

# Knox County Schools

# ADMINISTRATIVE BULLETIN

Web site address: [www.knoxschools.org](http://www.knoxschools.org)



**Dr. Charles Lindsey**  
*Superintendent*

**Volume 52**  
**Number 14**  
**November 13, 2006**

## CHARACTER COUNTS !SM

**Trustworthiness**  
**Respect**  
**Responsibility**  
**Fairness**  
**Caring**  
**Citizenship**

## MISSION STATEMENT

KCS will enable all students to achieve academic success based on established performance standards and students' individual needs and abilities, by providing highly trained teachers, a nurturing environment and by partnering with parents and the community to ensure that a commitment to education continues outside the classroom.



**\* PEOPLE**  
**\* POSSIBILITIES**  
**\* POTENTIAL**

### **TO ALL PERSONNEL** (Anita Loy, Administrative Bulletin Editor)

The Administrative Bulletin is a weekly publication designed to provide all employees news and information pertaining to items of interest related to school functions. If you wish to submit an announcement to the Administrative Bulletin you should have it in my office (Room M-100, Andrew Johnson Building) no later than **3:00 p.m. of the Monday** before the following Monday's issue date, unless you are notified otherwise. Check your Bulletin for such notifications. You may submit announcements by fax (594-1907 or 594-1434), by school mail to M-100, AJ Building, or by email to [claiborna1@k12tn.net](mailto:claiborna1@k12tn.net). Please submit your articles in Microsoft Word using Times New Roman, font size 10. If you have questions, please call me at 594-1905.

### **REMINDER TO ALL MIDDLE AND HIGH SCHOOL PRINCIPALS** (Dr. Mary Carroll, Supervisor of Psychological Services)

Your school psychologist(s) will out of your building the last two weeks of January while doing the Winter Curriculum Based Measurement benchmarking. Please keep this in mind when scheduling meetings.

### **REMINDER TO ALL SPECIAL EDUCATION ELEMENTARY & MIDDLE SCHOOL TEACHERS** (Resource, CDC, Intervention, Satellite) (Dr. Mary Carroll, Supervisor of Psychological Services)

We have scheduled required 4<sup>th</sup> Tuesday meetings to support your use of CBM data to set and monitor IEP Goals. These meetings will allow for small group discussion and sharing. The date for the next meeting is **November 28**. Elementary school group meetings will be from 3:00-3:45 p.m. Middle school group meetings will be from 3:45-4:30 p.m. The location of your meeting has been faxed to your school. Please make note of two location changes made after the first meeting: the Middle School Group that met at Karns Middle Library has been moved to Amherst Elementary Library and the Middle School Group that met at Gresham Middle Library has been moved to Brickey-McCloud Library. Please bring a progress monitoring chart on one of your students to the November 28<sup>th</sup> meeting.

### **TO ALL RESOURCE TEACHERS/CASE MANAGERS** (Joan Patterson, Pupil Personnel)

When requesting protected health information, using the PHI request form (#PP-187), you can print the form off from the Knox County Schools website but please send the ORIGINAL in to Joan Patterson to be processed. Most medical/mental health facilities require the original. Copies will not be processed and will be returned to the school.

### **TO ALL PERSONNEL** (Carol Strevel, Title 1 Supervisor)

A County-wide Title I District Advisory Council (DAC) meeting will be held Thursday, November 16, 2006, at 10:00 a.m., in the teacher training room at the Fair Garden Family and Community Service Center, 400 Fern Street. Parents are welcome and encouraged to attend. At parental request, Alan Cheatham will present, **A Close Look at Test Data in Title 1 Schools**. Refreshments will be served.

### **TO ALL PERSONNEL** (Corndogs band, K.A.E.C.)

The Corndogs are available to entertain at your event or benefit, public or private. Made up of Special Education staff from K.A.E.C., the Corndogs play a friendly mix of classic rock, golden oldies, rockabilly, Southern-fried hits and soulful blues. Call Tim Loan at 909-9020 or 654-1702 for more details or booking information.

**TO ALL PERSONNEL (Laura Boring, Supervisor of Physical Education & Health)**

The Tennessee Nutrition and Consumer Education Program (TNCEP) is conducted through the University of Tennessee Extension and provides nutrition education to low-income families. TNCIP can help qualifying schools to conduct nutrition education in their classrooms. The program has some great resources, including books, videos, and DVDs, posters, games and teaching materials. TNCEP can also help with lesson plans and provide food samples to support nutrition education activities. All materials are delivered to participation classrooms. To participate, your school must have a high percentage of students receiving free and reduced lunch. For more information, including a list of qualifying schools and available resources, please contact Clint Cummings at 215-2340 or [ccummin1@utk.edu](mailto:ccummin1@utk.edu). You can also visit our website at <http://knox.tennessee.edu> and follow the TNCEP link.

**TO ALL TCI CERTIFIED PERSONNEL (Jim Hartsell, Therapeutic Crisis Intervention (TCI) Coordinator)**

As you were informed at the end of last school year, there are now physical requirements for staff members who wish to remain certified in TCI. If you indicated that you met the physical requirements, you will need to get a physical exam to confirm this, and to cover safety and liability issues. If you do not get this exam, you will lose your certification to perform physical restraint and your certification will change to Level One, which does not include restraint certification. As staff members attend the fall semester refresher training, they are being given a memo concerning the physical exam. Please be sure to take care of this exam, which is being paid for by KCS, during the fall semester. Any questions can be directed to me at 909-9039.

**TO ALL PERSONNEL (PTA Clothing Center, Shannon Summer)**

***The PTA Clothing Center needs your 2006/07 SCHOOL COUPONS!!***

If you do not plan to use the Wal-Mart coupons for JEANS and UNDERWEAR please send them to the PTA Clothing Center, 232 Churchwell Avenue, Knoxville, TN 37917. Each child that visits the Clothing Center received new underwear and a pair of jeans. These are items that the Clothing Center must purchase. The more coupons we can get donated the better for the kids and the PTA Clothing Center!!

**TO ALL PERSONNEL (Knox County Museum of Educational History)**

The Museum is located in the Board Room of Historic Knoxville High at 101 E. Fifth Avenue. There you will find a collection of artifacts, photographs, newspaper articles, and other items that depict the history of Knoxville City and Knox County Schools. Because of the success of contributions of books and artifacts, the Museum is now ready for preview sessions with plans for a formal opening before the end of the year. The hours are each Wednesday and Friday 2:00 - 5:00. There are also exhibits in display cases at Sarah Simpson Development Center on Tipton Avenue next to Dogwood School for your enjoyment.

The goals of the Museum include 1) To collect, preserve and make accessible historical research and professional development, histories of individual schools, boards of education, superintendent and central office staffs that supported them 2) To facilitate research and professional development by collecting and preserving and making accessible school laws, annual reports, curriculum materials and documents. You are a vital part of this history and we need your help. It is our desire that each school will go on a treasure hunt to find and share with the Museum bits of their own histories.

For information contact Sue Boyer at 933-3077 or [suboyer@comcast.net](mailto:suboyer@comcast.net) or benna Vanvuuren at 996-1062 or [vvacademy@bellsouth.net](mailto:vvacademy@bellsouth.net)

**TO ALL TEACHERS (Carolyn White, The Pilot Club of Knoxville)**

The Pilot Club of Knoxville Special Education Teacher of the Year Award. If you are interested in an application for this coveted award, please contact Carolyn White by email at [carolynlwhite@yahoo.com](mailto:carolynlwhite@yahoo.com) or call her at 865 924-0141 and leave a message. I shall be happy to send you an application. Application deadline is November 27, 2006. The special education teacher must meet the following criteria to apply. He/she must hold a Tennessee Department of Education certificate in the area of Special Education; have a minimum of 5 years teaching experience and be actively teaching special needs students. The Pilot Club of Knoxville winner will receive a certificate and monetary award at the Pilot Club of Knoxville meeting in either January or February 2007. The winner of the Tennessee District will attend our District Convention in April 2007 in Murfreesboro, Tennessee. He/she expenses will be paid by the Tennessee District. If you have additional questions, please contact Carolyn White either by email or her cell phone.

**TO ALL PERSONNEL (Pat Mashburn, Supervisor, Human Resources)**

**COACHING POSITIONS AVAILABLE:** Requests for the following positions must be in writing by **November 24, 2006** to: Pat Mashburn, P.O. Box 2188, Knoxville, TN 37901.

**HIGH**

**AUSTIN-EAST**

1-Boys Soccer

**CENTRAL**

1-Freshman Boys Basketball

**POWELL**

1-Golf

**THE KNOX COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

**TO ALL PERSONNEL (Charles Mashburn, Supervisor of Human Resources)**

**Human Resources Non-Certified Department has the following positions available:**

<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Scale/Days</u></b>
Powell Elementary	Educational Assistant CERA	ED/200
System-Wide	Behavior Liaison	200 days Teacher Scale
Christenberry Elementary	Custodian	8 Hr/260
Farragut High	Custodian	8 Hr/260
West View Elementary	Custodian	8 Hr/260

Current School Board employees should **SUBMIT A COVER LETTER AND RESUME FOR THESE POSITIONS by November 17, 2006**. Applicants who are not current employees of the School Board should place an application for positions with the Human Resources Department, 15th Floor, Andrew Johnson Building, P. O. Box 2188, Knoxville, TN 37901-2188. **PLEASE INCLUDE WITH YOUR APPLICATION A COVER LETTER AND RESUME FOR EACH POSITION.**

**All cover letters should include** a request for transfer (for current employees) or a statement that you have a current application on file with this office, a current telephone number where you may be reached for an interview, and a statement requesting consideration for the position. All applications/correspondence should be submitted by closing date posted to: Human Resources Department, Knox County Schools, P. O. Box 2188, Knoxville, TN 37901-2188.

**THE KNOX COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER**

**TO ALL PERSONNEL (Karen N. Duren, Dance Director, Austin-East Magnet High School)**

**TO ALL FACULTY: We Know We Can Dance!**

The Austin-East Magnet Dance Company will present its eighth annual Voices concert on Thursday and Saturday, November 16 & 18, at 7 pm in the Austin-East Magnet High School Theater. This concert is made up entirely of student choreography and is the freshest, most happenin' show of the year!. A suggested donation of \$5 for adults and \$3 for students will be taken at the door. Please pass this information on to your students as well. For information and directions call 594-3792, or email Karen Duren at [durenk@k12tn.net](mailto:durenk@k12tn.net).

**TO ALL PERSONNEL (Glen Ellington, Drama Teacher. Karns High School)**

Do you like fairy tale characters? What about the Big Bad Wolf? Did you ever wonder what would happen if he randomly appeared in other fairy tales? If the answer is yes, then pack up your goodie basket and come see the **Karns High School Advanced Acting Class** presentation of ***Once Upon a Wolf***. It's about none other than that Big Bad Wolf himself who decides he's tired of always being bad. Join him, Granny, Little Red, Goldilocks, and lots of other classic fairy tale characters on some wild adventures as he tries to become the perfect fairy tale hero! Performances are November 14<sup>th</sup> and 16<sup>th</sup> at 7:30 and a special children's matinee Saturday November 18<sup>th</sup> at 2 PM. Admission is \$5 for Adults and \$3 for students. Saturday children's admission only \$2 and accompanying adults are free! This is a great way to introduce school-age children to the magic of live theatre. And incidentally, how long has it been since **you** went to the theatre? Come see ***Once Upon A Wolf*** and rediscover why live theatre is so great.

**TO ALL PERSONNEL (Rebecca Owens, Supervisor, Employee Benefits)**

**Annual Transfer/Open Enrollment**

**Annual Transfer/Open Enrollment is October 16 – November 15, 2006.** The effective date for all changes will be January 1, 2007. Information is available on the Knox County Schools web site <http://www.kcs.k12tn.net/benefits/benefits-index.htm> under the Employee Benefits Department. Employees can obtain information and/or print forms to send into our office. You may also obtain information by calling Employee Benefits at 594-1686, by stopping by the office on the 16<sup>th</sup> floor of the Andrew Johnson Building, or by attending one of the area information meetings. Our office is open from 8:00 a.m. until 4:30 p.m. All forms should be faxed, hand delivered or mailed to Knox County Schools Employee Benefits Office, 16<sup>th</sup> floor, P.O. Box 2188, Knoxville, TN 37901-2188. The fax number is 594-3737. **Do not send any forms to any of the vendors. All paperwork must be received by the Employee Benefit Office by November 15, 2006.**

Benefits are an important part of your compensation package. The employee premium for benefits is taken out pre-tax which saves employees money on their income tax. Every Knox County School employee eligible for retirement benefits has a term life insurance policy with the value of 1.5 x their salary provided at no cost by Knox County Schools. The minimum amount is \$20,000.00 and the maximum amount is \$50,000.00. Employees also have retirement benefits with either Tennessee Consolidated Retirement System or Knox County Government depending on their position. Knox County Schools contributes to both plans on behalf of their employees.

We will be conducting area information meetings at the following locations. Staff members from the Employee Benefits Office will be available for individual questions from 2:00 p.m. – 5:00 p.m. Please make every effort to come to one of the meetings so you can maximize your benefits. The meetings are designed to inform you about the changes in the health, life, dental and flexible benefits plans for 2007. We have confirmed the dates for the following meetings:

Date	Location	Time
11/13/06	Andrew Johnson Building – 1 <sup>st</sup> floor conference room	2:00 p.m

**Life Insurance**

This is not an open enrollment. Employees who do **not** currently have Supplemental Life Coverage must complete the AETNA Evidence of Insurability Statement (medical questionnaire) to obtain coverage. Employees with current supplemental coverage can increase their coverage by one level without completing a medical questionnaire. Employees who wish to obtain additional life insurance above \$20,000 or more than one level above their current coverage must complete the AETNA Evidence of Insurability Statement (medical questionnaire). Rates for Supplemental Life Insurance are based on the employee's age and the amount of coverage. Please see the Life Insurance rate sheet for more information.

Employees who wish to sign up for spouse coverage will require a statement of health questionnaire to be completed by the employee. Spouse coverage is available in the amount of \$10,000.00. The cost is \$1.40 a month. Dependent coverage is available in the amount of \$5,000.00. Dependent coverage is available for children ages 14 days through age 19, or 24 if a full time student. The cost is \$.52 a month. Employees can sign up for dependent coverage for their children at any time while their children are between the ages of 14 days and 19 years old. Child dependents no longer have to go through medical underwriting if coverage was not obtained when the employee began working for Knox County Schools.

**(Continued on next page)**

Employees should make sure their beneficiaries are up-to-date. If you have had one of your beneficiaries die or you want to change the beneficiary due to marital or personal reasons, please change your beneficiaries. Employees can change their beneficiaries at any time during the year by completing and sending in a new beneficiary form.

### **Flexible Benefits**

Knox County Schools is in the process of determining a new administrator for flexible benefits. This is an open enrollment. Employees will be able to sign up for flexible benefits including medical reimbursement and dependent childcare. **Please note employees must sign a new form every year for medical reimbursement and dependent childcare.** Please note that due to I.R.S. regulations and the RFP purchasing requirements for determining a new administrator Knox County Schools **will not** be able to have an additional open enrollment period for 2007 after the new administrator is named. The maximum for both medical reimbursement and dependent care is \$5,000.00.

Employees should put either the payroll deduction amount or the yearly deduction amount on the form. The money will begin coming out of the payroll checks beginning January 1, 2007.

Appropriate expenses must be incurred between January 1 and December 31. Employees have until March 31 of the following year to submit receipt forms for reimbursement.

### **Dental Insurance**

This is open enrollment. Employees can sign up for Delta Dental coverage, add family members, remove family members from Delta or transfer to Delta Dental from Cigna. The Cigna plan will end December 31, 2006. Employees who currently participate in the CIGNA plan may transfer to the Delta Dental plan by completing a Delta Dental application. Employees will not automatically be transferred to the Delta Dental Plan. **Beginning January 1, 2007 Delta Dental will cover adult orthodontics.** Orthodontics is no longer limited to individuals age 19 and under. There was a slight increase in the Delta Dental rates.

<b>2007 DELTA DENTAL RATES</b>			
Plan Design	Pay Periods	Pay Periods	Pay Periods
	12	24	19
	Teachers, Assistants, Secretaries, Principals, etc.	Custodians & Maintenance	Food Service & Security
Delta Dental			
Single	\$25.75	\$12.87	\$16.26
Family	\$88.84	\$44.42	\$56.11
2 Employee	\$84.84	\$42.42	\$53.58

Please note that vendors for the State of TN Dental Plans have mailed information to Knox County Schools' employees in error. This information includes postcards and handbooks. Please disregard this information. **Knox County Schools does not participate in any of the State of TN Dental plans.** Knox County Schools has different benefits than the plans offered by the State of TN.

### **Health Insurance**

Our annual transfer period is from October 16 - November 15, 2006. Employees who currently carry health insurance may transfer from one plan to another plan. The effective date for the coverage will be January 1, 2007. **This is not an open enrollment.** Employees who do not have health coverage with Knox County Schools can sign up for health coverage only if they have a HIPAA qualifying event or by participating in the late enrollment process. Contact Employee Benefits at 594-1686 for more information.

**(Continued on next page)**

On Wednesday, November 1, 2006, the Knox County School Board voted to pick up the entire increase in health insurance premiums from the State of Tennessee. **Please thank Dr. Lindsey and your board members for doing this.** The premiums for health insurance will be the same as they were last year.

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<b>HEALTH INSURANCE RATES</b>			
<b>2006 &amp; 2007</b>			
Plan Design	Pay Periods	Pay Periods	Pay Periods
	12	24	19
	Teachers, Assistants, Secretaries & Principals	Custodians & Maintenance	Food service & Security
<b>BC/BS PPO</b>			
Employee	\$142.07	\$71.04	\$89.73
Family	\$480.10	\$240.05	\$303.22
2 Employee	\$396.11	\$198.06	\$250.17
<b>CIGNA POS</b>			
Employee	\$111.87	\$55.94	\$70.65
Family	\$403.65	\$201.83	\$254.94
2 Employee	\$320.48	\$160.24	\$202.41
<b>John Deere HMO</b>			
Employee	\$106.18	\$53.09	\$67.06
Family	\$383.69	\$191.85	\$242.33
2 Employee	\$304.34	\$152.17	\$192.21

Employees who participated in one of the State health insurance plans as of September 1, 2006 will be receiving mailings from the State of Tennessee. This will include directories and handbooks on the three types of health plans available. Employees will also receive information on the health premiums. The insurance rates have increased 6% from last year. You may receive a flyer with the entire health premium on it from either the State of Tennessee or from the Insurance Company (Blue Cross/Blue Shield, Cigna, or United/John Deere). The entire premium includes both the employee portion and the employer portion.

#### Changes for 2007

- The annual out-of-pocket pharmacy copay maximum under Blue Cross/Blue Shield will be increased to \$1,500.00 beginning January 1, 2007.
- Blue Cross/Blue Shield will begin to allow one annual physical exam per adult. The visit will be covered at 90% of MAC in-network and 70% of MAC out-of-network.
- Blue Cross/Blue Shield has increased the emergency room copay to \$50.00 per visit plus 90% MAC in-network and 70% out-of-network.
- All three plans have increased the Diabetes Education annual benefit maximum to \$500.00 per year.
- All three plans will cover routine foot care for individuals diagnosed with diabetes. It will cover such things as diabetic shoes and inserts, nail clipping and treatment for corns and calluses.
- All three plans will allow 12 well child visits and immunizations through age 5 and annual checkups for ages 6-17 with immunizations as recommended by the Centers for Disease Control and Prevention (CDC)
- John Deere has been purchased by United Healthcare. New cards with the United Healthcare name will be sent out in December 2006.

#### **TO ALL TEACHERS** (Jennifer Ussery, American Red Cross)

Would you like to see: Healthier children; fewer colds; decreases in school absenteeism; and help in preventing infectious diseases in children? The American Red Cross offers **Scrubby Bear®** a hand washing program which aids in teaching children the importance of good hand washing habits. Good hand washing prevents diseases such as Infectious Diarrhea, Hepatitis A, Colds, and Flu. Scrubby is an immediate reminder to scrub your hands, reinforced by his message "Don't get Sick Wash up Quick!" Teachers, you can either request the Red Cross to give a 1 hour presentation or you can check out the **FREE** material for your classroom. The material is set up in 5 lessons, it even has experiments that you can do. Contact Jennifer Ussery at 584-2999 or [jussery@knoxarc.org](mailto:jussery@knoxarc.org)

**TO ALL PERSONNEL (Lissa Clarke, American Museum of Science and Energy)**

**Nov. 19** “Meet the Producer Keith McDaniel for Autograph Signing” of “The Secret City Documentary PART II, NEW RELEASE DVD. Public invited. Special guests will be those interviewed for the Part II Secret City Documentary. 2 p.m. to 4 p.m. AMSE Lobby. DVD can be purchased beginning Nov. 19 in the AMSE Discovery Shop for \$29.95 plus tax.

**Nov. 23** AMSE CLOSED FOR THANKSGIVING HOLIDAY.

**Nov. 24** AMSE RESUMES Normal Hours of Operation.

**Nov. 28** AMSE WELCOMES THE HOLIDAYS with festive decorations created and installed by the Oak Ridge Garden Club. AMSE Lobby through Dec. 31.

**PLEASE NOTE:** The American Museum of Science and Energy, 300 South Tulane Avenue in Oak Ridge, is open from 9 a.m. – 5 p.m. Monday through Saturday and 1 – 5 p.m. Sunday. Admission is Adults \$5, Seniors (65+) \$4, Youth (6-17) \$3 and Children (5 and under) free. Group rates are available for 20 or more with advance reservations. Annual AMSE memberships are available for Family \$30, Grandparents \$30 and Individual \$20. The AMSE is closed on Thanksgiving, Christmas and New Year’s Day. For more information on AMSE member benefits, exhibits, programs and special events, visit the museum website [www.amse.org](http://www.amse.org) To schedule a group visit, call AMSE at (865) 576-3200.

**TO ALL CERTIFIED PERSONNEL (Jennifer Brown, Professional Development Planner)**

**November 16, 2006, 4:30 p.m. to 5:30 p.m., Simpson Center**

**Becoming a Rocket Scientist: Getting Your Students Excited about Careers in Space**

Visit Kennedy Space Center (KSC) and meet people with varied backgrounds and jobs to determine what really makes the "Right Stuff". Join KSC professionals working on the shuttle launch pad and climb the Vehicle Assembly Building to speak to a crane operator. Participants will learn how to build a rocket out of materials from around the home and will be given tips for tying the activities into the curriculum. You can register for this live satellite broadcast from MTSU on-line at TeacherU on the PDC website.

**November 30, 2006, 4:15 p.m. to 5:15 p.m., Simpson Center**

**Internet Resources for Spanish Languages** will give teachers resources for classroom activities which include ready-made Power Point presentations, grammar exercises and Web Quests. Sharon Cate will be the presenter in this *Teacher Teaching Teachers* session. Participants can earn unscheduled inservice or recertification credit and can register on-line at TeacherU on the PDC website. Session is limited to 15 participants.

**November 30, 2006, 4:30 to 5:30 p.m., Simpson Center**

**Piecing It All Together**

Effective instruction is a "MUST" for today's educators. The audience will view lessons that will allow them to "work smarter, not harder" and become more effective in presenting lessons. Through the use of tradebooks, manipulatives and visual aids, the presenters will "connect" the curriculum pieces. This interdisciplinary approach will help teachers to meet the standards, assess understanding, and cover the content. You can register for this live broadcast from MTSU on-line at TeacherU on the PDC website. Recertification or inservice credit is available.

*Go to the Professional Development Center website by clicking the icon on KCS home page. If you examine the site carefully, you may find a surprise---a special treat for you!*

**TO ALL PERSONNEL (Marty Iroff, Rena Walters, OSAS)**

**November 15, 2006 4:00 pm – 5:30 pm, Great Room, Simpson Center**

**BACKPACK BAGGAGE SERIES - *Bullying: From Sandlots to Cyberspace***

Is bullying alive and well at your school? When it comes to child safety, bullying has been determined to be “the most enduring and underrated problem in schools today.” (National School Safety Center) Learn from Peg Hightower, Office of Student Assistance Services, how it is possible to effectively intervene in bullying situation. Students from all grade levels bring *backpacks* of social / emotional baggage to our classrooms daily. These inner burdens inhibit school performance, personal development and future opportunities. The latest information on the issues and how we as educators can beneficially relate to these students will be presented for in-service credit. Become a stronger student advocate by attending. Register on the PDC website.

## **TO ALL KNOX COUNTY SCHOOLS (Sean Blevins, Ijams Nature Center)**

### **IJAMS NATURE CENTER OUTREACH PROGRAMS BRING A FIELD TRIP INTO YOUR CLASSROOM!**

Ijams offers interactive outreach educational programs for your classroom. These programs are available for K-12, are grade-specific, and follow Knox County and Tennessee Science Curriculum guidelines. Programs are one hour in length and are designed for up to 30 students. Programs include hands-on activities, games, slides, and a live animal demonstration. We have many program topics to choose from—Animals in Winter, What's Bugging You?, Wild Babies, Creepy Crawlers with Eight Legs, and many more. Now is the time to schedule your Fall and Spring outreach programs – before the dates fill up! We still have a few dates left in November and December; call today! Full scholarships are available to students on free/reduced lunch. For more information, or to receive an Outreach Program brochure, call our Outreach Coordinator, Sean Blevins, at Ijams Nature Center, 865-577-4717 ext. 16, or email [sblevins@ijams.org](mailto:sblevins@ijams.org).

## **TO ALL ELEMENTARY TEACHERS (Christy Lewis, East Tennessee Discovery Center)**

Get a JUMP start on planning your SPRING fieldtrips! A trip to the East Tennessee Discovery Center would be a great, interactive science experience for your students! We have a variety of programs to fit your grade level goals and science curriculum. **Your students will be able to visit the Akima planetarium, participate in a classroom program, and visit the gallery full of hands-on exhibits for only \$3.00 per student (fee waiver students attend at no cost).** Please call 594-1494 to schedule your field trip. You may learn about all of the offerings from the Discovery Center by going to our website ([www.etdiscovery.org](http://www.etdiscovery.org)) and looking at the Educator's page.

### **Grades K – 2**

**What is an Insect?** – Learn about the world of insects in this entertaining, fact-filled hands-on presentation. We will “turn” one student into a butterfly to help identify the physical characteristics that insects share. We will perform an interactive activity to help distinguish between insects and non-insects, and will even have the opportunity to *touch* a Giant Madagascar Hissing Cockroach!

**Wind, Water & The 4 Seasons** - This program demonstrates how Earth's movements create the four seasons & discusses characteristics of each season. Students will learn how wind is formed and how it can make objects move. They will explore the water cycle and learn the different types of clouds and precipitation. Students experiment with thermometers as they learn about Fahrenheit and Celsius temperature scales.

**Our Planet & Moon** - Students will learn about the movements of the Earth and Moon as they imitate the movements themselves. They will also explore how these movements affect the Earth, giving us day and night, and the four seasons. They will discuss the physical features of the moon and participate in an exercise to help them understand the moon's phases and its role in creating eclipses.

### **Grades 3 – 5**

**Flip The Switch** - “Flip the switch” on learning about electricity. What makes a light bulb turn on? Have you ever seen a magnet dance? Why do we sometimes shock ourselves when we touch a doorknob? Students will explore the answers to these questions by playing games and participating in experiments. Students will discover how power is generated and how we harness electricity in our homes.

**Light, Color & Stars** - This program allows students to investigate the properties of light & the color spectrum. Students will experiment to see what kinds of materials light will travel through and how light from different angles can change a shadow. Students will also explore mixing colors of light together to create different colors. 4th and 5th graders will also examine glowing gases in the same way that astronomers do when studying the stars.

**Forces & Motion** - Discover how forces of friction & gravity affect our daily lives. Students will participate in fun activities to figure out what Newton's Three Laws of Motion really mean to us. Your students will love demonstrating these principles by racing cars, hitting homers and wheeling around on a skateboard!



**TO ALL ELEMENTARY TEACHERS (Christy Lewis, East Tennessee Discovery Center)**

Please let students and parents know about these opportunities to thwart Winter Break boredom!! Students can spend a few mornings at the Discovery Center during our School Break camps. Lots of hands-on fun and goodies to take home are on the agendas for these 3-day science camps.

**“Slippery, Slimy Chemistry Camp”**

for 8 - 12 year olds.

**Wednesday, December 27 - Friday, Dec. 29, 2006**

9:00 am - 12:00 noon

Cost: \$60 (includes all supplies & daily snack)

**Payment Deadline: Friday, December 15, 2006**

The Science Discovery Center invites you to have an explosive learning experience! Make a Slimy Ooze. Do glow-in-the-dark chemical reactions! Do the Magic Super Water Slurper Trick. Do titration experiments that change the color of a solution. Make Root Beer and Bubble Gum. The camp will concentrate on a different type of chemical concoction each day.

**“Young Scientist Fun Camp”**

for 6 - 7 year olds.

**Wednesday, January 3 - Friday, Jan. 5, 2007**

9:30 am - 12:00 noon

Cost: \$50 (includes all supplies & daily snack)

**Payment Deadline: Friday, December 22, 2006**

This camp will feature three very different days of science fun, including geology, physical science, and chemistry. Boys and girls will erupt a volcano and test minerals as they explore the rock cycle. Children will explore the concepts of light and color one day, and even make a colorful light catcher. A day of kitchen chemistry will have our young scientists making their own bubble gum, root beer, and special glow-dough slime.

**TO ALL PERSONNEL (Susanne Martin, Appalachian Ballet)**

The Appalachian Ballet Company is presenting its 35th season of "The Nutcracker" on Thursday, November 30th and Friday, December 1st for area school children. Performances begin at 10:00 a.m. at the Knoxville Civic Auditorium. Tickets are only \$5.00 and one teacher and/or chaperone for every 10 students will be admitted free. Chaperones beyond that number may purchase tickets for \$10.00. A limited amount of ticket subsidy money is available for public schools through the Arts and Cultural Alliance on a first-come, first-serve basis. For information on ticket subsidy, call the Arts and Cultural Alliance at 865-523-7543. Reservations and money must be in by Friday, November 17th and a Standards-Based Curriculum Guide will be provided when your reservation is accepted. Contact Marilyn Lewis, Appalachian Ballet Company, for reservations or information at 215 W. Broadway, Maryville, TN 37801 or call 865-982-8463.

**TO ALL PERSONNEL (Knoxville Teachers Federal Credit Union)**

***Just say NO to fees!*** It has become common practice for most financial institutions to make money by charging excessive fees. Knoxville Teachers Federal Credit Union is different on purpose. We have always been of the opinion that fees are a pretty lousy way to make money. Therefore, we only pass on nominal charges for the services that have a direct and measurable cost to the credit union. You will find that most of the expansive list of services provided to you by Knoxville Teachers Federal Credit Union cost you nothing. How do we do it? Well, you may have noticed that we don't own any fancy buildings and you haven't seen our ads on television. We work very hard to keep our costs down. We even reuse paperclips! Our members (the owners of this credit union) also help keep our costs down by keeping at least \$250 in their savings account. As you can see, this is not a fee! It is their money that begins a lifetime of savings and earns an impressive dividend. Maintenance of inactive or low balance accounts is costly to your credit union and really provides very little benefit to the member who has a low balance. However, a \$250 savings account can be a terrific start toward building a valuable asset. Your account is our priority and we want it to be a priority for you too. For more information on the fees you will **NOT** incur at Knoxville Teachers Federal Credit Union call **865-582-2700**.

**TO ALL TEACHERS (Lissa Clarke, American Museum of Science and Energy)**

**GROSSOLOGY AUTHOR PRESENTS SCIENCE AT AMSE**

The science teacher that wrote the *Grossology* books and designed the exhibit “Grossology: The (Impolite) Science of the Human Body” will present live demonstrations and autograph her books for the general public on Saturday, November 11 at the American Museum of Science and Energy in Oak Ridge.

Sylvia Branzei says that presenting science to kids, families and teachers is the highlight of her “gross” career. At AMSE, her 40 minute live demonstration program entitled “The Science of Gross Things” begins at 11:00 a.m. followed by her 20 minute program “Grossology: Oozing Grossness” at 1:00 p.m. Her Grossness Sylvia has presented at science centers throughout the United States; however, AMSE will be her first visit to Tennessee. She will sign her Grossology book, available in the museum’s Discovery Shop, at the conclusion of each program.

Teaching science through gross things, was the idea for her books including *Grossology*, *Animal Grossology*, *Grossology Begins at Home*, *Hands-on Grossology*, and *Grossology and You*. This former school science teacher lives in the Pacific Northwest with her husband, two dogs and a cat. Performing gross stuff at museums, universities, and schools often takes her out of the woods and into various cities and towns. She has been a textbook writer, and editor, teacher trainer and environmental curriculum designer.

She received her Masters of Arts in Science Education from California Polytechnic University in 1986 and received her Bachelor of Science in Microbiology from the University of Michigan in 1980. From 1988 -1991, Sylvia was an outreach coordinator at the Lawrence Hall of Science, University of California-Berkeley.

For more information on the Grossology interactive exhibit at AMSE, visit the museum website at [www.amse.org](http://www.amse.org). To schedule a group visit to AMSE, call the museum at (865) 576-3200. The American Museum of Science and Energy, located at 300 South Tulane Avenue in Oak Ridge is open from 9 a.m. – 5 p.m. Monday through Saturday and 1 – 5 p.m. Sunday. AMSE admission is Adults \$5, Seniors (65+) \$4, Youth (6-17) \$3 and Children (5 and under) free. Get fun down to a science with an Annual AMSE Membership for Family \$30, Grandparents \$30 and Individual \$20 for 362 days of hands-on exhibits, World War II Oak Ridge history, and traveling exhibitions on a variety of subjects, plus discounts in the Discovery Shop and on Summer Camps and free admission to over 250 museums that participate in the Association of Science Technology Centers Passport Program. AMSE memberships are a one size fits all gift this holiday season.

**TO ALL ELEMENTARY SCHOOL TEACHERS (Taylor Slemmer, Humane Educator, Young-Williams Animal Center)**

Calling all animal lovers! The Young-Williams Animal Center is pleased to announce their new Humane Education Programs to all Knox County School teachers. The Animal Center is the public animal shelter for the city of Knoxville and Knox County and was named a “must-see” shelter by the ASPCA (American Society for the Prevention of Cruelty to Animals). It shelters thousands of animals each year, and none are turned away. With so many furry friends needing homes the Center is eager to spread the word about responsible pet ownership, spay/neuter, animal communication, safety around animals, and more to our young citizens. Educators are available to host groups at the Animal Center or an educator can come right to your classroom! Programs for all ages are available, but the Center’s newest programs are designed especially for grades 3-5. To learn more about the Center and its programs, visit its Education & Outreach page at [www.knoxpets.org](http://www.knoxpets.org). You can also contact Taylor Slemmer, Humane Educator, directly at [tslemmer@knoxpets.org](mailto:tslemmer@knoxpets.org) or (865) 215-6661. Be sure to take advantage of these programs. There’s nothing like them in East Tennessee!

**TO ALL SPECIAL EDUCATION TEACHING ASSISTANTS REQUIRED INSERVICE SESSION FOR 2006-2007 (Teresa Clark, Special Education Supervisor)**

All Special Education Teaching Assistants (Elementary, Middle, High) Employed after January 5, 2006 and/or for the 2006-2007 School Year

**Newly employed Special Education Teaching Assistants Orientation Training**

Date: November 7, 2006

Time: 2:00-3:30 p.m.

Location: South-Doyle Middle School-Auditorium

**TO ALL SPECIAL EDUCATION TEACHING (Teresa Clark, Special Education Supervisor)**

Optional Inservice Opportunities:

Thursday, November 9, 2006	Data Collection	3:45-5:15	Knox Central MC2
Thursday, November 16, 2006	Language	3:45-5:15	Knox Central MC2

Please call Melissa Bennett or Kim Renfro to register 594-4485.

**TO ALL PERSONNEL (Lissa Clarke, American Museum of Science and Energy)**

**AMSE RECEIVES 1940's BLUEPRINTS**

New York City's "strongman", Radio City Music Hall builder and Empire State Building spire erector, Jack Beers has donated his 1940's blueprints of the special trunnion-mounted apparatus used at Y-12 to the American Museum of Science and Energy in Oak Ridge.

Jack Beers, former general foreman of rigging and structural steel for Stone & Webster Engineering Corporation, devised the trunnion device, which he had constructed and installed for turning odd shaped tanks at Y-12 during the World War II Manhattan Project.

Beers' apparatus saved much time, labor and money for the U. S. Army Corps of Engineers, during the Oak Ridge Manhattan Project. Because of their shape, the tanks were shipped to the project in a horizontal position and had to be turned vertically for placement on concrete piers at Y-12.

Originally, it took eight men four to six hours to set the 16-ton tanks, using two overhead bridge cranes and special rigging. The trunnion mechanism reduced the work of turning and setting a tank to two men with an average time of 15 to 20 minutes, and dispensed with one overhead bridge crane. It is estimated that the trunnion-mounted turning yoke, built for \$350, saved at least \$100,000 and many man-hours, explained Beers.

Born in 1910, Beers says he "goin' for 100!" He was raised in severe poverty in the Lower East Side and he became a "strongman" and was known as "New York City's Strongest Boy." He helped build Radio City Music Hall and he erected the Empire State Building spire via helicopter. A film about his life, *Holes in My Shoes* was written and produced by London-based David Wachs.

Other items donated to AMSE by Beers included the vehicle decal that gave him access to the plant sites of Clinton Engineer Works, his y-12 employee pass, a CEW Telephone Book, and other memorabilia.

Individuals can donate items to the AMSE Archives for preservation and storytelling about the World War II Oak Ridge Manhattan Project and the science that emerged, by contacting Julie Browning, AMSE Curator of Collections at (865) 241-9286. The American Museum of Science and Energy is located at 300 South Tulane Avenue in Oak Ridge. AMSE is open from 9 a.m. – 5 p.m. Monday through Saturday and 1 – 5 p.m. Sunday. Admission is Adults \$5, Seniors (65+) \$4 and Youth (6-17) \$3 and Children (5 and under) free. Group rates are available for 20 or more with advance reservations. For more information on annual AMSE memberships, programs, events and exhibits, visit the museum website [www.amse.org](http://www.amse.org) To schedule a group visit, call AMSE at (865) 576-3200.

**TO MIDDLE AND HIGH SCHOOL ART TEACHER AND PRINCIPALS-EAST TENNESSEE REGION (Tennessee Art Education Association & the Knoxville Museum of Art)**

**East Tennessee Regional Student Art Exhibition - December 21-30, 2006**

The Tennessee Art Education Association is pleased to announce its partnership with the Knoxville Museum of Art to present the *East Tennessee Regional Student Art Exhibition*, featuring artwork created by East Tennessee middle and high school students. This competition offers students the opportunity to display their talents and be honored for their accomplishments in a professional art museum environment. The student art exhibition provides an excellent competitive arena for young artists.

The *East Tennessee Regional Student Art Exhibition* is open to students in grades 6-12, attending public, private or home schools in East Tennessee. No more than two (2) entries per student may be entered in the competition. **All media will be eligible. Only individual artwork will be accepted, no collaboration pieces.**

**(Continued on next page)**

The Best-of-Show winner will receive a Purchase Award of \$500, and the artwork will become a permanent part of the collection of Mr. James Dodson, on loan to the Knoxville Museum of Art's Education Collection. The Memphis College of Art will award partial tuition scholarship in the amount of \$5000 to three (3) or more high school seniors. Criteria will also include students GPA, etc.

There will be an awards ceremony at 6:00pm on Thursday, December 21, in the Great Hall of the Knoxville Museum of Art, for the artists participating in the *East Tennessee Regional Student Art Exhibition*, their families, friends and school's personnel.

If you have any questions please call the Knoxville Museum of Art at 865-525-6101, ext. 226 or e-mail [rmartin@kmaonline.org](mailto:rmartin@kmaonline.org).

**Tennessee Art Education Association & the Knoxville Museum of Art  
presents the  
East Tennessee Regional Student Art Exhibition  
December 21-30, 2006**

**Teachers**

We invite you to participate. If you wish to enter some of your students' work, please call Rosalind Martin at the Knoxville Museum of Art, 865-525-6101, ext 226, or email [rmartin@kmaonline.org](mailto:rmartin@kmaonline.org). We ask that you submit the highest quality of artwork and be aware of the number of entries entered into the competition, not to exceed 30 entries per teacher (2 works per student pre current art teacher).

**Categories**

Ceramic, Drawing, Digital imagery, Mixed Media, Painting, Computer Graphics, Sculpture, Traditional Photography, and Printmaking.

**Works Eligible**

All media will be eligible. **All entries must be the original work of the student and not copies of another artist's work.** Do not submit any work copied from published photographs, magazines, book illustrations or other artwork. **Sculptures should be of a reasonable size and individually boxed.**

**Presentation Form**

- Judges have urged teachers to take more care with all aspects of presentation form.
- Pictures must be framed or matted (preferably matted).
- Mats should be white, cream or black.
- Framed pieces on canvas boards and canvases must come with all necessary provisions for hanging.
- All pastels and charcoals must be sprayed.
- Do not use glass. Glass is excluded from the exhibition for reasons of safety.
- Artworks can be backed with cardboard.
- Ceramics must be properly fired.
- All entries must be sturdy enough to withstand normal handling and display.

**Reasonable care of entries will be taken by the Student Art Exhibition Committee, but the Student Art Committee and the Staff of the Knoxville Museum of Art assume no responsibility for the loss or damage to entries.**

### **Artists Eligible**

The competition is open to students, grades 6-12, attending public, private or home schools in the counties East Tennessee.

### **Entries and Entry Form**

**No more than 2 entries per artist may be entered in the competition.** Teachers, please submit the highest quality artwork and be aware of the number of entries entered into the competition **NOT TO EXCEED 30 ENTRIES PER TEACHER.** All work must be signed by the student and teacher attesting to its originality. If there is doubt as to the originality, the teacher should NOT submit it.

Entry forms are available by calling the Knoxville Museum of Art office at 865-525-6101, ext. 226 or emailing [rmartin@kmaonline.org](mailto:rmartin@kmaonline.org). Teachers must request the entry forms.

Each entry form consists of three (3) copies. Fill out one complete entry form for each entry submitted. Staple in the center of left margin of entry form and taped to artwork as indicated. Use official entry forms, no copies please.

### **Awards and Prizes**

**Best-Of-Show Purchase Award** (Collection of Mr. Jim Dodson, on loan to KMA) \$500.

All entries must be eligible for the Best-Of-Show Purchase Award for which the artist receives the cash award.

Awards will be given to the best of each category.

Best-Of-Show	\$500
Best Painting	\$50
Best Sculpture	\$50
Best Computer Graphic	\$50
Best Drawing	\$50
Best Traditional Photograph	\$50
Best Ceramic	\$50
Best Digital Imagery	\$50
Best Print	\$50
Best Mixed Media	\$50

Prizes will also be given for each grade level for 1st, 2nd & 3rd place winners.

First Prize	Gift Certificate
Second Prize	Gift Certificate
Third Prize	Gift Certificate
Three Honorable Mentions per grade	

Every student juried into the exhibition will receive a certificate of participation.

The teacher of the student awarded Best-Of-Show will receive a \$100 gift certificate from the Knoxville Museum of Art.

### **Judging**

Selections for entry must be made in the schools. Entries violating any of the rules will be automatically disqualified before judging. Final selections for the exhibition and awards will be made by a jury, and entrants will be notified of their acceptance or not accepted of their entries. Judging will be by grade levels: 6th, 7th, 8th, 9th, 10th, 11th, and 12th.

### **Preparation**

It is recommended that teachers select and prepare entries before school closes for the mid winter holiday and have all entries ready with entry form filled in and attached. Please write any special instructions on the entry blank.

**Delivery and Pick-Up**

Entries must be delivered to the Knoxville Museum of Art on Thursday, December 14, 2006, 10:30am-5:00pm, Friday, December 15, 2006, 10:30am-8:00pm or Saturday, December 16, 2006 12noon-4:00pm. Please enter through the main entrance of the Museum. You may park in front of the Museum or in the staff parking lot. Artworks not juried into the exhibition must be pickup on Tuesday, December 19, 2006, 10:30am-5:00pm.

After the exhibition closes, artwork **MUST BE PICKED UP** by teacher or their designated representative on Wednesday, January 3, 2007 and Thursday, January 4, 2007 10:30 am-5:00pm.

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**Dates to Remember:**

Thursday, Dec. 14, 2006	Intake of Art	10:30am-5:00pm
Friday, Dec. 15, 2006	Intake of Art	10:30am-8:00pm
Saturday, Dec. 16, 2006	Intake of Art	12noon-4:00pm
Sunday, Dec. 17, 2006	Judging	11:00-5:00pm
Monday, Dec. 18, 2006	Acceptance Notices Sent	
Tuesday, Dec. 19, 2006	Pick-up "Not Accepted Art"	10:30am-5:00pm
Thursday, Dec. 21, 2006	Receptions/Awards Presentation	6:00-8:00pm
December 21-30, 2006	Art Exhibition	
Saturday, Dec. 30, 2006	Exhibition Closes at 4:00pm	
Wednesday, January 3, 2007	Pick-up artwork	12 noon-5:00pm
Thursday, January 4, 2007	Pickup artwork	12 noon-5:00pm

**Regrettably, the Museum has no extra storage space, and therefore any artwork not picked up by 5:00 p.m. Thursday, January 4, 2007 will be removed on the following Friday. Please make arrangements with fellow instructors to pickup all artwork, or contact the museum for special pickup time to avoid any problems.**



**East Tennessee Regional Student Art Exhibition Entry Form**

**PLEASE PRINT CLEARLY**

**IF WE CAN NOT READ THIS FORM, THE STUDENT'S WORK IS NOT ELIGIBLE**

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents(s)/Guardian Name(s): \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**TEACHER/SCHOOL INFORMATION**

Teacher's Name: \_\_\_\_\_

Teacher's Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

School's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

**ENTRY INFORMATION**

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

Medium: \_\_\_\_\_

**RELEASE INFORMATION**

I give permission for the Knoxville Museum of Art to display my art and to use it in any promotional materials created for the *East Tennessee Regional Student Art Exhibition*. I fully understand that the Knoxville Museum of Art and the Student Art Exhibition Committee will take reasonable care of entries and that I must reclaim my work by the date requested. I understand that the Knoxville Museum of Art will assume no liability for lost or damaged work.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**BEHAVIOR LIAISON**  
**200 Day Contract – Teacher Scale**  
**Closing Date: 11/17/2006**

**JOB SUMMARY**

To provide counseling and consulting services for students and/or staff when special circumstances exist requiring behavioral and/or emotional interventions in order to meet the individual and/or unusual needs of a student

**QUALIFICATIONS**

- B.S. degree in education or mental health field
- Valid Tennessee teaching license with proper area of endorsement or mental health experience
- Training and experience with the counseling and consulting of emotionally and behaviorally troubled students
- Ability to communicate with, and provide training for, school staff members

Current School Board employees should submit via school mail or U. S. Mail a separate **COVER LETTER** and separate **RESUME for EACH POSITION** by the closing date noted. All cover letters should include **a current telephone number and e-mail address** where you may be reached and a statement requesting consideration for the position. All correspondence should be submitted by closing date to: Dr. Kathy D. Sims, Executive Director of Human Resources, Human Resources Department, Knox County Schools, PO Box 2188, Knoxville, TN 37901-2188.

Applicants who are **not** current employees of the School Board should place an application for employment with the Human Resources Department, 15th Floor, Andrew Johnson Building, PO Box 2188, Knoxville, TN 37901-2188. **PLEASE INCLUDE WITH YOUR APPLICATION A SEPARATE COVER LETTER AND SEPARATE RESUME FOR EACH POSITION YOU ARE APPLYING FOR.**

**THE KNOX COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY  
EMPLOYER**