

# Regular Board of Education Meeting

February 26, 2024 5:00 PM

Robert J. Smallridge School Administration Building

## I. Call to Order

## II. Pledge of Allegiance and Presentation of Colors

## III. School Program by Linden Elementary School

## IV. Approval of Agenda

## V. Special Reports/Presentations

A. Good News

B. ORHS Sports Media

C. Recognition of District Teacher Assistant, Teacher of the Year, and Principal of the Year

## VI. Public Forum

## VII. Consent Agenda

A. Board Minutes 01-24-24

## VIII. Items for Action

A. Purchase and Installation of Access Control Equipment at Glenwood Elementary - Phase 2

B. FY24 Budget Transfer #2 & Budget Amendment #2 - First Reading

C. Recommendation of Temporary .40 TA Position in CCTE

D. Board Policy 4.605 Graduation Requirements - First and Second Reading

E. FY25 ORHS Oak Log Contract

F. Secret City Academy Wildbots Trip to Huntsville, AL

G. ORHS Track Field Trip to New York City

H. ORHS Baseball Trip to Gulf Shores, AL

I. JMS New Club, Club Hub

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

K. FY25 Preschool Head Start Continuation Grant

## IX. Items for Information

A. Enrollment and Attendance Reports

B. Financial Report - January 2024

## X. Items for Discussion

## XI. Old Business

## XII. New Business

## XIII. Communications

## XIV. Adjournment



## **Glenwood Elementary**

Glenwood's service project for the third nine weeks involved creating Valentines for our friends in local nursing homes. We are proud to share our students created over 450 Valentines. All of these were hand crafted at home and collected at school. Great work Cubs!

## **Willow Brook Elementary**

Two students will have their artwork showcased in the "Dogwood Arts Synergy Exhibit." Kynzlee Case and Callie Scott will represent Willow Brook this year!

WBES hosted International STEM night and it was a tremendous success. We hosted over 300 students, parents, and family members along with numerous community partners!

Kindergarten teacher Melissa Williams and Second Grade teacher Julia Harris have started Super Hoops Cheer Team practices. Each Monday after school a group of 93 participants gather to learn a routine to be showcased at our Super Hoops event on Thursday, March 28<sup>th</sup>.

Recently, Willow Brook hosted Principal's Coffee Talk with special guest Meredith Yeager, our STAR Ridgeview Therapist. Ms. Yeager answered questions about the program and provided tips to support student mental health.

T-3 Corp came to speak to our 2<sup>nd</sup> grade classes about their program. Timothy Thomas, a former Oak Ridge graduate who beat childhood cancer, spoke with our students about making good choices and how to maintain a healthy lifestyle!

## **Woodland Elementary**

The Woodland Hawkbots competed against 48 teams consisting of 4th-8th graders at the East TN LEGO League Competition on Saturday, February 10. The Hawkbots won the Rising All Star Award! Our team once again qualified for the state competition which is a huge feat for an elementary team. This year we brought home our first-ever trophy competing at the state level!

## **Jefferson Middle School**

The Jefferson Middle School FIRST LEGO League teams hosted the 10th Atomic City Invitational on January 13. Twenty area FIRST LEGO League Robotics teams attended the event, which included 56 robots and 5 Lego Great Ball Contraption entries.



## **Jefferson Middle School (continued)**

There were 39 entries for the double elimination sumo bot bracket for a total of 115 pool play and double elimination matches during the day. Kitty Kat Bot Bot from the RadioActive Brix received the 1<sup>st</sup> place sumo bot award. Lucky Llama from the Atomic Eagles received the 2<sup>nd</sup> place sumo bot award and Loki from NX36T received the 3<sup>rd</sup> place sumo bot award.

There were 17 entries for the FIRST LEGO League Masterpiece Robot Challenge. The JMS Master Builders won the 1<sup>st</sup> place award with a score of 370. The HHS Masterpiece Masters won the 2<sup>nd</sup> place award with a score of 325. The Gadget Girls won the 3<sup>rd</sup> place award with a score of 305. The Willowbrook RoBEARtics team won the Rookie Award. The FIRST LEGO League teams paired together to compete in a Masterpiece Robot Alliance Challenge. NX36T and the Atomic Eagles won 1<sup>st</sup> place and the Gadget Girls and Mountain Sun Riders won 2<sup>nd</sup> place in a single elimination bracket.

The Knoxville Lego User Group set up a Lego Great Ball contraption. Five students entered designs included in the display for the day. Mark White with Jurassic Bug won the GBC award at the event.

The JMS FIRST LEGO League teams would like to thank all the volunteers that helped make this event possible. We are incredibly thankful for the team members from Oak Ridge High School FRC 4265 Secret City Wildbots who volunteered as referees for this event.

Congratulations to the Jefferson Middle School FIRST LEGO League teams. All four teams competed in the East Tennessee State Championship on Saturday, February 10. They competed against the top 48 teams from the Nashville, Knoxville, and surrounding areas. The JMS Master Builders won the 1<sup>st</sup> place Champions Award and the 3<sup>rd</sup> place Robot Performance trophy. They will represent Tennessee at the FIRST World Championship in Houston, TX in April. The Radioactive Brix won the 2<sup>nd</sup> place Champions Award and will represent Tennessee at the Western Edge Competition in California in May. The Atomic Eagles won the 2<sup>nd</sup> place Innovation Project Award. Secret Innovation won the 2<sup>nd</sup> place Robot Award, and their team Mentor Dr. Jason Rieger won the Coach/Mentor Award.

## **Robertsville Middle School**

Oak Ridge Schools and The Oak Ridge Sister City Organization are proud to have the annual exchange once again with our Sister City of Naka shi, Japan.



## **Robertsville Middle School (continued)**

This summer a delegation of 7th grade students and teacher chaperones will be visiting Naka shi for the first time since Covid closed the world in 2020 (our last exchange was summer of 2019). In August, we will be returning the favor as we host a Japanese delegation here in Oak Ridge. We are extremely excited to finally be able to continue this especially important program. Sean Seyfert, Art Teacher at RMS, is the Vice Chairman of the Oak Ridge SCSO.

RMS TSA participated virtually in the Regional Competition on Friday, January 12. Robertsville Middle earned 1<sup>st</sup> place in ten different categories, 2<sup>nd</sup> place in two categories, and 3<sup>rd</sup> place in three categories. The students worked extremely hard, and we are immensely proud of their achievements! TSA members will attend the State Competition in Nashville in March.

## **Oak Ridge High School**

Masquers will be performing Anastasia on March 1st, 2nd, and 3rd. We are having a school performance on Friday, March 1st with Glenwood, Linden, Willow Brook, Woodland and RMS attending. More than one thousand of our Oak Ridge Schools students will see the show that morning beginning at 9:30 a.m. The following day, on March 2 we will host a reception for Lloyd Wattenbarger at 1p.m. to honor his memory and years of service to Masquers.

ORHS Swim Team had two seniors place at the TISCA State Championship. Stephen Zhukov placed 2<sup>nd</sup> in the 200 freestyle and Andrew Chou placed 3<sup>rd</sup> in the 200 IM. Congratulations to Coach Hodge on a great season!

Congratulations to the ORHS TSA Regional Conference winners. The following students competed on Friday, January 12, against other TSA chapters across east Tennessee. Phoenix Bennett received 1<sup>st</sup> place in Children's Stories, Wyatt Schede, and Kashus Blanco received 3<sup>rd</sup> place in Digital Video Production, Jessica Linton received 1<sup>st</sup> place in Future Technology Teacher, and Devy Nayi received 1<sup>st</sup> place in Prepared Presentation. Technology Bowl Team 2 students Henry Landau, Isabel Tucker, and Colton Hopson were 2<sup>nd</sup> place winners. Technology Bowl Team 1 students Seth Blair, Drayton Keehn, and James Boles were 3<sup>rd</sup> place winners.

ORHS members will compete next at the upcoming TSA State Conference in Chattanooga, March 6-9, 2024.



# Oak Ridge

SCHOOLS

Maintenance and Operations

**OFFICE OF MAINTENANCE AND OPERATIONS**

**DATE: February 13, 2024**

**TO: Bruce Lay, Executive Director of School Leadership**

**FROM: Allen Thacker, Director of Maintenance and Operations**

**SUBJECT: Access Control Purchase for Glenwood Elementary Phase 2**

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase and installation of access control equipment for Glenwood Elementary School from Systems Integrations LLC in the amount of \$41,514.96. This equipment will serve as the phase 2 purchase for upgrading the access controls for Glenwood Elementary School, allowing all classroom areas to be secured or entered with card reader access. Phase 1 will be purchased from additional funding that has been provided by the state as part of the 2024 Public Schools Security Grant. This will be a pilot project to determine the viability of converting all schools to fully utilize card reader access on all doors and reduce the necessity of issuing physical keys. The purchase is based on a piggyback contract discount with Bedford County Schools (BCS contract 21-23).

Funding for the Phase 2 purchase is from a mid-year spend allocation, Capital Outlay 76100 707 450.

Thank you,

Allen Thacker,

Director of Maintenance and Operations

***Maintenance Office***

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

[www.ortn.edu](http://www.ortn.edu)



Prepared by:

**System Integrations, Inc.**

Trey Dickson

615.449.2944

Fax 615-443-4454

tdickson@si-tn.com

**system**  
INTEGRATIONS

Prepared for:

**Oak Ridge Schools**

Prepared by:

**Trey Dickson**

**We have prepared a quote for you**

**Access - Glenwood Phase 2**

Quote # 007248

Version 1



# Oak Ridge Schools

## Access - Glenwood Phase 2

www.system-integrations.com

M: 865.719.2400  
E: tdickson@si-tn.com

### ORS - Glenwood - Closet Access Hardware

| Quantity                        | Vendor Part #       | Description  | MSRP      | Cost     | Ext. Price |
|---------------------------------|---------------------|--|-----------|----------|------------|
| <b>Closet Access Hardware -</b> |                     |  |           |          |            |
| 8                               | AC-MER-CONT-LP1501  | Intelligent Controller; Linux Based with 1 door; 2 inputs and 2 outputs; PoE+ Support; expandable up to 17 doors. (Mercury Part #: LP1501)   | \$919.44  | \$726.36 | \$5,810.88 |
| 4                               | AC-LSP-4DR-MER-LCK  | Four Door Mercury Dual Voltage Integrated Power System supporting one AC-MER-CONT-2DR with one AC-MER-CONMR52 (Mercury hardware sold separately). The advantage of a dual voltage power supply is the ability to power both Mercury boards and door locks fr | \$693.78  | \$548.09 | \$2,192.36 |
| 4                               | AC-SW-LIC-16RCU-6-P | Additional 16 Doors Expansion Software Licenses for Avigilon Access Control Manager Professional; Enterprise; Enterprise Plus & Virtual  | \$1180.00 | \$932.20 | \$3,728.80 |

**Building Lock Radio Hardware -** Live online connections to the building level bluetooth radios across (13) schools. These radios are connected to the district closet hardware by security cables.

|      |                       |   |          |          |            |
|------|-----------------------|---|----------|----------|------------|
| 16   | AC-ALL-SCH-ENGAGE-GWE | GWE " ENGAGE Gateway with RS-485 & IP (PoE) connectivity. Supports up to 10 ENGAGE enabled devices with Mercury Security 1DR and 64DR (AC-MER-CONT-1DR and AC-MER-CONT-64DR Sold Separately) access control panels (Allegion Part Number: GWE " ENGAGE) | \$615.34 | \$486.12 | \$7,777.92 |
| 16   | Service - Fixed Fee   | Gateway Install   | \$175.00 | \$175.00 | \$2,800.00 |
| 4000 | FAVCRESNT-60/04       | 22-1PR SHLD & 18-2C N/S CRESTNET COMPOSITE (use for 485 Pims)   | \$0.00   | \$0.35   | \$1,400.00 |
| 750  | F4CAC-COMP            | Access Control cable Plenum   | \$0.84   | \$0.84   | \$630.00   |
| 10   | Gen Materials -       | General Material Item for Security (Raceway for Exit Buttons)   | \$0.00   | \$50.00  | \$500.00   |

**Subtotal:** \$24,839.96

### ORS Glennwood - Professional Services

| Quantity  | Vendor Part #       | Description   | MSRP     | Cost     | Ext. Price |
|---|---------------------|---|----------|----------|------------|
| <b>Professional Services -</b> ACM professional services to program and install all district classroom doors. |                     |   |          |          |            |
| 10  | Service - Fixed Fee | ACM Services - Establishing building level security protocols for Classroom locks | \$125.00 | \$125.00 | \$1,250.00 |

**Professional Services -** Door hardware installation services.

|    |                     |   |         |         |            |
|----|---------------------|---|---------|---------|------------|
| 60 | Service - Fixed Fee | Door Surveys - Door surveys for each building classroom locks                               | \$50.00 | \$50.00 | \$3,000.00 |
| 49 | Service - Fixed Fee | Door Preparation - cutting & drilling door prep services for installing all Classroom locks | \$75.00 | \$75.00 | \$3,675.00 |
| 49 | Service - Fixed Fee | Lock Installation - Installing and commissioning the classroom locks                        | \$85.00 | \$85.00 | \$4,165.00 |
| 49 | Service - Fixed Fee | Door Sleeves - covering the door preps for locking hardware                                 | \$25.00 | \$25.00 | \$1,225.00 |
| 10 | Service - Fixed Fee | Project Management - Project management services for the district lock rollouts.            | \$85.00 | \$85.00 | \$850.00   |
| 6  | Service - Fixed Fee | Building Drawings - Installation and as-built drawing services.                             | \$85.00 | \$85.00 | \$510.00   |

**Subtotal:** \$14,675.00

### Project Contingency

| Quantity | Vendor Part #   | Description  | MSRP      | Cost       | Ext. Price |
|----------|-----------------|--|-----------|------------|------------|
| 1        | Gen Materials - | Contingency funds - General Material Item for Security | \$2000.00 | \$2,000.00 | \$2,000.00 |

**Subtotal:** \$2,000.00

## Access - Glenwood Phase 2



**Prepared by:**  
**System Integrations, Inc.**  
Trey Dickson  
615.449.2944  
Fax 615-443-4454  
tdickson@si-tn.com

**Prepared for:**  
**Oak Ridge Schools**  
100 Woodbury Lane  
Oak Ridge, TN 37830  
Allen Thacker  
(865) 425-3171  
rthacker@ortn.edu

**Quote Information:**  
**Quote #: 007248**  
Version: 1  
Delivery Date: 01/11/2024  
Expiration Date: 02/08/2024  
Contract #:

### Quote Summary

| Description                             | Amount             |
|---|--------------------|
| ORS - Glenwood - Closet Access Hardware | \$24,839.96        |
| ORS Glenwood - Professional Services    | \$14,675.00        |
| Project Contingency                     | \$2,000.00         |
| <b>Total:</b>                           | <b>\$41,514.96</b> |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### System Integrations, Inc.

### Oak Ridge Schools

Signature: \_\_\_\_\_  
Name: Trey Dickson  
Title: Account Executive  
Date: 01/11/2024

Signature: \_\_\_\_\_  
Name: Allen Thacker  
Date: \_\_\_\_\_



# Oak Ridge Schools

OFFICE OF  
Finance Director

Telephone (865) 425-9004

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## MEMORANDUM

**To:** Dr. Bruce Borchers, Superintendent of Schools  
**From:** Jenifer Van Dyke, Finance Director *JVD*  
**Subject:** **FY'24 Budget Transfer #2 & Budget Amendment #2**  
**Date:** February 26, 2024

The attached FY'24 Budget Transfer #2 & Budget Amendment #2 includes the following budget requests for Board of Education approval:

- Addition of \$450,000 to the General Fund (Fund 141) budget to establish a Grant Contingency for anticipated CRESO, Summer Learning, & ORPSEF grants. This budget amendment will be taken to the City of Oak Ridge in Spring 2024.
- Mid-Year adjustment & re-alignment of general fund salary, benefits, and expenditure budget items (budget/actual/encumbrances) based on YTD analysis.
- Place unencumbered budget funds into contracted services for growth planning, residential student placement needs, & interpreter needs.
- Place unencumbered budget funds into capital outlay expenditure account code for the Glenwood Safety Project & JMS Gym HVAC Replacement.
- Place unencumbered budget funds into multiple substitute lines for additional substitute needs.
- Place unencumbered budget funds into other accounts for Trustee Commissions, Accreditation Fees, Insurance Premiums, & Bank Fees.
- All routine budget transfers and revisions from October 17, 2023 through February 14, 2024 for Board Approval.

# FY 24 FYTD Budget Summary - Budget Transfer #2 & Amendment #2

| Fund                           | FY24 Original Approved Budget | Budget Amendment #1 & #2 | Budget Transfer #1 & #2 | FY24 Revised & Amended Budget Amounts |
|--------------------------------|-------------------------------|--------------------------|-------------------------|---------------------------------------|
| Fund 141 (General Fund)        | \$ 72,537,161.00              | \$ 797,172.15            | \$ (108,045.78)         | \$ 73,226,287.37                      |
| Fund 142 (Federal)             | \$ 5,087,614.00               | \$ 2,277,596.47          | \$ 108,045.78           | \$ 7,473,256.25                       |
| Fund 143 (Food Service)        | \$ 3,004,294.00               |                          |                         | \$ 3,004,294.00                       |
| Fund 145 (Other Education)     | \$ 155,021.00                 |                          | \$ -                    | \$ 155,021.00                         |
| Fund 146 (Extended Child Care) | \$ 448,337.00                 |                          |                         | \$ 448,337.00                         |
| <b>TOTAL All Funds</b>         | <b>\$ 81,232,427.00</b>       | <b>\$ 3,074,768.62</b>   | <b>\$ -</b>             | <b>\$ 84,307,195.62</b>               |

## Fund 141 Budget Transfers

| Fund 141 REVENUES | Account Number | Decrease | Increase |
|-------------------|----------------|----------|----------|
|-------------------|----------------|----------|----------|

|  |                               |              |              |
|--|-------------------------------|--------------|--------------|
| <b>Establish State SPED PreK Grant</b> | 141 R 44570 000 000 00000 000 | \$ 97,883.45 | \$ -         |
|  | 141 R 46515 000 010 00000 000 | \$ -         | \$ 97,883.45 |

|  |                               |              |              |
|--|-------------------------------|--------------|--------------|
| <b>Public Security Grant - Additional Allocation</b> | 141 R 44570 000 000 00000 000 | \$ 64,736.82 | \$ -         |
|  | 141 R 46980 000 044 00000 000 | \$ -         | \$ 64,736.82 |

| Fund 141 EXPENDITURES | Account Number | Increase | Decrease |
|-----------------------|----------------|----------|----------|
|-----------------------|----------------|----------|----------|

|  |                               |              |              |
|--|-------------------------------|--------------|--------------|
| <b>Establish State SPED PreK Grant</b> | 141 E 71200 116 010 00043 000 | \$ 50,083.45 | \$ -         |
|  | 141 E 71200 163 010 00043 000 | \$ 15,000.00 | \$ -         |
|  | 141 E 71200 201 010 00043 000 | \$ 5,000.00  | \$ -         |
|  | 141 E 71200 204 010 00043 000 | \$ 5,000.00  | \$ -         |
|  | 141 E 71200 207 010 00043 000 | \$ 17,500.00 | \$ -         |
|  | 141 E 71200 208 010 00043 000 | \$ 200.00    | \$ -         |
|  | 141 E 71200 210 010 00043 000 | \$ 100.00    | \$ -         |
|  | 141 E 71200 212 010 00043 000 | \$ 5,000.00  | \$ -         |
|  | 141 E 71900 599 000 00000 000 | \$ -         | \$ 97,883.45 |

|   |                               |              |              |
|---|-------------------------------|--------------|--------------|
| <b>Transfer for SCA - CTE Renovation - Skilled Services</b> | 141 E 76100 707 000 00000 412 | \$ 19,630.00 | \$ -         |
|   | 141 E 72620 701 046 00000 000 | \$ -         | \$ 19,630.00 |

|                                      |                               |             |             |
|--------------------------------------|-------------------------------|-------------|-------------|
| <b>Transfer for Rental Equipment</b> | 141 E 72620 426 000 00000 000 | \$ -        | \$ 5,000.00 |
|                                      | 141 E 72610 351 000 00000 000 | \$ 5,000.00 | \$ -        |

|  |                               |              |              |
|--|-------------------------------|--------------|--------------|
| <b>Transfer for Purchase of Toro Outcross</b>  | 141 E 72620 717 000 00000 000 | \$ 66,880.72 | \$ -         |
|  | 141 E 76100 707 000 00000 454 | \$ -         | \$ 66,880.72 |
| <b>Public Security Grant - Additional Allocation</b>   | 141 E 72130 399 044 00000 000 | \$ 64,736.82 | \$ -         |
|  | 141 E 71900 599 000 00000 000 | \$ -         | \$ 64,736.82 |
| <b>Transfer for Furniture at JMS</b>   | 141 E 72210 196 000 00025 000 | \$ -         | \$ 6,000.00  |
|  | 141 E 71100 711 000 00025 000 | \$ 6,000.00  | \$ -         |
|  | 141 E 71100 449 000 00025 000 | \$ -         | \$ 4,034.00  |
|  | 141 E 71100 711 000 00025 000 | \$ 4,034.00  | \$ -         |
| <b>Transfer from JMS ISM Instructional Supplies to PD and from RMS ISM Instructional Supplies &amp; Equipment to Capital</b> | 141 E 71300 429 023 00025 000 | \$ -         | \$ 10,000.00 |
|  | 141 E 72130 524 023 00025 000 | \$ 10,000.00 | \$ -         |
|  | 141 E 76100 399 023 00040 000 | \$ 30,000.00 | \$ -         |
|  | 141 E 71300 429 023 00040 000 | \$ -         | \$ 10,000.00 |
|  | 141 E 71900 730 023 00040 000 | \$ -         | \$ 20,000.00 |
| <b>Budget Adjustment to State SPED Pre-K Grant to Match ePlan</b>  | 141 E 71200 116 010 00043 000 | \$ -         | \$ 2,000.00  |
|  | 141 E 71200 206 010 00043 000 | \$ 1,000.00  | \$ -         |
|  | 141 E 71200 299 010 00043 000 | \$ 1,000.00  | \$ -         |
| <b>Transfer a Portion of LVT Salary to Consulting due to Staff Vacancy</b>   | 141 E 72250 308 000 00000 000 | \$ 15,000.00 | \$ -         |
|  | 141 E 72250 121 000 00000 000 | \$ -         | \$ 15,000.00 |
| <b>Budget Adjustment for Professional Development and Instructional Materials</b>  | 141 E 72210 196 000 00082 000 | \$ -         | \$ 1,500.00  |
|  | 141 E 72210 524 000 00082 000 | \$ 750.00    | \$ -         |
|  | 141 E 72210 429 000 00082 000 | \$ 750.00    | \$ -         |
| <b>Budget Adjustment for Public School Security Grant</b>  | 141 E 72130 399 044 00000 000 | \$ -         | \$ 7,103.09  |
|  | 141 E 72620 790 044 00000 000 | \$ 7,103.09  | \$ -         |

**Salary & Benefit Budget Adjustments due to  
Additional Duties, New Positions, Increased  
Contract Days, No Planning Period, and  
Educational Degrees Earned**

|                               |    |           |    |           |
|-------------------------------|----|-----------|----|-----------|
| 141 E 71100 116 000 00015 000 | \$ | 5,987.00  | \$ | -         |
| 141 E 71100 204 000 00015 000 | \$ | 538.83    | \$ | -         |
| 141 E 71100 201 000 00015 000 | \$ | 371.19    | \$ | -         |
| 141 E 71100 212 000 00015 000 | \$ | 86.81     | \$ | -         |
| 141 E 71100 116 000 00025 000 | \$ | 5,935.00  | \$ | -         |
| 141 E 71100 204 000 00025 000 | \$ | 534.15    | \$ | -         |
| 141 E 71100 201 000 00025 000 | \$ | 367.97    | \$ | -         |
| 141 E 71100 212 000 00025 000 | \$ | 86.06     | \$ | -         |
| 141 E 71100 116 000 00035 000 | \$ | 13,374.00 | \$ | -         |
| 141 E 71100 204 000 00035 000 | \$ | 1,203.66  | \$ | -         |
| 141 E 71100 201 000 00035 000 | \$ | 829.19    | \$ | -         |
| 141 E 71100 212 000 00035 000 | \$ | 193.93    | \$ | -         |
| 141 E 71100 116 000 00040 000 | \$ | 14,781.00 | \$ | -         |
| 141 E 71100 204 000 00040 000 | \$ | 1,330.29  | \$ | -         |
| 141 E 71100 201 000 00040 000 | \$ | 916.42    | \$ | -         |
| 141 E 71100 212 000 00040 000 | \$ | 214.32    | \$ | -         |
| 141 E 71100 116 000 00045 000 | \$ | 2,410.00  | \$ | -         |
| 141 E 71100 204 000 00045 000 | \$ | 216.90    | \$ | -         |
| 141 E 71100 201 000 00045 000 | \$ | 149.42    | \$ | -         |
| 141 E 71100 212 000 00045 000 | \$ | 34.95     | \$ | -         |
| 141 E 71100 116 000 00050 000 | \$ | 2,959.00  | \$ | -         |
| 141 E 71100 204 000 00050 000 | \$ | 266.31    | \$ | -         |
| 141 E 71100 201 000 00050 000 | \$ | 183.46    | \$ | -         |
| 141 E 71100 212 000 00050 000 | \$ | 42.91     | \$ | -         |
| 141 E 71200 116 000 00015 000 | \$ | 5,426.00  | \$ | -         |
| 141 E 71200 204 000 00015 000 | \$ | 488.34    | \$ | -         |
| 141 E 71200 201 000 00015 000 | \$ | 336.41    | \$ | -         |
| 141 E 71200 212 000 00015 000 | \$ | 78.68     | \$ | -         |
| 141 E 72410 104 000 00035 000 | \$ | 3,013.00  | \$ | -         |
| 141 E 72410 204 000 00035 000 | \$ | 271.17    | \$ | -         |
| 141 E 72410 201 000 00035 000 | \$ | 186.81    | \$ | -         |
| 141 E 72410 212 000 00035 000 | \$ | 43.69     | \$ | -         |
| 141 E 71100 116 000 00000 000 | \$ | -         | \$ | 30,000.00 |
| 141 E 71900 599 000 00000 001 | \$ | -         | \$ | 32,856.87 |

**Salary & Benefit Budget Adjustments due to  
Additional Duties, New Positions, Increased  
Contract Days, No Planning Period, and  
Educational Degrees Earned (cont.)**

|                               |    |           |    |   |
|-------------------------------|----|-----------|----|---|
| 141 E 71100 116 000 00035 000 | \$ | 5,000.00  | \$ | - |
| 141 E 71100 204 000 00035 000 | \$ | 369.50    | \$ | - |
| 141 E 71100 201 000 00035 000 | \$ | 310.00    | \$ | - |
| 141 E 71100 212 000 00035 000 | \$ | 72.50     | \$ | - |
| 141 E 71100 116 000 00035 000 | \$ | 5,000.00  | \$ | - |
| 141 E 71100 204 000 00035 000 | \$ | 450.00    | \$ | - |
| 141 E 71100 201 000 00035 000 | \$ | 310.00    | \$ | - |
| 141 E 71100 212 000 00035 000 | \$ | 72.50     | \$ | - |
| 141 E 71100 116 000 00045 000 | \$ | 77,350.00 | \$ | - |
| 141 E 71100 204 000 00045 000 | \$ | 6,961.50  | \$ | - |
| 141 E 71100 201 000 00045 000 | \$ | 4,795.70  | \$ | - |
| 141 E 71100 212 000 00045 000 | \$ | 1,121.58  | \$ | - |
| 141 E 71100 208 000 00045 000 | \$ | 35.94     | \$ | - |
| 141 E 71100 299 000 00045 000 | \$ | 10.85     | \$ | - |
| 141 E 71100 206 000 00045 000 | \$ | 12.60     | \$ | - |
| 141 E 71100 163 000 00045 000 | \$ | 2,844.00  | \$ | - |
| 141 E 71100 204 000 00045 000 | \$ | 858.47    | \$ | - |
| 141 E 71100 201 000 00045 000 | \$ | 176.33    | \$ | - |
| 141 E 71100 212 000 00045 000 | \$ | 41.24     | \$ | - |
| 141 E 71100 208 000 00045 000 | \$ | 35.94     | \$ | - |
| 141 E 71100 299 000 00045 000 | \$ | 10.85     | \$ | - |
| 141 E 71100 206 000 00045 000 | \$ | 12.60     | \$ | - |
| 141 E 71100 163 000 00050 000 | \$ | 659.21    | \$ | - |
| 141 E 71100 204 000 00050 000 | \$ | 59.33     | \$ | - |
| 141 E 71100 201 000 00050 000 | \$ | 50.43     | \$ | - |
| 141 E 71100 212 000 00050 000 | \$ | 9.56      | \$ | - |
| 141 E 71100 163 000 00000 000 | \$ | 13,000.00 | \$ | - |
| 141 E 71100 201 000 00000 000 | \$ | 994.50    | \$ | - |
| 141 E 71100 212 000 00000 000 | \$ | 188.50    | \$ | - |
| 141 E 72220 124 000 00000 000 | \$ | 98,862.00 | \$ | - |
| 141 E 72220 201 000 00000 000 | \$ | 7,159.00  | \$ | - |
| 141 E 72220 208 000 00000 000 | \$ | 321.00    | \$ | - |
| 141 E 72220 299 000 00000 000 | \$ | 105.00    |    |   |
| 141 E 72220 206 000 00000 000 | \$ | 126.00    | \$ | - |

|                               |    |    |               |
|-------------------------------|----|----|---------------|
| 141 E 71900 599 000 00000 000 |    | \$ | 27,631.00     |
| 141 E 71900 599 000 00000 001 | \$ | -  | \$ 199,755.63 |

|              |  |    |                   |    |                   |
|--------------|--|----|-------------------|----|-------------------|
| <b>TOTAL</b> |  | \$ | <b>782,631.85</b> | \$ | <b>782,631.85</b> |
|--------------|--|----|-------------------|----|-------------------|

**Fund 141 Budget Amendment**  
**To Be Presented to City Spring 2024**

| Fund 141 REVENUES                  | Account Number                | Decrease             | Increase             |
|------------------------------------|-------------------------------|----------------------|----------------------|
| Establish Grant Contingency Budget | 141 R 46980 000 000 00000 000 | \$ -                 | \$ 450,000.00        |
| <b>Fund 141 EXPENDITURES</b>       |                               |                      |                      |
| Fund 141 EXPENDITURES              | Account Number                | Increase             | Decrease             |
| Establish Grant Contingency Budget | 141 E719000 599 000 00000 000 | \$ 450,000.00        | \$ -                 |
| <b>TOTAL</b>                       |                               | <b>\$ 450,000.00</b> | <b>\$ 450,000.00</b> |

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

| Fund 141 EXPENDITURES                                | Account Number      | Increase          | Decrease |
|--|---------------------|-------------------|----------|
| <b>New Spending Requests</b>                         |                     |                   |          |
| Other Contracted Services (Growth Planning/LeanFrog) | 141-72310-399       | \$ 34,000.00      |          |
| Substitutes for Nurses                               | 141-72120-195       | \$ 6,000.00       |          |
| Additional Interpreter Costs                         | 141-72120-399       | \$ 7,000.00       |          |
| Residential Student Placements                       | 141-71100-399       | \$ 20,000.00      |          |
| Trustee Commission                                   | 141-72310-510       | \$ 15,000.00      |          |
| Cognia - Accreditation                               | 141-72210-599---351 | \$ 8,500.00       |          |
| Substitutes for Long Term Leave                      | 141-72410-161---195 | \$ 10,000.00      |          |
| Vehicle Insurance Premium                            | 141-72710-511       | \$ 200.00         |          |
| Additional Substitute Pay                            | 141-71100-195       | \$ 25,000.00      |          |
| Additional Bank Charge Fees                          | 141-72510-599       | \$ 3,000.00       |          |
| Chairs for Maintenance                               | 141-72620-701       | \$ 5,200.00       |          |
| Glenwood Safety Project                              | 141-76100-707---450 | \$ 41,500.00      |          |
| JMS Gym HVAC Replacement                             | 141-76100-707---431 | \$ 25,000.00      |          |
|  |                     | \$ -              |          |
| <b>TOTAL New Spending Requests</b>                   | <b>\$</b>           | <b>200,400.00</b> |          |

### Payroll, Benefit, & Other Budgetary Changes: Based on current Budget to Actual vs Payroll Encumbrances on 1/30/24

|                                   |                         |              |                 |
|-----------------------------------|-------------------------|--------------|-----------------|
| <b>Regular Education Teachers</b> | 141-71100-116           |              | \$ (100,000.00) |
| Career Ladder                     | 141-71100-117           |              | \$ (4,000.00)   |
| Educational Assistants Substitute | 141-71100-163--195      |              | \$ (10,000.00)  |
| Educational Assistants            | 141-71100-163-000-00043 |              | \$ (18,587.00)  |
| Certified Substitute              | 141-71100-195           | \$ 20,000.00 |                 |
| Social Security                   | 141-71100-201           | \$ 40,000.00 | \$ -            |
| State Retirement                  | 141-71100-204           |              | \$ (200,000.00) |
| Life Insurance                    | 141-71100-206           | \$ 600.00    |                 |
| Medical Insurance                 | 141-71100-207           |              | \$ (40,000.00)  |

|                                       |                         |    |           |                |
|---------------------------------------|-------------------------|----|-----------|----------------|
| Dental Insurance                      | 141-71100-208           |    | \$        | (500.00)       |
| Employer Medicare                     | 141-71100-212           | \$ | 10,000.00 | \$ -           |
| SRT State Retirement                  | 141-71100-217           | \$ | 6,000.00  |                |
| Vision Insurance                      | 141-71100-299           | \$ | 250.00    |                |
| <b>Alternative Education Teachers</b> | 141-71150-116-00036     |    | \$        | (11,000.00)    |
| Career Ladder                         | 141-71150-117-00036     |    | \$        | (600.00)       |
| Secretaries                           | 141-71150-161-00036     | \$ | -         | \$ (8,100.00)  |
| Secretaries Substitute                | 141-71150-161-00036-195 |    | \$        | (1,000.00)     |
| Educational Assistants                | 141-71150-163 -00036    |    | \$        | (21,000.00)    |
| Educational Assistants Substitute     | 141-71150-163-00036-195 |    | \$        | (2,000.00)     |
| Other Salaries & Wages                | 141-71150-189-00036     | \$ | 1.00      |                |
| Certified Substitute                  | 141-71150-195-00036     | \$ | 7,000.00  |                |
| Social Security                       | 141-71150-201-00036     |    | \$        | (750.00)       |
| State Retirement                      | 141-71150-204-00036     |    | \$        | (9,000.00)     |
| Life Insurance                        | 141-71150-206-00036     |    | \$        | (100.00)       |
| Medical Insurance                     | 141-71150-207-00036     | \$ | -         | \$ (10,000.00) |
| Dental Insurance                      | 141-71150-208-00036     |    | \$        | (200.00)       |
| SRT State Retirement                  | 141-71150-217-00036     | \$ | 500.00    | \$ -           |
| Vision Insurance                      | 141-71150-299-00036     | \$ | -         | \$ (40.00)     |
| <b>Special Education Teachers</b>     | 141-71200-116-00025     |    | \$        | (21,000.00)    |
| Teachers                              | 141-71200-116-00040     |    | \$        | (20,883.00)    |
| Career Ladder                         | 141-71200-117           |    | \$        | (2,000.00)     |
| Educational Assistants                | 141-71200-163           | \$ | 20,000.00 |                |
| Speech Pathologist                    | 141-71200-171-00015     | \$ | 4,583.00  |                |
| Social Security                       | 141-71200-201           | \$ | 7,500.00  |                |
| State Retirement                      | 141-71200-204           |    | \$        | (50,000.00)    |
| Medical Insurance                     | 141-71200-207           | \$ | 60,000.00 | \$ -           |
| Employer Medicare                     | 141-71200-212           | \$ | 1,800.00  |                |

**Vocational Education**

|                                   |                         |    |           |             |
|-----------------------------------|-------------------------|----|-----------|-------------|
| Teachers                          | 141-71300-116-00025     |    | \$        | (65,000.00) |
| Teachers                          | 141-71300-116-00040     |    | \$        | (25,000.00) |
| Career Ladder                     | 141-71300-117           |    | \$        | (1,000.00)  |
| Educational Assistants Substitute | 141-71300-163-00035-195 |    | \$        | (10,000.00) |
| Social Security                   | 141-71300-201           | \$ | 2,500.00  |             |
| State Retirement                  | 141-71300-204           |    | \$        | (12,000.00) |
| Medical Insurance                 | 141-71300-207           | \$ | 12,000.00 |             |
| Employer Medicare                 | 141-71300-212           | \$ | 800.00    |             |
| SRT State Retirement              | 141-71300-217           | \$ | 1,000.00  |             |
| Vision Insurance                  | 141-71300-299           | \$ | 6.00      |             |

**Instructional Contingency**

|  |               |    |            |      |
|--|---------------|----|------------|------|
|  | 141-71900-000 | \$ | -          |      |
| Instructional Contingency - Salary/Benefit | 141-71900-001 | \$ | -          | \$ - |
| Instructional Contingency - Other          | 141-71900-002 | \$ | 263,861.03 | \$ - |

**Health Services**

|                           |                     |    |          |            |
|---------------------------|---------------------|----|----------|------------|
| Supervisor/Director - CSH | 141-72120-105--313  | \$ | 7,260.00 |            |
| Medical Personnel         | 141-72120-131-00030 |    | \$       | (4,000.00) |
| Medical Personnel         | 141-72120-131-00045 |    | \$       | (3,000.00) |
| Overtime                  | 141-72120-187       |    | \$       | (750.00)   |
| Social Security           | 141-72120-201       | \$ | 1,300.00 |            |
| State Retirement          | 141-72120-204       |    | \$       | (4,000.00) |
| Medical Insurance         | 141-72120-207       | \$ | 200.00   |            |
| Employer Medicare         | 141-72120-212       | \$ | 300.00   | \$ -       |
| SRT State Retirement      | 141-72120-217       | \$ | 1,800.00 |            |

**Other Student Support**

|                        |               |    |          |                |
|------------------------|---------------|----|----------|----------------|
| Other Salaries & Wages | 141-72130-189 | \$ | -        | \$ (500.00)    |
| Social Security        | 141-72130-201 | \$ | 2,900.00 |                |
| State Retirement       | 141-72130-204 | \$ | -        | \$ (16,500.00) |
| Medical Insurance      | 141-72130-207 |    | \$       | (7,000.00)     |
| Dental Insurance       | 141-72130-208 | \$ | -        | \$ (50.00)     |
| Employer Medicare      | 141-72130-212 | \$ | 650.00   |                |

|  |                        |    |           |                |
|--|------------------------|----|-----------|----------------|
| Payments to Retirees                             | 141-72130-213          | \$ | 41,993.00 |                |
| SRT State Retirement                             | 141-72130-217          | \$ | 500.00    |                |
| Other Charges                                    | 141-72130-599          | \$ | 4,500.00  |                |
| <b>Instructional Support</b>                     |                        |    |           |                |
| Director   | 141-72210-105          | \$ | 1.00      |                |
| Librarian  | 141-72210129-00040     |    |           | \$ (10,000.00) |
| Curriculum & Technology Integration Facilitators | 141-72210-138          | \$ | 425.00    | \$ -           |
| Secretaries                                      | 141-72210-161          |    |           | \$ (2,000.00)  |
| Social Security                                  | 141-72210-201          | \$ | 8,000.00  | \$ -           |
| State Retirement                                 | 141-72210-204          |    |           | \$ (35,000.00) |
| Medical Insurance                                | 141-72210-207          | \$ | 15,000.00 | \$ -           |
| Employer Medicare                                | 141-72210-212          | \$ | 2,500.00  | \$ -           |
| SRT State Retirement                             | 141-72210-217          | \$ | 1,000.00  |                |
| Other Charges                                    | 141-72210-599-001--306 |    |           | \$ (80.00)     |
| <b>Special Education Support</b>                 |                        |    |           |                |
| Medical Insurance                                | 141-72220-207          |    |           | \$ (2,000.00)  |
| Dental Insurance                                 | 141-72220-212          | \$ | 2,000.00  |                |
| <b>Technology Career Support</b>                 |                        |    |           |                |
| Secretaries                                      | 141-72230-161          |    |           | \$ (4,000.00)  |
| Social Security                                  | 141-72230-201          | \$ | 500.00    |                |
| State Retirement                                 | 141-72230-204          | \$ | -         | \$ (2,000.00)  |
| Medical Insurance                                | 141-72230-207          |    |           | \$ (1,000.00)  |
| Employer Medicare                                | 141-72230-212          | \$ | 150.00    |                |
| <b>Technology Services</b>                       |                        |    |           |                |
| Data Processing Personnel                        | 141-72250-121          |    |           | \$ (25,000.00) |
| Social Security                                  | 141-72250-201          | \$ | 700.00    | \$ -           |
| State Retirement                                 | 141-72250-204          |    |           | \$ (2,000.00)  |
| Employer Medicare                                | 141-72250-212          | \$ | 500.00    | \$ -           |
| SRT State Retirement                             | 141-72250-217          |    |           | \$ (2,000.00)  |

**Adult Programs**

|                        |               |    |           |  |
|------------------------|---------------|----|-----------|--|
| Other Salaries & Wages | 141-72260-189 | \$ | 23,540.00 |  |
| Social Security        | 141-72260-201 | \$ | 1,470.00  |  |
| State Retirement       | 141-72260-204 | \$ | 880.00    |  |
| Life Insurance         | 141-72260-206 | \$ | 126.00    |  |
| Dental Insurance       | 141-72260-208 | \$ | 360.00    |  |
| Employer Medicare      | 141-72260-212 | \$ | 345.00    |  |
| SRT State Retirement   | 141-72260-217 | \$ | 220.00    |  |
| Vision Insurance       | 141-72260-299 | \$ | 109.00    |  |

**Communications**

|                  |               |    |       |               |
|------------------|---------------|----|-------|---------------|
| Social Security  | 141-72290-201 | \$ | 30.00 |               |
| State Retirement | 141-72290-204 |    |       | \$ (1,000.00) |

**Office of Superintendent**

|                      |               |    |        |               |
|----------------------|---------------|----|--------|---------------|
| Secretary            | 141-72320-161 | \$ | -      | \$ (2,000.00) |
| Overtime             | 141-72320-187 |    |        | \$ (1,000.00) |
| Social Security      | 141-72320-201 | \$ | 500.00 |               |
| State Retirement     | 141-72320-204 |    |        | \$ (3,750.00) |
| Life Insurance       | 141-72320-206 | \$ | 150.00 |               |
| Medical Insurance    | 141-72320-207 | \$ | 850.00 |               |
| Employer Medicare    | 141-72320-212 | \$ | 75.00  |               |
| SRT State Retirement | 141-72320-217 | \$ | 450.00 | \$ -          |

**Office of Principal Principals**

|                      |                     |    |           |                |
|----------------------|---------------------|----|-----------|----------------|
| Career Ladder        | 141-72410-104-00030 | \$ | 10,850.00 | \$ -           |
| Bookkeepers          | 141-72410-117       | \$ | 1,000.00  | \$ -           |
| Assistant Principals | 141-72410-119-00040 | \$ | 1,570.00  |                |
| Secretary            | 141-72410-139       | \$ | 8,000.00  |                |
| Secretary            | 141-72410-161       |    |           | \$ (5,000.00)  |
| Social Security      | 141-72410-201       | \$ | 7,500.00  |                |
| State Retirement     | 141-72410-204       |    |           | \$ (30,000.00) |
| Life Insurance       | 141-72410-206       | \$ | 300.00    |                |
| Medical Insurance    | 141-72410-207       | \$ | 25,000.00 |                |
| Dental Insurance     | 141-72410-208       | \$ | 500.00    |                |

|                           |               |    |          |                |
|---------------------------|---------------|----|----------|----------------|
| Employer Medicare         | 141-72410-212 | \$ | 2,000.00 |                |
| SRT State Retirement      | 141-72410-217 |    |          | \$ (500.00)    |
| Vision Insurance          | 141-72410-299 | \$ | 200.00   |                |
| <b>Fiscal Services</b>    |               |    |          |                |
| Clerical Personnel        | 141-72510-161 | \$ | 1.00     |                |
| Overtime                  | 141-72510-187 |    |          | \$ (500.00)    |
| Social Security           | 141-72510-201 | \$ | 1,000.00 |                |
| State Retirement          | 141-72510-204 | \$ | 355.00   |                |
| Medical Insurance         | 141-72510-207 | \$ | 500.00   |                |
| Dental Insurance          | 141-72510-208 |    |          | \$ (50.00)     |
| Employer Medicare         | 141-72510-212 | \$ | 275.00   |                |
| SRT State Retirement      | 141-72510-217 |    |          | \$ (250.00)    |
| <b>Human Resources</b>    |               |    |          |                |
| Secretaries               | 141-72520-161 | \$ | 1,000.00 |                |
| Other Salaries & Wages    | 141-72520-189 | \$ | 95.00    |                |
| Social Security           | 141-72520-201 | \$ | 200.00   |                |
| State Retirement          | 141-72520-204 | \$ | 200.00   |                |
| Medical Insurance         | 141-72520-207 | \$ | 350.00   |                |
| Dental Insurance          | 141-72520-208 |    |          | \$ (20.00)     |
| Employer Medicare         | 141-72520-212 | \$ | 50.00    |                |
| SRT State Retirement      | 141-72520-217 |    |          | \$ (150.00)    |
| Vision Insurance          | 141-72520-299 |    |          | \$ (2.00)      |
| Software                  | 141-72520-471 |    |          | \$ (500.00)    |
| <b>Operation of Plant</b> |               |    |          |                |
| Secretaries               | 141-72610-161 | \$ | 1.00     |                |
| Custodial Personnel       | 141-72610-166 |    |          | \$ (15,000.00) |
| Social Security           | 141-72610-201 | \$ | 8,500.00 | \$ -           |
| State Retirement          | 141-72610-204 | \$ | 3,000.00 | \$ -           |
| Life Insurance            | 141-72610-206 | \$ | 500.00   | \$ -           |
| Medical Insurance         | 141-72610-207 |    |          | \$ (500.00)    |
| Dental Insurance          | 141-72610-208 | \$ | 400.00   |                |

|  |                        |    |                      |           |                     |
|--|------------------------|----|----------------------|-----------|---------------------|
| Employer Medicare                        | 141-72610-212          | \$ | 2,000.00             | \$        | -                   |
| SRT State Retirement                     | 141-72610-217          | \$ | 1,200.00             | \$        | -                   |
| Vision Insurance                         | 141-72610-299          | \$ | 180.00               |           |                     |
| Other Supplies                           | 141-72610-499-001--450 |    |                      | \$        | (2.99)              |
| <b>Maintenance of Plant</b>              |                        |    |                      |           |                     |
| Supervisor/Director                      | 141-72620-105          | \$ | 1.00                 |           |                     |
| Secretaries                              | 141-72620-161          | \$ | 1.00                 |           |                     |
| Maintenance Personnel                    | 141-72620-167          | \$ | -                    | \$        | (35,000.00)         |
| State Retirement                         | 141-72620-204          |    |                      | \$        | (2,000.00)          |
| Medical Insurance                        | 141-72620-207          | \$ | -                    | \$        | (15,000.00)         |
| Dental Insurance                         | 141-72620-208          |    |                      | \$        | (400.00)            |
| SRT State Retirement                     | 141-72620-217          |    |                      | \$        | (2,000.00)          |
| Vision Insurance                         | 141-72620-299          |    |                      | \$        | (100.00)            |
| Equipment -Machinery Parts               | 141-72620-418-001      |    |                      | \$        | (362.22)            |
| <b>Capital Outlay</b>                    |                        |    |                      |           |                     |
| Building Improvements - Library Shelving | 141-76100-707-001--429 |    |                      | \$        | (0.17)              |
| Building Improvements - Storage Building | 141-76100-707-001--436 |    |                      | \$        | (11,824.65)         |
| <b>Preschool Program</b>                 |                        |    |                      |           |                     |
| Medical Personnel                        | 141-73401-131          | \$ | 1.00                 | \$        | -                   |
| Secretaries                              | 141-73401-161          |    |                      | \$        | (500.00)            |
| Educational Assistants                   | 141-73401-163          | \$ | 18,587.00            | \$        | -                   |
| Overtime                                 | 141-73401-187          | \$ | -                    | \$        | (300.00)            |
| Social Security                          | 141-73401-201          | \$ | 3,000.00             | \$        | -                   |
| Life Insurance                           | 141-73401-206          | \$ | 100.00               | \$        | -                   |
| Medical Insurance                        | 141-73401-207          | \$ | 13,000.00            |           |                     |
| Dental Insurance                         | 141-73401-208          | \$ | 200.00               |           |                     |
| Employer Medicare                        | 141-73401-212          | \$ | 750.00               |           |                     |
| SRT State Retirement                     | 141-73401-217          |    |                      | \$        | (200.00)            |
| Vision Insurance                         | 141-73401-299          | \$ | 100.00               |           |                     |
| <b>TOTAL</b>                             |                        |    | <b>\$ 892,552.03</b> | <b>\$</b> | <b>(892,552.03)</b> |

## Fund 142 Budget Transfers

| Fund 142 REVENUES                    | Account Code                  | Decrease     | Increase     |
|--------------------------------------|-------------------------------|--------------|--------------|
| <b>Increase HQIM Literacy Budget</b> | 142 R 47590 000 000 00000 000 | \$ 20,000.00 | \$ -         |
|                                      | 142 R 47309 000 954 00000 000 | \$ -         | \$ 20,000.00 |

| FUND 142 EXPENDITURES                   | Account Code                  | Increase    | Decrease    |
|---|-------------------------------|-------------|-------------|
| <b>Adjust Carl Perkins Grant Budget</b> | 142 E 71300 429 801 00000 000 | \$ 5,000.00 | \$ -        |
|   | 142 E 71300 730 801 00000 000 | \$ -        | \$ 5,000.00 |
|   | 142 E 72230 524 801 00000 000 | \$ -        | \$ 250.00   |
|   | 142 E 99100 504 801 00000 000 | \$ 250.00   | \$ -        |

|                                     |                               |              |              |
|-------------------------------------|-------------------------------|--------------|--------------|
| <b>Adjust Title IV Grant Budget</b> | 142 E 72120 189 411 00000 000 | \$ -         | \$ 38,359.50 |
|                                     | 142 E 72120 201 411 00000 000 | \$ -         | \$ 2,378.29  |
|                                     | 142 E 72120 204 411 00000 000 | \$ -         | \$ 2,612.28  |
|                                     | 142 E 72120 206 411 00000 000 | \$ -         | \$ 63.00     |
|                                     | 142 E 72120 208 411 00000 000 | \$ -         | \$ 179.70    |
|                                     | 142 E 72120 212 411 00000 000 | \$ -         | \$ 566.22    |
|                                     | 142 E 72120 299 411 00000 000 | \$ -         | \$ 54.25     |
|                                     | 142 E 72120 499 411 00000 000 | \$ 6,000.00  | \$ -         |
|                                     | 142 E 72120 524 411 00000 000 | \$ 25,000.00 | \$ -         |
|                                     | 142 E 72210 499 411 00000 000 | \$ 6,213.24  | \$ -         |
|                                     | 142 E 72250 499 411 00000 000 | \$ 4,000.00  | \$ -         |
|                                     | 142 E 72250 524 411 00000 000 | \$ 3,000.00  | \$ -         |

|                                      |                               |              |              |
|--------------------------------------|-------------------------------|--------------|--------------|
| <b>Increase HQIM Literacy Budget</b> | 142 E 71100 429 954 00000 000 | \$ 20,000.00 | \$ -         |
|                                      | 142 E 71900 000 000 00000 000 | \$ -         | \$ 20,000.00 |

|              |  |                     |                     |
|--------------|--|---------------------|---------------------|
| <b>TOTAL</b> |  | <b>\$ 89,463.24</b> | <b>\$ 89,463.24</b> |
|--------------|--|---------------------|---------------------|



Date: February 14, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

From: Holly Cross, Supervisor of College, Career, and Technical Education

Subject: **Recommendation of Temporary .40 TA Position in CCTE**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the creation of a temporary .40 Teaching Assistant Position in the CCTE office for the remainder of the 2023-2024 school year. Funding for the position will come from the staff contingency account.

This position will entail:

- 1) Scanning and filing of safety tests as required by TDOE for records retention over a 7-year period.
- 2) Recreating these safety tests online in Canvas for annual testing, scoring, and retesting to meet this requirement in the future.
- 3) Additional light clerical duties involving photocopying, filing, and departmental correspondence.

Thank you,

A handwritten signature in black ink that reads "Holly Cross". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Holly Cross

# Oak Ridge Board of Education

|   |  |                                  |   |
|---|--|----------------------------------|---|
| Monitoring:<br><b>Review: Annually,<br/>in November</b> | Descriptor Term:<br><b>Graduation Requirements</b> | Descriptor Code:<br><b>4.605</b> | Issued Date:<br><del>01/23/23</del><br><u>02/26/24</u>  |
|   |  | Rescinds:<br><b>II-6</b>         | Issued:<br><u>01/23/23</u><br><b>09/27/21</b><br><b>01/25/21</b><br><b>09/23/19</b><br><b>04/23/18</b><br><b>11/24/14</b> |

## 1 *General*

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

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

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

11  
12 3.1. Beginning with the 2023-2024 graduating class, students must meet the core requirements  
13 and take elective courses to add up to a total of twenty-six (26) credits required local for  
14 graduation with a regular Oak Ridge High School diploma.

15  
16 4.2. Beginning with the 2024-2025 graduating class, students must meet the core requirements  
17 and take elective courses to add up to a total of twenty-eight (28) credits required local for  
18 graduation with a regular Oak Ridge High School diploma.

19  
20 5.3. In instances where a student does not have the opportunity to earn the 32 credits that are  
21 available with block scheduling, the required number of credits for graduation from Oak  
22 Ridge High School will be four less than the total available. In extenuating circumstances,  
23 with Superintendent or designee approval, a student who earns the state minimum  
24 requirement of 22 credits may receive a state issued regular high school diploma.

25  
26 Before high school graduation, every student shall:<sup>1</sup>

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

#### 15 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

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

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

#### 23 *Special Education Diploma*

24

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

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

#### 30 *Occupational Diploma*

31

32 Special education students who do not meet the requirements for a regular high school diploma may be  
33 awarded an occupational diploma if the student has:<sup>1,4</sup>

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

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

### 3 4 *Alternate Academic Diploma*

5 Special education students who do not meet the requirements for a regular high school diploma may be  
6 awarded an alternate academic diploma if the student has:<sup>4</sup>

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

### 14 **STUDENT LOAD<sup>6</sup>**

15  
16 A planned program of four (4) years in high school is required for high school graduation, except for  
17 special circumstances. The four-year high school attendance requirement may be modified for  
18 students, based upon meeting each of the following conditions:

- 20 1. Students must have completed the minimum units required by the State Department of  
21 Education and any additional units required by the local Board.
- 22  
23 2. All full-time students in grades 9-12 shall be enrolled each semester in subjects that produce a  
24 minimum of five (5) units of credit for graduation per year. Students with hardships and gifted  
25 students may appeal this requirement to the Superintendent/designee and then to the Board.
- 26  
27 3. Students must complete an Application for Early Graduation/Early Release if they desire to  
28 leave high school in less than four (4) years. Students must have an appropriately planned  
29 post-secondary education experience.
- 30  
31 4. Students meeting the above conditions may be permitted to leave school before completing  
32 four (4) years of attendance, if the school officials feel it is in the best interest of the student,  
33 school and community. A transcript shall be given to each student showing the credits earned.
- 34  
35 5. Students successfully completing the approved planned educational experience (as outlined  
36 above) shall be eligible to receive their high school diploma at the most current graduation  
37 period.

### 38 **ADDITIONAL CONDITIONS REQUIRED FOR CONSIDERATION**

39  
40 To be considered for Early Graduation/Early Release from Oak Ridge High School, a student must be  
41 considered a "Ready Graduate" according to the Tennessee Department of Education. To be  
42 considered ready graduates, students must meet *at least one* of the following:

- 1 • Composite score of 21 or higher on ACT (or 1060 or higher on the SAT); or
- 2 • Complete 4 early postsecondary opportunities (EPSOs); or
- 3 • Complete 2 EPSOs and earn an industry certification; or
- 4 • Complete 2 EPSOs and earn a score of military readiness (31) on the ASVAB AFQT.

5  
6 Students may complete an early postsecondary opportunity (EPSO) in any of the following ways:

- 7 • Complete an Advanced Placement (AP) course and attempt the AP Exam in the course
- 8 • Complete a Dual Enrollment course in which they are dually enrolled in a postsecondary  
9 institution such as Roane State Community College or Tennessee College of Applied  
10 Technology (TCAT).
- 11 • Complete a Local Dual Credit course and receive college credit.
- 12 • Complete a Statewide Dual Credit course and attempt the exam.

### 13 14 **WITHDRAWAL FROM OAK RIDGE HIGH SCHOOL**

15  
16 Upon early graduation, students are withdrawn from Oak Ridge High School as graduates. Because  
17 students are no longer enrolled as students, they cannot participate in extracurricular activities  
18 including interscholastic sports or clubs at Oak Ridge High School. In addition, students may not take  
19 courses at Oak Ridge High School once withdrawn as a graduate. Students wishing to take additional  
20 coursework as electives toward a high school diploma should not apply for early graduation. Early  
21 graduates will receive their diplomas on or after the date of their class's commencement. They may  
22 participate in their class commencement ceremony.

### 23 24 **DEADLINE FOR APPLICATION SUBMISSION**

25  
26 Students must submit an Application for Early Graduation/Early Release prior to registration for their  
27 senior year.

### 28 29 30 **MOVE ON WHEN READY<sup>7</sup>**

31  
32 The *Move on When Ready Act* provides public high school students who wish to graduate early with  
33 the opportunity to graduate high school early and gain entry into a postsecondary institution. Students  
34 intending to graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup>  
35 grade or as soon thereafter as the intent is known.

36 Students intending to graduate early shall inform the school principal of this intent prior to the  
37 beginning of 9<sup>th</sup> grade or as soon thereafter as the intent is known.

38  
39 In order to graduate early, students must meet the following requirements:

- 40 ~~1. Earn the required seventeen (17) credits;~~
- 41 ~~2. Achieve a benchmark score for each required end-of-course exam;~~

- ~~3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;~~
- ~~4. Meet the minimum ACT or SAT benchmark score;~~
- ~~5. Obtain a qualifying benchmark score on a world language proficiency assessment; and~~
- ~~6. Complete at least two (2) types of the following courses:~~
  - ~~a. AP;~~
  - ~~b. IB;~~
  - ~~c. Dual enrollment; or~~
  - ~~d. Dual credit.~~
1. Earns eighteen (18) credits that include:
  - a. English I, II, III, and IV
  - b. Algebra I and II
  - c. Geometry
  - d. United States History
  - e. Two (2) courses in the same foreign language
  - f. One (1) course selected from the following:
    - I. Economics
    - II. Government
    - III. World Civilizations
    - IV. World Geography
  - g. One (1) course selected from the following:
    - I. History and appreciation of visual and performing arts
    - II. A standard based arts course, which may include studio art, band, chorus, dance or other performing arts
  - h. Health and Physical Education (Wellness)
  - i. Biology
  - j. Chemistry
2. Has a cumulative GPA of at least 3.2 on the Uniform Grading System four (4) point scale;
3. Scores at the On-Track or Mastered level on each End of Course assessment taken (excluding end-of-course assessments taken during the student's final semester prior to early graduation);
4. Meets benchmark scores of twenty-one (21) or higher composite score on the ACT or an equivalent score on the SAT;
5. Achieves a passing score on a nationally recognized foreign language proficiency assessment;  
and
6. Completes two (2) early postsecondary courses.

A student pursuing early education through the Move on When Ready program may take two (2) high school English courses in an academic year.

A student pursuing early graduation through the Move on When Ready program must complete an intent form available from the department of education and submit it to her or his high school principal and the Department of Education.

A student pursuing early education through the Move on When Ready program is exempt from any additional graduation requirements.

A student who completes the Move on When Ready program shall be awarded a regular high school diploma.

1 The Superintendent or designee shall develop administrative procedures to ensure that the early  
2 graduation program is conducted in accordance with state law.  
3  
4  
5  
6

---

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103;  
TRR/MS 0520-01-03-.06
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06; State Board of Education Policy  
2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06
7. TCA 49-6-8103; State Board of Education Policy 2.103;  
Public Acts of 2021, Chapter No. 493

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Cross References

Class Size Ratios 4.201  
Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602



## Memorandum

To: **Dr. Bruce Borchers, Superintendent**  
**Jenifer Van Dyke, Finance Director**

From: **Beth Estep, ORHS Assistant Principal**

Date: **2/14/24**

Subject: **Publication Agreement for Oak Log Year 2024/2025**

It is recommended the Oak Ridge Board of Education accept the bid from Jostens for the annual Oak Log yearbook bid. Their bid of \$47,250 plus shipping was the best price that met specifications. Bids ranged from \$35,650.00 to \$64,023.00. The bid includes specified requirements.

Bids were advertised in accordance with state guidelines and were available on the Oak Ridge Schools website. Five companies responded with bids.

It is our recommendation to contract with Jostens this year for the 2024-2025 yearbook at ORHS. The services provided by the yearbook representative for training and on-site support are superior and a critical component of our choice. In addition, there are several additional incentives that will be provided such as branding and climate/culture resources,

*Principal*  
**Drayton Hawkins**

*Assistant Principals*  
**Beth Estep**  
**David Foust**  
**Jennifer Milligan**  
**Stephanie Thompson**  
**Russ Wise**

*Athletic Director*  
**Joe Gaddis**

January 30, 2024

Rebecca Hale, Yearbook Adviser  
Oak Ridge High School  
Oak Ridge, TN 37830



Dear Ms. Hale,

I appreciate the opportunity to present this proposal for the Oak Ridge High School yearbook program. Included with this proposal; the per book publishing estimate, as well as several unique services and opportunities which set Jostens apart from our competitors. Listed below are the topics discussed in this bid.

**Printing Cost:** A printing estimate has been provided, including an all-color yearbook quote and its inclusive benefits. A balanced budget is guaranteed.

**Printing Incentives:** Jostens offers incentives to all of our customers. We try to customize our incentive to the needs of the school and yearbook program.

**Marketing Services:** Jostens allows parents and students the option of purchasing their yearbook directly from the company, rather than have the adviser and staff collect thousands of dollars in yearbook payments. This service is no charge.

**Plant Support:** Customers have direct access to the printing plant through the service of a plant consultant, one more member of our team committed to the success of your yearbook program. The technical support hot line is also available to assist you in troubleshooting from 7am to 8pm CST.

**Deadlines:** A flexible deadline schedule is provided to all customers. We are here to support your schedule.

**Yearbook+:** Is game changing! Supports school culture and the yearbook tradition

**Consultant Support:** Frequent service visits will be provided at the adviser's discretion. Service will be provided by experienced, knowledgeable yearbook consultants. I would like to be considered as a member of your yearbook team!

**It would be an honor to work with Oak Ridge High School in 2025.** If you have any questions, please do not hesitate to contact me.

Sincerely,  
Mandy Zientek  
Senior Sales Consultant  
Jostens Publishing

A handwritten signature in black ink, appearing to read "Mandy Zientek", is written over the typed name and title. The signature is fluid and cursive.

2:00 2-5-24  
\$ 47,250.-

*The Oak Log*  
Adviser: Rebecca Hale  
Oak Ridge High School  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
Phone: 865-425-9601

January 3, 2024

Oak Ridge High School Bid Specifications for the 2024-2025 yearbook  
(*The Oak Log*):

**Awarding of bid:**

Bid will be made on an all or none basis. The right is reserved in the interest of Oak Ridge High School to reject any or all bids and to waive any minor informality in bids received and to award the contract to a vendor other than the low bidder.

**General Specifications of the Book:**

(Note to bidder: If more than one price program is available, please indicate options and the prices involved.)

Number of copies: 775

Size of book: 9x12

Number of pages: 264

Printing: Printing of the *Oak Log* will be accomplished by offset lithography in the plant of the printer.

Cover: 4-color process color, staff designed: **Included no charge**

Embossed cover: **Included no charge**, per book over base cost  
**Custom Die is a cost.**

Grained cover: **Included no charge**, per book over base cost  
Hard copy of actual cover in advance: **Included no charge**  
Lithographed cover: **Included no charge**

End sheets: Process color, staff designed end sheets, different front and back **included no charge**

Color: All pages in 4-process color on four forms is to be included.  
**Included - Agreed**

Paper stock: 100 pound double coat gloss enamel, dull enamel, or matte finish. **Included**

Publishing: Pages will be submitted online, using company program.  
**Yes - Agreed - Layout Pro or Monarch**

Please detail corrections costs. **There are no correction costs unless the pages have to be reprinted after final printing.**

Page Proofs: Final proofs on cover, end sheets and all pages. Only proofs showing copy and photographs fully stripped into position will be acceptable. **Agreed**

Delivery: The delivery date for the 2024-2025 *Oak Log* will be no later than April 25, 2025.  
**Agreed**

Base cost for above specifications:  
**\$47,250.00**

**Also provided by Jostens: No additional charge**

1. Plant trip to Jostens Publishing in Clarksville, TN for adviser and yearbook staff to learn about the publishing of yearbooks first hand. Lunch will be provided.
2. Online Sales for both yearbook and parents ads
3. Online parent ad creation
4. Professional Artist Session for cover and theme development
5. Attendance to National JAU adviser workshop - hotel and registration fee along with all food will be provided. *Airfare is the school's responsibility.*
6. In class training and support along with our award winning digital and hard copy curriculum
7. Summer workshop/training day(s) for the entire yearbook staff.
8. Branding Session for school or yearbook with our brand specialist and team.
9. Yearbook+ at no additional charge. Additional coverage without adding pages.

**OAK RIDGE SCHOOLS**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

School: ORHS Date: 1/9/2024

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

Class/Group Requesting Permission: ORHS Secret City Wildbots

Educational Activity: Rocket City Robotics Regional Competition

Destination: Von Braun Center, 700 Monroe St. SW, Huntsville, AL

Purpose of Trip: to compete in a regional robotics competition

Departure Date: 4/3/24 Departure Time: 8:00 am

Return Date: 4/7/24 Return Time: approx. 2 pm

Mode of Transportation: Mentor vehicles & school truck

First Student      Transportation Contractor      School System Van      Air Travel

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

School System Van – Name of Driver: \_\_\_\_\_

Driver's License Verified by: \_\_\_\_\_ Attach copy of driver's license

Transportation Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

*(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)*

Air Travel Flight #'s: \_\_\_\_\_

Hotel/Motel Name: Above & Beyond Rentals, Huntsville, Alabama

Address: 121012 Carriage Court

City: Huntsville State: AL Zip: 35802

Phone: 256-763-9410 Contact Person: Stephanie Ball

Number of Nights: 3 Hotel Rating: \_\_\_\_\_

Name of School Sponsor/Date: Lisa Buckner 1/9/2024

Signature of School Sponsor: Lisa Buckner Digitally signed by Lisa Buckner  
Date: 2024.01.09 17:16:40 -05'00' Cell #: 8652077036

*Minimum requires teacher to student ratio:*

*PreK – 3 yr olds 1:4      K-2nd 1:6      3rd-4th 1:10      5th-8th 1:12      9th-12th 1:15*  
*4 yr olds 1:6*

# of Students: 30

# of Adults: 6

Chaperone/Student Ratio: 1:5

Professional Staff Chaperone(s)

- 1. Name: Lisa Buckner Cell #: 865-207-7036
- 2. Name: Mark Buckner Cell #: 865-228-4270
- 3. Name: Christopher Scott Cell #: 865-223-4098
- 4. Name: Janie Shanafield Cell #: 865-405-9435

Other Chaperone(s):

- 1. Name: Harold Shanafield Cell #: 865-405-9436
- 2. Name: Bob Slattery Cell #: 865-548-0549
- 3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Field Trips which exceed \$25,000 or involve out of the country travel require School Board approval, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

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

Financial Arrangements: (please indicate method)

No Cost

Paid by Students

Paid by School

Paid by School System

Substitute Required

Acct to be charged for Substitute \_\_\_\_\_

\$ approx. 280 Per Student

TOTAL TRIP AMOUNT: \$ 7,000

Provisions for those students unable to pay: \_\_\_\_\_ opportunities for fundraising and scholarships will be found if needed

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

Students will be visiting NASA Space Center on Wednesday

Staff Member: Lisa Buckner

Date: 1/9/2024

Athletic Director: \_\_\_\_\_

Date: \_\_\_\_\_

**This Section for Athletic Trips Only**

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

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

Athletic Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Action: Approved: Disapproved:

Principal's Signature: *Bill Galt*

Date: 1-25-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date (if required): \_\_\_\_\_



# Oak Ridge Schools – Campus Leave/Field Trip Permission Form

Name of Group: ORHS Secret City Wildbots

Destination: Von Braun Center, 700 Monroe St. SW, Huntsville, AL

Mode of Transportation: Mentor vehicles & School Truck Purpose: To compete in Robotics Competition

Date: 4 / 3 / 24 Time: 8:00 am to Date: 4 / 7 / 24 Time: 2:00 pm

Expected Number of Participants: 30 Expected Number of Chaperones: 6

Teacher/Sponsor of Trip: Mark Buckner/Lisa Buckner

Principal Signature: *[Signature]* Date: 1-25-24

Fee Requested (if any)\*  
 \*In the course of learning throughout the school year, there are always opportunities to go above and beyond what the basic curriculum requires. In such cases, it is customary for the school to request a fee in order to cover the cost of these enhancements. These fees are in no way required and your child will not be denied the opportunity to participate or benefit from any curricular offering as a result of not paying a requested fee. The fees simply allow the district to offset the cost of any additional opportunities.

PARENT: Please separate this form and return to: Mrs. Buckner by: 3/1/2024  
 (Teacher) (Date)

My child \_\_\_\_\_ has my permission to go on the Oak Ridge Schools field trip as described above. He/She will abide by the rules of Oak Ridge School and any special rules of the sponsor.

I have read and understand the activities my child will be involved with on this field trip. I understand that the Oak Ridge School System will provide adequate supervision, but as with any activity, injuries may occur. The School System is responsible only for injuries that result from the negligence of their staff. With my signature, I also authorize emergency medical treatment for my child.

I will be responsible for the damage to personal property of others or injury to other people caused by my son/daughter.

\_\_\_\_\_  
 Parent/Guardian (printed)

\_\_\_\_\_  
 Parent/Guardian (signature) Date \_\_\_\_\_

Please provide 2 Emergency Contact Phone Numbers

\_\_\_\_\_  
 Name/Relationship Number \_\_\_\_\_

\_\_\_\_\_  
 Name/Relationship Number \_\_\_\_\_

# Secret City Wildbots 2024 Rocket City Survival Guide

## April 3<sup>rd</sup> – 7<sup>th</sup>, 2024

**Event Venue:** Von Braun Center  
700 Monroe Street  
Huntsville, Alabama 35801  
256.533.1953

**Coach/Chaperone Phone Numbers:**  
(865) 207-7036 **Mrs. Buckner**  
(865) 228-4270 **Dr. Buckner**  
(865) 223-4098 **Mr. Scott**  
(865) 405-9435 **Mrs. Shanafield**

**Hotel:** Above & Beyond Rentals - Huntsville  
121012 Carriage Court  
Huntsville, AL 35802

We will meet at ORHS in the Robotics Room on **Wednesday, March 1, 2023, at 8:00 am to head to Huntsville, AL.** We should arrive in Huntsville at the Space Center by about 11:00 am. On Sunday morning, **April 7, 2024, we will begin our return to Oak Ridge. That should put us in Oak Ridge at approximately 2 pm.**

### **Costs:**

Students traveling with the team: **\$276**

Students traveling with their parents: **\$50** (This covers transportation of Robot & Mentor Costs shared between all members) If these students want tickets to team social on Friday night, tickets to NASA Space Center on Wednesday Afternoon, or lunches at the competition speak to Mrs. Buckner about the addition of these costs)

The expected cost for this trip is based on students that indicated they were going (assuming this doesn't change). **The costs** for those traveling with the team covers transportation, 4 nights lodging, and 3 breakfasts, 3 lunches, and 3 dinners at our lodging. It will also include admission to the NASA Space Center and tickets for the Team Social.

We need **at least ½ the money by Friday, February 16th.** The remaining costs are needed **by Monday, March 4th.**

Students will need additional money on the trip for 2 Lunches (Wednesday & Sunday travel days) and 1 dinner (Wednesday). We will be making 3 breakfasts, packing 3 bag lunches, and making 3 dinners at the places we are staying where we have full kitchens. **Students also need to bring water and snacks for the pit and stands during competitions.**

**Medication:** Medicines must be **clearly labeled** and placed in an appropriately sized zip-lock bag. Instructions should be written out for specific dosage and time on separate sheet of paper and placed inside the plastic bag with the medicine. **All medicines will be given to Mrs. Buckner before loading the truck/vans on the day of departure.** Students may not keep their own medicines

in their rooms. A form is included and may be signed by parents for dispensing of certain non-prescription medications if needed.

**Snacks:** Students are encouraged to bring non-perishable snack food and water to the competition – as snacks may be expensive at the competition. It should be easy to put a water and a few snacks into their backpacks. We will be at the event all day long! **(THE SNACKS & WATERS YOU ARE PROVIDING IS WHAT WILL BE USED FOR THIS!)**

**Clothes:** Be sure and pack this year's TEAM SHIRTS & Sweatshirt! These should be worn Wednesday, Thursday, Friday, and Saturday. Also make sure you have CLOSE-TOED SHOES!

**Behavior: (Please review these with your parents)** Remember you are representing ORHS, the Secret City Wildbots, and FIRST! No students are to leave their apartment or the premises without permission from Mr. Scott or Dr. & Mrs. Buckner. Two of the Apartments will house boys and two will house girls and there will be chaperones in each apartment. Each apartment has 3 bedrooms and 2 bathrooms. Meals will be served from one of the apartments and students can be present in the common areas of the apartment or in the fenced in backyard. No students are allowed out of their apartment after curfew. No Exceptions!

**PARENTS\*\*\*\*FYI:** This event will be televised on Twitch TV on the FIRST Inspires channel. You will be able to access the live webcast by clicking on the Arkansas Regional Channel. We will post links to the broadcast on Slack when we have it. Once teams have passed inspection on Thursday, we will post our match schedule to Slack, as well. We hope you will watch our matches!

ORHS Secret City Wildbots  
Rocket City Regional in Huntsville, Alabama  
At Von Braun Center  
April 3<sup>rd</sup> - 7<sup>th</sup>, 2024

Wednesday, 4/3/2024

8:00 am (EST) Leave ORHS Parking lot  
For Huntsville, Alabama  
11:00 am - (CST) Arrive Space Center  
4:30 pm - Arrive Lodging  
5:00 pm - Unload team to Unload Trailer  
at Von Braun Center  
7:30 pm - Dinner  
9:00 pm - Team Mtg/Chairman's  
Practice

12:00 pm Lunch  
1-5:45 pm Qualification Matches  
6:00 pm Awards Ceremony  
7:00 pm Pits/Machine Shop closes  
7:30 pm Dinner at Lodging or Team  
Social  
9:00 pm Return to Lodging/Scouting  
Mtg  
10:30 pm In rooms/Lights Out

Thursday, 4/4/2024 (CST)

7:30 am Leave for Competition at  
Von Braun Center  
9:00 am Driver's Mtg/Field Measurement  
11:30 am Lunch  
12-6 pm Practice Rounds  
8:00 pm Pits/Machine Shop close  
8:00 pm Return to Lodging for Dinner  
9:30 pm Chairman's Practice  
10:30 pm In Rooms/Lights Out

Saturday, 4/6/2024 (CST)

7:30 am Leave for Competition at  
Von Braun Center  
8:00 am Pits open  
9-12 am Qualification Matches  
11:30 am Lunch  
12:15 pm Alliance Selections  
1-5:00 pm Elimination Matches  
5:45 pm Awards Ceremony  
7:00 pm Pack-up  
8:00 pm Dinner at Lodging  
11:00 pm In room/Lights out

Friday, 4/5/2024 (CST)

7:30 am Leave for Competition  
8:30 am Opening Ceremonies  
9-12 am Qualification Matches

Sunday, 4/7/2024

9:00 am (CST) Head home  
2:00 pm (EST) Arrive Oak Ridge, TN



**OAK RIDGE SCHOOLS**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

School: Oak Ridge High School Date: 2/5/2024

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

Class/Group Requesting Permission: Track

Educational Activity: National Track Meet

Destination: New York City

Purpose of Trip: To compete at NIKE Indoor Nationals

Departure Date: 3/7/2024 Departure Time: 10:00 am

Return Date: 3/10/2024 Return Time: 12:00 am

Mode of Transportation: Vans/Air (American Airlines)

First Student  Transportation Contractor  School System Van  Air Travel

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

School System Van – Name of Driver: Tom Sauer/Ed Wright

Driver's License Verified by: \_\_\_\_\_ Attach copy of driver's license

Transportation Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)

Air Travel Flight #'s: AA4261 AA4257

Hotel/Motel Name: Hampton Inn Madison Square NY - (116 W 31St St. New York, NY)

Address: 116 W 31St St.

City: New York City State: New York Zip: 10001

Phone: (212) 947-9700 Contact Person: \_\_\_\_\_

Number of Nights: 3 Hotel Rating: 4 stars

Name of School Sponsor/Date: Tom Sauer/ 2/5/2024

Signature of School Sponsor: Thomas Sauer Digitally signed by Thomas Sauer Date: 2024.02.05 11:41:52 -05'00' Cell #: 843-345-6614

Minimum requires teacher to student ratio:

PreK – 3 yr olds 1:4      K-2<sup>nd</sup> 1:6      3<sup>rd</sup>-4<sup>th</sup> 1:10      5<sup>th</sup>-8<sup>th</sup> 1:12      9<sup>th</sup>-12<sup>th</sup> 1:15  
4 yr olds 1:6

# of Students: 8

# of Adults: 3

Chaperone/Student Ratio: 1:2.3

Professional Staff Chaperone(s)

- 1. Name: Thomas Sauer Cell #: 843-345-6614
- 2. Name: Thomas Wright Cell #: 865-686-2899
- 3. Name: Kaitlyn Zander Cell #: 423-231-2622
- 4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other Chaperone(s):

- 1. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Field Trips which exceed \$25,000 or involve out of the country travel require School Board approval, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

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

Financial Arrangements: (please indicate method)

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

Substitute Required      Acct to be charged for Substitute \_\_\_\_\_  
 \$ 400.00 Per Student      TOTAL TRIP AMOUNT: \$ 8,000.00

Provisions for those students unable to pay: \_\_\_\_\_  
 ORHS Boosters is undercutting the total cost so it is affordable to the kids. Athletes are also able to sell banners to offset costs. Any student with trouble will conference with Coach and boosters.

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

\_\_\_\_\_  
 \_\_\_\_\_

Staff Member: **Thomas Sauer** Digitally signed by Thomas Sauer  
Date: 2024.02.05 11:44:04 -05'00'

Date: 2/5/2024

Athletic Director: \_\_\_\_\_

Date: \_\_\_\_\_

**This Section for Athletic Trips Only**

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

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

Athletic Director Signature: Joe Gaddis

Date: 2/5/24

Principal's Action:  Approved:  Disapproved:

Principal's Signature: Bill Galt

Date: 2.5.24

Superintendent or Designee's Action: Approved:  Disapproved:

Superintendent or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date (if required): \_\_\_\_\_

**Nike Indoor Nationals Itinerary**  
**Thursday 3/7/24 - Sunday 3/10/24**

**THURSDAY 3/7/24**

10 A.M. EST -LEAVE ORHS CAMPUS

12:00 P.M.CST -Arrive at Nashville International Airport

-American Airlines Flight AA4261 BNA TO LGA

DEPARTS: 2:28 PM ARRIVES: 5:39 PM

7:00 P.M. -ARRIVE AT HOTEL

- Hampton Inn Madison Square NY - 116 W 31St St., New York, NY 10001

-Phone: (212) 947-9700

- NIN is at **The Armory** 651 W 168th St, New York, NY 1003

-Dinner will be in times square

**FRIDAY 3/8/24**

9:00 A.M. Breakfast at the hotel

10:00 A.M. - We will venture to the financial district/walk across the Brooklyn bridge, see the Statue of Liberty, 9/11 memorial. Activities will be based on weather.

5:00 P.M. -LEAVE FOR THE ARMORY

7:00 P.M. - GIRLS SMR

8:30 P.M. DINNER AND RETURN TO HOTEL

**SATURDAY 3/10/24**

8:00 A.M. Breakfast at the hotel.

8:30 A.M. LEAVE FOR THE ARMORY

11:45 A.M. - 4X8 RELAY

Times Square, dinner, and activities will be based on weather.

9:00 P.M. -RETURN TO HOTEL

**SUNDAY 3/12/23**

9:00 A.M. LEAVE FOR THE ARMORY

1:00 P.M. - 4X4 RELAY

**Nike Indoor Nationals Itinerary**  
**Thursday 3/7/24 - Sunday 3/10/24**

3:00 P.M. LEAVE FOR JFK AIRPORT

- American Airlines Flight AA4257 LGA TO BNA (NASHVILLE)

DEPARTS: 7:59 PM ARRIVES: 9:43 PM

Arrive back at ORHS 1 AM(ish)

**Code of Conduct & Behavior Expectations**

**Travel Procedures**

1. Arrive at departure point on time
2. Call parents when we leave
3. Follow code of conduct
4. Call parents upon arrival
5. Give parents room number and phone number of room
6. Do not leave the team group
7. Focus on competition (business not leisure)
8. Use restrooms at venue in pairs or larger
9. Call parents upon arrival each night
10. Call parents at least 30 minutes before returning home
11. Go home or with parents

**Travel Policy Expectations**

1. Represent School, District in a professional manner
2. No Smoking, Drinking or any other drugs (includes e cigarettes/vapes)
3. No visiting of rooms of the opposite sex
4. Relationships are not part of the trip (no holding of hands, kissing, or inappropriate behavior)
5. Students of the opposite gender will be separated by seating arrangements for travel
6. Weapons, chemical dispenser, razors, light lasers or any prohibited articles are not permitted
7. Assault, hazing, bullying, harassing (including sexual harassment), unwanted horseplay or taunting will not be tolerated.
8. Intentionally, knowingly, or recklessly causing bodily injury, threatening or causing physical contact whether in good nature or not is forbidden
9. Students will not participate in illegal activities, shoplifting, removing items from hotel (TM Rule), gambling
10. Students are not allowed at swimming pools the night before competition
11. Rooms are not to be trashed or vandalized
12. If you break something report it immediately

**Nike Indoor Nationals Itinerary**  
**Thursday 3/7/24 - Sunday 3/10/24**

13. Hotel Phone calls and movies are not allowed
14. Students are strictly prohibited from entering an opposite genders room without a sponsor present

**Failure to adhere to these rules may result in dismissal from the team and students may be sent home at parent or guardian expense.**

**OAK RIDGE SCHOOLS**  
**CAMPUS LEAVE REQUEST – Overnight Trip**

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

School: ORHS Date: 2/5/2024

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

Class/Group Requesting Permission: Baseball

Educational Activity: Baseball Tournament in Gulf shores, AL

Destination: Gulf Shores, AL

Purpose of Trip: Baseball Tourney

Departure Date: 3/10/2024 Departure Time: 8:00am

Return Date: 3/15/2024 Return Time: 4:00PM

Mode of Transportation: Parents and Vans

First Student  Transportation Contractor  School System Van  Air Travel

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

School System Van – Name of Driver: Travis Free

Driver's License Verified by: Chrisy Treischman Attach copy of driver's license

Transportation Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

*(Only approved transportation companies may be used. Refer to ORS website for list of approved companies)*

Air Travel Flight #'s: \_\_\_\_\_

Hotel/Motel Name: Varies, all players are staying with their families

Address: \_\_\_\_\_

City: Orange Beach State: AL Zip: 36535

Phone: 865-973-7118 Contact Person: Travis Free

Number of Nights: 5 Hotel Rating: 4\*

Name of School Sponsor/Date: Travis Free

Signature of School Sponsor: Travis Free Digitally signed by Travis Free Date: 2024.02.06 14:00:26 -05'00' Cell #: 865-973-7118

*Minimum requires teacher to student ratio:*

*PreK – 3 yr olds 1:4      K-2<sup>nd</sup> 1:6      3<sup>rd</sup>-4<sup>th</sup> 1:10      5<sup>th</sup>-8<sup>th</sup> 1:12      9<sup>th</sup>-12<sup>th</sup> 1:15*  
*4 yr olds 1:6*

# of Students: 24

# of Adults: 45

Chaperone/Student Ratio: 2:1

Professional Staff Chaperone(s)

- 1. Name: Travis Free Cell #: 865-973-7118
- 2. Name: Jeremiah Ball Cell #: 423-579-5746
- 3. Name: Will Maddox Cell #: 678-936-1335
- 4. Name: Ben Peters Cell #: 865-310-7292

Other Chaperone(s):

- 1. Name: Families of Players Cell #: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Field Trips which exceed \$25,000 or involve out of the country travel require School Board approval, regardless of fund raising, Booster Club participation or other contributions. Please follow these guidelines when requesting approval of such trip:

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

Financial Arrangements: (please indicate method)

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

Substitute Required      Acct to be charged for Substitute \_\_\_\_\_

\$ 1400 Per Student      TOTAL TRIP AMOUNT: \$ 40,000

Provisions for those students unable to pay: \_\_\_\_\_

Families are responsible for individual students and their housing. Booster club will help where needed and will pick up cost of those families who cannot afford or pay their way.

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

We are playing baseball Mon-Thursday of this week in the Gulf Shores Classic. This is over spring break and no class or school will be missed on this trip.

Staff Member: **Travis Free** Digitally signed by Travis Free  
Date: 2024.02.06 14:01:06 -05'00'

Date: 2/5/2024

Athletic Director: \_\_\_\_\_

Date: \_\_\_\_\_

**This Section for Athletic Trips Only**

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

Number of overnight trips (including this request) requested during the current school year: 2

Athletic Director Signature: JOE GRADY

Date: 2/8/24

Principal's Action:  Approved:  Disapproved:

Principal's Signature: [Signature] Date: 2-7-24

Superintendent or Designee's Action: Approved:  Disapproved:

Superintendent or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date (if required): \_\_\_\_\_



Gulf Coast Classic I  
March 11-14  
HS Baseball 2024

Gulf Shores Sportsplex

*GPS: 19025 County Road 6, Gulf Shores, Alabama 36542  
Site Contact: Chris Jacks- Head Coach Gulf Shores High School  
Email: cjacks@gulfshorescityschools.org*

Robertsdale High School

*GPS: 21840 Cedar Street, Robertsdale, AL 36567  
Site Contact: Peter Bezeredi- Head Coach Robertsdale High School  
Email: pbezeredi@bcbe.org*

Sims Park (Gulf Shores)

*GPS: 348 W 19th Ave, Gulf Shores, AL 36542  
Site Contact: Chris Jacks- Head Coach Gulf Shores High  
Email: cjacks@gulfshorescityschools.org*

Foley High School

*GPS: 1 Pride Pl, Foley, AL 36535  
Site Contact: Jordan Ebert  
Email: jebert@bcbe.org*

Elberta City Field School

*GPS: 12251 Brendan Road, Elberta, AL 36530  
Site Contact: Owen Davis- Head Coach Elberta High  
Email: JDavis@bcbe.org*

Volanta Park (Fairhope)

*GPS: 523 Volanta Avenue, Fairhope, AL 36532  
Site Contact: Kyle Hunter- Head Coach Fairhope High School  
Email: PHunter@bcbe.org*

Orange Beach

*GPS: 4385 William Silvers Parkway, Orange Beach, AL 36561  
Site Contact: Josh Hoyle- Head Coach Orange Beach High School  
Email: jhoyle@obcityschools.org*

Spanish Fort High School

*1 Plaza De Toros, Spanish Fort, AL  
Site Contact: Tommy Walker- Head Coach Spanish Fort High School  
Email: [Thwalker@bcbe.org](mailto:Thwalker@bcbe.org)*

Bayside Academy

*8850 County Road 64, Daphne, AL 36526  
Site Contact- Matt Limbaugh  
Email: MLimbaugh@baysideacademy.org*

### Gulf Shores

9 Davidson Academy(TN)-Brookwood  
11:30 Davidson Academy(TN)-Desoto Central  
2 Evangelical Christian(TN)-Decatur  
4:30 Evangelical Christian(TN)-Heritage(TN)  
7 Gulf Shores- Lipscomb Academy(TN)

### Fairhope

9 Lebanon(TN)-Madison County  
11:30 Lebanon(TN)-Sodd Daisy(TN)  
2 Soddy Daisy(TN)-St. Benedict at Auburndale High(TN)  
4:30 St. Benedict at Auburndale High(TN)- Tusculoosa County  
7 Fairhope- Jackson South Side(TN)

### Spanish Fort

9 Buckhorn-Green Hill(TN)  
11:30 Buckhorn-Oak Ridge(TN)  
2 Oak Ridge(TN)-Northside  
4:30 Northside-Wilson Central(TN)  
7:00 Spanish Fort- North Florida Christian(FL)

### Orange Beach

9 Ada(OK)-Lawrenceburg(TN)  
11:30 Ada(OK)-New Hope  
2:00 New Hope-Baldwyn(MS)  
4:30 Baldwyn(MS)- St. Michael Catholic

### Simms Park

9 Walker Valley(TN)-Tuscaloosa Academy  
11:30 Tuscaloosa Academy-Waverly Central(TN)  
11:30 Central Tuscaloosa- University School of Jackson(TN)

### Elberta

9 Battle Ground Academy(TN)-Maryville(TN)  
11:30 Battle Ground Academy(TN)-Westminster Christian Academy

### Robertsdale

9 Austin- Christ Presbyterian Academy(TN)  
11:30 Austin-Southeast Lauderdale(MS)  
2 Huntsville-Christain Academy of Knoxville(TN)  
4:30 Bob Jones-Christain Academy of Knoxville(TN)  
7:00 Robertsdale-Byng(OK)

### Bayside

9 Hardin Valley Academy(TN)-Summertown(TN)  
11:30 Hillcrest-Hardin Valley Academy(TN)  
2 Bayside Academy-Hillcrest  
4:30 Bayside Academy-Lincoln County  
7:00 Madison Academy- Friendship Christain

### Gulf Shores

9 St. Benedict at Auburndale High(TN)-Walker Valley(TN)  
11:30 Green Hill(TN)-Walker Valley(TN)  
2 Jackson South Side(TN)-Wilson Central(TN)  
4:30 Wilson Central(TN)-Madison County  
7 Gulf Shores-Christian Academy of Knoxville(TN)

### Fairhope

11:30 North Florida Christian(FL)-Oak Ridge(TN)  
2 SE Madison Academy-North Florida Christain(FL)  
4:30 Fairhope-Madison Academy  
7:00 Fairhope-Austin

### Spanish Fort

11:00 Summertown(TN)-Tuscaloosa County  
2 Tuscaloosa County- Lincoln County  
4:30 Lincoln County-Decator  
7 Spanish Fort-Ada(OK)

### Orange Beach

9 Friendship Christian(TN)-Hillcrest  
11:30 Friendship Christian(TN)-Hardin Valley Academy(TN)  
2:00 Buckhorn-Waverly Central(TN)  
4:30 Northside-Waverly Central(TN)

### Simms Park

9 Baldwyn(MS)-University School of Jackson(TN)  
11:30 Soddy Daisy(TN)-University School of Jackson(TN)  
2 Evangelical Christian(TN)-Lebanon  
4:30 Lawrenceburg(TN)-St. Michael Catholic  
7 New Hope-St. Michael Catholic

### Robertsdale

9 Central Tuscaloosa-Heritage(TN)  
11:30 Westminster Christian Academy-Byng(OK)  
2 Desota Central(MS)-Westminster Christian Academy  
4:30 Desoto Central(MS)- Robertsdale  
7:00 Robertsdale-Battle Ground Academy(TN)

### Bayside

11:00 Davidson Academy(TN)-Christ Presbyterian Academy(TN)  
2:00 Brookwood-Christ Presbyterian Academy(TN)  
4:30 Bayside Academy-Maryville(TN)

### Elberta

9 Lipscomb Academy-Lauderdale(MS)  
11:30 Huntsville-Lauderdale(MS)  
2:00 Huntsville-Bob Jones  
4:30 Bob Jones-Elberta

Gulf Shores

9 Tuscaloosa County-Wilson Central(TN)  
11:30 Hardin Valley-Christian Academy of Knoxville(TN)  
2:00 Bob Jones- Ada(OK)  
4:30 Gulf Shores-Bob Jones  
7 Gulf Shores-Huntsville

Fairhope

9 Lawrenceburg (TN) -Baldyn (MS)  
11:30 Lawrenceburg (TN) -New Hope  
2:00 UMS Wright-Walker Valley(TN)  
4:30 UMS Wright-Waverly Central (TN)  
7:00 Fairhope-Westminster Academy

Spanish Fort

11:30 Evangelical Christian(TN)-Maryville  
2 Brookwood-Maryville(TN)  
4:30 Brookwood-Spanish Fort  
7 Spanish Fort-Davidson Academy(TN)

Orange Beach

9 Central Tuscaloosa-Christ Presbyterian Academy(TN)  
11:30 Central Tuscaloosa-Decatur  
2:00 Decatur-Heritage(TN)  
4:30 Heritage(TN)-North Florida Christian(FL)  
7 SE Lauderdale(MS)-St. Benedict at Auburndale High(TN)

Simms

9 Green Hill(TN)-Oak Ridge(TN)  
11:30 Green Hill(TN)-Northside  
2 Austin-Jackson South Side(TN)  
4:30 Buckhorn-Jackson South Side(TN)  
7:00 Madison Academy-Lincoln County

Robertsdale

9 Madison County-Soddy Daisy(TN)  
11:30 Madison County-University School of Jackson(TN)  
2:00 Friendship Christian(TN)-Summertown(TN)  
4:30 Hillcrest-Summertown(TN)  
7 Robertsdale-Lebanon(TN)

Bayside

4:00 Lipscomb Academy(TN)-St. Michael Catholic  
6:30 Bayside Academy-Lipscomb Academy(TN)

Elberta

9 Battle Ground Academy(TN)-Byng(OK)  
11:30 Tuscaloosa Academy-Byng(OK)  
2 Desota Central(MS)-Tuscaloosa Academy

SEMIFINAL  
GULF SHORES  
10:00 AM #1 SEED VS. # 4 SEED

SEMIFINAL  
Orange Beach  
10:00 AM #2 SEED VS. #3 SEED

1:30 PM CHAMPIONSHIP GAME @ GULF SHORES

SEEDING

- 1.OVERALL RECORD
- 2.FEWEST RUNS ALLOWED
- 3.HEAD TO HEAD

# OAK RIDGE SCHOOLS

## New Club Request Form

School: \_\_\_\_\_

Club Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Club Membership: \_\_\_\_\_

Selection of Officers: \_\_\_\_\_

Club Purpose:

Club Activities:

Club Meeting Times:

Club Funding:

Rules and Regulations:

Other Pertinent Information:

Student Representative: \_\_\_\_\_

JMS Administration Approval:  \_\_\_\_\_ Date: \_\_\_\_\_

Date BOE Approved: \_\_\_\_\_



# Oak Ridge Schools

PRESCHOOL

## Rationale for Approval of Preschool Head Start and VPK Selection Criteria

2024-2025

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 Head Start and Voluntary Pre-K programs. This also assists in creating a wait list prioritized by level of need for both programs.

Respectfully,

**Mrs. Lisa M Downard**

Principal

157 Carver Ave | Oak Ridge, TN 37830

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

[www.ortn.edu](http://www.ortn.edu)

Every student prepared for college, career, and life success



**Oak Ridge Schools**  
PRESCHOOL

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

**OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START SELECTION CRITERIA**

**2024-2025**

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 15<sup>th</sup> 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                                   |
|-----------------------------|---|--|
| <b>Family Income Status</b> | Income at or below Federal poverty level  | 100                                      |
|                             | Categorically eligible: receive TANF, SSI, Families First, SNAP                             | 100                                      |
|                             | Foster family   | 100                                      |
|                             | Homeless or Non-custodial Relative Care/Kinship Care  | 100                                      |
|                             | <b>INCOME ELIGIBLE CHILDREN</b>   |  |
| <b>Disabilities</b>         | Diagnosed disability—(specify)  | 30                                       |
|                             | TEIS  | 30                                       |
|                             | <b>ADDITIONAL CRITERIA (other risk factors determined locally)</b>                          |  |
| <b>Financial</b>            | Tenn Care Recipient   | 5  |
|                             | No Insurance within household   | 10                                       |
|                             | Receive WIC   | 3  |
|                             | Receive SSA Benefit   | 3  |
|                             | Head of household attending school—(specify)  | 4  |
|                             | Head of household without high school diploma or GED  | 4  |
|                             | Head of household employed  | 4  |
|                             | Over-burdened Housing (31% or more of income)   | 10                                       |
| <b>Family Status</b>        | Family crisis/stress (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 or job assignment                           | 5  |
|                             | Single parent family  | 10                                       |
| <b>Applicant Status</b>     | Meets three-year-old age requirement by August 15 of school term                            | 5  |
|                             | Meets four-year-old age requirement by August 15 of school term                             | 3  |
|                             | Transitioning from Early Head Start   | 5  |
|                             | 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)  | 10                                       |
|                             | English Language Learner—(specify language spoken)  | 5  |
|                             | No prior group experience   | 5  |
|                             | Previous Head Start Family  | 5  |
|                             | Previously in foster care or protective services  | 5  |
|                             | Unserved student on waitlist for >1 year  | 5  |
|                             | Older sibling currently enrolled  | 5  |
|                             | Current employee of the Oak Ridge Schools Preschool   | 10                                       |
|                             |   | <b>OVER INCOME CHILDREN AND FAMILIES</b> |
|                             | Diagnosed disability or health impairment ( <b>over income only</b> )—(specify)             | 50                                       |
|                             | Suspected disability or health impairment ( <b>over income only</b> )—(specify)             | 30                                       |
|                             | <b>TOTAL POINTS</b>   |  |

Revised and approved by Head Start Policy Committee \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

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

**2024-2025**

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 15<sup>th</sup> 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  |
|---|---|---|
| <b>Family Income Status</b>   | 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/Kinship Care                            | 100   |
| <b>INCOME ELIGIBLE CHILDREN</b>                                     |   |   |
| <b>Disabilities</b>   | Diagnosed disability—(specify)  | 30  |
|   | TEIS  | 30  |
| <b>ADDITIONAL CRITERIA (other risk factors determined locally)</b>  |   |   |
| <b>Financial</b>  | Tenn Care Recipient   | 5   |
|   | No Insurance Within Household   | 10  |
|   | Receive WIC or SNAP   | 3   |
|   | Receive SSA Benefit   | 3   |
|   | Head of household attending school—(specify)                                    | 4   |
|   | Head of household without high school diploma or GED                            | 4   |
|   | Head of household employed  | 4   |
|   | Over-burdened Housing (31% or more of income)                                   | 10  |
|   | <b>Family Status</b>  | Family crisis/stress (death, illness, job loss, incarceration, documented child abuse, etc) |
| 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 or job assignment   |   | 5   |
| Single parent family  |   | 10  |
| <b>Applicant Status</b>   | 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   |
|   | 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)                            | 10  |
|   | English Language Learner—(specify language spoken)                              | 10  |
|   | No prior group experience   | 5   |
|   | Previously in foster care or protective services                                | 5   |
|   | Unserved student on waitlist for >1 year  | 5   |
|   | Previous VPK Family   | 5   |
|   | Current employee of Oak Ridge Schools Preschool                                 | 10  |
|   | <b>OVER INCOME CHILDREN AND FAMILIES</b>  |   |
|   | Diagnosed disability or health impairment ( <b>over income only</b> )—(specify) | 50  |
|   | Suspected disability or health impairment ( <b>over income only</b> )—(specify) | 30  |
|   |   |   |
|   | <b>TOTAL POINTS</b>   |   |

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



# Oak Ridge Schools

PRECHOOL

Board of Education Request for Approval

Preschool Head Start Continuation Grant 2024-2025

I respectfully request the approval of the Preschool Head Start Continuation Grant proposal for 2024-2025. This grant is the Continuation Grant. The amount requested in the grant is \$1,050,440. The basic grant is in the amount of \$1,041,123 and the T/TA is \$9,317 for the total of \$1,050,440. This grant provides the funding for 118 3- and 4-year-old students.

The grant proposal is included.

Respectfully,

**Mrs. Lisa M Downard**

**Principal**

157 Carver Ave | Oak Ridge, TN 37830

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

[www.ortn.edu](http://www.ortn.edu)

**Every student prepared for college, career, and life success**



**Oak Ridge Schools**  
PRECHOOL

2024-2025

Head Start Continuation Grant Year 5

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 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 2022-2023 is for each classroom to utilize 40% of the Family Engagement components from Creative Curriculum. Currently all classrooms are utilizing 7 out of 8 components, or 88%. Eight major components make up the Family Engagement Checklist. Of these eight components, seven 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, all classrooms utilize a uniform communication tool, Learning Games, and utilizing Wow! Experiences and Classroom Visitors.

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 information on learning domains, mental health, community events, and community resources. Other topics have included the value of outside play, reading aloud, understanding phonological awareness, and supporting literacy at home.

**b. Challenges MO#1-**The challenge to the last component relates to the demographic hardships our families face, including transportation, work schedules, and comfort level for being in an educational setting.

**Action Plan to Address Challenges:**

1. Volunteer training class for parents to help them feel equipped and comfortable when volunteering in the classroom.
2. Explore ways to incorporate families virtually, possibly using Zoom/Teams to provide expert knowledge on the current study.

**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%, to 10% of enrolled parents

2021-2022- Increase school-wide family volunteer participation by 5%, to 15% of enrolled parents

2022-2023- Increase school-wide family volunteer participation by 5%, to 20% of enrolled parents

2023-2024- Increase school-wide family volunteer participation by 5%, to 25% of enrolled parents

2024-2025- Increase school-wide family volunteer participation by 5%, to 30% of enrolled parents

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

**2.a. Progress/Outcomes MO#2-** As of 2/6/24, the program has had 30% of the families volunteering as measured by data collected throughout the year and entered into Child Plus. While this percentage exceeds our goal for the year, the program will continue with the current goals as we work to develop systematic and continuing parent engagement. Volunteer opportunities have included in-class and out of class opportunities, along with field trips, participating in our Policy Committee and Policy Council, and planning and helping with parties and special activities. Weekly program newsletters highlight 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 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. These included parents coming to sing with students during the Making Music Study and parents bringing tools and trucks in during the Simple Machine study. Also

new this year has been the addition of providing information about volunteering at the enrollment meeting with parents and getting feedback from parents regarding interest in different areas of volunteering to help plan volunteer activities.

**b. Challenges MO#2-** While the percentage of volunteers with the program has increased, the number may still be limited due to COVID-19 and other communicable illnesses. 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 continue 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 continue to meet with families to train/provide support around what “volunteering” looks like and what all volunteering entails.
3. To address any discomfort with volunteering in the building, we initiated a “Reading Challenge” week to encourage parents to volunteer by doing specific at home activities to academically support their children and logging that time.
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 will continue.
5. During the enrollment meeting, staff will discuss volunteering options with parents to help plan volunteer opportunities and stress the importance of volunteering at the beginning of the year.

**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 2/7/24, there are 31 students considered to be chronically absent. This results in 26% 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 and other illnesses, the program’s Average Daily Attendance has been consistent with previous years. The current Average Daily Attendance is 86%. An infographic describing chronic absenteeism and its impacts on our children was developed and sent to community doctors, dentists, orthodontists, mental health providers, speech and occupational therapists, etc. to raise the awareness of this

issue in hopes that appointments will not always be made during school hours and excuse notes will be limited to the time that the student needs to be out of school.

**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. As the threat of COVID-19 decreases, fewer precautions are being taken by families; i.e., wearing masks, frequent hand washing. In addition, families are leaving their home more frequently to attend group gatherings. This has created a unique situation in which children are more susceptible to various illnesses such as strep throat, flu, colds, and intestinal illnesses.

**Action Plan to Address Challenges:**

1. Train parents regarding the daily instruction and interactions taking place within the curriculum to emphasize the importance and value of daily attendance.
2. Continue to strengthen relationships between family advocates, teachers, and parents to enhance communication between all parties.
3. Encourage parents' participation in various training opportunities.
4. Continue to educate parents regarding precautions being taken at the school to prevent the spread of all infectious diseases.

**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, deletions, or revisions to our Broad Program Goal #2

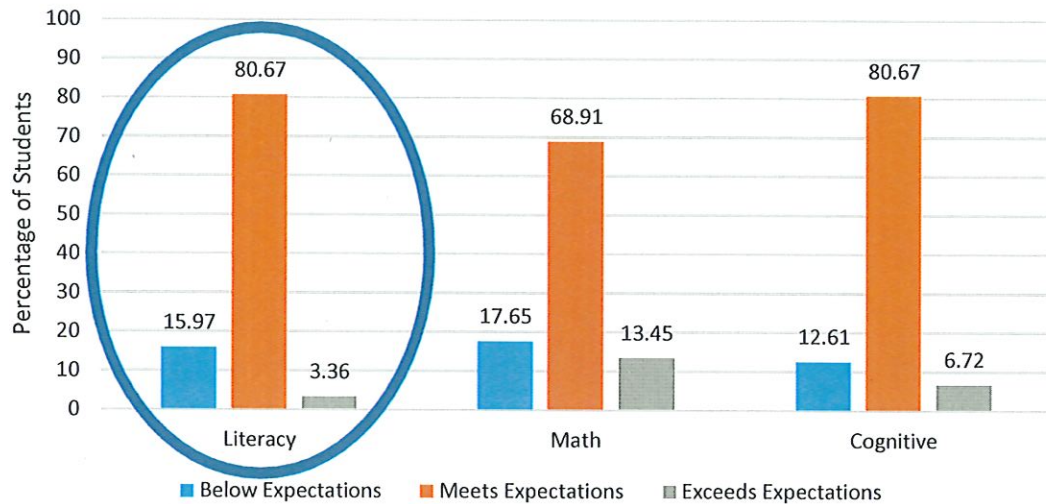
**Measurable Objective #1-** The program will show a decrease of 2% each year in students scoring below widely held expectations in the end of year data in literacy, as measured by Teaching Strategies Gold Assessment Tool.

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

**2 a. Progress/Outcomes MO#1-**

**Literacy**

Oak Ridge Schools' Preschool/HeadStart  
Spring 2022/2023 - Widely Held Expectations



The above graph shows data from Spring 2022-2023. The program ended with 15.97% below expectations, our expected outcome was 14.63% below expectation. While this was not the expected outcome, our Fall data at the October checkpoint showed 84% of students below expectations and Spring data at the May checkpoint ended with 15.97% below expectations. Thus, the program exhibited 43.4% growth during the school year. The program also saw a significant drop in children below widely held expectations compared to the previous year. Spring 2021-2022 data showed 29.27% below widely held expectations and Spring 2022-2023 data decreased to 15.97%, which is a change of 13.3%.

**b. Challenges MO#1-** Staffing continues to be an ongoing issue for the program. Limited applicant pool for teaching assistant positions has been one of the major barriers when a vacancy opens mid-year and several of these vacancies took an extended period to fill. A high number of students entering the program with special needs also presents as a challenge for meeting our goal. The program ended with over 25% of the children on an IEP. The program saw a drastic increase of children with behavior and mental health concerns and the program’s Mental Health Counselor carried a full caseload with a waiting list.

**Action Steps to Address Challenges:**

1. Recruit family members to be substitute teachers at the program and encourage them to apply for teaching assistant positions as they open.
2. Work with district Human Resources on ways to increase the applicant pool.
3. Continue to coach new staff in curriculum implementation.
4. Present continuing professional development regarding data collection and validity of data.

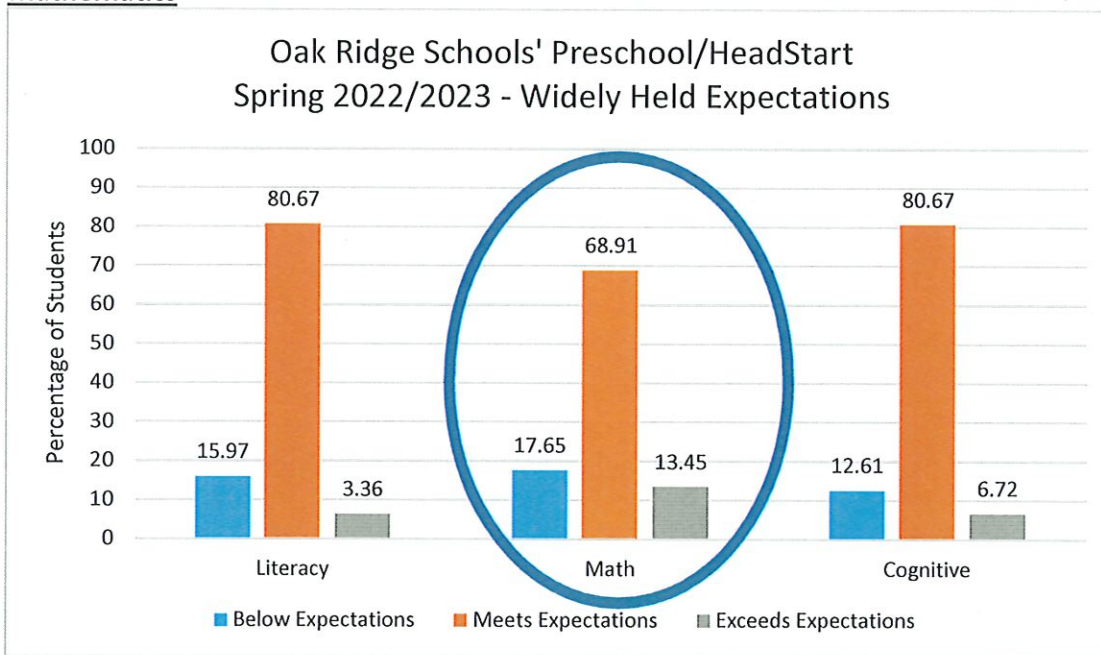
5. Teachers' full engagement in Professional Learning Communities (PLC's) to discuss child data and teaching practices.
6. Provide training to all staff on Conscious Discipline and contract with Conscious Discipline for coaching with a Conscious Discipline trainer to work individually with teachers.
7. Collaborate with local mental health agency to house a full-time mental health therapist on site.
8. 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.

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

**2 a. Progress/Outcomes MO#2-**

**Mathematics**



The above graph shows data from Spring 2022-2003. The program ended with 17.65% below expectations, our expected outcome was 15.27% below expectation. While this was not the expected outcome, our Fall data at the October checkpoint showed 75.45% of students below expectations and Spring data at the May checkpoint ended with 17.65% below expectations. Thus, the program exhibited 57.8% growth during the school year. The program also saw a significant drop in children below widely held expectations compared to the previous year. Spring 2021-

2022 data showed 29.27% below widely held expectations and Spring 2022-2023 data decreased to 17.65%, which is a change of 11.62%.

**b. Challenges MO#2-** Staffing continues to be an ongoing issue for the program. Limited applicant pool for teaching assistant positions has been one of the major barriers when a vacancy opens mid-year and several of these vacancies took an extended period to fill. A high number of students entering the program with special needs also presents as a challenge for meeting our goal. The program ended with over 25% of the children on an IEP. The program saw a drastic increase of children with behavior and mental health concerns and the program's Mental Health Counselor carried a full caseload with a waiting list.

**Action Steps to Address Challenges:**

1. Recruit family members to be substitute teachers at the program and encourage them to apply for teaching assistant positions as they open.
2. Work with district Human Resources on ways to increase the applicant pool.
3. Continue to coach new staff in curriculum implementation.
4. Present continuing professional development regarding data collection and validity of data.
5. Teachers' full engagement in Professional Learning Communities (PLC's) to discuss child data and teaching practices.
6. Provide training to all staff on Conscious Discipline and contract with Conscious Discipline for coaching with a Conscious Discipline trainer to work individually with teachers.
7. Collaborate with local mental health agency to house a full-time mental health therapist on site.
8. Provide training for families regarding curriculum and developmental expectations to strengthen parent understanding for child development and learning.

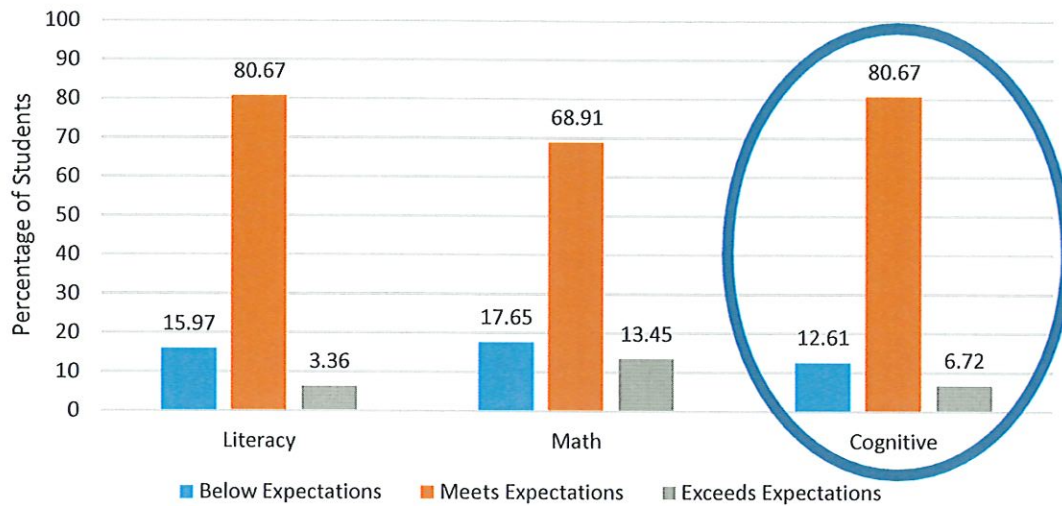
**Measurable Objective #3-** The program will show a decrease of 2% each year in students scoring below widely held expectations in end of year data in the cognitive domain, as measured by Teaching Strategies Gold Assessment Tool.

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

**2 a. Progress/Outcomes MO#3-**

**Cognitive**

Oak Ridge Schools' Preschool/HeadStart  
Spring 2022/2023 - Widely Held Expectations



The above graph shows data from Spring 2022-2023. The program ended with 12.61% below expectations, our expected outcome was 13.65% below expectation. The program met the targeted goal for this outcome. When comparing 2022-2023 Fall data at the October checkpoint showed 56.36% of students below expectations to Spring data at the May checkpoint ended with 12.61% below expectations, we see the program exhibited 43.40% growth during the school year. The program also saw a significant drop in children below widely held expectations compared to the previous year. Spring 2021-2022 data showed 27.64% below widely held expectations and Spring 2022-2023 data decreased to 12.61%, which is a change of 15.03%.

**b. Challenges MO#3-** Staffing continues to be an ongoing issue for the program. Limited applicant pool for teaching assistant positions has been one of the major barriers when a vacancy opens mid-year and several of these vacancies took an extended period to fill. A high number of students entering the program with special needs also presents as a challenge for meeting our goal. The program ended with over 25% of the children on an IEP. The program saw a drastic increase of children with behavior and mental health concerns and the program's Mental Health Counselor carried a full caseload with a waiting list.

**Action Steps to Address Challenges:**

1. Recruit family members to be substitute teachers at the program and encourage them to apply for teaching assistant positions as they open.
2. Work with district Human Resources on ways to increase the applicant pool.
3. Continue to coach new staff in curriculum implementation.
4. Present continuing professional development regarding data collection and validity of data.

5. Teachers' full engagement in Professional Learning Communities (PLC's) to discuss child data and teaching practices.
6. Provide training to all staff on Conscious Discipline and contract with Conscious Discipline for coaching with a Conscious Discipline trainer to work individually with teachers.
7. Collaborate with local mental health agency to house a full-time mental health therapist on site.
8. 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 2023-2024 Family Strengths and Interest Assessment, the average initial Financial Stability score for families in the program was 2.4, which falls in the Vulnerable Range. When assessed at the middle of the year, the average score remained at 2.4. While still in the Vulnerable Range, we did not see a decrease in financial stability during a time of significantly increased housing and food costs. Five of these families reported significant financial concerns. Family Advocates worked individually with these families setting financial goals and 100% of these families were rated as improving Financial Security at midyear. Of these families, 67% report that family advocates were helpful in providing advice or resources to address financial problems. Family advocates have focused on linking the families with job skill training, information regarding continuing education, providing budgeting/credit classes, and similar resource referrals. The program is currently researching and establishing working partnerships with community agencies and programs which can assist all families. Families were able to attend a Resource Fair at the beginning of the year to learn firsthand about available community resources and ask any questions they may have. Family Advocates provide families with information and support in accessing the available resources and services, and assistance with applying for support when needed. Parents are provided with free tax assistance and other legal services through Legal Aide to address some barriers to education or employment. The program staff also

work closely with families to refer them to new community mobility mentors to assist with financial stability when appropriate.

**b. Challenges MO#1-** Inflation has risen in our community, especially in the areas of housing and food costs. Our community has a lack of affordable quality childcare programs that can enable parents to obtain and maintain employment. Continued high levels of communicable illnesses among young children have also made maintaining employment difficult for many of our families.

**Action Plan to Address Challenges:**

1. Continue to host the Resource Fair and invite any new or expanded service providers.
2. We will connect families with local resources such as Roane State Community College and career/job resources offered by the state as well as local career fairs.
3. We will continue to connect parents with other child-care programs within the community who provide child-care in the evenings.
4. We will continue to advertise the availability of a confidential parent workspace in the building.
5. When appropriate, staff will refer families to work with mobility mentors to remove barriers to further education or improved employment.

**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** The use of the Family Strengths and Interest Inventory helped to identify families that experience deficits in mental health. During enrollment meetings, families were asked specifically about any concerns around mental health functioning in the student and/or family. Family Advocates worked individually with these families to link them with needed mental health services and resources. Through our partnership with a local mental health agency, a total of 24 families were provided individual and family therapy services within the preschool building along with services in the home as needed during school breaks. Parents were able to participate in Love and Logic Parenting Classes. The program offered CPR training to parents to increase their knowledge and confidence in keeping their families safe along with basics in First Aid and responding to a person who is choking. Parents were also offered cooking and nutrition classes.

**b. Challenges MO#2-** The biggest challenge is finding mental health services providers when the family has identified that need. We provide individual, family and group therapy for the families with the greatest need, but the therapist that we contract with currently has a waiting list. Many of our families are on a waiting list for other mental health providers in our community.

**Action Plan to Address Challenges:**

1. We continue to look for funding opportunities to provide more mental health services at the preschool.
2. The program will continue to work with UT Extension and other local agencies to explore and provide these opportunities for families.
3. Family Advocates will assist families in applying for health coverage or obtaining assistance through the Behavioral Health Safety Net.

**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 2023-2024, 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.
- Continue to provide families with resources that support families to secure adequate housing.

The above-listed needs reflect the Community Assessment Update that occurred since the Community Assessment in 2019.

The program is in the second year of program-wide implementation of Conscious Discipline. A training event took place in November and included all staff. The program also had Conscious Discipline provide two days of classroom coaching as well.

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 continued to collaborate 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.

### **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 fall 2023, the program participated in a trunk or treat events at the city-wide event with the Oak Ridge Recreation and Parks Department. We are now community partners with the Children's Museum of Oak Ridge. We are looking to schedule recruiting events in collaboration with their Museums for All initiative and other planned activities. Recruitment flyers are continuously distributed in the 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 addition, the ERSEA Manager participated in an event at the Oak Ridge Housing Authority to meet families and recruit students. In spring 2023 the program conducted their annual Child Find event. This event provides the program staff with 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, 15% 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 SSA Benefits
- Added “Over-burdened housing”
- Added points for an applicant who is a current staff member of the program
- Changed wording for “Family crisis”--removed “during the past year” and removed COVID 19 as an example
- Added to “Parent absent from home due to military service” to add “or job assignment”
- Reduced points for “transitioning from Early Head Start”

### **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.

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

|           |                  |
|-----------|------------------|
| 2020-2021 | 90.26%           |
| 2021-2022 | 87.81%           |
| 2022-2023 | 87.14%           |
| 2023-2024 | 86% as of 2/7/24 |

## 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.
- b. The program does not offer home based program.
- c. No changes have occurred to 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 continues the partnership 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 available health resources and information related to nutritional, mental, social/emotional, and oral health through a weekly newsletter.

i. The program continues oversight to ensure up-to-date health, dental, and ongoing care for students.

ii. No changes at this time.

## **8. Family and Community Engagement**

a. The program strives to fully engage families in their child's educational journey. The staff has ensured that families are informed and included. The program uses educational apps, See Saw, "Microsoft Teams" meetings, social media, and phone calls to remain up to date on what is occurring in the classroom. We also keep a large bulletin board with parent information updated in our lobby. 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. During the 2023-2024 school year, there were 36 volunteers and 11 Policy Committee volunteers.

b. The program has been integrating more family events. We were able to offer Parent Orientations, a family Open House, a Family Fall Gathering, a Resource Fair for families, a Grandparent breakfast, Cooking and Nutrition classes, Home Reading Challenges, Budgeting/Credit classes, a Father and Friends Event, Love and Logic Parenting Classes, and weekly parent coffee social hours. For the remainder of the school year, we have more father events planned and a Family STEM Night, along with end of the year celebrations.

c. The program has continued with the use of Parenting with Love and Logic as the parenting curriculum. Parenting with Love and Logic curriculum is also offered in Spanish. This curriculum is research based.

d. i. and ii. The program has continued to support families using the Family Strengths and Interests Inventory and Family Goal Setting. At this time, 99% of our

students' families set individual goals with their Family Advocates. Each Advocate then follows up with the family regarding the goal and any progress or obstacles, providing support and referrals as needed.

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

| PFCE Framework                           | Percent of family goals |
|--|-------------------------|
| Family well-being                        | 69%                     |
| Positive Parent-Child Relationships      | 33%                     |
| Parents as Lifelong Educators            | 16%                     |
| Families as Learners                     | 40%                     |
| Family Engagement in Transitions         | 29%                     |
| Family Connection to Peers and Community | 25%                     |
| Families as Advocates and Leaders        | 3%                      |

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, Oak Ridge Schools Family Resource Center, Bryson's Closet Thrift Store, the Ecumenical Storehouse, Helping Mamas, among others. When new resources have been identified, such as Operation Hope, Mobility Mentors, Goodwill Job training, we have scheduled meetings with program staff to get referrals and service information for

our families. The program has connected families to resources to provide assistance for things such as rent and/or utilities, school supplies, clothing, and Food for Kids.

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, at which time a virtual option is made available. Allowances have been made to complete these meetings virtually to accommodate the families. As of 2/5/24, 14.4% of students are receiving Special Education Services.

#### **10. Transition**

a. No changes at this time.

b. No changes at this time.

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 recipient, 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.-c. The program continues to operate under the auspices of the Oak Ridge City Schools' Human Resources Department.

d. No changes to coaching and professional development at this time.

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, the program has experienced a shortage in the number of substitute teachers. The floater assistant is available to provide continuity of care 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.

### **Section II. Budget and Budget Justification Narrative**

1. The delegate, in submission of this application, is requesting \$1,041,123 for the basic grant and \$9,317 for T&TA, totaling \$1,050,440. 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 school readiness goals.

When calculating the FY24 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 each day. 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 manager 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 2024-2025 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 recipient.

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 5 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 \$238,852.
- 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 \$23,758.

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.

**GRANT STAFF:**

| <u>Position</u>              | <u>Annual Salary</u> | <u>OHDS Share</u> | <u>USDA</u>  | <u>% Time</u>     | <u>Hours</u> |
|------------------------------|----------------------|-------------------|--------------|-------------------|--------------|
|                              |                      |                   | <u>Share</u> | <u>OHDS Grant</u> |              |
| <u>Director</u>              | \$120,812            | \$54,365          | 0            | 45%               | 940          |
| <u>Ed Coordinator</u>        | \$86,115             | \$64,586          | 0            | 75%               | 1,271        |
| <u>Bookkeeper</u>            | \$48,194             | \$24,097          | 0            | 50%               | 1,044        |
| <u>ERSEA/Compliance</u>      |                      |                   |              |                   |              |
| <u>Manager</u>               | \$51,727             | \$38,795          | 0            | 75%               | 1356         |
| <u>Family/Community</u>      |                      |                   |              |                   |              |
| <u>Svc. Manager</u>          | \$51,727             | \$31,036          | 0            | 60%               | 1,085        |
| <u>Secretary</u>             | \$44,762             | \$22,381          | 0            | 50%               | 1,044        |
| <u>Family Advocate (3)</u>   | \$86,603             | \$51,962          | 0            | 60%               | 2,373        |
| <u>Data Manager</u>          | \$16,675             | \$8,338           | 0            | 50%               | 358          |
| <u>Curriculum Coach</u>      | \$61,307             | \$24,523          | 0            | 30%               | 215          |
| <u>Cert. Teachers (9)</u>    | \$374,354            | \$187,177         | 0            | 50%               | 5 3581       |
|                              | \$255,449            | \$70,277          | 0            | 25%               | 4 1,433      |
| <u>Assist. Teachers (15)</u> | \$83,905             | \$83,905          | 0            | 100%              | 4 2,865      |
|                              | \$68,579             | \$34,290          | 0            | 50%               | 3 2,149      |
|                              | \$163,216            | \$39,519          | 0            | 25%               | 6 1,433      |
|                              | \$28,450             | \$5,690           | 0            | 30%               | 1 430        |
|                              | \$16,964             | \$5,598           | 0            | 33%               | 1 470        |

Duration—25 minutes

Every morning X 6 staff \$15,000 \$15,000 0 100%

**TOTAL** \$1,573,839 \$761,539

FRINGE BENEFITS:

| ITEM            | PERCENTAGE | X | BASE      | AMOUNT   |
|-----------------|------------|---|-----------|----------|
| Social Security | 0.062      | X | \$761,539 | \$47,215 |
| Medicare        | .0145      | X | \$761,539 | \$11,042 |

(Base is computed using actual salaries-pre-tax Cafeteria Plan)

**Oak Ridge City Schools' Head Start Program-Delegate**

**Grant #04CH011524-05-001**

|                       |  |           |          |
|-----------------------|--|-----------|----------|
| Retirement—Certified  | Variable   | \$400,928 | \$32,074 |
| Retirement-Classified | Variable   | \$345,612 | \$18,743 |
| Life Insurance        | 27 Employees X \$12.60 per month X 10 months<br>(based on % of time per program) |           | \$1,537  |
| Dental Insurance      | 27 Employees X \$36.53 per month X 10 months<br>(based on % of time per program) |           | \$4,091  |
| Vision Insurance      | 27 Employees X \$10.85 per month X 10 months<br>(based on % of time per program) |           | \$1,215  |
| Health Insurance      | 21 Employees at variable rates<br>(based on % of time per program)               |           | \$76,998 |

TOTAL

**TOTAL SALARIES: \$761,539**                      **TOTAL FRINGE: \$192,915**

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

| <u>Number of Trips</u>                                 | <u>Destination</u> | <u>Length of Stay</u> | <u>Purpose</u>          | <u>Participants</u> | <u>Cost</u> |
|--|--------------------|-----------------------|-------------------------|---------------------|-------------|
| 1  | Atlanta, GA        | 3 nights              | RIVHSA Conf.            | 3 Staff             | \$3,675     |
| Approx. cost per person                                |                    | Hotel=600             | Registration=475        | Per Diem=150        |             |
| Parking and Mileage costs for the trip, not per person |                    |                       | Mileage=150             | Parking=150         |             |
| 1  | Atlanta, GA        | 2 Nights              | RIVHSA Leadership Inst. | 2 Staff             | \$2,300     |

Approx. Cost per person    Hotel=600                      Registration=400                      Per Diem=150  
 Parking and mileage costs are for the trip, not per person    Parking=150                      Mileage=150

**TOTAL P.A. 22-TRAVEL                      \$5,975**

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

|  |             |           |                  |              |         |
|--|-------------|-----------|------------------|--------------|---------|
| 1  | Atlanta, GA | 3 nights  | RIVHSA Conf.     | 3 Staff      | \$4,096 |
| Approx. Cost per person                                |             | Hotel=600 | Registration=475 | Per Diem=150 |         |
| Parking and Mileage costs for the trip, not per person |             |           | Mileage=150      | Parking=150  |         |

**Oak Ridge City Schools' Head Start Program-Delegate**

**Grant #04CH011524-05-001**

1 Tennessee or Virtual 0 Nights Child Plus 5 Staff \$1,500  
 Approx. Cost per person Hotel=0 Registration=300

**TOTAL TRAVEL P.A. 20 T/TA \$5,596**

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

**EQUIPMENT: P.A. 22**

**Cost**

There are no plans to purchase equipment at this time \$0

**TOTAL P.A. EQUIPMENT \$0**

**SUPPLIES: P.A. 22 BASIC FUNDING**

**Cost**

Postage \$100

Medical/Dental Supplies \$100

Local Travel (Home Visits) \$250

Classroom Supplies \$22,061

Data Processing \$200

Other Supplies/Family Engagement \$4,500

**TOTAL P.A. SUPPLIES \$27,211**

**CONTRACTUAL: P.A. 22 BASIC FUNDING**

| <b><u>Organization</u></b>             | <b><u>Purpose/Scope of Work</u></b>  | <b><u>Period</u></b> | <b><u>Cost</u></b> |
|--|--|----------------------|--------------------|
| Anderson Co. Health Dept./dentists/dr. | Medical and dental services for Head Start children and families                                 | Same as grant        | \$200              |
| Mental Health Consultant               | Mental Health services for Head Start Children/fam.  | Same as grant        | \$2,000            |
| Child Plus.net                         | To enable program staff to enter, access and retrieve Program information timely and effectively | Same as grant        | \$4,000            |
| Other Contracted Services              | Social/Emotional screener, classroom software,   |                      |                    |

**Oak Ridge City Schools' Head Start Program-Delegate**

**Grant #04CH011524-05-001**

|   |   |                |                 |
|---|---|----------------|-----------------|
|   | Provide services for miscellaneous areas as needed  | Same as grant  | \$2,698         |
| Teaching Strategies GOLD                          | To provide digital resources to support the Curriculum and classroom instruction                                | Same as grant  | \$16,000        |
|   |   | 3-Year Renewal |                 |
| Family Engagement/<br>Family Workshops            | To provide families with knowledge and understanding<br>To better support their child to be prepared for school | Same as grant  | \$1,250         |
|   | *training specific for fathers  |                |                 |
|   | *training/support regarding attendance  |                |                 |
| On-site mental health counselor-Helen Ross McNabb |   |                | \$25,000        |
| NOLO 5-year Community Assessment                  |   |                | \$2,335         |
|   | <b>TOTAL P.A. 22 CONTRACTUAL</b>  |                | <b>\$53,483</b> |

**CONTRACTUAL: P.A. 20-T/TA**

**COST**

|  |  |               |                |
|--|--|---------------|----------------|
| Teaching Strategies Gold                   | To provide digital resources that allow teachers to upload curriculum studies and align individual student assessment data. To provide training for teaching staff . | Same as grant | \$1,221        |
| Conscious Discipline<br>And Love and Logic | To provide Conscious Discipline training materials<br>For teaching staff and Love and Logic training materials<br>For Head Start families                            | Same as grant | \$1,410        |
| Mental Health Consultant                   | To support staff and provide professional development<br>Related to self-care and mental health  | Same as grant | \$500          |
| Annual membership-THSA                     |  |               | \$590          |
|  | <b>TOTAL P.A. 20 T/TA CONTRACTUAL</b>  |               | <b>\$3,721</b> |

GRAND TOTALS:

|                                 |             |
|---------------------------------|-------------|
| P.A. 22-BASIC FUNDING           | \$1,041,123 |
| P.A. 20-T/TA TOTAL              | \$9,317     |
| TOTAL REQUEST FOR FEDERAL FUNDS | \$1,050,440 |

NON-FEDERAL RESOURCES:

In-Kind Contributions:

|             |              |
|-------------|--------------|
| <u>Type</u> | <u>Value</u> |
|-------------|--------------|

|   |                 |
|---|-----------------|
| Bus transportation services for Head Start students provided by the School District (LEA) | <b>\$23,758</b> |
|---|-----------------|

All 118 Head Start students have the option to utilize bus transportation from school to home each school day. The School District (LEA) provides 7 school buses for the program's afternoon transportation. This is paid from state and/or local funds.

Each year at least 80 students utilize the one-way transportation. Our students attend 174 days each year. This breaks down to an approximate cost of \$1.84 per child per day for this service.

Salary and benefits of classroom staff being paid out of state and/or local funds

| <u>Staff Position</u> | <u>Number of Staff</u> | <u>Percentage going toward NFS</u> |                  |
|-----------------------|------------------------|------------------------------------|------------------|
| Teacher               | 4                      | 50%                                | \$205,694        |
| Teacher               | 1                      | 30%                                | \$33,158         |
|                       |                        | <b>TOTAL NFS</b>                   | <b>\$262,610</b> |

**TOTAL NON-FEDERAL RESOURCES--\$262,610**

**Oak Ridge Schools**

**5th Attendance Period**

**February 9, 2024**

These numbers reflect the **2023-2024** Skyward Student Management System (Entity) active student enrollment count as of **February 9, 2024**.

The total includes **39** private school and home-schooled students receiving Special Ed services.



# Oak Ridge Schools

## Enrollment Entity Counts 5th RP 2023-24

February 9, 2024

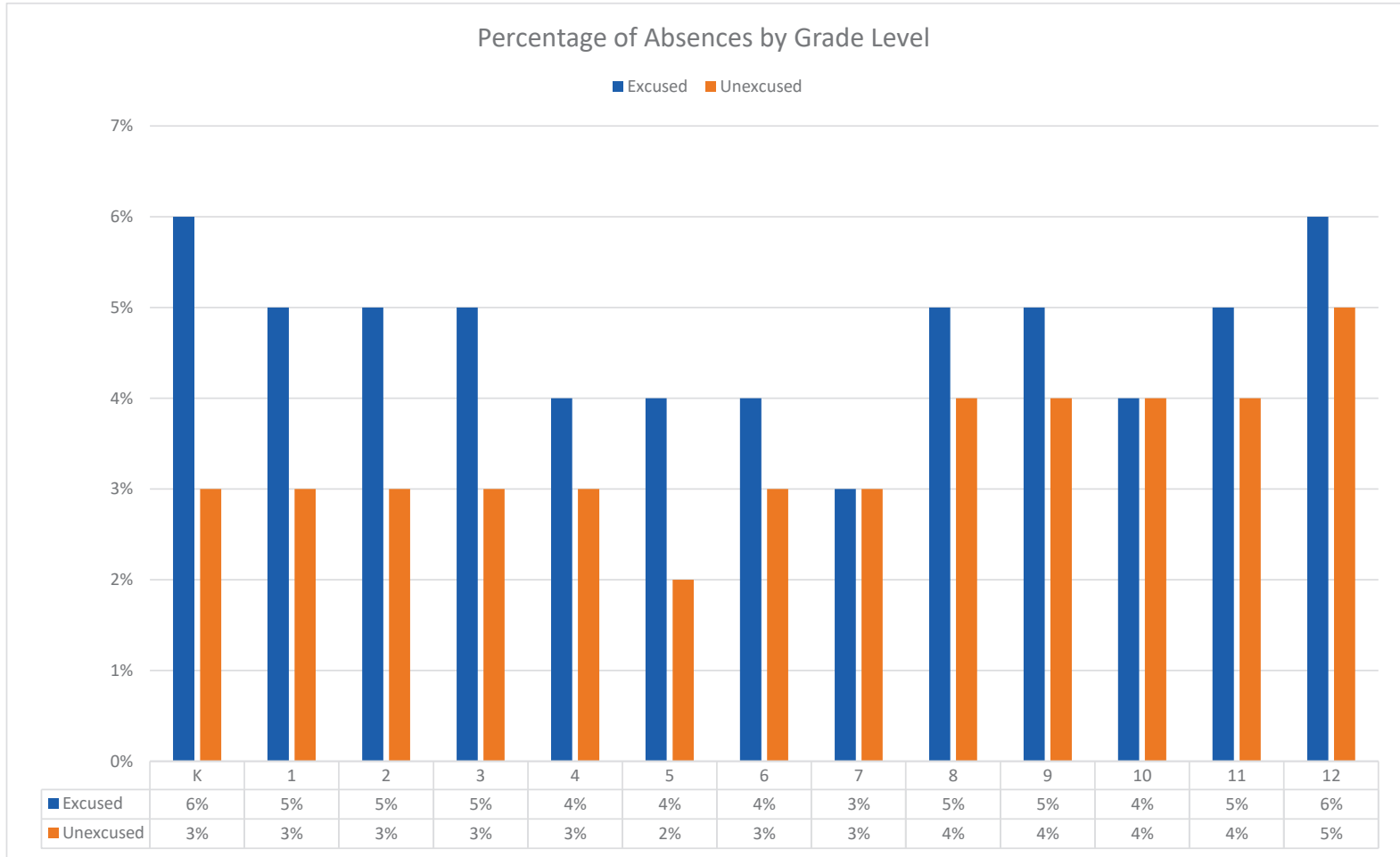
| School                    | P3         | P4         | K          | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | Total PK-12 2023-24 | Previous 4th RP 2023-24 | Diff      |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------------|-------------------------|-----------|
| Preschool                 | 113        | 131        |            |            |            |            |            |            |            |            |            |            |            |            |            | 244                 | 237                     | 7         |
| Glenwood                  |            |            | 73         | 82         | 75         | 63         | 79         |            |            |            |            |            |            |            |            | 372                 | 373                     | -1        |
| Linden                    |            |            | 107        | 100        | 103        | 95         | 117        |            |            |            |            |            |            |            |            | 522                 | 524                     | -2        |
| Willow Brook              |            |            | 92         | 78         | 84         | 86         | 83         |            |            |            |            |            |            |            |            | 423                 | 413                     | 10        |
| Woodland                  |            |            | 79         | 82         | 99         | 102        | 95         |            |            |            |            |            |            |            |            | 457                 | 459                     | -2        |
| JMS                       |            |            |            |            |            |            |            | 173        | 187        | 162        | 207        |            |            |            |            | 729                 | 715                     | 14        |
| RMS                       |            |            |            |            |            |            |            | 190        | 170        | 177        | 202        |            |            |            |            | 739                 | 743                     | -4        |
| ORHS                      |            |            |            |            |            |            |            |            |            |            |            | 420        | 409        | 382        | 363        | 1574                | 1600                    | -26       |
| <b>Enrollment 2023-24</b> | <b>113</b> | <b>131</b> | <b>351</b> | <b>342</b> | <b>361</b> | <b>346</b> | <b>374</b> | <b>363</b> | <b>357</b> | <b>339</b> | <b>409</b> | <b>420</b> | <b>409</b> | <b>382</b> | <b>363</b> | <b>5060</b>         | <b>5064</b>             | <b>-4</b> |
| Prev. 4th RP 2023-24      | 112        | 125        | 350        | 341        | 367        | 345        | 366        | 360        | 354        | 336        | 408        | 417        | 412        | 388        | 383        | 5064                |                         |           |
| Difference                | 1          | 6          | 1          | 1          | -6         | 1          | 8          | 3          | 3          | 3          | 1          | 3          | -3         | -6         | -20        | -4                  |                         |           |

This report compares the 2023-24 5th RP period enrollment with the 2023-24 4th RP period.



# Attendance Graphs

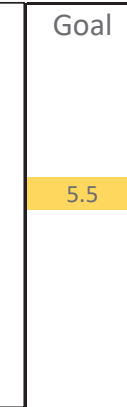
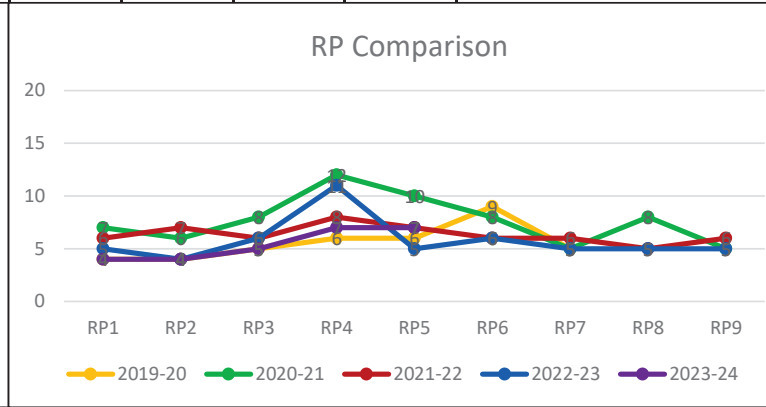
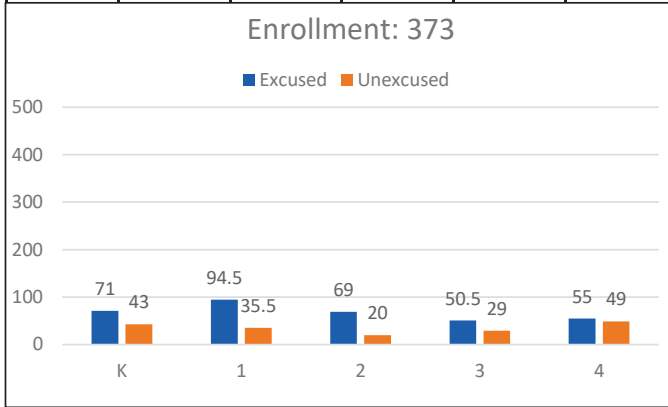
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.  
Reporting Period 5: 12/4/2023-1/26/2024



\* Percentages have been rounded to the nearest whole number.

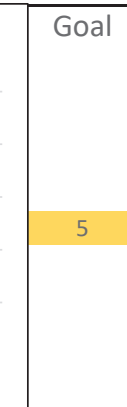
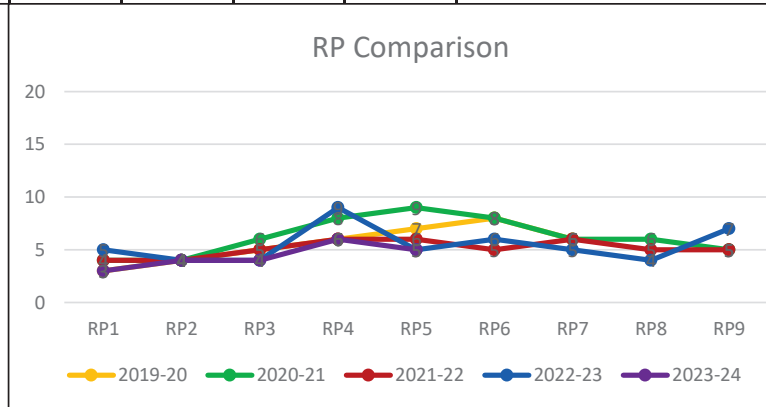
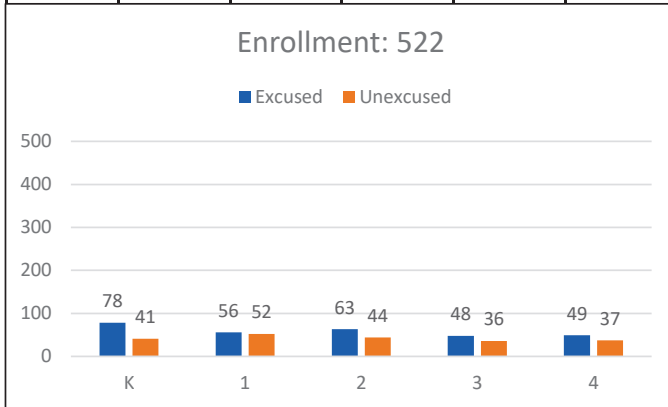
|         |           |           |           |            |           |           |           |           |           |
|---------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 4%   | RP2: 4%   | RP3: 5%   | RP4: 5.6%  | 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% | RP7: 6.3% | RP8: 8%   | RP9: 5.9% |
| 2022-23 | RP1: 4.9% | RP2: 4.4% | RP3: 5.5% | RP4: 11%   | RP5: 4.7% | RP6: 6.1% | RP7: 4.8% | RP8: 4.9% | RP9: 4.9% |
| 2023-24 | RP1: 4.3% | RP2: 4.2% | RP3: 5%   | RP4: 7%    | RP5: 6.9% |           |           |           |           |

# Glenwood



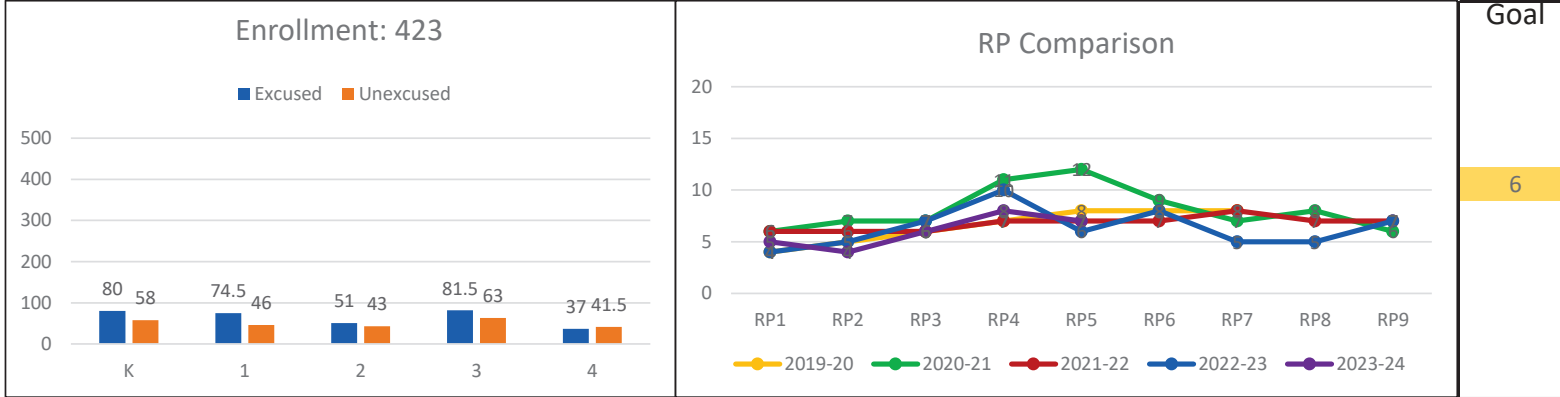
|         |           |           |           |           |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 3%   | RP2: 4%   | RP3: 5%   | RP4: 5.6% | RP5: 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% | RP7: 5.5% | RP8: 5.4% | RP9: 5%   |
| 2022-23 | RP1: 3.2% | RP2: 4%   | RP3: 4.4% | RP4: 8.9% | RP5: 5.4% | RP6: 5.8% | RP7: 4.5% | RP8: 4.1% | RP9: 7.1% |
| 2023-24 | RP1: 3.3% | RP2: 3.7% | RP3: 4.1% | RP4: 5.8% | RP5: 4.8% |           |           |           |           |

# Linden



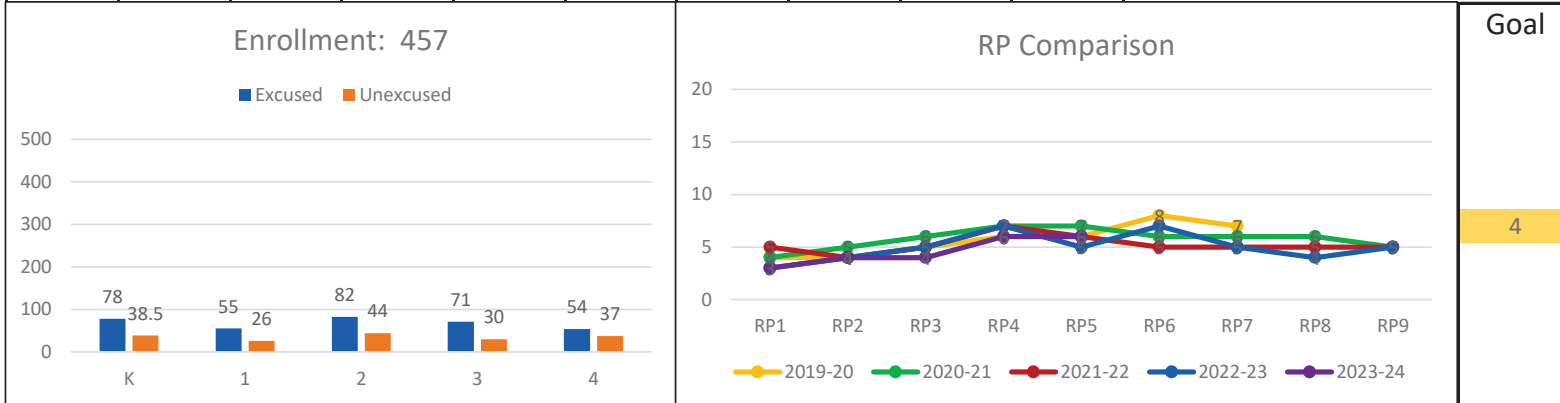
|         |           |           |           |           |            |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 4%   | RP2: 5%   | RP3: 6%   | RP4: 6.6% | 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% | RP7: 8%   | RP8: 6.6% | RP9: 7.4% |
| 2022-23 | RP1: 3.6% | RP2: 4.7% | RP3: 7%   | RP4: 10%  | RP5: 6.4%  | RP6: 8.1% | RP7: 5.3% | RP8: 5.3% | RP9: 6.9% |
| 2023-24 | RP1: 4.9% | RP2: 4.4% | RP3: 5.5% | RP4: 7.7% | RP5: 7%    |           |           |           |           |

# Willow Brook



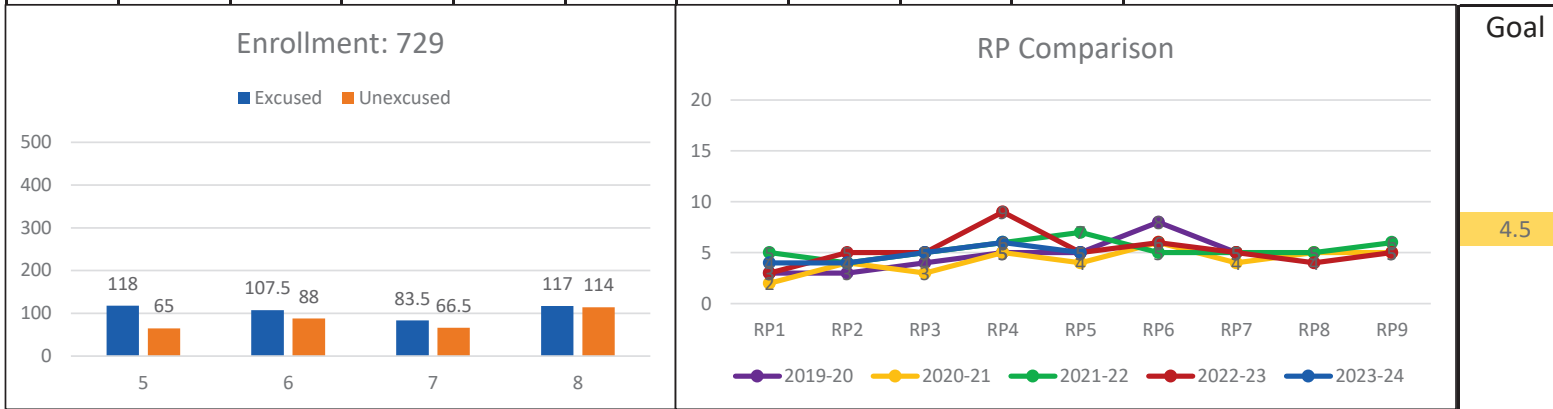
|         |           |           |           |           |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 4%   | RP2: 4%   | RP3: 5%   | RP4: 5.6% | RP5: 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%   | RP7: 4.7% | RP8: 4.5% | RP9: 5.2% |
| 2022-23 | RP1: 2.6% | RP2: 3.7% | RP3: 5.2% | RP4: 6.6% | RP5: 4.5% | RP6: 6.7% | RP7: 5.4% | RP8: 3.7% | RP9: 4.9% |
| 2023-24 | RP1: 3.1% | RP2: 3.5% | RP3: 4.3% | RP4: 6.2% | RP5: 5.6% |           |           |           |           |

# Woodland



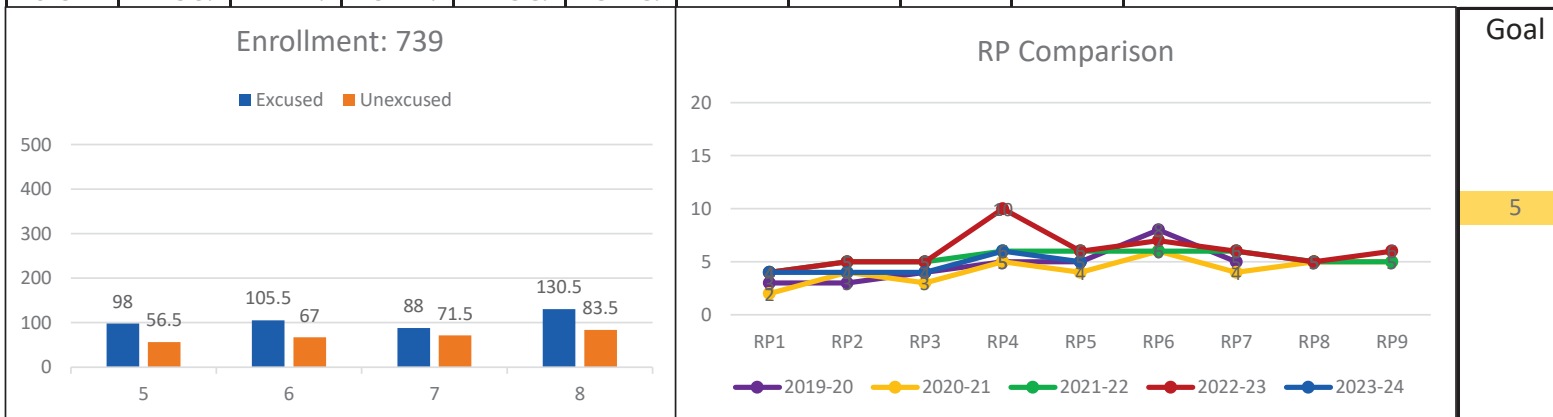
|         |           |           |           |           |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 3%   | RP2: 3%   | RP3: 4%   | RP4: 5%   | RP5: 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% | RP7: 5.3% | RP8: 4.9% | RP9: 6.1% |
| 2022-23 | RP1: 3.1% | RP2: 4.6% | RP3: 5%   | RP4: 8.7% | RP5: 4.7% | RP6: 5.5% | RP7: 5.1% | RP8: 4.3% | RP9: 5.3% |
| 2023-24 | RP1: 3.8% | RP2: 4.4% | RP3: 4.5% | RP4: 5.6% | RP5: 5.3% |           |           |           |           |

# Jefferson



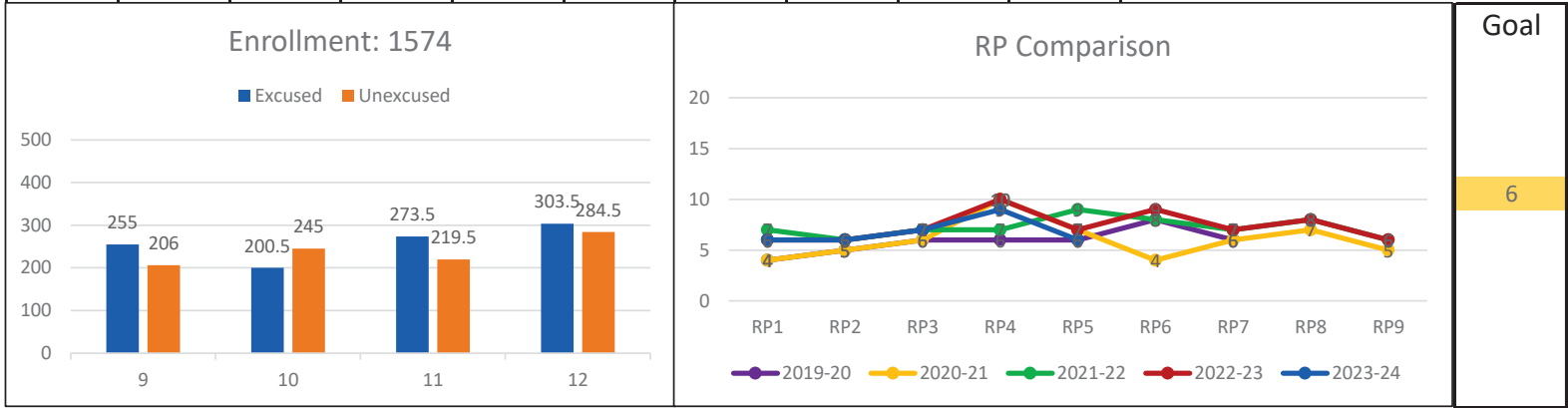
|         |           |           |           |           |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2019-20 | RP1: 4%   | RP2: 4%   | RP3: 5%   | RP4: 5.7% | RP5: 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% | RP7: 5.6% | RP8: 5%   | RP9: 5.3% |
| 2022-23 | RP1: 4.4% | RP2: 4.5% | RP3: 5.4% | RP4: 9.7% | RP5: 6.1% | RP6: 6.8% | RP7: 5.5% | RP8: 4.8% | RP9: 5.8% |
| 2023-24 | RP1: 3.9% | RP2: 4.2% | RP3: 4.4% | RP4: 5.8% | RP5: 4.8% |           |           |           |           |

# Robertsville



|         |           |           |           |           |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 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% | RP7: 7%   | RP8: 8.2% | RP9: 6%   |
| 2022-23 | RP1: 6%   | RP2: 6.3% | RP3: 6.6% | RP4: 9.8% | RP5: 6.6% | RP6: 8.7% | RP7: 6.5% | RP8: 8.2% | RP9: 6.3% |
| 2023-24 | RP1: 5.8% | RP2: 6.3% | RP3: 7.1% | RP4: 8.7% | RP5: 6.4% |           |           |           |           |

# ORHS



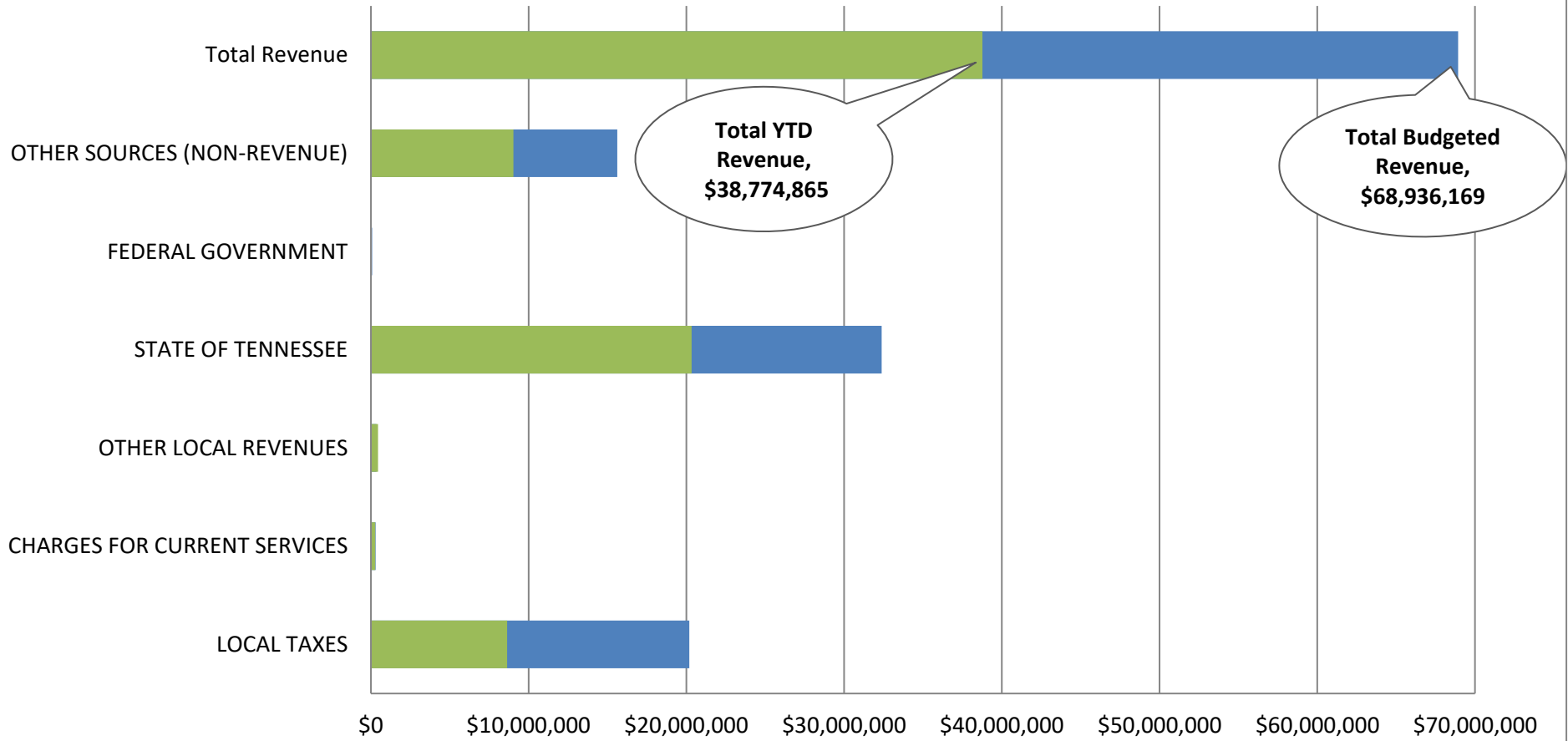
| Acct  | Acct                           | 2023-24<br>FYTD Budget | January 2023-24<br>Monthly Activity | 2023-24<br>Year-To-Date | 2023-24<br>Percent of Budget | 2023-24<br>Variance from Bud | Encumbered<br>Amount | Unencumbered<br>Budget Remaining |
|-------|--------------------------------|------------------------|-------------------------------------|-------------------------|------------------------------|------------------------------|----------------------|----------------------------------|
| 40110 | Current Property Tax           | 12,993,941.00          | 1,643,734.94                        | 4,055,769.86            | 31.21%                       | 8,938,171.14                 |                      | 8,938,171.14                     |
| 40210 | Local Option Sales Tax         | 7,200,000.00           | 866,865.24                          | 4,584,554.58            | 63.67%                       | 2,615,445.42                 |                      | 2,615,445.42                     |
| 40275 | Mixed Drink Tax                | 125.00                 | 30.14                               | 215.28                  | 172.22%                      | -90.28                       |                      | -90.28                           |
| 40280 | Mineral Severance Tax          | 125.00                 | -6,467.23                           |                         |                              | 125.00                       |                      | 125.00                           |
| 43511 | Tuition - Regular Day Students | 300,000.00             | 59,158.44                           | 272,391.70              | 90.80%                       | 27,608.30                    |                      | 27,608.30                        |
| 43513 | Tuition - Summer School        |                        |                                     | 150.00                  |                              | -150.00                      |                      | -150.00                          |
| 43533 | Transportation Fees            | 3,000.00               |                                     | 1,585.00                | 52.83%                       | 1,415.00                     |                      | 1,415.00                         |
| 44110 | Interest Earned                | 220,000.00             | 69,067.21                           | 404,783.61              | 183.99%                      | -184,783.61                  |                      | -184,783.61                      |
| 44120 | Lease/Rentals                  | 10,000.00              | 30.00                               | 9,235.00                | 92.35%                       | 765.00                       |                      | 765.00                           |
| 44170 | Miscellaneous Refunds          | 3,000.00               | -1,650.00                           | 5,850.66                | 195.02%                      | -2,850.66                    |                      | -2,850.66                        |
| 44530 | Sale of Equipment              | 20,000.00              | 822.01                              | 11,807.52               | 59.04%                       | 8,192.48                     |                      | 8,192.48                         |
| 44570 | Contributions & Gifts          | 40,082.66              | 250.00                              | 2,800.00                | 6.99%                        | 37,282.66                    |                      | 37,282.66                        |
| 44990 | Other Local Revenues           | 62,000.00              | 75.00                               | 21,117.13               | 34.06%                       | 40,882.87                    |                      | 40,882.87                        |
| 46510 | TN Investment in Student Achv  | 30,250,000.00          | 3,271,998.02                        | 19,064,718.37           | 63.02%                       | 11,185,281.63                |                      | 11,185,281.63                    |
| 46515 | Early Childhood Education      | 553,297.65             | 42,293.24                           | 189,495.22              | 34.25%                       | 363,802.43                   |                      | 363,802.43                       |
| 46610 | Career Ladder Program          | 84,600.00              |                                     | 44,998.97               | 53.19%                       | 39,601.03                    |                      | 39,601.03                        |
| 46790 | Other Vocational               | 1,191,172.15           | 90,084.06                           | 972,078.51              | 81.61%                       | 219,093.64                   |                      | 219,093.64                       |
| 46980 | Other State Grants             | 258,573.91             | 19,313.10                           | 61,318.20               | 23.71%                       | 197,255.71                   |                      | 197,255.71                       |
| 46990 | Other State Revenues           | 45,189.00              |                                     |                         |                              | 45,189.00                    |                      | 45,189.00                        |
| 47630 | Public Law 874 - Maint/Operat. |                        |                                     | 23,692.00               |                              | -23,692.00                   |                      | -23,692.00                       |
| 47640 | ROTC Reimbursement             | 79,600.00              |                                     | 9,511.59                | 11.95%                       | 70,088.41                    |                      | 70,088.41                        |
| 49700 | Insurance Recovery             | 2,500.00               |                                     | 535.00                  | 21.40%                       | 1,965.00                     |                      | 1,965.00                         |
| 49800 | Transfers In                   | 125,000.00             |                                     | 111.24                  | 0.09%                        | 124,888.76                   |                      | 124,888.76                       |
| 49810 | City General Fund Transfer     | 15,493,963.00          | 1,291,163.58                        | 9,038,145.06            | 58.33%                       | 6,455,817.94                 |                      | 6,455,817.94                     |
| ----- | Revenue                        | 68,936,169.37          | 7,346,767.75                        | 38,774,864.50           | 56.25%                       | 30,161,304.87                |                      | 30,161,304.87                    |
|       |                                | =====                  | =====                               | =====                   | =====                        | =====                        |                      | =====                            |
| 71100 | Regular Instruction Prgm       | 30,795,950.40          | 2,455,165.14                        | 15,356,100.82           | 49.86%                       | 15,439,849.58                | 14,116,357.80        | 1,323,491.78                     |
| 71150 | Alternative Instruction Prgm   | 970,766.00             | 77,123.10                           | 454,119.72              | 46.78%                       | 516,646.28                   | 430,204.41           | 86,441.87                        |
| 71200 | Special Education Prgm         | 5,393,176.88           | 447,819.25                          | 2,654,486.02            | 49.22%                       | 2,738,690.86                 | 2,489,156.28         | 249,534.58                       |
| 71300 | Career/Technical Education Prg | 2,841,892.15           | 170,208.19                          | 1,473,597.98            | 51.85%                       | 1,368,294.17                 | 944,556.11           | 423,738.06                       |
| 71900 | Contingency                    | 146,758.82             |                                     |                         |                              | 146,758.82                   |                      | 146,758.82                       |
| 72120 | Health Services                | 738,520.00             | 68,153.76                           | 397,039.06              | 53.76%                       | 341,480.94                   | 321,039.32           | 20,441.62                        |
| 72130 | Other Student Support          | 2,225,890.73           | 133,994.62                          | 1,083,604.81            | 48.68%                       | 1,142,285.92                 | 776,468.21           | 365,817.71                       |
| 72210 | Regular Inst. Support          | 4,200,488.00           | 312,097.38                          | 2,121,330.82            | 50.50%                       | 2,079,157.18                 | 1,528,651.02         | 550,506.16                       |
| 72220 | Special Education Support      | 991,925.00             | 76,624.27                           | 498,558.97              | 50.26%                       | 493,366.03                   | 459,306.02           | 34,060.01                        |
| 72230 | Career & Technical Prg Support | 258,348.00             | 13,329.48                           | 122,157.45              | 47.28%                       | 136,190.55                   | 90,563.36            | 45,627.19                        |
| 72250 | Technology Services            | 3,178,119.96           | 186,140.61                          | 1,626,539.55            | 51.18%                       | 1,551,580.41                 | 1,146,566.68         | 405,013.73                       |
| 72260 | Adult Programs                 |                        | 2,424.41                            | 13,806.01               |                              | -13,806.01                   | 12,121.92            | -25,927.93                       |

| Acct  | Acct                        | 2023-24<br>FYTD Budget | January 2023-24<br>Monthly Activity | 2023-24<br>Year-To-Date | 2023-24<br>Percent of Budget | 2023-24<br>Variance from Bud | 2023-24<br>Encumbered<br>Amount | Unencumbered<br>Budget Remaining |
|-------|-----------------------------|------------------------|-------------------------------------|-------------------------|------------------------------|------------------------------|---------------------------------|----------------------------------|
| 72290 | Communications              | 215,578.00             | 39,316.19                           | 126,632.51              | 58.74%                       | 88,945.49                    | 51,288.95                       | 37,656.54                        |
| 72310 | Board of Education          | 1,183,507.00           | 75,182.80                           | 690,962.97              | 58.38%                       | 492,544.03                   | 1,744.04                        | 490,799.99                       |
| 72320 | Director of Schools         | 408,770.00             | 31,237.14                           | 229,888.08              | 56.24%                       | 178,881.92                   | 156,506.79                      | 22,375.13                        |
| 72410 | Office of the Principal     | 4,393,702.67           | 363,343.18                          | 2,527,187.07            | 57.52%                       | 1,866,515.60                 | 1,831,652.87                    | 34,862.73                        |
| 72510 | Fiscal Services             | 1,029,454.00           | 79,093.58                           | 596,909.85              | 57.98%                       | 432,544.15                   | 381,017.13                      | 51,527.02                        |
| 72520 | Human Resources/ Personnel  | 478,093.00             | 44,707.52                           | 286,587.82              | 59.94%                       | 191,505.18                   | 162,237.74                      | 29,267.44                        |
| 72610 | Operation of Plant          | 4,885,262.00           | 380,323.62                          | 2,661,341.97            | 54.48%                       | 2,223,920.03                 | 1,077,099.04                    | 1,146,820.99                     |
| 72620 | Maintenance of Plant        | 2,520,313.98           | 193,705.50                          | 1,508,256.17            | 59.84%                       | 1,012,057.81                 | 700,346.64                      | 311,711.17                       |
| 72710 | Transportation              | 1,978,790.00           | 177,581.54                          | 869,114.30              | 43.92%                       | 1,109,675.70                 |                                 | 1,109,675.70                     |
| 73400 | Early Childhood Education   | 455,414.20             | 35,302.59                           | 222,109.76              | 48.77%                       | 233,304.44                   | 224,734.40                      | 8,570.04                         |
| 73401 | Pre-K General Fund          | 814,892.00             | 69,954.96                           | 442,396.34              | 54.29%                       | 372,495.66                   | 288,948.75                      | 83,546.91                        |
| 76100 | Regular Capital Outlay      | 2,541,203.58           | 235.04                              | 1,550,782.49            | 61.03%                       | 990,421.09                   | 467,245.93                      | 523,175.16                       |
| 82130 | Education Principal on Debt | 6,843.00               |                                     | 6,843.00                | 100.00%                      |                              |                                 |                                  |
| 82230 | Education Interest on Debt  | 157.00                 |                                     | 157.00                  | 100.00%                      |                              |                                 |                                  |
| 99100 | Transfers Out               | 122,471.00             |                                     |                         |                              | 122,471.00                   |                                 | 122,471.00                       |
| ----- | Expense                     | 72,776,287.37          | 5,433,063.87                        | 37,520,510.54           | 51.56%                       | 35,255,776.83                | 27,657,813.41                   | 7,597,963.42                     |
| ----- | General Purpose School Fund | -3,840,118.00          | 1,913,703.88                        | 1,254,353.96            | 53.84%                       | -5,094,471.96                | -27,657,813.41                  | 22,563,341.45                    |
|       | Grand Revenue Totals        | 68,936,169.37          | 7,346,767.75                        | 38,774,864.50           | 56.25%                       | 30,161,304.87                |                                 | 30,161,304.87                    |
|       | Grand Expense Totals        | 72,776,287.37          | 5,433,063.87                        | 37,520,510.54           | 51.56%                       | 35,255,776.83                | 27,657,813.41                   | 7,597,963.42                     |
|       | Grand Totals                | 3,840,118.00           | 1,913,703.88                        | 1,254,353.96            | -32.66%                      | 5,094,471.96                 | 27,657,813.41                   | 22,563,341.45                    |
|       |                             | Loss                   | Profit                              | Profit                  |                              | Loss                         | Loss                            | Profit                           |

Number of Accounts: 1344

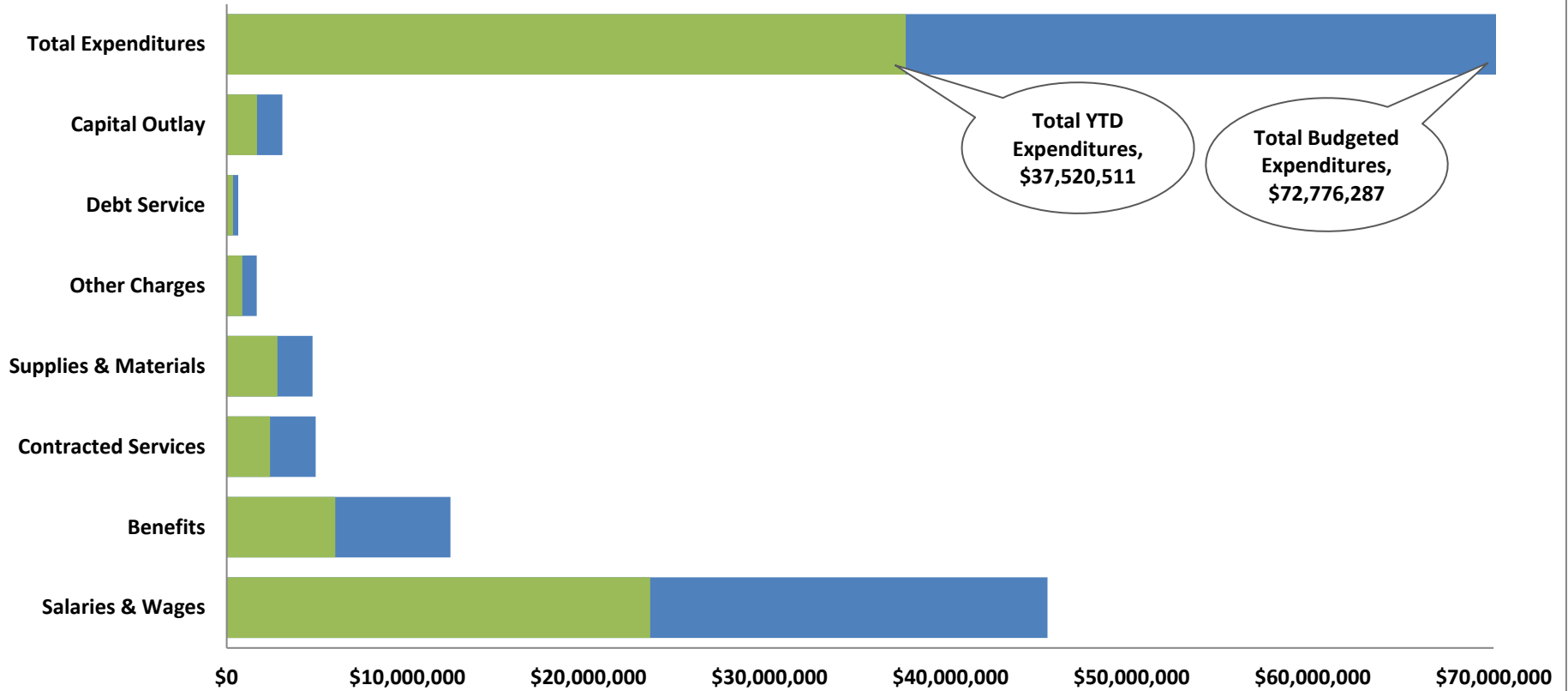
\*\*\*\*\* End of report \*\*\*\*\*

## General Fund Revenue Budget to Actual Summary - January, 2024



|                     | LOCAL TAXES   | CHARGES FOR CURRENT SERVICES | OTHER LOCAL REVENUES | STATE OF TENNESSEE | FEDERAL GOVERNMENT | OTHER SOURCES (NON-REVENUE) | Total Revenue |
|---------------------|---------------|------------------------------|----------------------|--------------------|--------------------|-----------------------------|---------------|
| ■ Percent of Budget | 42.79%        | 90.47%                       | 128.31%              | 62.79%             | 41.71%             | 57.86%                      | 56.25%        |
| ■ Year-To-Date      | 8,640,539.72  | 274,126.70                   | 455,593.92           | 20,332,609.27      | 33,203.59          | 9,038,791.30                | \$38,774,865  |
| ■ FYTD Budget       | 20,194,191.00 | 303,000.00                   | 355,082.66           | 32,382,832.71      | 79,600.00          | 15,621,463.00               | \$68,936,169  |

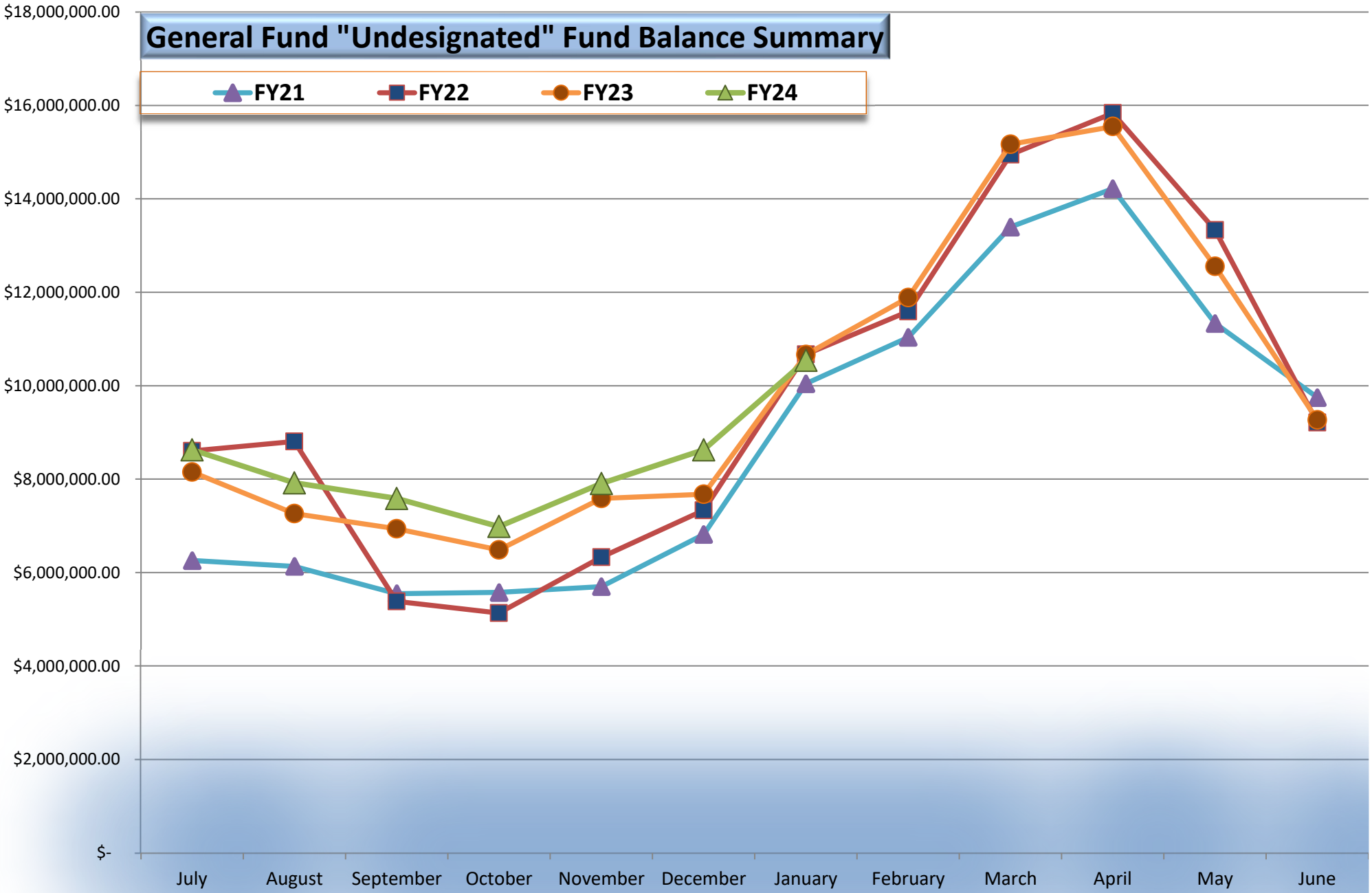
## General Fund Expenditure Budget to Actual Summary by Object January, 2024



|                         | Salaries & Wages | Benefits      | Contracted Services | Supplies & Materials | Other Charges | Debt Service | Capital Outlay | Total Expenditures |
|-------------------------|------------------|---------------|---------------------|----------------------|---------------|--------------|----------------|--------------------|
| <b>FYTD %</b>           | 51.62%           | 48.52%        | 48.69%              | 59.18%               | 52.28%        | 55.42%       | 54.49%         | 51.56%             |
| <b>FYTD Activity</b>    | 23,402,921.70    | 6,002,590.49  | 2,402,066.02        | 2,807,362.47         | 871,534.86    | 357,000.00   | 1,677,035.00   | \$37,520,511       |
| <b>FYTD Revised Bdg</b> | 45,354,916.28    | 12,369,564.87 | 4,918,467.69        | 4,744,145.40         | 1,667,133.82  | 644,205.00   | 3,077,854.31   | \$72,776,287       |

# General Fund "Undesignated" Fund Balance Summary

FY21 FY22 FY23 FY24



| Acct  | Acct                           | 2023-24<br>FYTD Budget | January 2023-24<br>Monthly Activity | 2023-24<br>Year-To-Date | 2023-24<br>Percent of Budget | 2023-24<br>Variance from Bud | Encumbered<br>Amount | Unencumbered<br>Balance Remaining |
|-------|--------------------------------|------------------------|-------------------------------------|-------------------------|------------------------------|------------------------------|----------------------|-----------------------------------|
| 142   | School Federal Projects        |                        |                                     |                         |                              |                              |                      |                                   |
| R     | Revenue                        |                        |                                     |                         |                              |                              |                      |                                   |
| 47131 | Vocational Program Improvement | 75,299.54              | 5,894.62                            | 45,687.89               | 60.67%                       | 29,611.65                    |                      | 29,611.65                         |
| 47141 | Title I                        | 1,018,977.64           | 73,630.57                           | 362,144.34              | 35.54%                       | 656,833.30                   |                      | 656,833.30                        |
| 47143 | Special Education Grants       | 1,479,520.40           | 119,627.33                          | 537,674.09              | 36.34%                       | 941,846.31                   |                      | 941,846.31                        |
| 47145 | Special Ed Pre-School Grants   | 47,613.63              |                                     | 10,411.26               | 21.87%                       | 37,202.37                    |                      | 37,202.37                         |
| 47146 | English Lang Acq Grants        | 32,739.63              |                                     | 9,502.28                | 29.02%                       | 23,237.35                    |                      | 23,237.35                         |
| 47147 | Title IV Part B, 21st Century  | 152,625.00             | 12,425.38                           | 50,287.61               | 32.95%                       | 102,337.39                   |                      | 102,337.39                        |
| 47189 | Title II                       | 196,176.13             | 13,918.64                           | 50,924.74               | 25.96%                       | 145,251.39                   |                      | 145,251.39                        |
| 47307 | COVID-19 Grant B               | 73,250.00              |                                     | 6,500.00                | 8.87%                        | 66,750.00                    |                      | 66,750.00                         |
| 47309 | COVID-19 Grant D               | 103,000.00             | 6,491.10                            | 24,691.10               | 23.97%                       | 78,308.90                    |                      | 78,308.90                         |
| 47310 | COVID-19 Grant E               | 14,883.63              |                                     | 14,883.63               | 100.00%                      |                              |                      |                                   |
| 47401 | ESSER 3.0                      | 2,198,231.35           | 37,016.72                           | 1,348,499.75            | 61.34%                       | 849,731.60                   |                      | 849,731.60                        |
| 47404 | ARP Homeless Grant             | 45,518.53              |                                     | 5,854.36                | 12.86%                       | 39,664.17                    |                      | 39,664.17                         |
| 47590 | Other Federal Through State    | 611,763.77             | 26,543.56                           | 104,140.68              | 17.02%                       | 507,623.09                   |                      | 507,623.09                        |
| 47710 | Public Safety Prtnrshp & Comm  | 373,217.00             |                                     | 368,435.24              | 98.72%                       | 4,781.76                     |                      | 4,781.76                          |
| 47990 | Other Direct Fedral Revenue    | 1,050,440.00           | 185,472.01                          | 470,711.04              | 44.81%                       | 579,728.96                   |                      | 579,728.96                        |
| ----- | Revenue                        | 7,473,256.25           | 481,019.93                          | 3,410,348.01            | 45.63%                       | 4,062,908.24                 |                      | 4,062,908.24                      |
| E     | Expense                        |                        |                                     |                         |                              |                              |                      |                                   |
| 71100 | Regular Instruction Prgm       | 1,459,700.25           | 59,608.65                           | 1,061,802.79            | 72.74%                       | 397,897.46                   | 313,952.06           | 83,945.40                         |
| 71200 | Special Education Prgm         | 1,148,682.88           | 86,078.45                           | 505,218.98              | 43.98%                       | 643,463.90                   | 467,494.97           | 175,968.93                        |
| 71300 | Career/Technical Education Prg | 63,947.12              | 3,904.76                            | 52,818.27               | 82.60%                       | 11,128.85                    | 11,523.71            | -394.86                           |
| 71900 | Contingency                    | 94,407.37              |                                     |                         |                              | 94,407.37                    |                      | 94,407.37                         |
| 72120 | Health Services                | 39,135.69              | 3,201.57                            | 3,201.57                | 8.18%                        | 35,934.12                    | 16,593.30            | 19,340.82                         |
| 72130 | Other Student Support          | 1,406,774.27           | 52,866.40                           | 561,632.72              | 39.92%                       | 845,141.55                   | 413,455.10           | 431,686.45                        |
| 72210 | Regular Inst. Support          | 1,077,189.35           | 118,369.70                          | 502,452.07              | 46.64%                       | 574,737.28                   | 152,618.86           | 422,118.42                        |
| 72220 | Special Education Support      | 358,392.70             | 28,652.72                           | 189,654.33              | 52.92%                       | 168,738.37                   | 149,092.65           | 19,645.72                         |
| 72230 | Career & Technical Prg Support | 3,750.00               |                                     | 654.15                  | 17.44%                       | 3,095.85                     | 569.96               | 2,525.89                          |
| 72250 | Technology Services            | 18,000.00              | 249.00                              | 9,527.64                | 52.93%                       | 8,472.36                     | 6,436.88             | 2,035.48                          |
| 72710 | Transportation                 | 19,382.23              | 3,762.66                            | 9,634.69                | 49.71%                       | 9,747.54                     |                      | 9,747.54                          |
| 73100 | Food Service                   |                        |                                     | 100.00                  |                              | -100.00                      | 1,000.00             | -1,100.00                         |
| 73300 | Community Services             | 1,194,092.22           | 83,328.91                           | 627,925.37              | 52.59%                       | 566,166.85                   | 399,818.72           | 166,348.13                        |
| 76100 | Regular Capital Outlay         | 373,217.00             | 4,781.76                            | 373,217.00              | 100.00%                      |                              |                      |                                   |
| 99100 | Transfers Out                  | 216,585.17             |                                     | 111.24                  | 0.05%                        | 216,473.93                   |                      | 216,473.93                        |



| Acct  | Acct                          | 2023-24<br>FYTD Budget | January 2023-24<br>Monthly Activity | 2023-24<br>Year-To-Date | 2023-24<br>Percent of Budget | 2023-24<br>Variance from Bud | Encumbered<br>Amount | Unencumbered<br>Balance Remaining |
|-------|-------------------------------|------------------------|-------------------------------------|-------------------------|------------------------------|------------------------------|----------------------|-----------------------------------|
| 145   | Other Education Funds         |                        |                                     |                         |                              |                              |                      |                                   |
| R     | Revenue                       |                        |                                     |                         |                              |                              |                      |                                   |
| 44990 | Other Local Revenues          | 35,000.00              | 1,550.00                            | 16,302.75               | 46.58%                       | 18,697.25                    |                      | 18,697.25                         |
| 49800 | Transfers In                  | 120,021.00             |                                     |                         |                              | 120,021.00                   |                      | 120,021.00                        |
| ----- | Revenue                       | 155,021.00             | 1,550.00                            | 16,302.75               | 10.52%                       | 138,718.25                   |                      | 138,718.25                        |
| E     | Expense                       |                        |                                     |                         |                              |                              |                      |                                   |
| 73300 | Community Services            | 155,021.00             | 13,738.36                           | 79,357.24               | 51.19%                       | 75,663.76                    | 1,500.00             | 74,163.76                         |
| ----- | Expense                       | 155,021.00             | 13,738.36                           | 79,357.24               | 51.19%                       | 75,663.76                    | 1,500.00             | 74,163.76                         |
| ----- | Other Education Funds         |                        | -12,188.36                          | -63,054.49              | 30.85%                       | 63,054.49                    | -1,500.00            | 64,554.49                         |
| ===== |                               |                        |                                     |                         |                              |                              |                      |                                   |
| 146   | Extended School Program       |                        |                                     |                         |                              |                              |                      |                                   |
| R     | Revenue                       |                        |                                     |                         |                              |                              |                      |                                   |
| 43581 | Community Services Fees Child | 446,100.00             | 40,147.04                           | 310,647.05              | 69.64%                       | 135,452.95                   |                      | 135,452.95                        |
| ----- | Revenue                       | 446,100.00             | 40,147.04                           | 310,647.05              | 69.64%                       | 135,452.95                   |                      | 135,452.95                        |
| E     | Expense                       |                        |                                     |                         |                              |                              |                      |                                   |
| 73300 | Community Services            | 438,337.00             | 32,281.21                           | 218,903.01              | 49.94%                       | 219,433.99                   | 117,372.92           | 102,061.07                        |
| 99100 | Transfers Out                 | 10,000.00              |                                     |                         |                              | 10,000.00                    |                      | 10,000.00                         |
| ----- | Expense                       | 448,337.00             | 32,281.21                           | 218,903.01              | 48.83%                       | 229,433.99                   | 117,372.92           | 112,061.07                        |
| ----- | Extended School Program       | -2,237.00              | 7,865.83                            | 91,744.04               | 59.20%                       | -93,981.04                   | -117,372.92          | 23,391.88                         |
| ===== |                               |                        |                                     |                         |                              |                              |                      |                                   |

| Acct | Acct                 | 2023-24<br>FYTD Budget | January 2023-24<br>Monthly Activity | 2023-24<br>Year-To-Date | 2023-24<br>Percent of Budget | 2023-24<br>Variance from Bud | Encumbered<br>Amount | Unencumbered<br>Balance Remaining |
|------|----------------------|------------------------|-------------------------------------|-------------------------|------------------------------|------------------------------|----------------------|-----------------------------------|
|      | Grand Revenue Totals | 10,578,671.25          | 673,300.06                          | 4,922,420.71            | 46.53%                       | 5,656,250.54                 |                      | 5,656,250.54                      |
|      | Grand Expense Totals | 11,080,908.25          | 650,998.41                          | 5,528,590.47            | 49.89%                       | 5,552,317.78                 | 2,211,913.68         | 3,340,404.10                      |
|      | Grand Totals         | 502,237.00             | 22,301.65                           | 606,169.76              | 120.69%                      | 103,932.76                   | 2,211,913.68         | 2,315,846.44                      |
|      |                      | Loss                   | Profit                              | Loss                    |                              | Profit                       | Loss                 | Profit                            |

Number of Accounts: 426

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

## Combined Fund Balance and YTD Operating Statement Summary

**January, 2024**

| Description   | General<br>Fund 141  | Federal<br>Fund 142 | Food Service<br>Fund 143 | Special<br>Fund 145 | ECC<br>Fund 146   |
|---|----------------------|---------------------|--------------------------|---------------------|-------------------|
| <b>Beginning Fund Balance July 1, 2023</b>              | 16,158,657.76        | 0.00                | 2,070,826.26             | 29,790.62           | 223,533.17        |
| Plus YTD Revenue per books 1/31/24                      | 38,774,864.50        | 3,410,348.01        | 1,185,122.90             | 16,302.75           | 310,647.05        |
| Less YTD Expenditures per books 1/31/24                 | (37,520,510.54)      | (3,897,950.82)      | (1,332,379.40)           | (79,357.24)         | (218,903.01)      |
| <b>Revenues Over (Under) Expenditures as of 1/31/24</b> | <b>1,254,353.96</b>  | <b>(487,602.81)</b> | <b>(147,256.50)</b>      | <b>(63,054.49)</b>  | <b>91,744.04</b>  |
| <b>Ending Fund Balance per books as of 1/31/24</b>      | <b>17,413,011.72</b> | <b>(487,602.81)</b> | <b>1,923,569.76</b>      | <b>(33,263.87)</b>  | <b>315,277.21</b> |

### Fund Balance Restricted/Committed/Assigned Status

|  |                         |                        |                        |                      |                      |
|--|-------------------------|------------------------|------------------------|----------------------|----------------------|
| Encumbrances and Deferred Revenue                            | \$ -                    |                        | \$ 57,480.96           |                      |                      |
| Inventory  |                         |                        |                        |                      |                      |
| Restricted for Career Ladder Program                         | -942.34                 |                        |                        |                      |                      |
| Restricted for Operation of Non-Instructional Services (CCI) | 16,200.00               |                        | 1,366,088.80           |                      | 315,277.21           |
| Committed for Other Purposes (Vehicles- ERR Fund)            | 0.00                    |                        |                        |                      |                      |
| Committed for Other Purposes (Device Replacement)            | 3,000,000.00            |                        |                        |                      |                      |
| Assigned for Instruction- Coordinated School Health          | 2,875.85                |                        |                        |                      |                      |
| Assigned for other local grants                              |                         |                        |                        |                      |                      |
| Assigned for Instruction - Education Foundation Grant        | 4,048.73                |                        |                        |                      |                      |
| Assigned for Instruction (APSI-ORHS)                         | 8,224.41                |                        |                        |                      |                      |
| Assigned for Support Services FRC Local Funds (56)           |                         |                        |                        | -33,263.87           |                      |
| Nonspendable-Prepaid Expenditures                            |                         |                        |                        |                      |                      |
| <b>Assigned to Balance FY24 Budget</b>                       | <b>3,840,118.00</b>     | <b>0.00</b>            | <b>500,000.00</b>      |                      |                      |
| <b>Unassigned Fund Balance 1/31/24</b>                       | <b>\$ 10,542,487.07</b> | <b>-487,602.81</b>     | <b>0.00</b>            | <b>0.00</b>          |                      |
| <b>Total Fund Balance 1/31/24</b>                            | <b>\$ 17,413,011.72</b> | <b>\$ (487,602.81)</b> | <b>\$ 1,923,569.76</b> | <b>(\$33,263.87)</b> | <b>\$ 315,277.21</b> |