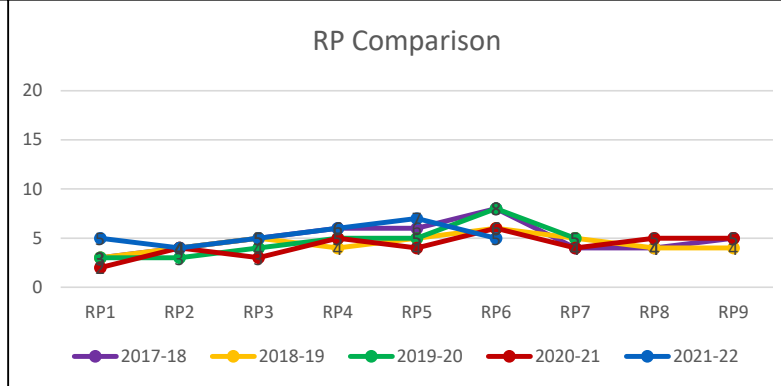
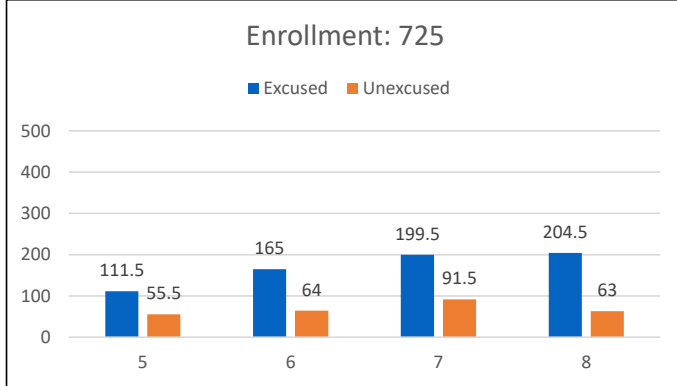
2017-18	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 9%	RP7: 4%	RP8: 4%	RP9: 3%
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%
2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%			

Woodland



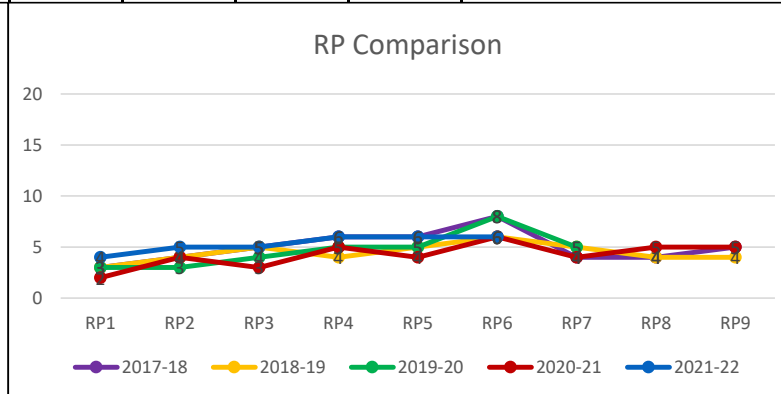
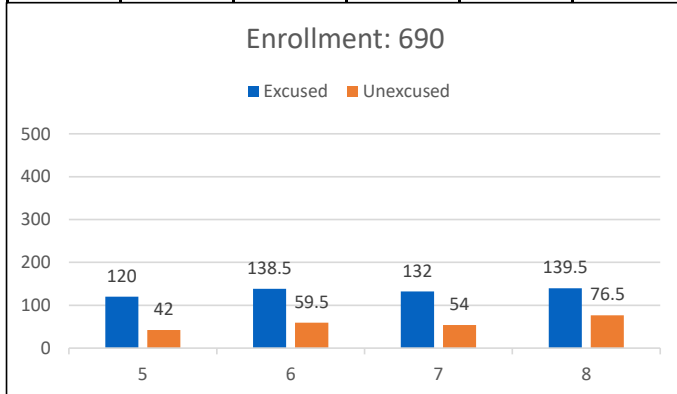
2017-18	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 8%	RP7: 4%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%			

Jefferson



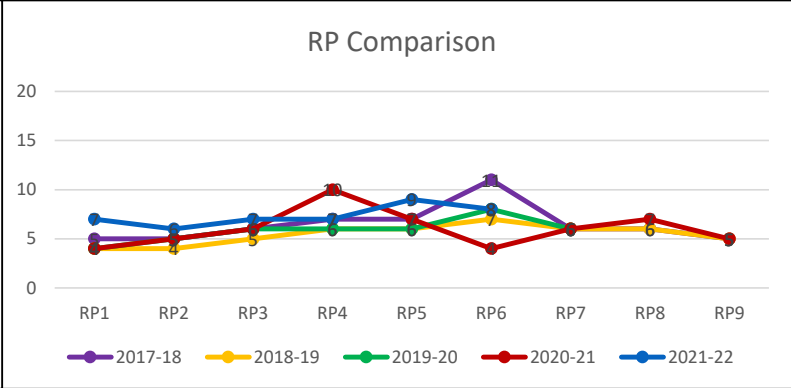
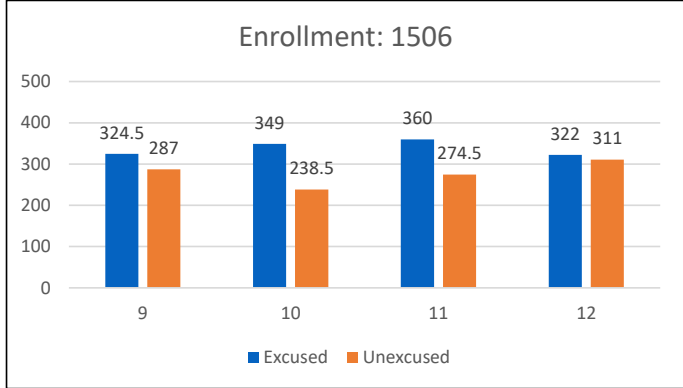
2017-18	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 8%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 7%
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%			

Robertsville



2017-18	RP1: 5%	RP2: 5%	RP3: 6%	RP4: 7%	RP5: 7%	RP6: 11%	RP7: 6%	RP8: 6%	RP9: 5%
2018-19	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.2%	RP5: 6.4%	RP6: 7.6%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 3.6%	RP2: 4.6%	RP3: 5.5%	RP4: 9.9%	RP5: 6.8%	RP6: 3.8%	RP7: 5.8%	RP8: 7.1%	RP9: 5.1%
2021-22	RP1: 7.2%	RP2: 6.2%	RP3: 6.9%	RP4: 7.3%	RP5: 9.2%	RP6: 8.2%			

ORHS



Goal
6

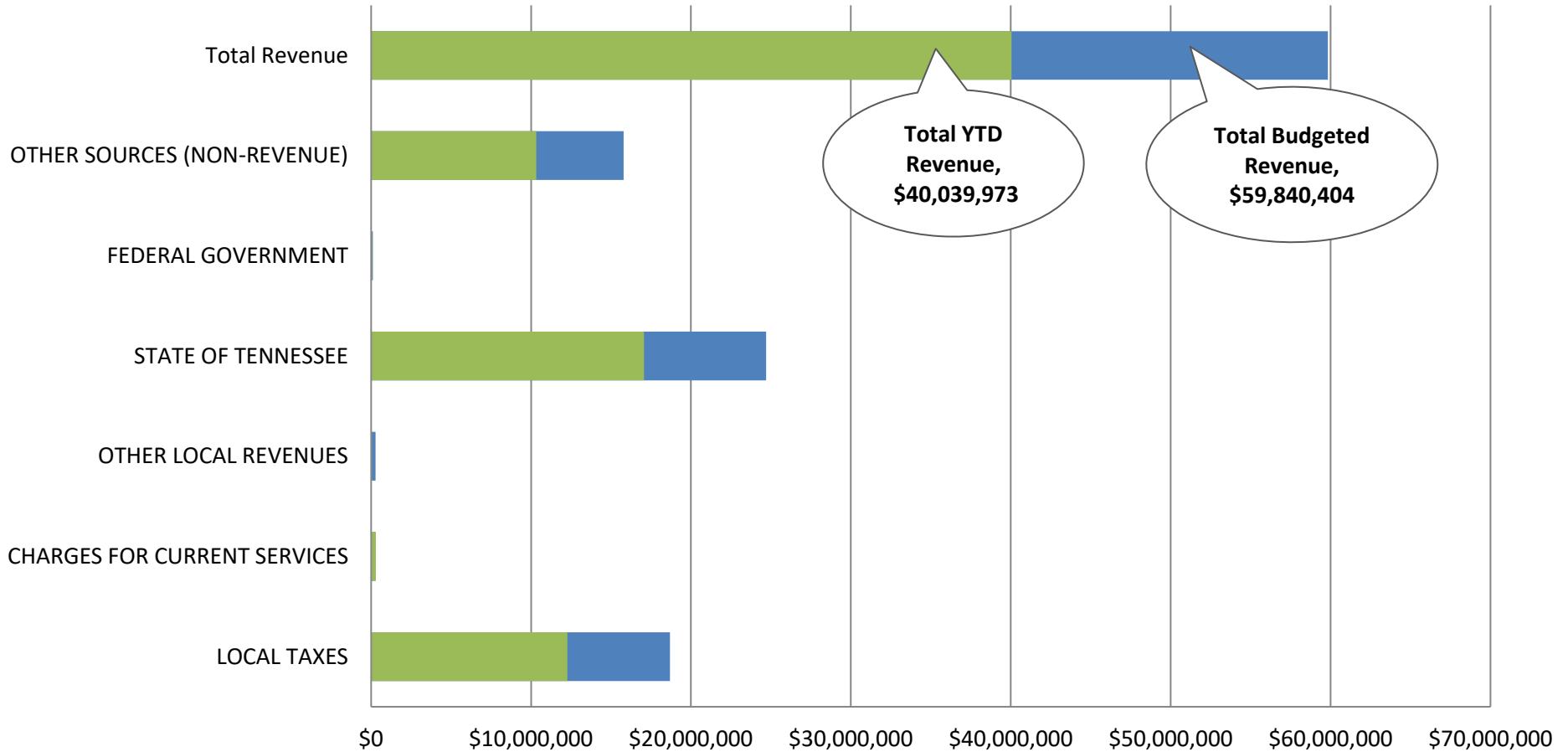
Acct	Acct	2021-22 FYTD Budget	February 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,945,577.00	1,260,252.89	7,298,843.21	61.10%	4,646,733.79		4,646,733.79
40210	Local Option Sales Tax	6,748,319.00	783,902.98	4,964,666.81	73.57%	1,783,652.19		1,783,652.19
40275	Mixed Drink Tax	125.00	19.48	246.66	197.33%	-121.66		-121.66
40280	Mineral Severance Tax	125.00				125.00		125.00
43511	Tuition - Regular Day Students	260,000.00	12,008.30	289,858.77	111.48%	-29,858.77		-29,858.77
43513	Tuition - Summer School	5,000.00				5,000.00		5,000.00
43533	Transportation Fees	2,500.00				2,500.00		2,500.00
44110	Interest Earned	25,000.00	1,870.70	9,199.21	36.80%	15,800.79		15,800.79
44120	Lease/Rentals	5,000.00	1,836.25	16,253.30	325.07%	-11,253.30		-11,253.30
44170	Miscellaneous Refunds	2,500.00		1,230.67	49.23%	1,269.33		1,269.33
44530	Sale of Equipment	60,000.00	686.80	7,016.20	11.69%	52,983.80		52,983.80
44560	Damages Recovered from Individ		260.00	320.84		-320.84		-320.84
44570	Contributions & Gifts	111,250.95	628.00	1,628.00	1.46%	109,622.95		109,622.95
44990	Other Local Revenues	75,000.00	23.40	1,841.13	2.45%	73,158.87		73,158.87
46511	Basic Education Program	23,721,000.00	2,374,800.00	16,623,600.00	70.08%	7,097,400.00		7,097,400.00
46515	Early Childhood Education	459,658.83	39,002.80	230,135.51	50.07%	229,523.32		229,523.32
46590	Other State Education Funds	351,869.02	7,595.94	128,130.86	36.41%	223,738.16		223,738.16
46610	Career Ladder Program	124,000.00		56,250.36	45.36%	67,749.64		67,749.64
46990	Other State Revenues	45,189.00	18,397.78	18,397.78	40.71%	26,791.22		26,791.22
47630	Public Law 874 - Maint/Operat.	25,000.00		20,217.00	80.87%	4,783.00		4,783.00
47640	ROTC Reimbursement	76,827.00		42,828.24	55.75%	33,998.76		33,998.76
49700	Insurance Recovery	2,500.00				2,500.00		2,500.00
49800	Transfers In	300,000.00				300,000.00		300,000.00
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	10,329,308.64	66.67%	5,164,654.36		5,164,654.36
-----	Revenue	59,840,403.80	5,792,448.90	40,039,973.19	66.91%	19,800,430.61		19,800,430.61
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	27,242,083.25	2,221,122.95	15,706,849.76	57.66%	11,535,233.49	10,303,432.70	1,231,800.79
71150	Alternative Instruction Prgm	841,981.00	70,482.45	488,906.02	58.07%	353,074.98	324,874.79	28,200.19
71200	Special Education Prgm	4,576,538.00	383,287.39	2,593,016.19	56.66%	1,983,521.81	1,786,676.64	196,845.17
71300	Career/Technical Education Prg	1,602,126.00	146,955.86	948,681.59	59.21%	653,444.41	611,068.19	42,376.22
71900	Contingency	634,986.95	-1,290.00	-8,333.29	-1.31%	643,320.24		643,320.24
72120	Health Services	123,991.00	23,980.38	73,969.83	59.66%	50,021.17	41,096.07	8,925.10
72130	Other Student Support	1,700,573.94	144,873.70	1,048,431.85	61.65%	652,142.09	567,582.35	84,559.74
72210	Regular Inst. Support	3,272,886.06	264,813.97	1,964,671.36	60.03%	1,308,214.70	1,011,255.12	296,959.58
72220	Special Education Support	856,577.00	70,051.68	500,433.20	58.42%	356,143.80	318,978.19	37,165.61
72230	Career & Technical Prg Support	126,107.00	8,957.28	77,548.33	61.49%	48,558.67	37,198.53	11,360.14
72250	Technology Services	2,612,834.00	198,979.25	1,595,220.16	61.05%	1,017,613.84	631,240.93	386,372.91
72290	Communications	125,612.00	8,313.19	86,510.37	68.87%	39,101.63	34,505.45	4,596.18

Acct	Acct	2021-22 FYTD Budget	February 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72310	Board of Education	1,059,610.00	43,667.08	679,538.26	64.13%	380,071.74	277.95	379,793.79
72320	Director of Schools	368,945.00	30,867.42	237,409.38	64.35%	131,535.62	114,000.27	17,535.35
72410	Office of the Principal	3,965,644.69	326,278.65	2,536,815.49	63.97%	1,428,829.20	1,338,911.67	89,917.53
72510	Fiscal Services	909,957.00	68,882.11	579,751.40	63.71%	330,205.60	218,787.96	111,417.64
72520	Human Resources/ Personnel	433,512.00	29,765.27	288,340.77	66.51%	145,171.23	116,000.11	29,171.12
72610	Operation of Plant	4,184,216.00	351,587.49	2,705,338.01	64.66%	1,478,877.99	808,938.44	669,939.55
72620	Maintenance of Plant	1,770,962.00	136,028.43	1,112,266.67	62.81%	658,695.33	551,809.58	106,885.75
72710	Transportation	1,693,938.08	212,437.06	881,187.25	52.02%	812,750.83		812,750.83
73400	Early Childhood Education	459,658.83	32,900.84	263,036.35	57.22%	196,622.48	170,943.43	25,679.05
73401	Pre-K General Fund	724,367.00	69,005.09	423,939.73	58.53%	300,427.27	166,249.52	134,177.75
76100	Regular Capital Outlay	2,099,045.00	32,354.70	642,915.03	30.63%	1,456,129.97	42,934.18	1,413,195.79
99100	Transfers Out	76,784.00				76,784.00		76,784.00
-----	Expense	61,462,935.80	4,874,302.24	35,426,443.71	57.64%	26,036,492.09	19,196,762.07	6,839,730.02
-----	General Purpose School Fund	-1,622,532.00	918,146.66	4,613,529.48	62.21%	-6,236,061.48	-19,196,762.07	12,960,700.59
Grand Revenue Totals		59,840,403.80	5,792,448.90	40,039,973.19	66.91%	19,800,430.61		19,800,430.61
Grand Expense Totals		61,462,935.80	4,874,302.24	35,426,443.71	57.64%	26,036,492.09	19,196,762.07	6,839,730.02
Grand Totals		1,622,532.00	918,146.66	4,613,529.48	-284.34%	6,236,061.48	19,196,762.07	12,960,700.59
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1339

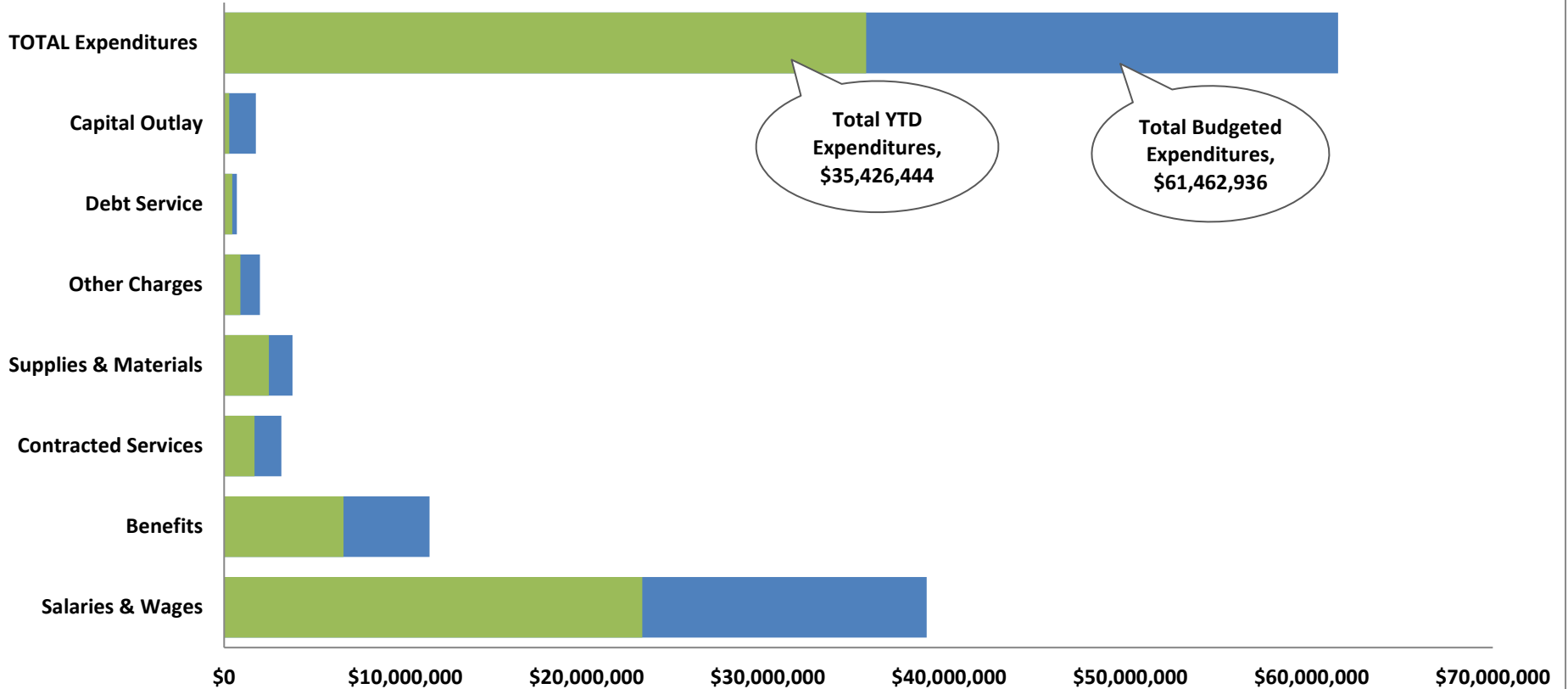
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General Fund Revenue Budget to Actual Summary - February, 2022



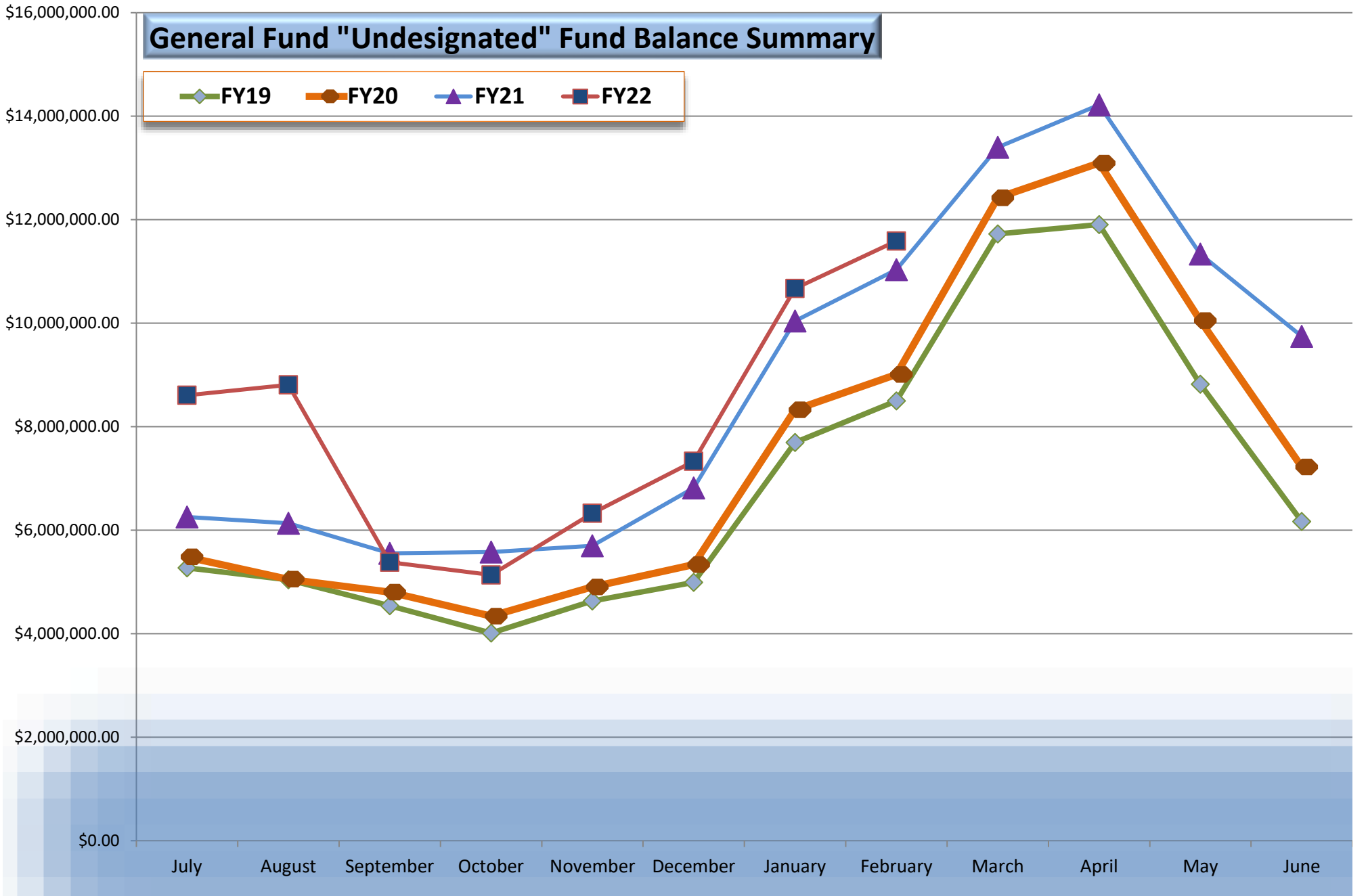
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	65.60%	108.36%	13.45%	69.05%	61.91%	65.39%	66.91%
■ Year-To-Date	12,263,756.68	289,858.77	37,489.35	17,056,514.51	63,045.24	10,329,308.64	\$40,039,973
■ FYTD Budget	18,694,146.00	267,500.00	278,750.95	24,701,716.85	101,827.00	15,796,463.00	\$59,840,404

General Fund Expenditure Budget to Actual Summary by Object February, 2022



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
■ FYTD %	59.53%	58.07%	52.84%	65.56%	45.50%	63.46%	16.05%	57.64%
■ FYTD Activity	23,071,363.64	6,581,502.16	1,674,735.97	2,471,113.90	897,399.78	448,807.00	281,521.26	\$35,426,444
■ FYTD Revised Bdg	38,756,955.76	11,333,037.22	3,161,422.20	3,773,269.41	1,979,193.02	707,205.00	1,751,853.19	\$61,462,936

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2021-22 FYTD Budget	February 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	80,480.61	3,697.66	45,141.28	56.09%	35,339.33		35,339.33
47141	Title I	1,010,417.09	82,254.44	442,622.25	43.81%	567,794.84		567,794.84
47143	Special Education Grants	1,210,360.25	81,102.34	485,293.25	40.09%	725,067.00		725,067.00
47145	Special Ed Pre-School Grants	34,710.00	2,502.24	12,508.06	36.04%	22,201.94		22,201.94
47146	English Lang Acq Grants	23,897.95	1,752.80	17,243.63	72.16%	6,654.32		6,654.32
47147	Title IV Part B, 21st Century	169,716.78	9,173.23	63,235.75	37.26%	106,481.03		106,481.03
47189	Title II	210,422.97	9,913.06	99,333.37	47.21%	111,089.60		111,089.60
47301	COVID-19 Grant #1	116,459.87		115,698.38	99.35%	761.49		761.49
47307	COVID-19 Grant B	2,655,878.92		1,989,715.55	74.92%	666,163.37		666,163.37
47310	COVID-19 Grant E	1,273,000.00	17,328.51	482,621.11	37.91%	790,378.89		790,378.89
47401	ESSER 3.0	7,189,969.91	266,133.94	2,739,988.42	38.11%	4,449,981.49		4,449,981.49
47402	American Rescue Plan	247,641.11	4,612.78	12,059.47	4.87%	235,581.64		235,581.64
47404	ARP Homeless Grant	50,158.76				50,158.76		50,158.76
47590	Other Federal Through State	1,507,076.51	69,393.72	642,985.03	42.66%	864,091.48		864,091.48
47990	Other Direct Fedral Revenue	1,227,640.74	68,876.43	494,152.59	40.25%	733,488.15		733,488.15
-----	Revenue	17,007,831.47	616,741.15	7,642,598.14	44.94%	9,365,233.33		9,365,233.33
E	Expense							
71100	Regular Instruction Prgm	5,981,081.68	67,906.36	3,871,393.87	64.73%	2,109,687.81	282,871.05	1,826,816.76
71200	Special Education Prgm	1,380,015.35	68,552.31	454,191.06	32.91%	925,824.29	311,744.26	614,080.03
71300	Career/Technical Education Prg	1,290,490.33	44,451.49	554,526.51	42.97%	735,963.82	117,571.54	618,392.28
72120	Health Services	1,154,448.42	112,601.00	708,497.06	61.37%	445,951.36	282,569.40	163,381.96
72130	Other Student Support	698,213.38	-8,083.08	43,607.18	6.25%	654,606.20	24,146.99	630,459.21
72210	Regular Inst. Support	2,346,862.43	97,870.39	820,544.90	34.96%	1,526,317.53	387,749.81	1,138,567.72
72220	Special Education Support	368,882.48	20,056.72	174,953.63	47.43%	193,928.85	108,368.09	85,560.76
72230	Career & Technical Prg Support	4,000.00	214.34	1,443.77	36.09%	2,556.23	465.63	2,090.60
72250	Technology Services	8,455.34	157.99	617.99	7.31%	7,837.35	1,384.00	6,453.35
72610	Operation of Plant	163.65				163.65		163.65
72710	Transportation	332,027.95		14,933.84	4.50%	317,094.11		317,094.11
73100	Food Service	5,745.84				5,745.84		5,745.84
73300	Community Services	1,389,831.72	81,952.04	650,108.29	46.78%	739,723.43	321,927.80	417,795.63
76100	Regular Capital Outlay	1,479,406.06	50,919.92	910,251.50	61.53%	569,154.56	344,925.82	224,228.74
99100	Transfers Out	568,206.84				568,206.84		568,206.84

Acct	Acct	2021-22 FYTD Budget	February 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	600.00	16,904.00	48.30%	18,096.00		18,096.00
46590	Other State Education Funds	121,401.65	49,704.20	90,135.85	74.25%	31,265.80		31,265.80
49800	Transfers In	76,784.00				76,784.00		76,784.00
-----	Revenue	233,185.65	50,304.20	107,039.85	45.90%	126,145.80		126,145.80
E	Expense							
72130	Other Student Support	106,395.65	8,419.04	62,051.07	58.32%	44,344.58	34,193.66	10,150.92
72210	Regular Inst. Support	790.00				790.00		790.00
72620	Maintenance of Plant	91,000.00		65,675.95	72.17%	25,324.05	25,324.05	
73300	Community Services	35,000.00	2,281.79	29,231.28	83.52%	5,768.72	1,000.00	4,768.72
-----	Expense	233,185.65	10,700.83	156,958.30	67.31%	76,227.35	60,517.71	15,709.64
-----	Other Education Funds		39,603.37	-49,918.45	56.61%	49,918.45	-60,517.71	110,436.16
			=====	=====	=====	=====	=====	=====
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	362,340.00	42,930.15	266,652.65	73.59%	95,687.35		95,687.35
-----	Revenue	362,340.00	42,930.15	266,652.65	73.59%	95,687.35		95,687.35
E	Expense							
73300	Community Services	352,340.00	29,511.75	200,411.99	56.88%	151,928.01	78,582.57	73,345.44
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	362,340.00	29,511.75	200,411.99	55.31%	161,928.01	78,582.57	83,345.44

Acct	Acct	2021-22 FYTD Budget	February 2021-22 Monthly Activity	2021-22 Year-To-Date	2021-22 Percent of Budget	2021-22 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
-								
-----	Extended School Program		13,418.40	66,240.66	64.45%	-66,240.66	-78,582.57	12,341.91
			=====	=====	=====	=====	=====	=====
<hr/>								
	Grand Revenue Totals	20,031,855.12	754,956.38	9,909,512.38	49.47%	10,122,342.74		10,122,342.74
	Grand Expense Totals	20,181,855.12	774,834.30	9,744,309.91	48.28%	10,437,545.21	2,337,987.62	8,099,557.59
	Grand Totals	150,000.00	19,877.92	165,202.47	-110.13%	315,202.47	2,337,987.62	2,022,785.15
		Loss	Loss	Profit		Loss	Loss	Profit

Number of Accounts: 672

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

Combined Fund Balance and YTD Operating Statement Summary

February, 2022

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2021	11,705,038.00	0.00	1,064,016.59	31,450.52	98,302.59
Plus YTD Revenue per books 2/28/22	40,039,973.19	7,642,598.14	1,893,221.74	107,039.85	266,652.65
Less YTD Expenditures per books 2/28/22	(35,426,443.71)	(8,205,069.60)	(1,181,870.02)	(156,958.30)	(200,411.99)
Revenues Over (Under) Expenditures as of 2/28/22	4,613,529.48	(562,471.46)	711,351.72	(49,918.45)	66,240.66
Ending Fund Balance per books as of 2/28/22	16,318,567.48	(562,471.46)	\$1,775,368.31	(18,467.93)	164,543.25

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue			\$ 29,795.30		
Inventory					
Restricted for Career Ladder Program					
Restricted for Operation of Non-Instructional Services			1,595,573.01		164,543.25
Committed for Other Purposes (Vehicles- ERR Fund)	83,570.52				
Committed for Other Purposes (Device Replacement)	3,000,000.00				
Assigned for Instruction- Coordinated School Health	1,384.17				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	9,996.32				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				19,123.24	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY22 Budget	1,622,532.00	0.00	150,000.00		
Unassigned Fund Balance 2/28/22	\$ 11,588,804.52	-562,471.46		-37,591.17	
Total Fund Balance 2/28/22	\$ 16,318,567.48	\$ (562,471.46)	\$ 1,775,368.31	(\$18,467.93)	\$ 164,543.25