

# Regular Board of Education Meeting

May 19, 2025 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 Willow Brook Elementary

## IV. Approval of Agenda

## V. Special Reports/Presentations

A. Good News

B. Recognition of Oak Ridge Schools Retirees

C. Oak Ridge Schools Student Recognition Award - Drayton Keehn

D. Recognition of ORHS State Champion Swimmer- Andrew Chou

E. Recognition of ORHS Girls Basketball Team

## VI. Public Forum

## VII. Consent Agenda

A. Board Minutes 04-28-25; 05-05-25; 05-12-25

B. JMS Field Trip to Williamsburg, VA

C. RMS TSA Field Trip to Nashville, TN

D. ORHS TSA Field Trip to Nashville, TN

E. ORHS Track Team Field Trip to Murfreesboro, TN

F. ORHS Boys Soccer Field Trip to Murfreesboro, TN

G. ORHS Baseball Field Trip to Murfreesboro, TN

## VIII. Items for Action

A. Resolution Affirming Governor Lee's Education Freedom Act

B. Adoption of FY26 Budget - Second Reading

C. Budget Transfer #3 & Budget Amendment #2 - Second Reading

D. FY26 Classroom Fees

E. FY26 Perkins Basic Grant

F. FY26 Perkins Reserve Grant Application

G. FY26 Tennessee Department of Transportation Grant Application

H. FY25 Budget Transfer #4 - First Reading

I. Exception to Board Policy 5.1101 for four ORHS Staff Members

J. Board Policy 5.110 Compensation Guides & Contracts - First and Second Reading

K. Board Policy 5.1101 Credit for Prior Service Advanced Preparation - First and Second Reading

L. Replacement of Fire Alarm System at Woodland Elementary

M. Purchase and Installation of Scoreboards at Blankenship Field and Wildcat Arena

## IX. Items for Information

A. FY26 Board of Education Meeting Calendar

B. Legislative Update

C. Financial Report - April 2025

D. Enrollment & Attendance - April 2025

## X. Items for Discussion

## XI. Old Business

## XII. New Business

## XIII. Communications

#### **XIV. Adjournment**

# Good News



# May 19, 2025

## **Willow Brook**

Willow Brook teachers brought energy and excitement to the annual Super Hoops competition, a fun-filled event sponsored by the WBES PTO. The game featured a match-up of teachers versus teachers, with teams led by principals Mr. Nussbaum and Ms. Frazier. Although the score was close, there was never any doubt as Mr. Nussbaum's team maintained control and secured the win! It was a fantastic night of fun and a successful fundraiser for our school. We are incredibly grateful to our amazing PTO members and all the teachers who participated. A special shoutout goes to Melissa Williams and Julia Harris for leading a record-breaking 92 elementary cheerleaders!

Willow Brook had an amazing Field Day filled with energy, excitement, and school spirit! Coach "S" and our incredible special area teachers organized a variety of fun activities and friendly competitions. Every student and adult in attendance had a fantastic time!

## **Jefferson Middle School**

Congratulations to Aubree Pack and Britten Luttrell for qualifying for the district golf tournament. Britten shot a 39, and Aubree shot a 57 over nine holes to secure their spots. Great job, Eagles!

A special shoutout to Allie Rodabaugh, a 7th grader, who broke a long-standing school track record by clearing 5'3" in the high jump. Congratulations to Allie on this incredible achievement, and to our outstanding head track coach, Coach Byas. Go Eagles!

The Dream It. Do It. competition brought together middle schools from Anderson, Campbell, and Union counties. The JMS team proudly earned third place. In this event, each school was paired with a local business and tasked with creating a 2½-minute commercial highlighting the company's work. JMS partnered with Magna and produced a commercial showcasing their auto parts manufacturing process specifically, the production of doors for the Honda Odyssey. Their outstanding work earned them a \$500 prize. Congratulations to Joshna Nandagopal, Scarlett Lewis, Natalie Shanafield, Wyatt Barna, and Gabe Mugnier on this impressive accomplishment!

The 5th and 6th grade band traveled to Seymour High School and Dollywood to participate in the *Music in the Parks* festival competition. The band earned Superior Ratings, the highest rating possible for their outstanding performance. In addition to this achievement, they were awarded first place in the Elementary Band Small Group category and were also named Best Overall Elementary Band.



## **Jefferson Middle School (con't)**

Congratulations to 21 students in grades 5 through 8 who earned the Gold Fitness Star for scoring at or above the 85th percentile on all fitness tests.

Another 79 students earned the Silver Fitness Star by scoring at or above the 50th percentile. Tests included the mile run, pacer run, shuttle run, sit-and-reach, pull-ups/chin-ups, flexed arm hang, and sit-ups.

## **Robertsville Middle School**

With support from an ORPSEF grant, 8<sup>th</sup> grade science teachers Dr. Amy Lyttle and Ms. Mazzie Zawisza led their students in a hands-on STEM collaboration with engineer Rob Saethre from the Spallation Neutron Source (SNS) at Oak Ridge National Laboratory. In class, students explored how the SNS works, built LEGO models of the accumulator ring, and connected real-world applications to classroom topics such as atomic structure, magnetic fields, waves, electromagnetism, and Newton's laws.

The project concluded with a visit to the SNS at ORNL, where students met professionals from a variety of fields, participated in interactive science demonstrations, and examined actual equipment they had studied and modeled.

This partnership between RMS and SNS offered students a memorable and inspiring glimpse into how the science they learn in middle school can translate into future STEM careers.

## **Oak Ridge High School**

Brandon Bonamarte participated in the 63rd National Junior Science and Humanities Symposium competition in Chantilly, Virginia, joining 239 of the nation's top high school STEM students, along with their teachers and university partners. He placed third in the Math and Computer Science Oral Presentation category with his project, *Identifying Key Factors to Improve Autism Spectrum Disorder Diagnosis with Machine Learning*. Brandon was awarded a \$4,000 scholarship and will attend Florida State University this fall.

The NJROTC at ORHS earned the Area 8 "Distinguished Unit with Honors" for the 8th consecutive year. Congratulations!

Trystan Heinz earned a perfect score of 1000 and an exceptional time on a qualifying Microsoft Office Specialist exam, earning him the title of Tennessee's State Champion during the Spring Qualifier. He was also selected to compete in Certiport's 2025 Microsoft Office Specialist U.S. National Championship in Dallas, Texas. Congratulations to Trystan!

# Oak Ridge Schools

## CAMPUS LEAVE REQUEST - Overnight Trip

School: JEFFERSON MIDDLE SCHOOL Date: 05/01/2025  
*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: 8<sup>th</sup> GRADE U.S. HISTORY

Educational Activity: WILLIAMSBURG FIELD TRIP

Destination: Williamsburg, VA with Jamestown, Yorktown, Charlottesville

Purpose of Trip: FIRST-PERSON, Interactive learning of British colonies and the Revolutionary War.

Departure Date: 9/26/25 Departure Time: 11:00 AM

Return Date: 9/29/25 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-2<sup>nd</sup> 1:6    3<sup>rd</sup>-4<sup>th</sup> 1:10    5<sup>th</sup>-8<sup>th</sup> 1:12    9<sup>th</sup>-12<sup>th</sup> 1:15  
4 year olds 1:6

Professional Staff Chaperone(s):

- Name: BEN BREWER Cell #: 865-719-7953
- Name: SCOTT LINN Cell #: 865-661-9458
- Name: DAVID TRACEY Cell #: 865-599-8158
- Name: JOHN BEARD Cell #: 865-314-1887
- Name: ADMINISTRATOR / MICHAEL MARTIN

Other Chaperone(s):

- Name: THERESA DAVIS Cell #: 775-223-2874
- Name: MARY ROOP Cell #: 865-394-0744
- Name: KYLIE MILLS Cell #: 423-839-9449
- Name: CASSIDY COFFMAN Cell #: 757-642-3187
- Name: NURSE/DOCTOR TBD

# 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 \_\_\_\_\_

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

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

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) ↑

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

MARVIN  
HAWKINS

**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 — WILLIAMSBURG

Address: 3006 MOORETOWN ROAD

City: WILLIAMSBURG State: VA Zip: 23185

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

Number of Nights: 3 Hotel Rating: 2 STAR

School Sponsor Signature: 

Date: 05/01/25

**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: 5/1/25

Superintendent or Designee's Action: Approved:  Disapproved:

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

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

# Oak Ridge Schools Competitive Quote Sheet

Work Order #

Vendor Name		PREORIA		DUMRUS		PREMER	
Address		2624 CANTON POWERS, TN 37849		2425 BURNSIDE KNOXVILLE, TN 37921		1500 BREDA DR KNOXVILLE, TN 37918	
Quote Number		1		2		3	
Contact Name		SHERY		DEBRA		WILLIAM	
Phone Number		865-556-8589		888-816-2796		865-674-0304	
Item	Qty	Description	Unit Price	Ext Price	Unit Price	Ext Price	Ext Price
	2	CRACK BUSES - 56 SEATS	6000	12,000	10,500	21,000	17,968
							15,936
Shipping and Handling							
Quote taken by:		BEN BREWER 5/1/25					
Total:				12,000		21,000	
Terms:							
Delivery Date:							
FOB Point:							

Req. No.

Shipping and Handling

Quote taken by: BEN BREWER 5/1/25

Total: 12,000

Terms:

Delivery Date:

FOB Point:

21,000

15,936

15,936



# Movement Details

Priority Coach, Inc.

Client ID Client Company Client Ref 1 Client Ref 2	JMSBrewer Benjamin Brewer Jefferson Middle School Williamsburg	Charter ID Movement ID Status Passengers Distance	1931 3535 Firm  1052
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First Pick-up Pick-up Date Single Journey Vehicle To Stay	Jefferson Middle School Oak Ridge TN Fri 9/26/2025 Time 10:40 No Yes	Destination Arrival Date Leave Date Back Date	Williamsburg VA Fri 9/26/2025 Time 19:55 Mon 9/29/2025 Time 07:30 Mon 9/29/2025 Time 16:45
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First Pick-up Instructions	Destination Instructions
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Per Itinerary

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	Deluxe Motorcoach	1	\$6,000.00	0	\$0.00	\$6,000.00
56	Deluxe Motorcoach	2	\$6,000.00	0	\$0.00	\$6,000.00
Movement Totals			\$12,000.00		\$0.00	\$12,000.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

Included Items	Included	Included Items	Included
Drivers Accommodation	No	Gratuities	No
Parking Charges	No		

# Acceptance

# Premier Transportation, LLC

1500 Breda Drive  
Knoxville, TN 37918

Tel No: 865-694-0304  
Fax No: 865-689-5552

Website: www.gopremiertn.com

Quotation ID	23553
Date	4/24/2025

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. All of our motorcoaches are equipped with complimentary Wireless Internet, 110-V Outlets, and DVD players, For added safety, Premier utilizes 3-Point Seat Belts, GPS Tracking and an on-board Electronic Logging system.

First Pick-up	Jefferson Middle School	Destination	Williamsburg, VA
Pick-up Date	Fri 9/26/2025 Time 10:00	Back Date	Mon 9/29/2025 Time 20:00
Passengers		Distance	1057

Quantity	Seats	Description	Unit Price	Price	Tax %	Tax	Total
2	56	56- Deluxe Motorcoach	\$7,968.00	\$15,936.00	0	\$0.00	\$15,936.00
				<u>\$15,936.00</u>		<u>\$0.00</u>	<u>\$15,936.00</u>

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

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and accept the above price and payment terms detailed in the attached letter. Unless otherwise stated, I understand that the group is responsible for drivers lodging (if applicable), all parking fees and tolls.

Signature		Print Name		Date	
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**Fw: Olympus Car and Coach Quote Request**

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**From** C. Scott Linn, Jr <sLinn@ortn.edu>  
**Date** Thu 4/24/2025 1:19 PM  
**To** Benjamin Brewer <btbrewer@ortn.edu>

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**From:** reservations@olympuscnc.com <reservations@olympuscnc.com>  
**Sent:** Thursday, April 24, 2025 12:33:07 PM  
**To:** C. Scott Linn, Jr <sLinn@ortn.edu>  
**Subject:** RE: Olympus Car and Coach Quote Request

You don't often get email from reservations@olympuscnc.com. [Learn why this is important](#)

WARNING: This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender. Click the 'Report Phishing' button above if this message is suspicious.

Scott,

The quote for this \$10500.00 per bus. the drivers room will need to be made by you. This does not include any parking fees.

Thank you,  
Debra

**Olympus Car & Coach**

2425 Burnside St  
Knoxville TN 37921

Office: (865) 523-2796  
Cell: (865) 742-9339  
Fax: (865) 637-7405

[debra@olympuscnc.com](mailto:debra@olympuscnc.com)  
[www.olympuscnc.com](http://www.olympuscnc.com)

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# Oak Ridge Schools Competitive Quote Sheet

Work Order #

Vendor Name		EMBASSY SUITES WOODWARDS		COMFORS SUITES		
Address		3006 Mountaintop PO Box 1776		237 Commons Way		
Quote Number		#1		#3		
Contact Name		HEIDI #HARUN		MARIAM		
Phone Number		757-229-6800		757-634-3991		
Item	Qty	Description	Unit Price	Ext Price	Unit Price	Ext Price
	40	DBL QUEEN SUITES w/ FOLD OUT COUCH	\$134	\$5,360	\$135	\$5,400
Shipping and Handling		Req. No.				
Quote taken by: BEN BREWER 5/1/25						
Total:			\$5,360	\$5,400	\$18,304	
Terms:						
Delivery Date:						
FOB Point:						

Ben Brewer ✓

\* The

Ben Brewer / MIA

RS





EMBASSY SUITES  
HOTEL®

Williamsburg

Williamsburg  
3006 Mooretown Road  
Williamsburg, VA 23185

757.229.6800, Hotel Direct  
757.220.3486, Hotel Fax

**GROUP SALES AGREEMENT**

*Breakfast*

**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 26, 2025 - September 29, 2025
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:	bfbrewer@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 09/26/2025		Sat 09/27/2025		Sun 09/28/2025	
	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 27, 2025.**

**4a GUARANTEED RESERVATIONS / BILLING: Master Account with Deposit**

The **Jefferson Middle School** is responsible for the room and tax for the above mentioned room block and event. The hotel requires a deposit of \$1,000 due by 6/26/2025 to guarantee the space. The final invoice will be sent once the final rooming list is received. 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 27, 2025** (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

\_\_\_\_\_ 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

period has passed, the **Jefferson Middle School** reservations will be assessed a cancellation charge of the first night's room 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 1<sup>st</sup> night's lodging and tax penalty to the credit card on file to guarantee the room.**

**7a ATTRITION-Waived for Jefferson Middle School**

**8a REWARDS PROGRAM – HILTON HONORS EVENT PLANNER POINTS**

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

CHECK ONE OPTION BELOW:

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

**9a IMPOSSIBILITY**

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

**10a ACCEPTANCE**

When presented by the Hotel to **Jefferson Middle School**, this document is an invitation by the Hotel to **Jefferson Middle School** to make an offer. Upon signature by **Jefferson Middle School** this document will be an offer by Jefferson Middle School. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies **Jefferson Middle School** at any time prior to **Jefferson Middle School's** execution of this document, the outlined format and dates will be held by the Hotel for **Jefferson Middle School** on a first-option basis **until Friday, February, 28, 2025**. 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

Title: (Print) Teacher, Trip Director

Signature:

Date: 01/22/25

Name: (Print) Heidi Watkins

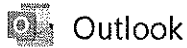
Title (Print) Director of Sales

Signature:

Date: 2/19/2025

\_\_\_\_ Client Initials

Hotel Representatives Initials



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Fw: Jefferson Middle School, Sept. 26-29, 2025

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From C. Scott Linn, Jr <slinn@ortn.edu>  
Date Tue 4/22/2025 10:28 AM  
To Benjamin Brewer <btbrewer@ortn.edu>

Woodlands

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**From:** Maktay, Harun  
**Sent:** Tuesday, April 22, 2025 9:32 AM  
**To:** C. Scott Linn, Jr  
**Subject:** RE: Jefferson Middle School, Sept. 26-29, 2025

WARNING: This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender. Click the 'Report Phishing' button above if this message is suspicious.

Good Morning Scott,

I hope you are doing well.

I understand that you are inquiring about hotel lodging for your group.

Currently we have availability at Woodlands Hotel on **September 26-29** and I am happy to extend a group rate of **\$139.00** plus taxes and **\$20.00** resort fee. Please note that the group rate will include a **continental breakfast and two complimentary historic area tickets per room** and valid for length of stay. The tickets will provide access into all the historic buildings marked in red on the attached map.

Please feel free to contact me with 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](mailto:hmaktay@cwf.org)  
757-565-8451*

*Colonial Williamsburg Hotels*

[www.colonialwilliamsburghotels.com](http://www.colonialwilliamsburghotels.com)

**Re: Williamsburg hotel quotes**

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**From** C. Scott Linn, Jr <sLinn@ortn.edu>

**Date** Fri 5/2/2025 1:11 PM

**To** Felicia Story <FStory@ortn.edu>; Benjamin Brewer <btbrewer@ortn.edu>

**Cc** Phillip Cox <PCox@ortn.edu>; Benjamin Fowler <bjfowler@ortn.edu>

That is correct.

Sent via the Samsung Galaxy S25, an AT&T 5G smartphone  
Get [Outlook for Android](#)

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**From:** Felicia Story <FStory@ortn.edu>

**Sent:** Thursday, May 1, 2025 8:11:34 AM

**To:** Benjamin Brewer <btbrewer@ortn.edu>; C. Scott Linn, Jr <sLinn@ortn.edu>

**Cc:** Phillip Cox <PCox@ortn.edu>; Benjamin Fowler <bjfowler@ortn.edu>

**Subject:** Williamsburg hotel quotes

For audit purposes I need to confirm that Comfort Suites in Williamsburg did not submit a written quote, only a phone quote.

Thank you,

*Felicia Story*

*Bookkeeper*

200 Fairbanks Road | Oak Ridge, TN 37830

[fstory@ortn.edu](mailto:fstory@ortn.edu) | (865) 425-9303

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

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



**Jefferson**  
MIDDLE SCHOOL

# Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/20/25 Account to be charged \_\_\_\_\_  
 Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason Williamsburg Trip  
 Vendor JAMES YORK SECURITY Phone 757-977-3000 / 757-790-0043  
 Address 112 PLANTATION RD. Fax email = bennyhill5@icloud.com  
 City/State/Zip WILLIAMSBURG, VA 23185 Catalog-Date Contact = William (Benny) Hill

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	1	Boys Security Guard (\$22/hr x 7 hrs x 3 NIGHTS)	\$ 462.00	\$ 462.00
	1	Girls Security Guard (\$22/hr x 7 hrs x 3 NIGHTS)	\$ 462.00	\$ 462.00
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL			\$	\$ 924.00

OFFICE USE ONLY: TBD  
 Date Received by Bookkeeper 5/1/25 Purchase Order # \_\_\_\_\_  
 Approved [Signature] Purchase Order to be called in by Bookkeeper \_\_\_\_\_ or Staff Member \_\_\_\_\_  
 Office Use Only: [Signature]

_____ 141-71100-429-10-25 Classroom	_____ 141-72410-499-10-25 Instruc. / Adm.	_____ 141-71100-449-10-25 Textbooks
_____ 141-71100-722-10-25 New/Replace Class	_____ 141-72410-701-10-25 New/Replace Adm.	_____ 141-72120-499-10-25 Clinic
_____ 141-72210-432-10-25 Library	_____ 141-72210-437-10-25 Periodicals	_____ Other (SECME, Sp. ED)

COMMENTS: \_\_\_\_\_

*Quote*  
**INVOICE**  
James York Security, LLC  
112 Plantation Rd, Williamsburg, VA 23185,  
UNITED STATES  
bennyhill5@icloud.com

**Invoice No#:** 336  
**Invoice Date:** Apr 24, 2025  
**Due Date:** Apr 24, 2025



**\$924.00 USD**  
**AMOUNT DUE**

**BILL TO**  
Jefferson Middle School  
Ben Brewer  
ben.brewer.865@gmail.com

**SHIP TO**  
Jefferson Middle School  
Ben Brewer

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Security Service September 26,27 & 28 2025 Embassy 2 officers 11p-6a	42	\$22.00	\$924.00
			Subtotal	\$924.00
			<b>TOTAL</b>	<b>\$924.00 USD</b>

**NOTES TO CUSTOMER**  
Please endorse check William Hill



# Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/20/25 Account to be charged \_\_\_\_\_  
 Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason Williamsburg Trip  
 Vendor WOOD GRILL BUFFET Phone 434.975.5613  
 Address 5760 BRANCHLANDS BLVD. Fax email = woodgrill1@gmail.com  
 City/State/Zip CHARLOTTESVILLE, VA 22901 Catalog-Date contact = Steve Good

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	Student Buffets	\$ 10.20	\$ 816.00
	80	Kids Beverages	\$ 1.99	\$ 159.20
	10	Adult Buffets	\$ 17.99	\$ 179.90
	10	Adult Beverages	\$ 2.49	\$ 24.90
	1	11.3% TAX	\$ 133.34	\$ 133.34
	1	15% GRATUITY	\$ 177.00	\$ 177.00
	1	2 Bus Driver (Comps)	\$ 0	\$ 0
TOTAL			\$	\$ 1,490.34

OFFICE USE ONLY:  
 Date Received by Bookkeeper 5/1/25 Purchase Order # \_\_\_\_\_  
 Approved [Signature] Purchase Order to be called in by Bookkeeper \_\_\_\_\_ or Staff Member \_\_\_\_\_  
 Office Use Only:  
 \_\_\_\_\_ 141-71100-429-10-25 Classroom \_\_\_\_\_ 141-72410-499-10-25 Instruc. / Adm. \_\_\_\_\_ 141-71100-449-10-25 Textbooks  
 \_\_\_\_\_ 141-71100-722-10-25 New/Replace Class \_\_\_\_\_ 141-72410-701-10-25 New/Replace Adm. \_\_\_\_\_ 141-72120-499-10-25 Clinic  
 \_\_\_\_\_ 141-72210-432-10-25 Library \_\_\_\_\_ 141-72210-437-10-25 Periodicals \_\_\_\_\_ Other (SECME, Sp. ED)

COMMENTS: [Signature]

WOOD GRILL BUFFET  
576 BRANCLANDS BLVD.  
CHARLOTTESVILLE, VA 22901  
Ph: 434-975-5613 Fax: 434-975-5713



DATE: 4/24/2025 TERMS: \_\_\_\_\_

Quote FOR:  
For Jefferson MS group 9/26/2025  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE:  
80 12 year old student buffets @\$10.20ea = \$816.00  
10 Adult Buffets @\$17.99ea = \$179.90  
2 Comps  
80 Kids bevs @ \$1.99ea = \$159.20  
10 Adult bevs @\$2.49ea = \$24.90  
Subtotal = \$1180.00  
11.3% tax = \$133.34  
15% Gratuity = \$177.00  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL QUOTE \$ \$1,490.34

REMIT TO:  
WOOD GRILL BUFFET  
ACCOUNTS RECEIVABLE  
576 BRANCLANDS BLVD.  
CHARLOTTESVILLE, VA 22901



# Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/20/25 Account to be charged \_\_\_\_\_  
 Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason Williamsburg Trip  
 Vendor GOLDEN CORRAL # 800 Phone 757.229.3785  
 Address 218 BYPASS ROAD Fax email groupsales@goldencorral.net  
 City/State/Zip WILLIAMSBURG, VA 23185 Catalog Date Contact = online/automated

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	Student MS. Buffets	\$ 12.50	\$ 1,000.00
	10	Adult Dinner (weekend)	\$ 18.50	\$ 185.00
	2	Bus Driver (Comps)	\$ 0	\$ 0
	1	Reservation FEE	\$ 15.00	\$ 15.00
	1	GRATUITY (1.50/person) x 92	\$ 138.00	\$ 138.00
			\$	\$
			\$	\$
			\$	\$
			TOTAL	\$ 1,338.00

OFFICE USE ONLY: Date Received by Bookkeeper 5/1/25 Purchase Order Needed TBD Purchase Order # \_\_\_\_\_  
 Approved [Signature] Purchase Order to be called in by Bookkeeper \_\_\_\_\_ or Staff Member \_\_\_\_\_  
 Office Use Only:  
 \_\_\_\_\_ 141-71100-429-10-25 Classroom \_\_\_\_\_ 141-72410-499-10-25 Instruc. / Adm. \_\_\_\_\_ 141-71100-449-10-25 Textbooks  
 \_\_\_\_\_ 141-71100-722-10-25 New/Replace Class \_\_\_\_\_ 141-72410-701-10-25 New/Replace Adm. \_\_\_\_\_ 141-72120-499-10-25 Clinic  
 \_\_\_\_\_ 141-72210-432-10-25 Library \_\_\_\_\_ 141-72210-437-10-25 Periodicals \_\_\_\_\_ Other (SECME, Sp. ED)

COMMENTS: \_\_\_\_\_

## GOLDEN CORRAL GROUP RESERVATION

<b>GOLDEN CORRAL LOCATION</b>	800	<b>CLIENT</b>	#N/A	<b>ARRIVAL DATE</b>	Saturday
218 BYPASS ROAD			#N/A	<b>ARRIVAL TIME</b>	dinner time
WILLIAMSBURG, VA 23185-0000		#N/A	#N/A	<b># BUSES</b>	1
757-229-3785			#N/A		
groupsales@goldencorral.net		Group: quote only, this is not a booking			

MEAL TYPE	NUMBER	PRICE	EXTENDED PRICE
Bus Driver/Group Leader	2	\$0.00	\$0.00
Breakfast	0	\$13.50	\$0.00
Lunch Mon-Fri	0	\$13.50	\$0.00
Lunch Sat	0	\$17.50	\$0.00
Dinner Mon-Thu	0	\$17.50	\$0.00
Dinner Weekend	10	\$18.50	\$185.00
Students (4-10) Elementary	0	\$10.25	\$0.00
Students (11-13) Middle School	80	\$12.50	\$1,000.00
Guest Total		92 Subtotal	\$1,185.00
		Reservation Fee	\$15.00
Gratuity	\$1.50 Per Person		\$138.00
		<b>Total</b>	<b>\$1,338.00</b>

**Although we will try our best we cannot guarantee that the group will be seated together.**

Golden Corral Group Sales contact -as  
 (919)300-4319  
 groupsales@goldencorral.net

**TERMS**

- Per person price includes buffet, beverage, and tax. Gratuity is added separately.
- Reservation changes must be made no later than 72-hours in advance of scheduled arrival.
- Payment is processed onsite at the restaurant upon arrival; CASH OR CHARGE. No checks accepted onsite.
- No refunds for group rate reservations.
- Please have your credit card onsite the day of the event or call the restaurant directly with your credit card information.
- Eligibility: Minimum of 27 guests (25 paid meals plus 2 comp meals), advanced reservation required, paying on one bill (no split or separate tickets).
- Upon approval, check payments must be received with a copy of your invoice 7-10 business days prior to the event. No checks upon arrival.

4/25/2025



 Outlook

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**Re: last question**

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**From** Benjamin Brewer <[btbrewer@ortn.edu](mailto:btbrewer@ortn.edu)>

**Date** Thu 5/1/2025 9:42 AM

**To** Felicia Story <[FStory@ortn.edu](mailto:FStory@ortn.edu)>

No, I do not. They do not allow anything before 60-days out. That is an estimation based on last year's prices and fees with accounting for inflation added (\$2.50 added per student).

**Ben Brewer**

**Social Studies Teacher (8th Grade)**

200 Fairbanks Road | Oak Ridge, TN 37830

[btbrewer@ortn.edu](mailto:btbrewer@ortn.edu) | (865) 425-9301 [www.ortn.edu](http://www.ortn.edu)

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



**Jefferson**  
MIDDLE SCHOOL

---

**From:** Felicia Story <[FStory@ortn.edu](mailto:FStory@ortn.edu)>

**Sent:** Thursday, May 1, 2025 9:35 AM

**To:** Benjamin Brewer <[btbrewer@ortn.edu](mailto:btbrewer@ortn.edu)>

**Subject:** last question

Do you have documentation for CWB - lunch?

*Felicia Story*

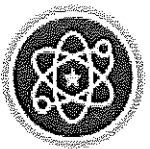
*Bookkeeper*

200 Fairbanks Road | Oak Ridge, TN 37830

[fstory@ortn.edu](mailto:fstory@ortn.edu) | (865) 425-9303

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

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



**Jefferson**  
MIDDLE SCHOOL



# GROUP RESERVATION CONTRACT

Reservation Date: **Sunday 9/28/2025** Time: **6:00 AM**

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

Contact Name: **Ben Brewer**

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

Number of Guests: **92 (80 students, 10 Chaperones and 2 bus drivers)**



## 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 5<sup>th</sup>, 2025

- Our group rate is **\$58.00 per adult and \$35.00 per student (7<sup>th</sup>-12<sup>th</sup> grade) and 22.00 per student (K-6<sup>th</sup> 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

1/15/2025  
Date

X   
\_\_\_\_\_  
Accepted by  
Group Representative

02/03/25  
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:** Ben Brewer  
**TOUR COMPANY:**  
**GROUP NAME:** Jefferson Middle School  
**GROUP CONTACT:** 865-719-7953  
**DATE:** Monday, September 29, 2025  
**LUNCH ARRIVAL TIME:** 12:30, 12:45  
**GROUP COUNT:** 89 (+3)

**PRICE:**

11 <sup>th</sup> – Adults	\$24.50 + \$2.77 tax = \$27.27 + \$3.68 optional gratuity (\$30.95)
7 <sup>th</sup> – 10 <sup>th</sup> grade	\$17.25 + \$1.95 tax = \$19.20 + \$2.55 optional gratuity (\$21.75)
1 <sup>st</sup> – 6 <sup>th</sup> grade	\$13.40 + \$1.54 tax = \$14.92 + \$1.98 optional gratuity (\$16.90)

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

Date: January 17, 2025

**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](http://www.michietavern.com)

## Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/20/25 Account to be charged \_\_\_\_\_  
 Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason Williamsburg Trip  
 Vendor COSTCO / SAMS Phone \_\_\_\_\_  
 Address 10745 KINGSTON PIKE Fax \_\_\_\_\_  
 City/State/Zip KNOXVILLE, TN 37934 Catalog Date \_\_\_\_\_

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	1	Snacks/Dinner (Sunday)	\$ 275.00	\$ 275.00
	1	Supplies for Buses	\$ 25.00	\$ 25.00
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
TOTAL			\$ 300.00	\$ 300.00

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

COMMENTS: \_\_\_\_\_





## 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](http://jyfmuseums.org)

Order Number: 22836971  
 Taylor Horwatt - Reservations Assistant  
 Manager  
 1/10/2025 11:01 AM

### Reserved For:

Contact: 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;slinn@ortn.edu  
**Mobile:**

### Confirmed Programs:

Date/Time	Description	Comments	Guest(s)	Price/Person	Total
9/27/2025 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	\$14.00	\$1,120.00
Grade Level: 08					
9/27/2025 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	\$19.00	\$38.00
Grade Level: 08					
9/27/2025 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					

9/27/2025 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
--------------------------------	----------------	---	----	--------	--------

Grade Level: 08

<b>PLEASE ENSURE ALL INFORMATION IS CORRECT AND THAT YOU UNDERSTAND THE CANCELLATION POLICY.</b>  Notes:	<b>Sub Total</b>	<b>\$1,158.00</b>
	<b>Tax</b>	<b>\$0.00</b>
	<b>Delivery Fee</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$1,158.00</b>
	<b>Deposit</b>	<b>\$0.00</b>
	<b>Amount Due</b>	<b>\$1,158.00</b>

**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](http://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.**

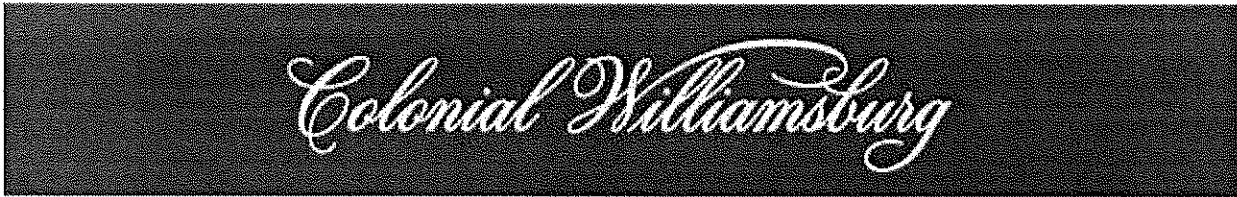
# Jefferson Middle School REQUEST FOR PURCHASE

Staff requesting purchase BEN BREWER Date 4/20/25 Account to be charged \_\_\_\_\_  
 Room # for item(s) to be delivered \_\_\_\_\_ Purchased for what reason Williamsburg Trip  
 Vendor COLONIAL WILLIAMSBURG FOUNDATION Phone 1-800-228-8878 or 757-220-7585  
 Address P.O. Box 17710 Fax \_\_\_\_\_  
 City/State/Zip WILLIAMSBURG, VA 23187 Catalog-Date-Contact = Admona Carpenter

Item/Catalog #	Quantity	Description	Unit Price	Total Price
	80	1-Day Student Admission (Tour)	\$ 10.00	\$ 800.00
	10	1-Day Adult Admission (Tour)	\$ 20.00	\$ 200.00
	90	7:00 Programs / Saturday	\$ 12.50	\$ 1,125.00
	90	8:30 Programs / Saturday	\$ 12.50	\$ 1,125.00
	90	Haunted Williamsburg Tours	\$ 16.00	\$ 1,440.00
			\$	\$
			\$	\$
			\$	\$
			TOTAL	\$ 4,690.00

OFFICE USE ONLY:  
 Date Received by Bookkeeper \_\_\_\_\_ Purchase Order # \_\_\_\_\_  
 Approved \_\_\_\_\_ Purchase Order to be called in by Bookkeeper \_\_\_\_\_ or Staff Member \_\_\_\_\_  
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 \_\_\_\_\_ 141-72210-432-10-25 Library \_\_\_\_\_ 141-72210-437-10-25 Periodicals \_\_\_\_\_ Other (SECME, Sp. ED)

COMMENTS: \_\_\_\_\_



Guest Name:

**Jefferson Middle School**

Confirmation Number:  
5483586

*Thank you for your purchase and for supporting historic preservation. Your generosity helps us tell America's enduring story.*

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

**Reservation Confirmation**  
3/19/2025 2:21:08 PM  
**On-Site Contact Phone:** (865) 425-9301  
**Reservation Number:** 5483586  
**Customer Number:** 1435021  
**Order Taken By:** acarpent

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

<b>Admission</b>				
<u>Description</u>	<u>Price Type</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
<b>Group: 1-day 25+</b> 09/28/2025 - 09/28/2025	Student (6-17)	80	\$10.00	\$800.00
<b>Group: 1-day 25+</b> 09/28/2025 - 09/28/2025	Adult (18+)	10	\$20.00	\$200.00
			<b>Total Admission Cost:</b>	<b>\$1,000.00</b>

<b>Performances</b>				
<u>Description</u>	<u>Price Type</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
<b>G-Colonial Dance</b> 09/27/2025 7:00 pm	All Seats	45	\$12.50	\$562.50
<b>G-In Defense of Liberty</b> (Meet at Magazine) 09/27/2025 7:00 pm	All Seats	45	\$12.50	\$562.50
<b>G-Haunted Wmsbg</b> (Meet at Market House) 09/28/2025 8:30 pm	All Seats	90	\$16.00	\$1,440.00
<b>G-In Defense of Liberty</b> (Meet at Magazine) 09/27/2025 8:30 pm	All Seats	45	\$12.50	\$562.50
<b>G-Colonial Dance</b> 09/27/2025 8:30 pm	All Seats	45	\$12.50	\$562.50
			<b>Total Performance Cost:</b>	<b>\$3,690.00</b>

**Message to group:** Pick up tickets at Visitor Center **Supervisor Desk** 101 Visitor Center Dr Williamsburg VA

23185	
Initial Order Total:	\$4,690.00
Adjustments (additions/refunds):	\$0.00
Tax/Fees:	\$0.00
Current Order Total:	\$4,690.00

Total Payments: \$0.00  
Balance Due: \$4,690.00

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

### BUS PARKING

- On Oct. 28, The Colonial Williamsburg Foundation began charging a modest parking fee to guests parking at the Colonial Williamsburg Regional Visitor Center. The fee directly supports improving and maintaining Colonial Williamsburg's parking facilities to provide the best possible experience for visiting guests.
- Limited parking for buses and RVs is available at 107 Visitor Center Dr. at the rate of \$25 per day. The first 30 minutes are free. Payment is managed through the Passport app. Credit card payment is required.

### DEPOSIT REQUIREMENTS

- We require a deposit in the amount of \$1,050.00 by June 4, 2025. 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. Adults/teachers accompanying the group 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.

### 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

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Signed and Accepted \_\_\_\_\_ Date \_\_\_\_\_

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On-Site Contact Name \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_





1/12/2025

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 01/10/25. Please verify the information indicated below to ensure accuracy. Should you have any questions, please feel free to contact us.

Your Reservation number is **588800**. You are scheduled to arrive on 09/29/25 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
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
5	Highlights Tour Student Group Student Student Group Highlights Tour 11:10 AM	13.00	65.00

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

<b>Total Group Tickets:</b>	90	1,264.00
<b>Payments:</b>		0.00
<b>Balance:</b>		1,264.00

**Your deposit of \$632 is due on 2025-09-22 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.

## Group Reservations Terms and Conditions

1. To ensure that your visit goes well, please **arrive on time**. This will enable your group to receive their tickets, use our facilities, go through security check, and begin their program on time. In the event that your group arrives late, your group will be given the next available group time slot. ***On high visitation days, this could significantly delay or prevent your entry into the House.*** For late arrivals that require giving you a new time slot, your group is subject to an additional fee for this change. Program times will not be extended if a group is late. All group members must be onsite in order for a group to check-in.
2. Student/Youth groups must have one (1) chaperone for every twenty (20) students for those with self-guided house tour tickets. For those with Highlights or Gardens and Grounds passes are required to have at least one (1) chaperone for every twenty-four (24) students. Students must be accompanied by a chaperone at all times.
3. If additional members of your group arrive but are not included in the confirmed headcount, and there is not enough space in your reserved time slot, they will be assigned to the next available time slot. *Please note that at peak times this may result in significant delays for those waiting for the next available group time slot.*  
***Teachers please take special note: Extra parents joining a school group tour that are not included in the original reservation, cannot be guaranteed to be able to tour at the same time as their child.***
4. Payment is due in full upon arrival. Groups must have their exact totals for adults and students when checking in. All checks should be made payable to "Thomas Jefferson Foundation, Inc." and mailed to: Monticello Reservations, P.O. Box 316, Charlottesville, Virginia 22902.
5. Once a reservation has been booked, the signed "Acceptance of Terms and Conditions" are due at the Monticello Reservations Center within seven days of the reservation booking. The acceptance may be mailed, e-mailed (with a scanned signature), or faxed. The tour leader will be expected to know and understand the Terms and Conditions.
6. Payments will be refunded in full for cancellations that are made at least **seven days** prior to arrival date. Fifty percent of the payment will be refunded if the reservation is cancelled less than seven days prior to the reservation date but more than 48 hours in advance of the reservation date. Payment in full can be transferred to a rescheduled date if 48 hours notice is given.
7. You are required to confirm your headcount **one week** before your date of arrival. Please email your updated headcount to [reservations@monticello.org](mailto:reservations@monticello.org) and include your **confirmation number**. Your cost will increase if your group arrives at Monticello with more than the confirmed headcount.
8. Hours of operation are subject to weather from time to time. There will be a full refund if a tour is cancelled by the Thomas Jefferson Foundation. It is recommended that prior to your visit; you check our website at [www.monticello.org](http://www.monticello.org) or call (434) 984-9800 to confirm that we are open. Late openings or closings will be posted as well. In the event of an emergency that would prevent you from making your tour time, please contact the Monticello at (434) 984 - 9881.

Monticello's new Farm Table Café has debuted a box lunch menu designed especially for groups. Order least 72 hours ahead of your scheduled visit and lunches will be ready for you when you arrive. Menu and ordering options at [monticello.org/visit/food-shopping/cafe-at-monticello](http://monticello.org/visit/food-shopping/cafe-at-monticello).

**Acceptance of Terms and Conditions**

We, Jefferson Middle School, have read the reservations notice and Group Reservations Terms and Conditions. By signing below, we agree to accept these terms and conditions and agree that our visit to Monticello is bound by these terms and conditions.

We also understand and have communicated the following important points to our group leaders:

- \* We are aware that **we must arrive at least 40 minutes prior to the first tour time**. Should the group not arrive on time, we understand that we will lose our reserved tour time and may be not be able to tour the House.
- \* We understand our payment is only **fully refundable** if we cancel our reservation more than seven days prior to our reservation.
- \* We understand the need to reconfirm our reservation and update our headcounts at least one week prior to our tour date.
- \* We understand final payment is due upon arrival and it must account for any additions to the group.

Group: Jefferson Middle School

Confirmation Number: 588800

Arrival Date: 09/29/25

Group Arrival Time: 10:00 AM

\_\_\_\_\_  
Signature of authorized representative

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Tour Leader Cell #: \_\_\_\_\_

**Please submit this acceptance form to:**  
Monticello Reservations  
P.O. Box 316  
Charlottesville, Virginia 22902  
Phone: (434) 984-9800 Fax: (434) 984-0004  
E-mail: [reservations@monticello.org](mailto:reservations@monticello.org)

**\*\*\* WHEN FAXING YOUR CONFIRMATION, PLEASE ONLY SEND THIS PAGE \*\*\***

**2025 Rates (Highlights Tour)**

**School Group grades K-12, when accompanied by a teacher (with confirmed advanced reservation):**

Adults: \$32.00 each

Students \$13.00 each

One teacher or chaperone per 24 students is admitted free of charge. All other adults, including additional teachers, will be admitted at the reduced rate of \$32.00.

**Adult Group (including college groups) / Non-school Groups Admission (with confirmed advanced reservation):**

Groups with 25 paying adults or more:

Adults: \$32.00 each

Youth 12 – 18: \$13 each

Child 5-11: \$4 each

Children (ages 5 and under): Free

Groups with fewer than 25:

Adults: \$42.00 each

Youth 12 – 18: \$13 each

Child 5-11: \$4 each

Children (ages 5 and under): Free



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**Re: Historic Jamestowne Group Visit Request**


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**From** CJ Painter <cjpainter@preservationvirginia.org>

**Date** Fri 1/10/2025 12:54 PM

**To** Benjamin Brewer <btbrewer@ortn.edu>

**Cc** hjvcservices@preservationvirginia.org <hjvcservices@preservationvirginia.org>

 2 attachments (760 KB)

Youth Group Etiquette and Safety.pdf; Property Map\_HJ.png;

**WARNING:** This email originates from an external source. Do not open any links or attachments unless you recognize and trust the sender. Click the 'Report Phishing' button above if this message is suspicious.

Hello Ben Brewer,

**Please read this email in its entirety so that you are aware of Jamestown Rediscovery's fees and group policies.**

When responding, **please use the "REPLY ALL"** feature so our team can handle your request in a timely and efficient manner.

Thank you for your interest in Historic Jamestowne. We received your group reservation request and have you on our schedule for **September 27th, 2025 at 12:30 pm.**

**\*\*Please see the highlighted areas below for important information.**

Please notify us at [hjvcservices@preservationvirginia.org](mailto:hjvcservices@preservationvirginia.org) if there are any changes to your guest count or date/time of arrival.

Group reservations for Jamestown Rediscovery are limited and required for groups of 10 or more.

Your group is welcome to join any scheduled public tours or programs (except specialty tours and events, as noted on our website). We do not have staff available to provide private tours or group guides. Please allow two to three hours to view the site.

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Here at Historic Jamestowne, we are co-owned by the National Park Service and a non-profit group, Preservation Virginia (also referred to as Jamestown Rediscovery). **The National Park Service** owns the Glasshouse of 1608, the Island Loop Drive, the Visitor's Center and New Towne (the area to the left once you cross the footbridge). The area to the right, including the Fort site, the Memorial Church, the archaeological excavations and the Archaearium are all owned by **Preservation Virginia/Jamestown Rediscovery**. For years, the two have always worked side by side to ensure a seamless experience. As a result of NPS policy changes, beginning December 2023, admission tickets will now be sold separately.

## NATIONAL PARK SERVICE ADMISSION FEES

Please see the NPS website for more information on their [fees and policies](#). They can be contacted at [colo\\_info@nps.gov](mailto:colo_info@nps.gov)

**NPS admission/or park passes do not provide access to Jamestown Rediscovery property.**

Adults (16 and up)	Youth (6-15)	Children (0-5)
\$15	Free	Free

## NATIONAL PARK SERVICE ACADEMIC FEE WAIVERS

An approved waiver provides free admission to Colonial National Historical Park property for teachers, students, and one adult chaperone for every ten students. Additional chaperones must pay the NPS admission fee or present a valid National Park pass.

The application and details are available on the Colonial National Historical Park website: [Academic Fee Waiver - Colonial National Historical Park](#). You will have to send the Fee Waiver application to [colo\\_edu\\_programs@nps.gov](mailto:colo_edu_programs@nps.gov) for acceptance and approval.

**National Park Service academic fee waivers are NOT accepted for access to the Jamestown Rediscovery property and resources which include the Church, the Fort site, the excavation sites, the Dale House Cafe and the Archaearium Museum.**

## JAMESTOWN REDISCOVERY ADMISSION FEES

National Park Service admission is required before proceeding to Jamestown Rediscovery.

Students 16 and up are considered adults and will be charged as such.

Adults (16 and up)	Youth (6-15)	Children (0-5)
\$15	\$5	Free

## PAYMENT

Groups can purchase admission at the Visitor Center on the day of their visit. Cash, Visa, MasterCard, Discover and checks made payable to Preservation Virginia (NPS for their portion). For checks, the exact amount must be provided as, at this time, we are unable to offer refunds on over payments.

Admission for both Jamestown Rediscovery and the Colonial National Historical Park may be purchased at the jointly operated Visitor Center. Admission will be collected in two separate transactions, one for the National Park Service and one for Jamestown Rediscovery. Please be prepared for this change in operations upon arrival.

**\*\*Your NPS fee waiver does not cover the Jamestown Rediscovery portion. This is a change that WILL affect your visit.**

With this change and charge for children, you will gain access to the Archaeology museum, something that has not been offered for several years. This charge **only covers** the Jamestown Rediscovery side.

**\*\*You will need to contact the National Park Service for their fees and also for fees regarding those not covered by the fee waiver. National Park Passes DO NOT apply to the Jamestown Rediscovery portion of the property. NO discounts are offered for Jamestown Rediscovery admission.**

If you are interested in our virtual programs, you can go [here](#) to request more information.

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## **JAMESTOWN REDISCOVERY YOUTH GROUP VISIT INFORMATION**

Historic Jamestowne is the 1607 fort and settlement site. We are a public/private partnership between the National Park Service and Jamestown Rediscovery. The Jamestown Rediscovery site is focused on archaeology and the preservation of the birthplace of America. It includes the archaeological site of the original 1607 James Fort, the 1907 Memorial Church, the waterfront Dale House Café, and the award-winning Archaearium Museum.

**With adult supervision**, paying school groups will be allowed access to the Archaearium.

**Jamestown Rediscovery is an active archaeological site. Please be respectful of the sensitive and fragile nature of the burials, historic structures, and archaeological features. Parents, guides, and chaperones are responsible for ensuring children's and students' safety and appropriate behavior.**

**Jamestown Rediscovery admission does not provide access to Colonial National Historical Park resources, including the Glasshouse and Yorktown Battlefield.**

**\*\*NPS admission is required to access the Jamestown Rediscovery portion of the island.**

Admission for both Jamestown Rediscovery and the Colonial National Historical Park may be purchased at the jointly operated Visitor Center. This must be done in two separate transactions.

We are not affiliated with the Jamestown Settlement living history museum (location of the ships). Contact information for Jamestown Settlement's group visits is listed here: [Group Visits](#).

## **HISTORIC JAMESTOWNE ADMISSION FEES**

All group members' paid admission may be purchased at the Visitor Center. Jamestown Rediscovery admission does not provide access to Colonial National Historical Park resources.

Bus drivers receive free admission. Our ticket is good for seven days at Historic Jamestowne.

Admission will be paid in two separate transactions.

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

*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: \_\_\_\_\_

Educational Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Name of School Sponsor/Date: \_\_\_\_\_

Signature of School Sponsor: \_\_\_\_\_ Cell #: \_\_\_\_\_

*Minimum requires teacher to student ratio:*

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

# of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Chaperone/Student Ratio: \_\_\_\_\_

**Professional Staff Chaperone(s)**

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

**Other Chaperone(s):**

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

*Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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: \_\_\_\_\_

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

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Staff Member: \_\_\_\_\_

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

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: \_\_\_\_\_      Date: \_\_\_\_\_

Superintendent or Designee's Action:      Approved:      Disapproved:

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

Board Approval Date: \_\_\_\_\_

**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: 5/1/25

*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: Compete at 2025 National conference

Destination: Nashville, TN

Purpose of Trip: Compete

Departure Date: 6/27/25 Departure Time: 9:00 am

Return Date: 7/1/25 Return Time: 3:00 pm

Mode of Transportation: School bus - SCU busline

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: SCU Phone #: 865-556-8509

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

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

Hotel/Motel Name: Opryland Hotel or other Hotel used by National TSA for this conference

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Number of Nights: 4 Hotel Rating: \_\_\_\_\_

Name of School Sponsor/Date: Todd Livesay

Signature of School Sponsor: TLivesay Digitally signed by TLivesay Date: 2025.05.02 11:39:50 -04'00' Cell #: 865-924-5590

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

# of Students: 19

# of Adults: 4

Chaperone/Student Ratio: 5/1

Professional Staff Chaperone(s)

- 1. Name: Todd Livesay Cell #: 865-924-5590
- 2. Name: Victor Green Cell #: 865-740-6217
- 3. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_
- 4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other Chaperone(s):

- 1. Name: Tara Kneiser Cell #: 865238-5864
- 2. Name: Ian Goethert Cell #: 865-482-0947
- 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: \$ 400.00 approx.

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Staff Member: TLivesay

Digitally signed by TLivesay  
Date: 2025.05.02 11:44:12 -04'00'

Date: 5/1/25

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: *B. H. Cent*

Date: 5.5.25

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: Nashville, TN - 2025 TSA National Leadership Conference

Mode of Transportation: School bus Purpose: Compete

Date: 6 / 27 / 25 Time: 900 am to Date: 7 / 1 / 25 Time: 3:00 pm

Expected Number of Participants: 19 Expected Number of Chaperones: 4

Teacher/Sponsor of Trip: Todd Livesay

Principal Signature: *[Signature]* Date: 5.5.25

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 : Mr. Livesay by: 5/23/25  
 (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

**2025 National TSA**

**June 27-July 1 Nashville.TN**

**\*Official Conference Itinerary not available until June 2025\***

ORHS TSA Trip Itinerary:

6/27 – Travel to Nashville. Livesay & Goethert on bus. We may go to Nashville Shore water park on the way in. Meetings later that evening.

6/28 – TSA Opening Ceremony and competitive events.

6/29 – TSA Business Meeting & competitive events.

6/30 – Competitive Events/TSA.

7/1 – AM Awards Ceremony. Return to ORHS.

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

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

School: Oak Ridge High School Date: 5/9/25

*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

Educational Activity: State Track Meet

Destination: MTSU

Purpose of Trip: State Track Meet

Departure Date: 5/22/25 Departure Time: 10 AM

Return Date: 5/23/25 Return Time: 12 PM

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: \_\_\_\_\_

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: Embassy Suites at MB

Address: 1200 Conference Center Blvd

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: 4

Signature of School Sponsor: Thomas Sauer Digitally signed by Thomas Sauer Date: 2025.05.09 09:59:44 -04'00' Cell #: 843-345-6614

*Minimum requires teacher to student ratio:*

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

# of Students: 12

# of Adults: 5

Chaperone/Student Ratio: 1-1.8

Professional Staff Chaperone(s)

- 1. Name: Tom Sauer Cell #: 843-345-6614
- 2. Name: Ed Wright Cell #: 865-686-2899
- 3. Name: Kate Zander Cell #: 423-231-2622
- 4. Name: Logan Vincent Cell #: 423-782-7425

Other Chaperone(s):

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

Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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: \$ 2300

Provisions for those students unable to pay: Booster Scholarship

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

Staff Member: Tom Sauer

Date: 5/9/25

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: Joseph B. Gaddis Digitally signed by Joseph B. Gaddis  
Date: 2025.05.09 10:01:03 -04'00'

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

Principal's Action: Approved: Disapproved:

Principal's Signature: 

Date: 5.9.25

Superintendent or Designee's Action: Approved: Disapproved:

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

Board Approval Date: \_\_\_\_\_

**2025 ORHS STATE TRACK MEET ITINERARY**

**THURSDAY 5/22/25**

**Dean A. Hayes Track and Soccer Stadium, 1568 Greenland Dr, Murfreesboro, TN 37132**

SCHEDULE:

<https://tssaasports.com/event/file.cfm?championshipid=20231003&type=schedule>

Tickets are \$12 per day if purchased in advance online through GoFan. Tickets are \$15 per day if purchased with cash at the gate. School-age children and older are required to have a ticket.

**THURSDAY 5/22**

-10 am: Vans will depart for MTSU from ORHS. Vans will be driven by Coach Wright and Coach Sauer.

-After the 4x4 Team will eat dinner then stay at:

Embassy Suites by Hilton

1200 Conference Center Blvd

Murfreesboro, TN 37129

(615-589-4464

**FRIDAY 5/24**

-Team will depart from Hotel to ORHS @10 am CST.

-Team should arrive at ORHS @1:30 EST.

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

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

School: Oak Ridge High School Date: 5/9/2025

*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: Boys Soccer

Educational Activity: TSSAA Soccer State Championships

Destination: Murfreesboro, Tn

Purpose of Trip: State Tournament

Departure Date: 5/20/2025 Departure Time: 12:00 pm

Return Date: 5/23/2025 Return Time: 6:00 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: \_\_\_\_\_

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: Embassy Suites by Hilton Nashville SE

Address: 1200 Conference Center Blvd

City: Murfreesboro State: Tn Zip: 37129

Phone: 615-890-4464 Contact Person: Manager on Duty

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

Name of School Sponsor/Date: Tom Gorman 5/9/2025

Signature of School Sponsor: Tom Gorman Digitally signed by Tom Gorman  
Date: 2025.05.09 13:08:18 -04'00' Cell #: 865-806-2358

*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: 26 # of Adults: 3 Chaperone/Student Ratio: 1:9

Professional Staff Chaperone(s)

1. Name: Tom Gorman Cell #: 865-806-2358
2. Name: Andy Burr Cell #: 757-407-2877
3. Name: Carmen Jackson Cell #: 865-230-6350
4. Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Other Chaperone(s):

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

Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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	<u>Boys SSO</u>	
\$ <u>246</u>	Per Student	TOTAL TRIP AMOUNT: \$	<u>6400</u>

Provisions for those students unable to pay: Fundraiser - Banner sales

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

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Staff Member: Tom Gorman

Date: 5/19/2025

Athletic Director: Joe Gaddis

Date: 5/9/25

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: Joseph B. Gaddis

Digitally signed by Joseph B. Gaddis  
Date: 2025.05.09 13:09:23 -04'00'

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

Principal's Action: Approved: Disapproved:

Principal's Signature: 

Date: 5.9.25

Superintendent or Designee's Action: Approved: Disapproved:

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

Board Approval Date: \_\_\_\_\_

## Boys Soccer State Tournament Itinerary

5/20/2025

12:00 – Depart ORHS

3:00 – Check in to Hotel

4:00 – Depart for Richard Siegel Soccer Complex (RSSC)

7:30 – Return to Hotel

10:00 – Lights out

5/21/2025

8:00 – Breakfast

9:30 – Team meeting/film study

12:00 – Lunch

1:00 – Team building activity/games

3:00 – Depart for RSSC

6:00 – Return to Hotel

10:00 – Lights out

5/22/2025

8:00 – Breakfast

9:30 – Team meeting/film study

12:00 – Lunch

1:00 – Team building activity/games

3:00 – Depart for RSSC

4:30 – Return to Hotel

6:00 – Dinner and a movie

10:00 – Lights out

5/23/2025

8:00 – Breakfast

9:30 – Team meeting/film study

11:00 – Check out and Depart for RSCC

# 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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:** \_\_\_\_\_

**Educational Activity:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**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:** \_\_\_\_\_

**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:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

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

**Name of School Sponsor/Date:** \_\_\_\_\_

**Signature of School Sponsor:**  \_\_\_\_\_ **Cell #:** \_\_\_\_\_

*Minimum requires teacher to student ratio:*

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

# of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Chaperone/Student Ratio: \_\_\_\_\_

**Professional Staff Chaperone(s)**

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

**Other Chaperone(s):**

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

*Field Trips which exceed \$25,000, involve out of the country travel, out of state travel or overnight stay 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, comments, and special arrangements: (foreseeable hazards must be identified)**

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

Staff Member: \_\_\_\_\_

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

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: \_\_\_\_\_

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

Superintendent or Designee's Action:      Approved:                      Disapproved:

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

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

Board Approval Date: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF EDUCATION**

**A RESOLUTION OF THE BOARD OF EDUCATION AFFIRMING PARTICIPATION IN SECTION FOUR OF THE EDUCATION FREEDOM ACT OF 2025 FOR TEACHERS TO RECEIVE ONE-TIME TWO THOUSAND DOLLAR BONUS**

WHEREAS, the Tennessee General Assembly duly passed House Bill 6004 as amended, enacting the “Education Freedom Act of 2025” (“EFA”), during the First Extraordinary Session of the 114th General Assembly;

WHEREAS, Section Four of the EFA requires the Department of Education to award a one-time bonus of no less than \$2,000.00 to each teacher employed in a Kindergarten through 12th grade public school in Tennessee during the 2024-2025 school year, subject to appropriation;

WHEREAS, Section Four of the EFA requires local boards of education to adopt a resolution affirming that the local education agency desires to participate in Section Four of the EFA for teachers employed by a local board of education to receive the one-time \$2,000.00 bonus authorized by Section Four of the EFA;

WHEREAS, Section Four of the EFA requires governing bodies of local boards of education to submit their resolutions to the Tennessee Department of Education by June 1, 2025, to receive funding from the Tennessee Department of Education for purposes outlined in Section Four of the EFA;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby affirms that it and the Oak Ridge Schools District desire to participate in Section Four of the EFA, and have teachers employed by the School District in K-12 schools become eligible to receive their one-time bonus of no less than \$2,000.00 authorized by Section Four of the EFA;

BE IT FURTHER RESOLVED, that it is the intent of the Board of Education to comply with the requirement under Section Four of the EFA to deliver a copy of this duly adopted Resolution to the Tennessee Department of Education on or before June 1, 2025;

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER PASSAGE REQUIRING IT.

Duly authorized and approved this 19<sup>th</sup> day of May, 2025.

\_\_\_\_\_  
Laura McLean, ORS Board of Education Chair

\_\_\_\_\_  
Erin Webb, ORS Board of Education Co-Chair

\_\_\_\_\_  
Heather Hartman, ORS Board of Education

\_\_\_\_\_  
Mary Crank, ORS Board of Education

\_\_\_\_\_  
Ashley Craven, ORS Board of Education

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# Oak Ridge Schools

OFFICE OF  
Executive Director of Finance

Telephone (865) 425-9004

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## MEMORANDUM

**To:** Dr. Bruce Borchers, Superintendent of Schools  
**From:** Jenifer Van Dyke, <sup>JVD</sup> Executive Director of Finance  
**Subject:** **FY'25 Budget Transfer #3 & Budget Amendment #2**  
**Date:** April 28, 2025

The attached FY'25 Budget Transfer #3 & Budget Amendment #2 includes the following budget requests for Board of Education approval:

- Final adjustment & re-alignment of general fund salary, benefit, and expenditure budget items (budget/actual/encumbrances) based on YTD analysis.
- Addition of \$400,000 to the General Fund (Fund 141) contingency budget for anticipated Summer Learning Camp grants to be received in May.
- Addition of \$76,500 to the General Fund (Fund 141) revenues due to increased interest received.
- Addition of \$76,500 to the General Fund (Fund 141) capital outlay expenditures for the replacement of the Woodland Gym Floor
- All routine budget transfers and revisions from February 6, 2025, through April 22, 2025.

## FY 25 FYTD Budget Summary - Budget Transfer #3 & Budget Amendment #2

Fund	FY25 Original Approved Budget	Budget Amendment #1 & #2	Budget Transfer #1, #2. & #3	FY25 Revised Budget Amounts
Fund 141 (General Fund)	\$ 75,708,960.00	\$ 1,269,414.76	\$ -	\$ 76,978,374.76
Fund 142 (Federal)	\$ 4,817,440.00	\$ -	\$ -	\$ 4,817,440.00
Fund 143 (Food Service)	\$ 3,294,272.00	\$ 32,018.45		\$ 3,326,290.45
Fund 145 (Other Education)	\$ 159,434.00			\$ 159,434.00
Fund 146 (Extended Child Care)	\$ 499,932.00	\$ 5,660.00		\$ 505,592.00
<b>TOTAL All Funds</b>	<b>\$ 84,480,038.00</b>	<b>\$ 1,307,093.21</b>	<b>\$ -</b>	<b>\$ 85,787,131.21</b>

## Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
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Transfer to new Disaster Relief Account	141 R 47590 000 000 00000 000	\$ 91,000.00	\$ -
	141 R 47230 000 000 00000 000	\$ -	\$ 91,000.00

Establish OREF Grant Budgets - from Contingency	141 R 46980 000 000 00000 000	\$ 36,173.77	\$ -
	141 R 44570 000 000 00000 100	\$ -	\$ 36,173.77

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
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ISM Transfer - Instructional Funds from Other Contracted Services to Capital	141 E 76100 399 023 00035 000	\$ 4,000.00	\$ -
	141 E 71300 399 023 00035 000	\$ -	\$ 4,000.00

Transfer for Bollards at RMS	141 E 72620 426 000 00000 000	\$ 10,000.00	\$ -
	141 E 72610 359 000 00000 000	\$ -	\$ 10,000.00

Establish OREF Grant Budgets - from Contingency	141 E 72130 599 000 00015 100	\$ 3,800.00	\$ -
	141 E 72130 599 000 00015 100	\$ 2,000.00	
	141 E 72130 599 000 00025 100	\$ 6,000.00	
	141 E 72130 599 000 00025 100	\$ 3,824.85	
	141 E 72130 599 000 00035 100	\$ 713.09	\$ -
	141 E 72130 599 000 00040 100	\$ 2,573.40	\$ -
	141 E 72130 599 000 00040 100	\$ 3,000.00	\$ -
	141 E 72130 599 000 00040 100	\$ 7,249.65	\$ -
	141 E 72130 599 000 00043 100	\$ 3,166.00	\$ -
	141 E 72130 599 000 00045 100	\$ 671.78	\$ -
	141 E 72130 599 000 00045 100	\$ 1,280.00	\$ -
	141 E 72130 599 000 00045 100	\$ 280.00	\$ -
	141 E 72130 599 000 00045 100	\$ 715.00	\$ -
	141 E 72130 599 000 00045 100	\$ 900.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 36,173.77

	141 E 71100 217 000 00000 000	\$ 2,000.00	\$ -
	141 E 71100 204 000 00000 000	\$ -	\$ 2,000.00
	141 E 71300 163 000 00035 000	\$ 1,500.00	\$ -
	141 E 71300 116 000 00035 000	\$ -	\$ 1,500.00
	141 E 72250 120 000 00000 000	\$ 21,000.00	\$ -
	141 E 72250 121 000 00000 000	\$ -	\$ 21,000.00
	141 E 72310 513 000 00000 000	\$ 7,927.00	\$ -
	141 E 72310 305 000 00000 000		\$ 5,000.00
	141 E 72310 210 000 00000 000	\$ -	\$ 2,927.00
	141 E 72410 207 000 00000 000	\$ 15,000.00	\$ -
	141 E 72410 161 000 00000 195		\$ 4,000.00
	141 E 71100 201 000 00000 000	\$ -	\$ 11,000.00
	141 E 72510 599 000 00000 000	\$ 7,300.00	\$ -
	141 E 72510 471 000 00000 000		\$ 3,300.00
	141 E 72510 161 000 00000 000	\$ -	\$ 4,000.00
	141 E 72510 204 000 00000 000	\$ 1,350.00	\$ -
	141 E 72510 161 000 00000 000	\$ -	\$ 1,350.00
	141 E 72510 217 000 00000 000	\$ 10.00	\$ -
	141 E 72510 189 000 00000 000	\$ -	\$ 10.00
	141 E 72510 399 000 00000 000	\$ 500.00	\$ -
	141 E 72510 189 000 00000 000	\$ -	\$ 500.00
	141 E 72510 599 000 00000 000	\$ 1,667.00	\$ -
	141 E 72620 161 000 00000 000	\$ -	\$ 1,667.00
	141 E 73401 189 000 00043 000	\$ 3,700.00	\$ -
	141 E 73401 163 000 00043 000	\$ -	\$ 3,700.00
	141 E 72210 129 000 00035 000	\$ 1,709.00	\$ -
	141 E 72210 116 000 00000 000	\$ -	\$ 1,709.00
	141 E 72130 599 000 00000 000	\$ 2,000.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 2,000.00
	141 E 72210 138 000 00000 000	\$ 7,617.00	\$ -
	141 E 72210 172 000 00000 000	\$ -	\$ 7,617.00

**Realignment of Salary, Benefits, & Expenditure  
Budget Items**

<b>TOTAL</b>		<b>\$ 250,627.54</b>	<b>\$ 250,627.54</b>
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## Budget Amendments

### To Be Presented to City Spring 2025

Fund 141 REVENUES	Account Number	Decrease	Increase
Increase in Interest Revenues	141 R 44110 000 000 00000 000	\$ -	\$ 76,500.00
Increase for Potential Summer Learning Camp Grants	141 R 46980 000 000 00000 000	\$ -	\$ 400,000.00
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Increase for Woodland Gym Floor	141 E 76100 707 000 00000 000	\$ 76,500.00	\$ -
Increase for Potential Summer Learning Camp Grants	141 E 71900 599 000 00000 000	\$ 400,000.00	\$ -
<b>TOTAL</b>		<b>\$ 476,500.00</b>	<b>\$ 476,500.00</b>

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 2025-2026**

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

**ORHS CLASSROOM FEES**

NAME OF FEE	Fees For FY 25	Proposed FY 26	Increased/ Decreased	Variance	OPT	REQUIRED	PURPOSE
Art for Photography	40.00					X	Materials Fee
Art-Studio Art AP	40.00					X	Materials Fee
Art-Three Dimensional Art	35.00					X	Materials Fee
Art-Two Dimensional Art	35.00					X	Materials Fee
Art - Ceramics	75.00					X	Materials Fee
Art -Foundation of Art	30.00					X	Materials Fee
Art - Printmaking	60.00					X	Materials Fee
Art - Ceramics/DE Ceramics	95.00					X	
Art - 2 - D	40.00					X	
Business - Introduction to Business	10.00					X	Materials Fee
Business - Management & Marketing	10.00					X	Materials Fee
Digital Arts -Animation and Simulation	25.00					X	Materials Fee
Engineering	25.00					X	Materials Fee
Engineering by Design	25.00					X	Materials Fee
Health Science	25.00					X	Materials Fee
Health Science - Clinical Internship	50.00					X	Materials Fee
Health Science - Nursing Education	50.00					X	Materials Fee
iSchool	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				X		TI-84 & TI-89 - Rent from School
Music - Band - Marching Shoe	35.00					X	Uniform item - If needed
Music - Band - Instrument Rental (per Semester)	20.00					X	Instrument Rental - If needed
Music - Band - Concert Shirt	20.00					X	Uniform item - If needed
Music - Band - Color Guard Fee	75.00					X	Fee - Shoes,Gloves, Uniform, Acces.
Music - Band - Color Guard Fee	40.00					X	Rifle
Music - Band - Band Fee	200.00					X	Fee
Music - Chorus - All Choirs	35.00					X	Uniform Rental
Music - Orchestra	30.00					X	Instrument Rental
ROTC	25.00					X	Materials/Supplies
Robotics/Coding/ Foundation of Tech.	25.00					X	Materials/Supplies
Science - Biology A-E	20.00					X	Lab fee
Science - Genetics	20.00					X	Lab fee
Science -Anatomy & Physiology	30.00					X	Lab fee
Science - Chemistry	20.00					X	Lab fee
Science-Chemistry AP	30.00					X	Lab fee
Science-Env. Science AP	30.00					X	Lab fee
Science-Physics C AP	30.00					X	Lab fee
Science-Physics 1 & 2 AP	30.00					X	Lab fee
Science - STEM	20.00					X	Lab fee
Theatre Class		20.00	New Class			X	Materials Fee
Welding	25.00					X	Materials Fee

**Justification:**

New Classes

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

To: Jen Laurendine

4/1/2025

From: Phil Cox  
Felicia Story

RE: Projected Fees for FY 26 (School year 2025-2026)  
Not required / only requesting

Fee Amount	Reason	Student Involved	Staff
TBD	Misc. Field Trips	Each Individual Grade	Misc.
\$ 40.00	STEM Manufacturing	8 <sup>th</sup> grade – full year	J Mitchell
\$30.00	PLTW/Aeronautics	PLTW/Aeronautics	J Mitchell
\$ 10.00	Chorus fee* Chorus	7 <sup>th</sup> & 8 <sup>th</sup>	A Wilson
\$ 6.00	Chorus fee*	5 <sup>th</sup> & 6 <sup>th</sup>	A Wilson
\$ 15.00	Chorus shirt	All students	A Wilson
\$ 15.00	Uniform Rental	8 <sup>th</sup> 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 and misc. magazine subscriptions

Robertsville Middle School  
 245 Robertsville Road  
 Oak Ridge, TN 37830  
 865-425-9201

To: Jennifer Laurendine

4/16/25

From: Christine Free

Tracey Lay

RE: Projected Fees for FY26 (School Year 2025-2026)

Not required/only requesting

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
\$6.00	Rotation Course Project Materials	5th & 6th STEM (Foundations of Tech.)	Leftwich
\$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
\$25.00	Yearly Project Materials	7th & 8th Adv STEM (Foundations of Tech.)	Manning and 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.



Date: April 23, 2025

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 FY26 CTE Basic Grant application in the projected amount of \$ \$75,824.10. 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 written in a cursive style with a long, sweeping underline.

Holly Cross

### Indirect Cost Guide

Total Allocation

Existing Budget In Categories Not Eligible for Indirect Cost

Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost

Indirect Cost Rate

Max Available Budget In Categories Eligible for Indirect Cost

Max Indirect Cost

Account Number Line Item Number	71300 - Vocational Education Program	72130 - Other Student Support	72230 - Support Services/Vocational Education Program	72710 - Transportation	99100 - Transfers Out	Total
163 - Educational Assistants	24,000.00					24,000.00
201 - Social Security	1,400.00	0.00	0.00	0.00		1,400.00
206 - Life Insurance	63.00	0.00	0.00	0.00		63.00
212 - Employer Medicare	350.00	0.00	0.00	0.00		350.00
315C - Contracts with Vehicle Owners			0.00	520.00		520.00
429 - Instructional Supplies & Materials	6,000.00					6,000.00
499 - Other Supplies and Materials	10,600.00	0.00	0.00			10,600.00
504 - Indirect Cost					4,074.10	4,074.10
524 - In-Service / Staff Development			2,500.00			2,500.00
524PD - In-Service / Staff Development (PD)		13,837.00				13,837.00
599C - Other Charges (CTSO)		7,480.00				7,480.00
730 - Vocational Instruction Equipment	5,000.00					5,000.00
<b>Total</b>	47,413.00	21,317.00	2,500.00	520.00	4,074.10	75,824.10
<b>Adjusted Allocation</b>						75,824.10
<b>Remaining</b>						0.00





Date: May 5, 2025

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 FY26 CTE Perkins Reserve Grant application in the amount of \$50,000.00. This is a competitive grant. If approved, funding will be used to purchase a metal saw, water jet cleaning system, and school storefront supplies.

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

## **FY26 Carl Perkins Reserve Competitive Grant Application Overview**

We propose a cross-curricular, equity-driven initiative that establishes a site-based student-run business integrating welding, marketing, and postsecondary technical education. Through the design, fabrication, and sale of school-branded apparel, woodworking, and metalwork products, students will engage in hands-on, work-based learning aligned with real-world industry standards and regional workforce needs.

This initiative is especially relevant for our students, who live in a community offering multiple career pathways in clean and nuclear energy—fields that demand skilled labor in welding, fabrication, project management, target marketing, and technical communications. By providing opportunities to explore and develop these skills early, our program supports a direct pipeline to high-skill, high-wage, and in-demand careers in the local energy sector.

Aligned with our Comprehensive Local Needs Assessment (CLNA), this project will address equity gaps by:

- Providing adaptive equipment and accessible tools for students with disabilities and those from nontraditional backgrounds to ensure full participation in STEM, marketing, digital design, and welding and production tasks.
- Delivering targeted tutoring and academic supports for special population students enrolled in CTE programs by enrolling Level 4 CTE concentrators in site-based enterprise and/or as teaching assistants in Level 1-3 courses aligned to their expertise.
- Supplying inclusive instructional materials designed to encourage engagement and retention among underrepresented student groups.

To expand access to career exploration, we will include lessons learned with Pathful, a comprehensive career and work-based learning platform. Pathful will offer students access to virtual job shadows, career assessments, employer interactions, and industry-aligned curriculum—particularly valuable for those facing logistical barriers to traditional job site visits.

Additionally, the initiative will:

- Foster partnerships with local clean and nuclear energy employers, ensuring student projects and learning experiences are aligned with industry expectations and workforce development needs.
- Capitalize on our existing relationship with Junior Achievement, who supports our students in creating their own student-run businesses. These students can now partner with other CTE concentrators at Oak Ridge High School to brainstorm, create, reiterate designs, and sell optimal products created by students for students and their families.
- Provide professional development for CTE educators focused on reducing barriers to access, using inclusive and culturally responsive instructional strategies that connect curriculum to students' lived experiences and community context.

By combining technical skill-building, entrepreneurial learning, and deep industry alignment, this program will remove barriers, close equity gaps, and prepare all students—particularly those from traditionally underrepresented populations—for success in our region's clean energy future.

<b>Account Number Line Item Number</b>	<b>71300 - Vocational Education Program</b>	<b>Total</b>
<b>499 - Other Supplies and Materials</b>	5,000.00	5,000.00
<b>730 - Vocational Instruction Equipment</b>	45,000.00	45,000.00
<b>Total</b>	50,000.00	50,000.00
<b>Adjusted Allocation</b>		0.00
<b>Remaining</b>		-50,000.00



Date: May 5, 2025

To: Kelly Williams, Executive Director of Teaching and Learning

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

**Subject: Recommendation of Tennessee Department of Transportation Grant Application**

Dr. Williams,


I recommend the Oak Ridge Schools Board of Education approve the FY26 Tennessee Department of Transportation Aviation Grant application in the amount of \$30,000.00. This is a competitive grant. If approved, funding will be used to purchase equipment and supplies for the Aviation Airframe & Powerplant course at Oak Ridge High School.

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

## Budget Request Overview

 <b>ITEM</b>	<b>Category*</b>	<b>QUANTITY</b>	<b>COST</b>	<b>TOTAL</b>	<b>OTHER</b>	<b>AMOUNT OF REQUEST</b>
Engine Repair Kit	A&P	1	\$3,000	\$3,000	\$0.00	\$3,000
Engine	A&P	1	\$12,000	\$12,000		\$12,000
Miscellaneous Parts & Shipping	A&P	1	\$9,400	\$9,400	\$5,000.00	\$9,400
Magneto Test	A&P	1	\$5,600	\$5,600		\$5,600
<b>TOTAL</b>				<b>\$30,000.00</b>	<b>\$5,000.00</b>	<b>\$30,000.00</b>



# Oak Ridge Schools

OFFICE OF  
Executive Director of Finance

Telephone (865) 425-9004

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## MEMORANDUM

**To:** Dr. Bruce Borchers, Superintendent of Schools  
**From:** Jenifer Van Dyke<sup>JVD</sup>, Executive Director of Finance  
**Subject:** **FY'25 Budget Transfer #4**  
**Date:** May 19, 2025

The attached FY'25 Budget Transfer #4 includes the following budget requests for Board of Education approval:

- Establish CRESO Grant Budget
- Establish Summer Learning Camp & Summer Learning Camp Transportation Grant Budgets.
- Routine budget transfers and revisions from April 23, 2025, through May 12, 2025.

## FY 25 FYTD Budget Summary - Budget Transfer #4

Fund	FY25 Original Approved Budget	Budget Amendment #1 & #2	Budget Transfer #1, #2, #3, & #4	FY25 Revised Budget Amounts
Fund 141 (General Fund)	\$ 75,708,960.00	\$ 1,269,414.76	\$ (40,364.76)	<b>\$ 76,938,010.00</b>
Fund 142 (Federal)	\$ 4,817,440.00	\$ -	\$ 40,364.76	<b>\$ 4,857,804.76</b>
Fund 143 (Food Service)	\$ 3,294,272.00	\$ 32,018.45		<b>\$ 3,326,290.45</b>
Fund 145 (Other Education)	\$ 159,434.00			<b>\$ 159,434.00</b>
Fund 146 (Extended Child Care)	\$ 499,932.00	\$ 5,660.00		<b>\$ 505,592.00</b>
<b>TOTAL All Funds</b>	<b>\$ 84,480,038.00</b>	<b>\$ 1,307,093.21</b>	<b>\$ -</b>	<b>\$ 85,787,131.21</b>

## Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Summer Learning Camps Grant - from Contingency	141 R 46980 000 000 00000 000	\$ 511,090.83	\$ -
	141 R 46590 000 098 00000 120	\$ -	\$ 511,090.83
Establish FY25 CRESO Grant (to Fund 142)	141 R 46980 000 000 00000 000	\$ 40,364.76	\$ -
Establish Summer Learning Camps Transportation Grant - from Contingency	141 R 46980 000 000 00000 000	\$ 54,320.87	\$ -
	141 R 44570 000 000 00000 000	\$ 38,376.98	
	141 R 46590 000 098 00000 123	\$ -	\$ 92,697.85
Fund 141 EXPENDITURES	Account Number	Increase	Decrease
Establish Summer Learning Camps Transportation Grant - from Contingency	141 E 72710 312 098 00000 123	\$ 82,697.85	\$ -
	141 E 72710 412 098 00000 123	\$ 10,000.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 92,697.85
Establish Safety Patrol Donation Budget	141 E 72130 599 000 00000 000	\$ 2,150.00	\$ -
	141 E 71900 599 000 00000 000	\$ -	\$ 2,150.00
Establish Summer Learning Camp Grant - from Contingency	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	\$ -
	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

<b>Establish FY25 CRESO Grant (to Fund 142)</b>	141 E 71900 599 000 00000 000	\$ -	\$ 40,364.76
<b>TOTAL</b>		<b>\$ 1,250,092.12</b>	<b>\$ 1,250,092.12</b>

## Fund 142 Budget Transfers

Fund 142 REVENUES	Account Number	Decrease	Increase
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Establish FY25 CRESO Grant (from 141 Contingency)	142 R 47590 000 000 00000 000	\$ 89,965.04	\$ -	
	142 R 47990 000 058 00000 000	\$ -	\$ 130,329.80	

Fund 142 EXPENDITURES	Account Number	Increase	Decrease
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	142 E 73300 189 058 00000 000	\$ 10,032.00	\$ -	
	142 E 73300 201 058 00000 000	\$ 621.98		
	142 E 73300 204 058 00000 000	\$ 907.56		
	142 E 73300 212 058 00000 000	\$ 145.46		
	142 E 73300 308 058 00000 000	\$ 11,300.00		
Establish FY25 CRESO Grant (from 141 Contingency)	142 E 73300 399 058 00000 000	\$ 83,654.00		
	142 E 73300 429 058 00000 000	\$ 4,798.00		
	142 E 73300 599 058 00000 000	\$ 4,600.00		
	142 E 73300 524 058 00000 000	\$ 2,000.00		
	142 E 73300 790 058 00000 000	\$ 4,878.00		
	142 E 99100 504 058 00000 000	\$ 7,392.80		
	142 E 71900 000 000 00000 000		\$ 89,965.04	

<b>TOTAL</b>		<b>\$ 220,294.84</b>	<b>\$ 220,294.84</b>	
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**Oak Ridge High School**  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
(865) 425-9601 Fax: (865) 425-9678

DATE: May 9, 2025

Matthew Bradburn  
Executive Director of Human Resources  
Oak Ridge Schools

Dear Mr. Bradburn,

I have completed my Ed.D. through Liberty University. Attached is my formal transcript.

I would like to request an adjustment to my salary to reflect the advanced degree earned. I am at Step 14 MS+30 on the new salary schedule and hope to have my pay increased to the DR level.

I have attached an official transcript reflecting the completed coursework. This has also been uploaded to TN Compass. I believe the next board meeting is May 19, 2025, and I am requesting board approval to adjust my salary.

Please let me know if there is anything else you need from me. Thank you so much.

Sincerely,

Dr. Patrick LaDue  
Automotive Technology Instructor  
Oak Ridge High School  
Classroom: 865-425-2595  
Cell: 865-414-9948



*Principal*  
**Drayton Hawkins**

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

*Athletic Director*  
**Joe B. Gaddis**



**Oak Ridge High School**  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
(865) 425-9601 Fax: (865) 425-9678

May 1, 2025

Matthew Bradburn  
Executive Director of Human Resources  
Oak Ridge Schools

Dear Matthew,

I am currently working toward my Education Specialist (EdS) degree through Arkansas State University-Jonesboro and just finished my second semester of coursework consisting of three courses and nine credit hours for a total of seven courses and 21 credit hours.

As such, I would like to formally request an adjustment to both my salary and television stipend (which is based on my salary) to reflect the additional earned credits.

I am on the old salary schedule and currently on Step 14 with my Master+10. I am requesting an adjustment one column to the right so I would be on Step 14 with my Masters+20.

My official transcript is included.

I understand that this request will need to be added to the agenda for the May 19, 2025 Board of Education meeting.

Please let me know if there is anything else you need from me.

Sincerely,

Dave Kolodney  
Broadcasting Teacher  
CCTE Department Chair  
Oak Ridge High School

*Principal*  
**Drayton Hawkins**

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

*Athletic Director*  
**Joe B. Gaddis**



**Oak Ridge High School**  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
(865) 425-9601 Fax: (865) 425-9678

May 12, 2025

Dear Mr. Bradburn,

I have completed my Doctor of Education degree through Trevecca Nazarene University. I have had my official transcript sent to Mrs. Cathy Dunning. I would like to request an adjustment to my salary to reflect the degree that I have obtained.

I am confident that TN Compass will be updated soon to reflect the change in my status. I am requesting that this item be added to the next school board meeting for consideration.

Please let me know if you need any more information. Thank you for your consideration.

Sincerely,

Dr. Drayton Hawkins  
Principal  
Oak Ridge High School

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

*Principal*  
**Dr. Drayton Hawkins**

*Athletic Director*  
**Joe B. Gaddis**



**Oak Ridge High School**  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
(865) 425-9601 Fax: (865) 425-9678

Matthew Bradburn  
Executive Director of Human Resources  
Oak Ridge Schools

Dear Mr. Bradburn,

I have completed my Ed. S. through Carson-Newman University. Attached is my unofficial transcript. The official transcript has been ordered and should be sent to Ms. Cathy Dunning at [cddunning@ortn.edu](mailto:cddunning@ortn.edu)

I would like to request an adjustment to my salary to reflect the advanced degree earned. I am on Step 19 on the new salary schedule and hope to be moved to Step 19, Ed. S.

I have attached an unofficial transcript reflecting the completed coursework. This has also been uploaded to TN Compass. I believe the next board meeting is May 19 and I am requesting board approval to adjust my salary.

Please let me know if there is anything else you need from me. Thank you so much.

Sincerely,

Sonya Minarik



*Principal*  
**Drayton Hawkins**

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

*Athletic Director*  
**Joe B. Gaddis**



**Dr. Bruce Borchers, Superintendent**  
**OAK RIDGE SCHOOLS**  
304 New York Avenue  
Oak Ridge, TN 37830

May 12, 2025

Re: Board Policy 5.110 Compensation Guides & Contracts

The updates to BOE policy 5.110 are to bring into alignment our policy and our contracts. When moving to the Balanced Calendar in 2014 followed by additional changes to the school calendar in 2020, the policy was not updated to reflect those approved changes. This resulted in the workdays not aligning accurately with our contracts or policy for instructional positions.

These changes also result in better alignment with neighboring districts. Additionally, a minor change was made to paid holidays to create an alignment of holidays across multiple district calendars.

# Oak Ridge Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date: <b><u>-05/19/25</u></b>
		Rescinds: <b>IV-13-18 / IV- 26</b>	Issued: <b><u>01/26/15</u></b>

1 ~~Certified-Licensed~~ personnel must make a written contract with the Board at a fixed salary per ~~month~~  
2 ~~year~~ before entering upon their duties.<sup>1</sup>

3 The superintendent shall establish the salary rating of each person employed, ~~and shall recommend such~~  
4 ~~salary rating to the Board for its approval.~~<sup>2</sup>

## 5 For Teachers

6 A. Contracts shall include ~~206-200~~ days of responsibility as follows:

7 1. ~~183-180~~ teaching days, with days lost because of snow or emergency conditions to be made  
8 up in accordance with the school calendar.

9 2. ~~13-10~~ additional working days, to be used for in-service education, parent conferences, and  
10 educational planning—these days to include pre-school workshop and post-school workshop  
11 as established in the school calendar and days or hours as may be established throughout the  
12 school year in addition to regular teaching days and hours.

13 3. 10 vacation days, to cover the State of Tennessee requirement for vacation days for teachers.  
14 The contract teaching salary includes compensation equal to ~~206-200~~ work days, although  
15 only ~~196-190~~ actual teaching and work days or their equivalent are scheduled.

16 B. Deductions shall be made from the teaching salary for unauthorized absences or authorized  
17 leaves without pay on a teaching or workshop day at a rate of  $1/\del{206-200}$  of teacher's annual  
18 salary for a full workday absence and  $.5/\del{206-200}$  for a one-half ~~workday~~ absence.

## 19 For ~~Instructional Technology Psychologists, Innovation Coaches, & PLC Coaches~~

20 A. In addition to the days of responsibility and vacation days specified for teachers' contracts, the  
21 contract shall include an additional ~~fifteen-ten (1510)~~ work days of service to the school system  
22 to comprise workshop time for the administrative staff before and after the teacher workshops  
23 and such other days as specified by the superintendent of schools.

24 B. Deductions shall be made for unauthorized absences or authorized leaves without pay on a  
25 teaching or workshop day at the rate of  $1/\del{221-210}$  of the scheduled annual salary for a full work  
26 day absence and  $.5/\del{221-210}$  for a one-half work day absence.

## 27 For Counselors, ~~Psychologists~~ and Subject Area Coordinators

28 A. In addition to the days of responsibility and vacation days specified for teachers' contracts, the  
29 contract shall include an additional twenty (20) work days of service to the school system to  
30 comprise workshop time for the administrative staff before and after the teacher workshops and  
31 such other days as specified by the superintendent of schools.

A.B. Deductions shall be made for unauthorized absences or authorized leaves without pay on a teaching or workshop day at the rate of 1/226-220 of the scheduled annual salary for a full work day absence and .5/226-220 for a one-half work day absence.

For Administrators

Central Office administrators and principals shall be responsible for 261-255 work days during the fiscal year, with the provision for holidays and vacation as follows:

A. Holidays – The above specified professional personnel on twelve (12) months’ contract shall be entitled to the following ten (10) holidays with pay when these days fall on a work day and school is not open: New Year’s Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, ~~the Fourth of July~~, Labor Day, ~~the day before Thanksgiving~~, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a work day when school remains open, or falls on a Saturday or Sunday, the superintendent shall designate another day convenient to the school system to be observed.

B. Vacation – The above specified professional personnel on twelve (12) months’ contract shall be entitled to a vacation of twenty-four (24) work days. These days shall be scheduled at the convenience of the school system and specific dates shall be approved by the superintendent of schools. Only five (5) days may be taken while school is in session. Exceptions will require approval of the superintendent of schools.

For purposes of counting vacation days, the year shall run from July 1 through June 30. For the convenience of the school system, the employee shall be allowed until June 30 of the following fiscal year to use the vacation days accrued in the immediately preceding fiscal year.

The school calendar adopted by the Board each year shall become part of each employee’s contract.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.<sup>1,4</sup>



Legal References

- 1. TCA 49-2-203(a)(1); TCA 49-5-408
- 2. TCA 49-5-402
- 3. TCA 49-6-3004
- 4. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual Internal School Funds Manual*, Section 5, Title 6

Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll Procedures 2.802
- Salary Deductions 2.803

# Oak Ridge Board of Education

Monitoring:  Review: Annually, in January	Descriptor Term:  <b>Credit for Prior Service Advanced Preparation</b>	Descriptor Code: <b>5.1101</b>	Issued Date: <u>05/19/25</u> 01/26/15
		Rescinds: <b>5.1101 / IV-27</b>	Issued: <u>01/26/15</u> 03/29/07

## 1 PRIOR SERVICE

2 The maximum allowable experience limit is determined annually by the Board as part of budget  
3 adoption. Experience earned outside of Oak Ridge Schools must comply with the current guidelines  
4 established by the Tennessee State Department of Education (SDE) to be considered acceptable.

5 The Superintendent may award up to a maximum of five years of experience credit in order to employ  
6 highly qualified teachers with the occupational license.

## 7 ADVANCED PREPARATION

8 All personnel designated by the State Department of Education shall possess a state license. A person  
9 with a baccalaureate degree will be placed on the salary index approved by the board of education at the  
10 baccalaureate level.

11 ~~1. With a transcript for ten (10) semester hours or equivalent quarter hours\* above the~~  
12 ~~baccalaureate degree, earned after July 1, 1971, which may be any hours taken, a person will~~  
13 ~~be placed at that level on the salary index approved by the board of education.~~

14 ~~2. To be placed on the baccalaureate +20 step of the salary index as approved by the board of~~  
15 ~~education, the twenty (20) semester hours or equivalent quarter hours\* recognized as~~  
16 ~~intermediate steps must be toward a master's degree and earned after July 1, 1971, and the~~  
17 ~~nature of courses pursued in the graduate program must indicate that public education is the~~  
18 ~~primary aim of the teacher as a career.~~

19 A teacher~~Licensed personnel~~ shall be placed on the master's degree salary schedule only on the basis of  
20 a granted master's degree or license ~~by the~~ from a CHEA accredited college or university attended and  
21 the State Department of Education that all requirements for the degree have been met ~~by October 1 of~~  
22 ~~that fiscal year,~~ provided, however, that the degree has been earned in a college or university approved  
23 by recognized accrediting agencies for granting graduate degrees, and the nature of courses pursued in  
24 the graduate program indicates that public education was the primary aim of the teacher personnel as a  
25 career.

26 ~~The ten (10) and twenty (20) semester hours or equivalent quarter hours\* above the master's degree must~~  
27 ~~be approved by the school principal and the superintendent or his/her designee prior to taking the courses~~  
28 ~~for placement at either level on the salary index as approved by the board of education. For placement~~  
29 ~~on these levels, the person must also have the experience required by the approved salary index.~~

1 ~~A teacher~~Licensed personnel shall be placed on the master's degree plus thirty (30) semester hours or  
2 equivalent quarter hours\* salary schedule only if the requirements of the Tennessee State Department of  
3 Education for that salary level and teaching experience as outlined in the teacher salary index approved  
4 by the ~~B~~board of Education are met. All requirements for the master's degree plus thirty (30) semester  
5 hours or equivalent quarter hours rating must also be met. ~~by October 1 of that fiscal year. Any exception~~  
6 ~~to this policy must be approved by the board of education.~~

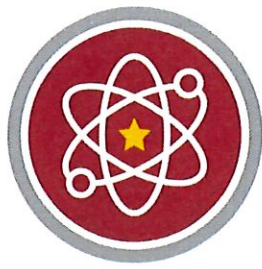
7 Licensed personnel shall be placed on the education specialist degree salary schedule only on the basis  
8 of a granted education specialist degree from a CHEA accredited college or university or confirmation  
9 by the university and the State Department of Education that all requirements for the degree have been  
10 met, and if teaching experience as outlined in the teacher salary index approved by the Board of  
11 Education has also been met.

12 ~~A teacher~~Licensed personnel shall be placed on the doctor's degree salary schedule only on the basis of  
13 a granted doctor's degree from a CHEA ~~n~~ accredited college or university or confirmation ~~license~~ by  
14 the university and the State Department of Education that all requirements for the degree have been  
15 met ~~by October 1 of that fiscal year~~, and if teaching experience as outlined in the teacher salary index  
16 approved by the ~~B~~board of Education has also been met.

17  
18 If a teacher's requirements for any above-referenced advanced degree are met AND approved by the  
19 State Board of Education by August 1 of that fiscal year, then his/her salary will increase effective  
20 August 15 of that fiscal year. If a teacher's requirements for any above-referenced advanced degree are  
21 met AND approved by the State Department of Education by February 1 of that fiscal year, then  
22 his/her salary will increase effective February 15 of that fiscal year. Any advanced degree requirements  
23 met after February 1 will result in a salary increase in the following fiscal year.

24  
25 If a licensed administrator's requirements for any above-referenced advanced degree are met AND  
26 approved by the State Board of Education by July 1 of that fiscal year, then his/her salary will increase  
27 effective July 15 of that fiscal year. If a licensed administrator's requirements for any above-referenced  
28 advanced degree are met AND approved by the State Department of Education by January 1 of that  
29 fiscal year, then his/her salary will increase effective January 15 of that fiscal year. Any advanced  
30 degree requirements met after January 1 will result in a salary increase in the following fiscal year.

*\*Note: Three quarter hours are equivalent to two semester hours.*



# Oak Ridge

SCHOOLS

Maintenance and Operations

**OFFICE OF MAINTENANCE AND OPERATIONS**

**DATE: April 30, 2025**

**TO: Jen Laurendine, Executive Director of Leadership**

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

**SUBJECT: Woodland Elementary School Fire Alarm Replacement**

Ms. Laurendine,

I am recommending the Oak Ridge Schools Board of Education accept the bid from Commercial Building Systems of Knoxville TN in the amount of \$160,000.00 for the replacement of the Woodland Elementary School fire alarm system. The current system is in need of replacement due to increased maintenance issues and to bring the system in compliance with the current Life Safety Code requirements. The district maintenance department has developed a replacement schedule for building life safety systems to be carried out on a biannual schedule for district buildings.

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

Funding for this project will be spread over fiscal years 2025 and 2026 from 76100 707 Building Improvements.

Thank You,

Allen Thacker

Director of Maintenance and Operations

***Maintenance Office***

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

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

## Bid Form

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

Project: **Woodland Elem. Fire Alarm  
RFP 25-003**

Bid Opening: **2:00 PM EDT, April 29, 2025**

Company Name: Commercial Building Systems

Address: 9821 Cogdill Rd  
Suite 4A Knoxville, TN 37932

Phone Number: 865-824-3063

Email: awilson@cbisincorp.com

Signature: 

Title: President

Date: 4-24-25

**Main Bid:** *This price is to be for the complete specified equipment and installation as outlined within this RFP 25-003. ALL COSTS ARE TO BE INCLUDED IN THE FINAL PRICE.*

**Bid Amount:** Woodland Elem. Fire Alarm \$ 160,000 USD

**Please attach detailed specification**

**CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT**

STATE OF Tennessee

COUNTY OF Knox

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

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

Further affiant saith naught.  
Principal Officer

STATE OF Tennessee

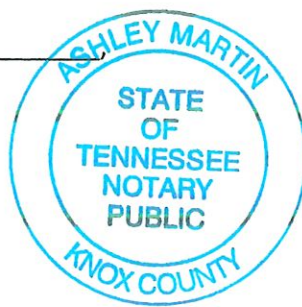
COUNTY OF Knox

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

Witness my hand and seal at office this 24 day of April 2025.

Notary Public

My commission expires: 7/29/28



**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF Tennessee COUNTY OF Knox

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

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

Further affiant saith naught.

Principal Officer: [Signature]

STATE OF Tennessee

COUNTY OF Knox

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

Witness my hand and seal at office this 24 day of April  
2025.

Notary Public: [Signature]

My commission expires 7/29/28



**IRAN DIVESTMENT ACT REQUIREMENTS**

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

**CERTIFICATION**

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

  
\_\_\_\_\_  
Signature

*4-24-25*  
\_\_\_\_\_  
Date

*Anthony Wilson*  
\_\_\_\_\_  
Printed Name

*President*  
\_\_\_\_\_  
Title

*Commercial Building Systems Inc*  
\_\_\_\_\_  
Name of Firm/Company

\*[https://tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_An\\_n.\\_12-12-106.\\_Iran\\_Divestment\\_Act-July.pdf](https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_An_n._12-12-106._Iran_Divestment_Act-July.pdf)

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between C. B. S. Inc  
Name of Contractor

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

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

Name of Contractor: Commercial Building Systems Inc  
By: Anthony Wilson

Title: President

STATE OF Tennessee  
County of Knox

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

C. B. S. Inc  
[Signature]  
Signature

Witness by hand and Notaries seal at office this 24 day of April,  
year of 2025.

[Signature]  
Notary Public

My Commission Expires: 7/29/28



**NON-COLLUSION AFFIDAVIT**

NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY CONTRACTOR

State of Tennessee

County of Knox

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

Subscribed and sworn to (or affirmed) before me this 24 day

of April, 2025.

[Signature]

Signature of Officer

[Signature]

Notary Signature

Anthony Wilson

Typed Name of Officer

Office

Notary Seal



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

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
		<b>Commercial Building Systems Inc</b>	
	<b>2</b>	Business name/disregarded entity name, if different from above.	
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b>	City, state, and ZIP code	
	<b>7</b>	List account number(s) here (optional)	
		<b>9821 Cogdill Road Suite 4A</b>	
		<b>Knoxville, TN 37932</b>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>						
or											
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2	0	-	0	0	7	0	0	9	5		

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person

Date **4-26-24**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**Commercial Building Systems Inc**

---

**9821 Cogdill Rd. Suite 4A  
Knoxville, TN 37932  
Phone: 865-824-3063  
Fax: 865-824-3064  
TN License # ASC-1113**

All devices come with a 36 month warranty and one year on the labor.



**Commercial Building Systems Inc**

9821 Cogdill Rd. Suite 4A  
Knoxville, TN 37932  
Phone: 865-824-3063  
Fax: 865-824-3064  
TN License # ASC-1113

# PROPOSAL

<b>Customer #</b>	<b>Estimate Date:</b>	<b>Estimate #</b>
10017	4/28/25	18856

**Bill To:**

Oak Ridge Schools  
Maintenance & Operations  
P.O. Box 6677  
Oak Ridge, TN 37830

**Install Location:**

Woodland Elementary  
168 Manhattan Avenue  
Oak Ridge, TN 37830

Qty	Description	Unit Amount	Tax	Total
1	FCI ADDRESSABLE MONITOR MODULE	\$95.33	Y	\$95.33
20	FCI ADDRESSABLE RELAY MODULE	\$162.98	Y	\$3,259.60
2	SUPERVISED RELAY MODULE	\$148.63	Y	\$297.26
133	FCI PHOTO SENSOR	\$140.43	Y	\$18,677.19
7	FCI 190 DEGREE THERMAL SENSOR	\$91.50	Y	\$640.50
55	FCI ADDRESSABLE PULL STATION	\$167.00	Y	\$9,185.00
140	System Sensor Base	\$23.06	Y	\$3,228.40
17	MCS-COP3 Photoelectric and CO Sensor	\$263.43	Y	\$4,478.31
4	WALL, RED, SELECTABLE CANDELA, SPEAKER/STROBE	\$153.00	Y	\$612.00
83	SPSCWL-TILE DROP IN TILE SPKR/STRB	\$275.00	Y	\$22,825.00
34	INNOVAIRFLEX INTELLIGENT DUCT DETECTOR	\$246.00	Y	\$8,364.00
34	INNOVAIRFLEX SAMPLING TUBE STEEL	\$32.48	Y	\$1,104.32
34	ASD-PL3R Analog photoelectronic sensor, remote test capable	\$131.20	Y	\$4,460.80
2	ENCLOSURE, TRANSPONDER, BLACK, C SIZE	\$909.00	Y	\$1,818.00
1	INCC-MIC	\$697.00	Y	\$697.00
1	E3 ASM-16	\$750.00	Y	\$750.00
6	E3 AM-50	\$890.00	Y	\$5,340.00
3	HPF-PS10 PS Series 10 Amp	\$989.13	Y	\$2,967.39
2	INI-VGX INI-VGX-UTP transponder voice gateway	\$2,570.00	Y	\$5,140.00
1	INI-VGC command center voice gateway	\$2,634.25	Y	\$2,634.25
1	Installation	\$32,500.00	Y	\$32,500.00
1	Installation Material	\$15,000.00	Y	\$15,000.00
10	POWERSONIC 7 AMPHOUR BATTERY	\$49.99	Y	\$499.90
2	9 AMP POWER SUPPLY	\$1,005.00	Y	\$2,010.00
2	MTG PLATE,INCC,C SIZE	\$207.05	Y	\$414.10
34	MAGNETIC DNR TEST SWITCH	\$87.29	Y	\$2,967.86
1	HON-CGW-MBB CLSS Gateway	\$785.00	Y	\$785.00
42	SCWL-TILE DROP IN TILE STROBE	\$226.00	Y	\$9,492.00



# Oak Ridge

SCHOOLS

Maintenance and Operations

**DATE: May 15, 2025**

**TO: Jen Laurendine, Executive Director of Leadership**

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

**SUBJECT: Purchase of WCA and Blankenship Scoreboards from Digital Scoreboards LLC.**

Ms. Laurendine,

I am recommending that the Oak Ridge Schools Board of Education approve the attached contract with Digital Scoreboards LLC for purchase and installation of video scoreboard equipment at Wildcat Arena and Blankenship Field. Replacement equipment would include all mounted scoreboard equipment and controllers at WCA and replacement of the main video board, play clocks, South end scoreboard, and controllers at Blankenship Field. All equipment has reached or exceeded its planned lifecycle. This purchase is covered under the TIPS cooperative purchasing agreement.

The purchase will be contingent upon approval of the FY26 budget, which includes a \$150,000 downpayment, and a financing lease agreement in the amount of \$386,306.00 by the Board of Education and the Tennessee Comptroller of the Treasury. In the event the lease agreement is not approved, the purchase will be funded using existing fund balance.

Thank you,

Allen Thacker

Director of Maintenance and Operations.

***Maintenance Office***

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

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



# DIGITAL SCOREBOARDS

May 14, 2025

**Oak Ridge Schools**  
304 New York Ave  
Oak Ridge, TN 37830

RE: Oak Ridge High School

Thank you for the opportunity to present proposed financing. I am submitting for your review the following proposed structure:

ISSUER:	Oak Ridge Schools		
FINANCING STRUCTURE:	Tax Exempt Lease Purchase Financing		
	<u>COST LESS DOWN PAYMENT</u>		
PROJECT COST:	\$ 536,306.00-\$150,000.00=\$386,306.00		
ANNUAL TERM:	5 Years	7 Years	10 Years
PAYMENT AMOUNT:	\$ 91,522.84	\$ 68,764.01	\$ 52,581.42
INTEREST RATE:	5.203%	5.27%	5.622%
PAYMENTS BEGINNING:	One year from signing, annually thereafter		

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time. The above payment amount includes 2% of the equipment cost to cover all costs associated with the financing. These costs can include documentation fees, legal fees, issuance expenses, etc.

As with all of our financing, there are no prepayment penalties and if a lower rate becomes available we will pass it through.

Our finance programs are flexible and my goal is customer delight. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

*Tara Clawson-Cherry*

Vice President Public Finance  
Direct 817-988-9880  
[tara.clawson@govcap.com](mailto:tara.clawson@govcap.com)

*The transaction described herein is an arm's length, commercial transaction between you and Digital Scoreboards. The terms of the proposed financing are being provided solely in response to your specific inquiry and for your professional consideration.*



# DIGITAL SCOREBOARDS

Compound Period: Annual  
Nominal Annual Rate: 5.203%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal
Loan	7/1/2025			
1	7/1/2026	\$ 91,522.84	\$ 20,502.21	\$ 71,020.63
2	7/1/2027	\$ 91,522.84	\$ 16,806.86	\$ 74,715.98
3	7/1/2028	\$ 91,522.84	\$ 12,919.23	\$ 78,603.61
4	7/1/2029	\$ 91,522.84	\$ 8,829.32	\$ 82,693.52
5	7/1/2030	\$ 91,522.84	\$ 4,526.58	\$ 86,996.26
Grand Totals		\$ 457,614.20	\$ 63,584.20	\$ 394,030.00

Compound Period: Annual  
Nominal Annual Rate: 5.270%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal
Loan	7/1/2025			
1	7/1/2026	\$ 68,764.01	\$ 20,765.38	\$ 47,998.63
2	7/1/2027	\$ 68,764.01	\$ 18,235.85	\$ 50,528.16
3	7/1/2028	\$ 68,764.01	\$ 15,573.02	\$ 53,190.99
4	7/1/2029	\$ 68,764.01	\$ 12,769.85	\$ 55,994.16
5	7/1/2030	\$ 68,764.01	\$ 9,818.96	\$ 58,945.05
6	7/1/2031	\$ 68,764.01	\$ 6,712.56	\$ 62,051.45
7	7/1/2032	\$ 68,764.01	\$ 3,442.45	\$ 65,321.56
Grand Totals		\$ 481,348.07	\$ 87,318.07	\$ 394,030.00

Compound Period: Annual  
Nominal Annual Rate: 5.622%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal
Loan	7/1/2025			
1	7/1/2026	\$ 52,581.42	\$ 22,152.37	\$ 30,429.05
2	7/1/2027	\$ 52,581.42	\$ 20,441.65	\$ 32,139.77
3	7/1/2028	\$ 52,581.42	\$ 18,634.75	\$ 33,946.67
4	7/1/2029	\$ 52,581.42	\$ 16,726.27	\$ 35,855.15
5	7/1/2030	\$ 52,581.42	\$ 14,710.49	\$ 37,870.93
6	7/1/2031	\$ 52,581.42	\$ 12,581.39	\$ 40,000.03
7	7/1/2032	\$ 52,581.42	\$ 10,332.58	\$ 42,248.84
8	7/1/2033	\$ 52,581.42	\$ 7,957.35	\$ 44,624.07
9	7/1/2034	\$ 52,581.42	\$ 5,448.59	\$ 47,132.83
10	7/1/2035	\$ 52,581.42	\$ 2,798.76	\$ 49,782.66
Grand Totals		\$ 525,814.20	\$ 131,784.20	\$ 394,030.00

*The transaction described herein is an arm's length, commercial transaction between you and Digital Scoreboards. The terms of the proposed financing are being provided solely in response to your specific inquiry and for your professional consideration.*



**DIGITAL  
SCOREBOARDS**

MAY 8, 2025

Prepared For:

**OAK RIDGE HIGH SCHOOL**

City / State

Oak Ridge, TN

Contact Name

Jennifer Laurendine

Contact E-Mail

[jllaurendine@ortn.edu](mailto:jllaurendine@ortn.edu)

Contact Number

(865) 338-2904

**OMNIA CO-OP CONTRACT #08-38**



**DIGITAL SCOREBOARD  
PACKAGE CONTRACT**



**SCOREVISION**

Prepared by

Blake Bearden, VP of Sales

[blake@digitalscoreboards.net](mailto:blake@digitalscoreboards.net)

678-773-5320 mobile / 888-738-4230



# DIGITAL SCOREBOARDS

## PACKAGE SUMMARY

48' x 16' – 10mm Display

ScoreVision Rack & Software Suite

Retrofit Installation

11-year parts/5-year labor warranty

QTY	ITEM	ITEM DESCRIPTION	TOTAL
1	Digital Display	48' x 16' – 10mm – 1440 x 480 691,200 Total Pixels 10,125 NIT - Ultra High Output Brightness	Included
1	Fiber Convertors Fiber Enclosure	Single-Mode Fiber Convertors and All-Weather Fiber Enclosure	Included
1	Control System	ScoreVision Rack, Nova Video Processor, iPad System, Connectors and Accessories	Included
1	Software System	ScoreVision Software Suite (1 <sup>st</sup> year ASL Included) (\$7,500 ASL Beginning Year 2)	Included
1	Graphics Package	Digital Scoreboards Silver Level Animation & Graphics Package	Included
1	Onsite Tech	Onsite Tech, Commissioning & System Training	Included
1	Removal	Removal & Disposal of Existing Scoreboard System	Included
1	Installation	Installation of Digital Display onto Existing Structure Upper Truss from Existing Signage Will Stay or Be Re-Installed	Included
		<b><u>Industry Best</u></b>	
1	Digital Warranty	11-year parts / 5-year onsite labor (excludes lift, if no catwalks) 24/7/365 Live Diagnostics Monitoring with Full Redundancy 3% Onsite Spare Parts Package 7 Day a Week In-House Support & Tech Center	Included
1	Freight	Freight to Destination	Included
<b>PACKAGE PRICE</b>			<b>\$370,000.00</b>
<b>REFURBISHED DIGITAL SCOREBOARD BUYBACK CREDIT</b>			<b>-\$65,000.00</b>
<b>PACKAGE PRICE, PRICING GOOD FOR 30 DAYS (SUBJECT TO CHANGE)</b>			<b>\$305,000.00</b>
OPTIONAL ITEMS			
		Takedown of Existing Scoreboard and Play Clocks	
		Install of 8'x25' Wireless Scoreboard and One Set of Play clocks onto Existing Poles	\$33,656.00
		Console and Rack Integration into Scorevision Rack Equipment for Ipad Scoring	



# DIGITAL SCOREBOARDS

## ARENA PACKAGE SUMMARY

(4) 12' x 7' Displays / (2) 9' x 3' Displays  
 ScoreVision Rack & Software Suite  
 Standard Installation  
 7-year parts/5-year labor warranty

QTY	ITEM	ITEM DESCRIPTION	TOTAL
4	Digital Displays	12' x 7' – 3.9mm – 896 x 512 452,768 Pixels Per Display	Included
2	Digital Displays	9' x 3' – 3.9mm – 640 x 256 163,840 Pixels Per Display	Included
1	Control System	ScoreVision Rack System, Nova Video Processor, iPad System, Connectors and Accessories	Included
1	Software System	ScoreVision Software Suite (1 <sup>st</sup> year ASL Included) (\$7,500 ASL Beginning Year 2, Paid Direct to SV yrs 2-5)	Included
1	Graphics Package	Digital Scoreboards Silver Level Animation and Graphics Package	Included
1	Tech	Onsite Tech, Commissioning & Training	Included
1	Removal	Removal & Disposal of Existing Scoreboard System	Included
1	Center-Hung Installation	Display & Frame Installation From Existing Ceiling Beams (excludes any new steel if needed and roof engineering) See Exclusions Page for Items Not Included	Included
2	Display Installations	Installation onto Smooth Block Wall	Included
1	Lift Rental	Two-Man Scissors Lift Rental	Included
1	Digital Warranty	<b>Industry Best</b> 7-year parts / 5-year onsite labor (excludes lift) 3% Onsite Spare Parts Package 7 Day a Week In-House Support & Tech Center	Included
1	Freight	Freight to Destination	Included

**PACKAGE PRICE, PRICING GOOD FOR 30 DAYS (SUBJECT TO CHANGE)**

**\$197,650.00**

# GET THE CROWD HYPED!



## CUSTOM ANIMATIONS FOR ANY VENUE!

### Silver Package

- Includes two animation styles for each sport at the facility
- Includes 10+ animations that can be used across most sports
- Customized in team colors
- Incorporates school logo and team name where appropriate



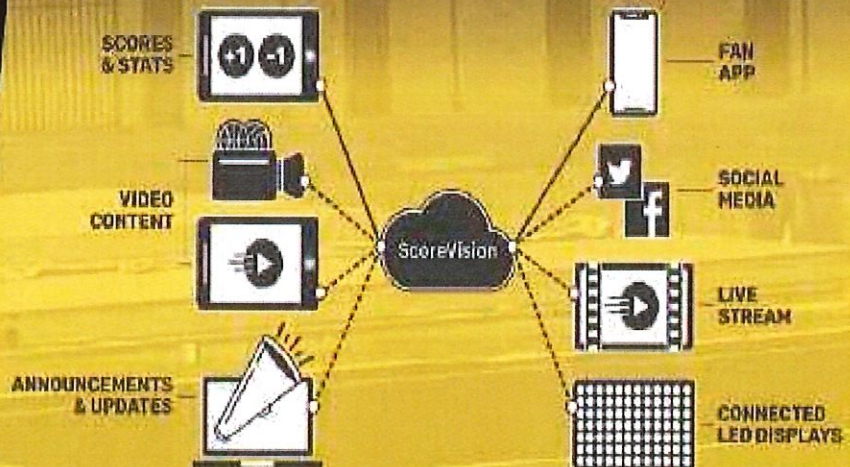
[WWW.DIGITALSCOREBOARDS.NET](http://WWW.DIGITALSCOREBOARDS.NET)

INDOOR • OUTDOOR • SOUND SYSTEMS • CONTROL ROOMS • ENGINEERING • TURNKEY INSTALLATIONS

# MORE THAN THE SCORE



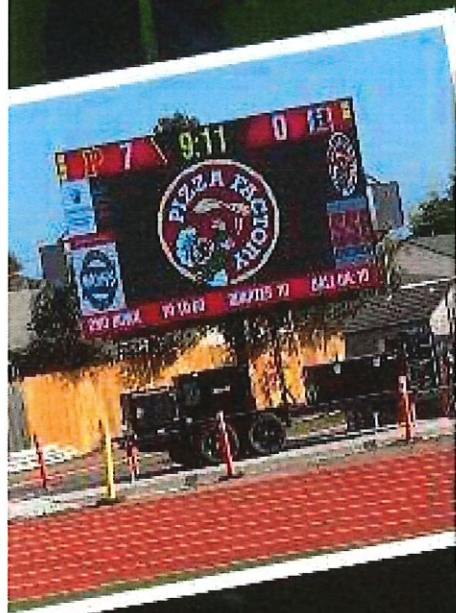
ENGAGE FANS WITH  
SCORES, STREAMS, VIDEO,  
SOCIAL MEDIA & IN-VENUE  
PRODUCTIONS



WWW.DIGITALSCOREBOARDS.NET

# CO-OP PURCHASING

AVOID THE BIDDING PROCESS  
TO STREAMLINE YOUR PURCHASING



## TIPS

- Contract #220704 (Audio, Visual, Supplies & Services)
- Contract #22090101 (Scoreboards & Services)

## OMNIA / NCPA

Contract #08-38

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SCOREBOARDS**

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## DIGITAL SCOREBOARDS:

# CLIENT PROJECT TIMELINE

### Stage 1

#### Pre-sale

Prepare proposal & designs  
Preliminary Site Plans  
Schedule site visit  
Determine initial costing  
Assign project manager



### Stage 2

#### Contracting / Invoicing

Final contract to customer  
Send deposit invoice or  
finalize financing plans



### Stage 3

#### Pre-construction

Finalize drawings & submittals  
Coordinate install timelines  
Finalize subcontractor list  
Coordinate any special site  
considerations



### Stage 4

#### Assembly

Prepare and prep final materials  
Transport product to venue for  
onsite assembly



### Stage 5

#### Construction

Coordinate timeline of arrival  
Work with facility staff to  
ensure smooth install  
Complete installation



### Stage 6

#### Customer Service

Post-construction call w/ client  
Schedule equipment training  
Field customer questions  
post-installation  
Prepare final invoicing



**DIGITAL SCOREBOARDS**

[digitalscoreboards.net](http://digitalscoreboards.net)

## TERMS AND CONDITIONS OF SALE

**Interpretation, Definitions and Modifications.** The following terms and conditions ("Terms and Conditions") govern the sale of products (each, a "Product" and together the "Products") and installation, maintenance, and other ancillary services (each, a "Service" and together the "Services") by Digital Scoreboards, LLC, to the customer set forth in the Sales Agreement ("Buyer"). As used herein, "Agreement" shall mean the following (including, without limitation, all documents or instruments referenced herein):

- The Sales Agreement to which these Terms and Conditions are attached; and
- All Change Orders properly executed as set forth herein.

Capitalized terms used but not otherwise defined in this Section shall have the same meaning as provided elsewhere in the Agreement.

**1. Proposal.** The proposal to which these Terms and Conditions is attached (the "Proposal") shall be valid for no more than 15 days, unless otherwise stated therein. The Proposal is subject to change by Digital Scoreboards, LLC at any time upon notice to Buyer. Once accepted by Buyer by written acceptance or acknowledgment (which may be via email), the Proposal shall become the "Sales Agreement," a valid, binding and enforceable contract.

**2. Change Orders.** The Agreement, including but not limited to the Products and Services, may only be altered, modified, superseded, or amended by a written document ("Change Order") that specifically references the Agreement, sets forth the change and is signed by an authorized Digital Scoreboards, LLC representative. Such document shall be referred to as a "Change Order." In the event a Change Order is signed before Digital Scoreboards, LLC ships the Product to Buyer, Digital Scoreboards, LLC will include the additional cost of the Change Order in the sales invoice. In the event a Change Order is signed after Digital Scoreboards, LLC ships the Product to Buyer, Digital Scoreboards, LLC will invoice Buyer for the additional cost of the Change Order separately.

**3. Price; Payment Terms.** Buyer shall purchase the Products and Services from Digital Scoreboards, LLC at the price detailed in the Agreement (the "Price") and on the payment terms set forth in the Agreement. Any deposit under the Agreement is non-refundable. The Price does not include fees for government required inspections, special assessments, permits (including but not limited to installation permits), union costs, tariffs, taxes (including sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any governmental authority on any amounts payable by Buyer), and Buyer shall be responsible for all such charges, costs and taxes; if applicable, upon Digital Scoreboards, LLC's request, Buyer shall provide a tax exemption certificate in a form acceptable to Digital Scoreboards, LLC in advance of the delivery of the Product. In addition to all other remedies available under the Agreement (which Digital Scoreboards, LLC does not waive by the exercise of any rights hereunder), Digital Scoreboards, LLC shall be entitled to suspend the delivery of any Product or Service if Buyer fails to pay any amounts when due hereunder and such failure continues for three (3) days following written notice thereof. Buyer shall not withhold payment of any amounts due and payable by reason of any set-off of any claim or dispute with Digital Scoreboards, LLC, whether relating to Digital Scoreboards, LLC's breach, bankruptcy or otherwise, or arising under any other sales or service order or transaction between Digital Scoreboards, LLC and Buyer.

**4. Delivery, Title, and Risk of Loss.** (a) For all orders in the Continental USA, the Product is sold FOB Digital Scoreboards, LLC's facility (the "Shipping Point"). Title to the Product passes to Buyer upon Digital Scoreboards, LLC's placement of the Product into the carrier's possession. Digital Scoreboards, LLC will insure the Product from risk of loss until it reaches the destination designated by Buyer (the "Destination"). Digital Scoreboards, LLC will, at its expense, put the Product in possession of a carrier at the Shipping Point and contract with the carrier for the shipment of the Product to the Destination. Buyer bears all other expenses and risks of transportation including, without limitation, loading and unloading, storage and freight. Buyer may not direct the Product to any destination other than that specified in the Agreement without the written permission of Digital Scoreboards, LLC. Delivery or shipping dates are approximate only and merely represent Digital Scoreboards, LLC's best estimate of time required to make delivery or shipment. Shipment dates are contingent on prompt receipt by Digital Scoreboards, LLC of all necessary manufacturing, shipping, and delivery information. Digital Scoreboards, LLC is not responsible for failure to meet estimated shipping dates and will not be liable for any loss, cost, damage, or expense whatsoever incurred by Buyer or its customers that may result therefrom. (b) For all orders Outside the Continental USA, the Product is sold FOB the Shipping Point; title to and risk of loss passes to Buyer upon Digital Scoreboards, LLC's placement of the Product into the carrier's possession and Digital Scoreboards, LLC will not insure the Product from risk of loss after placing the Product into the carrier's possession; except as otherwise stated in this Section 4(b), the provisions of Section 4(a) apply.

**5. Services.** With respect to the Services, Buyer shall: (a) cooperate with Digital Scoreboards, LLC in all matters relating to the Services, provide access to the Site (as defined below) and provide such other accommodations as Digital Scoreboards, LLC may reasonably request for the purposes of performing the Services; (b) respond promptly to any request of Digital Scoreboards, LLC for direction, information, approvals, authorizations, or decisions that are reasonably necessary for Digital Scoreboards, LLC to perform the Services in accordance with the requirements of this Agreement; (c) provide such materials or information as Digital Scoreboards, LLC may request to carry out the Services in a timely manner and ensure that such materials or information are complete and accurate in all material respects; and (d) obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

**6. Site Access.** Buyer is responsible for providing Digital Scoreboards, LLC with safe access to the location where the Product will be installed or has been installed (the "Site"), either through (1) providing an "Accessible Site", which means the Product is accessible through the use of: (a) a 20 foot or shorter ladder; (b) a secure catwalk or base; and (c) a guard rail or a safety lifeline which is securely attached to the support structure if the Product display is over 6 feet off the ground, or (2) furnishing the use or bearing the cost of a bucket or broom truck and any other machinery or equipment capable of providing safe access to the Site reasonably requested by Digital Scoreboards, LLC. In the event Digital Scoreboards, LLC arrives to the Site and Buyer has failed to provide an Accessible Site or otherwise provide safe access to the Site as reasonably requested by

Digital Scoreboards, LLC, then Buyer will bear the cost of Digital Scoreboards, LLC's demobilization, delay, and remobilization; Digital Scoreboards, LLC will issue Buyer a Change Order including the invoice for such additional cost(s).

**7. Installation and Subsurface Access.** In the event Digital Scoreboards, LLC provides installation Services for the Product on behalf of Buyer at the Site, Buyer must have a representative on the Site prior to Digital Scoreboards, LLC's commencement of foundation work to direct the exact placement of the Product (the "Install"). Digital Scoreboards, LLC may rely on the direction of the representative. The Price quote for the Install is based on average bearing soil and assumes the absence of subsurface obstructions or high-water levels; in the event Digital Scoreboards, LLC encounters any subsurface obstruction, including but not limited to rock, abnormal soil, high water levels, or other unexpected subsurface conditions, Digital Scoreboards, LLC will suspend all Services related to the Install and will issue a Change Order. Digital Scoreboards, LLC will have no obligation to proceed with the Install until Buyer accepts or acknowledges such Change Order in writing (which may be by email).

**8. Existing Structure.** Except to the extent that Digital Scoreboards, LLC explicitly and in writing assumes responsibility for any structural element in accordance with the Agreement, Buyer represents and warrants that the existing structure will support the Product, including without limitation any existing steel, walls, columns, trusses, footings, hoists attachment points, wiring, or any other foundation or existing structural elements (collectively, the "Existing Structure") shall be adequate to support the weight, size, wind load, and all other technical specifications of the Product, and Buyer agrees to indemnify and hold Digital Scoreboards, LLC harmless for any failure of any Existing Structure or any losses, damages, claims or liabilities arising from or relating to any such failure. Digital Scoreboards, LLC recommends that Buyer has the Existing Structure reviewed and certified by a licensed structural engineer. In the event changes to the Existing Structure are required prior to the Install, a Change Order will be required.

**9. Software.** To the extent Buyer utilizes any Digital Scoreboards, LLC control or management software applications that are available on the Product (the "Software"), Digital Scoreboards, LLC grants to Buyer, for so long as Buyer owns Product, a limited, nontransferable, nonexclusive, non-sublicenseable license to (a) use the Software only as installed on and in connection with the Product and Digital Scoreboards, LLC's ownership thereof; and (b) use the user documentation provided by Digital Scoreboards, LLC in connection with the Software as reasonably necessary for Buyer's authorized use of the Software. In addition, Digital Scoreboards, LLC will provide standard support for such Software for one (1) year from the date of shipment of the Product from Digital Scoreboards, LLC's facility, at no additional cost to Buyer. Buyer will not, directly or indirectly, (i) license, sell, redistribute, lease or otherwise transfer or assign the Software; (ii) alter or permit a third party to alter any part of the Software; (iii) use or permit the use of the Software for any unlawful purpose; (iv) reverse engineer or otherwise attempt to derive source code or other trade secrets from the Software; (v) use the Software in a way that could harm Digital Scoreboards, LLC's network (including by transmitting or uploading any viruses, worms, Trojan horses or other malicious code); (vi) use the Software to try to gain unauthorized access to any service, data, account or network by any means; or (vii) use or permit the use of Software in any other way not expressly approved by Digital Scoreboards, LLC. Buyer may elect to license and use third-party software in connection with the Product. Except as otherwise set forth in a separate agreement with respect to such third-party software (which may be electronic terms of use or service that must be accepted by Buyer prior to installation or use of such third-party software), Digital Scoreboards, LLC shall have no obligations or liabilities with respect to such third-party software, Buyer's use or operation thereof, or its interaction with the Software. In the event the third-party software modifies the Software, Digital Scoreboards, LLC will no longer have an obligation to provide support under this Section 9. Digital Scoreboards, LLC may terminate the licenses granted under this Section 9 immediately upon written notice of any material breach of the terms of this Section 9.

**10. Intellectual Property.** All drawings, know-how, designs, specifications, inventions, devices, developments, processes, copyrights and other information or intellectual property disclosed or otherwise provided to Buyer by Digital Scoreboards, LLC and all rights therein (collectively, "Intellectual Property") will remain the property of Digital Scoreboards, LLC and its licensors or suppliers and will be kept confidential by Buyer in accordance with these Terms and Conditions. Other than the limited licenses granted herein with respect to the Software (if installed), Buyer has no claim to, nor ownership interest in, any Intellectual Property, and all such Intellectual Property, in whatever form and any copies thereof, shall be promptly returned to Digital Scoreboards, LLC upon its request or, if it is subject to a limited license hereunder, upon termination of such license in accordance with these Terms and Conditions.

**11. Graphics.** Buyer must approve all elements of custom graphics to be affixed to the Product no later than three (3) weeks prior to the Product's scheduled shipping date. If Buyer fails to meet this deadline, Digital Scoreboards, LLC will issue a Change Order including an invoice for the cost of the delay.

**12. Security Interest.** As collateral security for Buyer's full payment to Digital Scoreboards, LLC of all amount(s) that may become due under this Agreement, Buyer hereby grants Digital Scoreboards, LLC a lien on and security interest in and to all of the right, title and interest of Buyer in, to and under the Product, wherever located, and whether now existing or hereafter arising or acquired from time to time, and in all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. Buyer hereby irrevocably authorizes Digital Scoreboards, LLC at any time and from time to time while such security interest is in effect to file in any Uniform Commercial Code jurisdiction any initial financing statements and amendments necessary to perfect the foregoing security interest.

**14. Indemnity.** To the greatest extent permitted by law, Buyer shall indemnify, defend, and hold harmless Digital Scoreboards, LLC and its subsidiaries, officers, directors, shareholders, partners, representatives, employees, agents, insurers, successors and assigns of each of the foregoing from any and all losses arising out of or relating to (i) any negligent act or omission by Buyer or its personnel, agents, subcontractors, or others engaged by Buyer or under their control, or (ii) any claim against Digital Scoreboards, LLC by reason of or alleging any unauthorized or infringing use by Digital Scoreboards, LLC of any copyright, trademark, or other intellectual property right in any material, information, technology, process or data provided by Buyer and used by Digital Scoreboards, LLC at Buyer's direction.

**15. Delay, Force Majeure.** Any period for delivery or service provided for in the Agreement is approximate and not a guarantee of a particular date or time frame. Under no circumstances will Digital Scoreboards, LLC be liable or responsible to Buyer for any failure or delay in fulfilling or performing any term of this Agreement when and to such extent such failure is caused or results from acts or circumstances beyond the reasonable control of Digital Scoreboards, LLC including, without limitation, fire, flood, earthquake, act of God, explosion, governmental action, war, invasion or hostilities (whether war is declared or not), or other civil unrest, national emergency, revolution, insurrection, epidemic, pandemic, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials or telecommunication breakdown or power outage. In such circumstances Digital Scoreboards, LLC has the right to extend the date of delivery for a reasonable period of time after the period of delay (but in no case for less than the period of delay) and the right to apportion its products among its customers in a manner it deems equitable. Buyer is not relieved from accepting delivery at the agreed price when the causes interfering with delivery are removed.

**16. Use of Image.** Digital Scoreboards, LLC may use Buyer's name along with images of the Product and the Site for marketing and promotional purposes including but not limited to website and marketing materials, without compensation to Buyer.

**17. Entire Agreement.** This Agreement contains the entire agreement between the parties, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. These Terms and Conditions prevail over any of Buyer's general terms and conditions of purchase regardless of whether or when Buyer submits its purchase order or such terms, and fulfillment of Buyer's order does not constitute acceptance of any of Buyer's terms and conditions and does not serve to modify or amend these Terms and Conditions.

**18. Severability.** In the event one or more of the provisions of this Agreement are for any reason held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, those provisions will not invalidate or otherwise affect any other provisions, and the Agreement will be construed as if the invalid, illegal or unenforceable provision was never a part of the Agreement.

**19. Applicable Law, Limitations.** This Agreement is being delivered in, performable in, and shall be governed, construed, enforced, and interpreted by, through and under by the laws of the state of Florida, without regard to conflict of laws principles that would cause the application of laws of another jurisdiction. For the purpose of any action or proceeding arising out of or relating to this Agreement, Buyer hereby irrevocably submits to the exclusive personal jurisdiction and venue of the Twelfth Judicial Circuit Court in and for Anderson County, Tennessee, with respect to such dispute and agrees to waive any defenses to venue and jurisdiction including forum non conveniens, along with irrevocably agreeing that all claims in respect to such action or proceeding may be heard and determined exclusively in any such court. Buyer agrees that a final judgment in any action or proceeding shall be conclusive and may be enforced in other jurisdiction by suit on the judgment or in any other manner provided by applicable law. Buyer irrevocably consents to the service of the summons and complaint and any other process in any action or proceeding relating to the transactions contemplated by this Agreement, on behalf of itself or its property, by personal delivery of copies of such process to such party. Nothing in this section shall affect the right of any party to serve legal process in any other manner permitted by applicable law. Notwithstanding the foregoing, Digital Scoreboards, LLC will have the right, and in addition to all other remedies available to it at law, in equity or under this Agreement, to affirmative or negative injunctive relief from a court of competent jurisdiction in the event Buyer violates or threatens to violate the terms of Sections 9 or 10. Buyer acknowledges that a violation of Sections 9 or 10 would cause irreparable harm and that all other remedies are inadequate.

**20. Assignment.** Buyer may not assign any of its obligations under the Agreement without the written consent of Digital Scoreboards, LLC. Any attempted assignment not in conformity with this Section 20 is void.

**21. Fees.** Buyer shall be liable for any and all costs and expenses (including attorney's fees) incurred by Digital Scoreboards, LLC in enforcing any provision of this Agreement, including, without limitation, any costs of collection of amounts due to Digital Scoreboards, LLC hereunder.

**22. No Waiver.** All remedies of Digital Scoreboards, LLC hereunder are cumulative and may, to the extent permitted by law, be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed to be an election of such remedy or to preclude the exercise of any other remedy. Any failure by Digital Scoreboards, LLC to enforce or exercise any provision of this Agreement shall not constitute a waiver of that right or provision.

**23. Independent Contractors.** The Agreement is not intended by the parties to constitute or create a joint venture, partnership, corporation, agency, trust, employment relationship, formal business organization or other permanent association of any kind, other than the alliance that is specifically defined in the Agreement, and the rights and obligations of the parties shall be only those expressly stated in the Agreement. Neither party shall have the authority to bind the other.

**24. Survival.** The Sections of these Terms and Conditions that by their nature survive expiration or termination of the Agreement, including, but not limited to, the following Sections: 10 ("Intellectual Property"), 13 ("Limitation of Liability), 14 ("Indemnity"), and 19 ("Applicable Law, Limitations"), shall survive expiration or termination of the Agreement.

**OUTDOOR ACCEPTANCE PAGE - EXCLUDED ITEMS**

<b>Permitting</b>	Local or State Permitting, if Required
<b>Engineering</b>	Structural Engineering, if Existing Structure
<b>Utility Locates</b>	Public and Private Utility Locates
<b>Geotechnical</b>	Soil Test or Geotechnical Report, if Required
<b>Ground Covering</b>	Protective Ground Covering for Grass, Turf & Track, If Required
<b>Power</b>	Providing conduit, power, and final termination to display & DOG Clocks, if Included
<b>Communications</b>	Providing conduit and fiber with terminations between display and pressbox/control rack
<b>Internet</b>	Hard-Line Internet to Control Rack (required for control system, diagnostics and service)
<b>Bonding</b>	Performance Bonding, if Required
<b>Sales Tax</b>	Sales Tax, if Applicable (if exempt a certificate must be supplied with order)

**SURFACE CLAUSE**

The installation portion of the enclosed proposal does not include ground protection or ground repair from normal wear and tear to the surface of the ground during installation. Due to equipment mobilization, construction, and installation of this outdoor digital scoreboard normal ground disruption is expected and repair is not included.

**SUBSURFACE CLAUSE, if NEW CONSTRUCTION**

The installation portion of the enclosed proposal is calculated based upon normal site access with no obstructions and average bearing soil. No allowance has been made for rock, water, or abnormal soil or site conditions. If a problem is encountered, a customer representative will be contacted with corrective measures being taken on a time, equipment, and material basis to complete the project. Any such change order due to a subsurface issue will be invoiced upon the conclusion of the project.

**RETROFIT INSTALLATION CLAUSE, if EXISTING STRUCTURE**

The installation portion of this installation is quoted site unseen. Upon a successful site visit, either before or at the time of installation, structure upgrades or corrective measures are required, a School Representative will be contacted prior to proceeding and the required upgrades will be discussed and agreed to on a time and material basis. The subsequent change order will be invoiced upon the completion of the project.

**CONTRACT AMOUNT**

**Total Contracted Amount**

**\$502,650.00**

**TERMS**

**Payment Terms**

80% Deposit Upon Acceptance / 20% Net 30 Upon Installation  
 \* School may withhold a 5% retainage in the event minor misc. items remain incomplete and final balance will be paid net 30 upon full completion and signoff

**Deliver & Install**

10-12 weeks from approved contract, approved art and receipt of deposit

**EXCLUDED ITEMS**

<b>Permitting</b>	Local or State Permitting, if Required
<b>Engineering</b>	Wall of Structural Engineering, if Required
<b>Floor Covering</b>	Protective Floor Covering, if Required
<b>Power</b>	Providing Conduit, Power and Final Termination to Displays and Shot Clocks, if Included
<b>Communications</b>	Providing Conduit and Data Cable between Displays, Control Rack and Scoretable
<b>Internet</b>	Hard-Line Internet to Control Rack
<b>Bonding</b>	Performance Bonding, if Required
<b>Sales Tax</b>	State Sales Tax, if Applicable (if tax-exempt a certificate must be provided with order)

**INSTALLATION CLAUSE**

Installation included in this contract is based upon a smooth block or studded wall installation with standard scissors lift access. This installation does not include any special installation measures or protective floor covering, if required. If special installation measures and floor covering are required, a one-time install quote will be provided for approval based upon a site visit and scope of work determination.

**CONTRACT AMOUNT**

<b>Total Contract Amount</b>	<b>\$502,650.00</b>
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**TERMS**

<b>Payment Terms</b>	80% Deposit Upon Acceptance / 20% Net 30 Upon Installation * School may withhold a 5% retainage in the event minor misc. items remain incomplete and final balance will be paid net 30 upon full completion and signoff
<b>Delivery &amp; Installation</b>	10-12 weeks from approved contract and receipt of deposit

**BY SIGNING THIS DOCUMENT, BOTH PARTIES ACCEPT THE PACKAGE DETAIL AND TERMS AND CONDITIONS ENCLOSED**

CUSTOMER	COMPANY
<b>Oak Ridge High School</b>	<b>Digital Scoreboards, LLC</b>
<b>1450 Oak Ridge Turnpike</b>	<b>107 N. Main St. Suite 3C</b>
<b>Oak Ridge, TN 37830</b>	<b>Columbia, IL 62236</b>
<b>Jenifer Laurendine</b>	<b>Robert Steckel</b>
<b>Signature</b>	<b>Signature</b>
	<b>COO</b>
<b>Title</b>	<b>Title</b>
<b>Date</b>	<b>Date</b>

**OAK RIDGE SCHOOLS**  
**BOARD OF EDUCATION MEETINGS**  
**2025 - 2026**

Monday, August 4 (in lieu of July)	5:00 PM
Monday, August 25	5:00 PM
Monday, September 22	5:00 PM
Monday, October 27	5:00 PM
Monday, November 17	5:00 PM
Monday, January 12 (in lieu of Dec)	5:00 PM
Monday, January 26	5:00 PM
Monday, February 23	5:00 PM
Monday, March 30	5:00 PM
Monday, April 27	5:00 PM
Tuesday, May 26	5:00 PM
Monday, June 22	5:00 PM

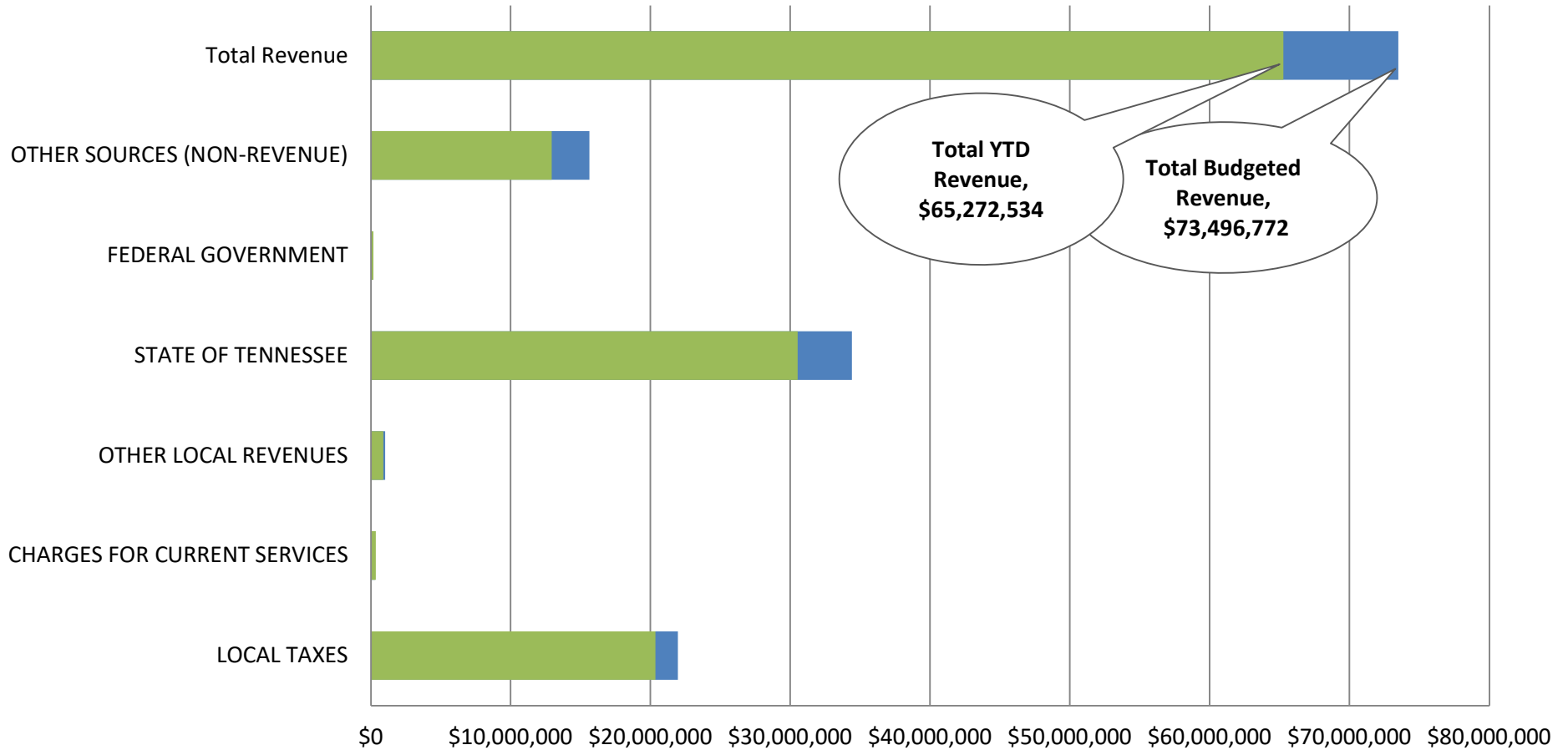
Acct	Acct	2024-25 FYTD Budget	April 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	13,189,000.00	722,227.47	12,718,733.76	96.43%	470,266.24		470,266.24
40210	Local Option Sales Tax	8,765,000.00	891,077.96	7,644,372.15	87.21%	1,120,627.85		1,120,627.85
40275	Mixed Drink Tax	350.00		499.41	142.69%	-149.41		-149.41
43511	Tuition - Regular Day Students	300,000.00	18,634.30	354,501.05	118.17%	-54,501.05		-54,501.05
43533	Transportation Fees	3,000.00	540.00	3,550.99	118.37%	-550.99		-550.99
44110	Interest Earned	676,500.00	97,396.60	793,585.96	117.31%	-117,085.96		-117,085.96
44120	Lease/Rentals	12,000.00	5,038.25	21,073.00	175.61%	-9,073.00		-9,073.00
44170	Miscellaneous Refunds	5,500.00		12,973.86	235.89%	-7,473.86		-7,473.86
44530	Sale of Equipment	25,000.00	780.00	10,263.18	41.05%	14,736.82		14,736.82
44570	Contributions & Gifts	260,166.71	1,800.00	47,023.71	18.07%	213,143.00		213,143.00
44990	Other Local Revenues	40,000.00		15,078.99	37.70%	24,921.01		24,921.01
46510	TN Investment in Student Achv	32,700,000.00	3,260,761.68	29,790,457.37	91.10%	2,909,542.63		2,909,542.63
46513	TISA On-Behalf Payments	85,000.00				85,000.00		85,000.00
46515	Early Childhood Education	554,980.71	43,410.92	351,603.86	63.35%	203,376.85		203,376.85
46596	Paid Parental Leave	100,000.00		55,720.59	55.72%	44,279.41		44,279.41
46610	Career Ladder Program	76,000.00	33,964.45	76,109.13	100.14%	-109.13		-109.13
46790	Other Vocational	225,622.41	5,489.73	135,723.90	60.16%	89,898.51		89,898.51
46980	Other State Grants	661,938.41		96,526.71	14.58%	565,411.70		565,411.70
46990	Other State Revenues			22,319.25		-22,319.25		-22,319.25
47230	Disaster Relief	91,000.00				91,000.00		91,000.00
47590	Other Federal Through State			91,316.97		-91,316.97		-91,316.97
47630	Public Law 874 - Maint/Operat.	20,000.00		33,388.00	166.94%	-13,388.00		-13,388.00
47640	ROTC Reimbursement	78,310.00	26,711.00	65,874.22	84.12%	12,435.78		12,435.78
49700	Insurance Recovery	8,441.00		5,941.00	70.38%	2,500.00		2,500.00
49800	Transfers In	125,000.00	10,000.00	14,261.53	11.41%	110,738.47		110,738.47
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	73,496,772.24	6,408,995.94	65,272,534.39	88.81%	8,224,237.85		8,224,237.85
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	31,694,467.00	2,536,078.39	23,772,936.01	75.01%	7,921,530.99	7,034,077.38	887,453.61
71150	Alternative Instruction Prgm	941,785.00	79,346.22	708,992.81	75.28%	232,792.19	211,849.55	20,942.64
71200	Special Education Prgm	5,970,581.00	473,043.32	4,340,129.61	72.69%	1,630,451.39	1,287,111.44	343,339.95
71300	Career/Technical Education Prg	2,400,802.41	198,582.65	1,762,910.82	73.43%	637,891.59	488,403.73	149,487.86
71900	Contingency	740,898.70				740,898.70		740,898.70
72120	Health Services	834,875.00	62,842.13	639,429.33	76.59%	195,445.67	142,114.95	53,330.72
72130	Other Student Support	2,109,636.27	245,329.58	1,642,467.87	77.86%	467,168.40	341,279.18	125,889.22
72210	Regular Inst. Support	4,851,879.00	312,568.10	3,868,247.18	79.73%	983,631.82	611,942.11	371,689.71
72220	Special Education Support	975,906.00	65,440.34	637,174.88	65.29%	338,731.12	200,370.04	138,361.08
72230	Career & Technical Prg Support	280,587.77	44,338.68	219,077.51	78.08%	61,510.26	45,425.15	16,085.11

Acct	Acct	2024-25 FYTD Budget	April 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72250	Technology Services	3,011,904.90	236,289.35	2,412,737.07	80.11%	599,167.83	441,594.77	157,573.06
72260	Adult Programs	41,162.00	3,886.13	33,148.65	80.53%	8,013.35	7,844.26	169.09
72290	Communications	290,333.75	21,181.14	209,073.24	72.01%	81,260.51	45,402.84	35,857.67
72310	Board of Education	1,487,053.00	58,446.72	1,213,740.87	81.62%	273,312.13	1,496.42	271,815.71
72320	Director of Schools	415,463.00	32,552.96	337,353.49	81.20%	78,109.51	64,059.22	14,050.29
72410	Office of the Principal	4,672,846.50	385,294.13	3,827,049.38	81.90%	845,797.12	787,441.74	58,355.38
72510	Fiscal Services	1,062,370.00	94,145.57	860,764.04	81.02%	201,605.96	170,137.07	31,468.89
72520	Human Resources/ Personnel	518,545.00	35,791.58	424,569.52	81.88%	93,975.48	76,768.22	17,207.26
72610	Operation of Plant	5,098,831.28	347,817.86	3,834,228.05	75.20%	1,264,603.23	501,937.58	762,665.65
72620	Maintenance of Plant	2,242,131.66	143,803.49	1,743,349.61	77.75%	498,782.05	286,333.13	212,448.92
72710	Transportation	2,100,683.00	115,673.75	1,530,957.12	72.88%	569,725.88		569,725.88
73400	Early Childhood Education	453,803.12	48,056.92	346,276.25	76.31%	107,526.87	114,737.61	-7,210.74
73401	Pre-K General Fund	942,400.00	77,498.52	753,793.62	79.99%	188,606.38	138,188.11	50,418.27
76100	Regular Capital Outlay	3,666,049.47	27,880.65	2,028,009.52	55.32%	1,638,039.95	1,273,226.05	364,813.90
82130	Education Principal on Debt	6,877.00		6,877.00	100.00%			
82230	Education Interest on Debt	123.00		123.00	100.00%			
99100	Transfers Out	126,015.17				126,015.17		126,015.17
-----	Expense	76,938,010.00	5,645,888.18	57,153,416.45	74.29%	19,784,593.55	14,271,740.55	5,512,853.00
-----	General Purpose School Fund	-3,441,237.76	763,107.76	8,119,117.94	81.38%	-11,560,355.70	-14,271,740.55	2,711,384.85
	Grand Revenue Totals	73,496,772.24	6,408,995.94	65,272,534.39	88.81%	8,224,237.85		8,224,237.85
	Grand Expense Totals	76,938,010.00	5,645,888.18	57,153,416.45	74.29%	19,784,593.55	14,271,740.55	5,512,853.00
	Grand Totals	3,441,237.76	763,107.76	8,119,117.94	-235.94%	11,560,355.70	14,271,740.55	2,711,384.85
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1425

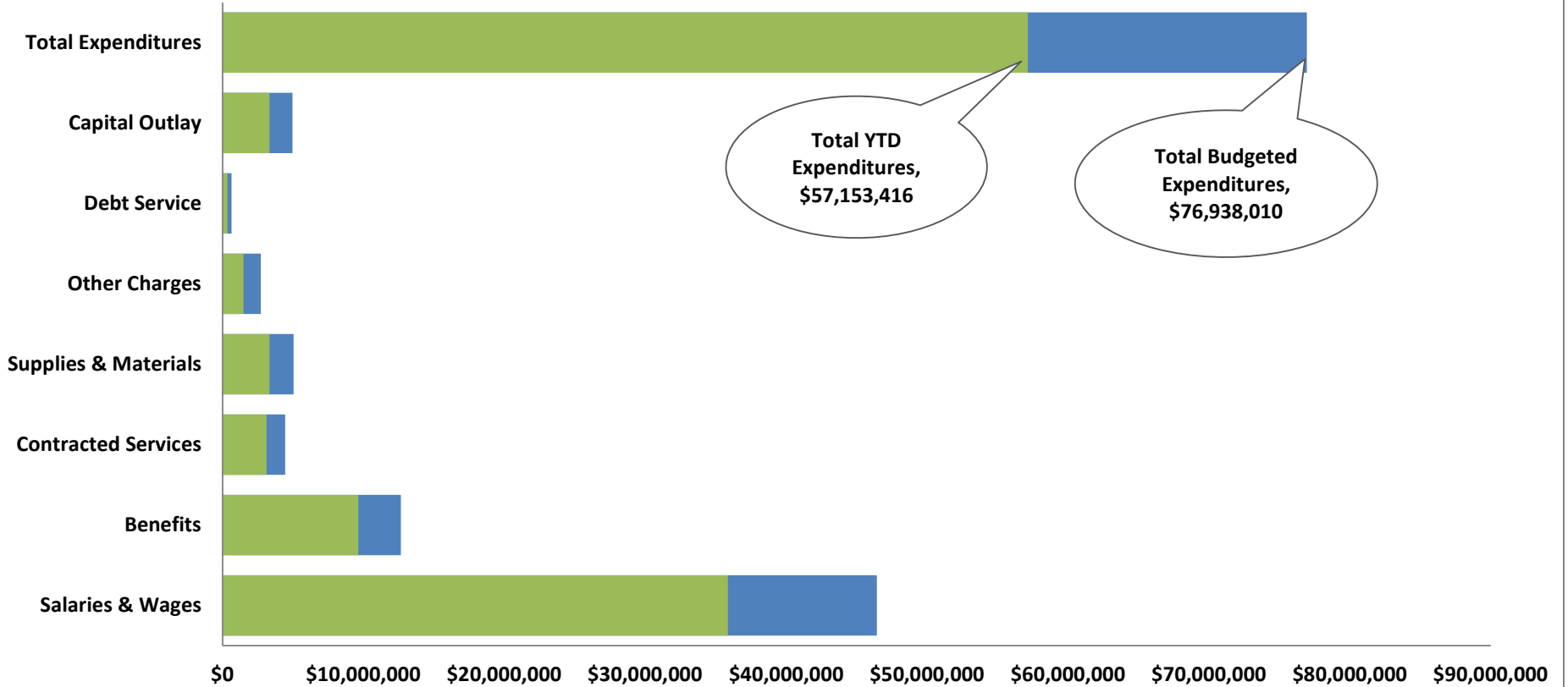
\*\*\*\*\* End of report \*\*\*\*\*

## General Fund Revenue Budget to Actual Summary - April, 2025



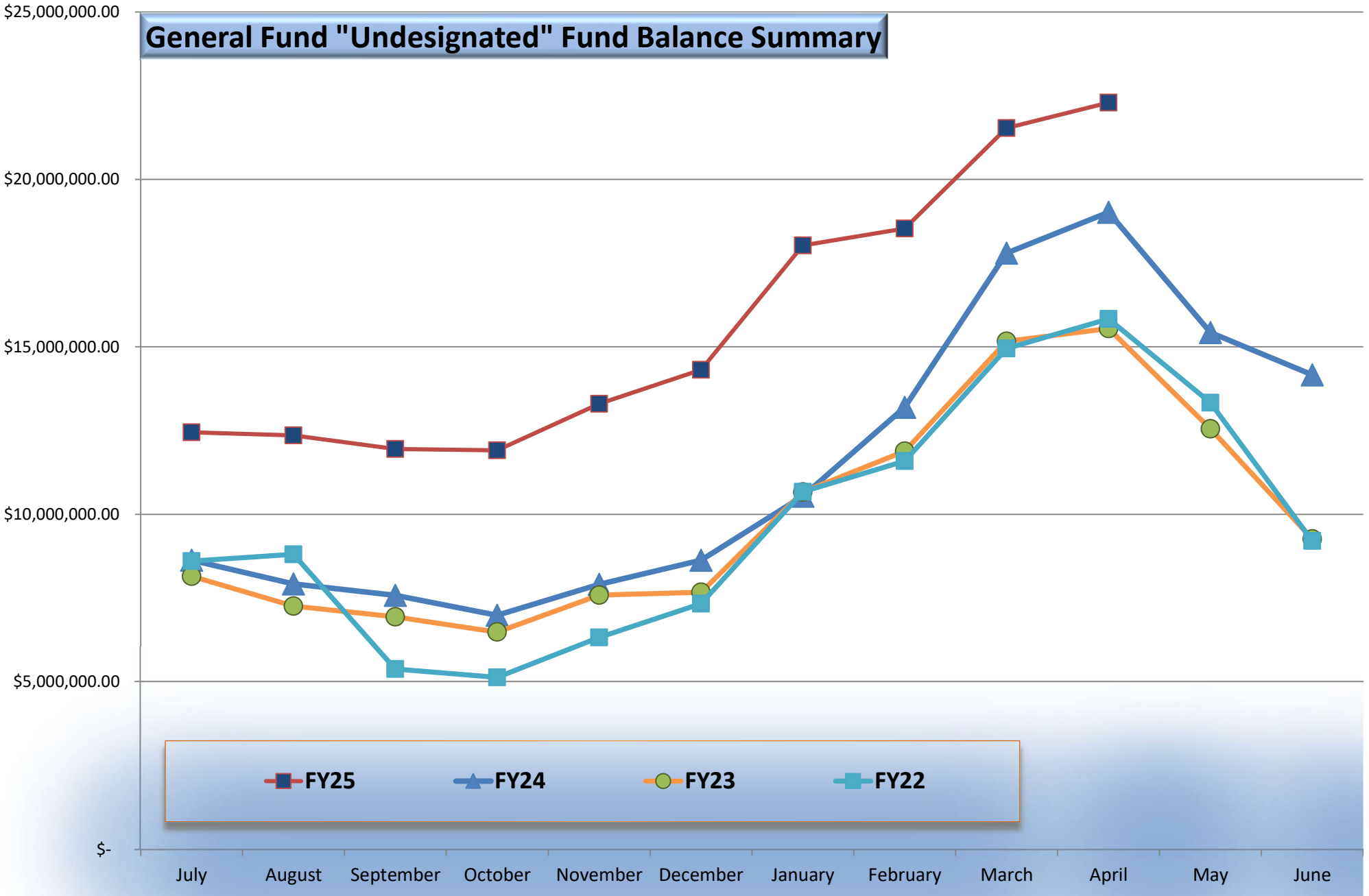
	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	92.75%	118.17%	88.31%	88.74%	100.67%	82.75%	88.81%
■ Year-To-Date	20,363,605.32	358,052.04	899,998.70	30,528,460.81	190,579.19	12,931,838.33	\$65,272,534
■ FYTD Budget	21,954,350.00	303,000.00	1,019,166.71	34,403,541.53	189,310.00	15,627,404.00	\$73,496,772

## General Fund Expenditure Budget to Actual Summary by Object April, 2025



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	Total Expenditures
<b>FYTD %</b>	76.50%	75.69%	69.01%	65.96%	70.46%	55.42%	67.11%	74.29%
<b>FYTD Activity</b>	35,855,943.46	9,645,532.10	3,128,135.64	3,340,895.21	1,493,543.67	357,000.00	3,332,366.37	\$57,153,416
<b>FYTD Revised Bdgt</b>	46,439,217.08	12,666,256.04	4,450,372.89	5,048,777.61	2,723,476.94	644,205.00	4,965,704.44	\$76,938,010

# General Fund "Undesignated" Fund Balance Summary



FY25      FY24      FY23      FY22

Acct	Acct	2024-25 FYTD Budget	April 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	132,897.49	2,139.28	110,631.71	83.25%	22,265.78		22,265.78
47141	Title I	938,786.61	73,719.05	597,317.31	63.63%	341,469.30		341,469.30
47143	Special Education Grants	1,463,873.71	115,447.42	842,286.93	57.54%	621,586.78		621,586.78
47145	Special Ed Pre-School Grants	63,221.67	8,483.78	24,876.39	39.35%	38,345.28		38,345.28
47146	English Lang Acq Grants	40,323.37	1,085.30	23,577.23	58.47%	16,746.14		16,746.14
47147	Title IV Part B, 21st Century	118,750.00	10,873.77	73,781.01	62.13%	44,968.99		44,968.99
47189	Title II	278,899.63	15,126.97	108,479.85	38.90%	170,419.78		170,419.78
47307	COVID-19 Grant B	3,250.00		2,750.00	84.62%	500.00		500.00
47309	COVID-19 Grant D	87,800.00	44.95	49,584.59	56.47%	38,215.41		38,215.41
47401	ESSER 3.0	168,353.98		168,353.98	100.00%			
47404	ARP Homeless Grant	36,243.11		5,559.50	15.34%	30,683.61		30,683.61
47590	Other Federal Through State	344,635.39	42,046.83	215,818.97	62.62%	128,816.42		128,816.42
47990	Other Direct Fedral Revenue	1,180,769.80	90,666.48	748,770.27	63.41%	431,999.53		431,999.53
-----	Revenue	4,857,804.76	359,633.83	2,971,787.74	61.18%	1,886,017.02		1,886,017.02
E	Expense							
71100	Regular Instruction Prgm	720,072.13	58,608.35	561,666.47	78.00%	158,405.66	134,803.22	23,602.44
71200	Special Education Prgm	1,143,912.85	91,625.96	753,752.52	65.89%	390,160.33	241,749.72	148,410.61
71300	Career/Technical Education Prg	107,263.00	1,125.72	98,275.93	91.62%	8,987.07	6,657.27	2,329.80
72120	Health Services	16,497.11		4,360.74	26.43%	12,136.37		12,136.37
72130	Other Student Support	328,384.08	18,955.42	264,182.65	80.45%	64,201.43	35,869.15	28,332.28
72210	Regular Inst. Support	659,266.13	60,326.46	423,729.17	64.27%	235,536.96	61,083.77	174,453.19
72220	Special Education Support	374,444.08	29,159.22	289,878.03	77.42%	84,566.05	72,795.19	11,770.86
72230	Career & Technical Prg Support	2,500.00		1,388.55	55.54%	1,111.45	780.20	331.25
72250	Technology Services	27,139.99		24,472.04	90.17%	2,667.95		2,667.95
72710	Transportation	11,466.00		9,412.51	82.09%	2,053.49		2,053.49
73100	Food Service	2,000.00				2,000.00	2,000.00	
73300	Community Services	1,285,062.00	116,012.46	945,270.41	73.56%	339,791.59	226,413.10	113,378.49
99100	Transfers Out	179,797.39		4,261.53	2.37%	175,535.86		175,535.86
-----	Expense	4,857,804.76	375,813.59	3,380,650.55	69.59%	1,477,154.21	782,151.62	695,002.59
-----	School Federal Projects		-16,179.76	-408,862.81	65.38%	408,862.81	-782,151.62	1,191,014.43

Acct	Acct	2024-25 FYTD Budget	April 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
-								
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143	Central Cafeteria							
R	Revenue							
43521	Lunch Payments - Children	270,000.00	31,359.20	233,758.70	86.58%	36,241.30		36,241.30
43522	Lunch Payments - Adults	3,500.00	274.50	1,962.00	56.06%	1,538.00		1,538.00
43523	Income From Breakfast	40,000.00	5,180.70	37,211.45	93.03%	2,788.55		2,788.55
43525	A la Carte Sales	85,000.00	20,306.44	135,163.16	159.02%	-50,163.16		-50,163.16
43990	Other Charges for Food Service	50,000.00	17,999.29	132,807.94	265.62%	-82,807.94		-82,807.94
44110	Interest Earned	35,000.00	2,462.17	26,662.30	76.18%	8,337.70		8,337.70
46520	School Food Service	20,560.00		15,986.30	77.75%	4,573.70		4,573.70
47111	USDA School Lunch Program	1,225,212.00	69,039.44	995,055.62	81.21%	230,156.38		230,156.38
47112	USDA Commodities	155,000.00				155,000.00		155,000.00
47113	Breakfast	340,000.00	22,520.08	311,865.68	91.73%	28,134.32		28,134.32
47114	USDA - Other	320,000.00	29,151.83	234,121.54	73.16%	85,878.46		85,878.46
-----	Revenue	2,544,272.00	198,293.65	2,124,594.69	83.51%	419,677.31		419,677.31
E	Expense							
73100	Food Service	3,326,290.45	165,074.38	1,987,213.08	59.74%	1,339,077.37	89,707.22	1,249,370.15
-----	Expense	3,326,290.45	165,074.38	1,987,213.08	59.74%	1,339,077.37	89,707.22	1,249,370.15
-----	Central Cafeteria	-782,018.45	33,219.27	137,381.61	70.04%	-919,400.06	-89,707.22	-829,692.84
=====								

Acct	Acct	2024-25 FYTD Budget	April 2024-25 Monthly Activity	2024-25 Year-To-Date	2024-25 Percent of Budget	2024-25 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	35,000.00	740.00	26,250.98	75.00%	8,749.02		8,749.02
49800	Transfers In	124,434.00				124,434.00		124,434.00
-----	Revenue	159,434.00	740.00	26,250.98	16.47%	133,183.02		133,183.02
E	Expense							
73300	Community Services	159,434.00	12,039.78	120,077.62	75.31%	39,356.38	17,449.49	21,906.89
-----	Expense	159,434.00	12,039.78	120,077.62	75.31%	39,356.38	17,449.49	21,906.89
-----	Other Education Funds		-11,299.78	-93,826.64	45.89%	93,826.64	-17,449.49	111,276.13
=====								
146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	497,695.00	62,284.50	470,607.85	94.56%	27,087.15		27,087.15
-----	Revenue	497,695.00	62,284.50	470,607.85	94.56%	27,087.15		27,087.15
E	Expense							
73300	Community Services	495,592.00	45,463.52	373,001.02	75.26%	122,590.98	89,473.51	33,117.47
99100	Transfers Out	10,000.00	10,000.00	10,000.00	100.00%			
-----	Expense	505,592.00	55,463.52	383,001.02	75.75%	122,590.98	89,473.51	33,117.47
-----	Extended School Program	-7,897.00	6,820.98	87,606.83	85.08%	-95,503.83	-89,473.51	-6,030.32
=====								

<u>Acct</u>	<u>Acct</u>	<u>2024-25</u> <u>FYTD Budget</u>	<u>April 2024-25</u> <u>Monthly Activity</u>	<u>2024-25</u> <u>Year-To-Date</u>	<u>2024-25</u> <u>Percent of Budget</u>	<u>2024-25</u> <u>Variance from Bud</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance Remaining</u>
	Grand Revenue Totals	8,059,205.76	620,951.98	5,593,241.26	69.40%	2,465,964.50		2,465,964.50
	Grand Expense Totals	8,849,121.21	608,391.27	5,870,942.27	66.34%	2,978,178.94	978,781.84	1,999,397.10
	Grand Totals	789,915.45	12,560.71	277,701.01	35.16%	512,214.44	978,781.84	466,567.40
		Loss	Profit	Loss		Loss	Loss	Profit

Number of Accounts: 398

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

## Combined Fund Balance and YTD Operating Statement Summary

**April, 2025**

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
<b>Beginning Fund Balance July 1, 2024</b>	20,036,067.15	0.00	1,695,609.24	27,731.99	323,595.26
Plus YTD Revenue per books 4/30/25	65,272,534.39	2,971,787.74	2,124,594.69	26,250.98	470,607.85
Less YTD Expenditures per books 4/30/25	(57,153,416.45)	(3,380,650.55)	(1,987,213.08)	(120,077.62)	(383,001.02)
<b>Revenues Over (Under) Expenditures as of 4/30/25</b>	<b>8,119,117.94</b>	<b>(408,862.81)</b>	<b>137,381.61</b>	<b>(93,826.64)</b>	<b>87,606.83</b>
<b>Ending Fund Balance per books as of 4/30/25</b>	<b>28,155,185.09</b>	<b>(408,862.81)</b>	<b>1,832,990.85</b>	<b>(66,094.65)</b>	<b>411,202.09</b>

### Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue	\$ -		\$ 38,302.47		
Inventory					
Restricted for Career Ladder Program	277.57				
Restricted for Operation of Non-Instructional Services (CCI)	16,200.00		1,044,688.38		411,202.09
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	3,035.59				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	10,629.84				
Assigned for Instruction (APSI-ORHS)	7,207.22				
Assigned for Support Services FRC Local Funds (56)				-66,094.65	
Nonspendable-Prepaid Expenditures					
<b>Assigned to Balance FY25 Budget</b>	<b>2,824,323.00</b>	<b>0.00</b>	<b>750,000.00</b>		
<b>Unassigned Fund Balance 4/30/25</b>	<b>\$ 22,293,511.87</b>	<b>-408,862.81</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Fund Balance 4/30/25</b>	<b>\$ 28,155,185.09</b>	<b>\$ (408,862.81)</b>	<b>\$ 1,832,990.85</b>	<b>(\$66,094.65)</b>	<b>\$ 411,202.09</b>

**Oak Ridge Schools**

**8th Attendance Period**

**May 3, 2025**

These numbers reflect the **2024-2025** Skyward Student Management System (Entity) active student enrollment count as of **May 3, 2025**.

The total includes **50** private school and home-schooled students receiving Special Ed services.



# Oak Ridge Schools

## Enrollment Entity Counts 8th RP 2024-25

May 3, 2025

School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2024-25	Previous 7th RP 2024-25	Diff	Total PK-12 2023-24
Preschool	127	130														257	254	3	256
Glenwood			80	61	84	79	67									371	371	0	367
Linden			101	108	103	109	110									531	528	3	524
Willow Brook			74	99	81	78	86									418	424	-6	434
Woodland			72	73	81	101	96									423	423	0	467
JMS								187	168	186	167					708	707	1	730
RMS								195	201	179	187					762	763	-1	752
ORHS												433	409	392	356	1590	1589	1	1554
<b>Enrollment 2024-25</b>	<b>127</b>	<b>130</b>	<b>327</b>	<b>341</b>	<b>349</b>	<b>367</b>	<b>359</b>	<b>382</b>	<b>369</b>	<b>365</b>	<b>354</b>	<b>433</b>	<b>409</b>	<b>392</b>	<b>356</b>	<b>5060</b>	<b>5059</b>	<b>1</b>	<b>5084</b>
Prev. 7th RP 2024-25	126	128	328	342	349	368	359	381	370	365	354	432	408	392	357	5059			
Difference	1	2	-1	-1	0	-1	0	1	-1	0	0	1	1	0	-1	1			

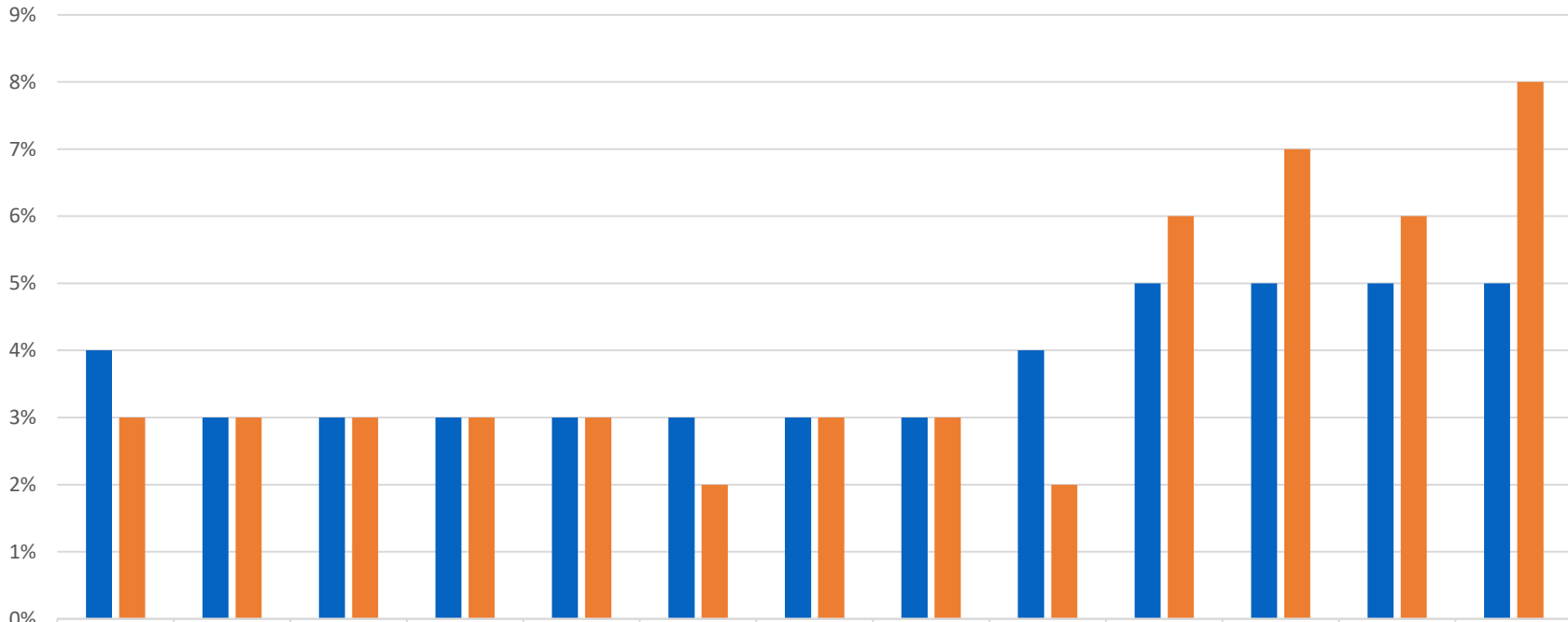
This report compares the 2024-25 8th RP period enrollment with the 2024-25 7th RP period.

# 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: 4/7/2025-5/6/2025

Percentage of Absences by Grade Level

■ Excused ■ Unexcused

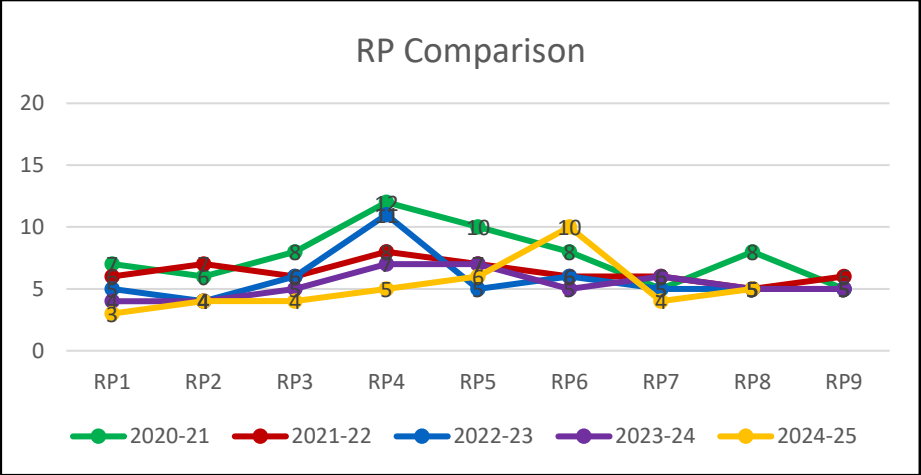
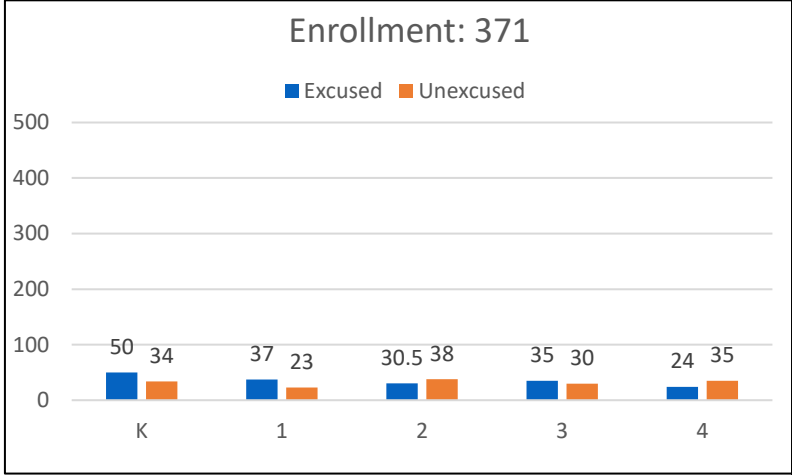


■ Excused	4%	3%	3%	3%	3%	3%	3%	3%	4%	5%	5%	5%	5%
■ Unexcused	3%	3%	3%	3%	3%	2%	3%	3%	2%	6%	7%	6%	8%

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

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%	RP9: 4.5%
2024-25	RP1: 3.3%	RP2: 4.3%	RP3: 4%	RP4: 5%	RP5: 5.9%	RP6: 9.6%	RP7: 3.8%	RP8: 5%	

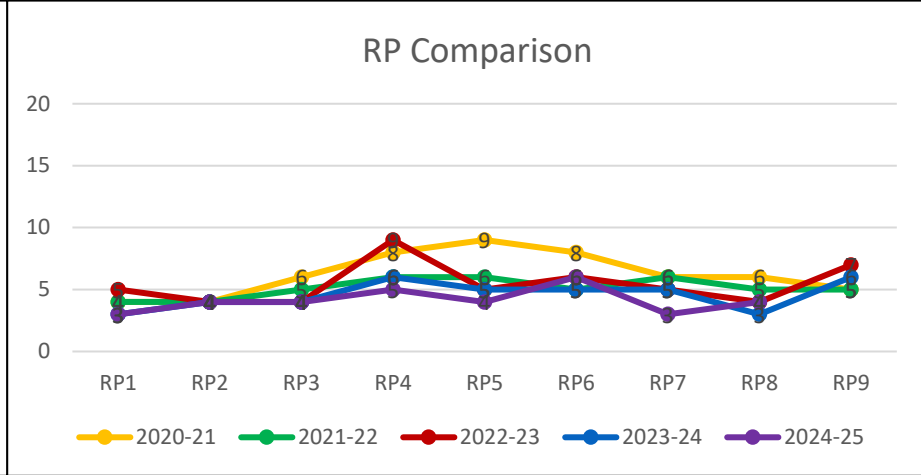
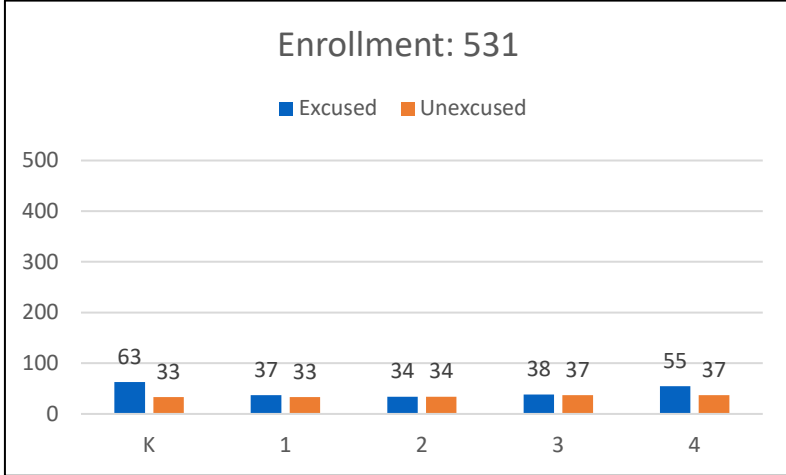
# Glenwood



Goal
5.5

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%	RP9: 5.8%
2024-25	RP1: 3.0%	RP2: 3.6%	RP3: 4.2%	RP4: 5.1%	RP5: 4.4%	RP6: 6.1%	RP7: 3.2%	RP8: 3.6%	

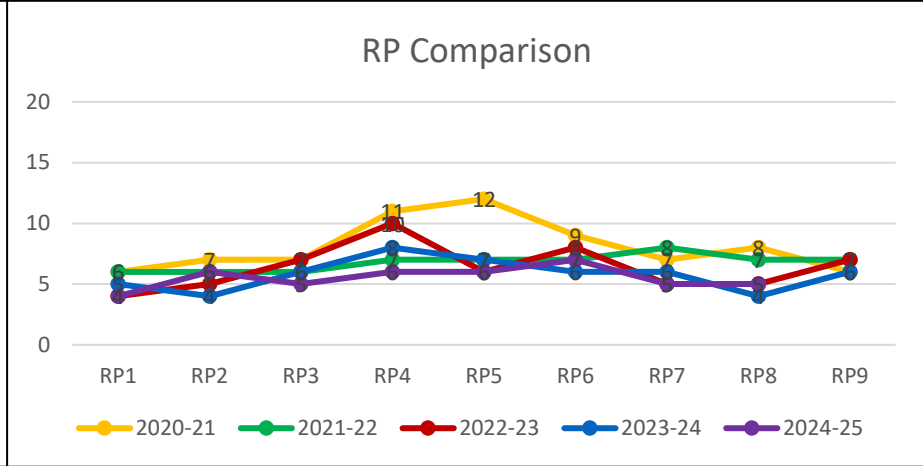
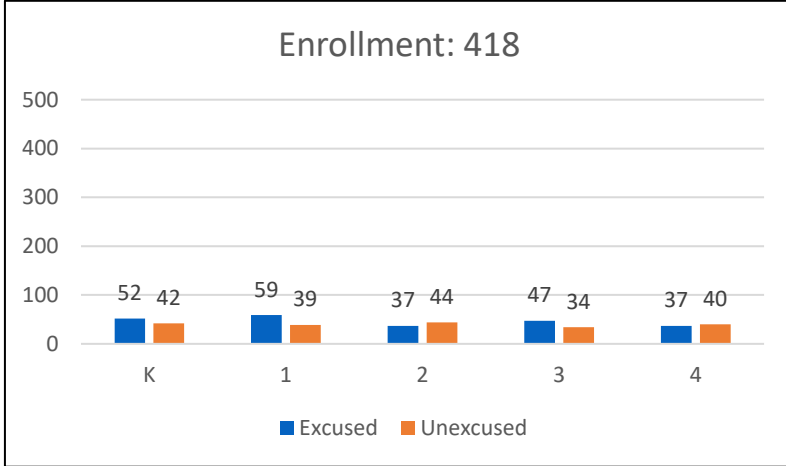
# Linden



Goal
5

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%	RP9: 6.3%
2024-25	RP1: 4.4%	RP2: 5.9%	RP3: 4.9%	RP4: 6.4%	RP5: 6.1%	RP6: 7.3%	RP7: 5%	RP8: 4.9%	

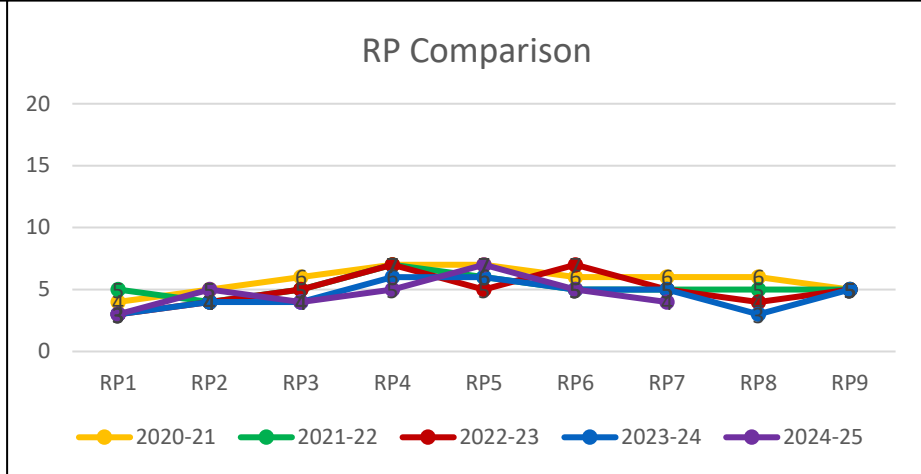
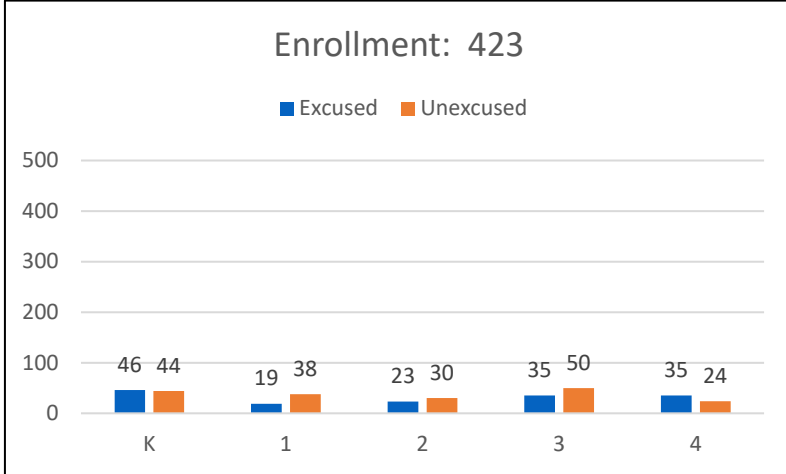
# Willow Brook



Goal
6

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%	RP9: 4.5%
2024-25	RP1: 3.1%	RP2: 4.6%	RP3: 3.9%	RP4: 4.5%	RP5: 7.2%	RP6: 5.4%	RP7: 3.7%	RP8: 3.9%	

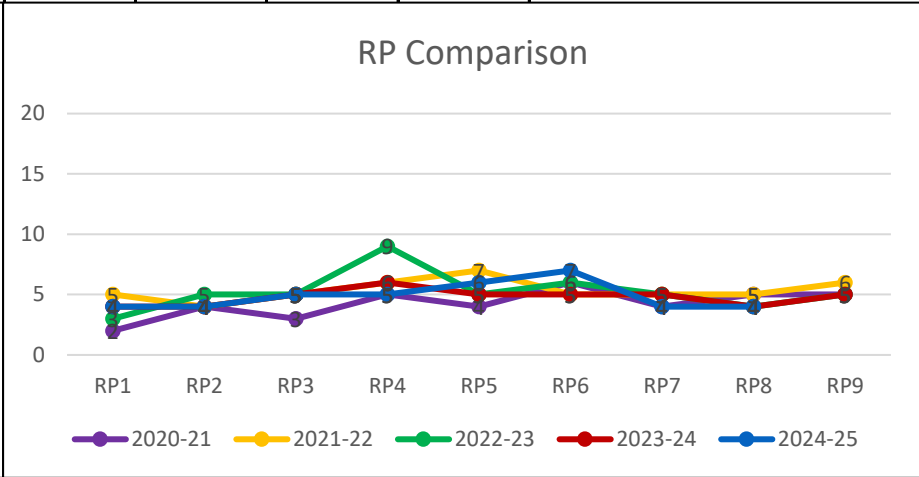
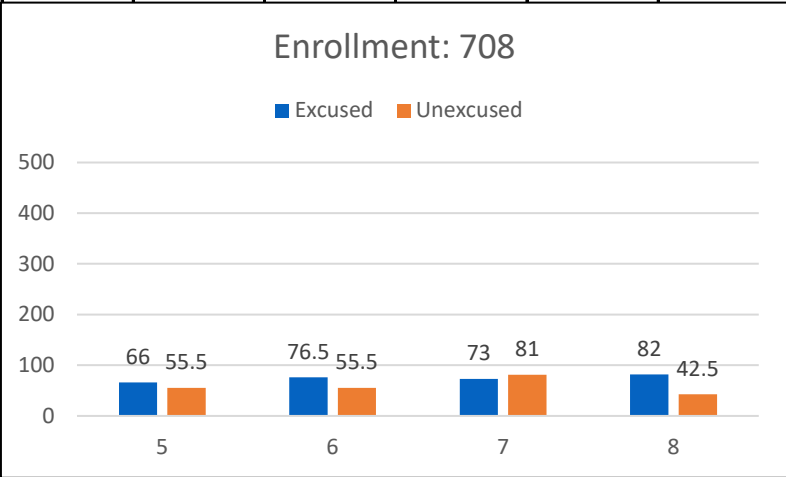
# Woodland



Goal
4

# Jefferson

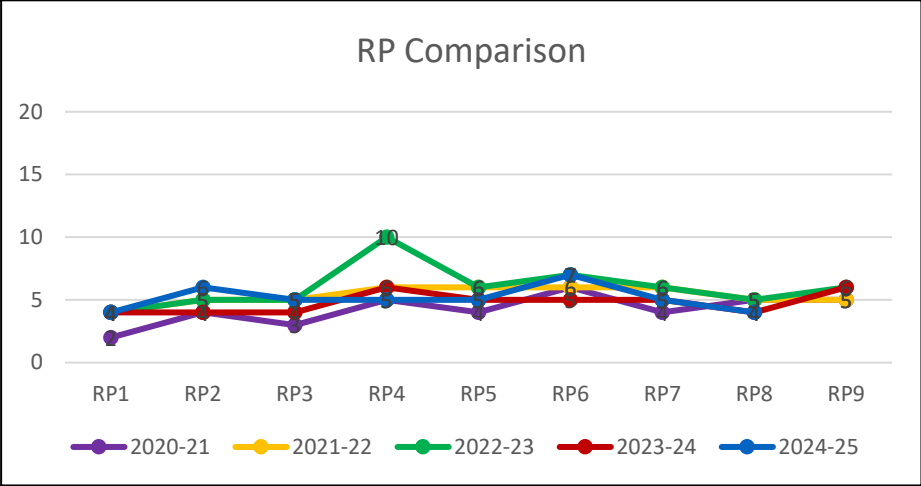
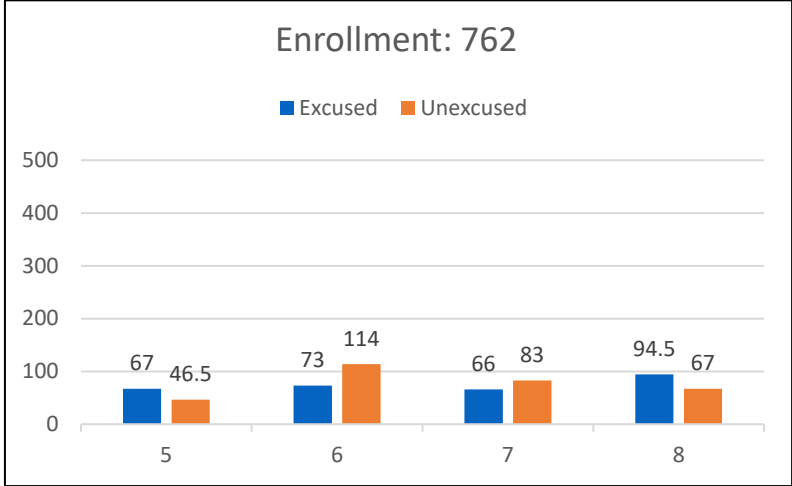
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%	RP8: 5.1%	RP9: 4.7%
2021-22	RP1: 5.1%	RP2: 4.2%	RP3: 4.9%	RP4: 5.9%	RP5: 6.8%	RP6: 5.4%	RP7: 5.3%	RP8: 4.9%	RP9: 6.1%
2022-23	RP1: 3.1%	RP2: 4.6%	RP3: 5%	RP4: 8.7%	RP5: 4.7%	RP6: 5.5%	RP7: 5.1%	RP8: 4.3%	RP9: 5.3%
2023-24	RP1: 3.8%	RP2: 4.4%	RP3: 4.5%	RP4: 5.6%	RP5: 5.3%	RP6: 5.3%	RP7: 5.1%	RP8: 4%	RP9: 5.3%
2024-25	RP1: 3.6%	RP2: 4.2%	RP3: 4.8%	RP4: 5%	RP5: 5.5%	RP6: 6.8%	RP7: 4.1%	RP8: 3.6%	



Goal
4.5

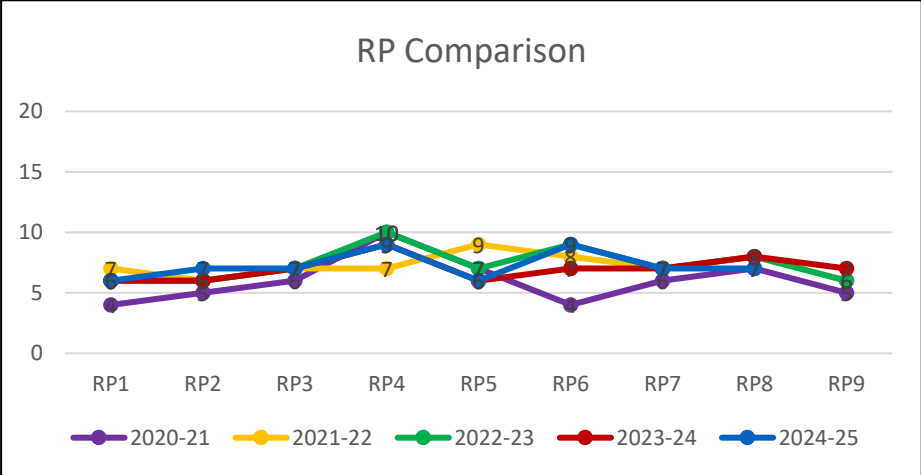
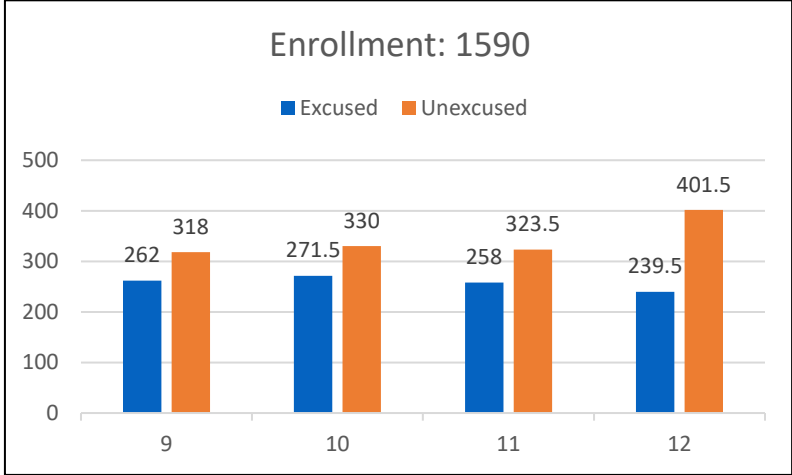
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%	RP8: 5.6%	RP9: 5.1%
2021-22	RP1: 4.2%	RP2: 4.7%	RP3: 5.4%	RP4: 5.8%	RP5: 5.9%	RP6: 5.5%	RP7: 5.6%	RP8: 5%	RP9: 5.3%
2022-23	RP1: 4.4%	RP2: 4.5%	RP3: 5.4%	RP4: 9.7%	RP5: 6.1%	RP6: 6.8%	RP7: 5.5%	RP8: 4.8%	RP9: 5.8%
2023-24	RP1: 3.9%	RP2: 4.2%	RP3: 4.4%	RP4: 5.8%	RP5: 4.8%	RP6: 5.2%	RP7: 5.1%	RP8: 4%	RP9: 6.2%
2024-25	RP1: 3.9%	RP2: 5.5%	RP3: 4.8%	RP4: 5.4%	RP5: 5.2%	RP6: 7.1%	RP7: 4.9%	RP8: 3.8%	

# Robertsville



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%	RP9: 7.3%
2024-25	RP1: 6.2%	RP2: 7.1%	RP3: 7.2%	RP4: 8.8%	RP5: 6.4%	RP6: 8.6%	RP7: 7.2%	RP8: 7.2%	

# ORHS



Goal
6

