

Regular Board of Education Meeting

May 20, 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 Oak Ridge High School

IV. Approval of Agenda

V. Special Reports/Presentations

A. Good News

B. Altrusa - Boost for Books

C. Oak Ridge Schools Student Recognition Award

D. Recognition of Oak Ridge Schools Retirees

VI. Public Forum

VII. Consent Agenda

A. Board Minutes 04-22-24; 05-06-24; 05-13-24

VIII. Items for Action

A. FY25 Budget - Second Reading

B. Budget Transfer #3 - First Reading

C. FY24 Budget Amendment #3 - Second Reading

D. FY24 Summer Learning Camps Grant

E. FY24 Preschool Head Start Self-Assessment

F. FY25 Perkins Basic Grant

G. FY25 Perkins Reserve Grant

H. FY25 IDEA Partnership for Systemic Change (K-12) Grant
Submission

I. FY25 Consolidated Funding Grant

J. FY25 and FY26 Transition School to Work Grant

K. ORHS Innovation Teacher Requirements for Additional Stipend

L. ORPS Playground Equipment Repair

M. Purchase of HVAC Unit for RMS Gym

N. Purchase Dell Laptops for RMS and JMS

O. Purchase of Student Laptop Case Replacements

P. Purchase of Additional Media Center Innovative Furniture

Q. Replacement of Sidewalk at Glenwood Elementary School

R. FY25 Classroom Fees

S. JMS Field Trip to Williamsburg, VA

T. ORHS TSA Field Trip to Orlando, FL

U. ORHS NJROTC Field Trip to Gainesville, GA

V. ORHS Baseball Field Trip to Murfreesboro, TN

W. ORHS Track Field Trip to Murfreesboro, TN

X. ORHS Choral Ensemble Field Trip to Townsend, TN

IX. Items for Information

A. FY25 Board of Education Meeting Calendar

B. Financial Report - April 2024

C. Enrollment and Attendance Reports

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment



Glenwood

We are excited to share Glenwood has secured a number of grants during this spring season. A huge thanks to Amelia Bell and Jeannie Phillips for their grant-writing expertise!

UCOR Grant for \$1,000 was awarded to the Glenwood Library. ORPSEF grant for \$4,000 was awarded to all 4 elementary schools to support summer learning. Lunch for Literacy Grant in the amount of \$3,000 was awarded to support summer reading. TVA provided a \$3,500 grant for 3D printing. These grants will continue to help support student learning!

Willow Brook Elementary

Third grade students Grace Manuel, Ezra Villegas Castro, and Arya Crandall, also known as *The Sunshine Bears*, were awarded the Blue-Sky Award for Innovation in the Tennessee Stem Innovation Network (TSIN) Statewide Design Challenge!

The Green Recycling Team at WBES picks up recyclables every Wednesday. They started their project 2 weeks ago and have already collected more than 200 pounds of recycling. A big thank you to Mrs. Marascia for guiding the team!

A huge shout out to the Robertsville Middle School Cheer Team who visited WBES each morning of testing to cheer on our students as they arrived at school during TCAP Weeks!

Second grade students recently hosted a Capstone Project as part of our Portrait of a Graduate focusing on careers! During the project, we had special guests including an Oak Ridge teacher, an author, judge, train conductor, our SRO Officer Rob, and a beekeeper! Students had the opportunity to discover more about these various professions, ask questions, and gain valuable knowledge.

The following students had their art included in the *Through the Visions of Children Art Show* at Oak Ridge Public Library; Tristan Crosby, Freya Spilling, Kash Hicks, Eleanor LaRose, Amelia Estrada, Gracie Vaught, Lawren Martinez, Lydia Venters, Ezra Villegas Castro, Molly Burge, Zoe Sibley, Amelia Tull, Lillie Tingle, Gabby Rivas, Ella Rust, Jesus Vega, Levi Shull, Angeli Amaya Aviles, Envee Fowler, and Max Balverde.



Jefferson Middle School

Jefferson Middle School recognized twenty-six 5th-8th grade students who displayed outstanding physical fitness by achieving scores at or above the 85th percentile on all fitness tests. These students were honored with a GOLD Fitness Star. Additionally, 78 more students demonstrated exceptional physical fitness by scoring at or above the 50th percentile on all tests and were awarded a SILVER Fitness star. The fitness tests included the mile run, pacer run, shuttle run, sit and reach test, pull-up/chin-up test, flexed arm hang and the sit-up test.

Earlier this year, JMS students in the Geography and Geospatial Technologies class took part in the Tennessee Student Mapping Competition. Among the top five achievers were Dawson Watson's "Car Crashes in Tennessee" map and Brooke Taylor's "Tennessee's Carbon Contribution" map.

Elijah Wolz won the first position this year with his map titled "Unemployment and Health in Tennessee." His outstanding map has earned him a spot in the National Student Mapping Competition. Best of luck to Eli!

Robertsville Middle School

Robertsville Middle School hosted a community STEAM Night on May 2. The event was a huge hit, attracting hundreds of attendees who enjoyed a wide range of engaging activities and exhibits. From D+L Land Surveying's interactive displays of drones and 3D scanners to UTK's fascinating showcases in Entomology, Plant Pathology, and Earth Sciences. There was something for everyone.

Booths from UCOR, ORISE, ORAU, and the Tennessee College of Applied Technology added depth to the experience, while hands-on learning with Frozen Head State Park, TWRA, the National Park System, and the American Museum of Science and Energy ignited curiosity.

Partner, Mrs. Sluss with her Mosquito Research Crew, CNS, ORHS Medical and STEM Students, and the Anderson County Health Department brought real-world applications to life. The event also featured engaging activities from RMS Technology Student Association, RMS Band, Orchestra, and Art Department, with Dr. Kinder-McMillan's Green Screen and ORETTTC's tech demos adding a futuristic touch. ORNL's Neutron and X-ray Scattering Group, UTK's Electron Microscopy Core, and NASA/RamSat showcased cutting-edge research, making it an unforgettable evening of exploration and discovery.

Good News



May 20, 2024

Robertsville Middle School (continued)

The evening was topped off with the excitement of Principal Nick Corrigan being dunked by students in the PTSA's fundraising Dunk Booth over 30 times! A heartfelt thank you to RMS PTSA for making this event possible!

Oak Ridge High School

The WIDA ACCESS 2024 results have been received in the DRC AMS portal for our district. ORHS is thrilled to announce that nine of our English Learner Students have attained the necessary score to exit and move to transition status, no longer requiring direct EL services.

Five additional English Learners came within one-tenth or two-tenths of a point from exit. These students will be able to have "tailored instruction." ORHS has not had nine students meet exit criteria in one school year during the last decade.

ORS will have an official celebration for students meeting exit criteria and showing tremendous growth at the end of the month. Students will be honored for their commitment to growth and achievement.

**Regular Board of Education Meeting
April 22, 2024 5:00 PM
Robert J. Smallridge School Administration Building
304 New York Avenue
Oak Ridge, TN 37830**

The meeting started at 5:00 PM.

Attendance Taken at 4:21 PM.

Angi Agle: Present

Keys Fillauer: Present

Heather Hartman: Present

Laura McLean: Present

Erin Webb: Present

Present: 5.

I. Call to Order

II. Pledge of Allegiance and Presentation of Colors

III. School Program by Oak Ridge Preschool

IV. Approval of Agenda

Motion Passed: Motion to approve the Agenda with a motion by Angi Agle and a second by Erin Webb.

Angi Agle: Yea

Keys Fillauer: Yea

Heather Hartman: Yea

Laura McLean: Yea

Erin Webb: Yea

Yea: 5, Nay: 0

V. Special Reports/Presentations

A. Good News

B. Recognition of Jay Adams as Volunteer of the Year

Keys Fillauer

VI. Public Forum

VII. Consent Agenda

A. Minutes 03-25-24

Motion Passed: Motion to approve the Consent Agenda with a motion by Laura McLean and a second by Heather Hartman.

Angi Agle: Yea

Keys Fillauer: Yea

Heather Hartman: Yea

Laura McLean: Yea

Erin Webb: Yea

Yea: 5, Nay: 0

Keys Fillauer

VIII. Items for Action

A. Addition of 1.0 FTE Executive Director of Student Services
Motion Passed: Motion to approve the Addition of 1.0 FTE Executive Director of Student Services with a motion by Heather Hartman and a second by Angi Agle.

Bruce Borchers

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

B. Board Policy 4.605 Graduation Requirements -First and Second Reading
Motion Passed: Motion to approve Board Policy 4.605 Graduation Requirements - First and Second Reading with a motion by Erin Webb and a second by Laura McLean.

Kelly Williams

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

C. FY24 Budget Amendment #3 - First Reading
Motion Passed: Motion to approve the FY24 Budget Amendment #3 - First Reading with a motion by Angi Agle and a second by Laura McLean.

Jenifer Van Dyke

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

D. FY24 Summer School Fees
Motion Passed: Motion to approve the FY24 Summer School Fees. with a motion by Laura McLean and a second by Heather Hartman.

Bruce Lay

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

E. ORHS NJROTC Field Trip to Smyrna, TN Bruce Lay
Motion Passed: Motion to approve ORHS NJROTC Field Trip to Smyrna, TN with a motion by Angi Agle and a second by Erin Webb.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

F. ORHS NJROTC Field Trip to Whitesburg, TN Bruce Lay
Motion Passed: Motion to approve ORHS NJROTC Field Trip to Whitesburg, TN with a motion by Heather Hartman and a second by Laura McLean.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

G. ORHS FCCLA Field Trip to Seattle, WA Bruce Lay
Motion Passed: Motion to approve ORHS FCCLA Field Trip to Seattle, WA with a motion by Erin Webb and a second by Angi Agle.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

H. JMS Wilderness Connections Field Trip to Oneida, TN Bruce Lay
Motion Passed: Motion to approve JMS Wilderness Connections Field Trip to Oneida, TN with a motion by Laura McLean and a second by Heather Hartman.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

I. RMS TSA Field Trip to Orlando, FL

Bruce Lay

Motion Passed: Motion to approve RMS TSA Field Trip to Orlando, FL with a motion by Heather Hartman and a second by Laura McLean.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

J. RMS Cheer Squad Field Trip to Gatlinburg, TN

Bruce Lay

Motion Passed: Motion to approve RMS Cheer Squad Field Trip to Gatlinburg, TN with a motion by Erin Webb and a second by Angi Agle.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea

Yea: 5, Nay: 0

IX. Items for Information

- A. FY25 Budget Concepts
- B. Financial Report - March 2024
- C. Enrollment and Attendance Reports

Jenifer Van Dyke
Jenifer Van Dyke
Bruce Lay

X. Items for Discussion

XI. Old Business

XII. New Business

XIII. Communications

XIV. Adjournment

At 6:01 PM

Chairperson

Superintendent

**Special Called Board of Education Meeting
May 6, 2024 5:00 PM
Robert J. Smallridge School Administration Building
304 New York Avenue
Oak Ridge, TN 37830**

The meeting started at
Attendance Taken at 4:56 PM.

Angi Agle: Present
Keys Fillauer: Present
Heather Hartman: Present
Laura McLean: Present
Erin Webb: Present
Present: 5.

I. Call to Order

II. Approval of Agenda

III. Items for Information

A. Presentation of FY25 Budget

Bruce Borchers

IV. Adjournment

At 5:30 PM.

Chairperson

Superintendent

**Special Called Board of Education Meeting
May 13, 2024 5:00 PM
Robert J. Smallridge School Administration Building
304 New York Avenue
Oak Ridge, TN 37830**

The meeting started at 5:00 PM

Attendance Taken at 4:34 PM.

Angi Agle: Present
Keys Fillauer: Present
Heather Hartman: Present
Laura McLean: Present
Erin Webb: Present
Present: 5.

I. Call to Order

II. Approval of Agenda

Motion Passed: Motion to approve the Agenda with a motion by Angi Agle and a second by Laura McLean.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

III. Items for Information

A. Line-By-Line Review of FY25 Budget

Keys Fillauer

IV. Items for Action

A. Public Hearing and First Reading of FY25 Budget

Keys Fillauer

Motion Passed: Motion to approve Public Hearing and First Reading of FY25 Budget with a motion by Heather Hartman and a second by Laura McLean.

Angi Agle: Yea
Keys Fillauer: Yea
Heather Hartman: Yea
Laura McLean: Yea
Erin Webb: Yea
Yea: 5, Nay: 0

V. Adjournment

At 5:46 PM

Chairperson

Superintendent



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Jenifer Van Dyke, Finance Director *JVD*
Subject: **FY'24 Budget Transfer #3**
Date: May 20, 2024

The attached FY'24 Budget Transfer #3 includes the following budget requests for Board of Education approval:

- End of year realignment of general fund expense accounts due to building and departmental needs. This includes funds for furniture purchases, student device cases, and multiple Maintenance projects.
- End of year realignment of cafeteria fund expense accounts due to program needs.
- Adjustment of grant budgets due to allocation changes and program needs.
- Establish Summer Learning Camp & Summer Learning Transportation grant budgets.
- All routine budget transfers and revisions from February 14, 2024 through May 15, 2024

FY 24 FYTD Budget Summary - Budget Transfer #1,#2,#3 & Amendment #1,#2, #3

Fund	FY24 Original Approved Budget	Budget Amendment #1, #2, & #3	Budget Transfer #1, #2, & #3	FY24 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 72,537,161.00	\$ 1,022,172.15	\$ (183,388.37)	\$ 73,375,944.78
Fund 142 (Federal)	\$ 5,087,614.00	\$ 2,277,596.47	\$ 183,388.37	\$ 7,548,598.84
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
TOTAL All Funds	\$ 81,232,427.00	\$ 3,299,768.62	\$ -	\$ 84,532,195.62

Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
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Establish CRESO Grant Budget (To 142)	141 R 46980 000 000 00000 000	\$ 36,307.42	\$ -
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Establish Budget for Weather Damage - from Contingency	141 R 44570 000 000 00000 000	\$ 27,173.66	\$ -
	141 R 46980 000 000 00000 000	\$ 17,756.34	\$ -
	141 R 49700 000 000 00000 000	\$ -	\$ 44,930.00

Establish OREF Grant Budgets - from Contingency	141 R 46980 000 000 00000 000	\$ 50,398.48	\$ -
	141 R 44570 000 000 00000 100	\$ -	\$ 50,398.48

Establish Summer Learning Camps Grant - from Contingency	141 R 46980 000 000 00000 000	\$ 511,090.83	\$ -
	141 R 46590 000 098 0000 120	\$ -	\$ 511,090.83

Establish Summer Learning Transportation Grant - from Contingency	141 R 46980 000 000 00000 000	\$ 20,411.76	\$ -
	141 R 49800 000 000 00000000	\$ 72,286.08	
	141 R 46590 000 098 0000 123	\$ -	\$ 92,697.84

Adjust IDEA-B Allocation to Match ePlan - Increased Allocation (To 142)	141 R 46980 000 000 00000 000	\$ 39,035.17	\$ -
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Fund 141 EXPENDITURES	Account Number	Increase	Decrease
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Establish CRESO Grant Budget (to Fund 142)	141 E 71900 599 000 00000 000	\$ -	\$ 36,307.42
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Adjust ISM Grant to Match ePlan	141 E 71300 730 023 00040 000	\$ -	\$ 10,000.00
	141 E 71300 429 023 00040 000	\$ 10,000.00	\$ -

Transfer for JMS Security & Furniture Needs	141 E 72210 524 000 00025 000	\$ -	\$ 5,279.60
	141 E 71100 711 000 00025 000	\$ 5,279.60	\$ -
Transfer for WB Professional Development	141 E 72210 196 000 00045 000	\$ -	\$ 2,964.60
	141 E 72210 524 000 00045 000	\$ 2,964.60	\$ -
Adjust ISM Grant to Match ePlan	141 E 71300 429 023 00025 000	\$ -	\$ 2,650.00
	141 E 71300 499 023 00025 000	\$ 2,650.00	\$ -
Establish Budget for Weather Damage - from Contingency	141 E 72610 399 000 0000 000	\$ 44,930.00	\$ -
	141 E 71900 599 000 00000 002	\$ -	\$ 44,930.00
Transfer for JMS Security Cameras	141 E 72610 720 000 00000 450	\$ 9,332.91	\$ -
	141 E 71100 711 000 00025 000	\$ -	\$ 9,332.91
Transfer for JMS Guidance Furniture	141 E 71100 429 000 00025 000	\$ -	\$ 1,363.21
	141 E 72410 701 000 00025 000	\$ 1,728.16	\$ -
	141 E 71100 711 000 00025 000	\$ -	\$ 364.95
Establish OREF Grant Budgets - from Contingency	141 E 72130 599 000 00015 100	\$ 4,000.00	\$ -
	141 E 72130 599 000 00030 100	\$ 9,095.92	\$ -
	141 E 72130 599 000 00035 100	\$ 8,445.00	\$ -
	141 E 72130 599 000 00040 100	\$ 3,336.00	\$ -
	141 E 72130 599 000 00040 100	\$ 9,000.85	\$ -
	141 E 72130 599 000 00040 100	\$ 7,746.00	\$ -
	141 E 72130 599 000 00045 100	\$ 120.00	\$ -
	141 E 72130 599 000 00045 100	\$ 414.51	\$ -
	141 E 72130 599 000 00045 100	\$ 915.90	\$ -
	141 E 72130 599 000 00045 100	\$ 4,030.00	\$ -
	141 E 72130 599 000 00045 100	\$ 1,200.00	\$ -
	141 E 72130 599 000 00050 100	\$ 2,094.30	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 50,398.48

Transfer for Plant Operation Needs	141 E 72610 359 000 00000 000	\$ -	\$ 13,000.00
	141 E 72610 720 000 00000 000	\$ 4,000.00	\$ -
	141 E 72620 399 000 00000 000	\$ 9,000.00	\$ -

Transfer for Fence & Kai Vac	141 E 72610 454 000 00000 000	\$ -	\$ 6,000.00
	141 E 76100 724 000 00000 000	\$ 5,000.00	\$ -
	141 E 72610 720 000 00000 000	\$ 1,000.00	\$ -

Transfer for Machinery/Parts	141 E 72610 454 000 00000 000	\$ -	\$ 22,000.00
	141 E 72620 418 000 00000 000	\$ 7,000.00	\$ -
	141 E 72610 399 000 00000 000	\$ 15,000.00	\$ -

Transfer for Misting Columns	141 E 72610 454 000 00000 000	\$ -	\$ 8,660.00
	141 E 76100 724 000 00000 000	\$ 8,660.00	\$ -

Transfer for Linden Floor	141 E 72610 434 000 00000 000	\$ -	\$ 10,000.00
	141 E 72620 335 000 00000 000	\$ 10,000.00	\$ -

Transfer for IT Equipment Needs	141 E 72210 499 000 00000 000	\$ -	\$ 15,800.00
	141 E 72250 709 000 00000 000	\$ 15,800.00	\$ -

Adjust SPED Pre-K Grant Budget to Match ePlan	141 E 71200 116 010 000043 000	\$ -	\$ 500.00
	141 E 71200 116 010 00043 000	\$ -	\$ 3,000.00
	141 E 71200 725 010 00043 000	\$ 3,000.00	\$ -
	141 E 71200 116 010 00043 000	\$ -	\$ 2,000.00
	141 E 71200 471 010 00043 000	\$ 2,000.00	\$ -
	141 E 71200 208 010 00043 000	\$ 250.00	\$ -
	141 E 71200 217 010 00043 000	\$ 250.00	\$ -

Adjust ISM Grant to Match ePlan	141 E 71300 429 023 00025 000	\$ 8,000.00	\$ -
	141 E 71300 730 023 00025 000	\$ -	\$ 8,000.00

Adjust Pre-K Grant to Match ePlan	141 E 73400 116 011 00043 000	\$ -	\$ 300.00
	141 E 73400 217 011 00043 000	\$ 300.00	\$ -

Transfer for Student Device Cases	141 E 72250 187 000 00000 000	\$ -	\$ 6,600.00
	141 E 72250 307 000 00000 000	\$ -	\$ 9,600.00
	141 E 71100 722 000 00000 226	\$ 16,200.00	\$ -

Transfer for Student Device Cases	141 E 72130 322 000 00000 000	\$ -	\$ 26,250.00
	141 E 71100 722 000 00000 226	\$ 26,250.00	\$ -

RMS Transfers for Equipment & Furniture	141 E 71100 449 000 00040 000	\$ -	\$ 2,424.00
	141 E 72210 196 000 00040 000	\$ -	\$ 6,000.00
	141 E 72210 524 000 00040 000	\$ -	\$ 4,876.84
	141 E 72410 499 000 00040 000	\$ -	\$ 1,197.11
	141 E 72120 499 000 00040 000	\$ -	\$ 12.79
	141 E 71100 429 000 00040 000	\$ -	\$ 1,884.03
	141 E 72410 701 000 00040 000	\$ 1,793.93	\$ -
	141 E 71100 711 000 00040 000	\$ 1,300.00	\$ -
	141 E 72210 499 000 00040 302	\$ -	\$ 12.14
	141 E 72410 499 000 00040 000	\$ -	\$ 3,000.00
	141 E 71100 429 000 00040 000	\$ -	\$ 5,000.00
	141 E 72410 701 000 00040 000	\$ 2,000.00	\$ -
	141 E 71100 711 000 00040 000	\$ 19,312.98	\$ -

Establish Budget for Salary Study - from Contingency	141 E 72310 399 000 00000 000	\$ 8,360.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 8,360.00

Transfer for Construction Materials	141 E 72610 399 000 00000 000	\$ -	\$ 35,000.00
	141 E 72620 426 000 00000 000	\$ 30,000.00	\$ -
	141 E 72620 335 000 00000 000	\$ 5,000.00	\$ -

Adjust IDEA-B Allocation to Match ePlan - Increased Allocation (To 142)	141 E 71900 599 000 00000 000	\$ -	\$ 39,035.17
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	141 E 71200 217 000 00000 000	\$	400.00	\$	-
	141 E 71200 204 000 00000 000	\$	-	\$	400.00
	141 E 71300 206 000 00000 000	\$	30.00	\$	-
	141 E 71300 207 000 00000 000	\$	-	\$	30.00
	141 E 72120 208 000 00000 000	\$	326.00	\$	-
	141 E 72120 204 000 00000 000	\$	-	\$	326.00
	141 E 72120 299 000 00000 000	\$	106.00	\$	-
	141 E 72120 207 000 00000 000	\$	-	\$	106.00
	141 E 72320 206 000 00000 000	\$	57.00	\$	-
	141 E 72320 189 000 00000 000	\$	-	\$	57.00
	141 E 72410 139 000 00000 000	\$	5,700.00	\$	-
	141 E 72410 204 000 00000 000	\$	-	\$	5,700.00
	141 E 72410 207 000 00000 000	\$	711.00	\$	-
	141 E 72410 201 000 00000 000	\$	-	\$	711.00
	141 E 72520 189 000 00000 000	\$	1,000.00	\$	-
	141 E 72520 161 000 00000 000	\$	-	\$	500.00
	141 E 72520 187 000 00000 000	\$	-	\$	500.00
	141 E 72610 207 000 00000 000	\$	550.00	\$	-
	141 E 72610 166 000 00000 000	\$	-	\$	550.00
	141 E 72310 508 000 00000 000	\$	95.00	\$	-
	141 E 72610 501 000 00000 000	\$	375.00	\$	-
	141 E 72610 502 000 00000 000	\$	12,516.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	12,986.00
Year-End District Salary, Benefit, & Insurance Transfers					

	141 E 72710 312 098 00000 123	\$	82,697.84	\$	-
	141 E 72710 412 098 00000 123	\$	10,000.00	\$	-
	141 E 71900 599 000 00000 000	\$	-	\$	43,995.76
	141 E 71900 599 000 00000 000	\$	-	\$	48,702.08
Establish Summer Learning Transportation Grant - from Contingency					

	141 E 76100 399 023 00040 000	\$	20,000.00	\$	-
	141 E 71300 730 023 00040 000	\$	-	\$	20,000.00
Adjust ISM Grant to Match ePlan					

	141 E 71100 116 098 00000 120	\$ 375,000.00	\$ -
	141 E 71100 201 098 00000 120	\$ 23,250.00	\$ -
	141 E 71100 204 098 00000 120	\$ 33,750.00	\$ -
	141 E 71100 212 098 00000 120	\$ 5,437.50	\$ -
	141 E 71100 217 098 00000 120	\$ 4,725.00	\$ -
Establish Summer Learning Camp Grant - from Contingency	141 E 71100 429 098 00000 120	\$ 6,107.12	\$ -
	141 E 72410 104 098 00000 120	\$ 53,279.22	\$ -
	141 E 72410 201 098 00000 120	\$ 3,303.31	\$ -
	141 E 72410 204 098 00000 120	\$ 4,795.13	\$ -
	141 E 72410 212 098 00000 120	\$ 772.55	\$ -
	141 E 72410 217 098 00000 120	\$ 671.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 511,090.83
	TOTAL	\$ 1,746,875.07	\$ 1,746,875.07

Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
Establish CRESO Grant Budget (From 141 Contingency)	142 R 47590 000 000 00000 000	\$ 94,407.37	\$ -
	142 R 47990 000 058 00000 000	\$ -	\$ 130,714.79
Adjust Title 1 Allocation to Match ePlan - Reduced Allocation	142 R 47141 000 101 00000 000	\$ 67,343.92	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 67,343.92
Adjust IDEA-B Allocation to Match ePlan - Increased Allocation	142 R 47413 000 901 00000 000	\$ -	\$ 80,553.00
	142 R 47590 000 000 00000 000	\$ 41,517.83	\$ -
Adjust Title II Allocation to Match ePlan - Increased Allocation	142 R 47590 000 000 00000 000	\$ 6,809.73	\$ -
	142 R 47189 000 202 00000 000	\$ -	\$ 6,809.73
Adjust Title IV Allocation to Match ePlan - Reduced Allocation	142 R 47590 000 411 00000 000	\$ 3,094.64	\$ -
	142 R 47590 000 000 00000 000	\$ -	\$ 3,094.64
Adjust IDEA-PreK Allocation to Match ePlan - Increased Allocation	142 R 47590 000 000 00000 000	\$ 2,111.00	\$ -
	142 R 47145 000 911 00000 000	\$ -	\$ 2,111.00
Adjust HQIM Literacy Grant Allocation to Match ePlan - Increased Allocation	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
Establish CRESO Grant Budget		142 E 73300 189 058 00000 000	\$ 10,032.00	\$ -
		142 E 73300 201 058 00000 000	\$ 621.99	\$ -
		142 E 73300 212 058 00000 000	\$ 145.47	\$ -
		142 E 73300 204 058 00000 000	\$ 907.88	\$ -
		142 E 73300 524 058 00000 000	\$ 2,000.00	\$ -
		142 E 73300 790 058 00000 000	\$ 1,101.30	\$ -
		142 E 73300 429 058 00000 000	\$ 4,821.85	\$ -
		142 E 73300 399 058 00000 000	\$ 103,691.50	\$ -
		142 E 73300 504 058 00000 000	\$ 7,392.80	
		142 E 71900 000 000 00000 000	\$ -	\$ 94,407.37
Adjust Title III Grant Budget to Match ePlan		142 E 72210 499 303 00000 000	\$ -	\$ 3,000.00
		142 E 72210 524 303 00000 000	\$ 3,000.00	\$ -
Adjust Title I Grant Budget to Match ePlan		142 E 71100 116 101 00043 000	\$ -	\$ 11,177.13
		142 E 71100 207 101 00045 000	\$ 11,177.13	\$ -
Adjust Carl Perkins Grant to Match ePlan		142 E 72230 524 801 00000 000	\$ -	\$ 1,600.00
		142 E 71300 499 801 00000 000	\$ 1,600.00	\$ -
Adjust Title IV Grant Budget to Match ePlan		142 E 72130 206 411 00025 000	\$ 25.20	\$ -
		142 E 72130 208 411 00025 000	\$ 71.89	\$ -
		142 E 72130 299 411 00025 000	\$ 21.70	
		142 E 72130 599 411 00000 000	\$ 3,881.21	
		142 E 72210 499 411 00000 000	\$ -	\$ 4,000.00
Adjust Homeless Grant to Match ePlan		142 E 72130 399 701 00000 000	\$ -	\$ 2,550.33
		142 E 73100 422 701 00000 000	\$ 1,000.00	\$ -
		142 E 72130 524 701 00000 000	\$ 1,550.33	\$ -
Adjust Head Start Budget		142 E 73300 524 030 00043 000	\$ -	\$ 4,594.64
		142 E 73300 399 030 00043 000	\$ 4,594.64	\$ -

	142 E 73300 169 431 00045 000	\$	-	\$	1,275.00
	142 E 73300 189 431 00045 000	\$	1,275.00	\$	-
	142 E 73300 201 431 00045 000	\$	-	\$	67.75
	142 E 73300 524 431 00045 000	\$	63.77	\$	-
	142 E 73300 599 431 00045 000	\$	3.98	\$	-
	142 E 73300 204 431 00045 000	\$	-	\$	787.28
	142 E 73300 116 431 00045 000	\$	165.00	\$	-
	142 E 73300 189 431 00045 000	\$	605.00	\$	-
	142 E 73300 429 431 00045 000	\$	17.28	\$	-
	142 E 73300 212 431 00045 000	\$	-	\$	15.88
	142 E 73300 524 431 00045 000	\$	15.88	\$	-
	142 E 73300 399 431 00045 000	\$	-	\$	171.03
	142 E 73300 429 431 00045 000	\$	171.03	\$	-
	142 E 73300 599 431 00045 000	\$	-	\$	48.98
	142 E 73300 429 431 00045 000	\$	48.98	\$	-
Adjust 21st CCLC Grant Budget to Match ePlan	142 E 73300 116 431 00015 000	\$	-	\$	600.00
	142 E 73300 429 431 00015 000	\$	600.00	\$	-
	142 E 73300 116 431 00015 000	\$	-	\$	11,700.00
	142 E 73300 189 431 00015 000	\$	11,700.00	\$	-
	142 E 73300 204 431 00015 000	\$	-	\$	1,075.00
	142 E 73300 399 431 00015 000	\$	500.00	\$	-
	142 E 73300 429 431 00015 000	\$	740.20	\$	-
	142 E 73300 524 431 00015 000	\$	-	\$	165.20
	142 E 73300 169 431 00045 000	\$	-	\$	330.00
	142 E 73300 116 431 00045 000	\$	187.50	\$	-
	142 E 73300 201 431 00045 000	\$	-	\$	77.65
	142 E 73300 189 431 00045 000	\$	42.14	\$	-
	142 E 73300 212 431 00045 000	\$	-	\$	18.19
	142 E 73300 204 431 00045 000	\$	53.70	\$	-
	142 E 73300 189 431 00045 000	\$	142.50	\$	-
	142 E 73300 429 431 00045 000	\$	-	\$	452.06
	142 E 73300 189 431 00045 000	\$	452.06	\$	-

	142 E 71300 163 801 00035 000	\$	367.86	\$	-
	142 E 71300 201 801 00035 000	\$	59.87	\$	-
	142 E 71300 212 801 00035 000	\$	19.38	\$	-
	142 E 72130 355 801 00000 000	\$	-	\$	361.79
	142 E 72130 399 801 00000 000	\$	-	\$	100.00
Adjust Carl Perkins Grant to Match ePlan	142 E 71300 429 801 00000 000	\$	-	\$	365.70
	142 E 71300 429 801 00000 090	\$	-	\$	500.00
	142 E 71300 499 801 00000 000	\$	200.00	\$	-
	142 E 72230 524 801 00000 000	\$	-	\$	507.45
	142 E 99100 504 801 00000 000	\$	-	\$	99.81
	142 E 72130 524 801 00000 000	\$	-	\$	698.65
	142 E 71300 730 801 00000 000	\$	1,986.29	\$	-

Adjust Title IV Allocation to Match ePlan - Reduced Allocation	142 E 71900 000 000 00000 000	\$	3,094.64	\$	-
	142 E 72130 599 411 00000 000	\$	-	\$	3,094.64

Adjust Title II Allocation to Match ePlan - Increased Allocation	142 E 72210 524 202 00000 000	\$	6,809.73	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	6,809.73

	142 E 71900 000 000 00000 000	\$	67,343.92	\$	-
	142 E 72210 189 101 00000 000	\$	-	\$	48,634.50
	142 E 72210 201 101 00000 000	\$	-	\$	2,705.03
	142 E 72210 204 101 00000 000	\$	-	\$	4,226.34
Adjust Title 1 to Match ePlan - Reduced Allocation	142 E 72210 206 101 00000 000	\$	-	\$	63.00
	142 E 72210 207 101 00000 000	\$	-	\$	7,752.20
	142 E 72210 208 101 00000 000	\$	-	\$	182.65
	142 E 72210 212 101 00000 000	\$	-	\$	632.70
	142 E 72210 299 101 00000 000	\$	-	\$	54.25
	142 E 72210 524 101 00043 000	\$	-	\$	3,093.25

Adjust IDEA-PreK Allocation to Match ePlan - Increased Allocation	142 E 71200 163 911 00043 000	\$	1,892.87	\$	-
	142 E 99100 504 911 00043 000	\$	218.13	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	2,111.00
Adjust HQIM Literacy Grant Allocation to Match ePlan - Increased Allocation	142 E 71100 429 954 00000 000	\$	20,000.00	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	20,000.00
Adjust IDEA-B to Match ePlan - Increased Allocation (from 141 Contingency)	142 E 71200 206 901 00000 000	\$	400.00	\$	-
	142 E 71200 207 901 00000 000	\$	68,776.20	\$	-
	142 E 71200 208 901 00000 000	\$	1,600.00	\$	-
	142 E 71200 212 901 00000 000	\$	2,000.00	\$	-
	142 E 71200 299 901 00000 000	\$	400.00	\$	-
	142 E 72220 204 901 00000 000	\$	2,000.00	\$	-
	142 E 72220 208 901 00000 000	\$	600.00	\$	-
	142 E 99100 504 901 00000 000	\$	4,776.80	\$	-
	142 E 71900 000 000 00000 000	\$	-	\$	41,517.83
TOTAL		\$	592,251.09	\$	592,251.09

Fund 143 Budget Transfers

Fund 143 REVENUES	Account Code	Decrease	Increase
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FUND 143 EXPENDITURES	Account Code	Increase	Decrease
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	143 E 73100 103 000 00000 000	\$ 53,140.00	\$ -
	143 E 73100 165 000 00025 000	\$ -	\$ 33,790.00
	143 E 73100 201 000 00000 000	\$ 916.00	\$ -
	143 E 73100 204 000 00025 000	\$ -	\$ 403.00
End of Year Realignment	143 E 73100 207 000 00000 000	\$ 7,710.00	\$ -
	143 E 73100 212 000 00000 000	\$ 215.00	\$ -
	143 E 73100 217 000 00000 000	\$ 308.00	\$ -
	143 E 73100 710 000 00000 000	\$ -	\$ 103,096.00
	143 E 73100 399 000 00000 000	\$ 75,000.00	\$ -

TOTAL		\$ 137,289.00	\$ 137,289.00
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Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Jenifer Van Dyke, Finance Director *JVD*
Subject: **FY'24 Budget Amendment #3**
Date: April 22, 2024

The attached FY'24 Budget Amendment #3 includes the following budget requests for Board of Education approval:

- Addition of \$225,000 to the General Fund (Fund 141) budget to establish a Grant Contingency for the Summer Learning Grant that was higher than anticipated. This budget amendment will be taken to the City of Oak Ridge in Spring 2024.

FY 24 FYTD Budget Summary - Budget Amendment #3

Fund	FY24 Original Approved Budget	Budget Amendment #1, #2, & #3	Budget Transfer #1 & #2	FY24 Revised & Amended Budget Amounts
Fund 141 (General Fund)	\$ 72,537,161.00	\$ 1,022,172.15	\$ (108,045.78)	\$ 73,451,287.37
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
TOTAL All Funds	\$ 81,232,427.00	\$ 3,299,768.62	\$ -	\$ 84,532,195.62

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	\$ -	\$ 225,000.00
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Establish Grant Contingency Budget	141 E719000 599 000 00000 000	\$ 225,000.00	\$ -
TOTAL		\$ 225,000.00	\$ 225,000.00



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval of FY24 Summer Learning Camps Funding Application

I recommend the board approval of the FY24 Summer Learning Camps Funding Application as outlined below.

Learning Camps – \$511,090.83

Learning Camps Transportation - \$92,697.84

Budget

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Learning Camps

Account Number	Total
71100 - Regular Instruction Program	\$448,269.62
71200 - Special Education Program	\$0.00
72110 - Attendance	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72210 - Support Services/Regular Instruction Program	\$0.00
72220 - Support Services/Special Education Program	\$0.00
72310 - Board of Education	\$0.00
72410 - Office of the Principal	\$62,821.21
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
99100 - Transfers Out	\$0.00
Total	\$511,090.83
Adjusted Allocation	\$511,090.83
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Learning Camps

71100 - Regular Instruction Program - \$448,269.62 ▼

Budget Detail

Narrative Description

Account Number: 71100 - Regular Instruction Program

Line Item Number: 116 - Teachers

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$375,000.00

Line Item Total: \$375,000.00

Teachers for summer camps - 80/65FTE

Account Number: 71100 - Regular Instruction Program

Line Item Number: 201 - Social Security

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$23,250.00

Line Item Total: \$23,250.00

Teachers for summer camps - 80/65FTE

Account Number: 71100 - Regular Instruction Program

Line Item Number: 204 - State Retirement

Optional Program Code:

Teachers for summer camps - 80/65FTE

<p>Code: Oak Ridge (012)</p> <p>Location Code:</p> <p>Quantity: 1.00</p> <p>Cost: \$33,750.00</p> <p>Line Item Total: \$33,750.00</p>	
<p>Account Number: 71100 - Regular Instruction Program</p> <p>Line Item Number: 212 - Employer Medicare</p> <p>Optional Program Code:</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$5,437.50</p> <p>Line Item Total: \$5,437.50</p>	<p>Teachers for summer camps - 80/65FTE</p>
<p>Account Number: 71100 - Regular Instruction Program</p> <p>Line Item Number: 217 - Retirement - Hybrid Stabilization</p> <p>Optional Program Code:</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$4,725.00</p> <p>Line Item Total: \$4,725.00</p>	<p>Teachers for summer camps - 80/65FTE</p>
<p>Account Number: 71100 - Regular Instruction Program</p> <p>Line Item Number: 429 - Instructional Supplies & Materials</p>	<p>Instructional supplies and materials for summer learning, Bridge, and STREAM camps including but not limited to decodable readers, reading and math units of study, paper, rulers, calculators, books.</p>

Number:

Optional

Program

Code:

Location Oak Ridge (012)

Code:

Quantity:

1.00

Cost:

\$6,107.12

Line Item

Total:

\$6,107.12

\$448,269.62

Total for 71100 - Regular Instruction Program:

\$62,821.21

Total for all other Account Numbers:

\$511,090.83

Total for all Account Numbers:

\$511,090.83

Adjusted Allocation:

\$0.00

Remaining:

Budget Detail

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Learning Camps

72410 - Office of the Principal - \$62,821.21

Budget Detail

Narrative Description

Account Number: 72410 - Office of the Principal	6 FTE Summer Camp Admin - 7 headcount
Line Item Number: 104 - Principal(s)	
Optional Program Code:	
Location Code: Oak Ridge (012)	
Quantity: 1.00	
Cost: \$53,279.22	
Line Item Total: \$53,279.22	

Account Number: 72410 - Office of the Principal	6 FTE Summer Camp Admin - 7 headcount
Line Item Number: 201 - Social Security	
Optional Program Code:	
Location Code: Oak Ridge (012)	
Quantity: 1.00	
Cost: \$3,303.31	
Line Item Total: \$3,303.31	

Account Number: 72410 - Office of the Principal	6 FTE Summer Camp Admin - 7 headcount
Line Item Number: 204 - State Retirement	
Optional Program Code:	

Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$4,795.13

Line Item Total: \$4,795.13

Account Number: 72410 - Office of the Principal

Line Item Number: 212 - Employer Medicare

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$772.55

Line Item Total: \$772.55

Account Number: 72410 - Office of the Principal

Line Item Number: 217 - Retirement - Hybrid Stabilization

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$671.00

Line Item Total: \$671.00

6 FTE Summer Camp Admin - 7 headcount

6 FTE Summer Camp Admin - 7 headcount

Total for 72410 - Office of the Principal: \$62,821.21

Total for all other Account Numbers: \$448,269.62

Total for all Account Numbers: \$511,090.83

Adjusted Allocation: \$511,090.83

Remaining: \$0.00

Budget

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Summer Learning Transportation

Account Number	Total	Total	Total
72710 - Transportation	\$92,697.84	\$92,697.84	\$92,697.84
		Adjusted Allocation	Remaining
			\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Summer Learning Transportation

72710 - Transportation - \$92,697.84 ▼

Budget Detail

Narrative Description

Account Number: 72710 - Transportation
Line Item Number: 312 - Contracts with Private Agencies

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$82,697.84

Line Item Total: \$82,697.84

10 buses for summer camp transportation - This is a contracted service - 10 drivers expected, but this is managed by the contracting company and impacted driver availability. 7 Routes expected, 5 days per week, 2 trips per bus.

Account Number: 72710 - Transportation

Line Item Number: 412 - Diesel Fuel

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$10,000.00

Line Item Total: \$10,000.00

fuel costs 10 buses, 10 routes, approximately 600-800 per bus

Total for 72710 - Transportation: \$92,697.84

Total for all other Account Numbers: \$0.00

Total for all Account Numbers: \$92,697.84

Adjusted Allocation: \$92,697.84

Remaining: \$0.00

Budget Overview

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Summer Learning Transportation

Filter by Location: All - \$92,697.84 ▼

Line Item Number	Account Number	72710 - Transportation	Total
312 - Contracts with Private Agencies		82,697.84	82,697.84
412 - Diesel Fuel		10,000.00	10,000.00
Total		92,697.84	92,697.84
		Adjusted Allocation	92,697.84
		Remaining	0.00

Program Details

Oak Ridge (012) Public District - FY 2024 - Summer Learning Camps - Rev 0 - Summer Learning Transportation

* How does the planned use of these funds align with your current student transportation services?

We will be using the same contractor and drivers that want to continue work during the summer months. Frist Student has provided this summer service each year.

* How does the planned use of these funds directly tied to summer learning transportation?

All funds in the transportation line will be used for transportation to summer camp during the month of June.

* Identify other grant applications that are funding summer programming transportation.

Learning Camp Application Funds

None

Other

If Other selected, please type the funding source here.

300 * How many estimated students will use school transportation for summer programming?

Resources

[Click here to open the application guidance document.](#)

[Click here to read the Budget Narrative Overview](#)



Oak Ridge Schools

PRESCHOOL

Head Start Self-Assessment 2024

I respectfully request approval of the Head Start Self-Assessment for 2024. The Self-Assessment is a Head Start requirement in which a team of preschool staff, parents, and community partners closely evaluate each service area for the program. Within each service area, strengths, and areas to be strengthened are identified. The team then identifies areas on which to focus as priority items. These are the areas in which funding will be an area of focus. The Self-Assessment and the Community Assessment are two primary documents that drive our spending and budget development.

Respectfully submitted,

Mrs. Lisa M Downard

Principal

157 Carver Ave | Oak Ridge, TN 37830

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

www.ortn.edu

Every student prepared for college, career, and life success



Oak Ridge Schools

PRESCHOOL

Oak Ridge Schools' Preschool/Head Start

Annual Self-Assessment

2023-2024

The 2024 Annual Self-Assessment was approved:

By the Oak Ridge Schools Board of Education on

By Head Start Policy Committee on 4/30/24

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Introduction

Oak Ridge Schools' Preschool/Head Start program performs a comprehensive self-assessment looking at the program's entire operations each year to measure its effectiveness in meeting program goals and objectives. Members of the self-assessment team include parents, community partners, a member of the Board of Education, policy committee members, and program staff. Information from the self-assessment, along with other program data, is used to develop long and short-term goals and a strategic plan for the program to improve and excel beyond compliance requirements. The information is also used as a part of planning for the annual budget.

Methodology

The annual self-assessment was conducted using the MRI: Management Review Instrument for Head Start Program Evaluation/Self-Assessment.

The tool is divided into two parts:

1. Part One: Self-Assessment as Internal Program Evaluation
2. Part Two: Management Review Instrument

The assessment process consisted of:

1. Orientation/Training
2. Preparing materials
3. Assembling teams
4. Gathering the data
5. Aggregating and analyzing the data
6. Creating the self-assessment report
7. Developing a program improvement plan
8. Reporting to stakeholders

Pre

The program staff discussed the process on April 19, 2024, to review the process and plan for the assessment.

Training

The director provided the management staff with an overview of the self-assessment process on April 19, 2024. On April 24, 2024, parents, community partners, and managers met to discuss each service area on the Self-Assessment.

Preparation

The staff were provided with materials for the self-assessment process and were asked to read and review the materials. On April 19, 2024, the staff received copies of the forms required to administer the process.

Teams

Policy Committee members, community partners, management staff, family service staff, and a Board of Education member were introduced to the ORSP Self-Assessment. System area managers served as team leaders to assist with accessing the data needed and to ensure a complete assessment.

Community partners/agencies participating in the assessment were: United Way of Anderson County and Legal Aid.

Gathering Data

System managers gathered data and documentation to verify compliance in their area. Managers shared the reviewed data and determined strengths and challenges.

Data collection tools used

- Child Plus data
- family needs survey
- waiting list
- attendance data
- classroom checklists
- health inspection reports
- custodian playground checklists
- fire marshal inspection reports
- state licensing inspection reports
- Child Plus health data
- program budget

- Policy Committee meeting agendas/minutes
- communication from grantee
- staff meeting and staff training agendas
- CACFP/USDA meal data
- Ed Plan for special needs services data
- TS GOLD, CLASS
- mental health reports

Aggregating and Analyzing

Once all information was gathered, system managers sorted through the data to ensure they had the information needed for the teams to determine the Program's compliance, strengths, and weaknesses. They looked at all the data that was collected to analyze and summarize the results. The teams summarized what they determined to be areas of program strengths and areas that could be strengthened.

Improvement Plan

Once all summaries were completed, the management staff met to review all area summaries as a team, to determine goals for the 2024-2025 school year, and to create the program improvement plan.

Report to Stakeholders

The Self-Assessment report and program improvement plan was shared with the Board of Education on 5/20/24 and shared with Policy Committee on 4/29/24. Members of each group were given an opportunity for input into the program improvement plan before giving their approval.

2023-2024 Self-Assessment Review Team

Program Parents

- Jessie Brewer
- Miracle Weaver
- Shakeira Smith

Community Partners

- Laura McLean-Board of Ed Liaison
- Janet Mynatt—Legal Aid

Program Staff

- Lisa Downard-Director
- Robin Johnson-ERSEA Manager
- Kelly Jones—School Nurse
- Nancy Chrisman—Family and Community Engagement Manager
- Stacey Burleson—Bookkeeper
- Teresa Fisher—Family Advocate
- Erin Pearson—Education Manager
- Kimberly Tuck—Transportation Manager

Oak Ridge Schools' Preschool/Head Start

Self-Assessment 2023-2024

Disabilities

Program Strengths:

- Head Start and LEA in one site. Able to provide services through our in-house providers (OT/PT/Speech/Resource/Psychologist)
- Strong communication between parents and teachers
- On-site Speech/Language, OT/PT, Inclusion Specialist and School Psychologist
- Amazing developmental/motor/speech gains from beginning of services
- Excellent rapport with TEIS (TN Early Intervention Services) Strong transition (no gaps in services) from TEIS to Preschool Program
- Knowledge/Communication/Resources
- The program is inclusive, and students with special needs are not isolated

Challenges	Action Plan/Goal	Responsible Person/Team	Timeline	Financial Obligation
Communication between parents and therapists	SPED team will meet to discuss what actions should take place and the case managers will share the information with OT and PT.	Case Managers	24-25 SY	None

Status comments on progress reports are not clear and sometimes unrelated to the goal status	Clarification on "progress being made" How does the phrase "a delight to work with" relate to the status of an objective?	OT/PT/Speech/Case Manager	24-25 SY	
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Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Education

Areas of Strength:

- Program implementing research-based, Creative Curriculum, with the Teaching Strategies Gold integrated curriculum-based assessment system.
- Finishing year 7 on implementation of curriculum
- Addition of Tennessee Supplement Literacy Curriculum-Sounds First
- Our program's CLASS observation scores exceed Quality Thresholds
- Teacher level of experience and advanced degrees
- Dedicated SLP, OT, PT, inclusion teacher for the program

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
High number of children with special needs enrolled at ORSP	Utilize Collaborative Team (PLC) to work together with SPED department Utilize special ed staff and other district staff for PD focused on inclusion practices	Education Coordinator, Curriculum Coach,	24-25 SY	Program Funds

Increase DLL Literacy scores	PD focused on phonological awareness and DLL Learners	Education Manager; Curriculum Coach; DLL staff from the district	24-25 SY	Program Funds
Increasing number of cooking activities in the classrooms	Plan with collaborative teams on what ingredients are needed and purchase for team. Plan within PLC's to cook and intentional focus on math skills.	Education Manager; Curriculum Coach	24-25 SY	Program funds

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

ERSEA

Program Strengths:

- Being part of the Oak Ridge School District
- Our ongoing level of community engagement and partnerships
- Parent/Guardian engagement opportunities
- Fully enrolled
- The ongoing presence on social media and at community events has improved awareness throughout the community.
- The program continues to offer an early morning drop-off this year, the program's Duration of Services has occurred in the morning, giving families a 30 minute earlier drop-off option. Power Up Peanuts, a program that provides gross motor activities and play, is the curriculum used for the morning program.
- Enrollment of students as Over Income and 100-130% has reduced; which is a reflection of our program serving more students with the greatest need
- New staff have become more familiar with the enrollment and recruitment process
- Culture of being a school community that consists of all school personnel assisting the ERSEA manager in meeting the needs of students and families as it related to recruitment, enrollment, and attendance

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Intentional recruiting in areas of the city with the greatest need	Work with community leaders to identify areas of families with most need	ERSEA Manager; Director	24-25 SY	Program funds

After School Child Care	Seek possibility of Extended Child Care to be provided at our school for after school hours	Preschool Director; ORS Administration	Ongoing look at this as an option.	ECC independently charges families for their services.
Identify Attendance concerns in a timely manner	Monitor attendance on a weekly basis and address excessive absences in a timely manner	ERSEA manager; Director	24-25 SY	Program Funds

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Family/Community Engagement

Program Strengths:

- Community Partnerships: We have partnerships with several community agencies such as United Way, Legal Aid, etc. Our annual Resource Fair allows our community partners to interact with our Preschool families.
- Strong communication between school and parents through the use of See Saw and newsletters.
- Parents feel comfortable coming into the school and also reaching out to their family advocate.
- Success with Mornings and Mugs—casual morning opportunity for parents to meet to develop friendships and support one another
- Positive system for arrival to start children's day in a positive way.
- Family engagement events-Increased number of events and improved parental attendance and involvement with the events
- Parents are encouraged to have 1:1 contact with the advocates and to develop strong working relationships.

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Getting information about events directly to fathers/father figures	During enrollment meetings, identify father/father figure in contact information	Family Services	24-25 SY	No cost involved
Awareness of program's Head Start guidelines, especially regarding home visits, family advocate involvement, family goal	Provide information for parents prior to enrollment-scheduled summer meetings to gather all documents, discuss needs, set goals	Family Services; Director	24-25 SY	Program funds
More parents desired on Policy Committee	Current Policy Committee members and teachers to recruit specific parents with individual invitation, have current members record a video	Family and Community Engagement Manager; Director	24-25 SY	Program Funds
Additional volunteer opportunities outside of classroom	Ask teacher for ideas and maintain a home reading and activity volunteer log, add an at home activity re: math	Family Advocates; Family and Community Engagement Manager	24-25 SY	Program Funds

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Fiscal

Program Strengths:

- Thorough internal monitoring of multiple funding sources that comply with applicable policies and procedures set in place by ORS and Anderson County school district.
- Multiple internal layers of budget and expenditure oversight through continual communication between the ORSP Director, Bookkeeper, and Education Manager that ensure the availability of necessary resources for the students, teachers, and parents

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
LEA awareness of Head Start guidelines	*Director and Bookkeeper to work closely with LEA to share guidelines. *Utilize ACHS knowledge for fiscal guidance. *Bookkeeper to participate in HS Fiscal training opportunities.	Fiscal Manager/Bookkeeper and Director	24-25 SY	Program Funds
Delays in communication from LEA regarding BOE approvals and changes to the budgets originally submitted by Director before new school year starts.	*Follow-up frequently with LEA before the start of new SY to give the Director and Bookkeeper enough time to prioritize program needs and make appropriate changes to anticipated expenditures. *Plan with Ed Coor. for PD and supplies needed to meet future curriculum requirements.	Fiscal Manager/Bookkeeper and Director	24-25 SY	No cost involved

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Governance

Program Strengths:

- Passion and dedication of Policy Committee members
- Collaboration and support from Board of Education
- All classrooms together at one site
- Brand new facility
- Highly qualified personnel
- School Board Liaison consistently attends meetings and functions and communicates to Board
- A Weekly Newsletter - Puppy Chow, goes out to families to keep everyone informed of current preschool and community events.

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Sharing of goals and objectives with governing body—beyond approval	Quarterly sharing of data-family outcomes, progress on HS goals	Family & Community Engagement Manager; Director	24-25 SY	Program funds

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Health/Nutrition

Program Strengths:

- School nurse on site
- Partnership with ACHD for dental clinics at school and referrals if needed for further dental care
- Providing resource information regarding weekly free medical clinic for both students and families in Scarborough each Thursday, as well as free dental clinics happening in the community, etc.
- Partnership with Well Child program for students to receive well child visits and vision screenings/glasses at school
- Partnership with Helen-Ross McNabb for mental health services.
- On-site mental health counselor
- Meals provided through Aramark Service - teacher liaison.
- Provide "Food for Kids" through Second Harvest.
- Communication in a timely manner

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Need for School Resource Officer on site	Express need to board of ed and district leadership	Director	24-25 SY	District funds or grant funds if available

Some students struggling to establish PCP/Pediatrician and dentist

Participating in the Well Child program to provide a physical, and eye exams/glasses, and referrals.

Ask parents during enrollment meetings

School Nurse 24-25 SY

School system program

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Human Resources

Program Strengths:

- The ORS Preschool is part of the Oak Ridge School District. All staff must apply and complete new hire requirements prior to any employee's start date. Being a part of the school district also provides a larger number of applicants which in turn means a more diverse group of people to choose from.
- For each job opening at the Preschool, there is a panel to conduct interviews. This allows for administration, faculty, staff, and parents to not only sit in on the interviews, but to ask questions as well. Also, the panel decides who is best suited for each position and who will bring the most to the program.

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Diversity of Staff	Get job opening information out to our Preschool parents and to nearby colleges.	Principal, HR Department	Ongoing	No additional funds required
Mental Health of Staff	Provide opportunities for on-site counselor to support staff. Provide a positive,	Director, Mental Health Manager	24-25 SY	Program funds

	nurturing school environment for staff.			
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Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Mental Health

Areas of Strength:

- All staff participated in Conscious Discipline training with CD trainer in the fall
- 6 classrooms continued coaching with CD trainer
- Utilizing secured ongoing funding with QI funds to continue partnership with McNabb mental health counselor
- Tennessee Building Strong Brains: strategies for educators-5 staff attended year 2 train the trainer training

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Continue to provide training and support toward increasing depth of implementation of Conscious Discipline (starting year 3 of 5-year plan)	Continuation of PD regarding Conscious Discipline PLC's share strategies and practices and monitor data regarding Social Emotional objectives within TS Gold	Mental Health Coordinator	24-25 SY	Program Funds

Oak Ridge Schools' Preschool/Head Start

Self-Assessment 2023-2024

Program Design and Management

Strengths:

- Policy Committee is a guiding force in decision making for the program.
- Teachers, Family Services, Managers, and Administrators work together to consistently monitor program operations
- Part of LEA—highly qualified staff
- Ambitious but Attainable program goals

Challenges	Action Plan/Goals	Responsible Person	Timeline	Financial Obligation
Systemic monitoring of the program in meeting HS standards	Continue to update and follow a schedule for areas to be monitored throughout the year Management Team to meet on a monthly basis	Director Compliance Manager	Ongoing	Program funds
Communication among Family Services Team and Management Team	Meet monthly	Family and Community Engagement Manager; Director	24-25 SY	Program Funds

Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Facilities and Safety

Program Strengths:

- New facility.
- Dedication and attention to detail of our custodians and support from the schools' maintenance department.
- Experienced and knowledgeable staff members.
- Training of staff pertaining to safety issues.
- Clear sight lines in building and parking lots

Challenges	Action Plan/Goals	Responsible Person	Timeline	Financial Obligation
Safety concerns related to possible parental conflicts, custody issues, etc.	Collaborate with legal aid to provide staff training	Family and Community Engagemen † Manager	24-25 SY	Program Funds
Would like SRO dedicated to preschool	Work with LEA to determine SRO	Family and Community Engagemen † Manager	24-25 SY	Program Funds
Personal Alert Devices are new and not yet utilized	Provide training to staff re: use of devices	Technology dept	24-25 SY	Program Funds

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Oak Ridge Schools Preschool/Head Start

Self-Assessment 2023-2024

Transportation

Program Strengths:

- Support of LEA—contract with First Student transportation service to provide afternoon transportation for all students

Challenges	Action Plan/Goal	Responsible Person	Timeline	Financial Obligation
Monitoring of transportation	Request driver information prior to students beginning school Provide calendar of requirements to Director of Transportation before beginning of each school year	Director or Transportation Manager	24-25 SY	Program Funds
Updates when new drivers and/or aides are hired	Request quarterly update	Transportation Manager	24-25 SY	Program Funds

The Self-Assessment team identified the following areas for improvement:

Item	Action	Completion Date
Mental Health of Staff and Students	<ul style="list-style-type: none"> • The program will continue to grow in implementation of Conscious Discipline • The program will continue the partnership with McNabb Mental Health Center to provide counseling and support to staff and students 	
Recruiting of eligible students	<ul style="list-style-type: none"> • The program will participate in community events and on community boards to promote the school within the community and to strategically recruit eligible students • The program will provide informational brochures/flyers within the community—in the offices of all Oak Ridge Schools, at the city Chamber of Commerce, and the office of local housing/rental properties 	
Support classroom staff in working with students with disabilities	<ul style="list-style-type: none"> • Include specialists in PLC's • Specialists provide in-service during staff meetings/PD • Specialists to provide more detailed progress reports to teacher and parents 	
Literacy instruction specific to Dual Language Learners (DLL) and students with special needs	<ul style="list-style-type: none"> • Continued use of Phonological Awareness and Sounds First curriculum • PLC focus on Phonological Awareness instruction 	

Increase Math proficiency	<ul style="list-style-type: none">• Continued use of Intentional Teaching Cards for Math instruction—specifically cooking• PLC focus on Math instruction	
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Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval of FY25 Perkins Basic Application

I recommend the board approval of the FY25 Perkins Basic Application. This is an annual non-competitive application.



Date: April 22, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

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

Subject: **Recommendation of Perkins Basic Grant Application**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the FY25 CTE Basic Grant application in the projected amount of \$75,299.54. This is an annual, non-competitive grant application. The proposed budget line item details are attached.

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

Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	99100 - Transfers Out	Total
163 - Educational Assistants	24,000.00				24,000.00
201 - Social Security	600.00	0.00	0.00		600.00
212 - Employer Medicare	350.00	0.00	0.00		350.00
429 - Instructional Supplies & Materials	6,000.00				6,000.00
499 - Other Supplies and Materials	10,000.00	0.00	0.00		10,000.00
504 - Indirect Cost				3,849.54	3,849.54
524 - In-Service / Staff Development			2,500.00		2,500.00
524PD - In-Service / Staff Development (PD)		10,000.00			10,000.00
599C - Other Charges (CTSO)		8,000.00			8,000.00
730 - Vocational Instruction Equipment	10,000.00				10,000.00
Total	50,950.00	18,000.00	2,500.00	3,849.54	75,299.54
Adjusted Allocation					75,299.54
Remaining					0.00



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval of FY25 Perkins Reserve Application

I recommend the board approval of the FY25 Perkins Reserve Grant Application. These funds will purchase a 4 x 8 CNC Router, Saws, Planer, Jointer, and 3D Printers for STEM/Machine Tool Maintenance courses.



Date: April 22, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

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

Subject: **Recommendation of Perkins Reserve Grant Application**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the FY25 CTE Perkins Reserve Grant application in the amount of \$49,850.00. This is a competitive grant. If approved, funding will be used to purchase a 4 x 8 CNC Router, Saws, Planer, Jointer, and 3D Printers for STEM/Machine Tool Technology courses.

Thank you,

A handwritten signature in black ink that reads "Holly Cross". The signature is written in a cursive style with a long, sweeping underline.

Holly Cross

**Oak Ridge (012) Public District - FY 2025 - CTE Perkins Reserve - Rev 0 -
Secondary Application**

Line Item Number	71300 - Vocational Education Program	Total
429 - Instructional Supplies & Materials	8,000.00	8,000.00
730 - Vocational Instruction Equipment	41,850.00	41,850.00
Total	49,850.00	49,850.00
	Adjusted Allocation	0.00
	Remaining	-49,850.00



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John C. Stults II, Supervisor of Special Education

May 6, 2024

Memorandum for FY 25 IDEA Partnership Grant Submission

- I recommend approval of the FY 25 IDEA Partnership Grant Submission.
- If funded, this grant would allow Oak Ridge Schools to prioritize special education professional development for all school administrators. This would enhance our administrator's knowledge and skills around special education practices regarding discipline, least restrictive environment, transition, diploma pathways, etc.
- The PD that the school administrators would participate in would focus on federal and state special education law and restorative justice practices.
- If funded, this would be the first of a three-year grant application for PD for our school administrators.
- Grant overview is attached.

Sincerely,

John C. Stults II



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- ePlan Sign Out

Budget Overview

Oak Ridge (012) Public District - FY 2025 - IDEA Partnership for Systemic Change (K-12) - Rev 0 - Implementation Grant Year 1

Go To

Indirect Cost Guide

Total Allocation	\$0.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$0.00
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$0.00
Max Indirect Cost	\$0.00

Filter by Location: All - \$25,000.00

Show Unbudgeted Categories

Account Number 72220 - Support Services/Special Education Program **Total**

Line Item Number

524 - In-Service / Staff Development 25,000.00 25,000.00

Total 25,000.00 25,000.00

Adjusted Allocation 0.00

Remaining -25,000.00

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MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval of FY25 Consolidated Funding Application

I recommend the board approval of the FY25 Consolidated Funding Application, an annual formula federal program.

Projects included in this application include:

Title 1 – Improving Basic Programs - \$874,669.59

Title 2 – Supporting Effective Instruction - \$166,141.84

Title 3 – English Language Acquisition - \$24,447.15

Title 4 – Student Support and Academic Enrichment - \$69,434.78

IDEA B – Individuals with Disabilities Education Act - \$1,150,639.00

IDEA Preschool – Comprehensive Coordinated Early Intervention - \$37,986.00

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title I, Part A

Indirect Cost Guide

Total Allocation	\$874,669.59
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$874,669.59
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$822,057.89
Max Indirect Cost	\$52,611.70

Account Number	Total
71100 - Regular Instruction Program	\$701,012.52
71150 - Alternative Instruction Program	\$0.00
71200 - Special Education Program	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$124,333.60
72210 - Support Services/Regular Instruction Program	\$0.00
72250 - Education Technology	\$0.00
72410 - Office of the Principal	\$0.00
72520 - Human Resources/Personnel	\$0.00
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
73400 - Early Childhood Education	\$0.00
82130 - Principal	\$0.00
99100 - Transfers Out	\$49,323.47
Total	\$874,669.59
Adjusted Allocation	\$874,669.59
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title I, Part A

71100 - Regular Instruction Program - \$701,012.52 ▼

Budget Detail

Narrative Description

Account Number: 71100 - Regular Instruction Program

Line Item Number: 116 - Teachers

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$197,967.05

Line Item Total: \$197,967.05

District Set Aside ORS Preschool Teachers 197967.05
District Set Aside 2.65 FTE

Account Number: 71100 - Regular Instruction Program

Line Item Number: 163 - Educational Assistants

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Willow Brook 2.0 FTE 53124.27
Glenwood 1.75 FTE 50138.45
Linden 1.5 FTE 40955.17
Woodland 1.25 FTE 39327.19

Quantity: 1.00
Cost: \$183,545.08
Line Item Total: \$183,545.08

Account Number: 71100 - Regular Instruction Program

Line Item Number: 163 - Educational Assistants

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00
Cost: \$145,304.52
Line Item Total: \$145,304.52

Account Number: 71100 - Regular Instruction Program

Line Item Number: 201 - Social Security

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

ORS Preschool Assistants - District Set Aside 5.92 FTE 145304.52

ORS Preschool - District Set Aside 8.57 FTE 21282.85

Code:

Quantity: 1.00

Cost: \$21,282.85

Line Item Total: \$21,282.85

Account Number: 71100 - Regular Instruction Program

Line Item Number: 201 - Social Security

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$11,379.80

Line Item Total: \$11,379.80

Account Number: 71100 - Regular Instruction Program

Line Item Number: 204 - Pensions

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Willow Brook 2.0 FTE 3293.71
Glenwood 1.75 FTE 3108.58
Linden 1.5 FTE 2539.22
Woodland 1.25 FTE 2438.29

ORS Preschool - District Set Aside 8.57 FTE 22642.76

Code:

Quantity: 1.00

Cost: \$22,642.76

Line Item Total: \$22,642.76

Account Number: 71100 - Regular Instruction Program

Line Item Number: 204 - Pensions

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$6,206.92

Line Item Total: \$6,206.92

Account Number: 71100 - Regular Instruction Program

Line Item Number: 206 - Life Insurance

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Willow Brook 2.0 FTE 3608.99
Glenwood 1.75 FTE 2597.93
Linden 1.50 FTE 0
Woodland 1.25 FTE 0

ORS Preschool - District Set Aside 8.57 FTE 913.50

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$913.50

Line Item Total: \$913.50

Account Number: 71100 - Regular Instruction Program

Line Item Number: 206 - Life Insurance

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$630.00

Line Item Total: \$630.00

Account Number: 71100 - Regular Instruction Program

Line Item Number: 207 - Medical Insurance

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs:

Optional Program Code:

Willow Brook 2.0 FTE 252.00
Glenwood 1.75 FTE 252.00
Linden 1.50 FTE 126
Woodland 1.25 FTE 0

ORS Preschool - District Set Aside 8.57 FTE 69189.38

<p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$69,189.38</p> <p>Line Item Total: \$69,189.38</p>	
<p>Account Number: 71100 - Regular Instruction Program</p> <p>Line Item Number: 207 - Medical Insurance</p> <p>Strategic Plan:</p> <p>LEA Set Asides:</p> <p>Admin Costs:</p> <p>Optional Program Code:</p> <p>Location Code: Oak Ridge (012)</p> <p>Quantity: 1.00</p> <p>Cost: \$29,515.82</p> <p>Line Item Total: \$29,515.82</p>	<p>Willow Brook 2.0 FTE 21156.72 Glenwood 1.75 FTE 8359.10 Linden 1.50 FTE 0 Woodland 1.25 FTE 0</p>
<p>Account Number: 71100 - Regular Instruction Program</p> <p>Line Item Number: 208 - Dental Insurance</p> <p>Strategic Plan:</p> <p>LEA Set Asides: Preschool</p> <p>Admin Costs:</p> <p>Optional Program</p>	<p>ORS Preschool - District Set Aside 8.57 FTE 2605.65</p>

Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,605.65

Line Item Total: \$2,605.65

Account Number: 71100 - Regular Instruction Program

Line Item Number: 208 - Dental Insurance

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$1,078.20

Line Item Total: \$1,078.20

Account Number: 71100 - Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs: Optional

Willow Brook 2.0 FTE 718.80
Glenwood 1.75 FTE 359.40
Linden 1.50 FTE 0
Woodland 1.25 FTE 0

ORS Preschool - District Set Aside 8.57 FTE 4977.44

Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$4,977.44

Line Item Total: \$4,977.44

Account Number: 71100 - Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,661.41

Line Item Total: \$2,661.41

Account Number: 71100 - Regular Instruction Program

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan:

LEA Set Asides: Preschool

Admin Costs: Optional

Willow Brook 2.0 FTE 770.30
Glenwood 1.75 FTE 727.01
Linden 1.50 FTE 965.11
Woodland 1.25 FTE 198.99

Vision insurance for positions that qualify for coverage

ORS Preschool - District Set Aside 8.57 FTE 786.64

Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$786.64

Line Item Total: \$786.64

Account Number: 71100 - Regular Instruction Program

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$325.50

Line Item Total: \$325.50

Vision insurance for positions that qualify for coverage

Willow Brook 2.0 FTE 217.00
Glenwood 1.75 FTE 108.50
Linden 1.50 FTE 0
Woodland 1.25 FTE 0

Total for 71100 - Regular Instruction Program: \$701,012.52

Total for all other Account Numbers: \$173,657.07

Total for all Account Numbers: \$874,669.59

Adjusted Allocation: \$874,669.59

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title I, Part A

72130 - Other Student Support - \$124,333.60

Budget Detail

Narrative Description

Account Number: 72130 - Other Student Support

Line Item Number: 189 - Other Salaries & Wages

Strategic Plan: Student Readiness

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$42,330.38

Line Item Total: \$42,330.38

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 42330.38

Account Number: 72130 - Other Student Support

Line Item Number: 201 - Social Security

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 2624.48

Quantity: 1.00
Cost: \$2,624.48
Line Item Total: \$2,624.48

Account Number: 72130 - Other Student Support

Line Item Number: 204 - Pensions

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00
Cost: \$2,616.02
Line Item Total: \$2,616.02

Account Number: 72130 - Other Student Support

Line Item Number: 206 - Life Insurance

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 2616.02

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 126.00

Code:

Quantity: 1.00

Cost: \$126.00

Line Item Total: \$126.00

Account Number: 72130 - Other Student Support

Line Item Number: 207 - Medical Insurance

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$15,034.66

Line Item Total: \$15,034.66

Account Number: 72130 - Other Student Support

Line Item Number: 208 - Dental Insurance

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 15034.66

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 359.40

Code:

Quantity: 1.00

Cost: \$359.40

Line Item Total: \$359.40

Account Number: 72130 - Other Student Support

Line Item Number: 212 - Employer Medicare

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$613.79

Line Item Total: \$613.79

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 613.79

Account Number: 72130 - Other Student Support

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Social Worker - 1.0 FTE (based on needs assessment using SEL survey data) Willow Brook 108.50

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$108.50

Line Item Total: \$108.50

Account Number: 72130 - Other Student Support

Line Item Number: 399 - Other Contracted Services

Strategic Plan:

LEA Set Asides: Non-Public Instructional Funds

Admin Costs:

Optional Program Code: 08

Location Code: St. Mary's School Oak Ridge (012-9010)

Quantity: 1.00

Cost: \$13,382.44

Line Item Total: \$13,382.44

Account Number: 72130 - Other Student Support

Line Item Number: 499 - Other Supplies and Materials

Strategic Plan:

LEA Set Asides: Required Parent and Family Engage...

Admin Costs:

Optional Program Code:

St. Mary's School will use Huntington Learning Academy to provide supplemental tutoring services for at-risk students.

District set aside - Required parent involvement

2186.68 of the money set aside for parent involvement is used for educational materials and light refreshments at parent information nights at Woodland Elementary. 142-72130-499-101-00050-000

2186.67 of the money set aside for parent involvement is used for literature, materials and light refreshments at parent workshops at Linden Elementary. 142-72130-499-101-00030-000

2186.68 of the money set aside for parent involvement is used for literature, materials and light refreshments at parent workshops at Glenwood Elementary. 142-72130-499-101-00015-000

2186.68 of the money set aside for parent involvement is used for literature, materials and light refreshments at parent workshops at Willow Brook Elementary.

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$8,746.70

Line Item Total: \$8,746.70

Account Number: 72130 - Other Student Support

Line Item Number: 499 - Other Supplies and Materials

Strategic Plan:

LEA Set Asides: Non-Public School Parent and Family...

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$103.96

Line Item Total: \$103.96

Account Number: 72130 - Other Student Support

Line Item Number: 599 - Other Charges

Strategic Plan:

LEA Set Asides: Reservation of Funds

Admin Costs:

Optional Program

Set-aside for St. Mary's family nights, light refreshments, materials, and books for families.

Reservation of funds for increasing insurance costs and potential changes in allocations.

Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$36,287.27

Line Item Total: \$36,287.27

Account Number: 72130 - Other Student Support

Line Item Number: 599 - Other Charges

Strategic Plan:

LEA Set Asides: Students Experiencing Homelessness

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,000.00

Line Item Total: \$2,000.00

District Homeless Set Aside - The funds set aside for homeless are used for instructional materials above and beyond what is provided by the school. It is also used for clothing or other materials needed for a student to succeed in school. 2000

Total for 72130 - Other Student Support:	\$ 124,333.60
Total for all other Account Numbers:	\$ 750,335.99
Total for all Account Numbers:	\$ 874,669.59
Adjusted Allocation:	\$ 874,669.59
Remaining:	\$ 0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title I, Part A
99100 - Transfers Out - \$49,323.47

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Line Item Number: 504 - Indirect Cost

Strategic Plan:

LEA Set Asides:

Admin Costs:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$49,323.47

Line Item Total: \$49,323.47

Indirect Costs

\$49,323.47

Total for 99100 - Transfers Out:

\$825,346.12

Total for all other Account Numbers:

\$874,669.59

Total for all Account Numbers:

\$874,669.59

Adjusted Allocation:

\$0.00

Remaining:

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title II, Part A

Indirect Cost Guide

Total Allocation	\$166,141.84
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$166,141.84
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$156,148.35
Max Indirect Cost	\$9,993.49

Account Number	Total
71100 - Regular Instruction Program	\$0.00
71150 - Alternative Instruction Program	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72210 - Support Services/Regular Instruction Program	\$156,772.94
72250 - Education Technology	\$0.00
72520 - Human Resources/Personnel	\$0.00
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
99100 - Transfers Out	\$9,368.90
Total	\$166,141.84
Adjusted Allocation	\$166,141.84
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title II, Part A

72210 - Support Services/Regular Instruction Program - \$156,772.94 ▼

Budget Detail

Narrative Description

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 172 - Instructional Coaches

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code:

Oak Ridge (012)

Quantity: 1.00

Cost: \$28,000.00

Line Item Total: \$28,000.00

K-12 District PLC Coordinator (.25 FTE)

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 196 - In-Service Training

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Stipends for new teacher mentors PreK-12. These mentor teachers will meet with new teachers on a regular basis to provide support as they acclimate both to their school and to the profession in the cases of brand new teachers.

Teacher stipends for PD/curriculum work done outside contracted hours.

Stipends are paid at a rate of \$25 per hour. In many cases, the teacher stipend amount will be six hours which constitutes a full teacher day. Training will occur during scheduled school breaks or after school. Stipends are also paid to PD facilitators for planning time during their off-contract hours. In general planning stipends are paid based on the length of each session plus one hour factoring set-up/tear-down time. For example, a teacher facilitating a 3 hour training would be paid \$100 in planning time.

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$10,000.00

Line Item Total: \$10,000.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 201 - Social Security

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,356.00

Line Item Total: \$2,356.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 204 - Pensions

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional

K-12 District PLC Coordinator (.25 FTE) (1736.00)

Other stipends social security (620.00)

K-12 District PLC Coordinator (.25 FTE) (2884.00)

Other stipends retirement (1030.00)

Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$3,914.00

Line Item Total: \$3,914.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 206 - Life Insurance

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$75.00

Line Item Total: \$75.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 207 - Medical Insurance

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

K-12 District PLC Coordinator (.25 FTE)

K-12 District PLC Coordinator (.25 FTE)

Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$5,000.00

Line Item Total: \$5,000.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 208 - Dental Insurance

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$125.00

Line Item Total: \$125.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Strategic Plan: Educators

K-12 District PLC Coordinator (.25 FTE)

K-12 District PLC Coordinator (.25 FTE) (406.00)
Teacher Stipends (145.00)

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$551.00

Line Item Total: \$551.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$75.00

Line Item Total: \$75.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 399 - Other Contracted Services

K-12 District PLC Coordinator vision insurance (.25 FTE)

Studer Education Group school leadership development, success measures, and continuous improvement (40,000)

Wulff Consulting (20,789.84) - Performance Excellence: Facilitation of organizational improvement to advance Oak Ridge Schools' journey to

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$60,789.84

Line Item Total: \$60,789.84

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 524 - In-Service / Staff Development

Strategic Plan: Academics Educators Student Readiness

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$43,104.54

Line Item Total: \$43,104.54

Account Number: 72210 - Support Services/Regular Instruction Program

excellence. Engagement will apply the Baldrige Performance Excellence Framework to address identified gaps by partnering with Oak Ridge leaders to redesign, align, and integrate systems for leadership, strategic planning, measurement, customer and workforce engagement, and operational effectiveness. Activities will include:

- Planning calls and coaching
- Development of work plan with timeline and deliverables
- Development of infrastructure to support ongoing excellence work (leveraging existing teams whenever possible)
- On-site facilitation of training and work sessions

Conference registrations, travel related expenses, and materials related to professional development supported by our InformTN plan for teachers and administrators. Determination for conference/workshop/training opportunities will be made based on teacher/administrator need and will relate to either our InformTN plan or our Portrait of a Graduate framework. These activities will include, but are not limited to, SolutionTree PLC training (8 building level PLC coaches plus ongoing virtual support for all K-12 teachers, 385+ headcount), Illustrative Mathematics (all middle and high school Math teachers, 25+ headcount), learningforward national conference, and BetterLesson/OpenUp related to ELA curriculum (all K-4 teachers, 160+ headcount). Other areas such as the arts, sciences, and humanities will be supported as well based on teacher/administrator need and request.

Professional development for St. Mary's School (non-public partner)

Line Item Number: 524 - In-Service / Staff Development

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code: 08

Location Code: St. Mary's School Oak Ridge (012-9010)

Quantity: 1.00

Cost: \$2,782.56

Line Item Total: \$2,782.56

Purchases will focus on the improvement of reading instruction for K-8 teachers.

This allocation includes FY24 (\$1,873.02) and FY23 carryover (\$909.54).

Total for 72210 - Support Services/Regular Instruction Program: \$156,772.94

Total for all other Account Numbers: \$9,368.90

Total for all Account Numbers: \$166,141.84

Adjusted Allocation: \$166,141.84

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title II, Part A

99100 - Transfers Out - \$9,368.90

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Line Item Number: 504 - Indirect Cost

Strategic Plan:

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$9,368.90

Line Item Total: \$9,368.90

Indirect cost

Total for 99100 - Transfers Out: \$9,368.90

Total for all other Account Numbers: \$156,772.94

Total for all Account Numbers: \$166,141.84

Adjusted Allocation: \$166,141.84

Remaining: \$0.00

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title III

Indirect Cost Guide

Total Allocation	\$24,447.15
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$24,447.15
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$22,976.65
Max Indirect Cost	\$1,470.50

Account Number	Total
71100 - Regular Instruction Program	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72210 - Support Services/Regular Instruction Program	\$24,417.74
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
99100 - Transfers Out	\$29.41
Total	\$24,447.15
Adjusted Allocation	\$24,447.15
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title III

72210 - Support Services/Regular Instruction Program - \$24,417.74 ▼

Budget Detail

Narrative Description

Account Number: 72210 - Support Services/Regular Instruction

Program: Program

Line Item Number: 189 - Other Salaries & Wages

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$8,642.57

Line Item Total: \$8,642.57

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

This teacher will be 0.25 school setting, 0.75 multi-school system-wide support all paid from General Budget + 20 additional contract days of system-wide professional development support for the 24-25 school year paid from Title III.

Account Number: 72210 - Support Services/Regular Instruction

Program: Program

Line Item Number: 201 - Social Security

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$535.84

Line Item Total: \$535.84

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 204 - Pensions

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$549.67

Line Item Total: \$549.67

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 206 - Life Insurance

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$25.20

Line Item Total: \$25.20

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 207 - Medical Insurance

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$3,600.00

Line Item Total: \$3,600.00

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 208 - Dental Insurance

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$71.88

Line Item Total: \$71.88

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 212 - Employer Medicare

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$125.32

Line Item Total: \$125.32

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan: Academics

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Additional 20 contract days Professional Development planning and implementation for lead ESL teacher. Professional development intended to improve instruction and assessment of ELs, enhance the ability to understand and implement curricula and assessment practices, and increase teachers' knowledge of language proficiency. Professional learning opportunities will be primarily for EL teachers, but may also include principals with greatly increased enrollment of EL students and teachers who teach ELs in general classroom settings.

Admin Costs:

**Non-Public
Instructional
Funds:**

**Optional
Program
Code:**

Location Oak Ridge (012)
Code:

Quantity:

Cost:

Line Item
Total:

Account 72210 - Support Services/Regular Instruction
Number: Program

Line Item 499 - Other Supplies and Materials
Number:

Strategic
Plan: **Academics**

Admin Costs:

**Non-Public
Instructional
Funds:**

**Optional
Program
Code:**

Location Oak Ridge (012)
Code:

Quantity:

Cost:

Line Item
Total:

Account 72210 - Support Services/Regular Instruction
Number: Program

Line Item 499 - Other Supplies and Materials
Number:

High-quality instructional materials unique to ELs will be purchased for EL teachers and classroom support. EL teachers will select materials through PLC collaboration. The focus of 24-25 will be the alignment of curricula across grand bands and consistent use of curricula inside grade bands.

St. Mary's School will use these funds to purchase supplemental materials for their English Learners that may include high-interest readers and online English reading program tools. This budget includes FY25 base allocation as FY24 potential carryover is not yet known.

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: St. Mary's School Oak Ridge (012-9010)

Quantity: 1.00

Cost: \$1,216.82

Line Item Total: \$1,216.82

Account Number: 72210 - Support Services/Regular Instruction Program

Line Item Number: 524 - In-Service / Staff Development

Strategic Plan: Educators

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,500.00

Line Item Total: \$2,500.00

Professional development for EL teachers may include TNESOL and regional conferences for EL teachers. Professional development for general education teachers may include EL learning standards and data review, virtual or in-person, to increase the capacity of non-EL teachers to best support English Learners they have in their classrooms.

Total for 72210 - Support Services/Regular Instruction Program: \$24,417.74

Total for all other Account Numbers:

	\$29.41
Total for all Account Numbers:	\$24,447.15
Adjusted Allocation:	\$24,447.15
Remaining:	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title III

99100 - Transfers Out - \$29.41

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Note: Administrative Costs budgeted for Title III, may not exceed 2% of the Title III Allocation. This includes Consolidated Administration, Direct Administration, and Indirect Cost. This limit applies even if the LEA's calculated Indirect Cost rate exceeds 2%.

Line Item Number: 504 - Indirect Cost

Indirect cost - 2% max (per UsEd) of eligible \$1,470.50 for indirect cost

Strategic Plan: Academics

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$29.41

Line Item Total: \$29.41

Total for 99100 - Transfers Out: \$29.41

Total for all other Account Numbers: \$24,417.74

Total for all Account Numbers: \$24,447.15

Adjusted Allocation: \$24,447.15

Remaining: \$0.00

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title IV

Indirect Cost Guide

Total Allocation	\$69,434.78
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$69,434.78
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$65,258.26
Max Indirect Cost	\$4,176.52

Account Number	Total
71100 - Regular Instruction Program	\$0.00
71150 - Alternative Instruction Program	\$0.00
72120 - Health Services	\$1,231.92
72130 - Other Student Support	\$56,539.34
72210 - Support Services/Regular Instruction Program	\$0.00
72250 - Education Technology	\$10,358.35
72610 - Operation of Plant	\$0.00
72710 - Transportation	\$0.00
73100 - Food Service	\$0.00
99100 - Transfers Out	\$1,305.17
Total	\$69,434.78
Adjusted Allocation	\$69,434.78
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title IV

72120 - Health Services - \$1,231.92

Budget Detail

Narrative Description

Account Number: 72120 - Health Services

Line Item Number: 399 - Other Contracted Services

Title IV: Safe and Healthy Students

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code: 08

Location Code: St. Mary's School Oak Ridge (012-9010)

Quantity: 1.00

Cost: \$1,231.92

Line Item Total: \$1,231.92

St. Mary's School will pay for supplemental, non-religious, school counseling services for their students utilizing Title IV funds. Christian Academy of Oak Ridge did not reply indicating their intent to participate in federal programs for the 2023-2024 program year.

This budget includes FY24 carryover funds (TBD as of 5/6/24) and FY24 base allocation (1,231.92) for St. Mary's.

Total for 72120 - Health Services:	\$1,231.92
Total for all other Account Numbers:	\$68,202.86
Total for all Account Numbers:	\$69,434.78
Adjusted Allocation:	\$69,434.78
Remaining:	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title IV

72130 - Other Student Support - \$56,539.34

Budget Detail

Narrative Description

Account Number: 72130 - Other Student Support

Line Item Number: 189 - Other Salaries & Wages

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$40,800.00

Line Item Total: \$40,800.00

Supplemental .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Account Number: 72130 - Other Student Support

Line Item Number: 201 - Social Security

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Social Security for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Code:

Quantity: 1.00

Cost: \$2,529.60

Line Item Total: \$2,529.60

Account Number: 72130 - Other Student Support

Line Item Number: 204 - Pensions

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$4,202.40

Line Item Total: \$4,202.40

Account Number: 72130 - Other Student Support

Line Item Number: 206 - Life Insurance

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program

Retirement for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Life Insurance for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$88.20

Line Item Total: \$88.20

Account Number: 72130 - Other Student Support

Line Item Number: 208 - Dental Insurance

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$251.59

Line Item Total: \$251.59

Account Number: 72130 - Other Student Support

Line Item Number: 212 - Employer Medicare

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Dental Insurance for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Employer Medicare for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$591.60

Line Item Total: \$591.60

Account Number: 72130 - Other Student Support

Line Item Number: 299 - Other Fringe Benefits

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$75.95

Line Item Total: \$75.95

Account Number: 72130 - Other Student Support

Line Item Number: 599 - Other Charges

Title IV: Well-rounded Educational Opportunit...

Admin Costs:

Non-Public Instructional

Vision Insurance for .5 FTE CTE/Computer Science teaching position at Jefferson Middle School

These funds will be used to support students who need assistance in paying AP, Dual Enrollment, Dual Credit and/or Industry Certification fees, providing clear academic planning and pathways guides for all grades 9-12 students, and guest speaker for secondary student groups.

Funds:

Optional

Program

Code:

Location Oak Ridge (012)

Code:

Quantity:

1.00

Cost:

\$8,000.00

Line Item

Total:

\$8,000.00

Total for 72130 - Other Student Support: \$56,539.34

Total for all other Account Numbers: \$12,895.44

Total for all Account Numbers: \$69,434.78

Adjusted Allocation: \$69,434.78

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title IV

72250 - Education Technology - \$10,358.35

Budget Detail

Narrative Description

Account Number: 72250 - Education Technology
Line Item Number: 499 - Other Supplies and Materials

Title IV: Effective Use of Technology

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$5,000.00

Line Item Total: \$5,000.00

Professional development resources and instructional materials for instructional technology coaches and the implementation of their classroom supports. Site licenses/subscriptions for school libraries to Tenn-Share for high-quality electronic media access for students and staff.

Account Number: 72250 - Education Technology
Line Item Number: 524 - In-Service / Staff Development

Title IV: Effective Use of Technology

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Professional development conference registrations, subscriptions or materials in best practices in online instruction and safety in online instruction for all staff. New innovation coaches will participate in online or in-person conference learning as needed which could include TETA, TETC, TSIN and other recommended training events.

Code:

Quantity: 1.00

Cost: \$5,358.35

Line Item Total: \$5,358.35

Total for 72250 - Education Technology:	\$10,358.35
Total for all other Account Numbers:	\$59,076.43
Total for all Account Numbers:	\$69,434.78
Adjusted Allocation:	\$69,434.78
Remaining:	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - Title IV

99100 - Transfers Out - \$1,305.17

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Note: Administrative Costs budgeted for Title IV, may not exceed 2% of the Title IV Allocation. This includes Consolidated Administration, Direct Administration, and Indirect Cost. This limit applies even if the LEA's calculated Indirect Cost rate exceeds 2%.

Line Item Number: 504 - Indirect Cost

Indirect cost of 2% max of FY23 allocation per USEd regulation.

Title IV:

Admin Costs:

Non-Public Instructional Funds:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$1,305.17

Line Item Total: \$1,305.17

Total for 99100 - Transfers Out: \$1,305.17

Total for all other Account Numbers: \$68,129.61

Total for all Account Numbers: \$69,434.78

Adjusted Allocation: \$69,434.78

Remaining: \$0.00

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA, Part B

Indirect Cost Guide

Total Allocation	\$1,150,639.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$1,000.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$1,149,639.00
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$1,080,487.79
Max Indirect Cost	\$69,151.21

Account Number	Total
71150 - Alternative Instruction Program	\$0.00
71200 - Special Education Program	\$821,746.30
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72210 - Support Services/Regular Instruction Program	\$0.00
72215 - Support Services/Alternative Instruction Program	\$0.00
72220 - Support Services/Special Education Program	\$268,892.70
72410 - Office of the Principal	\$0.00
72710 - Transportation	\$0.00
99100 - Transfers Out	\$60,000.00
Total	\$1,150,639.00
Adjusted Allocation	\$1,150,639.00
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA, Part B

71200 - Special Education Program - \$821,746.30

Budget Detail

Narrative Description

Account Number: 71200 - Special Education Program

Line Item Number: 116 - Teachers

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$220,000.00

Line Item Total: \$220,000.00

4 total FTE (1 FTE is - Preschool)

Account Number: 71200 - Special Education Program

Line Item Number: 163 - Educational Assistants

Strategic Plan: Academics Student Readiness

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$255,000.00

Line Item Total: \$255,000.00

15 FTE Educational Assistants

Account Number: 71200 - Special Education Program

Line Item Number: 171 - Speech Pathologist

Strategic Plan: **Academics** **Student Readiness**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$78,921.60

Line Item Total: \$78,921.60

1 FTE Speech Pathologist. A portion of this amount is paid for with PSPS.

Account Number: 71200 - Special Education Program

Line Item Number: 188 - Bonus Payments

Strategic Plan: **Academics**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$30,000.00

Line Item Total: \$30,000.00

3k bonuses for 10 hard to staff positions in the district totaling 30k.

8 comprehensive development classrooms
2 Emotional Support classrooms

Account Number: 71200 - Special Education Program

Line Item Number: 201 - Social Security

Fringe Benefit. A portion of this amount is paid for with PSPS.

Strategic Plan: **Academics**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$45,000.00

Line Item Total: \$45,000.00

Account Number: 71200 - Special Education Program

Line Item Number: 204 - Pensions

Strategic Plan: **Academics**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$50,000.00

Line Item Total: \$50,000.00

Account Number: 71200 - Special Education Program

Line Item Number: 206 - Life Insurance

Strategic Plan: **Academics**

CCEIS:

Optional Program

Fringe Benefit. A portion of this amount is paid for with PSPS. Rate for Certified 10.46; Non-Certified 10.06

Fringe Benefit. A portion of this amount is paid for with PSPS.

Code: Oak Ridge (012)

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,000.00

Line Item Total: \$2,000.00

Account Number: 71200 - Special Education Program

Line Item Number: 207 - Medical Insurance

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$126,324.70

Line Item Total: \$126,324.70

Fringe Benefit: A portion of this amount is paid for with PSPS.
Anticipate adding carryover to this line

Account Number: 71200 - Special Education Program

Line Item Number: 208 - Dental Insurance

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Fringe Benefit: A portion of this amount is paid for with PSPS.

Cost:
Line Item Total:

Account Number: 71200 - Special Education Program
Line Item Number: 212 - Employer Medicare
Strategic Plan:
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity:
Cost:
Line Item Total:

Account Number: 71200 - Special Education Program
Line Item Number: 299 - Other Fringe Benefits
Strategic Plan:
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity:
Cost:
Line Item Total:

Account Number: 71200 - Special Education Program

Fringe Benefit. A portion of this amount is paid for with PSPS.

Fringe Benefit- Vision Insurance. A portion of this amount is paid for with PSPS.

Use for purchase of equipment for students with disabilities, as appropriate. Examples would

Line Item Number: 725 - Special Education Equipment

Strategic Plan: Student Readiness

CCEIS:

Optional Program Code:

Location Code:

Oak Ridge (012)

Quantity: 1.00

Cost: \$1,000.00

Line Item Total: \$1,000.00

include sensory items, student laptops or AT equipment, etc. No single item purchase over 5k without prior written approval.

Anticipate adding carryover to this line

Total for 71200 - Special Education Program: \$821,746.30

Total for all other Account Numbers: \$328,892.70

Total for all Account Numbers: \$1,150,639.00

Adjusted Allocation: \$1,150,639.00

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA, Part B

72220 - Support Services/Special Education Program - \$268,892.70 ▼

Budget Detail

Narrative Description

Account Number: 72220 - Support Services/Special Education Program
Line Item Number: 131 - Medical Personnel
Strategic Plan: Academics
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity: 1.00
Cost: \$100,000.00
Line Item Total: \$100,000.00

2.5 FTE (0.5 FTE Occupational Therapist; 1.00 FTE Occupational Therapist Assistant; 1.00 FTE Physical Therapist Assistant)
Anticipate adding carryover to this line

Account Number: 72220 - Support Services/Special Education Program
Line Item Number: 189 - Other Salaries & Wages
Strategic Plan: Academics
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity: 1.00
Cost: \$90,000.00
Line Item Total: \$90,000.00

1.0 Special Education Coordinator
Anticipate adding carryover to this line

Account Number: 72220 - Support Services/Special Education
Program

Line Item Number: 201 - Social Security

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$15,000.00

Line Item Total: \$15,000.00

Fringe Benefit

Account Number: 72220 - Support Services/Special Education
Program

Line Item Number: 204 - Pensions

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$15,000.00

Line Item Total: \$15,000.00

Fringe Benefit- Certified 10.46 & Non-Certified 10.06

Account Number: 72220 - Support Services/Special Education
Program

Line Item Number: 206 - Life Insurance

Fringe Benefit

Strategic Plan: **Academics**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$378.00

Line Item Total: \$378.00

Account Number: 72220 - Support Services/Special Education Program

Line Item Number: 207 - Medical Insurance

Strategic Plan: **Academics**

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$25,000.00

Line Item Total: \$25,000.00

Account Number: 72220 - Support Services/Special Education Program

Line Item Number: 208 - Dental Insurance

Strategic Plan: **Academics**

CCEIS:

Optional Program

Fringe Benefit.

Fringe Benefit

Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$710.40

Line Item Total: \$710.40

Account Number: 72220 - Support Services/Special Education Program

Line Item Number: 212 - Employer Medicare

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$4,000.00

Line Item Total: \$4,000.00

Account Number: 72220 - Support Services/Special Education Program

Line Item Number: 299 - Other Fringe Benefits

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Fringe Benefit

Fringe Benefit - Vision Insurance

Cost:
Line Item Total:

Account Number: 72220 - Support Services/Special Education
Line Item Number: 499 - Other Supplies and Materials
Strategic Plan: Academics
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity:
Cost:
Line Item Total:

Disposable classroom supplies such as but not limited to: latex gloves, baby wipes, and changing pads.

Account Number: 72220 - Support Services/Special Education
Line Item Number: 524 - In-Service / Staff Development
Strategic Plan: Academics
CCEIS:
Optional Program Code:
Location Code: Oak Ridge (012)
Quantity:
Cost:
Line Item Total:

Professional development for certified and non-certified staff that work with students with special needs. PD could include but is not limited to: regional TDOE trainings, de-escalation and restraint training, etc. Expenses covered will include conference registration fees, mileage costs, hotel costs, and per diem.

Total for 72220 - Support Services/Special Education Program:

Total for all other Account Numbers: \$881,746.30

Total for all Account Numbers: \$1,150,639.00

Adjusted Allocation: \$1,150,639.00

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA, Part B

99100 - Transfers Out - \$60,000.00

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Line Item Number: 504 - Indirect Cost

Strategic Plan:

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$60,000.00

Line Item Total: \$60,000.00

Indirect cost at 6%

Total for 99100 - Transfers Out: \$60,000.00

Total for all other Account Numbers: \$1,090,639.00

Total for all Account Numbers: \$1,150,639.00

Adjusted Allocation: \$1,150,639.00

Remaining: \$0.00

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA Preschool

Indirect Cost Guide

Total Allocation	\$37,986.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$37,986.00
Indirect Cost Rate	6.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$35,701.13
Max Indirect Cost	\$2,284.87

Account Number	Total
71200 - Special Education Program	\$35,872.55
72120 - Health Services	\$0.00
72130 - Other Student Support	\$0.00
72220 - Support Services/Special Education Program	\$0.00
72410 - Office of the Principal	\$0.00
72710 - Transportation	\$0.00
99100 - Transfers Out	\$2,113.45
Total	\$37,986.00
Adjusted Allocation	\$37,986.00
Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA Preschool
71200 - Special Education Program - \$35,872.55 ▼

Budget Detail

Narrative Description

Account Number: 71200 - Special Education Program

Line Item Number: 163 - Educational Assistants

Strategic Plan: Academics

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$31,513.75

Line Item Total: \$31,513.75

1 FTE Educational Assistant Fringe Benefit paid 90% IDEA, 10% General Fund

Account Number: 71200 - Special Education Program

Line Item Number: 201 - Social Security

Strategic Plan:

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$1,675.00

Line Item Total: \$1,675.00

1 FTE Educational Assistant Fringe Benefit paid 90% IDEA, 10% General Fund

Account Number: 71200 - Special Education Program

Line Item Number: 204 - Pensions

Strategic Plan:

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,218.80

Line Item Total: \$2,218.80

1 FTE Educational Assistant Fringe Benefit paid 90% IDEA, 10% General Fund

Account Number: 71200 - Special Education Program

Line Item Number: 206 - Life Insurance

Strategic Plan:

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$113.00

Line Item Total: \$113.00

1 FTE Educational Assistant Fringe Benefit paid 90% IDEA, 10% General Fund

Account Number: 71200 - Special Education Program

Line Item Number: 212 - Employer Medicare

1 FTE Educational Assistant Fringe Benefit paid 90% IDEA, 10% General Fund

Strategic

Plan:

CCEIS:

Optional

Program

Code:

Location Oak Ridge (012)

Code:

Quantity:

1.00

Cost:

\$352.00

Line Item

Total:

\$352.00

Total for 71200 - Special Education Program: \$35,872.55

Total for all other Account Numbers: \$2,113.45

Total for all Account Numbers: \$37,986.00

Adjusted Allocation: \$37,986.00

Remaining: \$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2025 - Consolidated - Rev 0 - IDEA Preschool
99100 - Transfers Out - \$2,113.45

Budget Detail

Narrative Description

Account Number: 99100 - Transfers Out

Line Item Number: 504 - Indirect Cost

Strategic Plan:

CCEIS:

Optional Program Code:

Location Code: Oak Ridge (012)

Quantity: 1.00

Cost: \$2,113.45

Line Item Total: \$2,113.45

Indirect cost 6%

Total for 99100 - Transfers Out: \$2,113.45

Total for all other Account Numbers: \$35,872.55

Total for all Account Numbers: \$37,986.00

Adjusted Allocation: \$37,986.00

Remaining: \$0.00



Oak Ridge Schools • 304 New York Avenue • Oak Ridge, TN 37831
(865) 425-9027 • Fax (865) 425-9061 • jcstults@ortn.edu • www.ortn.edu
Every student prepared for college, career, and life success

John C. Stults II, Supervisor of Special Education

To: Board of Education

From: John Stults

Date: 5/6/24

Re: Transition School to Work Grant FY 25 and FY 26

Oak Ridge School's Special Education Department is excited to announce a two-year renewal of the Transition School to Work Grant through DHS. The total award from DHS over two years totals \$345,168.81. The funds will be used to continue our program of having students with disabilities learn job skills both in the classroom and in the community in paid and unpaid employment. The award letter and budget overview for both years is attached.

Sincerely,

John C. Stults II



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

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TTY: 1-800-270-1349
www.tn.gov/humanservices

BILL LEE
GOVERNOR

CLARENCE H. CARTER
COMMISSIONER

May 1, 2024

John Stults
Oak Ridge Schools
304 New York Avenue
Oak Ridge, TN 37830

Dear John Stults,

Oak Ridge Schools's application to provide Pre-Employment Transition Services through the Transition School to Work grant has been accepted. The total amount approved for your agency is \$170,481.78 for the period of October 1, 2024 – September 30, 2025, and \$174,687.03 for the period of October 1, 2025 – September 30, 2026.

If this amount differs from your agency's budget sheet that was submitted, then please make the necessary adjustments to the budget sheet and return it to Gina.Burnett@tn.gov, no later than **Friday, May 3, 2024**.

Sincerely,

State of Tennessee Vocational Rehabilitation
Contracts Unit

GRANT BUDGET				
Oak Ridge Schools				
APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expenses incurred during the period beginning October 1, 2024, and ending September 30, 2025.				
	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$112,603.29	\$0.00	\$112,603.29
	Benefits & Taxes	\$57,878.49	\$0.00	\$57,878.49
	Professional Fees/Grant & Awards ²	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$0.00	\$0.00	\$0.00
	Indirect Cost (% and method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$170,481.78	\$0.00	\$170,481.78

¹ Each expense object line-item shall be defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-11/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at: <https://www.tn.gov/general-services/procurement/central-procurement-office-cpo-library/html>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET

Oak Ridge Schools

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expenses incurred during the period beginning October 1, 2025, and ending September 30, 2026.

	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
	Salaries ²	\$116,031.86	\$0.00	\$116,031.86
	Benefits & Taxes	\$58,655.17	\$0.00	\$58,655.17
	Professional Fees/Grant & Awards ²	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00	\$0.00
	Postage & Shipping	\$0.00	\$0.00	\$0.00
	Occupancy	\$0.00	\$0.00	\$0.00
	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
	Printing & Publications	\$0.00	\$0.00	\$0.00
	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
	Interest ²	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00
	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
	Depreciation ²	\$0.00	\$0.00	\$0.00
	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
	Capital Purchase ²	\$0.00	\$0.00	\$0.00
	Indirect Cost (% and method)	\$0.00	\$0.00	\$0.00
	In-Kind Expense	\$0.00	\$0.00	\$0.00
	GRAND TOTAL	\$174,687.03	\$0.00	\$174,687.03

¹ Each expense object line-item shall be defined by the U.S. OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-1/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at: <https://www.in.gov/generalservices/procurement/central-procurement-office--cpo-library-/html>).

² Applicable detail follows this page if line-item is funded.

Oak Ridge Schools Job Description



Job Title:	Innovation Teacher – iSchool Program		
Department:	ORHS	Salary Schedule:	Teacher – New Scale
FLSA Status:	Exempt – Teacher	State Academic License (Y/N):	Yes
Reports To:	ORHS Principal	Supervises:	None

Job Goal:

Oak Ridge High School is seeking a passionate and innovative educator to join our team as a High School Innovation Program Teacher. The ideal candidate will play a crucial role in designing and teaching a cutting-edge manufacturing program known as iSchool that equips our students with the skills and knowledge needed to thrive in an AI-enriched society. This position requires expertise in manufacturing or industrial engineering, economics or business finance, an entrepreneurial mindset, and hands-on experience with various manufacturing techniques and technologies.

Essential Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- **Curriculum Development:** Design a comprehensive curriculum that integrates manufacturing principles, AI applications, and entrepreneurial skills to prepare students for the evolving job market.
- **Classroom Instruction:** Deliver engaging and interactive lessons that cover topics such as commercial CNC machines, welding, lasers, and computer-aided design software like Fusion 360, Solidworks, and AutoCAD.
- **Hands-on Training:** Provide hands-on training and guidance to students in the use of manufacturing equipment, ensuring their safety and competence.
- **Project-based Learning:** Implement project-based learning approaches to foster creativity and problem-solving skills among students.
- **Entrepreneurship Integration:** Integrate entrepreneurial concepts into the curriculum, encouraging students to explore entrepreneurial opportunities with the manufacturing industry.
- **Assessment and feedback:** Develop and administer assessments to evaluate student progress and provide constructive feedback.
- **Student Engagement:** Create a positive and inclusive learning environment that encourages student participation and enthusiasm for manufacturing.
- **Collaboration:** Collaborate with colleagues and industry experts to stay up to date with the latest manufacturing trends and technologies.
- Performs other job-related duties as assigned.

Qualifications (minimum education, licensure, and/or experience):

- Bachelor's or master's degree in manufacturing, industrial Engineering. Coursework or professional experience in economics, entrepreneurship, engineering, fabrication, and/or a business-related field would be a plus.
- Minimum of 5-10 years of professional experience in a related industry.
- Proficiency in the use of commercial CNC machines, welding, lasers, 3D printers, Fusion 360, Solidworks, robotics, and CAD Software.

Oak Ridge Schools Job Description



- Strong entrepreneurial mindset with the ability to inspire and mentor students.
- Certified or willing to be trained in Scrum and/or Deming.
- Certified or willing to obtain appropriate teaching licensure as needed.
- Excellent communication and presentation skills.
- A passion for education and a commitment to student success.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Physical Requirements:

Moderate work, normal classroom and machine shop environment

Work Days:

206



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: April 30, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Repair of Preschool Playground Equipment

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the repair of the Preschool playground equipment from Great Southern Recreation LLC of Murfreesboro Tennessee in the amount of \$42,950.00. This work will include removal and resetting of two support poles for the sail shade structure and repair of the turf play surface. This equipment was damaged during the winter weather event in January and repair costs are covered by the district insurance provider, Tennessee Risk Management Trust. Great Southern Recreation was chosen as the sole source vendor for this work because they originally installed the equipment and surfacing. The work will be scheduled for the summer break.

Funds are allocated in budget line 72610 399, Contracted Services.

Thank you,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



1-800-390-8438
www.GreatSouthernRec.com

Beautiful Outdoor Spaces, we can ALL be proud of.

ORGANIZATION:	Oak Ridge Pre-School
CONTACT:	Christy Treischmann
ADDRESS:	Scarboro Park, 157 Carver Ave, Oak Ridge, TN 37830
PHONE:	

PROJECT TITLE:	Shade damage repair
REVISION:	1
OPTION:	1

Official Quote from Great Southern Recreation

TERRITORY MANAGER	DATE	TERRITORY	COUNTY	TERMS	COLORS
Kyle Peggram	2/14/2024	1	Roane	N30	NA

PART NUMBER	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
		No equipment on quote		\$ -
				\$ -
SUBTOTAL FOR EQUIPMENT				\$ -
37%		Certified Southern-built™ Installation		\$ -
SAFETY SURFACE	1	Artificial Turf Safety Surface	\$ 8,500.00	\$ 8,500.00
		<i>Replacement of turf around the post, including that damaged with the demo. To match and seam with existing turf</i>		
MISCELLANEOUS	1	<i>Removal of existing turf surrounding the damaged post</i>	\$ 2,750.00	\$ 2,750.00
MISCELLANEOUS	1	<i>Removal of existing damaged post and concrete footer attached Set aside for installation</i>	\$ 12,000.00	\$ 12,000.00
MISCELLANEOUS	1	<i>Dig footer hole and install shade post Equipment Rental (\$3500) Labor (\$7500) Concrete (\$2200)</i>	\$ 13,200.00	\$ 13,200.00
MISCELLANEOUS	1	<i>Re Hang Fabric with equipment Rental</i>	\$ 3,500.00	\$ 3,500.00
SITWORK	1	<i>Dumpster Rental for spoils</i>	\$ 1,800.00	\$ 1,800.00
SUBTOTAL				\$ 41,750.00

TAX RATE

SALES TAX

BONDS

EQUIPMENT FREIGHT

SURFACE FREIGHT

TOTAL

Please Note Exclusions and Expectations on Attached Contract Form



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: April 30, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Purchase of 25 Ton Replacement HVAC Unit for the RMS Gym

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve the purchase of a 25-ton package HVAC unit for the Robertsville Middle School gym from Trane of Knoxville in the amount of \$34,350.00. This will replace the current unit that provides cooling only and is at the end of its scheduled service life. The replacement unit will include fresh air capability, heating, and dehumidification. The unit will be purchased through the buying cooperative pricing contract, OMNIA Racine #3341. The equipment will be installed by Maintenance and Operations over the summer break.

Funding for this purchase is from 76100 707 403 Building Improvements - Contingency

Thank you,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

**PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED**

Prepared For: All Bidders

Date: April 29, 2024

Job Name:

Robertsville Middle - 25 Ton GP w/ HGRH

Proposal Number: J1-71625-8913-1

COOP or Federal Contract ID: OMNIA Racine #3341

Delivery Terms:

Freight Allowed and Prepaid - F.O.B. Factory

Payment Terms: Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Tag Data - 6- 25 Ton PKGD Precedent Unitary Rooftops (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
A1	PREC-1	1	25 Ton PKGD Precedent Unitary Rooftop	YSJ300A4SAH**A0000000A

Product Data - 6- 25 Ton PKGD Precedent Unitary Rooftops

Item: A1 Qty: 1 Tag(s): PREC-1

- DX Cooling / Gas Heat
- Standard Efficiency
- R-410A
- 25 Ton
- 460/60/3
- Symbio 700
- Stainless Steel Gas Heat
- High Gas Heat
- Manual Outside Air Damper
- Modulating Hot Gas Reheat (HGRH)

- 3-year parts, coils & controls warranty**
- 5-year compressor parts only warranty**
- 15-year stainless steel heat exchanger parts only warranty**

- Humidity duct mounted sensor (Field Installed)
- Horizontal Conversion Panel (Field Installed)

Total Net Price (Excluding Sales Tax) \$ 34,350.00

Add for 4 th – 5 th year parts warranty	\$ 330.00
Add for 6 th – 10 th year compressor warranty	\$ 818.00
Add for 1 st year labor warranty	\$ 780.00
Add for 2 nd – 5 th year labor warranty	\$1,330.00

Tax Status: Taxable <input type="checkbox"/> Exempt <input type="checkbox"/>	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE WWW.TAXSITES.COM/STATE-LINKS.HTML FOR TAX FORMS.
---	--

Sincerely,

Michael McDowell
Trane U.S. Inc.
5220 Middlebrook Pike S.
Knoxville, TN 37921
Office Phone: (865) 588-0607

This proposal is subject to your acceptance of the attached Trane terms and conditions.

TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38

U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0622)
Supersedes 1-26.130-4(1221b)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
- a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data; Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer,

- or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data: Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
 5. Customer Data: Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
 6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
 7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
 8. Information Security Contact. Trane's information security contact is Local Sales Office.
 9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
 10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
 11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
 12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
 13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
 14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) data backups; and
 - (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
 15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval to Purchase Dell Laptops for RMS and JMS

I recommend the approval for the purchase of 14 laptops for RMS and JMS for use with LiDAR 3D scanning equipment totaling \$39,178.59. This purchase will be made with Innovative Schools Model grant funds. Due to an issue with the company originally approved at the January 9, 2024 board meeting the purchase of the 14 computers must be made from a different vendor.



Date: May 7, 2024

To: Kelly Williams, Executive Director of Teaching and Learning

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

Subject: **Recommendation of Approval of Purchase of Dell Laptops**

Dr. Williams,

I recommend the Oak Ridge Schools Board of Education approve the purchase of 14 Alienware laptop computers from Dell at a price of \$39,178.59 for use with LiDAR 3D Scanning equipment.

Due to an issue with the company originally approved at the January 9, 2024 board meeting, the purchase of the 14 computers must be made from a different vendor. We recommend using Dell Technologies, as a preferred and trusted vendor who has all the specs recommended by industry professionals, including dual solid-state drives and cooling fans. Other vendors were not able to match the specs required for successful file processing at a competitive price point.

This purchase will be made with Innovative Schools Model grant funds.

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



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

Quote No.	3000175303397.1	Sales Rep	Tramain Swindall
Total	\$39,178.59	Phone	(800) 456-3355, 6177621
Customer #	530002948385	Email	Tramain_Swindall@Dell.com
Quoted On	May. 02, 2024	Billing To	ACCOUNTS PAYABLE
Expires by	May. 06, 2024		OAK RIDGE SCHOOLS
			PO BOX 6588
			304 NEW YORK AVE
			OAK RIDGE, TN 37831-3221

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions. Thank you for shopping with Dell! Email: tramain_swindall@dell.com

Regards,
Tramain Swindall

Shipping Group

Shipping To

SUSAN DUNDORE
OAK RIDGE SCHOOLS
304 NEW YORK AVE
OAK RIDGE, TN 37830-5217
(865) 425-9093

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
Alienware m16 R2	\$2,534.39	14	\$35,481.46
Laptop Cooling Stand with 5 LED Cooling Fans & Dual USB Ports	\$31.49	14	\$440.86

Special Financing available with Dell Pay Credit^

^See last page for financing details

Subtotal:	\$35,922.32
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$2,524.48
Taxable Amount:	\$33,397.84
Estimated Tax:	\$3,256.27

Total: \$39,178.59

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

Shipping Group Details

Shipping To

SUSAN DUNDORE
OAK RIDGE SCHOOLS
304 NEW YORK AVE
OAK RIDGE, TN 37830-5217
(865) 425-9093

Shipping Method

Standard Delivery

Alienware m16 R2

Estimated delivery if purchased today:
May. 23, 2024

Unit Price	Quantity	Subtotal
\$2,534.39	14	\$35,481.46

Description	SKU	Unit Price	Quantity	Subtotal
Alienware m16 R2	210-BKWQ	-	14	-
Intel Core Ultra 9 processor 185H (24MB cache, 16 cores, 2.30 to 5.10 GHz P-Core)	338-CNBY	-	14	-
Windows 11 Home, English, French, Spanish	619-AQKD	-	14	-
NVIDIA GeForce RTX 4060 8GB GDDR6	490-BIEO	-	14	-
64GB, 2x32GB, DDR5, 5600 MT/s	370-BBSX	-	14	-
2TB RAID0 (2 x 1 TB), M.2, PCIe NVMe, SSD	400-BQRV	-	14	-
16.0" QHD+ (2560 x 1600) 240Hz, 3ms, 100% sRGB, ComfortView Plus, NVIDIA G-SYNC + Advanced Optimus	391-BHVN	-	14	-
Dark Metallic Moon	320-BFQJ	-	14	-
English US AlienFX RGB backlit (per-key) Alienware M Series keyboard	583-BKRG	-	14	-
Intel BE202 Driver	555-BKJY	-	14	-
Intel BE202 Wi-Fi 7 2x2 and BT 5.4 Wireless card	555-BKHW	-	14	-
Custom Configuration	817-BBBB	-	14	-
90Wh Battery	451-BDGG	-	14	-
Power Cord (US/Philippines)	450-AKTH	-	14	-
No POD Label	817-BBXZ	-	14	-
Direct Information	379-BBCZ	-	14	-
Shipping Material	328-BGDB	-	14	-
240W Small Form Factor Adapter	450-BCKW	-	14	-
Game Pass	658-BFQH	-	14	-
Intel(R) Core(TM) Ultra 9 Processor Label	389-FGBD	-	14	-
System Software	631-BBQG	-	14	-
Dell Limited Hardware Warranty Initial Year	801-2185	-	14	-
Premium Support Plus: Accidental Damage Service, 3 Years	813-9734	-	14	-
Premium Support Plus: 7x24 Technical Support, 3 Years	813-9750	-	14	-
Premium Support Plus: Onsite Service after Remote Diagnosis, 1 Year	813-9753	-	14	-
Premium Support Plus: Onsite Service after Remote Diagnosis, 2 Years Extended	813-9755	-	14	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	14	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	14	-

	Unit Price	Quantity	Subtotal
Laptop Cooling Stand with 5 LED Cooling Fans & Dual USB Ports	\$31.49	14	\$440.86

Estimated delivery if purchased today:
May. 08, 2024

Description	SKU	Unit Price	Quantity	Subtotal
Laptop Cooling Stand with 5 LED Cooling Fans & Dual USB Ports	AB174238	-	14	-

Subtotal:	\$35,922.32
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$3,256.27
Total:	\$39,178.59

Important Notes

Terms of Sale

Your order is subject to Dell's Terms of Sale, which include a binding consumer arbitration provision and incorporate Dell's 30-day Return Policy and Warranties.

Unless otherwise stated herein, quote pricing is valid for 30 days. All product, pricing and other information is based on the latest information available and is subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors.

Your use of any software is subject to the license terms accompanying the software. In the absence of accompanying terms, software is governed by the applicable terms posted on www.Dell.com/eula.

Subscription Customers: If your order includes a recurring billing subscription, you authorize Dell to charge your payment method on file on a recurring basis. You may opt out of automatic renewal or update payment information at any time through the web portal used to manage your subscription. See offer specific subscription terms for details ([Commercial](#); [Consumer](#)).

Taxes and/or shipping charges are estimates. The final amounts will be stated on your invoice. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com

For certain products shipped to end users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Electronically posted agreements are available in hard copy upon request.

^Dell Pay: Minimum payments are required for each Credit Plan. Valid for single transaction only. Qualifying purchases will automatically be placed on a promotional plan. If purchase qualifies for more than one plan, it will be placed on the qualified plan with the longest promotional period.

Credit account offers are subject to credit approval.
Dell Pay Credit Accounts are issued by Comenity Capital Bank.

If this purchase includes a third party cloud service offering (such as Office 365 or Google subscriptions), your use of the cloud service is subject to the Dell Cloud Solutions Agreement located at <http://www.dell.com/cloudterms> and the applicable terms and conditions located at <https://www.dell.com/learn/us/en/uscorp1/service-contracts-saas-cloud-services>.



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval to Purchase Student Laptop Case Replacements

I recommend the approval for the purchase of Bump Armor laptop cases from CDWG in the amount of \$82,491.00. These will replace current student laptop cases and will be funded by accounts 141-71100-722-226 and 141-72250-709.



OAK RIDGE SCHOOLS

Technology Department


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



MEMORANDUM

Date: May 9, 2024

To: Kelly Williams

From: Doug Cofer 

Subject: Student Laptop Bag Replacement

I recommend the approval for the purchase of Bump Armor laptop cases from CDWG in the amount of \$82,491. The cases will replace current student laptop cases. The purchase would come from accounts 141-71100-722-226 and 141-72250-709.

Sourcewell contract 081419-CDW meets purchasing requirements.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

SUSAN DUNDORE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NWBL998	4/22/2024	BUMP ARMOR	0729655	\$82,491.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
BUMP ARMOR STAY-IN CASE CL100 13" BK Mfg. Part#: CL-13BK Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	30	4669606	\$29.00	\$870.00
BUMP ARMOR 11IN CL100 STAY IN CASE Mfg. Part#: CL-11BK Contract: Sourcewell 081419-CDW Tech Catalog (081419#CDW)	3023	4147501	\$27.00	\$81,621.00

SUBTOTAL	\$82,491.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$82,491.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: OAK RIDGE SCHOOLS 304 NEW YORK AVE OAK RIDGE, TN 37830-5217 Phone: (865) 425-9004 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: OAK RIDGE SCHOOLS 127 PROVIDENCE RD SUITE 100 OAK RIDGE, TN 37830 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Rebekah Marco | (866) 301-5740 | rebmarc@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$82,491.00	\$2,364.19/Month	\$82,491.00	\$2,703.23/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



CONTRACT EXTENSION

Contract Number: #081419-CDW

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and CDW Government LLC (Vendor), 230 N. Milwaukee Ave., Vernon Hills, IL 60061 have entered into Contract #081419-CDW for the procurement of Technology Catalog Solutions. The Contract has an expiration date of October 30, 2023, but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of October 30, 2024. All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

CDW Government LLC

DocuSigned by:
Jeremy Schwartz
By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 11/15/2022 | 3:27 PM CST

DocuSigned by:
David Hutchins
By: 9CF4A8C1BBA446C...
David Hutchins
Title: Vice President, Strategic Programs
Date: 11/16/2022 | 2:44 PM CST



Oak Ridge Schools
TEACHING AND LEARNING

MEMORANDUM

Dr. Kelly Williams

Executive Director, Office of Teaching and Learning

TO: Board of Education

DATE: 5/20/24

SUBJECT: Item for Action: Approval of Additional Elementary Media Center Purchases

I recommend board approval of the attached quote from Workspace Interiors to complete the refresh of elementary media centers. After the initial refresh order in September, there was a need for a second phase to include additional shelving to support the robust collections in each media center. In addition to shelving, media centers will receive soft seating and innovative student workspaces to foster collaboration and creativity.

The attached quote for \$60,900.26 is included in the ESSER 3 grant program budget and is a part of the contract bid documents used for the initial order in September.



Tri-Cities
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
 Knoxville
 618 N. Broadway | Knoxville, TN 37917
 Chattanooga
 700 Market St. | Chattanooga, TN 37402
 Remit Address
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
 p: 423.392.2600 | f: 423.392.2601 | www.workspaceinteriors.com

Quotation 44091**Quote Date** 05/08/24**Customer** OAK003**Terms** Net 15 Days**Account Representative** LAURA CUTTER**Quote To**

Heather Henderlight
 Oak Ridge Schools
 304 New York Ave
 Oak Ridge TN 37830-5217

Ship To

Heather Henderlight
 Oak Ridge Schools
 304 New York Ave
 Oak Ridge TN 37830-5217

Phone +1 (865) 425-9029
 hvhenderlight@ortn.edu

Phone +1 (865) 425-9029
 hvhenderlight@ortn.edu

Sales Location KNOXVILLE

ORCS Additional Furniture

PLEASE NOTE: Quotation is valid until May 24, 2024. MooreCo pricing will change after that date.

As you review your quotation, please be advised that the commercial interiors industry is experiencing disruptive supply chain issues labor availability challenges and commodity shortages such as lumber, steel, resins, microchips and adhesives.

This could extend the lead times or delivery of your order.

We are proactively bringing this to your attention to keep you informed and to help you make business decisions to adjust your orders or projects as needed.

As always, you can contact your WSI representative with questions and guidance as you proceed.

The freight and fuel costs are estimates only due to the volatility in the global market and may change before order placement. Any unforeseen increases will be included in the actual invoiced amount

Description	Quantity	Unit Price	Extended Price
Glenwood Add. Bookcases			
1 CRBK - Bookcase	2	569.48	1,138.96
SIZE OPTION: MODULAR		1,238.00	
DEPTH: 15.00000		54.00%	
WIDTH: 36.00000			
HEIGHT: 72.00000			
CASE FINISH: WOODGRAIN LPL 2L09 - CLEAR MAPLE (LPL)			
STEELCASE			
Tag For Glenwood Add. Bookcases			
BC/4/36			
Sub Total			1,138.96
Total			1,138.96
Glenwood Dot Cart			

Accepted by _____ Title _____ Date _____



Tri-Cities
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
 Knoxville
 618 N. Broadway | Knoxville, TN 37917
 Chattanooga
 700 Market St. | Chattanooga, TN 37402
 Remit Address
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
 p: 423.392.2600 | f: 423.392.2601 | www.workspaceinteriors.com

Description	Quantity	Unit Price	Extended Price
2 20703 - Dot Cart Double (15 in) 31"H - GREY ELM QUO0078041 MOORECO Tag For Glenwood Dot Cart	1	353.84 667.63 47.00%	353.84
Sub Total			353.84
Total			353.84
Linden Dot Cart			
3 20703 - Dot Cart Double (15 in) 31"H - GREY ELM QUO0078041 MOORECO Tag For Linden Dot Cart	1	353.84 667.63 47.00%	353.84
Sub Total			353.84
Total			353.84
Willowbrook Add. Bookcases			
4 CRBK - Bookcase SIZE OPTION: PARAMETRIC DEPTH: 15.00000 WIDTH: 36.00000 HEIGHT: 72.68750 CASE FINISH: WOODGRAIN LPL 24L0 - GRAPHITE WALNUT (LPL) STEELCASE Tag For Willowbrook Add. Bookcases BC/4/36	1	593.86 1,291.00 54.00%	593.86
5 CRBK - Bookcase SIZE OPTION: PARAMETRIC DEPTH: 15.00000 WIDTH: 36.00000 HEIGHT: 80.00000 CASE FINISH: WOODGRAIN LPL 24L0 - GRAPHITE WALNUT (LPL) STEELCASE Tag For Willowbrook Add. Bookcases BC/4/36	5	617.78 1,343.00 54.00%	3,088.90

Accepted by _____ Title _____ Date _____



Tri-Cities
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
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 Chattanooga
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Quotation 44091
 Page 3 / 8 (cont'd)

Description	Quantity	Unit Price	Extended Price
Sub Total			3,682.76
Total			3,682.76
Willowbrook Add. Mobile Bookcases			
6 DOUBLE SIDED STORAGE - Custom Straight Mobile Double Sided Storage w/Laminate divider ST.SW.C.S.DS.4242.7PL.WHL.WG N-XXXX Laminate: Wilsonart Mission Maple (WA 7990-38) Divider: Wilsonart Atlantis (WA D25-38) QUO0078041 MOORECO Tag For Willowbrook Mobile Bookcases	3	2,598.09 5,302.22 51.00%	7,794.27
7 DOUBLE SIDED STORAGE - Custom Straight Mobile Double Sided Storage w/Laminate divider ST.SW.C.S.DS.4242.7PL.WHL.WG N-XXXX Laminate: Wilsonart Mission Maple (WA 7990-38) Divider: Wilsonart Island (WA D498-38) MOORECO Tag For Willowbrook Mobile Bookcases	2	2,598.09 5,302.22 51.00%	5,196.18
Sub Total			12,990.45
Total			12,990.45
Willowbrook Dot Cart			
8 20703 - Dot Cart Double (15 in) 31"H Grey Elm QUO0078041 MOORECO Tag For Willowbrook Dot Cart	1	353.84 667.63 47.00%	353.84
Sub Total			353.84
Total			353.84
Willowbrook New Cubbies			

Accepted by _____ Title _____ Date _____



Tri-Cities
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
Knoxville
 618 N. Broadway | Knoxville, TN 37917
Chattanooga
 700 Market St. | Chattanooga, TN 37402
Remit Address
 200 E. Main St. | Ste. 300 | Kingsport, TN 37660
 p: 423.392.2600 | f: 423.392.2601 | www.workspaceinteriors.com

Description	Quantity	Unit Price	Extended Price
9 SNGLKRD6 - WorkValet Locker Double Wide 6 Door SIZE OPTION: PARAMETRIC DEPTH: 15.00000 WIDTH: 36.00000 HEIGHT: 47.93750 CASE FINISH: WOODGRAIN LPL 24L0 - GRAPHITE WALNUT (LPL) DOOR 1: NO DOOR OPTION DOOR 2: NO DOOR OPTION DOOR 3: NO DOOR OPTION DOOR OPTION TYPE: NO DOOR HINGE HEADSET OPTION: RECESSED TOE KICK LOCK OPTIONS: NO LOCK APPLICATION: NO NETWORK LOCK PULL: NO PULL ADJUSTABLE SHELF: NO ADJUSTABLE SHELF INTERIOR CONFIGURATION: NO HOOK SURROUND BACK PANEL: NO BACK PANEL STEELCASE Tag For Willowbrook New Cubbies LKR/D/36/47.9375-6	5	1,342.81 2,581.00 47.97%	6,714.05
Sub Total			6,714.05
Total			6,714.05
Woodland Add. Bookcases			
10 CRBK - Bookcase SIZE OPTION: MODULAR DEPTH: 15.00000 WIDTH: 30.00000 HEIGHT: 66.50000 CASE FINISH: WOODGRAIN LPL 2L09 - CLEAR MAPLE (LPL) STEELCASE Tag For Woodland Add. Bookcases BC/4/30	32	517.50 1,125.00 54.00%	16,560.00
Sub Total			16,560.00
Total			16,560.00
Woodland Add. Lounge			

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Description	Quantity	Unit Price	Extended Price
11 56000 - Table-Oval, Fixed Height, Pedestal Base, 16x20 Worksurface Finish: 799060 - MISSION MAPLE LAMINATE Edge Finish: MIM - MISSION MAPLE Edge: E - 3/4in Top w 3mm Edgbnd SMITH Tag For Woodland Add. Lounge 16/20	2	383.35 697.00 45.00%	766.70
12 1000RC - Soft Sway Rocking Chair (large) Fabric Grade 6 Momentum Silica Scout Vast QUO0078041 MOORECO Tag For Woodland Add. Lounge 16/20	4	1,023.81 2,089.40 51.00%	4,095.24
13 TS34401 - OTTOMAN-ALIGHT,ROUND UPHLSTRY: 59DF GRADED IN PR. GRP. 6 THE DESIGNTEX GROUP PURCHASER: VENDOR PATTERN: BEGUILLED BY THE WILD -3043 COLOR: PARAKEET -405 DIRECTION: VERTICAL LEG OPT: *OPT:LEG OPTIONS GLIDES: LOW PROFILE GLIDES STEELCASE Tag For Woodland Add. Lounge ALIGHT	1	421.36 916.00 54.00%	421.36
14 TS34401 - OTTOMAN-ALIGHT,ROUND UPHLSTRY: 59DF GRADED IN PR. GRP. 6 THE DESIGNTEX GROUP PURCHASER: VENDOR PATTERN: BEGUILLED BY THE WILD -3043 COLOR: TORTOISE -502 DIRECTION: VERTICAL LEG OPT: *OPT:LEG OPTIONS GLIDES: LOW PROFILE GLIDES STEELCASE Tag For Woodland Add. Lounge ALIGHT	1	421.36 916.00 54.00%	421.36
Sub Total			5,704.66
Total			5,704.66

Accepted by _____ Title _____ Date _____



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Description	Quantity	Unit Price	Extended Price
Woodland Nook Bookcase			
15 CRBK - Bookcase	1	517.50	517.50
SIZE OPTION: MODULAR		1,125.00	
DEPTH: 15.00000		54.00%	
WIDTH: 30.00000			
HEIGHT: 66.50000			
CASE FINISH: WOODGRAIN LPL 24L0 - GRAPHITE WALNUT (LPL)			
STEELCASE			
Tag For Woodland Nook Bookcase BC/4/30			
Sub Total			517.50
Total			517.50
Woodland Dot Cart			
16 20703 - Dot Cart Double (15 in) 31"H - GREY ELM	1	353.84	353.84
		667.63	
		47.00%	
QUO0078041			
MOORECO			
Tag For Woodland Dot Cart			
Sub Total			353.84
Total			353.84
17 FREIGHT - Freight - MooreCo	1	3,414.65	3,414.65
		0.00	
QUO0078041		0.00%	
MOORECO			
18 FREIGHT - Freight - Smith System SMITH	1	379.38	379.38
		0.00	
		0.00%	
19 KNX LABOR NONTAX - Labor and Tools to Receive and Install during normal business hours. Includes ; Site visit verifications, Receiving Material, Staging Material in a Managed warehouse for up to one week, Deliver material to Job Site including Site safety protocols, Check/ Sign ins, Obtaining work permits, Install material, Sweep Clean Jobsite, Wipe down furniture, remove trash and take trash to the Recycling Center. Connecting furniture power to the building power is not provided in our cost proposal. Power connections to be completed by owner. WSI can provide a separate quote for a licensed electrician to connect the power.	1	8,382.49	8,382.49
		8,382.49	
		0.00%	

Accepted by _____ Title _____ Date _____



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Quotation 44091
Page 7 / 8 (cont'd)

Description	Quantity	Unit Price	Extended Price
19 WORKSPACE			
Quotation Totals			
Sub Total			60,900.26
Grand Total			60,900.26

End of Quotation

Accepted by _____ Title _____ Date _____



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 p: 423.392.2600 | f: 423.392.2601 | www.workspaceinteriors.com

WorkSpace Interiors, Inc.
 Terms and Conditions

(WorkSpace Interiors, Inc. is hereafter referred to as "Seller." Customer is hereafter referred to as "Buyer.")

- I. **QUOTATIONS AND ORDERS:**
 - A. **TERM:** All prices guaranteed for 30 days from the date of quotation unless otherwise indicated on the quote.
 - B. **BUYER ORDER:** A Buyer's order is considered a binding contract. Seller is obligated to perform to the order specifications when the Buyer confirms the order in writing by either: (1) issuing a purchase order, (2) authorizing letter, (3) signs a WorkSpace Interiors., Inc. Customer Agreement, (4) signed Quote, or (5) other Buyer correspondence instructing Seller to proceed with placing the order.
 - C. **CANCELLATIONS, CHANGES, AND RETURNS:** If this Quote is accepted (confirmed) by the Buyer (See BUYER ORDER), it is understood and agreed that any subsequent changes are subject to the Seller's ability to conform and are dependent upon manufacturer or vendor approval. Changes to quantity or specifications are subject to approval by the manufacturer and may affect timelines for Delivery and Installation and the need for Storage. There will be additional charges due to changes made after a Buyer order is confirmed. All requests for changes in quantity or specifications shall be delivered to the Seller in writing.
- II. **INVOICING:**
 - A. **DEPOSIT AND TIMING:** A deposit of up to 65% of the quote is due within 7 days of the Buyer order. New customers may be subject to an additional deposit based on order size and an evaluation of credit worthiness.
 - B. **INVOICING:** Buyer will be invoiced a deposit invoice as referenced above at the time of order. When the majority of product related to the order has been received by the Seller, the Seller may, at their discretion, invoice for an additional amount as would represent up to 95% of the order. The Buyer will receive a final invoice at the job's end for any remaining balance.
 - C. **PAYMENT TERMS:** The Buyer agrees to pay each invoice within 15 days of the invoice date. The Buyer agrees to pay a finance charge of 1.5% per month at the annual percentage rate of 18% on all delinquent invoices as well as expenses, attorney fees and court costs which Seller incurs by reason of Buyer's default.
- III. **OTHER CHARGES:**
 - A. **CREDIT CARD PROCESSING FEES:** Payment by credit or debit cards will incur an additional processing fee as imposed by the various credit card payment networks.
 - B. **FREIGHT:** The Buyer shall be responsible for freight charges. Freight are estimates at the time of quoting and are subject to change when an order is placed.
 - C. **STORED MATERIAL/PRODUCT RECEIVED:** The Buyer's order will specify the location of shipment and the duration of any planned storage. If product is shipped to the Seller's warehouse, the Buyer will be billed a storage fee per square foot for each 30-day period that the product is in storage (see INVOICING and DELAYS).
- IV. **DELIVERY AND INSTALLATION:**
 - A. **RESPONSIBILITIES:** If delivery and/or installation is required as a part of this proposal, the Seller will perform such services.
 - B. **JOB SITE:** The job site shall be clean, clear, and free of debris prior to installation. If the site is not ready or other trades inhibit work, there may be additional charges and/or delay of installation. Electric current, heat, hoisting and/or elevator service will be provided without charge to the Seller. Adequate facilities for off-loading, staging, moving, and handling of merchandise shall be provided.
 - C. **CLAIMS:** Claims for transportation damage will be prosecuted by the Seller and damaged product will be repaired to the satisfaction of the Buyer or product replaced.
 - D. **STORAGE SPACE:** Provided product will not be scheduled to arrive at the site earlier than the date requested. If storage is required, safe and adequate space will be provided by the Buyer based on the Seller's consultation. At the Buyer's request, the Seller may provide the space, which will result in a storage charge that will be the responsibility of the Buyer. In the event of changes in the plan for delivery of the product after the Buyer Order, there will be additional charges for transportation and handling. Additionally, if the product must be moved due to progress of other trades or other reason, this will result in additional charges that will be the responsibility of the Buyer.
 - E. **DAMAGE:** After arrival at the site, any loss or damage caused by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the Buyer, and the Buyer agrees to hold the Seller harmless from loss for such reasons.
 - F. **INSURANCE:** Public Liability, Workmen's Compensation, Property Damage, Automotive and Occupational Disease insurance are carried by the Seller and certificates will be delivered upon request. Fire, Tornado, Flood, and other insurance at the site will be provided and paid for by the Buyer.
 - G. **DELIVERED GOODS:** Product delivered and brought onto the job site as scheduled shall be inspected by the Buyer or Buyer's designated contact for damage and count verification, and the Buyer will sign for the product as received, clearly noting any exception as to condition and/or count.
 - H. **COORDINATION WITH BUYER CONTACT:** Buyer shall designate one person to coordinate the receipt, acceptance, and installation of product between the Seller and Buyer. Buyer contact will be available on site for signoffs on finished spaces.
 - I. **DELIVERY AND/OR INSTALLATION TIMELINE (TIMELINE):** The Timeline will be established at the time of the order. The Timeline will be based on the BUYER's requested date as well as the Vendor/Manufacturer's ability to adhere to the dates and the Seller's ability to perform. Delivery and/or installation will be made during normal business hours (Mon-Fri 8am-5pm) unless otherwise noted on order (or quote). If overtime, weekends, or other nonstandard hours are required, the Seller will present a change order for the rate differential before the work is performed.
 - J. **DELAYS:** If delays from the established Delivery and Installation Timeline (see TIMELINE section) occur, the product will be stored until installation can be completed. The Buyer will be invoiced for product in accordance with INVOICING section. Transfer and storage charges resulting from the delay shall be paid by the Buyer.
5. **ADDITIONAL TERMS:**
 - A. **WARRANTY:** All product is warranted by the Seller to be free from defects in materials and workmanship for 6 months from delivery date unless otherwise specified.
 - B. **TAXES:** Prices do not include any applicable sales, use, excise, or any other tax. Any applicable taxes will be added to prices at time of invoicing and the Buyer agrees to pay the same. Buyers exempt from taxes will furnish Certificates of Exemption.
 - C. **TITLE AND RISK OF LOSS:** In general, title and risk of loss to the subject product will pass from the Seller to the Buyer as the Buyer is invoiced for the product. The Buyer acknowledges a lien on product until all invoices are paid in full.
 - D. **NO OTHER AGREEMENTS:** There are no other agreements expressed or implied other than those specified herein and those set forth in the specifications attached. The terms and conditions set forth herein and in the above-mentioned documents may not be varied except upon the written approval of both Buyer and Seller. This quotation has been prepared for the named Buyer and remains the exclusive property of WorkSpace Interiors, Inc. No part of this document may be reproduced and or distributed without the express written consent of WorkSpace Interiors, Inc.

Accepted by _____ Title _____ Date _____



Oak Ridge

SCHOOLS

Maintenance and Operations

OFFICE OF MAINTENANCE AND OPERATIONS

DATE: April 30, 2024

TO: Bruce Lay, Executive Director of School Leadership

FROM: Allen Thacker, Director of Maintenance and Operations

SUBJECT: Glenwood Sidewalk Replacement by Skilled Services LLC

Mr. Lay,

I am recommending that the Oak Ridge Schools Board of Education approve phase 2 of the Glenwood sidewalk replacement project from Skilled Services Quality Construction LLC of Knoxville TN in the amount of \$49,900.00. This is the final phase of the sidewalk replacement project and is scheduled to be completed over the summer.

Funds for this project are allocated in budget line 76100 707 432, Glenwood Sidewalk Replacement. Work will be performed on a "piggyback" of the contract with Knox County Procurement Division (Contract Number 17-1033/2614)

Thank you,

Allen Thacker

Director of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu



SKILLED SERVICES

2800 HOITT AVE | KNOXVILLE, TN 37917

PROPOSAL

Date: 04/15/2024

To: Oak Ridge Schools

Address: 304 New York Ave, Oak Ridge, TN 37830

Attn: Allen Thacker

Project: Oak Ridge Schools- Glenwood Elementary Sidewalks

Skilled Services LLC proposes to furnish labor, materials, equipment, and supervision required for completion of the Work as specified below, at project address: 125 Audubon Rd, Oak Ridge, TN 37830.

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

- Scope of Work:**
- 1 **Glenwood Elementary - Phase 2**
 - 2 Phase Amount - \$39,400.00
 - 3 Includes all required demolition, earthwork, concrete, and handrails in this area.
 - 4
 - 5 **Glenwood Elementary - Existing Sidewalk Road Access**
 - 6 Phase Amount - \$10,500.00
 - 7 Includes all required concrete in this area.
 - 8 **Total Price - \$49,900.00, if completed altogether.**

Bond: Not Included in Proposal Amount.

- Exclusions:**
- 1 Repair or Rerouting of Subgrade or Subfloor Utilities encountered during performance of the Work, except those specifically included in the Scope of Work.
 - 2 Asphalt Paving, Extruded Curbing, Wheel Stops, Markings, and Parking Signage.
 - 3 Engineering or Architecture. Plans Review or Permitting.

Signed by:

Eric Rochat

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

Accepted by:

Allen Thacker

Date:

State guidance on school fees allows schools to request but not require fees for activities and materials that impact students during the regular school day or that are a part of the curriculum. Any request for fees must still be approved by the Board of Education. We are requesting that the attached fee list be approved as a requested but not required fee list for Oak Ridge Schools.

Language already exists in the student handbook informing students and parents that class fees are not a requirement for any student regardless of his/her financial situation.

Principals will be asked to include the following phrase in any and all request for additional fees:

“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.”

Oak Ridge Schools Class Fees 2024-2025

SCHOOL	AMOUNT	GRADE LEVEL
Glenwood	\$20.00	K-4
Linden	\$20.00	K-4
Willow Brook	\$20.00	K-4
Woodland	\$20.00	K-4
Jefferson Middle	see attached list	5-8
Robertsville Middle	see attached list	5-8
Oak Ridge High School	see attached list	9-12

Jefferson Middle School
200 Fairbanks Road
Oak Ridge, TN 37830
865-425-9301

To: Bruce Lay 4/2/2024
From: Phil Cox
Felicia Story
RE: Projected Fees for FY 25 (School year 2024-2025)
Not required / only requesting

Fee Amount	Reason	Student Involved	Staff
TBD	Misc. Field Trips	Each Individual Grade	Misc.
\$ 40.00	STEM Manufacturing	8 th grade – full year	J Mitchell
\$30.00	PLTW/Aeronautics	PLTW/Aeronautics	J Mitchell
\$ 10.00	Chorus fee*	Chorus 7 th & 8 th	A Wilson
\$ 6.00	Chorus fee*	5 th & 6 th	A Wilson
\$ 15.00	Chorus shirt	All students	A Wilson
\$ 15.00	Uniform Rental	8 th Grade Band	Cantrell
\$ 30.00	Instrumental Rental	All Students/Semester	Cantrell
\$ 10.00	Band shirts	All students – keep each year	Cantrell
\$30.00	Orchestra fee	All students	Bray
\$10.00	Stem class	Balsa Bridge, Models, etc.	Foust
\$40.00	Advanced Stem class	3D printing, Vex Robotics, etc.	Foust

JMS does not request fees for Art and misc. magazine subscriptions.

Robertsville Middle School

Grade Level Fees 2024-2025

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.

Fee	Item/Purpose	Students Involved	Staff
\$20.00	Classroom Fee	CDC	Randolph
\$6.00	Rotation Course Project Materials	5-8th Portrait of a Graduate	Manning
\$6.00	Rotation Course Project Materials	8th Concepts of Flight	Doss
\$6.00	Rotation Course Project Materials	5th Lego Robotics	Doss
\$25.00	Yearly Project Materials	7th Drone Racing & Design	Doss
\$25.00	Yearly Project Materials	7th & 8th Engineering & Manufacturing	Doss
\$25.00	Yearly Project Materials	6th STEM Explorers Elective	Leftwich
\$6.00	Rotation Course Project Materials	5th & 6th STEM (Foundations of Tech.)	Leftwich
\$25.00	Yearly Project Materials	7th & 8th Adv STEM (Foundations of Tech.)	Manning / Leftwich
\$15.00	Band Shirt (Fall)	7th & 8th Grade Band Students	Reams
\$15.00	Band Uniform Rental (school-owned)	7th & 8th Grade Band Students	Reams
\$30.00	Band Instrument Rental (school-owned)	5-8th Band Students/Per-Semester	Reams
\$30.00	Orchestra Instrument Rental (school-owned)	5-8th Orchestra Students/Per-Year	Byrd
\$15.00	Art Elective Supply Fee	5-8th Grade	Seyfert
\$2.50	<i>Science World Magazine</i>	7th Grade Science	Sluss
TBD	Misc. Field Trips	Grade Level Specific	Misc.

ORHS CLASSROOM FEES

NAME OF FEE	Fees For FY 24	Proposed FY 25	Increased/Decreased	Variance	OPT	REQUIRED	PURPOSE
Art for Photography	40.00	40.00				X	Materials Fee
Art-Studio Art AP	40.00	40.00				X	Materials Fee
Art-Three Dimensional Art	35.00	35.00				X	Materials Fee
Art-Two Dimensional Art	35.00	35.00				X	Materials Fee
Art - Ceramics	75.00	75.00				X	Materials Fee
Art -Foundation of Art	25.00	30.00	I	5.00		X	Materials Fee
Art - Printmaking	40.00	60.00	I	20.00		X	Materials Fee
Art - Ceramics/DE Ceramics	75.00	95.00	I	20.00		X	
Art - 2 - D	35.00	40.00	I	5.00		X	
Business - Introduction to Business	10.00	10.00				X	Materials Fee
Business - Management & Marketing	10.00	10.00				X	Materials Fee
Digital Arts -Animation and Simulation	25.00	25.00				X	Materials Fee
Engineering	25.00	25.00				X	Materials Fee
Engineering by Design	25.00	25.00				X	Materials Fee
Health Science	25.00	25.00				X	Materials Fee
Health Science - Clinical Internship	50.00	50.00				X	Materials Fee
Health Science - Nursing Education	50.00	50.00				X	Materials Fee
iSchool	25.00	25.00				X	Materials Fee
Math -Calculator (student are required to have one)						X	Self Purchased / Rent from School
Math -Calculator (all rentals will be one price)	35.00	35.00			X		TI-84 & TI-89 - Rent from School
Music - Band - Marching Shoe	35.00	35.00				X	Uniform item - If needed
Music - Band - Instrument Rental (per Semester)	20.00	20.00				X	Instrument Rental - If needed
Music - Band - Concert Shirt	20.00	20.00				X	Uniform item - If needed
Music - Band - Color Guard Fee	75.00	75.00				X	Fee - Shoes,Gloves, Uniform, Acces.
Music - Band - Color Guard Fee	40.00	40.00				X	Riffle
Music - Band - Band Fee	150.00	200.00	I	50.00		X	Fee
Music - Chorus - All Choirs	35.00	35.00				X	Uniform Rental
Music - Orchestra	30.00	30.00				X	Instrument Rental
ROTC	25.00	25.00				X	Materials/Supplies
Robotics/Coding/ Foundation of Tech.	25.00	25.00				X	Materials/Supplies
Science - Biology A-E	10.00	20.00	I	10.00		X	Lab fee
Science - Genetics	10.00	20.00	I	10.00		X	Lab fee
Science -Anatomy & Physiology	20.00	30.00	I	10.00		X	Lab fee
Science - Chemistry	10.00	20.00	I	10.00		X	Lab fee
Science-Chemistry AP	20.00	30.00	I	10.00		X	Lab fee
Science-Env. Science AP	20.00	30.00	I	10.00		X	Lab fee
Science-Physics C AP	20.00	30.00	I	10.00		X	Lab fee
Science-Physics 1 & 2 AP	20.00	30.00	I	10.00		X	Lab fee
Science - STEM	10.00	20.00	I	10.00		X	Lab fee
Welding	25.00	25.00				X	Materials Fee

Justification:

Inflation

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

School: JEFFERSON MIDDLE SCHOOL Date: 01/29/2024
The following group requests permission to leave the school campus to participate in the educational activity indicated below. Parental permission to be obtained for each student.

Class/Group Requesting Permission: 8th Grade U.S. History

Educational Activity: WILLIAMSBURG FIELD TRIP

Destination: Williamsburg, VA w/ Jamestown, Yorktown, Charlottesville

Purpose of Trip: First-person, interactive learning of British Colonies and Revolutionary War

Departure Date: 9/27/24 Departure Time: 11:00 AM

Return Date: 9/30/24 Return Time: 8:30 PM

Name of School Sponsor: BEN BREWER ; SCOTT LINN Cell #: 865.719.7953

of Students: 80 # of Adults: 10 Chaperone/Student Ratio: 1:8

Minimum required teacher to student ratio:

Pre-K – 3 year olds 1:4 K-2nd 1:6 3rd-4th 1:10 5th-8th 1:12 9th-12th 1:15
4 year olds 1:6

Professional Staff Chaperone(s):

- Name: BEN BREWER Cell #: 865.719.7953
- Name: SCOTT LINN Cell #: 865.661.9458
- Name: DAVID TRACY Cell #: 865.599.8158
- Name: JOHN BEARD Cell #: 865.314.1887
- S. Name: ADMINISTRATOR TBD Cell #: TBD

Other Chaperone(s):

- Name: THERESA DAVIS Cell #: 775.223.2874
- Name: MARY ROOP Cell #: 865.394.0744
- Name: JAIMIE MCMAHON Cell #: 865.705.2651
- Name: LAUREN ESTER Cell #: 865.307.1557
- S. Name: NURSE/DOCTOR TBD Cell #: _____

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

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

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

Financial Arrangements: (please indicate method)

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

Substitute Required Acct to be charged for Substitute _____
\$ 660.- (460) Per Student TOTAL TRIP AMOUNT: \$ 52,784.00

Provisions for those students unable to pay: Scholarship assistance will be offered based on grants, community contributions, and staff donations.

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

Mode of Transportation: (circle below)

First Student Transportation Contractor School System Van Air Travel

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

School System Van – Name of Driver _____

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

Transportation Contractor: PRIORITY BUS LINE Phone #: 865.556.8509
(Only approved transportation companies may be used, see ORS website for a list of approved companies) MARVIN HAWKINS

Air Travel Flight #'s: _____

Oak Ridge Schools
CAMPUS LEAVE REQUEST – Overnight Trip

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

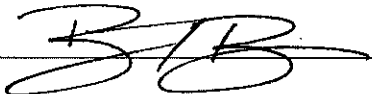
Hotel/Motel Name: EMBASSY SUITES

Address: 3000 MOORETOWN ROAD

City: WILLIAMSBURG State: VA Zip: 23185

Phone: 757-229-6800 Contact Person: HEIDI WATKINS

Number of Nights: 3 Hotel Rating: 2.5 STAR

School Sponsor Signature: 

Date: 01/29/2024

This Section for Athletic Trip Only


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

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

Athletic Director Signature: _____

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature:  Date: 5/1/24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

Acceptance

Priority Coach, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	JMSBrewer Benjamin Brewer Jefferson Middle School Williamsburg	Quotation ID Movement ID Passengers Distance	727 1889 1051
--	---	---	-------------------------

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Jefferson Middle School Oak Ridge TN Fri 9/27/2024 Time 10:45 No Yes	Destination Arrival Date Leave Date Back Date	Williamsburg VA Fri 9/27/2024 Time 20:00 Mon 9/30/2024 Time 08:00 Mon 9/30/2024 Time 17:10
--	---	--	---

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	56	Deluxe Motorcoach	\$6,000.00	\$6,000.00	0	\$0.00	\$6,000.00
1	56	Deluxe Motorcoach	\$6,000.00	\$6,000.00	0	\$0.00	\$6,000.00
				\$12,000.00		\$0.00	\$12,000.00
Movement Totals				\$12,000.00		\$0.00	\$12,000.00

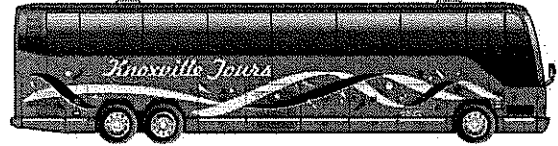
PLEASE REVIEW THE INFORMATION ABOVE AND SIGN BELOW. REMIT ONE COPY TO THE ADDRESS ABOVE. THE CARRIER WILL NOT BE LIABLE FOR DELAYS CAUSED BY AN ACT OF GOD, PUBLIC ENEMIES, AUTHORITY OF LAW, QUARANTINE, PERILS OF NAVIGATION, RIOT STRIKES, THE HAZARDS OR DANGERS INCIDENT TO THE STATE OF WAR, ACCIDENTS, BREAKDOWNS, BAD ROAD CONDITIONS, STORMS OR OTHER CONDITIONS BEYOND ITS CONTROL AND DOES NOT GUARANTEE TO ARRIVE OR DEPART FROM ANY POINT AT ANY SPECIFIC TIME.

Signature		Print Name	BENJAMIN BREWER	Date	1/29/2024
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Knoxville

JL'JOU

haven..... Me Pefect Freefom
Cerebrating 68 Years offxcccfcence 1956-2024



January 29, 2024

Jefferson Middle School
Scott Linn
(865) 425-9301
slinn@ortn.edu

Dear Mr. Sinn,

Thank you for requesting a quote for your group travel to Williamsburg, VA on the dates of Sep. 27-30, 2024.

The total cost for two 56 passenger motorcoaches on the above dates is: \$15,400

A deposit in the amount of \$500.00 is due upon booking. (Add 3% for credit cardpayments) Your group is responsiblefor providing roomingfor the drivers. Driver gratuity is included in the price.

As a full-service tour and travel company, Knoxville Tours strives to provide you with safe, reliable transportation. Should you have any questions regarding this contract or other services we provide, please feel free to give me a call.

Sincerely,

Steven L. Young

Steven Young

(Sign here and email

back to confirm contract) stevenyoung@knoxvil etours.com 1-865-688-6232 office
1-865-466-8507 cell



1500 Breda Drive, Knoxville, TN 37918 • 126 Bohannon Avenue, Greenville, TN 37745 • 1619 Shepherd Road Ste 109, Chattanooga, TN 37421

Phone: 865-694-0304 Fax: 865-689-5552

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

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

Date	1/29/2024	Client Ref 2	865-425-9301
Quotation ID	19465/23569	Client Ref 1	Scott Lin

Pick-up Date	Fri 9/27/2024	Time	10:00	Arrival Date	Fri 9/27/2024	Time	
Single	No			Arrival Date	Mon 9/30/2024	Time	
Journey	Yes			Leave	Mon 9/30/2024	Time	23:57
Vehicle To Stay				Date			
Passengers	90			Back			
				Date			
				Distance	1057		

Destination Instructions

First Pick-up	Jefferson Middle School,	Destination	Williamsburg, VA
---------------	--------------------------	-------------	------------------

2	56	56- Deluxe Motorcoach	\$9,650.00	\$19,300.000	\$0.00	\$19,300.00
			\$19,300.00	96 seats - Tick to accept <input type="checkbox"/>	\$0.00	\$19,300.00
1	40	40 Mid-Size Motorcoach	\$9,325.00	\$9,325.000	\$0.00	\$9,325.00
1	56	56- Deluxe Motorcoach	\$9,650.00	\$9,650.000	\$0.00	\$9,650.00
				<u>\$18,975.00</u>	\$0.00	\$18,975.00

First Pick-up Instructions

200 Fairbanks Rd, Oak Ridge, TN 37830

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	112 seats	Tick to accept <input type="checkbox"/>					

Oak Ridge Schools Competitive Quote Sheet

Work Order #		EMERSON SUITE WOODLANDS GREAT DOLF					
Vendor Name		3006 MOONBROOK BLVD S. ENCLAVE 549 POCHAMBERSKY					
Address		WILLIAMSBURG, VA 23185 3 WILLIAMSBURG, VA 23185					
Quote Number		1 23185 2 23185 3 23185					
Contact Name		HEIDI WACKENBACH HARRON MORGAN AUSAIR MORGAN					
Phone Number		759.229.6800 757.965.8451 757.603.4590					
Item	Qty	Description	Unit Price	Ext Price	Unit Price	Ext Price	
	40	DOUBLE SUITE ROOMS	134	144	189		
		PER NIGHT					
		23 NIGHTS					
Shipping and Handling		Reg. No.					
Quote taken by:		4.29.24					
		SCOTT LINSKY					
Total:		\$5360		\$16,080		\$5740	
Terms:				\$17,280		\$7500	
Delivery Date:						\$22,600	
FOB Point:							



EMBASSY SUITES
HOTEL®

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

GROUP SALES AGREEMENT

1a DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

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

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Ben Brewer	Name "Event":	Jefferson Middle School
Company Name:	Jefferson Middle School	Date(s) of Event:	September 27, 2024 - September 30, 2024
Address:	200 Fairbanks Road Oak Ridge	Hotel Contact:	Heidi Watkins
City, State, Zip:	TN 37830	Title:	Director of Sales
Phone:	865-425-9301	Phone:	757-229-6800
Email:	btbrewer@ortn.edu	Email:	heidi.watkins@hilton.com

NAME OF EVENT: Jefferson Middle School

2a GUEST ROOM & RATES COMMITMENT

The Hotel agrees that it will provide and group agrees that it will utilize guest rooms in the pattern set forth below:

Based upon Jefferson Middle School's total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

	Fri 09/27/2024		Sat 09/28/2024		Sun 09/29/2024	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Double/Double Suite	36	\$134.00	36	\$134.00	36	\$134.00
King Suite	4	\$134.00	4	\$134.00	4	\$134.00

Hotel room rates are subject to applicable state and local taxes (currently 12% and \$2 nightly) in effect at the time of check in. Rate includes full cooked to order breakfast, complimentary evening cocktail reception, complimentary Wi-Fi and complimentary parking.

Complimentary Suite policy is 1 per 20 actualized per night.

3a METHOD OF RESERVATIONS: Rooming List

A rooming list must be provided to facility to your room block. Organization must provide a list of guest name(s), arrival date(s), departure date(s), room type requested, and any special requests. Rooming list is due to the Hotel Sales Department no later than 5:00pm on Wednesday, August 28, 2024.

4a GUARANTEED RESERVATIONS / BILLING: Master Account with Deposit

The Jefferson Middle School is responsible for the room and tax for the above mentioned room block and event. The hotel requires either a credit card authorization form or a \$1,000 deposit due by 7.27.24 to guarantee the space. The final invoice will be sent once the final rooming list is received and final payment is due 14 days prior to arrival.

5a CUTOFF DATE

Reservations by attendees must be received on or before 5:00pm, Wednesday, August 28, 2024 (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Jefferson Middle School group rate after this date.

6a CANCELLATION

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

_____ Client Initials

_____ Hotel Representatives Initials



EMBASSY SUITES
HOTEL®

Williamsburg

Williamsburg
3006 Mooretown Road
Williamsburg, VA 23185

757.229.6800, Hotel Direct
757.220.3486, Hotel Fax

and tax. Cancellation for this group is 30 days prior to the first arrival date. Once reservations are made by the guests they have up until 72 hours prior to arrival to cancel their room without penalty. Within 72 hours to arrival, the room will be charged a 1st night's lodging and tax penalty to the credit card on file to guarantee the room.

7a ATTRITION-Walved for Jefferson Middle School

8a REWARDS PROGRAM – HILTON HONORS EVENT PLANNER POINTS

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

CHECK ONE OPTION BELOW:

Reward Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)

Member Name BENJAMIN BREWER

Hilton Honors Number 4526953995

9a IMPOSSIBILITY

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

10a ACCEPTANCE

When presented by the Hotel to Jefferson Middle School, this document is an invitation by the Hotel to Jefferson Middle School to make an offer. Upon signature by Jefferson Middle School this document will be an offer by Jefferson Middle School. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Jefferson Middle School at any time prior to Jefferson Middle School's execution of this document, the outlined format and dates will be held by the Hotel for Jefferson Middle School on a first-option basis until Monday, February 5, 2024. If Jefferson Middle School cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon signature by both parties, Jefferson Middle School and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

11a SIGNATURES

Approved and authorized by:

Approved and authorized by Hotel:

Name: (Print) BENJAMIN BREWER

Name: (Print) Heidi Watkins

Title: (Print) Teacher, Trip Director

Title (Print) Director of Sales

Signature: [Signature]

Signature: [Signature]

Date: 01/29/2024

Date: 2/1/24

[Initials] Client Initials

[Initials] Hotel Representatives Initials

From: Maktay, Harun <hmaktay@cwf.org>
Sent: Tuesday, January 16, 2024 9:26 AM
To: Benjamin Brewer <btbrewer@ortn.edu>
Cc: C. Scott Linn, Jr <sLinn@ortn.edu>; Groupsales <Groupsales@cwf.org>
Subject: [EXTERNAL] RE: 2024 Jefferson Middle School Lunch Sunday Sept. 29

Good Morning,

Colonial Williamsburg Woodlands Hotel & Suites accommodations are as follows. For the specific dates, September 27-30, 2024 I have the rate of \$129.00 and \$15.00 resort fee, or \$144 per room, per night.

Staying at a Colonial Williamsburg Hotel will give you opportunity to book your Sunday lunch one year in advance.

I look forward to hearing from you. Please let us know if you have any questions!

*Best regards,
Harun*

Harun Maktay
Express Meeting Manager
Colonial Williamsburg Hotels
P.O. Box 1776
310 South England Street
Williamsburg, VA 23185
hmaktay@cwf.org
757-565-8451

Colonial Williamsburg Hotels
www.colonialwilliamsburghotels.com

Jefferson Middle School 8th Grade Trip Itinerary and Room Requests

Date	Time	Event	Agreed Attendees	Room Rental
Sat Sep 28	7:00 AM - 8:00 AM	Student Breakfast	92	\$0.00
Sun Sep 29	7:00 AM - 8:00 AM	Student Breakfast	92	\$0.00
Mon Sep 30	7:00 AM - 8:00 AM	Student Breakfast	92	\$250.00

Jefferson Middle School 8th Grade Trip Guest Room Arrangements

	Fri 09/27/2024		Sat 09/28/2024		Sun 09/29/2024	
	Rooms	Room Rate	Rooms	Room Rate	Rooms	Room Rate
Family Suite, Balcony/Patio	32	\$189.00	32	\$189.00	32	\$189.00
Luxury King Suite, Balcony/Patio	2	\$99.00	2	\$99.00	2	\$99.00

Jefferson Middle School 8th Grade Trip Minimum Revenue Requirements:

F&B Minimum:	\$5,500.00
Guest Room Minimum:	\$14,769.00
Meeting Room Rental:	\$250.00

Important Information and Next Steps

Next Steps for Securing Your Group Booking

To finalize the booking process for Jefferson Middle School 8th Grade Trip, please follow the steps outlined below. This will ensure a seamless and efficient experience as you secure your group reservation.

1. **Contact the Sales Manager:** Reach out to our sales manager to confirm your readiness to proceed with the contract.
2. **Contract Signing and Deposit:** Upon receiving the contract, please review the terms and conditions carefully. To secure your reservation, sign the contract and submit the required deposit.
3. **Rate Lock-in Period:** Please note that the quoted rates are valid for two weeks from the date of the proposal.

Sales Manager:

Allison Morgan

amorgan@greatwolf.com

GROUP RESERVATION CONTRACT

Reservation Date: **Sunday 9/29/2024** Time: **6:00 pm 8:00 pm**

Group Name: **Jefferson M.S. Dinner**

Contact Name: **Ben Brewer**

Phone: **865-425-9301** Email: **btbrewer@ortn.edu**

Number of Guests: **90 guests**



Special Arrangements:

Private Room: Y Cash/Open Bar: N Microphone: Y Podium: Y

- You must guarantee at least 30 adults in order to receive the group rate discount.
- There is a two hour time limit. As a courtesy to other guests booked after your reservation, please ask your guests to arrive on time and allow for travel and traffic conditions. If group goes longer than the 2 hour time frame than they will be charged the full price rate.
- If your party is a bus tour, one complimentary meal will be provided per bus.
- Due to our heavy volume of guests, we only hold reservations for 15 minutes. Please call at least 30 minutes in advance if your group will be late.
- Captain George's is a non-smoking establishment.

Payment Arrangements:

Due on: September 6th, 2024

- Our group rate is **\$58.00 per adult and \$35.00 per student (7th -12th grade)**, and **\$22.00 per student (K-6th grade)**, which includes our seafood buffet, a refillable non-alcoholic beverage, 11% tax, and 15% gratuity.
- The entire party must be prepaid and contract must be signed and returned 21 days prior to your reservation date. Reservations that are not prepaid will be cancelled.
- You must guarantee the number of guests one week prior. The number of guests will be confirmed when your party arrives by restaurant management.
- An itemized receipt must be signed by an authorized representative of your group following your banquet to acknowledge the accuracy of all charges.
- Final payment of any outstanding balance is payable upon presentation of the itemized check on the night of the banquet.
- Any refunds due will be sent from our corporate office on the next business day following your banquet. Refunds are given for up to five adults only.
- Cash, Visa, MasterCard, American Express, Approved Company Checks, Travelers Checks, or Money Orders are all accepted. Personal Checks are not accepted.
- Cancellations must be made 72 hours in advance to receive a full refund.



Bonnie Tobias
Group Coordinator

1/29/2024
Date

X 

Accepted by
Group Representative

2/1/24
Date



MICHIE TAVERN ca 1784
A Virginia Historic Landmark
Where Southern Hospitality Prevails

Michie Tavern will be delighted to have your guests visit us for lunch in the **Ordinary**. Your reservation is confirmed and the luncheon time listed below has been assigned to your group, which will assist in coordinating our guests. We will do our best to serve your group as scheduled.

We will offer group rates provided **your group is as large as 15 or more and payment is made in one amount**. You should allow approximately 45 minutes for lunch.

Please review your confirmation listed below. We request that you present a copy of this confirmation letter to our hostess upon arrival. We look forward in welcoming your group and hope the visit is an enjoyable one.

GROUP RESERVATION FOR LUNCH

ATTENTION: C Scott Linn, Jr.

TOUR COMPANY:

ADDRESS:

GROUP NAME: Jefferson Middle School

DATE: Monday, September 30, 2024

LUNCH ARRIVAL TIME: 12:30, 12:45

GROUP COUNT: 89 (+3)

PRICE:

11 th – Adults	\$23.50 + \$2.66 tax = \$26.16 + \$3.54 optional gratuity (\$29.70)
7 th – 10 th grade	\$16.75 + \$1.90 tax = \$18.65 + \$2.50 optional gratuity (\$21.15)
1 st – 6 th grade	\$12.95 + \$1.47 tax = \$14.42 + \$1.93 optional gratuity (\$16.35)

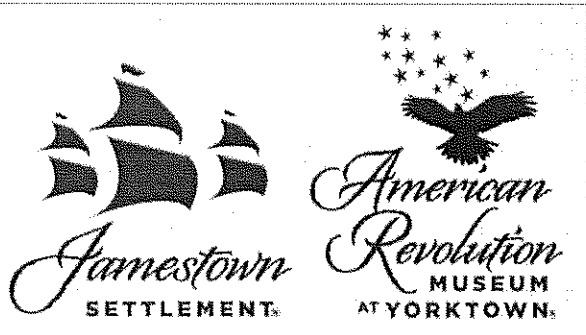
Prepared by: Amy Aycock
amy.aycock@michietavern.com

Date: January 17, 2024

PLEASE NOTE

We request at least **48 HOURS NOTICE** for **CHANGES IN COUNT OR CANCELLATION** of this reservation. Failure to do so could result in being responsible for the number in this reservation. Your confidence and trust in us with serving your guests is greatly appreciated.

683 Thomas Jefferson Parkway, Charlottesville, Virginia
(434) 977-1234 Fax (434) 296-7203 www.michietavern.com



Reservation Confirmation

Jamestown-Yorktown Foundation
 P.O. Box 1607, Williamsburg, Virginia 23187-1607
 Education Programs and Group Sales
 group.reservations@jyf.virginia.gov
 (757) 253-4939 Fax (757) 253-4997

jyfmuseums.org

Order Number: 22697432
 Taylor Horwatt - Reservations Assistant
 Manager
 1/16/2024 8:43 AM

Reserved For:

Ben Brewer #:865-719-7953
 Jefferson Middle School
 200 Fairbanks Road
 Oak Ridge, TN 37830

Phone: 865.425.9301
Fax: 865.425.9339
Email: btbrewer@ortn.edu
Mobile:

Confirmed Programs:

Date/Time	Description	Comments	Guest(s)	Price/Person	Total
9/28/2024 9:00 AM - 11:00 AM	JYF Guided Tour Combo - Student	Jamestown Settlement guided tour; a two hour tour features Jamestown Settlement exhibition galleries and three outdoor living-history areas.	80	\$12.50	\$1,000.00
Grade Level: 08					
9/28/2024 9:00 AM - 11:00 AM	JYF Guided Tour Combo - ADULT	Jamestown Settlement guided tour; a two hour tour features Jamestown Settlement exhibition galleries and three outdoor living-history areas.	2	\$17.50	\$35.00
Grade Level: 08					
9/28/2024 9:00 AM - 11:00 AM	JYF Guided Tour COMBO - Chaperone	Jamestown Settlement guided tour; a two hour tour features Jamestown Settlement exhibition galleries and three outdoor living-history areas.	8	\$0.00	\$0.00
Grade Level: 08					

9/28/2024 2:00 PM - 4:00 PM	ARM-Y 2nd Site	American Revolution Museum at Yorktown Guided Tour, a two-hour tour will present hands-on activities and educational experiences in indoor spaces and outdoor living history areas.	90	\$0.00	\$0.00
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Grade Level: 08

PLEASE ENSURE ALL INFORMATION IS CORRECT AND THAT YOU UNDERSTAND THE CANCELLATION POLICY.

Notes: Notice: Please make sure that your reservation is correct. New deposit policy a 10% deposit will be required 30 days prior to the tour or program. May be paid by VISA, MasterCard, Discover or check. Once we receive your deposit, we will mark your group as confirmed. Refunds/Cancellations only if requested 7+ business days before arrival. Change fees may apply. No shows will be billed. Please forward to whoever oversees your payment procedures.

Sub Total	\$1,035.00
Tax	\$0.00
Delivery Fee	\$0.00
Total	\$1,035.00
Deposit	\$0.00
Amount Due	\$1,035.00

CHANGE OR CANCELLATION:

- Please contact us at (757) 253-4939 at least 72 business hours in advance of your visit.
- Please arrive on time to assure guide availability.

PAYMENT:

• Cash, American Express, Discover, MasterCard or Visa credit card and pre-approved checks made payable to the Jamestown-Yorktown Foundation are accepted.

• Student Groups: One adult chaperone for every ten paid students is admitted free.

• Extra adults who are paying separately will be charged the adult general admission rate and will pay at the front desk upon arrival.

• Virginia public school groups will be invoiced following the visit. Outreach and museum programs will be invoiced separately within three business days of each visit. The payment terms of each invoice will be net 30 days.

• For all other groups, one payment for the entire group, including adults, is expected on the day of the program unless prior arrangements are made with the Foundation's accounting office.

OUTREACH/ON-SITE PROGRAM INFORMATION:

• Visit www.jyfmuseums.org for tour and/or outreach planning materials, multimedia curriculum resources, meal options and gift shop information.

• If you booked an outreach program please return the Outreach Scheduling Form, 1 Instructor Schedule or 2 Instructor Schedule, at least 2 weeks in advance of the presentation.

• An outreach instructor will contact you before your visit to confirm these arrangements.

Thank you for booking programs with the Jamestown-Yorktown Foundation.

**Jefferson Middle School
REQUEST FOR PURCHASE**

Staff requesting purchase BEN BREWER Date 4/23/24 Account to be charged WB
 Room # for item(s) to be delivered _____ Purchased for what reason Williamsburg Trip
 Vendor COLONIAL WILLIAMSBURG FOUNDATION Phone 1-800-228-8878, 757-220-7585
 Address P.O. Box 1776 Fax _____
 City/State/Zip Williamsburg, VA 23187 Catalog # Contact Admona Carpenter

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	45	Evening Program 1 (Pirate) Saturday	\$ 12.50	\$ 562.50
	45	Evening Program 2 (Pirate) Saturday	\$ 12.50	\$ 562.50
	45	Evening Program 1 (Liberty) Saturday	\$ 12.50 / 25	\$ 562.50
	45	Evening Program 2 (Liberty) Saturday	\$ 12.50	\$ 562.50
	80	Student Guided Tours Sunday	\$ 19.50	\$ 1,560.00
	2	Adult Guided Tours Sunday	\$ 28.00	\$ 56.00
		- 8 Adults comped	\$ 0	\$ 0
	100	Haunted Williamsburg Tours (Sunday)	\$ 19.00	\$ 1,900.00
			TOTAL	\$ 5,769.00

OFFICE USE ONLY:
 Date Received by Bookkeeper _____ Purchase Order Needed _____
 Approved _____ Purchase Order to be called in by Bookkeeper _____ or Staff Member _____
 Office Use Only:
 141-71100-429-10-25 Classroom 141-724 10-499-10-25 Instruc. / Adm. 141-71100-449-10-25 Textbooks
 141-71100-722-10-25 New/Replace Class 141-724 10-701-10-25 New/Replace Adm. 141-72120-499-10-25 Clinic
 141-72210-432-10-25 Library 141-722 10-437-10-25 Periodicals Other (SECME, Sp. ED)

COMMENTS: _____



Jefferson Middle School
 200 Fairbanks Rd.
 OAK RIDGE, TN 37830

Reservation Confirmation
 1/16/2024 3:40:00 PM
On-Site Contact Phone:
Reservation Number: 4976162
Customer Number: 1435021
Order Taken By: acarpent

We are pleased to confirm the following ticket reservations for your upcoming Colonial Williamsburg visit

Date	Description	Price Zone	Quantity	Price Type	Unit Price	Total
09/28/2024	To Hang a Pirate	7:30p.m.	45	Meet at Capitol	\$12.50	\$562.50
09/28/2024	To Hang a Pirate	9:00p.m.	45	Meet at Capitol	\$12.50	\$562.50
09/28/2024	G-In Defense of Liberty	7:00 p.m.	45	Meet at Magazine	\$12.50	\$562.50
09/28/2024	G-In Defense of Liberty	8:30 p.m.	45	Meet at Magazine	\$12.50	\$562.50
09/29/2024	Self-Guided	GA	8	Complimentary Adults	\$0.00	\$0.00
09/29/2024	Self-Guided	GA	80	Students	\$19.50	\$1,560.00
09/29/2024	Self-Guided	GA	2	Adults	\$28.00	\$56.00
09/29/2024	Haunted Wmsbg	8:30 p.m.	100	Meet at Market Square	\$19.00	\$1,900.00

Total Tickets Cost: \$5,766.00

Message to group: Pick up tickets at Visitor's Center
Supervisor's Desk
 107 Visitor Center Dr
 Williamsburg VA 23185

SubTotal \$5,766.00
Tax \$0.00
Total \$5,766.00

To qualify for group rates, you must pay for a minimum of 15 students.

Acknowledgment of Above Tickets: _____

Main Contact Signature Cell Phone Number Date

The Colonial Williamsburg Foundation P.O. Box 1776 Williamsburg, VA 23187-1776

POLICIES AND PROCEDURES

DEPOSIT REQUIREMENTS

- **We require a deposit in the amount of \$650.00 by May 22, 2024. If the deposit is not received by the required date, all reservations will be canceled.**

ALL CHANGES/CANCELLATIONS MUST BE RECEIVED BY TELEPHONE OR EMAIL

- Admission Ticket/Evening Program changes for the guaranteed final number of attendees will be accepted up to seven (7) full business days prior to the group's arrival date, Monday through Friday, 8:00 AM–5:00 PM.
- Admission Ticket/Evening Program cancellations for the guaranteed final number of attendees will be accepted up to seven (7) full business days prior to the group's arrival date, Monday through Friday, 8:00 AM–5:00 PM.
- If a complete cancellation is received less than seven (7) business days prior to the arrival date, full payments are still due and are forfeited.
- Please call your Sales Representative at 1-800-228-8878, Monday through Friday, between 8:00 AM and 5:00 PM. In the event of an emergency on Saturday or Sunday, please call (757) 220-7614 between the hours of 8:00 AM and 4:30 PM.

STUDENT ADMISSION TICKETS

- To qualify for reduced group rates, groups must pay for a minimum of 15 students. ~~One complimentary adult admission ticket will be provided per 10 students (restrictions may apply). Adults/teachers accompanying the group in excess of the ratio will pay the adult group rate (based on the type of tickets requested).~~
- **PLEASE NOTE:** For the safety of your students Colonial Williamsburg requires adult supervision at all times for children of all ages. Should you need assistance locating a lost child, please approach any employee, who will contact Security.

ADULT GROUP ADMISSION TICKETS

- To qualify for reduced adult group rates, groups must pay for a minimum of 15 adults. One complimentary adult ticket will be provided per 26 adults for a Single- or Multiday ticket only. No complimentary tickets are provided for Half-day tickets.

EVENING PROGRAMS ONLY

- Groups must book the minimum numbers required for each program. should group numbers drop below the minimum, the group is still required to pay for the minimum number of tickets. For the safety of your students, Colonial Williamsburg requires adult supervision at all times for children of all ages (1 adult must accompany every 12 students). Evening Programs must be booked in advance and are contingent upon program availability. Prices may vary. Evening program tickets must be prepaid two (2) weeks prior to the group's arrival date.

EVENING PROGRAM CONTACT—AFTER HOURS:

- **The on-site Evening Program manager can be reached between 6:15 and 9:45 PM at (757) 880-2831 or via email at eveningprogramsscheduling@cwf.org.**
- The after-hours number does not permit changes/cancellations on a reservation. All changes/updates must be made at the Group Arrivals Building.

PAYMENT METHODS:

- **The balance of payment must be paid seven (7) full business days prior to the arrival date.**
- A total-cost receipt can be issued upon request prior to your arrival date.
- We accept personal or company checks, MasterCard, Visa, American Express, and Discover. For credit card payments, please call your Sales Representative at 1-800-228-8878, Monday through Friday, between 8:00 AM and 5:00 PM.

Make checks payable to: The Colonial Williamsburg Foundation

Mail to:
 Department of School and Adult Group Sales
 PO Box 627
 Williamsburg, VA 23187-0627

Telephone: 1-800-228-8878

Email: groupsales@cwf.org

Signed and Accepted

Date

On-site Contact Name

Cell Phone Number

Email Address



1/18/2024

Dear Ben Brewer:

We are delighted that you will be visiting Monticello, the home of Thomas Jefferson and we look forward to your visit. This letter is to confirm your reservation placed on 01/18/24. Please verify the information indicated below to ensure accuracy. Should you have any questions, please feel free to contact us.

Your Reservation number is **535456**. You are scheduled to arrive on 09/30/24 no later than 10:00 AM, which is 40 minutes prior to your first tour time. This allows your group time to check-in and get shuttled (or walk) to the mountaintop. Should your group arrive late; your group will be given the next available tour time. On high visitation days, this could significantly delay or prevent your entry into the House.

Order Summary

QTY	Description	Unit Price	Total
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:40 AM	13.00	325.00
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:50 AM	13.00	325.00
25	Highlights Tour Student Group Student Student Group Highlights Tour 10:55 AM	13.00	325.00
5	Highlights Tour Student Group Student Student Group Highlights Tour 11:10 AM	13.00	65.00
7	Highlights Tour Student Group Adult Student Group Highlights Tour 11:10 AM	32.00	224.00
3	Highlights Tour Student Group Adult Comp Student Group Highlights Tour 11:10 AM	0.00	0.00

Your numbers are based on the current reserved quantity. Should your quantity change, your total balance will change.

Total Group Tickets:	90	1,264.00
Payments:		0.00
Balance:		1,264.00

Your deposit of \$632 is due on 2024-09-23 and is required to hold your reservation. The remaining balance will be due upon arrival. Payments must be made in one transaction on the date of your arrival as we will be unable to accept multiple payments by individuals on the reservation. **Additional adults joining your group without a reservation will pay the regular adult rate and are not guaranteed to tour with the group.**

We have many changes to our operation to better ensure the safety of our guests and staff. In order to ensure the best visit possible, please read over the information on the following pages and share the relevant information with your group. We ask that you sign and return the Terms and Conditions page to confirm your reserved time(s). Please be aware that Monticello allows only its employees to provide tours and interpretation of Monticello on Monticello property.

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: 4/19/2024

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 TSA

Educational Activity: TSA National Conference

Destination: Orlando, FL

Purpose of Trip: Competition

Departure Date: 6/26/2024 Departure Time: Approx. 12pm

Return Date: 6/30/2024 Return Time: Approx. 6pm

Mode of Transportation: Air/Parents drive

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: Rental Van/Todd Livesay driving Phone #: _____

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

Air Travel Flight #'s: 1434 3063

Hotel/Motel Name: Universal's Aventura Hotel

Address: 6725 Adventure Wy

City: Orlando State: FL Zip: 32819

Phone: _____ Contact Person: _____

Number of Nights: 4 Hotel Rating: 4.5 5,922 reviews

Name of School Sponsor/Date: Todd Livesay

Signature of School Sponsor: TLivesay Digitally signed by TLivesay Date: 2024.04.18 11:50:32 -04'00' Cell #: 865-924-5590

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: 10 # of Adults: 5 Chaperone/Student Ratio: 2:1

Professional Staff Chaperone(s)

1. Name: Todd Livesay Cell #: 865-924-5590
2. Name: _____ Cell #: _____
3. Name: _____ Cell #: _____
4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: Tara Kneiser Cell #: 865-238-5864
2. Name: Brian Kneiser Cell #: 865-318-8732
3. Name: Joy Bonamarte Cell #: 678-542-5006
4. Name: Rob Bonamate Cell #: 865-384-7199

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 _____

\$ N/A Per Student TOTAL TRIP AMOUNT: \$ Approx. - 650.00

Provisions for those students unable to pay: _____

N/A Summer break

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

I will fly with three male students and rent a van for our transportation. The other seven students will travel and stay with their parents.

Staff Member: **TLivesay** Digitally signed by TLivesay
Date: 2024.04.19 10:13:37 -04'00'

Date: 4/19/2024

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: Beth Gistrip

Date: 4.25.24

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 TSA

Destination: Orlando, FL

Mode of Transportation: Air/Parents Drive Purpose: National Competition

Date: 06 / 26 / 2024 Time: Approx. 12pm to Date: 06 / 30 / 2024 Time: Approx. 1pm

Expected Number of Participants: 10 Expected Number of Chaperones: 5

Teacher/Sponsor of Trip: Todd Livesay

Principal Signature: *[Signature]* Date: 4.26.24

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: Todd Livesay by: 4/26/2024
 (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

2024 National TSA

June 26-30 Rosen Shingle Creek, Orlando, FL.

Official Conference Itinerary not available until June 2024

<https://tsaweb.org/events-conferences/2024-national-tsa-conference>

ORHS TSA Trip Itinerary:

6/26 – Travel to Orlando. Livesay & three students fly to Sanford Airport and pick up rental. Meetings later that evening. Livesay and three students are staying at Universal Aventura Hotel. Other students will stay with their parents at Cabana Bay Hotel (approved conference site).

6/27 – TSA Opening Ceremony and competitive events.

6/28 – TSA Business Meeting & competitive events.

6/29 – Competitive Events/TSA day at Universal Studios Park.

6/30 – AM Awards Ceremony. Evening return flight to Knoxville.

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: 4-16-24

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: NJROTC

Educational Activity: LEADERSHIP AND TEAM BUILDING

Destination: RIVERSIDE MILITARY ACADEMY IN GAINESVILLE, GA

Purpose of Trip: AREA 8, 9, 10 LEADERSHIP ACADEMY

Departure Date: 6-8-24 Departure Time: 1000

Return Date: 6-15-24 Return Time: 1900

Mode of Transportation: POV

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: RIVERSIDE MILITARY ACADEMY

Address: 2001 RIVERSIDE DR.

City: GAINESVILLE State: GA Zip: 30501

Phone: 619-319-0237 Contact Person: ALEX BAKER

Number of Nights: 6 Hotel Rating: NA

Name of School Sponsor/Date: RYAN NICHOLLS/4-16-24

Signature of School Sponsor:  Cell #: 865-712-1924

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: 3 # of Adults: 1 Chaperone/Student Ratio: 1:3

Professional Staff Chaperone(s)

1. Name: _____ Cell #: _____
2. Name: _____ Cell #: _____
3. Name: _____ Cell #: _____
4. Name: _____ Cell #: _____

Other Chaperone(s):

1. Name: AREA 8 MANAGER Cell #: 619-319-0237
2. Name: LCDR ALEX BAKER 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 _____
\$ 375.00 Per Student TOTAL TRIP AMOUNT: \$ 1125.00

Provisions for those students unable to pay: _____
TRIP WILL BE PAID FOR FROM NJROTC FUNDS AND WILL BE REIMBURSED BY THE NAVY.

Other information, comments, and special arrangements: (foreseeable hazards must be identified)
LCDR ALEX BAKER, THE AREA 8 MANAGER, HAS AGREED TO SUPERVISE OUR CADETS DUE BECAUSE CHIEF TROY AND I WILL BE IN FRANCE.

Staff Member: RYAN NICHOLLS

Date: 4-16-24

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: *[Signature]*

Date: 4-22-24

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: NJROTC

Destination: GAINSVILLE, GA

Mode of Transportation: POV Purpose: LEADERSHIP CAMP

Date: 6 / 8 / 24 Time: 1000 to Date: 6 / 15 / 24 Time: 1900

Expected Number of Participants: 3 Expected Number of Chaperones: 1

Teacher/Sponsor of Trip: RYAN NICHOLLS

Principal Signature: *[Signature]* Date: 4-16-24

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 : CHIEF NICHOLLS by: 5-31-24
 (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



DEPARTMENT OF THE NAVY
NAVAL JUNIOR RESERVE OFFICER TRAINING
CORPS (NJROTC) AREA TWELVE MANAGER
BOX 152, NAVAL AIR STATION
JACKSONVILLE, FL 32212-0125

1000
Ser AM10/023
20 Mar 24

From: Area Twelve Manager, Navy Junior Reserve Officer Training Corp
To: Area Eight, Nine, and Ten Senior Naval Science Instructors

Subj: AREA 8, 9, 10 LEADERSHIP ACADEMY 2024

Encl: (1) Cadet Data/Checklist with Cadet Statement of Agreement
(1a) Cadre Data/Checklist with Cadre Statement of Agreement
(2) Health Risk Screening Factor Sheet
(3) NJROTC Standard Release
(4) Agreement of Indemnity
(5) Cadet Recommended & Required Equipment
(5a) Cadre Required Equipment
(6) Suggested Letter to Parents/Guardians (Should be modified at each unit)

1. Enclosures (1) through (6) are forwarded as information regarding the forthcoming NJROTC Area Leadership Academy in June 2024. Please be sure to only use the current, provided, enclosures. Bars in the margin indicate major changes to this LOI. Any further updates will be posted to the instructor only google website. Instructors are encouraged to view the site frequently.

2. Leadership Academy will be held at Riverside Military Academy, Gainesville, Georgia from 8-15 June 2024. This academy's goal is to expand on the leadership skills learned at the unit. Cadets will receive a weeklong lesson in advanced leadership and will return to the unit ready to be a platoon commander or higher. They should arrive with a mindset of learning, not showing what they already know. They will be challenged with new ideas and scenarios. At times they will lead other cadets; but mostly they will follow other cadets. They need to be aware and accept that fact. This year, we will have 12 platoons with two of them being a CO/XO platoons (B3 and D3). CO/XO platoons are designated for cadets who have a legitimate medical concern that prohibits them from physical training although they are top notch, leadership potential, cadets. See more detailed information below. There are 28 Cadre billets, with four designated as Admin Cadre. Cadets should be specifically nominated for Admin Cadre billets. All packets including cadre, LA candidates, and alternates will be uploaded onto the google classroom provided with **MULTI PAGE PDF FILES ONLY**. Do not send an email with 15-20 jpeg files as it will be immediately rejected. Do not send packets via snail mail. Finally, **do not send enclosures (5), (5a) or (6)**. These are for your use in preparing your cadets.

3. Hairstyles: Cadets will arrive with hairstyles that are Personnel Inspection (PI) ready, regardless of arriving in PT gear. If the hairstyle is not acceptable IAW the Cadet Field Manual (CFM), the cadet will get back in the vehicle and go home with no refund. This is a caution to males and females! High and tight cuts for males and low-profile natural color for the females. No excessive extensions, faddish buzz cuts, or asymmetrical styles allowed for females. Females are reminded that hair buns *"Will not exceed three inches from the scalp or extend beyond the width of the back of the head."*

Note: Ponytails are authorized at LA IAW CFM.

4. Physical Fitness: The PT test will be held on Monday morning. All failures will go home that afternoon. Units which have failures will lose one of their quotas for each failure the following year.

- a. PRT standards in pushups and sit ups are the SATISFACTORY level for their age group. Run times/standards will be from the SATISFACTORY times for their age. **Each cadet must be tested within 30 days prior to Leadership Academy.** This will be recorded on CDMIS for future review. If they cannot pass this PRT, they must be replaced with an alternate or your unit will forfeit this billet.
- b. Make sure your cadets are aware of their minimums, brief them personally.
- c. The **Senior Naval Science Instructor is responsible for preparing the cadet** for LA prior to submitting the package and to ensure the cadet has passed the PRT prior to attending LA.

5. CADRE. CADRE are high performing LA graduates with a proven record of effectiveness who will serve as platoon mentors and assist the Platoon Advisors as needed. **Only rising seniors will be nominated and selected for a CADRE position.** They will receive advanced leadership training in preparation for 'Top 3' positions (although Top 3 is not guaranteed). CADRE are likely to be in college soon and are therefore looked at as 'soon to be' scholarship applicants. This week's secondary purpose is to evaluate their leadership potential as scholarship applicants. There will be one male and one female cadre per platoon and two male and female admin cadre. Platoon Advisors and Cadre will arrive on 8 June 2024. Cadre will arrive NET 1400 and NLT 1600 or with their Platoon Advisor. Cadres will not be allowed to drive to or from Leadership Academy under any circumstances. The cost is **\$250.00** for each cadre which should be paid upon selection.

- a. The period for **CADRE nominations is 25 Mar 24 to 12 Apr 24.** Instructors nominate CADRE via the Google Form. A link has been emailed. Then, the instructor will send a complete CADRE packet via multi-page pdf file through google classroom. CADRE candidates must submit enclosures (1a), (2), (3), (4), and a current full physical (**in that order**). Note: CADRE nomination packets include 5 items. Enclosure (3), the NJROTC Standard Release Form (CNET 5800/4 Rev 1-00) must be signed by a parent or guardian indicating current medical insurance (private or unit insurance is acceptable). The physical (**all 3-5 pages** of the physical) must be less than one-year-old and remain valid throughout LA dates. A sports physical will suffice. Copies of unit local standard release forms will not be accepted; you MUST use the enclosed CNET Form 5800-4. By May 10th, units will be notified of any additional quotas. All CADRES must be cleared by their respective Area Manager prior to their arrival at Leadership Academy. SNSIs are required to monitor the status of their CADRE nominations via the Google Drive. A link will be sent via email.

6. LA Candidates. LA candidates are top performing, rising NS2, NS3, or NS4 cadets who show potential to fill leadership positions such as Platoon Commander, Admin Officer, Supply Officer, Operations Officer, Drill Team Commanders, etc. All cadets who are candidates for Leadership Academy must be cleared by the Area Manager prior to their arrival at Leadership Academy. NS1 cadets require Area Manager's specific written approval to attend Leadership Academy. **It is highly unlikely that an NS1 will be approved.** Only NS1 cadets who completed their sophomore year or higher will be considered. For those units with 8th grade inclusion cadets, a second year Freshman is eligible for Leadership Academy. NS1 requests must be addressed early or the unit risks losing a slot to fully qualified alternate. Suggest a phone call to the respective AM as soon as a potential NS1 is considered. **NS1 Cadets completing their freshman year are not eligible.**

- a. For cadets applying to attend Leadership Academy, enclosures (1), (2), (3), (4), and a current full physical (all 3-5 pages) are required AND In that order. All packets are due to the Area Manager by 6 May 24. Note: LA Candidate nomination packets include 5 items. Enclosure (3), the NJROTC Standard Release Form (CNET 5800/4 Rev 1-00), must be signed by a parent or guardian indicating current medical insurance (private or unit insurance is acceptable). **The physical must be less than one-year-old and remain valid throughout LA dates.** A sports physical will suffice. Copies of unit local standard release forms will not be accepted. The enclosed CNET

Form 5800-4 must be utilized.

b. Units requesting additional quotas must have their extra cadets' paperwork complete on this date also. Alternate selection should be carefully considered. Due to birthing limitations, alternates will generally be selected based on gender. You may not be able to substitute a male for a female or vice versa once room assignments have been made. Dates are firm. Please, DO NOT nominate alternates who are not qualified and ready to attend. If an alternate cadet is selected and they are offered a slot within 21 days of Leadership Academy and they are "not ready" any paid fees will be forfeited and the unit will not get an extra slot the following year. Fees for alternates should be paid as soon as the selection is made (separate check for alternates). Due to the sensitivities involved with Transgender cadets, each one must be specifically identified to the Area Manager. The logistics involved is significant and these cadets must be uniquely cleared in advance.

c. Units are encouraged to submit alternates on the live sheet, but you must keep your alternate list current.

d. Application receipt and the administrative clearance list will be maintained electronically on Google Drive. As packages are received and later processed for completion, the notes section will be updated. This is a laborious process so don't be surprised if it takes several days for packets to be processed. Check it DAILY!

e. Cadets not administratively cleared on the live sheet will not be allowed to participate. If they are not highlighted in green on the live sheet, they will be immediately sent home with NO reimbursement of fees. Each cadet who fails the PRT will be sent home with NO reimbursement of fees. Make sure we have a recall number for the Senior Naval Science Instructor (NSI if the SNSI is working the event), who is fully responsible for cadet pickup should they fail the PRT, academics etc. Parents will not be allowed to pick up their cadets unless specifically approved by their respective Area Manager (except in the case of medical drops); it MUST be an instructor.

10. CO/XO Platoon. The CO/XO Platoons, B3 and D3, will be comprised of approximately 22 cadets who have displayed leadership potential but who have not been medically cleared to participate fully. This includes cadets who have been cleared by a doctor but who have asthma since asthma is a disqualifier per Navy regulations. Examples of CO/XO Platoon candidates include asthma, minor joint injuries (not knees or ankles), back problems, etc. These cadets are being offered a chance to participate in most LA events but will not be required to pass the PRT. Reminder: Riverside Military Academy has several stories of stairs, hills, and is a large campus. Cadets will be required to walk, march, and take stairs continuously throughout each day. Each candidate for CO/XO platoon will complete all application requirements listed for LA candidates and will require specific clearance from the AM. SNSIs are encouraged to be upfront about medical issues and ensure explanations are documented on the HRSEF, Standard Release, and the physical. Any discrepancies between these 3 documents could warrant disqualification. Those cadets identified for CO/XO must be excused for the PRT in the unit's CDMIS database. The AM will make every attempt to accommodate cadets in the CO/XO platoon. Instructors will hand write the condition that requires the cadet to be in the CO/XO platoon at the top of the Cadet Data Form to indicate the special status and to trigger the attention of the Area Manager. All other requirements outlined in section 9 of this LOI apply to CO/XO Platoon candidates.

11. LA Cadets and CO/XO Cadets: Cadet check-in is from 1300-1600 (firm) on 9 June 2024. **Cadets should arrive in proper unit PT gear with haircuts and styles well within regulation.** No shorty shorts, no piercings outside of Navy regulations, and no excessive hair extensions! Refer to the Navy Uniform Regulations for any questions, more conservative is better. If your cadet is 'close' leave them home! Cadets who genuinely want to participate and graduate will be willing to get the proper hair style.

a. **Graduation is on 15 June 2024 at 0800 sharp.** Parents are encouraged to attend the ceremony. We recommend they arrive 30 minutes early and follow the AREA 12 NJROTC signs for parking.

b. Cost will be **\$375.00** per cadet. Ensure the checks are made payable to: The Hibbard Foundation and mailed to the Area 10 Manager. Units are required to collect the money from your cadets and send payment for all of your cadets in one unit or school check. Do not send personal checks for Cadets IA payment. A "PAID" invoice will be provided.

c. Cadets will not be allowed to drive themselves to or from Leadership Academy under any circumstances.

12. Instructors: Will be required to pay **\$250.00** each which will be reimbursed through a WAWF claim. An authorization letter will be published via email authorizing reimbursement of the \$250.00 plus roundtrip mileage. Instructors should print a MapQuest of the round trip to as part of the WAWF claim. In cases where two instructors from any same unit attend, they should either ride together or agree to split the mileage as only one vehicle will is authorized per school.

13. Quotas: Cadet quotas are first based on unit enrollment from the February report. A separate message will be sent out detailing each unit's quotas. Roughly, each unit will gain 1 quota for every 50 cadets. Then, an additional quota for each unit that an instructor volunteers as a class instructor or Platoon Advisor. As in previous years, units may pick up additional quotas as other schools decline or disqualify their cadets.

14. Tracking: requirements will be maintained on the Google Drive 2024 LIVE SHEET as in years past. The instructors shall input the names of primary and alternate candidates. All instructors are encouraged to check it daily for changes and updates. Be aware of the multiple tabs and their purposes. Each tab should be updated by the unit and the Area Manager. This is a means of two-way communication that should alleviate missed emails. These efforts at maintaining clear communication and collaboration should be maximized by all parties with a stake in Leadership Academy.

15. Applicable links: Live Sheet and Area 12 Website

Johnathan D. Shaw

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: 5-14-2024

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: State Tournament

Destination: Murfreesboro, TN

Purpose of Trip: State Tournament

Departure Date: 5/20/2024 Departure Time: 3:00PM

Return Date: 5/25/2024 Return Time: 9:00PM

Mode of Transportation: Rented Vans from Sexton Automotive

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: School System Attach copy of driver's license

Transportation Contractor: Sexton Auto Phone #: 272-3223

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

Air Travel Flight #'s: _____

Hotel/Motel Name: Hampton Inn- Smyrna, TN

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Contact Person: _____

Number of Nights: 4 Nights Hotel Rating: 4 *

Name of School Sponsor/Date: Travis Free/ 5-13-2024

Signature of School Sponsor: _____ Cell #: 865-973-7118

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: 24

of Adults: 5

Chaperone/Student Ratio: _____

Professional Staff Chaperone(s)

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

Other Chaperone(s):

- 1. Name: Kevin McKeethan Cell #: 865-660-6062
- 2. Name: Parents of players 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 Aoot to be charged for Substitute _____

\$ _____ Per Student TOTAL TRIP AMOUNT: \$ 9,000

Provisions for those students unable to pay: _____

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

State Tournament- 4 days

Staff Member: Travis Free

Date: 5-13-2024

Athletic Director: Joe Gallo

Date: 5/14/2024

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 Gallo

Date: 5/14/24

Principal's Action: Approved: Disapproved:

Principal's Signature: [Signature]

Date: 5-14-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (if required): _____

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: 5/13/24

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 TRACK TEAM

Educational Activity: State Track Meet

Destination: MTSU - Murfreesboro

Purpose of Trip: Compete in State Track Meet

Departure Date: 5/23/24 Departure Time: 10 am

Return Date: 5/24/24 Return Time: 1pm

Mode of Transportation: 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: Thomas Wright

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

Transportation Contractor: Sexton Automotive Phone #: (865) 272-3223

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

Air Travel Flight #'s: _____

Hotel/Motel Name: Embassy Suites by Hilton Nashville SE Murfreesboro

Address: 1200 Conference Center Boulevard

City: Murfreesboro State: TN Zip: 37129

Phone: 615-890-4464 Contact Person: _____

Number of Nights: 1 Hotel Rating: 4 Stars

Name of School Sponsor/Date: Tom Sauer 5/13/24

Signature of School Sponsor: _____ Cell #: 843-345-6614

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: 9

of Adults: 4

Chaperone/Student Ratio: 1:2.3

Professional Staff Chaperone(s)

- 1. Name: Tom Sauer Cell #: 843-345-6614
- 2. Name: Tom Froning Cell #: 865-806-2327
- 3. Name: Ed Wright Cell #: 865-686-2899
- 4. Name: Kate Zander Cell #: 423-231-2622

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 _____

\$ _____ Per Student TOTAL TRIP AMOUNT: \$ _____

Provisions for those students unable to pay: _____

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

Staff Member: Tom Sauer

Date: 5/13/24

Athletic Director: Joe Gaddis

Date: 5/14/24

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 B. Gaddis

Digitally signed by Joe B. Gaddis
Date: 2024.05.14 08:25:47 -04'00'

Date: _____

Principal's Action: Approved: Disapproved:

Principal's Signature: [Signature]

Date: 5-14-24

Superintendent or Designee's Action: Approved: Disapproved:

Superintendent or Designee's Signature: _____ Date: _____

Board Approval Date (If required): _____

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: 3-8-24

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: Choral Ensemble

Educational Activity: Developing leadership skills

Destination: Tuckaleeche Cabin Retreat Townsend Tn

Purpose of Trip: Learning to lead and becoming good choral singers

Departure Date: 8-8-24 Departure Time: 4:00pm

Return Date: 8-11-24 Return Time: 12:00 pm

Mode of Transportation: _____

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: Amanda Ragan and Teresa Seals

Driver's License Verified by: on file 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: Tuckaleeche Cabin Retreat

Address: 160 Bear Lodge Dr.

City: Townsend State: Tn Zip: 37882

Phone: 865-448-6442 Contact Person: Sandy

Number of Nights: 2 Hotel Rating: _____

Name of School Sponsor/Date: Amanda Ragan 3.8.24

Signature of School Sponsor: Amanda Ragan Cell #: 865.201.6867

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: 20

of Adults: 3

Chaperone/Student Ratio: 1/7

Professional Staff Chaperone(s)

- 1. Name: Amanda Ragan Cell #: 865-201-6867
- 2. Name: Teresa Seals Cell #: 865-804-1575
- 3. Name: _____ Cell #: _____
- 4. Name: _____ Cell #: _____

Other Chaperone(s):

- 1. Name: Liz Ragan Cell #: 865-719-5234
- 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 _____
 \$ 100.00 Per Student TOTAL TRIP AMOUNT: \$ 1800.00

Provisions for those students unable to pay: _____
 Fundraising and sponsors _____

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

Staff Member: Amanda Ragan

Date: 3.8.24

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: [Signature]

Date: 4.1.24

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 Ensemble

Destination: Tuckaleeche Cabin Retreat Townsend Tn

Mode of Transportation: Vans Purpose: Leadership retreat

Date: 8 / 8 / 24 Time: 12:00pm to Date: 8 / 8 / 24 Time: 12:00pm

Expected Number of Participants: 3 Expected Number of Chaperones: 3

Teacher/Sponsor of Trip: Amanda Ragan

Principal: *[Signature]*

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 : Amanda Ragan by: _____
 (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

Itinerary for Ensemble Retreat

4:00pm Leave ORHS

5:00pm Arrive Cabin

We will remain in the cabin until 8-11-24 Singing, Playing games, practicing leadership activities and getting to know more about each other

10:00 Leave for ORHS

11:00 Arrive ORHS

OAK RIDGE SCHOOLS
BOARD OF EDUCATION MEETINGS
2024 - 2025

Monday, August 5 (in lieu of July)	5:00 PM
Monday, August 26	5:00 PM
Monday, September 23	5:00 PM
Monday, October 28	5:00 PM
Monday, November 25	5:00 PM
Monday, January 13 (in lieu of Dec)	5:00 PM
Monday, January 27	5:00 PM
Monday, February 24	5:00 PM
Monday, March 24	5:00 PM
Monday, April 28	5:00 PM
Monday, May 19	5:00 PM
Monday, June 16	5:00 PM

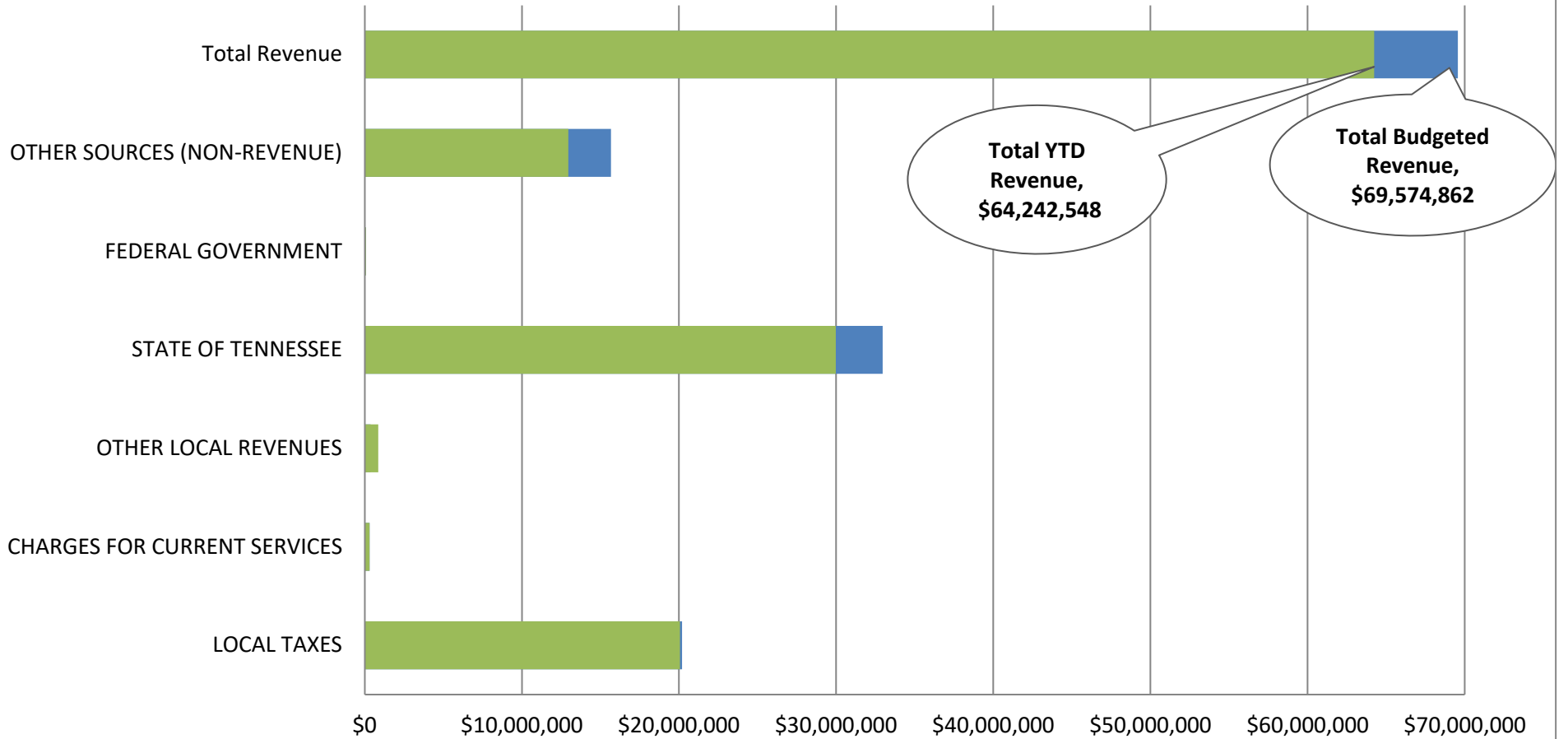
Acct	Acct	2023-24 FYTD Budget	April 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	12,993,941.00	1,155,834.67	12,809,919.30	98.58%	184,021.70		184,021.70
40210	Local Option Sales Tax	7,200,000.00	719,790.79	7,255,130.52	100.77%	-55,130.52		-55,130.52
40275	Mixed Drink Tax	125.00	112.04	333.21	266.57%	-208.21		-208.21
40280	Mineral Severance Tax	125.00				125.00		125.00
43511	Tuition - Regular Day Students	300,000.00	13,933.71	310,146.14	103.38%	-10,146.14		-10,146.14
43513	Tuition - Summer School			150.00		-150.00		-150.00
43533	Transportation Fees	3,000.00	570.00	2,710.00	90.33%	290.00		290.00
44110	Interest Earned	220,000.00	105,305.11	693,481.02	315.22%	-473,481.02		-473,481.02
44120	Lease/Rentals	10,000.00	1,685.00	15,227.50	152.28%	-5,227.50		-5,227.50
44170	Miscellaneous Refunds	3,000.00		16,319.85	544.00%	-13,319.85		-13,319.85
44530	Sale of Equipment	20,000.00	546.35	40,961.97	204.81%	-20,961.97		-20,961.97
44570	Contributions & Gifts	63,307.48	57,873.48	60,673.48	95.84%	2,634.00		2,634.00
44990	Other Local Revenues	62,000.00	10.00	29,637.13	47.80%	32,362.87		32,362.87
46510	TN Investment in Student Achv	30,250,000.00	3,026,523.40	28,152,520.56	93.07%	2,097,479.44		2,097,479.44
46515	Early Childhood Education	553,297.65	48,891.37	331,758.20	59.96%	221,539.45		221,539.45
46610	Career Ladder Program	84,600.00	40,844.08	85,843.05	101.47%	-1,243.05		-1,243.05
46790	Other Vocational	1,191,172.15	180,001.55	1,220,100.47	102.43%	-28,928.32		-28,928.32
46980	Other State Grants	829,111.67	1,656.68	121,092.80	14.61%	708,018.87		708,018.87
46990	Other State Revenues	45,189.00	49,832.29	70,364.20	155.71%	-25,175.20		-25,175.20
47630	Public Law 874 - Maint/Operat.			23,692.00		-23,692.00		-23,692.00
47640	ROTC Reimbursement	79,600.00	40,306.45	49,818.04	62.59%	29,781.96		29,781.96
49700	Insurance Recovery	47,430.00	40,387.00	40,922.00	86.28%	6,508.00		6,508.00
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	12,911,635.80	83.33%	2,582,327.20		2,582,327.20
-----	Revenue	69,574,861.95	6,775,267.55	64,242,548.48	92.34%	5,332,313.47		5,332,313.47
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	30,550,236.88	2,509,546.84	22,826,678.62	74.72%	7,723,558.26	7,015,088.31	708,469.95
71150	Alternative Instruction Prgm	914,477.00	77,645.58	687,649.52	75.20%	226,827.48	208,214.71	18,612.77
71200	Special Education Prgm	5,393,176.88	444,571.45	3,988,275.89	73.95%	1,404,900.99	1,214,579.35	190,321.64
71300	Career/Technical Education Prg	2,745,198.15	200,430.93	2,051,466.38	74.73%	693,731.77	494,584.49	199,147.28
71900	Contingency	953,983.95				953,983.95		953,983.95
72120	Health Services	750,617.21	64,825.27	589,132.79	78.49%	161,484.42	140,362.07	21,122.35
72130	Other Student Support	2,260,789.21	162,511.43	1,528,457.18	67.61%	732,332.03	398,791.15	333,540.88
72210	Regular Inst. Support	4,156,865.42	331,477.25	3,109,365.13	74.80%	1,047,500.29	733,985.72	313,514.57
72220	Special Education Support	991,925.00	74,132.08	726,012.65	73.19%	265,912.35	232,060.22	33,852.13
72230	Career & Technical Prg Support	251,998.00	27,047.66	194,270.83	77.09%	57,727.17	42,932.07	14,795.10
72250	Technology Services	3,166,119.96	238,804.55	2,584,654.69	81.63%	581,465.27	430,490.61	150,974.66
72260	Adult Programs	27,050.00	2,622.13	21,672.40	80.12%	5,377.60	5,244.17	133.43

Acct	Acct	2023-24 FYTD Budget	April 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72290	Communications	214,608.00	29,684.66	176,907.50	82.43%	37,700.50	28,128.88	9,571.62
72310	Board of Education	1,274,500.00	56,350.80	970,572.27	76.15%	303,927.73	1,006.94	302,920.79
72320	Director of Schools	404,045.00	31,268.45	325,577.12	80.58%	78,467.88	62,240.00	16,227.88
72410	Office of the Principal	4,426,447.65	372,117.03	3,633,120.78	82.08%	793,326.87	757,324.84	36,002.03
72510	Fiscal Services	1,033,785.00	81,352.00	839,140.97	81.17%	194,644.03	163,783.54	30,860.49
72520	Human Resources/ Personnel	479,316.00	31,205.01	394,164.33	82.23%	85,151.67	69,081.40	16,070.27
72610	Operation of Plant	4,900,142.92	360,565.61	3,786,322.31	77.27%	1,113,820.61	451,492.84	662,327.77
72620	Maintenance of Plant	2,496,653.76	141,633.65	1,929,074.46	77.27%	567,579.30	391,363.11	176,216.19
72710	Transportation	1,978,990.00	186,438.72	1,340,519.24	67.74%	638,470.76		638,470.76
73400	Early Childhood Education	455,414.20	39,159.77	342,575.93	75.22%	112,838.27	108,506.78	4,331.49
73401	Pre-K General Fund	849,630.00	71,118.89	655,236.34	77.12%	194,393.66	122,196.86	72,196.80
76100	Regular Capital Outlay	2,609,538.76	16,320.47	1,799,699.86	68.97%	809,838.90	361,608.52	448,230.38
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	73,414,979.95	5,550,830.23	54,507,547.19	74.25%	18,907,432.76	13,433,066.58	5,474,366.18
-----	General Purpose School Fund	-3,840,118.00	1,224,437.32	9,735,001.29	83.05%	-13,575,119.29	-13,433,066.58	-142,052.71
	Grand Revenue Totals	69,574,861.95	6,775,267.55	64,242,548.48	92.34%	5,332,313.47		5,332,313.47
	Grand Expense Totals	73,414,979.95	5,550,830.23	54,507,547.19	74.25%	18,907,432.76	13,433,066.58	5,474,366.18
	Grand Totals	3,840,118.00	1,224,437.32	9,735,001.29	-253.51%	13,575,119.29	13,433,066.58	142,052.71
		Loss	Profit	Profit		Loss	Loss	Loss

Number of Accounts: 1374

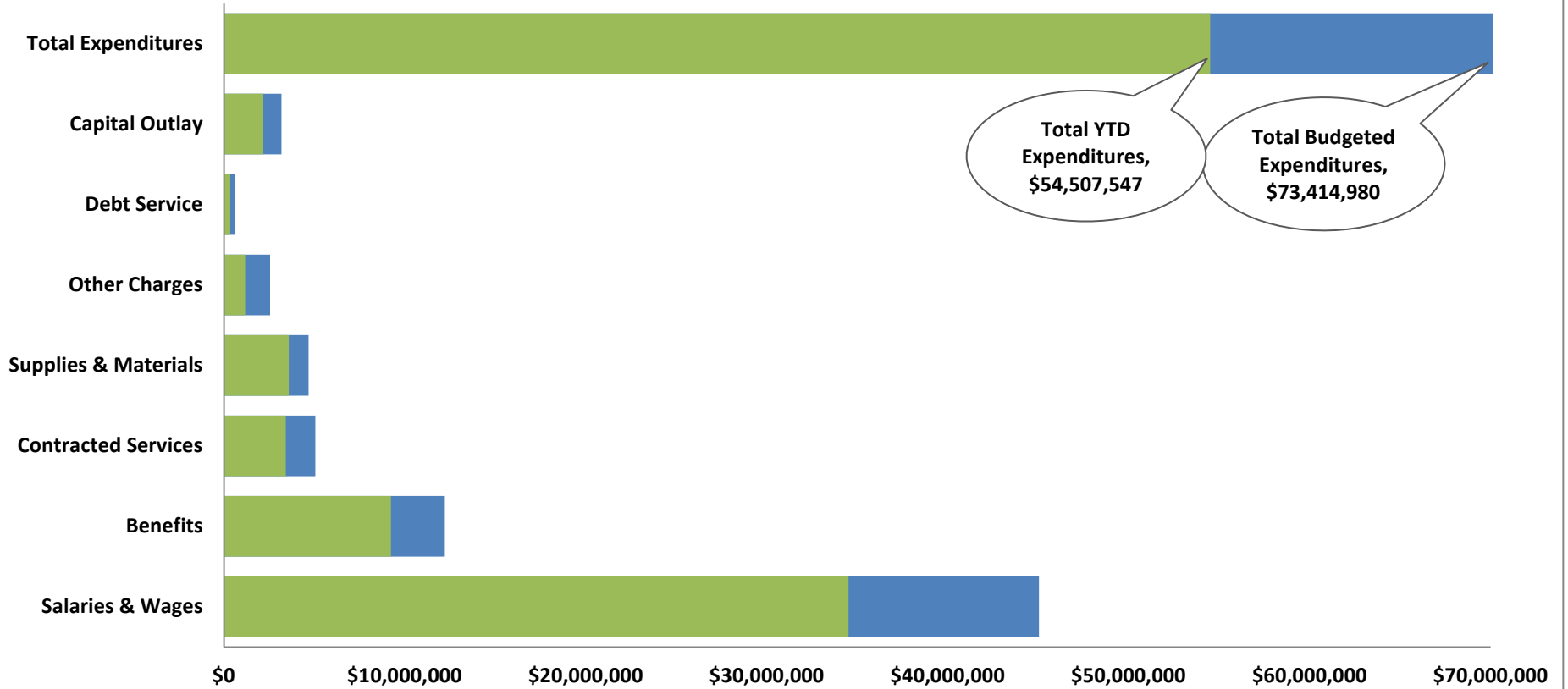
***** End of report *****

General Fund Revenue Budget to Actual Summary - April, 2024



	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	99.36%	103.30%	226.35%	90.98%	92.35%	82.68%	92.34%
■ Year-To-Date	20,065,383.03	313,006.14	856,300.95	29,981,679.28	73,510.04	12,952,669.04	\$64,242,548
■ FYTD Budget	20,194,191.00	303,000.00	378,307.48	32,953,370.47	79,600.00	15,666,393.00	\$69,574,862

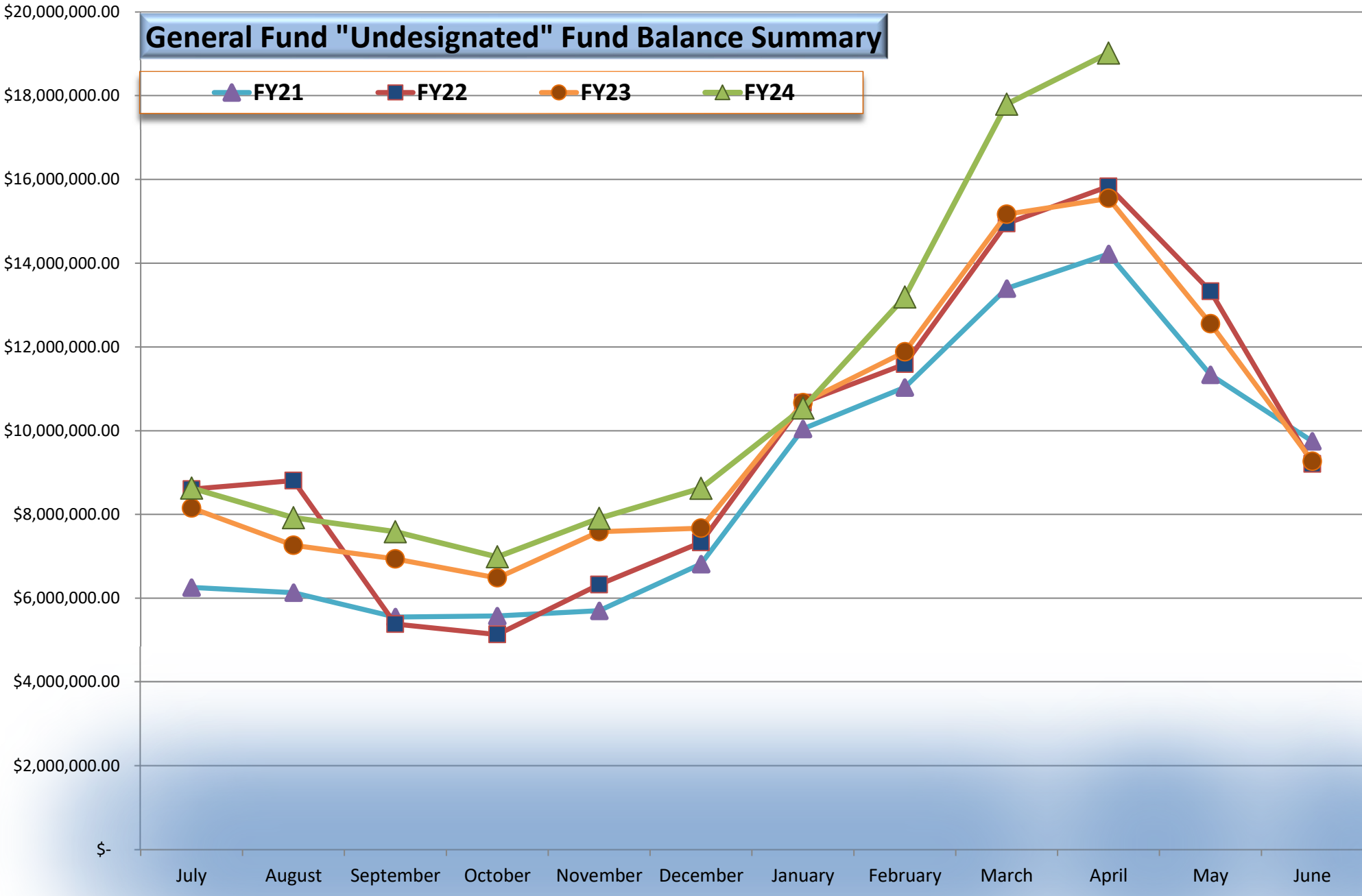
General Fund Expenditure Budget to Actual Summary by Object April, 2024



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	Total Expenditures
FYTD %	76.62	75.57	68.24	76.56	46.35	55.42	67.84	74.25%
FYTD Activity	34,523,554.47	9,231,898.40	3,428,970.86	3,596,276.27	1,181,202.04	357,000.00	2,188,645.15	\$54,507,547
FYTD Revised Bdg	45,058,648.68	12,221,876.87	5,052,605.40	4,689,643.27	2,556,637.83	644,205.00	3,191,362.90	\$73,414,980

General Fund "Undesignated" Fund Balance Summary

FY21 FY22 FY23 FY24



Acct	Acct	2023-24 FYTD Budget	April 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	75,299.54	3,744.09	57,075.49	75.80%	18,224.05		18,224.05
47141	Title I	1,018,977.64	78,164.82	599,130.27	58.80%	419,847.37		419,847.37
47143	Special Education Grants	1,479,520.40	100,148.69	851,180.66	57.53%	628,339.74		628,339.74
47145	Special Ed Pre-School Grants	47,613.63	3,334.94	14,923.47	31.34%	32,690.16		32,690.16
47146	English Lang Acq Grants	32,739.63		16,577.09	50.63%	16,162.54		16,162.54
47147	Title IV Part B, 21st Century	152,625.00	11,889.49	77,376.65	50.70%	75,248.35		75,248.35
47189	Title II	196,176.13	28,573.08	89,162.21	45.45%	107,013.92		107,013.92
47307	COVID-19 Grant B	73,250.00		13,000.00	17.75%	60,250.00		60,250.00
47309	COVID-19 Grant D	103,000.00	1,505.16	44,396.26	43.10%	58,603.74		58,603.74
47310	COVID-19 Grant E	14,883.63		14,883.63	100.00%			
47401	ESSER 3.0	2,198,231.35	69,471.61	1,515,755.61	68.95%	682,475.74		682,475.74
47404	ARP Homeless Grant	45,518.53	1,650.33	9,574.69	21.03%	35,943.84		35,943.84
47590	Other Federal Through State	517,356.40	62,509.82	283,928.80	54.88%	233,427.60		233,427.60
47710	Public Safety Prtnrshp & Comm	373,217.00		373,217.00	100.00%			
47990	Other Direct Fedral Revenue	1,181,154.79	167,115.32	739,163.62	62.58%	441,991.17		441,991.17
-----	Revenue	7,509,563.67	528,107.35	4,699,345.45	62.58%	2,810,218.22		2,810,218.22
E	Expense							
71100	Regular Instruction Prgm	1,459,700.25	82,504.44	1,267,600.42	86.84%	192,099.83	168,884.93	23,214.90
71200	Special Education Prgm	1,148,682.88	79,732.86	751,776.96	65.45%	396,905.92	187,265.60	209,640.32
71300	Career/Technical Education Prg	65,547.12	2,304.76	59,752.55	91.16%	5,794.57	4,609.40	1,185.17
72120	Health Services	39,135.69	1,027.84	19,063.94	48.71%	20,071.75	114.11	19,957.64
72130	Other Student Support	1,409,774.27	342,235.79	983,508.81	69.76%	426,265.46	123,086.17	303,179.29
72210	Regular Inst. Support	1,073,189.35	49,402.81	715,220.50	66.64%	357,968.85	70,153.72	287,815.13
72220	Special Education Support	358,392.70	28,412.97	274,893.24	76.70%	83,499.46	63,539.72	19,959.74
72230	Career & Technical Prg Support	2,150.00	383.11	1,642.55	76.40%	507.45	113.05	394.40
72250	Technology Services	18,000.00		10,791.58	59.95%	7,208.42		7,208.42
72710	Transportation	19,382.23	2,850.50	14,081.47	72.65%	5,300.76		5,300.76
73100	Food Service	1,000.00	150.00	150.00	15.00%	850.00	1,000.00	-150.00
73300	Community Services	1,324,807.01	102,256.73	922,884.78	69.66%	401,922.23	193,086.60	208,835.63
76100	Regular Capital Outlay	373,217.00		373,217.00	100.00%			
99100	Transfers Out	216,585.17		111.24	0.05%	216,473.93		216,473.93
-----	Expense	7,509,563.67	691,261.81	5,394,695.04	71.84%	2,114,868.63	811,853.30	1,303,015.33

Acct	Acct	2023-24 FYTD Budget	April 2023-24 Monthly Activity	2023-24 Year-To-Date	2023-24 Percent of Budget	2023-24 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	1,650.00	18,802.75	53.72%	16,197.25		16,197.25
49800	Transfers In	120,021.00				120,021.00		120,021.00
-----	Revenue	155,021.00	1,650.00	18,802.75	12.13%	136,218.25		136,218.25
E	Expense							
73300	Community Services	155,021.00	10,912.49	114,254.84	73.70%	40,766.16	1,781.13	38,985.03
-----	Expense	155,021.00	10,912.49	114,254.84	73.70%	40,766.16	1,781.13	38,985.03
-----	Other Education Funds		-9,262.49	-95,452.09	42.92%	95,452.09	-1,781.13	97,233.22
=====								
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	446,100.00	58,307.65	451,852.81	101.29%	-5,752.81		-5,752.81
-----	Revenue	446,100.00	58,307.65	451,852.81	101.29%	-5,752.81		-5,752.81
E	Expense							
73300	Community Services	438,337.00	38,812.55	318,956.77	72.77%	119,380.23	71,637.59	47,742.64
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	448,337.00	38,812.55	318,956.77	71.14%	129,380.23	71,637.59	57,742.64
-----	Extended School Program	-2,237.00	19,495.10	132,896.04	86.18%	-135,133.04	-71,637.59	-63,495.45
=====								

<u>Acct</u>	<u>Acct</u>	<u>2023-24</u>	<u>April 2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>	<u>Encumbered</u>	<u>Unencumbered</u>
		<u>FYTD Budget</u>	<u>Monthly Activity</u>	<u>Year-To-Date</u>	<u>Percent of Budget</u>	<u>Variance from Bud</u>	<u>Amount</u>	<u>Balance Remaining</u>
	Grand Revenue Totals	10,614,978.67	855,824.88	7,107,706.01	66.96%	3,507,272.66		3,507,272.66
	Grand Expense Totals	11,117,215.67	939,412.78	7,853,802.67	70.65%	3,263,413.00	932,463.36	2,330,949.64
	Grand Totals	502,237.00	83,587.90	746,096.66	148.55%	243,859.66	932,463.36	1,176,323.02
		Loss	Loss	Loss		Profit	Loss	Profit

Number of Accounts: 433

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

Combined Fund Balance and YTD Operating Statement Summary

April, 2024

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2023	16,158,657.76	0.00	2,070,826.26	29,790.62	223,533.17
Plus YTD Revenue per books 4/30/24	64,242,548.48	4,699,345.45	1,937,705.00	18,802.75	451,852.81
Less YTD Expenditures per books 4/30/24	(54,507,547.19)	(5,394,695.04)	(2,025,896.02)	(114,254.84)	(318,956.77)
Revenues Over (Under) Expenditures as of 4/30/24	9,735,001.29	(695,349.59)	(88,191.02)	(95,452.09)	132,896.04
Ending Fund Balance per books as of 4/30/24	25,893,659.05	(695,349.59)	1,982,635.24	(65,661.47)	356,429.21

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$ 5,055.00		\$ 49,851.97		
Inventory					
Restricted for Career Ladder Program	-942.34				
Restricted for Operation of Non-Instructional Services (CCI)	16,200.00		1,432,783.27		356,429.21
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	2,439.72				
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)				-65,661.47	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY24 Budget	3,840,118.00	0.00	500,000.00		
Unassigned Fund Balance 4/30/24	\$ 19,018,515.53	-695,349.59	0.00	0.00	
Total Fund Balance 4/30/24	\$ 25,893,659.05	\$ (695,349.59)	\$ 1,982,635.24	(\$65,661.47)	\$ 356,429.21

Oak Ridge Schools

8th Attendance Period

May 4, 2024

These numbers reflect the **2023-2024** Skyward Student Management System (Entity) active student enrollment count as of **May 4, 2024**.

The total includes **57** private school and home-schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 8th RP 2023-24

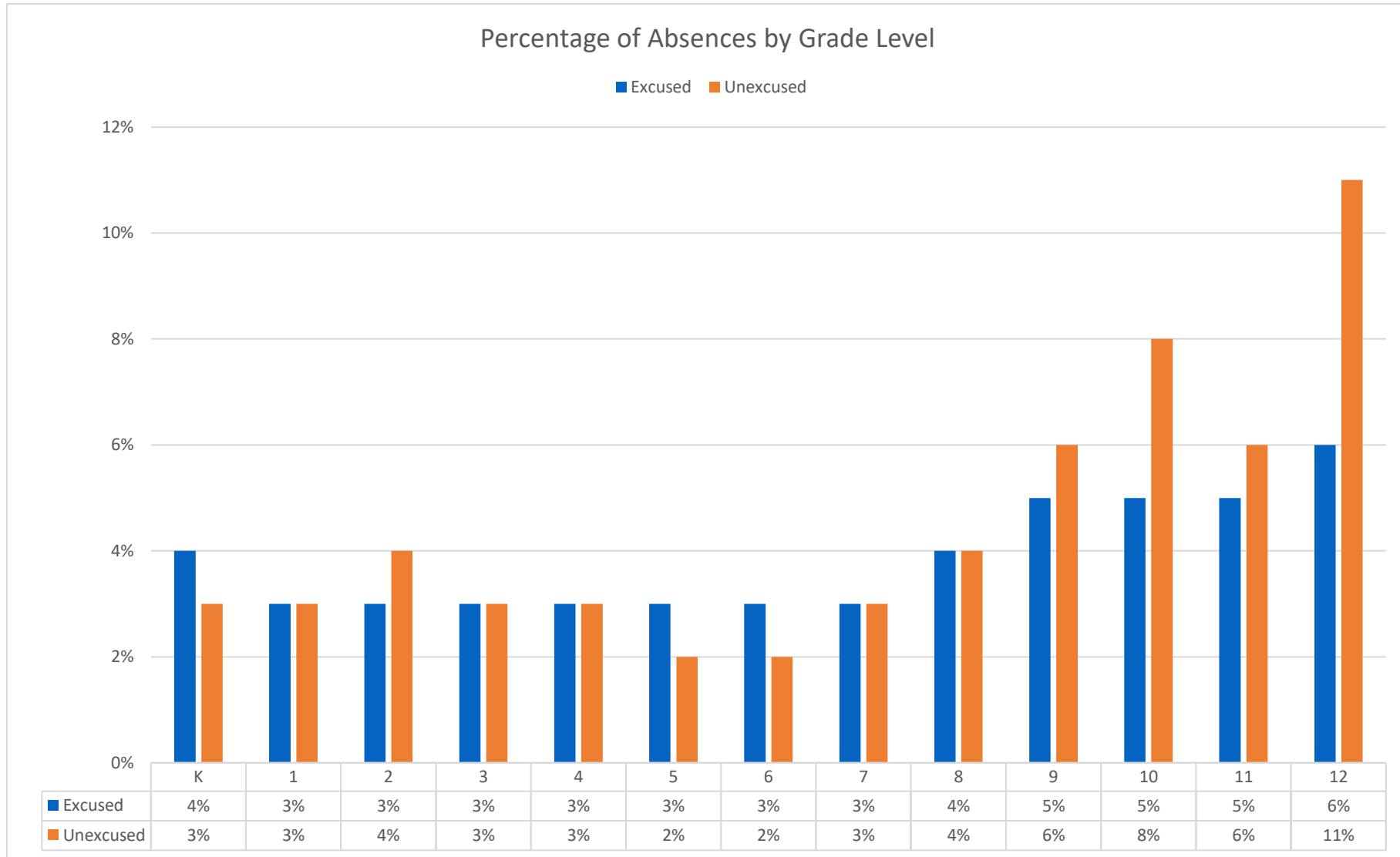
May 4, 2024

School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2023-24	Previous 7th RP 2023-24	Diff	Total PK-12 2022-23
Preschool	134	122														256	252	4	231
Glenwood			71	81	74	64	77									367	369	-2	338
Linden			106	102	103	96	117									524	522	2	544
Willow Brook			96	80	86	87	85									434	431	3	394
Woodland			83	84	103	102	95									467	461	6	417
JMS								172	189	161	208					730	730	0	714
RMS								194	172	179	207					752	752	0	702
ORHS												410	403	379	362	1554	1556	-2	1539
Enrollment 2023-24	134	122	356	347	366	349	374	366	361	340	415	410	403	379	362	5084	5073	11	4879
Prev. 7th RP 2023-24	128	124	353	346	362	347	375	364	363	340	415	410	404	380	362	5073			
Difference	6	-2	3	1	4	2	-1	2	-2	0	0	0	-1	-1	0	11			

This report compares the 2023-24 8th RP period enrollment with the 2023-24 7th RP period.

Attendance Graphs

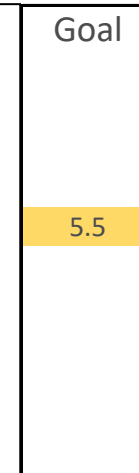
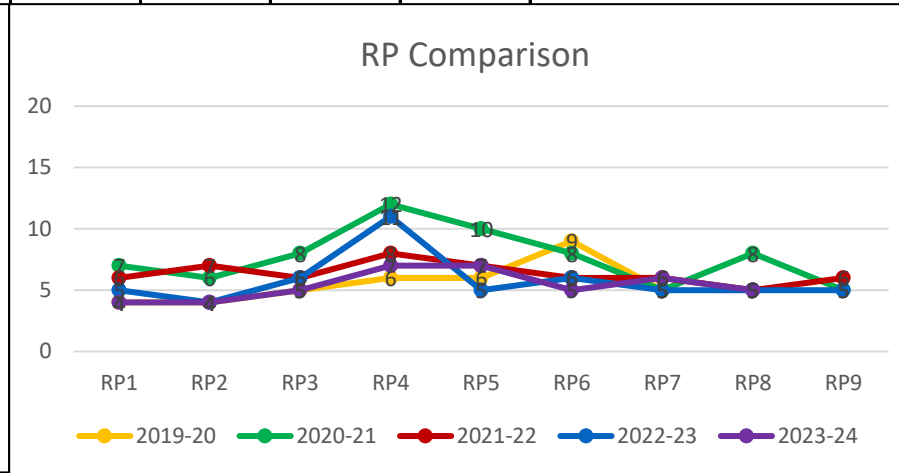
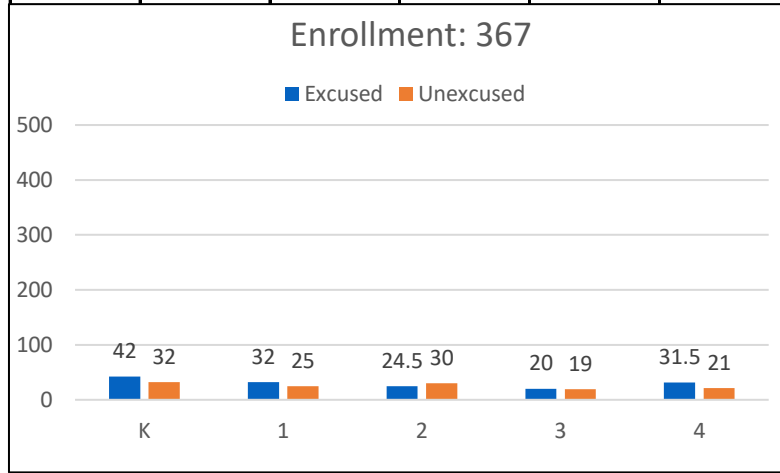
The graphs below display excused and unexcused absence totals, entity counts, and attendance percentages by grade and reporting period. The data was compiled using information from attendance detail and summary reports and entity counts reports.
Reporting Period 8: 4/12/2024-5/9/2024



* Percentages have been rounded to the nearest whole number.

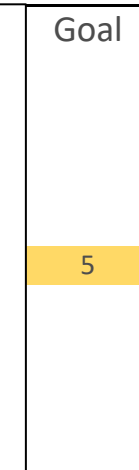
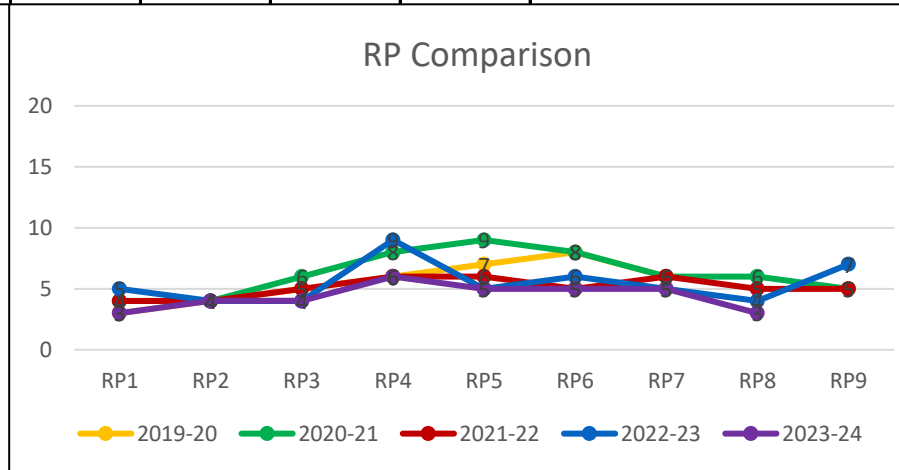
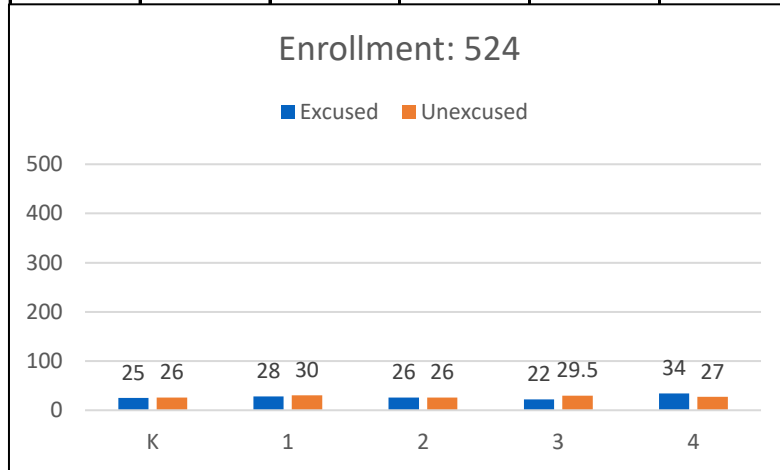
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%	RP8: 8%	RP9: 5.4%
2021-22	RP1: 6.3%	RP2: 6.7%	RP3: 6.3%	RP4: 7.7%	RP5: 6.9%	RP6: 5.8%	RP7: 6.3%	RP8: 8%	RP9: 5.9%
2022-23	RP1: 4.9%	RP2: 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%	RP6: 5.1%	RP7: 6.2%	RP8: 4.7%	

Glenwood



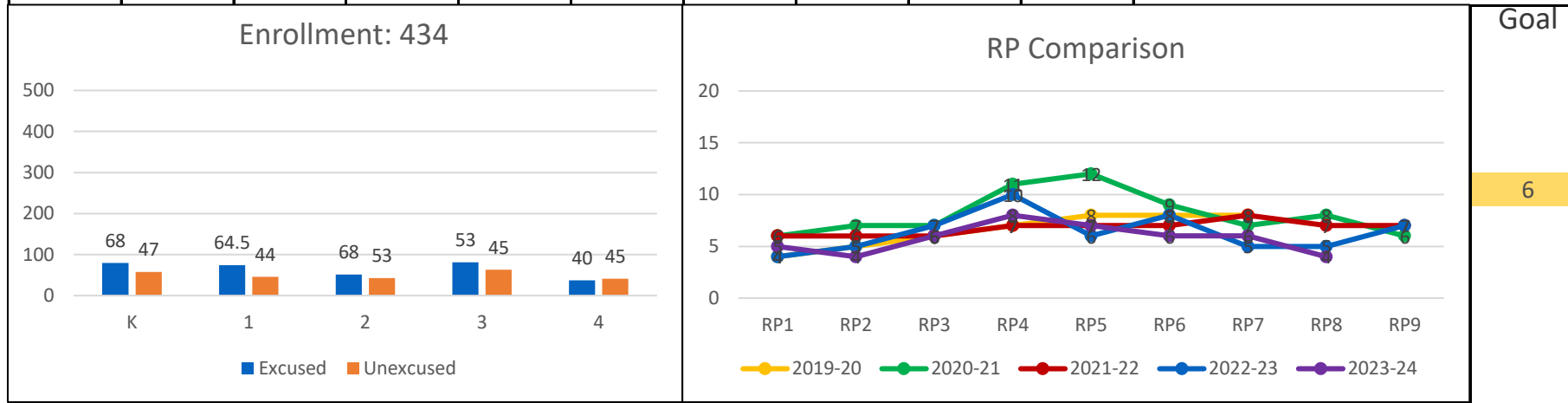
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%	RP8: 5.6%	RP9: 5.3%
2021-22	RP1: 4.4%	RP2: 4.2%	RP3: 4.8%	RP4: 6.4%	RP5: 5.8%	RP6: 4.6%	RP7: 5.5%	RP8: 5.4%	RP9: 5%
2022-23	RP1: 3.2%	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%	RP6: 4.8%	RP7: 4.7%	RP8: 3.3%	

Linden



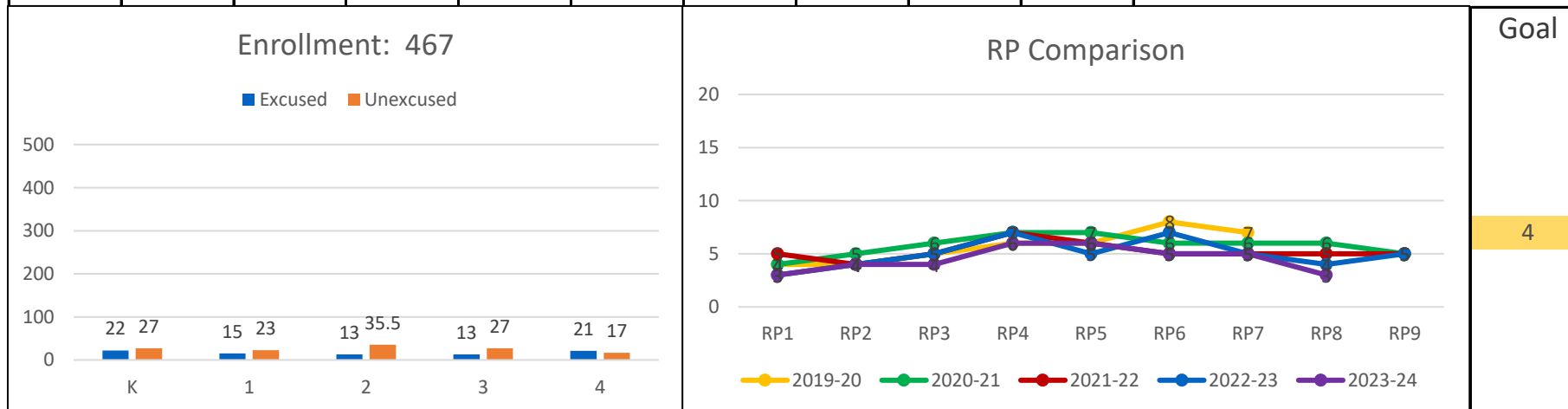
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%	RP8: 7.5%	RP9: 6.4%
2021-22	RP1: 6.1%	RP2: 6%	RP3: 6.4%	RP4: 6.9%	RP5: 6.6%	RP6: 6.5%	RP7: 8%	RP8: 6.6%	RP9: 7.4%
2022-23	RP1: 3.6%	RP2: 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%	RP6: 5.9%	RP7: 6.2%	RP8: 4.3%	

Willow Brook



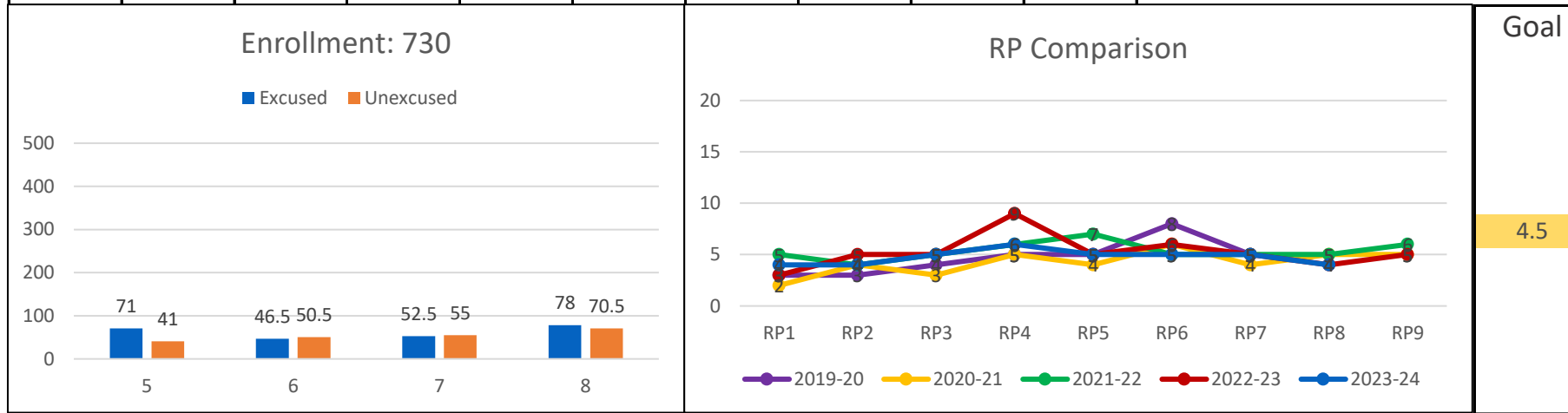
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%	RP8: 5.9%	RP9: 5.3%
2021-22	RP1: 4.5%	RP2: 4.1%	RP3: 4.8%	RP4: 6.7%	RP5: 5.9%	RP6: 5%	RP7: 4.7%	RP8: 4.5%	RP9: 5.2%
2022-23	RP1: 2.6%	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%	RP6: 5.2%	RP7: 5.2%	RP8: 2.9%	

Woodland



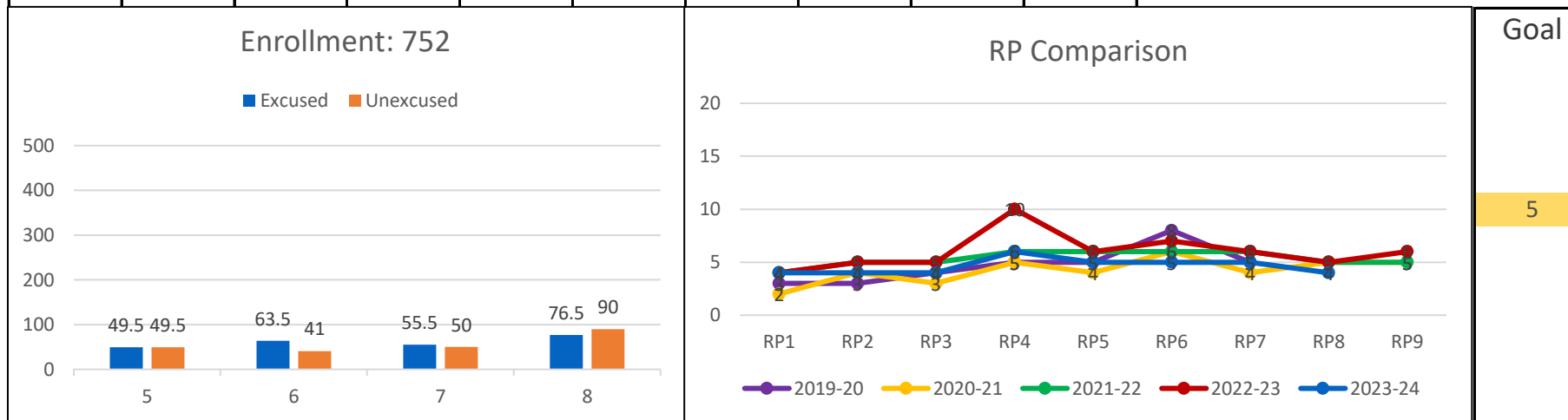
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%
2022-23	RP1: 3.1%	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%	RP6: 5.3%	RP7: 5.1%	RP8: 4%	

Jefferson



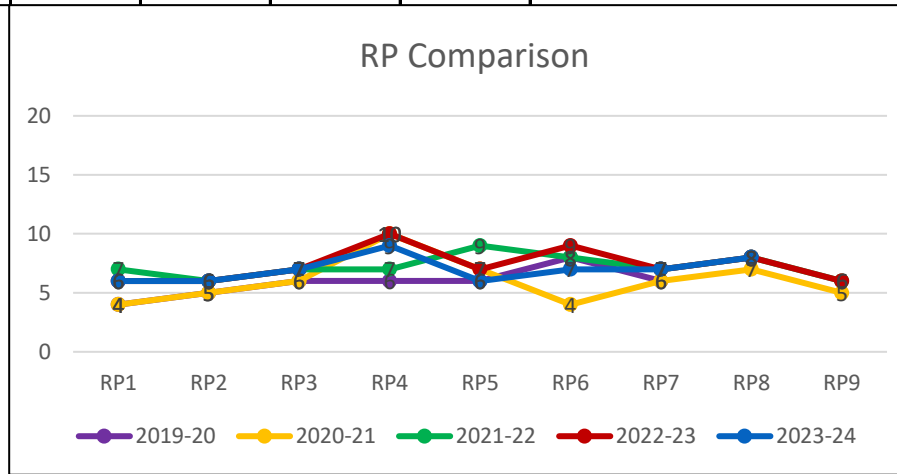
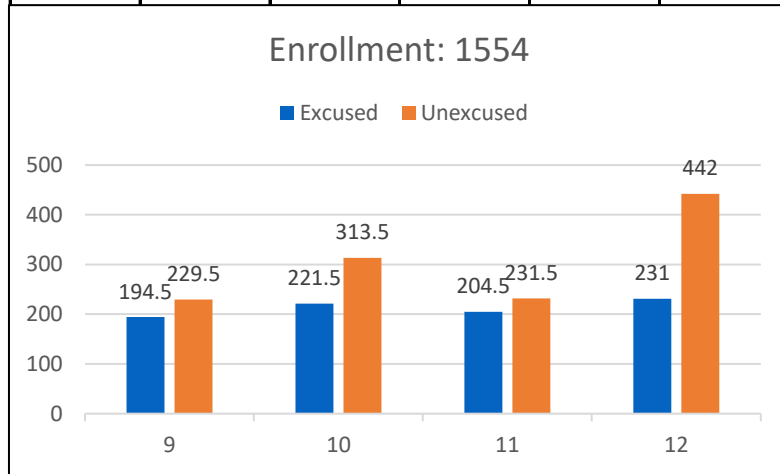
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%
2022-23	RP1: 4.4%	RP2: 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%	RP6: 5.2%	RP7: 5.1%	RP8: 4%	

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%	RP6: 7.3%	RP7: 6.9%	RP8: 8.3%	

ORHS



Goal
6